

Larry Weber, President
Ben Campbell, Vice President
Linda Dickens, Secretary/Treasurer
Charles Drane, Director
Michael Page, Director
Susanne Eiben, Director
Kim Willmott, Director

Greg Laudadio, Interim Director



**NOTICE OF MEETING
ECONOMIC DEVELOPMENT BOARD
August 19, 2021
11:30 A.M.
PEDC Office
100 Willow Creek Prwy, Suite A
Palestine, TX**

Zoom Link:

<https://us02web.zoom.us/j/88937104931?pwd=eHFZTnBMTkNDYkhzZG1rSnNkL0JRdz09>

Meeting ID: 889 3710 4931

Passcode: 125758

One tap mobile

+13462487799,,88937104931#,,,125758# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at: [facebook.com/palestinetx/](https://www.facebook.com/palestinetx/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. ITEMS FROM BOARD

F. DIRECTOR'S REPORT

G. DISCUSSION AND ACTION ITEMS

1. Consider approval of PEDC minutes from 7-15-2021.
2. Consider Approval of the July 2021 Financial Statements
3. Discuss and take action regarding PEDC Budget.
4. Consider approval of Community Development Grant Application
5. Consider approval of Downtown Grant Application

H. CLOSED SESSION

The Board will go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D.

1. Section 551.072 deliberation regarding real property: the purchase, exchange, lease, or value of real property and Section 551.071(2) Attorney/client communication: Consultation with EDC Attorney regarding matter potentially implicating attorney-client privileged communication.

Willow Creek Business Park Property

2. Section 551.087 deliberation regarding Economic Development negotiations
Prospect # 1016
Prospect # 1029
Prospect # 1036
Prospect # 1047

I. RECONVENE IN REGULAR SESSION

1. Take any action regarding real property.
 2. Take any action regarding Economic Development negotiations.
- J. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted at the main entrance of the Palestine Economic Development Corporation located at 100 Willow Creek Parkway, Suite A, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, August 13, 2021, at 4:00 p.m.**

A handwritten signature in blue ink, appearing to read "Greg Laudadio", is written over a horizontal line.

Greg Laudadio, Interim Economic Development Director

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT therrera@palestine-tx.org or 903-731-8414.



Agenda Date: 08/19/2021
To: Palestine Economic Development Corporation
From: Greg Laudadio, Director of Economic Development
Agenda Item: Consider approval of PEDC Minutes from 07-15-2021

SUMMARY:

Consider approval of PEDC minutes from 7-15-2021.

RECOMMENDED ACTION:

Consider approval of PEDC minutes from 7-15-2021.

Attachments

7-15-21 minutes

Larry Weber, President
Ben Campbell, Vice-President
Linda Dickens, Secretary-Treasurer
Michael Page, Director
Charles Drane, Director
Suzanne Eiben, Director
Kim Willmott, Director



Lisa Denton, ED Director
Terry Johnson, ED Project Manager

Minutes from July 15, 2021, Regular Board Meeting
Palestine Economic Development Board of Directors

The Economic Development Board convened in a combined virtual and in person meeting on Thursday, July 15, 2021, at 11:30 a.m. at City Hall Council Chambers. PEDC Board members present inside Council Chambers: Larry Weber; Ben Campbell; Linda Dickens; and Charles Drane. Absent were Suzanne Eiben, Kim Willmott, and Michael Page. PEDC Counsel, Chris Nichols was present via Zoom. Others present in chambers: Economic Development Director Lisa Denton; City Manager Teresa Herrera; Economic Development Project Manager Terry Johnson, Finance Director Roxanna Briley

- A. CALL TO ORDER** – With a quorum present, Larry Weber called the meeting to order at 11:30 am.
- B. PROPOSED CHANGES OF AGENDA ITEMS** – none
- C. PUBLIC COMMENTS** – none
- D. CONFLICT OF INTEREST DISCLOSURES** – none
- E. ITEMS FROM THE BOARD** – none
- F. June 2021 DIRECTOR’S REPORT** – The June 2021 additional information includes:
- Approximately 50 attendees were present at the Rural, Set, Go event with Texas Workforce Solutions.
 - City of Palestine completed the sale of the Palestine Mall on July 30th, 2021.
 - Broadband Chamber ribbon cutting was held on July 7th. We are ahead of our initial projections for Phase 1. A grant designed for public and private partnerships has been identified and ETEX is heading up the grant submission process.
 - There is a tour of NASA’s Columbia Scientific Balloon Facility at 1 pm today and the PEDC Board is invited to attend. This facility is working on a comprehensive plan for growth. Management will report to Palestine City Council on an annual basis starting August 2021, informing on their plans for short term and long-term growth and expansion.
- G. DISCUSSION AND ACTION ITEMS**
1. Consider approval of PEDC minutes from a. 6-14-21 and b. 7-06-21
Ben Campbell made motion to approve; seconded by Linda Dickens; motion carried 4-0.
 2. Consider approval of June 2021 Financial Statements – Charles Drane made motion to approve as presented; seconded by Linda Dickens. Motion carried 4-0.
 3. Discuss and take action on items related to Willow Creek Business Park:
 - a. Landscaping – The PEDC Board approved up to \$25,000 for tree removal at the 5-20-21 meeting. There is an additional \$965 needed for trimming of remaining trees. Linda Dickens made motion to approve the additional \$965; seconded by Ben Campbell; motion carried 4-0.

- b. Willow Creek Parkway medians – PEDC presented four price quotes for the stamped concrete work. Staff has been told the signage should be set before and concrete is poured. Development Services said the land inside the median is public right-of-way, so no monument sign can be placed in this area. The City Manager will research a potential option to allow the signage. Once this is known, the board can revisit this item.
- 4. Discuss and take action regarding PEDC Budget:
 - a. Budget transfer of \$50,000 from Park Improvements – City to Business Park Maintenance – Larry Weber made motion to approve transfer; Linda Dickens seconded; motion carried 4-0.
 - b. FY 2022 budget – Staff and Board reviewed the draft budget and made recommendations to various items. Once the changes have been made, and finance has reviewed transfer accounts, staff will send back out for board review. PEDC will need to approve a final budget at the August meeting, for Council approval in September.
- 5. Discuss and take action regarding PEDC Downtown Grant Program:
 - a. Kevin & Nicole Fuhr – 201-205 W Crawford – Charles Drane made motion to decline the \$25,000 grant for HVAC unit; seconded by Ben Campbell; motion carried 4-0. The PEDC Board feels the application does not meet the intent of the grant, which follows: The purpose of this Program is to enhance the economic vitality of the City of Palestine by encouraging visually appealing physical improvements to distressed property located within the downtown area of Palestine, TX.

H. CLOSED SESSION – 12:47 pm

The Board will go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D.

- 1. Section 551.074 personnel matters: to deliberate the employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Specifically, PEDC Director
- 2. Section 551.087 deliberation regarding Economic Development negotiations: Prospect #'s 1036, 1044, and 1046

I. RECONVENE INTO REGULAR SESSION – 1:34 pm

- 1. Take any action regarding personnel matters – no action.
- 2. Take any action regarding Prospect #'s 1036, 1044, and 1046 – no action.

K. ADJOURNMENT – 1:34 pm

Larry Weber, President

Date

Greg Laudadio, Interim Director

Date



Agenda Date: 08/19/2021
To: Palestine Economic Development Corporation
From: Greg Laudadio, Director of Economic Development
Agenda Item: Consider Approval of the July 2021 Financial Statements

SUMMARY:

Consider Approval of the July 2021 Financial Statements

RECOMMENDED ACTION:

Consider Approval of the July 2021 Financial Statements

Attachments

July 2021 Financial Report



Palestine Economic Development Corporation
Financial Statement
As of July 31, 2021

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
BEGINNING FUND BALANCE		<u>\$ 3,506,092</u>		<u>\$ 3,506,092</u>			<u>\$ 3,316,619</u>	
REVENUE								
4-1013	PEDC SALES TAX	1,039,394	71,930	907,301	87.3%	132,093	862,481	44,820
4-1705.001	RENT - CARTMELL SUITE B	18,000	1,500	16,500	91.7%	1,500	16,500	-
4-1705.004	RENT - RESULTS CO	206,739	17,954	173,008	83.7%	33,731	137,826	35,182
4-1807	ETEX FIBER RECAPTURE	50,000	-	-	0.0%	50,000	-	-
4-1808	SALE OF ASSET	-	-	-	0.0%	-	2,160	(2,160)
4-1901	INTEREST REVENUE	15,000	291	12,540	83.6%	2,460	14,055	(1,515)
4-1903	TAH LOAN PYMT	-	5,593	5,593	0.0%	(5,593)	-	5,593
4-1924	MISC REFUNDS	-	-	-	0.0%	-	1,650	(1,650)
*** TOTAL REVENUE ***		<u>1,329,133</u>	<u>97,268</u>	<u>1,114,942</u>	<u>83.9%</u>	<u>214,191</u>	<u>1,034,671</u>	<u>80,271</u>
EXPENSE								
PERSONNEL								
5-1010	SALARIES & WAGES	168,646	15,972	114,262	67.8%	54,384	-	114,262
5-1020	OVERTIME	-	-	270	0.0%	(270)	-	270
5-1030	LONGEVITY	360	36	270	75.1%	90	-	270
5-1033	CAR ALLOWANCE	4,800	-	-	0.0%	4,800	-	-
5-1036	CELL PHONE ALLOWANCE	-	50	482	0.0%	(482)	-	482
5-1040	SOCIAL SECURITY	13,337	1,205	9,056	67.9%	4,281	-	9,056
5-1050	HEALTH INSURANCE	30,589	1,342	13,613	44.5%	16,976	-	13,613
5-1061	WORKERS COMPENSATION	715	14	121	16.9%	594	-	121
5-1070	RETIREMENT	24,912	2,295	17,149	68.8%	7,764	-	17,149
*** EXPENSE CATEGORY TOTALS ***		<u>243,359</u>	<u>20,913</u>	<u>155,223</u>	<u>63.8%</u>	<u>88,136</u>	<u>-</u>	<u>155,223</u>
SUPPLIES AND MATERIALS								
5-2010	OFFICE SUPPLIES & EQUIP	4,000	36	1,252	31.3%	2,748	1,125	127
5-2020	POSTAGE	100	-	49	48.8%	51	-	49
*** EXPENSE CATEGORY TOTALS ***		<u>4,100</u>	<u>36</u>	<u>1,301</u>	<u>31.7%</u>	<u>2,799</u>	<u>1,125</u>	<u>176</u>
PROF/CONTRACTUAL SERV								
5-3010	LEGAL SERVICES	50,000	3,351	37,951	75.9%	12,049	40,721	(2,770)
5-3020	AUDITS, CONTRACTS, SPECIAL STUDY	5,000	-	-	0.0%	5,000	5,000	(5,000)
5-3030	PROFESSIONAL SERVICES	7,500	1,350	6,250	83.3%	1,250	-	6,250
5-3031	CONSULTANT SERVICES	52,500	-	7,245	13.8%	45,255	-	7,245
5-3040	COMMUNICATIONS	6,000	237	2,174	36.2%	3,826	4,299	(2,125)
5-3041	CITY ISSUED CELL PHONES	600	35	317	52.8%	283	-	317
5-3050	UTILITIES - ELECTRIC	6,000	30	4,156	69.3%	1,844	1,197	2,959
5-3051	UTILITIES-WATER/SEWER	6,000	-	2,884	48.1%	3,116	5,379	(2,495)
5-3080	MEMBERSHIP & SUBSCRIPTION	10,000	-	6,428	64.3%	3,572	5,719	709
5-3082	TRAVEL AND TRAINING	7,500	-	2,101	28.0%	5,399	2,353	(252)
5-3112	PRINTING SERVICES	1,500	-	2,255	150.4%	(755)	188	2,067
5-3150	MARKETING SERVICES	50,000	-	26,013	52.0%	23,987	20,111	5,903



Palestine Economic Development Corporation
Financial Statement
As of July 31, 2021

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
5-3330	CITY-PAID EXPENSES	-	-	-	0.0%	-	89,480	(89,480)
5-3506	ETEX FIBER PROJECT	1,100,000	-	825,000	75.0%	275,000	-	825,000
5-3617	PROJECTS SUPPORT GRANTS	400,000	-	350,000	87.5%	50,000	70,000	280,000
5-3620	BLIGHT REMOVAL GRANTS	30,000	-	-	0.0%	30,000	-	-
5-3662	PARK IMPROVEMENTS - CITY	-	-	-	0.0%	-	3,960	(3,960)
5-3663	COM DEV GRANT-GENERAL PROGRAM	50,000	-	-	0.0%	50,000	-	-
5-3664	BLDG IMPROVEMENT GRANT PROG	75,000	-	-	0.0%	75,000	117,277	(117,277)
5-3665	PRIOR YEAR BLDG IMPROV GRANTS	91,105	750	81,596	89.6%	9,509	-	81,596
5-3666	PRIOR YEAR PRJCT SUPP GRANTS	120,000	-	49,890	41.6%	70,110	-	49,890
5-3901	ADMIN FEE EXP TO GF	22,320	1,860	18,600	83.3%	3,720	-	18,600
	*** EXPENSE CATEGORY TOTALS ***	2,091,025	7,612	1,422,861	68.0%	668,164	365,684	1,057,177
MAINTENANCE & REPAIR								
5-4010	BUSINESS PARK MAINTENANCE	125,000	1,156	74,215	59.4%	50,785	28,763	45,452
5-4110	MOTOR VEHICLE REPAIRS	-	-	131	0.0%	(131)	-	131
5-4120	EQUIPMENT REPAIR/MAINT EXP	1,000	-	-	0.0%	1,000	-	-
	*** EXPENSE CATEGORY TOTALS ***	126,000	1,156	74,346	59.0%	51,654	28,763	45,583
OTHER/MISC.								
5-5060	BUSINESS RETENTION/EXPANSION	15,000	-	37	0.2%	14,963	150	(113)
5-5066	COMMUNITY EVENTS	-	-	-	0.0%	-	3,000	(3,000)
5-5067	HOSPITAL DEMOLITION	-	-	-	0.0%	-	100,000	(100,000)
5-5140	PRINCIPAL 2012A-BUS PARK	-	-	-	0.0%	-	25,304	(25,304)
5-5141	INTEREST 2012A-BUS PARK	-	-	-	0.0%	-	402	(402)
5-5143	INTEREST 2012B-BLDG CALL CTR	-	-	(5,426)	0.0%	5,426	(6,326)	900
5-5144	PRINCIPAL 2016-BLDG OFFICE	-	-	-	0.0%	-	55,000	(55,000)
5-5145	INTEREST 2016-BLDG OFFICE	-	-	(1,361)	0.0%	1,361	11,275	(12,636)
5-5200	MEETING MEALS	500	-	595	119.1%	(95)	193	402
	*** EXPENSE CATEGORY TOTALS ***	15,500	-	(6,154)	-39.7%	21,654	188,998	(195,153)
DEBT SERVICE								
5-6005	REVENUE BOND PRIN PAYMENT	285,000	-	-	0.0%	285,000	-	-
5-6050	BOND INTEREST EXP	55,278	-	27,148	49.1%	28,130	-	27,148
5-6054	PAY/ESCROW AGENT FEES	15,000	-	15,000	100.0%	-	-	15,000
	*** EXPENSE CATEGORY TOTALS ***	355,278	-	42,148	11.9%	313,130	-	42,148
CAPITAL OUTLAY								
5-8010	FURNITURE & OFFICE EQUIP	1,000	-	-	0.0%	1,000	460	(460)
	*** EXPENSE CATEGORY TOTALS ***	1,000	-	-	0.0%	1,000	460	(460)
INTERFUND ACTIVITY								
5-9010	TRSF TO GENERAL FUND	-	-	-	0.0%	-	1,043	(1,043)



