

Mitchell W. Jordan, Mayor  
Sean Conner, Council District #1  
Ava Harmon, Council District #2  
Vacant, Council District #3  
Kenneth Davidson, Council District #4  
Krissy Clark, Council District #5  
Christopher Gibbs, Council District #6



Teresa Herrera, City Manager  
April Jackson, City Secretary  
Rezzin Pullum, City Attorney

**NOTICE OF MEETING  
CITY COUNCIL AGENDA  
October 10, 2023  
Regular Meeting at 5:30 p.m.  
City Council Chambers  
504 N. Queen Street  
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/83131010156?pwd=UUJxdVV4aTZsbUp3ODlrNEExaUnNXdz09>

Meeting ID: 831 3101 0156

Passcode: 783613

One tap mobile

+13462487799,,83131010156#,,, \*783613# 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/palestinety/](https://www.facebook.com/palestinety/)

**REGULAR MEETING**

**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. PROPOSED CHANGES OF AGENDA ITEMS**

**D. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS**

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so after completing the required Request to Speak form. 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 City Council. Members of the public may join via Zoom or in person.

*It is not the intention of the City of Palestine to provide a public forum for the embarrassment or demeaning of an individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty, and/or integrity of any person or threaten any person. Accordingly, profane, insulting, or threatening language will not be read aloud at the meeting.*

**E. CONFLICT OF INTEREST DISCLOSURES**

**F. CITY MANAGER'S REPORT**

1. August 2023 Financial Statement
2. September 2023 Development Services Monthly Report
3. September 2023 Library Monthly Report
4. September 2023 Public Works Monthly Report

5. August 2023 Tourism Monthly Report

G. **CONSENT AGENDA**

*The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which event those items will be pulled for separate consideration. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.*

1. Consider approval of the minutes for September 11, 2023, and September 25, 2023. April Jackson, City Secretary
2. Consider extending the Hotel Occupancy Tax Funding Agreement for Mt. Vernon A.M.E. Church through December 31, 2023. Katie Beth Henry, Tourism Marketing Manager
3. Consider approval of a resolution authorizing the City to enter into an agreement with the State for the temporary closure of State Highways for the Hot Pepper Festival Parade. Katie Beth Henry, Tourism Marketing Manager
4. Consider approval of annual amounts for RFP 2023-028 - Water Treatment Plant Chemicals. Andrew Sibai, Finance Director
5. Consider approval of annual amounts for RFP 2023-029 - Wastewater Treatment Plant Chemicals. Andrew Sibai, Finance Director
6. Consider approval of vendor change for a Vactor Impact Truck from Doggett Freightliner of South Texas LLC. to Santex Truck Centers, Ltd. for the Utilities Department. Andrew Sibai, Finance Director
7. Consider authorizing the City Manager to purchase a Bomag Roller through Sourcewell in the amount of \$171,888.00 for the Streets Department. Kevin Olson, PW Director
8. Consider authorizing the City Manager to purchase Base Material from Aggregate Haulers, L.P. for Fiscal Year 2022-2023 in the amount of \$20,022.75. Kevin Olson, PW Director
9. Consider authorizing the City Manager to seek sealed bids for Base Material for an Annual Price Agreement for Fiscal Year 2023-2024. Kevin Olson, PW Director

H. **REGULAR AGENDA**

1. Consider authorizing the City Manager to purchase VTScada at the Water Treatment Plant through Hahn Equipment Co., Inc. in the amount of \$419,000.00. Kevin Olson, PW Director

I. **MAYOR'S REPORT**

J. **ITEMS FROM COUNCIL**

K. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Saturday, October 7, 2023, at 10:30 a.m.**



April Jackson, City Secretary

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 [citysecretary@palestine-tx.org](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: October 10, 2023  
To: City Council  
From: Andrew Sibai, Finance Director  
Agenda Item: August 2023 Financial Report  
Date Submitted: 09/29/2023

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**SUMMARY:**

Attached are the financials for August 2023.

**RECOMMENDED ACTION:**

Staff recommends review of the August 2023 Financial Statement.