Palestine Economic Development Corporation
Financial Statement
As of July 31, 2021

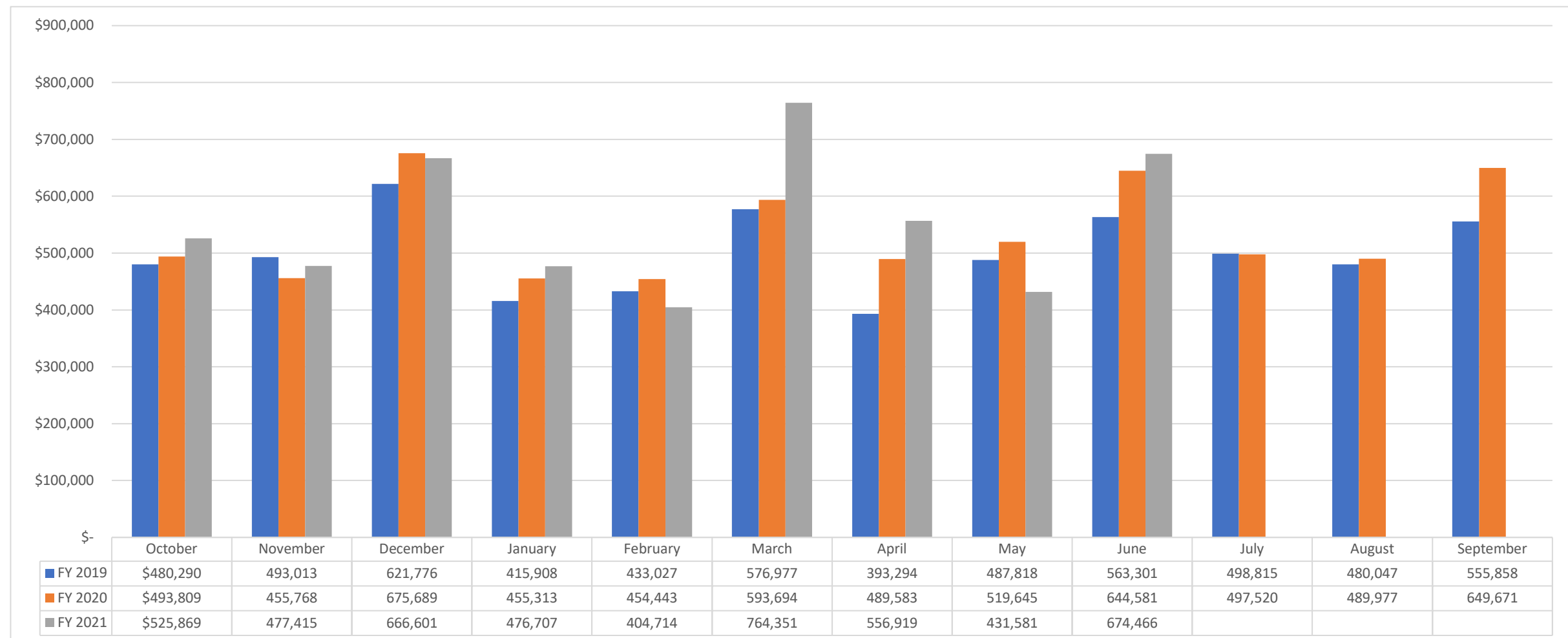
	Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
*** EXPENSE CATEGORY TOTALS ***	-	-	-	0.0%	-	1,043	(1,043)
*** TOTAL EXPENSE ***	2,836,262	29,718	1,689,724	59.6%	1,146,538	586,072	1,103,651
PROJECTED ENDING FUND BALANCE	<u>\$ 1,998,963</u>		<u>\$ 2,931,310</u>			<u>\$ 3,765,218</u>	

Sales Tax History: Fiscal Years 2019 - 2021

FY 2019				
	CITY 83.33%	PEDC 16.67%	TOTAL 100.00%	CUMULATIVE TOTAL
October	\$ 400,226	\$ 80,064	\$ 480,290	\$ 480,290
November	410,828	82,185	493,013	973,304
December	518,126	103,650	621,776	1,595,079
January	346,576	69,332	415,908	2,010,988
February	360,841	72,186	433,027	2,444,015
March	480,795	96,182	576,977	3,020,992
April	327,732	65,562	393,294	3,414,287
May	406,499	81,319	487,818	3,902,105
June	469,399	93,902	563,301	4,465,406
July	415,662	83,152	498,815	4,964,221
August	400,023	80,024	480,047	5,444,268
September	463,197	92,662	555,858	6,000,126
	\$ 4,999,905	\$ 1,000,221	\$ 6,000,126	

FY 2020				
	CITY 83.33%	PEDC 16.67%	TOTAL 100.00%	CUMULATIVE TOTAL
October	\$ 411,491	\$ 82,318	\$ 493,809	\$ 493,809
November	379,791	75,976	455,768	949,576
December	563,052	112,637	675,689	1,625,266
January	379,412	75,901	455,313	2,080,578
February	378,687	75,756	454,443	2,535,021
March	494,725	98,969	593,694	3,128,715
April	407,970	81,614	489,583	3,618,298
May	433,020	86,625	519,645	4,137,943
June	537,130	107,452	644,581	4,782,525
July	414,583	82,937	497,520	5,280,045
August	408,298	81,679	489,977	5,770,021
September	541,371	108,300	649,671	6,419,692
	\$ 5,349,529	\$ 1,070,163	\$ 6,419,692	

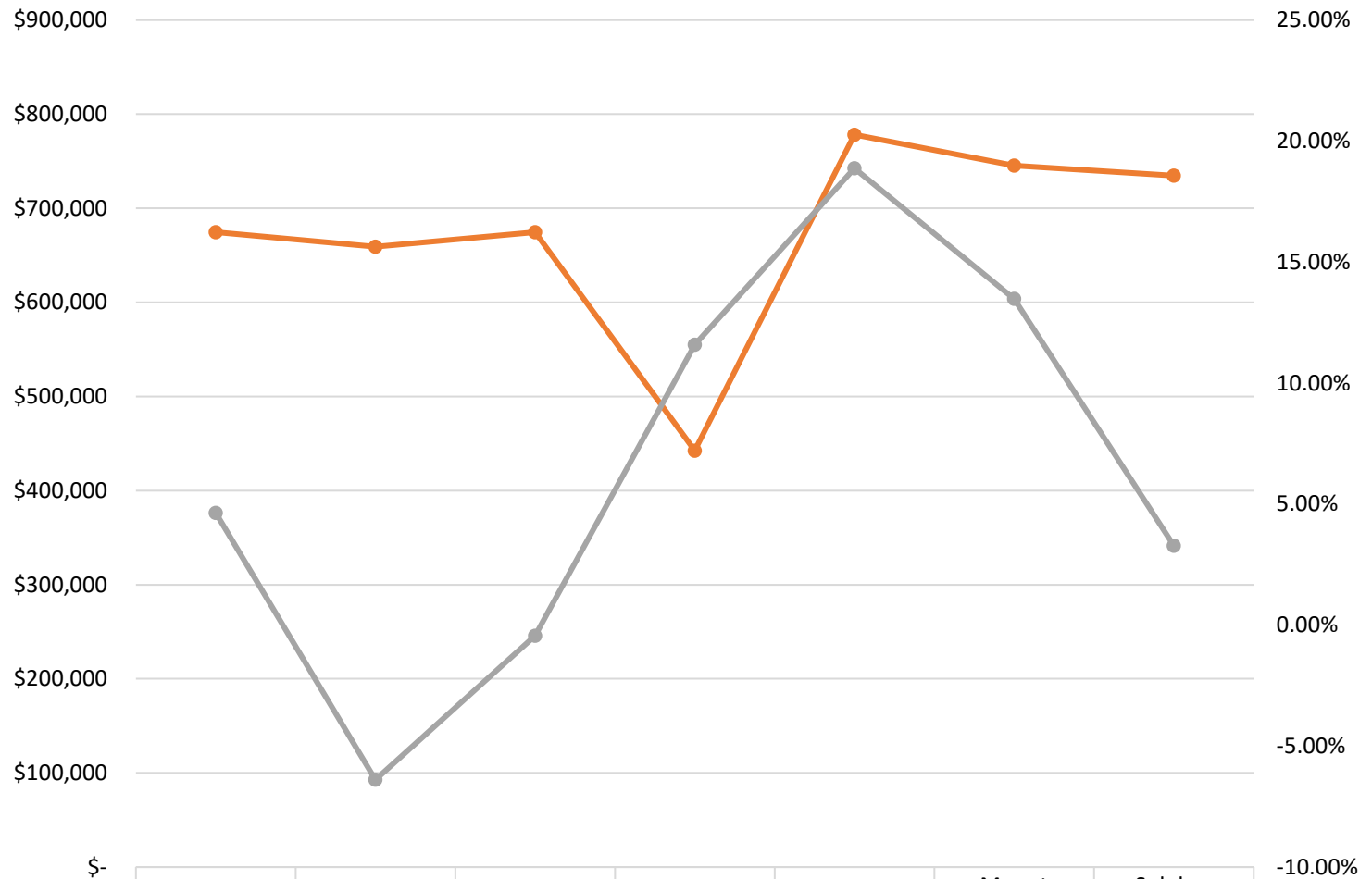
FY 2021				
	CITY 83.33%	PEDC 16.67%	TOTAL 100.00%	CUMULATIVE TOTAL
October	\$ 438,207	\$ 87,662	\$ 525,869	\$ 525,869
November	397,830	79,585	477,415	1,003,284
December	555,479	111,122	666,601	1,669,885
January	397,240	79,467	476,707	2,146,592
February	337,248	67,466	404,714	2,551,306
March	636,934	127,417	764,351	3,315,657
April	464,081	92,838	556,919	3,872,576
May	359,636	71,944	431,581	4,304,157
June	562,033	112,434	674,466	4,978,623
July				
August				
September				
	\$ 4,148,687	\$ 829,936	\$ 4,978,623	





Palestine Economic Development Corporation
Financial Statement
As of July 31, 2021

Sales Tax FY 2021 - June - Period 9



	Palestine	Athens	Henderson	Jacksonville	Kilgore	Mount Pleasant	Sulphur Springs
— \$ Sales Tax Received August-2021	674,466	659,144	674,447	442,510	778,221	745,461	734,819
— % Inc(+) Dec(-) from prior year	4.64%	-6.40%	-0.44%	11.59%	18.87%	13.48%	3.28%



Palestine Economic Development Corporation
Financial Statement
As of July 31, 2021

East Texas Cities Calendar Year 2020-2021 Sales Tax Comparison % Δ

	Palestine			Athens	Henderson	Jacksonville	Kilgore	Mount Pleasant	Sulphur Springs	Weighted Average
	<u>2021 - 2018</u>	<u>2021 - 2019</u>	<u>2021 - 2020</u>							
	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month
Oct-20	15.7%	9.6%	2.1%	-0.1%	26.4%	3.1%	-46.3%	7.0%	1.5%	-6.7%
Nov-20	13.7%	25.4%	16.9%	7.1%	-0.6%	9.2%	-3.0%	22.7%	5.7%	8.1%
Dec-20	18.8%	9.5%	6.5%	4.3%	-0.1%	1.7%	-32.3%	5.0%	3.1%	-3.7%
Jan-21	2.5%	-3.2%	4.7%	-5.4%	1.7%	8.7%	-25.0%	14.5%	10.2%	0.0%
Feb-21	8.7%	7.2%	-1.3%	-10.7%	14.1%	2.8%	-11.4%	9.6%	13.8%	1.3%
Mar-21	18.0%	14.6%	4.7%	12.2%	2.6%	13.7%	-12.9%	12.0%	3.3%	3.7%
Apr-21	4.7%	-6.5%	-10.9%	-3.4%	-6.4%	3.8%	-22.1%	-0.6%	-2.0%	-6.8%
May-21	31.3%	32.5%	28.7%	36.5%	14.2%	36.8%	8.5%	33.9%	44.6%	27.6%
Jun-21	20.4%	41.6%	13.8%	-3.0%	10.4%	23.1%	31.0%	24.6%	17.4%	15.7%
Jul-21	-15.8%	-11.5%	-16.9%	-1.0%	-1.5%	-12.9%	18.3%	17.3%	-5.4%	0.1%
Aug-21	26.5%	19.7%	4.6%	-6.4%	-0.4%	11.6%	18.9%	13.5%	3.3%	5.9%
Sep-21										
	<u>2021 - 2018</u>	<u>2021 - 2019</u>	<u>2021 - 2020</u>							
	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD
Oct-20	15.7%	9.6%	2.1%	-0.1%	26.4%	3.1%	-46.3%	7.0%	1.5%	-6.7%
Nov-20	14.6%	18.1%	10.0%	3.7%	10.2%	6.4%	-28.9%	15.1%	3.7%	0.9%
Dec-20	15.9%	15.2%	8.9%	3.9%	6.9%	4.9%	-30.1%	11.8%	3.5%	-0.6%
Jan-21	12.6%	10.6%	7.9%	1.6%	5.6%	5.8%	-28.9%	12.4%	5.1%	-0.5%
Feb-21	11.6%	9.7%	5.6%	-1.6%	7.6%	5.0%	-24.8%	11.8%	7.0%	0.0%
Mar-21	12.5%	10.4%	5.4%	0.4%	6.8%	6.3%	-23.1%	11.8%	6.4%	0.5%
Apr-21	11.6%	8.3%	3.4%	0.0%	5.1%	6.0%	-23.0%	10.1%	5.4%	-0.4%
May-21	14.5%	11.8%	7.0%	4.6%	6.5%	10.3%	-18.9%	13.3%	10.3%	3.4%
Jun-21	15.2%	14.5%	7.7%	3.6%	7.0%	11.7%	-15.2%	14.6%	11.1%	4.7%
Jul-21	11.9%	11.8%	5.2%	3.1%	5.9%	9.2%	-12.8%	14.9%	9.4%	4.3%
Aug-21	13.4%	12.7%	5.2%	2.0%	5.2%	9.4%	-9.9%	14.7%	8.7%	4.4%
Sep-21										

"Month" is month in which revenue is received.

Palestine Economic Development Corporation
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2021

	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 1,683,919.28	\$ 1,683,919.28	\$ 1,683,919.28	100.00%
Investments	-	-	-	0.00%
Total	1,683,919.28	1,683,919.28	1,683,919.28	100.00%
Activity				
Cash	47,968.30	47,968.30	47,968.30	
Investments				
Net Accretion & Amortization				
Purchases	-	-	-	
Maturities/Calls	-	-	-	
Changes to Market Value	-	-	-	
Net Monthly Activity	47,968.30	47,968.30	47,968.30	
Ending Balances				
Cash	1,731,887.58	1,731,887.58	1,731,887.58	100.00%
Investments	-	-	-	0.00%
Total	\$ 1,731,887.58	\$ 1,731,887.58	\$ 1,731,887.58	100.00%



Palestine Economic Development Corporation
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2021

Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Cash In Bank	\$ 1,731,888		\$ 100.000	0.200%	\$ 1,731,888	\$ 1,731,888	\$ 1,731,888	\$ -	1
Totals/Weighted Average				\$ 1,731,888			0.200%	\$ 1,731,888	\$ 1,731,888	\$ 1,731,888	\$ -	1
Benchmark - 4-Week Coupon Equivalent Treasury Bill Rate							0.050%					

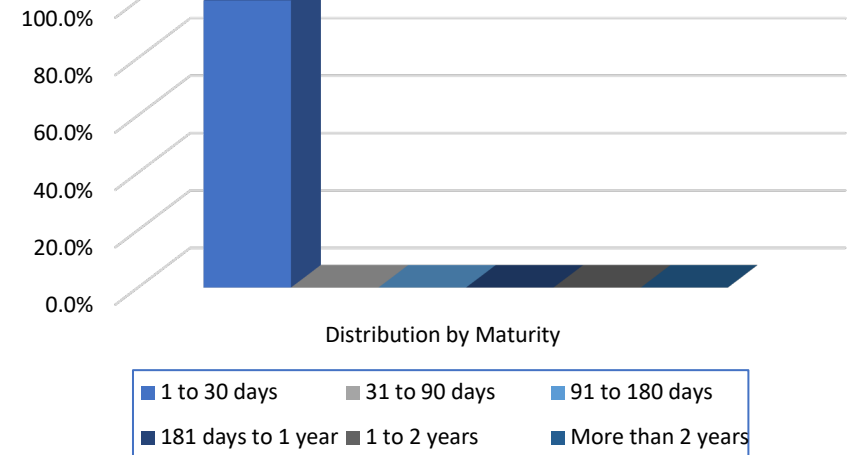
Palestine Economic Development Corporation

Summary of Cash and Investment Activity

For the Month Ending: July 31, 2021

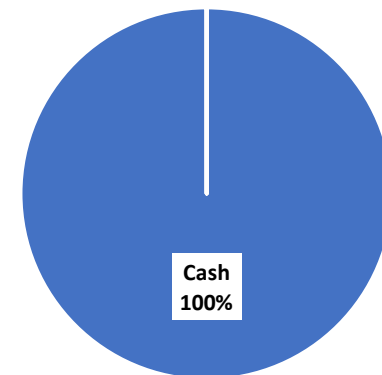
Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$ 1,731,888	100.0%
31 to 90 days	-	0.0%
91 to 180 days	-	0.0%
181 days to 1 year	-	0.0%
1 to 2 years	-	0.0%
More than 2 years	-	0.0%
	<u>\$ 1,731,888</u>	<u>100.0%</u>



Distribution by Investment Type

	Book Value	Percent
Cash	\$ 1,731,888	100.0%
US Agencies & Instrumentalities	-	0.0%
Eligible Investment Pools	-	0.0%
Certificates of Deposit	-	0.0%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	-	0.0%
Repurchase Agreements	-	0.0%
	<u>\$ 1,731,888</u>	<u>100.0%</u>



Distribution by Investment Type

Palestine Economic Development Corporation
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2021

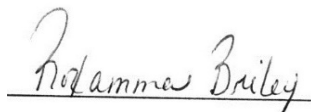
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
Total of Investments				-	-	-	-	-	-
Cash					1,683,919	1,683,919		1,731,888	1,731,888
Total Investments & Cash					<u>\$ 1,683,919</u>	<u>\$ 1,683,919</u>		<u>\$ 1,731,888</u>	<u>\$ 1,731,888</u>

**Palestine Economic Development Corporation
Monthly Interest
For the Month Ending: July 31, 2021**

Cash	\$ 290.99
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Total Monthly Interest	\$ 290.99
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This monthly report is in full compliance with the investment strategies as established in the City's Investment Policies and the Public Funds Investment Act, Chapter 2256, Texas Government Code.



Roxanna Briley
Finance Director



Statement Date 7/31/2021

Account No ****9822

Page 1 of 3

PALESTINE ECONOMIC DEVELOPMENT
100 WILLOW CREEK PARKWAY SUITE A
PALESTINE TX 75801

13854

STATEMENT SUMMARY

Public Fund Contractual Ckg w Int Account No ****9822

07/01/2021	Beginning Balance			\$1,683,919.28
	5 Deposits/Other Credits	+		\$94,471.19
	7 Checks/Other Debits	-		\$46,502.89
07/31/2021	Ending Balance	31	Days in Statement Period	\$1,731,887.58
	Total Enclosures			8

DEPOSITS/OTHER CREDITS

Date	Description	Amount
07/06/2021	Deposit	\$2,796.45
07/13/2021	Internet Trf Deposit Transfer from DDA 3686	\$71,930.10
07/22/2021	Deposit	\$17,953.65
07/23/2021	Deposit	\$1,500.00
07/31/2021	Accr Earning Pymt Added to Account	\$290.99

CHECKS

Check Number	Date	Amount	Check Number	Date	Amount	Check Number	Date	Amount
3848	07-12	\$48.00	3850	07-14	\$134.00	3852	07-16	\$3,350.50
3849	07-06	\$539.43	3851	07-13	\$199.86			

OTHER DEBITS

Date	Description	Amount
07/01/2021	Internet Trf W/D Transfer to DDA 3686	\$18,905.75
07/30/2021	Internet Trf W/D Transfer to DDA 3686	\$23,325.35

DAILY ENDING BALANCE

Date	Balance	Date	Balance	Date	Balance
07-01	\$1,665,013.53	07-14	\$1,738,818.79	07-30	\$1,731,596.59
07-06	\$1,667,270.55	07-16	\$1,735,468.29	07-31	\$1,731,887.58
07-12	\$1,667,222.55	07-22	\$1,753,421.94		
07-13	\$1,738,952.79	07-23	\$1,754,921.94		



PALESTINE ECONOMIC DEVELOPMENT

Statement Date

7/31/2021

Account No

****9822

Page 2 of 3

EARNINGS SUMMARY

** Below is an itemization of the Earnings paid this period. **

Interest Paid This Period	\$290.99	Annual Percentage Yield Earned	0.20 %
Interest Paid YTD	\$9,044.95	Days in Earnings Period	31
		Earnings Balance	\$1,713,084.91

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DATE	CURRENCY	COINS	TOTAL CASH	CHECKS	DEPOSIT TICKET TOTAL	RE-ENTER GRAND TOTAL IN SCREENED BOXES
6-30-2021						
PALESTINE ECONOMIC DEVELOPMENT 100 WILLOW CREEK PARKWAY SUITE A PALESTINE, TX 75801						
PROSPERITY BANK 1015 NORTH CHURCH STREET • PALESTINE, TX 75801 903-729-4100 www.prosperitybank.com						
\$ 2796.45						
⑆111122655⑆ 215009822⑆ 151						

7/6/2021

\$2,796.45

DATE	CURRENCY	COINS	TOTAL CASH	CHECKS	DEPOSIT TICKET TOTAL	RE-ENTER GRAND TOTAL IN SCREENED BOXES
7-22-2021						
PALESTINE ECONOMIC DEVELOPMENT 100 WILLOW CREEK PARKWAY SUITE A PALESTINE, TX 75801						
PROSPERITY BANK 1015 NORTH CHURCH STREET • PALESTINE, TX 75801 903-729-4100 www.prosperitybank.com						
\$ 17953.65						
⑆111122655⑆ 215009822⑆ 151						

7/22/2021

\$17,953.65

DATE	CURRENCY	COINS	TOTAL CASH	CHECKS	DEPOSIT TICKET TOTAL	RE-ENTER GRAND TOTAL IN SCREENED BOXES
7-22-2021						
PALESTINE ECONOMIC DEVELOPMENT 100 WILLOW CREEK PARKWAY SUITE A PALESTINE, TX 75801						
PROSPERITY BANK 1015 NORTH CHURCH STREET • PALESTINE, TX 75801 903-729-4100 www.prosperitybank.com						
\$ 1500.00						
⑆111122655⑆ 215009822⑆ 151						

7/23/2021

\$1,500.00

DATE	AMOUNT
07/02/2021	\$*****48.00
VOID AFTER 90 DAYS	

PAY --- FORTY EIGHT & 00/100 DOLLARS ---

TO THE ORDER OF ** J & B SECURITY LLC **
PO BOX 735
PALESTINE, TX 75802

⑆003848⑆ ⑆111122655⑆ ⑆215009822⑆

7/12/2021

3848

\$48.00

DATE	AMOUNT
07/02/2021	\$*****43.00
VOID AFTER 90 DAYS	

PAY --- FIVE HUNDRED THIRTY NINE & 43/100 DOLLARS ---

TO THE ORDER OF ** LISA DENTON-EXPENSES **

⑆003849⑆ ⑆111122655⑆ ⑆215009822⑆

7/6/2021

3849

\$539.43

DATE	AMOUNT
07/02/2021	\$*****134.00
VOID AFTER 90 DAYS	

PAY --- ONE HUNDRED THIRTY FOUR & 00/100 DOLLARS ---

TO THE ORDER OF ** PALESTINE AIR & HEAT HEAT **
1919 W. OAK
PALESTINE, TX 75801

⑆003850⑆ ⑆111122655⑆ ⑆215009822⑆

7/14/2021

3850

\$134.00

DATE	AMOUNT
07/09/2021	\$*****199.86
VOID AFTER 90 DAYS	

PAY --- ONE HUNDRED NINETY NINE & 86/100 DOLLARS ---

TO THE ORDER OF ** CITY OF PALESTINE **
504 W. QUINN STREET
PALESTINE, TX 75801-2733

⑆003851⑆ ⑆111122655⑆ ⑆215009822⑆

7/13/2021

3851

\$199.86

DATE	AMOUNT
07/09/2021	\$*****3380.50
VOID AFTER 90 DAYS	

PAY --- THREE THOUSAND THREE HUNDRED FIFTY & 50/100 DOLLARS ---

TO THE ORDER OF ** CHRISTOPHER LEN NICHOLS **
88+ THE NICHOLS FIRM, PLLC
1010 N. SAN JACINTO ST., STE 1403
HOUSTON, TX 77002

⑆003852⑆ ⑆111122655⑆ ⑆215009822⑆

7/16/2021

3852

\$3,350.50

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002272 : 01385402



Agenda Date: 08/19/2021
To: Palestine Economic Development Corporation
From: Greg Laudadio, Director of Economic Development
Agenda Item: Discuss and take action regarding PEDC Budget.

SUMMARY:

Discuss and take action regarding PEDC Budget.

RECOMMENDED ACTION:

Discuss and take action regarding PEDC Budget.

Attachments

PEDC Budget 2021-2022

CITY OF PALESTINE
PROPOSED BUDGET WORKSHEET
AS OF:AUGUST 31ST, 2021

215-ECONOMIC DEVELOPMENT CORP

(----- 2020-2021 -----) (----- 2021-2022 -----)							
	2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>							
<u>SALES TAX</u>							
215-4-1013 PEDC SALES TAX	969,836	1,000,021	1,069,949	1,039,394	907,301	1,039,394	
215-4-1040 CASH OVER/SHORT	(150)	0	0	0	0	0	
TOTAL SALES TAX	969,686	1,000,021	1,069,949	1,039,394	907,301	1,039,394	
<hr/>							
<u>CHARGES FOR SERVICE</u>							
215-4-1705.001 RENT - CARTMELL SUITE B	13,500	18,000	18,000	18,000	16,500	13,500	
215-4-1705.004 RENT - RESULTS CO	206,739	189,511	172,283	206,739	190,962	215,444	
215-4-1708 SALE OF PROPERTY	(1,430)	0	0	0	0	0	
TOTAL CHARGES FOR SERVICE	218,809	207,511	190,283	224,739	207,462	228,944	
<hr/>							
<u>INTERGOVERNMENTAL REVENUE</u>							
215-4-1806 OTHER REVENUE	(1)	50	0	0	0	0	
215-4-1807 ETEX FIBER RECAPTURE	0	0	0	50,000	0	150,000	
215-4-1808 SALE OF ASSET	0	0	(31,900)	0	0	0	
TOTAL INTERGOVERNMENTAL REVENUE	(1)	50	(31,900)	50,000	0	150,000	
<hr/>							
<u>OTHER INCOME</u>							
215-4-1901 INTEREST REVENUE	6,758	15,618	16,767	15,000	12,540	15,000	
215-4-1902 INSURANCE RECOVERIES	0	1,669	0	0	0	0	
215-4-1903 TAH LOAN PYMT	0	0	0	0	8,389	33,557	
215-4-1924 MISC REFUNDS	0	0	1,650	0	0	0	
TOTAL OTHER INCOME	6,758	17,287	18,417	15,000	20,929	48,557	
<hr/>							
TOTAL REVENUES	1,195,253	1,224,869	1,246,748	1,329,133	1,135,692	1,466,895	

215-ECONOMIC DEVELOPMENT CORP
ADMINISTRATION

		(----- 2020-2021 -----) (----- 2021-2022 -----)						
		2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>PERSONNEL</u>								
215-5-110-1010	SALARIES & WAGES	0	0	0	168,646	132,440	173,430	
215-5-110-1015	SALARY PREMIUM	0	0	0	0	0	6,978	
215-5-110-1020	OVERTIME	0	0	0	0	270	0	
215-5-110-1030	LONGEVITY	0	0	0	360	300	288	
215-5-110-1031	CERTIFICATION PAY	0	0	0	0	100	2,600	
215-5-110-1033	CAR ALLOWANCE	0	0	0	4,800	0	0	
215-5-110-1036	CELL PHONE ALLOWANCE	0	0	0	0	507	600	
215-5-110-1040	SOCIAL SECURITY	0	0	0	13,337	9,056	13,869	
215-5-110-1050	HEALTH INSURANCE	0	0	0	30,589	13,613	27,618	
215-5-110-1061	WORKERS COMPENSATION	0	0	0	715	137	338	
215-5-110-1070	RETIREMENT	0	0	0	24,912	17,149	25,506	
TOTAL PERSONNEL		0	0	0	243,359	173,572	251,228	
<u>SUPPLIES AND MATERIALS</u>								
215-5-110-2010	OFFICE SUPPLIES & EQUIP	3,782	4,281	1,134	4,000	1,280	2,000	
215-5-110-2020	POSTAGE	347	160	24	100	49	100	
TOTAL SUPPLIES AND MATERIALS		4,129	4,441	1,158	4,100	1,328	2,100	
<u>PROF/CONTRACTUAL SERV</u>								
215-5-110-3010	LEGAL SERVICES	16,370	10,143	52,917	50,000	38,916	45,000	
215-5-110-3020	AUDITS, CONTRACTS, SPECIAL STUD	3,500	3,500	5,000	5,000	0	5,000	
215-5-110-3030	PROFESSIONAL SERVICES	34,768	15,392	0	7,500	6,250	7,500	
215-5-110-3031	CONSULTANT SERVICES	0	7,176	0	52,500	10,745	7,500	
215-5-110-3040	COMMUNICATIONS	6,036	5,937	4,812	6,000	2,111	6,000	
215-5-110-3041	CITY ISSUED CELL PHONES	0	0	0	600	317	500	
215-5-110-3050	UTILITIES - ELECTRIC	6,305	5,573	1,762	6,000	4,156	6,000	
215-5-110-3051	UTILITIES-WATER/SEWER	7,576	8,520	5,912	6,000	3,190	6,000	
215-5-110-3053	PHONES/INTERNET	0	0	0	0	0	3,392	
215-5-110-3080	MEMBERSHIP & SUBSCRIPTION	2,783	7,240	5,919	10,000	6,428	12,500	
215-5-110-3082	TRAVEL AND TRAINING	7,319	7,092	4,444	7,500	2,711	7,500	
215-5-110-3090	IT SUPPORT	0	0	0	0	0	1,897	
215-5-110-3095	SOFTWARE MAINTENANCE	0	0	0	0	0	808	
215-5-110-3112	PRINTING SERVICES	120	1,010	433	1,500	2,699	3,120	
215-5-110-3150	MARKETING SERVICES	11,981	40,239	18,436	50,000	26,013	50,000	
215-5-110-3315	VEHICLE LEASE FEES	0	0	0	0	0	318	
215-5-110-3330	CITY-PAID EXPENSES	181,672	228,354	167,642	0	0	0	
TOTAL PROF/CONTRACTUAL SERV		278,430	340,177	267,277	202,600	103,536	163,034	
<u>MAINTENANCE & REPAIR</u>								
215-5-110-4010	BUSINESS PARK MAINTENANCE	51,673	63,260	46,382	125,000	76,877	130,000	
215-5-110-4120	EQUIPMENT REPAIR/MAINT EXP	163	0	0	1,000	0	0	
TOTAL MAINTENANCE & REPAIR		51,835	63,260	46,382	126,000	76,877	130,000	

215-ECONOMIC DEVELOPMENT CORP
ADMINISTRATION

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
UTILITIES							
OTHER/MISC.							
215-5-110-5060 BUSINESS RETENTION/EXPANSION	7,458	21,757	150	15,000	37	15,000	
215-5-110-5200 MEETING MEALS	2,741	3,173	193	500	595	2,000	
TOTAL OTHER/MISC.	10,199	24,930	343	15,500	633	17,000	
CAPITAL OUTLAY							
215-5-110-8010 FURNITURE & OFFICE EQUIP	2,645	400	460	1,000	0	1,000	
TOTAL CAPITAL OUTLAY	2,645	400	460	1,000	0	1,000	
INTERFUND ACTIVITY							
215-5-110-9000 DEPRECIATION EXPENSE	129,021	133,172	126,962	0	0	0	
215-5-110-9010 TRSF TO GENERAL FUND	245,255	45,000	17,229	0	0	0	
TOTAL INTERFUND ACTIVITY	374,276	178,172	144,191	0	0	0	
TOTAL ADMINISTRATION	721,514	611,380	459,812	592,559	355,946	564,363	

215-ECONOMIC DEVELOPMENT CORP
EDC INCENTIVES/GRANTS

		(----- 2020-2021 -----) (----- 2021-2022 -----)						
		2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>SUPPLIES AND MATERIALS</u>								
215-5-111-2010	OFFICE SUPPLIES & EQUIPMENT	0	136	0	0	0	0	
TOTAL SUPPLIES AND MATERIALS		0	136	0	0	0	0	
<u>PROF/CONTRACTUAL SERV</u>								
215-5-111-3040	LEGAL NOTICES	0	116	266	0	301	250	
215-5-111-3506	ETEX FIBER PROJECT	0	0	0	1,100,000	825,000	0	
215-5-111-3617	PROJECTS SUPPORT GRANTS	668	83,069	270,000	400,000	350,000	400,000	
215-5-111-3619	DOWNTOWN ASSESSMENT STUDY	0	39,250	0	0	0	0	
215-5-111-3620	BLIGHT REMOVAL GRANTS	0	5,325	0	30,000	0	0	
215-5-111-3662	PARK IMPROVEMENTS - CITY	919	68,099	9,780	0	0	0	
215-5-111-3663	COM DEV GRANT-GENERAL PROGRAM	36,580	(3,195)	0	50,000	0	50,000	
215-5-111-3664	BLDG IMPROVEMENT GRANT PROG	11,625	0	151,137	75,000	0	75,000	
215-5-111-3665	PRIOR YEAR BLDG IMPROV GRANTS	0	0	0	91,105	81,596	0	
215-5-111-3666	PRIOR YEAR PRJCT SUPP GRANTS	0	0	0	120,000	49,890	70,000	
TOTAL PROF/CONTRACTUAL SERV		49,792	192,665	431,183	1,866,105	1,306,787	595,250	
5-111-3662	PARK IMPROVEMENTS - CITY	PERMANENT NOTES: Remove and add \$30k to business park maintenance						
<u>MAINTENANCE & REPAIR</u>								
215-5-111-4110	MOTOR VEHICLE REPAIRS	0	0	0	0	131	0	
TOTAL MAINTENANCE & REPAIR		0	0	0	0	131	0	
<u>UTILITIES</u>								
<u>OTHER/MISC.</u>								
215-5-111-5011	BUSINESS RETENTION SEMINAI	7,472	0	0	0	0	0	
215-5-111-5066	COMMUNITY EVENTS	9,479	8,100	3,000	0	0	0	
TOTAL OTHER/MISC.		16,951	8,100	3,000	0	0	0	
<u>CAPITAL OUTLAY</u>								
<u>INTERFUND ACTIVITY</u>								
TOTAL EDC INCENTIVES/GRANTS		66,743	200,901	434,183	1,866,105	1,306,918	595,250	

CITY OF PALESTINE
PROPOSED BUDGET WORKSHEET
AS OF:AUGUST 31ST, 2021

215-ECONOMIC DEVELOPMENT CORP
COMMUNITY DEV GRANTS

EXPENDITURES	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----) (----- 2021-2022 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>							
OTHER/MISC.							
215-5-112-5065 BAT & PIGEON ABATEMENT GRANT	5,500	0	0	0	0	0	
215-5-112-5067 HOSPITAL DEMOLITION	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL OTHER/MISC.	5,500	0	100,000	0	0	0	
<hr/>							
TOTAL COMMUNITY DEV GRANTS	5,500	0	100,000	0	0	0	

215-ECONOMIC DEVELOPMENT CORP
DEBT

				(----- 2020-2021 -----)		(----- 2021-2022 -----)	
				CURRENT	Y-T-D	REQUESTED	PROPOSED
EXPENDITURES				BUDGET	ACTUAL	BUDGET	BUDGET
				ACTUAL	ACTUAL		
<hr/>							
OTHER/MISC.							
215-5-114-5141	INTEREST	2012A-BUS PARK	6,824	3,314	937	0	0
215-5-114-5143	INTEREST	2012B-BLDG CALL CTR	64,600	57,200	49,708	0	(5,426)
215-5-114-5144	PRINCIPAL	2016-BLDG OFFICE	0	0	0	0	60,000
215-5-114-5145	INTEREST	2016-BLDG OFFICE	<u>16,115</u>	<u>14,491</u>	<u>12,636</u>	<u>0</u>	<u>4,084</u>
TOTAL OTHER/MISC.			87,539	75,005	63,282	0	58,658
<hr/>							
5-114-5140	PRINCIPAL	2012A-BUS PARK	PERMANENT NOTES: BUDGETED IN DIVISION 999				
5-114-5141	INTEREST	2012A-BUS PARK	PERMANENT NOTES: BUDGETED IN DIV 999/EJA				
5-114-5142	PRINCIPAL	2012B-BLDG CALL	PERMANENT NOTES: BUDGETED IN DIV 999				
5-114-5143	INTEREST	2012B-BLDG CALL	PERMANENT NOTES: Interest plus \$500 annual fee				
5-114-5144	PRINCIPAL	2016-BLDG OFFICE	PERMANENT NOTES: BUDGETED IN DIV 999				
5-114-5145	INTEREST	2016-BLDG OFFICE	PERMANENT NOTES: BUDGETED IN DIV 999/EJA				
<hr/>							
TOTAL DEBT			87,539	75,005	63,282	0	58,658
						0	

215-ECONOMIC DEVELOPMENT CORP
DEBT

				(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

OTHER/MISC.

215-ECONOMIC DEVELOPMENT CORP
NON-DEPARTMENTAL

		(----- 2020-2021 -----) (----- 2021-2022 -----)						
		2017-2018	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
EXPENDITURES		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>PROF/CONTRACTUAL SERV</u>								
215-5-999-3220	TML INSURANCE	0	0	0	0	0	4,922	
215-5-999-3901	ADMIN FEE EXP TO GF	0	0	0	22,320	18,600	0	
TOTAL PROF/CONTRACTUAL SERV		0	0	0	22,320	18,600	4,922	
<u>DEBT SERVICE</u>								
215-5-999-6005	REVENUE BOND PRIN PAYMENT	0	0	0	285,000	43,386	381,130	
215-5-999-6050	BOND INTEREST EXP	0	0	0	55,278	42,000	70,909	
215-5-999-6054	PAY/ESCROW AGENT FEES	0	0	0	15,000	15,000	0	
TOTAL DEBT SERVICE		0	0	0	355,278	100,386	452,039	
<u>INTERFUND ACTIVITY</u>								
215-5-999-9010	TRSF TO GENERAL FUND	0	0	0	0	0	31,329	
215-5-999-9570	TRANSFER TO FLEET FUND	0	0	0	0	0	1,625	
TOTAL INTERFUND ACTIVITY		0	0	0	0	0	32,954	
TOTAL NON-DEPARTMENTAL		0	0	0	377,598	118,986	489,916	
TOTAL EXPENDITURES		881,296	887,286	1,057,276	2,836,262	1,840,508	1,649,529	
		=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES		313,956	337,583	189,473	(1,507,129)	(704,816)	(182,633)	
		=====	=====	=====	=====	=====	=====	=====



Agenda Date: 08/19/2021
To: Palestine Economic Development Corporation
From: Greg Laudadio, Director of Economic Development
Agenda Item: Consider approval of Community Development Grant Application

SUMMARY:

Consider approval of Community Development Grant Application

RECOMMENDED ACTION:

Consider approval of Community Development Grant Application

Attachments

Community Development Grant Guidelines
Wayfinding Grant Application Outline
CD Grant App Wayfinding
Wayfinding Images



PALESTINE ECONOMIC DEVELOPMENT CORPORATION (PEDC)

COMMUNITY DEVELOPMENT GRANT PROGRAM

GUIDELINES & CRITERIA

Goals of Palestine Economic Development Corporation Community Development Projects –

- Projects eligible for PEDC consideration under Section 505 of the Texas Local Government Code (see information below)
- Support cultural, sports, fitness, entertainment and community projects that attract resident and visitor participation and contribute to quality of life, business development and growth of Palestine sales tax revenue
- Highlight and promote Palestine as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of Palestine
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Educate the community about the impact of investment in quality of life improvements in Palestine

Project Grants provide an opportunity for financial support for projects eligible for consideration under Texas Type B sales tax statutes, which enhance quality of life in Palestine and advance the mission of PEDC. Proceeds may be used for land, buildings, equipment, expenditures* and improvements* suitable for the following types of projects:

***Note:** Type B sales tax proceeds may only be used for funding events, expenditures and improvements made at a venue in which Type B sales tax was used for construction.

- Professional and amateur sports and athletic facilities, including stadiums and ballparks
- Entertainment, tourist and convention facilities, including auditoriums, amphitheaters, concert halls, museums and exhibition facilities
- Public parks, park facilities and events, and related open space improvements
- Expansion of airport facilities, including hangers, airport maintenance and repair facilities, air cargo facilities and related infrastructure located on or adjacent to an airport facility, if the project is undertaken by a corporation created by an eligible city; (i) that enters into a development agreement with an entity in which the entity acquires a leasehold or other possessory interest from the corporation and is authorized to sublease the entity's interest for

other projects authorized by this subdivision; and (ii) the governing body of which has authorized the development agreement by adopting a resolution at a meeting called as authorized by law.

Guidelines

- Applicant must have been formed or in business for more than one year.
- Project must demonstrate how it will advance the mission and support the goals of PEDC as outlined above.
- Projects must be for public use or otherwise meet the definition of “Project” as that term is defined in state law.
- Project must be well-planned with stated goals, objectives and evaluation measures that demonstrate impact to the community.
- Preference may be given to Applicants who have not received funding from PEDC within the previous 12-month period.
- Preference may be given to Applicants who develop and demonstrate multiple revenue streams to financially support Project for which grant funds are requested.
- Applications must be completed in full, providing all information requested, to be considered by the PEDC board.
- Approved Project must be completed within one year.
- Applicant must be a government agency or non-profit organization (501(C)___).
- Project must have an economic, social, cultural or environmental impact on the community.
- Funds are not granted for personnel, marketing, promotion or advertising purposes.
- Upon completion of 80% of the total approved project, grantee may request reimbursement, up to the 80% expended, prior to the conclusion of the Project. Copies of paid invoices/receipts, proof of payment and release of liens must be provided to PEDC. Once verified, PEDC Board approval will be required before payment is processed. The final 20% may be paid following PEDC’s receipt of all paid invoices/receipts, proof of payment and release of liens; documentation of fulfillment of obligations to PEDC, including the final report on the Project.

Please note: A 60-day public notice period is required before funds can be expended. Public Hearings will be required for all Projects over \$10,000.

Application Process

Applications are available at www.palestinetexas.net They may also be obtained by calling the PEDC office at 903.729.4100 or emailing eddirector@palestine-tx.org. Deadlines for submission under project cycles are strictly followed. **Please call to discuss your proposal and application in advance of completing the form and submitting the information requested.**

Please note: The completed application and all supporting documents are required to be submitted electronically, or in person at 100 Willow Creek Pkwy. Suite A, Palestine, TX 75801 for consideration by the PEDC Board.

Applicant must provide the following with the application:

- History of the organization
- Description of the proposed project

- Budget, to include: Total project cost, amount requested from PEDC and Applicant contribution
- Project timetable
- Copy of IRS Form (Form 1023 “Application for Recognition of Exemption Under Section 501(C)___ of the Internal Revenue Code”)
- List of staff and Board of Directors and Officers

Review Process

Palestine Economic Development Corporation is responsible for final approval on applications for funding projects and initiatives in accordance with state law. The board consists of seven members, appointed by the Palestine City Council. The Application Review Process is outlined below:

- PEDC staff is available to review draft application, prior to submission, and answer questions. Staff may request additional information at this time.
- Completed applications must be submitted electronically, or in person, in accordance with the grant schedule outlined previously.
- Applications may be reviewed by PEDC legal counsel to determine if the request for funds is eligible under state law.
- Once eligibility for consideration is confirmed, Applicants will be notified and placed on a meeting agenda to make a presentation to the Community Development Grant Committee. Following each presentation, committee members will have an opportunity to ask questions of the applicant. Please note: this is a formal presentation and time limits may be imposed.
- The meeting will be a public meeting, and notice of the application and request for funding will be published and posted in accordance with the requirements of the Open Meetings Act and The Development Corporation Act. The application, along with all documents/attachments included will become public information.
- Committee members will evaluate applications and presentations and prepare to make a recommendation to the PEDC Board at a future board meeting.
- Board action will generally be scheduled for the following month’s board meeting. However, the schedule may be delayed if the committee determines additional research and/or discussion is warranted. When action is taken, the board may approve, table or reject an application, by a majority vote of the board members present.
- Final approval will be required by City of Palestine City Council.
- Funds awarded for approved applications are expended on a reimbursement basis.

Evaluation

Palestine Community Development Committee members will consider the following information when evaluating applications for recommendation to PEDC Board:

- Application was completed in full
- Availability of grant funds
- Applicant’s funding history
- Eligibility under state law
- Alignment with PEDC mission and strategic priorities
- Alignment with City of Palestine strategic priorities
- Evidence of public and private financial support
- Potential to achieve Project goals

- Positive impact on Palestine
- Significant return on investment
- Applicant's strength and stability – healthy finances, sound business plan, strong mission and programs, proven results, stable staff

Applicants will be scored on the following basis:

Evaluation Criteria	Maximum Points
Project has matching funds	20*
Develops Tourism	20
Education/Training Skills	15
Quality of Life (Cultural/Fine Arts/Entertainment/Sports)	15
Project improves city infrastructure/open space	10
Historical Preservation	10
Enhances underutilized facilities	10
Total	100

*Matching points

0-10 points if match is less than a dollar to dollar match

11-15 points if match is a dollar for dollar match

16-20 points if match is greater than a dollar for dollar match

The PEDC Community Development Committee will score points on the criteria listed above. Projects may receive points for all, partial or none of the criteria. For example, a project that improves the city's infrastructure could receive from zero to 10 points.

All projects must be located in the City of Palestine.

For projects to be considered for funding, the targeted minimum points necessary will be 50 points.

If project is funded, Grantee must recognize Palestine Economic Development Corporation as a sponsor/funder of the Project in all advertising, publicity and promotional vehicles, using the following (or substantially similar) verbiage:

"This (Project) is funded in part by the Palestine Economic Development Corporation."

PEDC will provide camera-ready logo art for placement on promotional and publicity materials, if applicable.

Contact: Mary Raum
City of Palestine
Phone: (903) 723-3014
Cell: (818) 943-8626

825 W. Spring St.
Palestine, TX 75801
mraum@palestine-tx.org



Community Development Grant Application

Applying Organization

The Hotel Occupancy Tax Fund staffs a team consisting of a Tourism Marketing Manager, Heritage Development Coordinator and Visitor Information Specialist. Collectively with support and direction from the Tourism Advisory Board, the Visit Palestine program continues to develop and engage events, attractions, and content relevant to increasing hotel occupancy levels for the City of Palestine, Tx.

Mission Statement

To cultivate resources with local attractions to enhance the visitor experience.

Vision Statement

To be the place where you can experience the past, create the present, and dream the future.



Day to day operations include focusing on actions that further enhance and facilitate the department's strategic plan. Those functions include, but are not limited to marketing, advertising, promotion, media, and public relations pertaining to the City's tourism activities, operations & services designed to attract visitors to the City of Palestine. The Marketing Manager directs and coordinates a comprehensive program of tourism development and destination marketing for the Palestine area. Areas of heritage preservation including planning and preserving Palestine's historic and cultural resources has become a key role in the past 18 months and continue moving forward with efforts related to heritage preservation. The Heritage Development Coordinator provides support in planning, content development, organization and coordination of Palestine's historic sites, heritage-based events and other programs targeting visitors and guests to Palestine as well as other assigned duties through Tourism Marketing and Main Street. Efforts to raise the standards of heritage and cultural attractions throughout the area; foster heritage preservation and education; encourage regional cooperation and promotion of heritage and cultural attractions; and foster effective local tourism leadership and organizational skills are all focus areas. Finally, and most importantly, once we have a guest in destination, our staff manage the Visitor Information Center providing and maintaining information about events, attractions, and areas/points of interest.

At this time, we are working through City Council to add an additional Visitor Information Specialist to our team so that we may open 6 days a week to the public. Due to the healthy fund balance accumulated by

overachieving our income goals, we are able to fund the majority of the Wayfinding Signage Project that was placed as a departmental priority for the 2020-21 budget year and beyond.

Project

The City of Palestine is working to develop its first signage system which will need to perform in many ways to be deemed effective. It must create a sense of place or brand, must promote ease of use and movement, drive forth and increase visitation, and should further bolster tourism. It also should possess character, should be expandable as the city gains in area, and the primary key performance indicators areas as follows:

- Provides a sense of place / brand – Provide community identity
- Enhance visitor experience
- Supportive of Tourism / Commerce
- Unique in character
- Expandable / Flexible
- Sustainable / Serviceable
- Improve roadway safety

The Palestine Wayfinding Design & System Plan going to be designed to effectively direct tourists to the City's major attractions at each major Gateway into the city, will support the journey into major districts within the city, and shall further support transition to and from other smaller attractions, venues, and interesting features. In order to effectively perform the task of stitching this together, routes will be designed to carry the visitor past numerous attractions and points of interest through major districts with a consistent branded look city-wide.

By implementing and installing signage city-wide, visitors will have a clear path to primary and tertiary destinations of interest. Upon completion, we will have achieved the most significant goal within our Awareness goal in our Strategic Plan.

October 2020	- Published Wayfinding Design & System Plan RFP
December 2020	- RFP Submissions due – a record 13 proposals were received
January 2021	- RFP's submitted to committee for scoring
February 2021	- Committee meeting held to review the scoring and make a recommendation to the Tourism Advisory Board
March 2021	- Staff presented a recommendation to City Council to award D G Studios with the project to develop the sign design & system plan.
May 2021	- Wayfinding Workshop #1 with Committee
June 2021	- Initial Design Review and Discussion with Committee
August 2021	- Second Design Review and Discussion with Committee
September 2021	- Third Design Review and Discussion with Committee
October/ November 2021	- Building construction documentation, collect the location plans and message schedules, and create final production artwork for the graphic brand and produce a graphic standards manual to guide the program through fabrication and implementation.

The location of the project is city-wide and includes inbound signage directing visitors approximately 2 miles outside the loop in some areas. The goal is to ensure that inbound traffic can get to primary destinations to the loop. By the end of the calendar year, the HOT department will seek RFP's for the fabrication and installation phase.

All signs will be bid on by sign type, quantity, and phase of installation. Once the RFP's have been received, a timeline will be established based on the total cost of the project and a phased installation project. As the City continues to grow, we will evaluate every 3 years, the need for new signage.

This project aligns with the following strategies adopted by the Palestine Economic Development Corporation by supporting and enhancing the awareness and visibility of cultural, sports, entertainment and community assets that contribute to quality of life, business development and growth of Palestine sales tax revenue. Many of these signs will direct visitors to attractions that they may not have been aware of, thus extending their stay in the city. This project also will create a sense of place for our community and will highlight and promote Palestine as a unique destination for residents and visitors just through the nature of the product.

The project is expected to have a lifespan of 10-15 years and will continue to produce direct and indirect sales tax revenue for the full life cycle of the program.

Financial

Attached you will see the 2021-22 Proposed Budget for Hotel Occupancy Tax revenue and expenses. We have proposed \$200,000.00 from the Hotel Occupancy Tax Fund balance to be utilized towards the Wayfinding Signage Project.

We anticipate with the higher cost of materials currently that this project will cost up to \$450,000.00 over the next two years.

Marketing & Outreach

In order to continue to fund this project, the Tourism Marketing team will continue to promote the City of Palestine to visitors who are likely to spend the night in one of our local hotels, further driving the revenue stream needed to maintain a fund balance that will support this project for many years to come.

Metrics to Evaluate Success

The results of this project are significantly more tangible than a set of metrics could produce. The goals outlined previously are our established metrics:

- Provides a sense of place / brand – Provide community identity
- Enhance visitor experience
- Supportive of Tourism / Commerce
- Unique in character
- Expandable / Flexible
- Sustainable / Serviceable
- Improve roadway safety



PALESTINE ECONOMIC DEVELOPMENT CORPORATION

Community Development Grant Application

IMPORTANT:

- Please read the "*Palestine Community Development Grant Program Guidelines & Criteria*" prior to completing this application.
- The Grant Guidelines & Criteria and Application are available at www.palestinetexas.net; by calling 903.729.4100 or by emailing eddirector@palestine-tx.org
- Please call to discuss your plans for submitting an application **in advance** of completing the form. Completed application and all supporting documents are required to be submitted electronically for consideration by the PEDC Board. Please submit the application to:

eddirector@palestine-tx.org

Applications must be completed in full, using this form, and received by PEDC electronically, or in person.

Funding requested must meet the following criteria:

Project Grant

Quality of Life projects that are eligible for funding in accordance with the Type B sales tax statute (refer to examples in Grant Guidelines) and that advance the mission of PEDC.

APPLICATION

ORGANIZATION INFORMATION

Name: City of Palestine

Federal Tax I.D.: 75-6000632

Incorporation Date:

Mailing Address: 504 N Queen Street

City Palestine

ST: Texas

Zip: 75801

Phone: 903-723-3053

Fax:

Email: mraum@palestine-tx.org

Website: www.visitpalestine.com

Check One:

- ☐ Nonprofit – 501(c)(3) Attach a copy of IRS Determination Letter
☒ Governmental entity
☐ Other

Professional affiliations and organizations to which your organization belongs:

REPRESENTATIVE AUTHORIZED TO COMPLETE / SUBMIT APPLICATION:

Name: Mary Raum

Title: Tourism Marketing Manager

Mailing Address: 825 W Spring Street

City: Palestine

ST: Texas

Zip: 75801

Phone: 903-723-3053

Fax:

Email: mraum@palestine-tx.org

DESIGNATED CONTACT FOR COMMUNICATION BETWEEN PEDC AND ORGANIZATION:

Name: Mary Raum

Title: Tourism Marketing Manager

Mailing Address: 825 W Spring Street

City: Palestine

ST: Texas

Zip: 75801

Phone 903-723-3053

Fax:

Email: mraum@palestine-tx.org

FUNDING

Total amount requested: \$50,000.00

Matching Funds Available: \$200,000.00

PROJECT

Start Date: October 2021

Completion Date: September 2022

BOARD OF DIRECTORS *(may be included as an attachment)*

Tourism Advisory Board: Randi Stringham, Timir Patel, Susan Rand, Kasey Crutcher, Sonia Martinez
Patty Smith, Amanda Hofmann

LEADERSHIP STAFF *(may be included as an attachment)*

City of Palestine various departments

Using the outline below, provide a written narrative no longer than 5 pages in length:

I. Applying Organization

Describe the mission, strategic goals and objectives, scope of services, day to day operations and number of paid staff and volunteers.

Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Project for which funds are requested.

II. Project

- Outline details of the Project for which funds are requested. Include information regarding scope, goals, objectives, target audience.
- Describe how the proposed Project fulfills strategic goals and objectives for your organization.
- Please also include planned activities, time frame/schedule, and estimated attendance and admission fees if applicable.
- Include the location for Project.
- Provide a timeline for the Project.
- Detail goals for growth/expansion in future years.

Project Grants – please complete the section below:

- | | | |
|-----------------------------|---|--|
| • An expansion/improvement? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A replacement/repair? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| • A multi-phase project? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A new project? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Has a feasibility study or market analysis been completed for this proposed project? *If so, please attach a copy of the Executive Summary.* No

Provide specific information to illustrate how this Project aligns with one or more of the goals and strategies adopted by Palestine Economic Development Corporation:

- Eligible for PEDC consideration under Sections 501 to 505 of the Texas Local Government Code (refer to PEDC Grant Guidelines & Criteria)
- Support cultural, sports, fitness, entertainment and community projects that attract resident and visitor participation and contribute to quality of life, business development and growth of Palestine sales tax revenue
- Highlight and promote Palestine as a unique destination for residents and visitors alike
- Meet citizen needs for quality of life improvements, business development and sustainable economic growth for residents in the City of Palestine
- Demonstrate informed financial planning – addressing long-term costs, budget consequences and sustainability of projects for which funding is requested
- Educate the community about the impact local dining and shopping has on investment in quality of life improvements in Palestine

Indicate which goal(s) listed above will be supported by the proposed Project:

Has a request for funding, for this Project, been submitted to PEDC in the past?

☐ Yes ☒ No If yes, list date of submittal: _____

III. Financial

- Provide an overview of the organization's financial status including the impact of this grant request on organization mission and goals.
- Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.

What is the estimated total cost for this Project?

\$ 450,000.00

(Include a budget for the proposed Project)

What percentage of Project funding will be provided by the Applicant?

Are Matching Funds available? ☒ Yes ☐ No

Cash \$ 200,000.00	Source HOT Fund	% of Total 80.0%
In-Kind \$	Source	% of Total

Are other sources of funding available? *If so, please list source and amount.* None

Have any other federal, state, or municipal entities or foundations been approached for funding? *If so, please list entity, date of request and amount requested.* No

IV. Marketing and Outreach

Describe marketing plans and outreach strategies for your organization, for the Project for which you are requesting funding – and how they are designed to help you achieve current and future goals.

V. Metrics to Evaluate Success

Outline the metrics that will be used to evaluate success of the proposed Project. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.

Acknowledgements

If funding is approved by the PEDC board of directors, Applicant will assure:

- The Project for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the purpose described in this application;
- PEDC will be recognized in all marketing, outreach, advertising and public relations as a funder of the Project. Specifics to be agreed upon by applicant and PEDC and included in an executed performance agreement;
- Organization's officials who have signed the application are authorized by the organization to submit the application;
- Applicant will comply with the PEDC Grant Guidelines in executing the Project for which funds were received.
- A final report detailing the success of the Project, as measured against identified metrics, will be provided to PEDC no later than 30 days following the completion of the Project.
- An Applicant may submit a request for a partial reimbursement during the course of the Project but prior to the Project's final completion. Requests for partial reimbursement received prior to final Project completion may not exceed 80% of the total approved Project grant amount. Requests for partial reimbursement submitted to the PEDC must be accompanied by copies of paid invoices/receipts and proof of payment and release of liens. Once verified, PEDC Board approval will be required before payment is delivered to the Applicant. The remaining 20% of the grant proceeds may be paid to the Applicant following the PEDC's receipt of all paid invoices/receipts, proof of

payment and release of liens; documentation of fulfillment of obligations to PEDC, including the Applicant's final report on the Project.

- The required performance agreement will contain a provision certifying that the applicant does not and will not knowingly employ an undocumented worker in accordance with Chapter 2264 of the Texas Government Code, as amended. Further, should the applicant be convicted of a violation under 8 U.S.C. § 1324a(f), the applicant will be required to repay the amount of the public subsidy provided under the agreement plus interest, at an agreed to interest rate, not later than the 120th day after the date the PEDC notifies the applicant of the violation.

We certify that all figures, facts and representations made in this application, including attachments, are true and correct to the best of our knowledge.

Chief Executive Officer

Signature

Printed Name

Date

Representative Completing Application



Signature

Printed Name Mary Raum

Date 8/10/2021

INCOMPLETE APPLICATIONS, OR THOSE RECEIVED AFTER THE DEADLINE, WILL NOT BE CONSIDERED.

CHECKLIST:

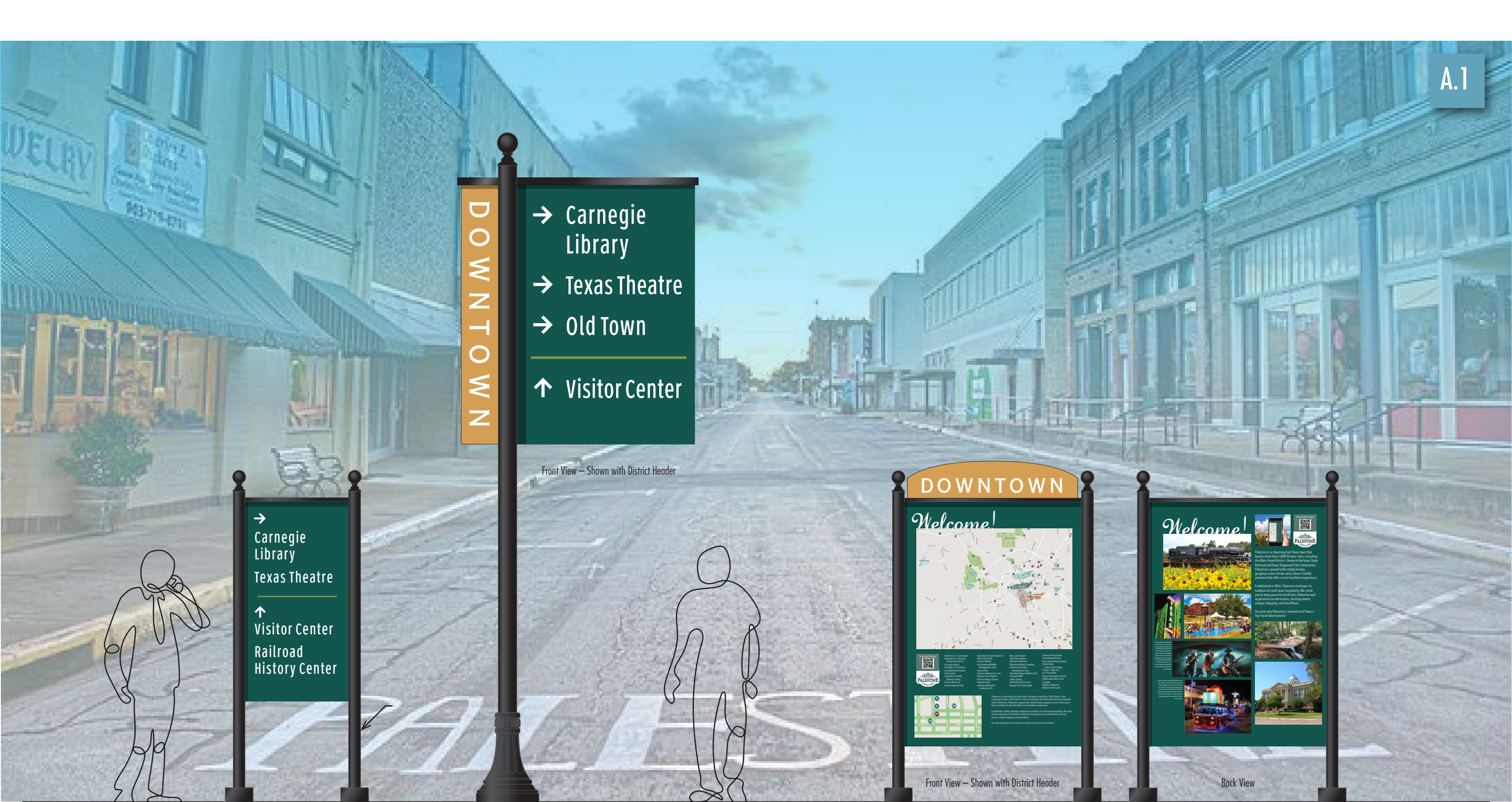
Completed Application:

- ☒ Use the form/format provided
- ☐ Organization Description
- ☐ Outline of Project; description, goals and objectives
- ☐ Indicate PEDC goal(s) that will be supported by this Project
- ☐ Project timeline and location
- ☐ Plans for marketing and outreach
- ☐ Evaluation metrics
- ☒ List of board of directors and staff included above

Attachments:

- ☒ Financials: organization's budget for current fiscal year; Project budget; audited financial statements
- ☐ Feasibility Study or Market Analysis if completed (Executive Summary)
- ☐ IRS Determination Letter (if applicable)

A FINAL REPORT IS TO BE PROVIDED TO PEDC WITHIN 30 DAYS OF THE PROJECT COMPLETION. FINAL PAYMENT OF FUNDING AWARDED WILL BE MADE UPON RECEIPT OF FINAL REPORT. PLEASE USE THE FORM/FORMAT OUTLINED ON THE NEXT PAGE.



Front View — Shown with District Header

Front View — Shown with District Header

Back View

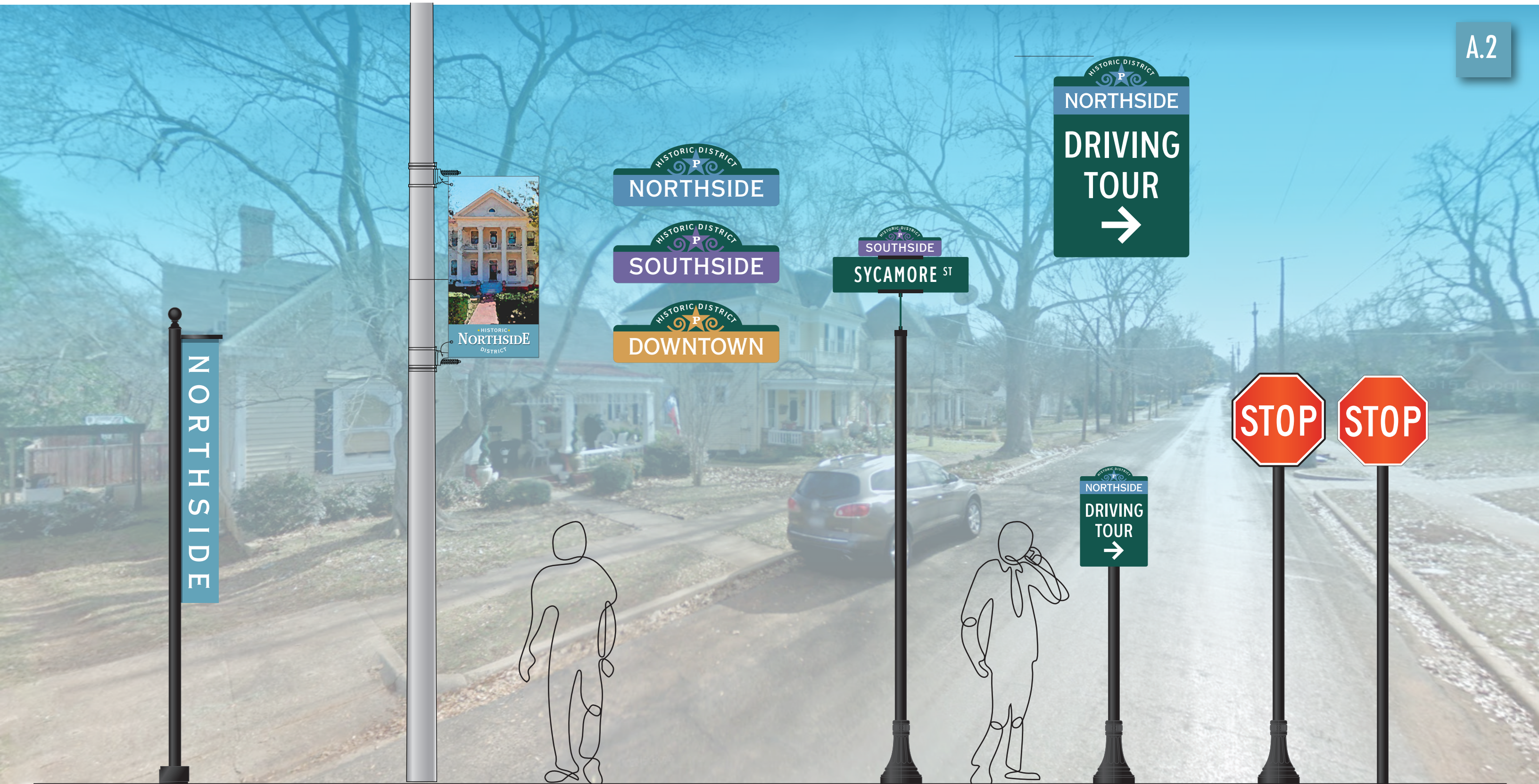
SCALE: 1/2" = 1'-0"

Alternate Wayfinder
ONLY for Internal Streets Downtown

Vehicular Wayfinder
Perimeter Streets of Downtown

Orientation Map & Destinations Teasers
In Downtown & At Key Visitor Destinations





SCALE: 1/2" = 1'-0"

Front View — Vehicular Directional
District Gateway

Flexible Banners
Mounted on Existing Poles

Alternate NEW Decorative District Topper,
Post & Street Signs

District Driving Tour Sign
on New Post

Decorative Regulatory
Signs In Districts



Front View — Shown with District Header

Front View — Shown with District Header

Back View

SCALE: 1/2" = 1'-0"

Alternate Wayfinder
ONLY for Internal Streets Downtown

Vehicular Wayfinder
Perimeter Streets of Downtown

Orientation Map & Destinations Teasers
In Downtown & At Key Visitor Destinations

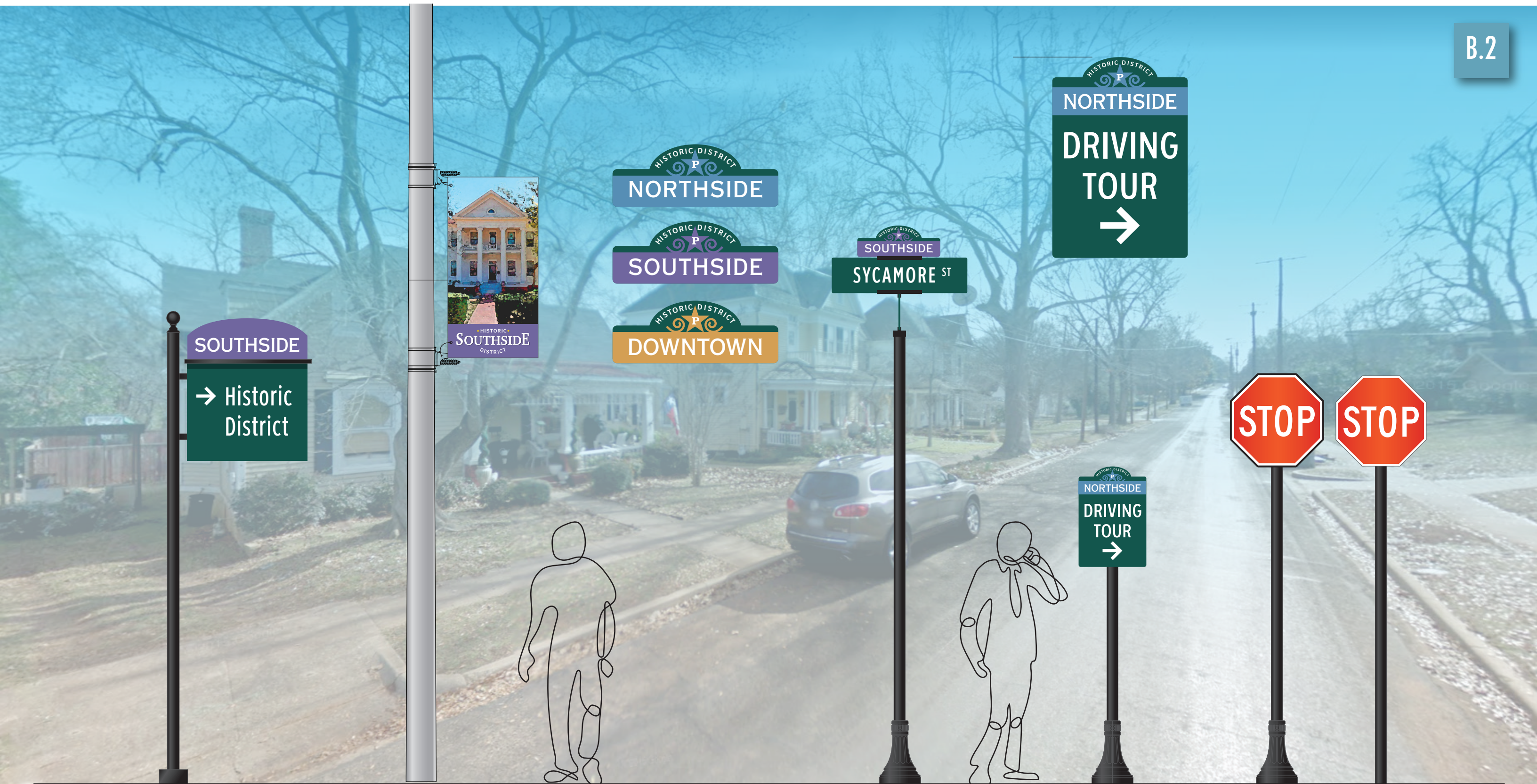


Wayfinding Signage for Palestine, TX
Scheme B: Wayfinding & Orientation Sign Family

P4209.01 / Issue Date: 08/04/2021

District Signs & General Use Banners





SCALE: 1/2" = 1'-0"

Front View – Vehicular Directional
District Gateway

Flexible Banners
Mounted on Existing Poles

Alternate NEW Decorative District Topper,
Post & Street Signs

District Driving Tour Sign
on New Post

Decorative Regulatory
Signs In Districts



Agenda Date: 08/19/2021
To: Palestine Economic Development Corporation
From: Greg Laudadio, Director of Economic Development
Agenda Item: Consider approval of Downtown Grant Application

SUMMARY:

Consider approval of Downtown Grant Application

RECOMMENDED ACTION:

Consider approval of Downtown Grant Application

Attachments

Downtown Grant Guidelines
DT Grant App 112 E Oak St

**PALESTINE ECONOMIC DEVELOPMENT CORPORATION
DOWNTOWN GRANT PROGRAM GUIDELINES**

Section 1. Sponsor

Palestine Economic Development Corporation (PEDC)

Section 2. Purpose

The purpose of this Program is to enhance the economic vitality of the City of Palestine by encouraging visually appealing physical improvements to distressed property located within the downtown area of Palestine, TX. Eligible properties must reside within the city limits of Palestine, Texas, and within the areas highlighted on the area map included in this packet. Rehabilitation to properties located within the City of Palestine downtown district, which possess historic significance, must meet the city's requirement of preserving those portions or features which convey its historical, cultural, or architectural values.

Section 3. Grant Type

A. FAÇADE IMPROVEMENT:

1. **Principal Façade:** Improvements to the exterior portion of a building or structure which contains the principal entrance(s) of the building that is visible from the public right of way. Improvements including, but not limited to, items such as removal of non-contributing false façade, painting, reconstruction, rehabilitation and preservation of the façade, building cleaning, tuck pointing masonry, renovation or replacement of exterior lighting, awnings or other similar improvement (must be in conjunction with other façade improvements).

Up to 50% matching grant for the actual, eligible costs, with maximum of \$25,000

2. **Side (or rear) Façade:** Any exterior portion of a building or structure, not including the primary façade, but that is *visible from the public right of way*.

Up to 50% matching grant for the actual, eligible costs, with maximum of \$7,500

- B. BUILDING STABILIZATION:** Roof replacement and/or repair; Interior structural improvements (floor joists, ceiling repairs or other similar improvements); Building systems improvements (electrical, plumbing, HVAC); other improvements for building stabilization as approved by PEDC Board.

Up to 50% matching grant for the actual, eligible costs, with maximum of \$25,000

- C. SIGN IMPROVEMENTS*:** New signs, renovation or removal of existing signs. Signage must meet the requirements of the City of Palestine signage ordinances. Permitting will be required. *Must be in conjunction with a façade improvement project.

Up to a 50% matching grant with maximum of \$5,000

- D. PROPERTY IMPROVEMENT:** Items such as landscaping, fencing, sidewalk and driveway improvement, and parking lot improvements that are visible from the public right of way.

Up to a 50% matching grant with maximum of \$10,000

- E. DEMOLITION IMPROVEMENT:** Demolition of structures.

Up to 50% matching grant for the actual, eligible costs, with maximum of \$10,000

- F. RECURRING ADDRESS APPLICANT:** Applicants that have received funding in prior grant years, for same location address, will only be eligible for one subsequent matching grant.

Up to a 50% matching grant, with maximum of \$10,000.

Section 4. Eligible Area (See Beautification Area Map)

- A. Any existing commercial structure within the Palestine City Limits and located in the façade improvement downtown area as shown on Exhibit A.

Section 5. Application & Approval

- A. Applications must be made on a form provided by PEDC, and may be obtained at the Palestine Economic Development Corporation office located at 100 Willow Creek Parkway, Suite A, Palestine, Texas 75801 or on the PEDC website at www.palestinetexas.net.
- B. One (1) original and one (1) copy of an application must be submitted to the PEDC office located at 100 Willow Creek Parkway, Suite A, Palestine, Texas 75801.
- C. Proof of ownership (i.e., Warranty Deed) of the property will be required of Applicants.
- D. An Applicant operating in a leased facility must apply jointly with property owner. Copies of an executed lease agreement and proof of ownership will be required.
- E. All applications must contain competitive cost estimates (bids) from a minimum of two (2) independent, qualified contractors or suppliers. Detailed cost estimates, including material types, paint color samples and finishes are required.
- F. PEDC may request additional information or clarification from Applicant.
- G. Application should include photos of the existing condition to be improved and a rendering of improvements to be made.
- H. PEDC may approve an application grant with provisions, conditions, or other requirements as it may from time to time deem appropriate.
- I. Applicants will be notified in writing of PEDC's approval or disapproval of an application. If approved, a Grant Agreement will be presented to Applicant for signature.
- J. PEDC will present approved applications to the City of Palestine City Council for final approval.

Applications that do not receive City Council approval shall be deemed as denied.

Section 6: Restrictions

- A. Labor provided by the Applicant or his/her employees may not be included in the cost estimate of the project and is not reimbursable through this Grant Program, as grants provided are reimbursement grants, for a cash match of funds expended by an Applicant, not to exceed the amounts set out in Section 3.
- B. Grant funding will be limited to one (1) grant to any one (1) Applicant or joint Applicant during a calendar year. Grant funding for recurring address applicants will be limited to one (1) subsequent grant. **Total possible funding per grant application is \$25,000 maximum for first time applicants and \$10,000 maximum for recurring address applicants.**
- C. Business facilities also serving as a residence are not eligible, regardless of the size of the residential area.
- D. Applicants, businesses and/or property owners which owe outstanding financial obligations to PEDC or the City of Palestine, such as liens, court fines, city utility bills, or delinquent sales or property taxes are not eligible.

- E. Applicants, business and/or property owners with threatened, contemplated or active lawsuit or other legal administrative or dispute resolution proceeding against the PEDC or the City of Palestine are not eligible.
- F. Improvements must be made in accordance with project drawings, specifications, and information provided in the application, and as approved by PEDC. Any modifications to the scope of any proposed improvements shall be subject to PEDC and City Council review.
- G. Applicant must obtain all applicable permits related to the improvement project.
- H. Applicant may not knowingly employ an “undocumented worker” as that term is defined by Tex. Gov’t. Code Sec. 2264.001.
- I. If landscaping is considered as part of the grant, an underground irrigation system shall be installed and landscaping shall be irrigated and maintained and warranted by the Applicant for a minimum of one (1) year from the date of installation to be replaced by Applicant if the landscaping becomes diseased, damaged, or dies.
- J. Improvements **may not commence prior to** having received written approval for a grant from PEDC, execution of a Grant Agreement and approval of the City of Palestine City Council.
- K. Improvements must commence within ninety (90) days of grant approval and must be completed within six (6) months of the approval of the Grant Agreement by PEDC and the City of Palestine unless otherwise agreed in writing. Recipient may request a one time thirty (30) day extension for commencement, and a one time three (3) month extension to complete the project. Projects not completed within nine (9) months of approval will expire and will require resubmittal of new grant application for consideration of reinstatement of grant.
- L. Grants are subject to final approval by the City of Palestine City Council. Applications that do not receive City Council approval shall be deemed as denied.
- M. Applicant shall fully comply with all federal and Texas laws which includes but is not limited to Applicant’s compliance with Title VII, Civil Rights Act of 1964, as amended, the Texas Labor Code, the Drug Free Workplace Act of 1988, and the Americans with Disabilities Act, as well as Applicant’s refraining from discrimination of persons based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions; sexual orientation), national origin, disability, age, citizenship status, genetic information, political affiliation or participation in civil rights activities. Furthermore, while the City of Palestine fully supports the exercise of freedom of speech, the City of Palestine will not financially support or fund projects that incorporate or promote ideas of hate or which are intended to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability or national origin.

Section 7. Evaluation of Applications

- A. PEDC reserves the sole discretion to recommend or deny approval of a grant application to city council. The Applicant accepts that decisions relating to the recommendation to award grant funds involves subjective judgments on the part of PEDC, including the aesthetics of the proposed project, the proposed project as an improvement to the property, the benefit to the City of Palestine, total funds to be expended by Applicant, productive life of improvements and the availability of funds budgeted by PEDC.
- B. The following factors shall be considered in determining whether or not to award grant:
Visual Impact: Improvement in the attractiveness of the location and the level of blight or deterioration removed; paint color/sign design chosen is/are tasteful and consistent with surrounding businesses; paint

chips/sign material/landscaping materials are to be submitted with application and final project must reflect what was submitted and approved; level of improvement impact on overall appearance of facility.

Economic Impact: Amount of additional funding expended by business; appropriateness of business to overall economic development in the surrounding neighborhood; improvements that add to the tax roll value, traffic level of roadways adjacent to improvement; mitigation of health and safety issues; reuse of vacant or underutilized property.

- C. PEDC reserves the right to utilize outside resources it deems necessary for assistance in its decision-making process.
- D. PEDC reserves the right to waive any requirement(s) herein contained, and/or add any requirements it deems appropriate in making its determination of approval or disapproval of a grant application.

Applicants will be scored on the following basis:

Evaluation Criteria	Maximum Points
Distressed Property	30*
Increase to the property tax roll value	30
Visual Appeal	20
Historic Preservation	20
Total	100

*Level of Distress

0-10 points if property has minimal distress

11-20 points if property has moderate distress

21-30 points if property has severe distress

The PEDC Downtown Grant Committee will score points on the criteria listed above. Projects may receive points for all, partial or none of the criteria. For example, a project that improves the city's visual appeal could receive from zero to 20 points.

For projects to be considered for funding, the targeted minimum points necessary will be 30 points.

Section 8. Funding

- A. Applicant shall provide PEDC with written notification and verification of project completion by letter stating that all improvements have been completed in accordance with the application, approval and Grant Agreement, and that full payments have been made for all labor and materials with attached paid receipts for materials and labor, cancelled checks, required permits, inspection reports, release of liens and project photographs. Incomplete improvements will render the application ineligible for grant funding.
- B. Upon the PEDC's receipt of a notification of completion, an on-site inspection may be made by a representative or representatives of PEDC. Such inspection shall not be considered in any way as a reflection of PEDC's approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of Applicant.
- C. Following on-site inspection, PEDC will review the findings and request additional information, if needed, and notify the Applicant of compliance or items of non-compliance. Failure to correct the items of non-compliance within thirty (30) days of notice thereof shall be cause for cancellation of the Grant Agreement.
- D. Upon a finding by the PEDC board of directors of project completion and approval, payment of the grant funds will be made.

Section 9. General

- A. The PEDC Board and City of Palestine City council reserves the right to amend or end this Grant Program as it may from time to time find desirable.
- B. This Grant Program does not vest any person with any legal rights not related to the enforcement of a Grant Agreement executed pursuant to this Grant Program.
- C. The provision or delivery of these guidelines and criteria to an interested party does not constitute an offer of an improvement grant to that party.
- D. The adoption of these guidelines and criteria does not limit PEDC's discretion whether to recommend or deny a grant to an applicant, which absolute right of discretion PEDC and the City of Palestine City Council reserves, whether or not such discretion may be deemed arbitrary or without basis of fact.
- E. The adoption of these guidelines and criteria does not create any property, contract, or other legal rights in any person to have PEDC provide grant funding.
- F. PEDC, ITS EMPLOYEES, AND ITS AGENTS, DO NOT ATTEST TO THE QUALITY, SAFETY, OR CONSTRUCTION OF A PROJECT ELIGIBLE FOR, OR RECEIVING GRANT FUNDING. THEREFORE, PEDC, ITS EMPLOYEES AND AGENTS SHALL BE HELD HARMLESS BY THE APPLICANT/APPLICANTS FOR ANY PROJECT WHOSE APPLICATION HAS BEEN APPROVED OR HAS RECEIVED ACTUAL GRANT FUNDING.**

APPLICATION TO PALESTINE ECONOMIC DEVELOPMENT CORPORATION
DOWNTOWN GRANT PROGRAM

1. Applicant/Applicants name(s):

RICHARD FARRIS

2. Type of grant(s) being requested: (First Time Applicant ☒ Recurring Applicant ☐)

☒ Façade

☒ Sign (must be in conjunction with a façade improvement project)

☒ Property Improvement

☐ Demolition

3. Business name, if applicable

FARRIS INVESTORS

4. Mailing address

P.O. Box 243

PALESTINE 75802

5. Applicant contact Information

a. Phone

903-922-1256

b. Fax

c. Email

6. Physical address of property for which grant is being requested.

112 WE. Oak

7. This business is a

☒ Sole proprietorship

☐ Partnership

☐ Corporation

☐ Other _____

Please provide applicable business documentation such as DBA, Partnership Agreement, Corporate Charter, etc....

8. Please provide a brief description of business activity.

9. Is this property owned or leased by Applicant?

☒ Owned, please provide proof of ownership

☐ Leased, please provide a copy of lease agreement

Name of Lessor RICHARD FARRIS

Address of Lessor P.O. BOX 243 PALESTINE, TX 75802

Lessor Contact: phone 903-922-1256 email _____

10. Date business established in Palestine, TX, if applicable _____

11. Number of employees, if applicable 0 Number of new employees, if applicable 0

12. Please provide a description of the proposed project: (please attached detailed costs estimates)

REMOVE (3) TREES, POWER WASH (EAT), LANDSCAPE
REPAIR ROOF, PAINT BALCONY, REPAIR FING POK
REPAIR OR REPLACE WINDOWS, REPAIR OR REPLACE PATIO DOOR.
REPLANT AS NEEDED

A. Please provide any additional information which would further help describe this project, including paint color and chips, photographs, rendering of design, specifications and other material to describe your project:

13. Amount of grant funds requested \$12,737.88

14. Total projected cost of project \$25,475.75

15. Estimated start date of project ASAP -

16. Estimated completion date of project _____

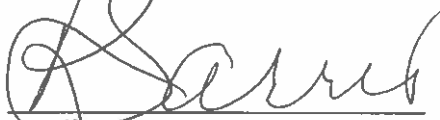
17. Please attach photos of existing conditions.

18. Please provide any additional information you believe to be important concerning this grant application.

19. I (we) the undersigned do hereby acknowledge, certify, and agree:

- A. Prior to the submission of this application, a copy of the Palestine Economic Development Corporation Downtown Grant Program Guidelines has been obtained, reviewed, and clearly understood and is incorporated as part of the Application.
- B. The submission of this Application does not create any property, contract or other legal rights in any person or entity that obligates the PEDC to provide grant funding.
- C. Applicant certifies that it, the company, its branches, divisions and departments do not and will not knowingly employ an "undocumented worker" as that term is defined by the Program Guidelines. Applicant will repay the total amount of the grant amounts received with interest if the company is convicted of a violation under 8 U.S.C. Section 1324a. Repayment will be due no later than the 120th day after the date PEDC notifies the Applicant of the violation or as otherwise provided in the Grant Agreement.
- D. Improvements will not commence prior to having received written approval for a grant from PEDC, execution of a Grant Agreement and approval of the City of Palestine City Council.**
- E. Applicant(s) do not currently have outstanding or otherwise delinquent financial obligations to PEDC or the City of Palestine such as liens, court fines, city utility bills, sales tax or property taxes. Further, applicant is not currently a party to a pending or active lawsuit against PEDC or the City of Palestine.
- F. Applicant(s) must obtain all applicable permits related to the improvement project prior to commencement.
- G. Applicant(s) certify that all attached estimates have been obtained from independent, qualified contractors, who are in no way affiliated or related to applicant or competing bidder.
- H. This Application and all statements therein are true and correct, and it is executed under penalties of perjury.

Signed this the 14th day of AUGUST, 20 21

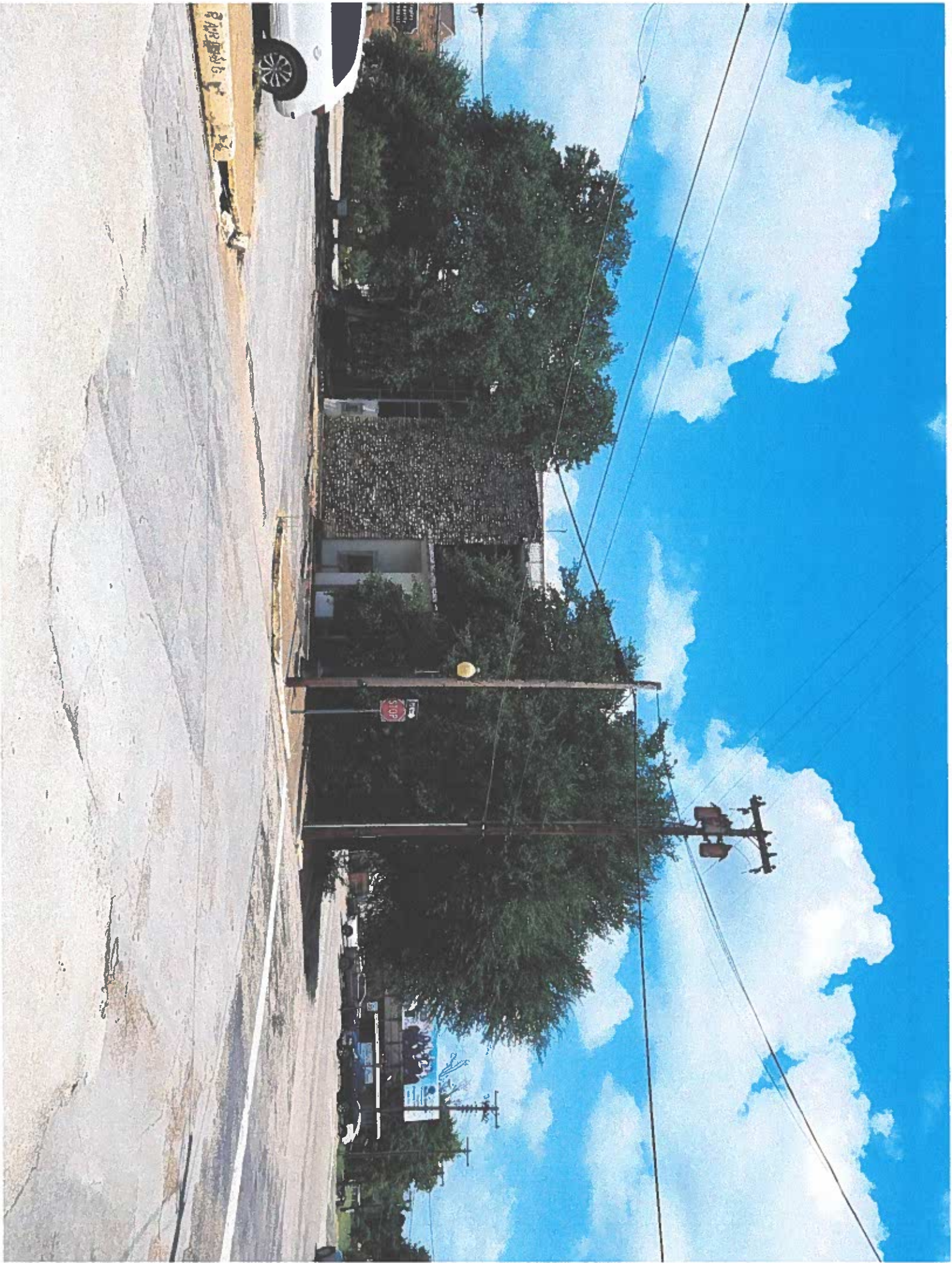

Applicant

RICHARD FARRIS
Applicant /











THE SUPERIOR BUILDING

112 E. OAK ST
PALESTINE TEXAS

BIDS FOR EXTERIOR REHAB

ROOF

1 ASAP Roofing	Steven Bell	\$ 7,501.53
2 Mossey Oak Roofing	Patrick Mann	7,500.00

TREE REMOVAL

1 5 STARR	Matt Starr	2,900.00
2 Porras	Maria Porras	3,680.50

POWER WASHING

1 Total Exterior Clean	Chase Calloway	3,572.25
2 Mossey Oak	Patrick Mann	5,000.00

PAINTING

1 5 Starr Remodeling	Matt Starr	2,600.00
2 Roy Johnson	Roy Johnson	2,000.00
Paint - 5 gal @	200.00	6 1,200.00
Misc (tarps, brushes etc.)		500.00 1,700.00

WINDOWS

1 Clear Choice Glass	Jeff	7,801.97
2 Saucier Glass and Mirror	Tim Saucier	10,500.00

Sum of Lowest Bids		\$ 25,475.75
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ASAP Roofing & Construction
13026 Kallan Avenue,
Tyler, TX 75703
Phone: 903-363-9160
Fax: 903-363-9186

07/09/2021
Claim Information

Company Representative
Steven Bell
Phone: (903) 480-8387
steven_@roofingasap.com

Richard Ferris
Palestine sign company
112 E oak st
Palestine, TX 75801 (903) 724-9149

Job: Richard Ferris

Commercial Section

Set up safety equipment as needed per OSHA standards
Spud back rock on 340 ft. of perimeter
Install flashing grade cement along 340 ft of perimeter walls
Install fiber scrim mesh
Install top coat of flashing grade cement
Re-install rock in areas it was removed
Remove 5 A/C delete caps where A/c unit is no longer present
Install new cap that runs onto roof deck
Spud back rock that is around A/C vents that are being re-capped
Install target patch utilizing mod-bit roofing material, flashing grade cement, and fiber scrim to properly seal
Re-install rocks where they were removed at
Note that there are no warranties on repairs due to condition of roofing system.

Sub Total	\$6,929.82
Tax	\$571.71
TOTAL	\$7,501.53

MOSSEY OAK ROOFING

Patrick Mann

patrick.mosseyoakroofing@gmail.com

July 19, 2021

ESTIMATE: 112 E Oak St., Palestine, Texas

Repairs to 340 ft of perimeter and A/C vents no longer there

\$7,500.00



**5 STARR
TREE SERVICE
903-922-0440**

**MATTHEW & JENNIFER STARR
380 ACR 404
PALESTINE, TEXAS 75803**

**MATT.STARR814@GMAIL.COM
JENNGSTARR29@GMAIL.COM**

SCOPE OF WORK:

REMOVAL OF 3 OAK TREES

2 @ \$800 1 @ \$1,000 \$ 2,600

STUMP GRINDING FOR ALL 3 TREES

2 @ \$75 1 @ \$150 \$ 300

TOTAL

\$2,900

Porras Tree Service, LLC
13103 N HWY 75
BUFFALO, TX 75831 US
porrastreeservice@gmail.com



ADDRESS
Richard

Estimate 1047

DATE 07/01/2021

P.O. NUMBER
903-724-2743

SALES REP
Maria Porras

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/30/2021	Tree Service		2	1,200.00	2,400.00T
07/30/2021	Tree Service		1	1,000.00	1,000.00T
07/30/2021		Price includes, stump grinding and hauling off all debris.			

SUBTOTAL 3,400.00

TAX 280.50

TOTAL \$3,680.50

Accepted By

Accepted Date

Total Exterior Clean LLC.
710 Inwood Dr
Palestine, TX 75801 US
+1 8887379274
info@totalexteriorclean.com
totalexteriorclean.com



Estimate

ADDRESS

112 w oak st
Palestine Tx 75801

ESTIMATE # 1091

DATE 07/06/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Soft Wash Building Cleaning	10,000	0.15	1,500.00T
	Concrete Cleaning	6,000	0.15	900.00T
	Lift Rental	2	450.00	900.00T
SUBTOTAL				3,300.00
TAX				272.25
TOTAL				\$3,572.25

Accepted By

Accepted Date

MOSSEY OAK ROOFING

Patrick Mann

patrick.mosseyoakroofing@gmail.com

July 19, 2021

ESTIMATE: 112 E Oak St., Palestine, Texas

Power Washing 2 story building and sidewalks

\$5,000.00

Clear Choice Glass and Mirror
418 Old Elkhart Rd
Palestine, TX 75801
903-727-0425
ccgandm@gmail.com



Estimate

ADDRESS

Richard Farris Jr

ESTIMATE # 1373

DATE 07/22/2021

EXPIRATION 08/23/2021

DATE

P.O. NUMBER

New Bldg

DESCRIPTION	QTY	RATE	AMOUNT
53 1/8" x 103 1/8" x 1/4" Grey Tempered Patio door lite	1		
38" x 42 1/2" x 1/4" Grey Tempered	1		
36 1/4" x 41 1/4" x 1/4" Grey Plate	1		
38" x 43 1/4" x 1/4" Grey Plate	1		
38 1/4" x 42 1/2" x 1/4" Grey Tempered	1		
24 7/8" x 94 3/8" x 1/4" Clear Tempered	1		
25 5/8" x 87 3/8" x 1/4" Clear Tempered Door Lite	1		
38" x 42 3/4" x 1/4" Clear Tempered	1		
62 1/2" x 42" x 1/4" Clear Tempered	1		
Labor, material and lift		7,801.97	7,801.97T

Please note: All putty glazed windows will be done using grey silicon.

SUBTOTAL	7,801.97
TAX	0.00
TOTAL	\$7,801.97

Accepted By

Accepted Date

Thank you for choosing Clear Choice Glass and Mirror

Invoice

00-15



**5 STARR
REMODELING
903-922-0440**

**MATTHEW & JENNIFER STARR
380 ACR 404
PALESTINE, TEXAS 75803**

**MATT.STARR814@GMAIL.COM
JENNGSTARR29@GMAIL.COM**

SCOPE OF WORK:

LABOR FOR PREPING AND PAINTING \$ 2,600

TOTAL

\$2.600