**CITY MANAGER APPROVAL:**

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**Attachments**

August 2023 Financials



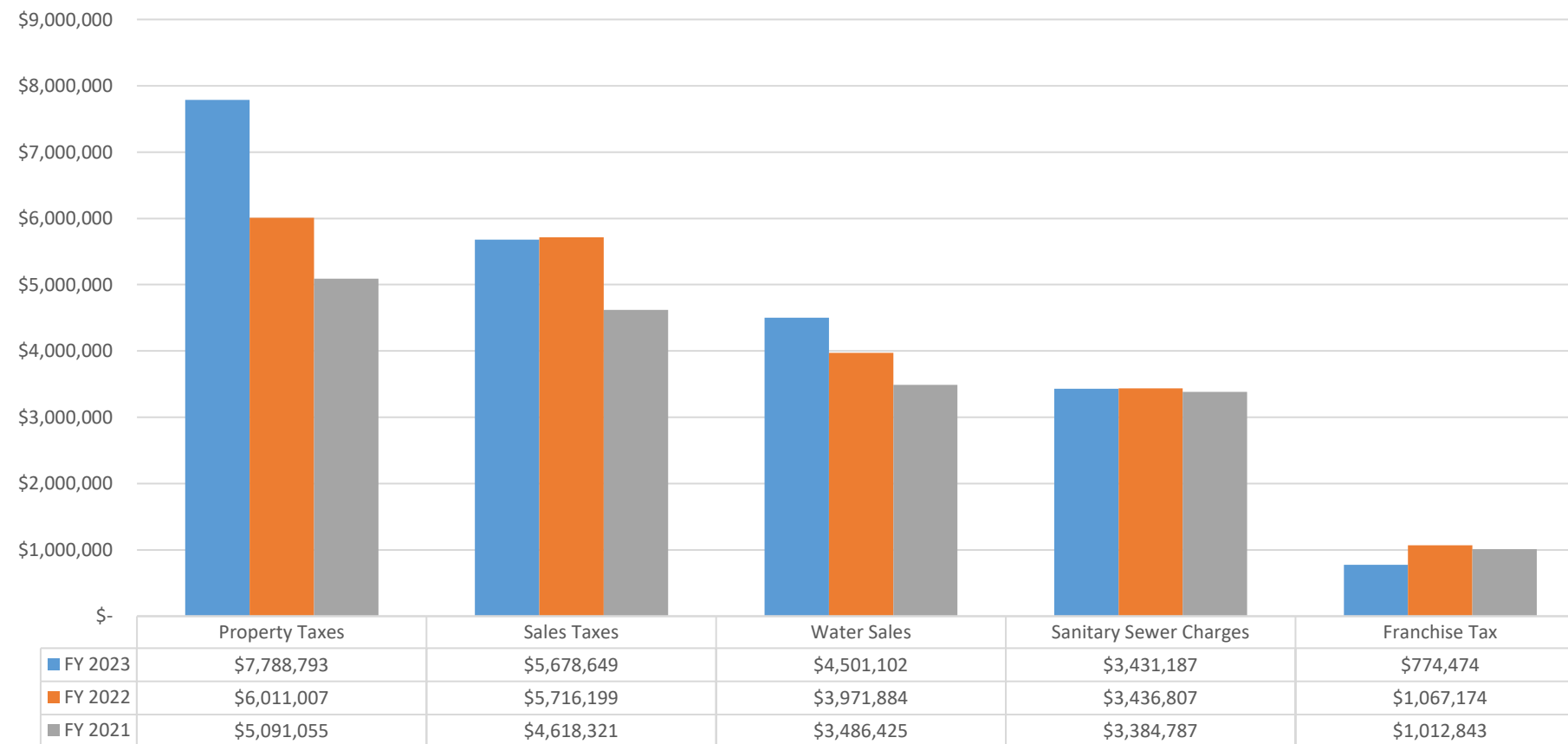
*City of Palestine, Texas*  
*Financial Statement*  
*As of August 31, 2023*

**OVERVIEW**

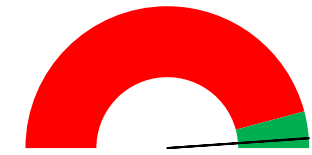
August 31st marks the end of the eleventh period of the FY 2023 budget year.  
 Therefore, the year-to-date budget percentage for budgetary comparison is 91.7%.

As of August 31, 2023, General & Utility Fund combined revenues are \$26,594,981.  
 This is slightly higher than budgeted expectations at 91% of the annual budgeted amount.  
 FY 2023 revenues are decreased \$14,109,064 or 35% less than FY 2022.  
 This large difference is due to debt issuance in FY 2022 for the Utility Fund.  
 Franchise fees also appear to be short, but this is because of the lag time of receiving  
 franchise fees; these should level out by year end.

Top 5 Revenue Sources- Comparison to Prior Fiscal Years

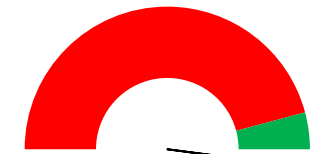


97.7% of Annual Projection



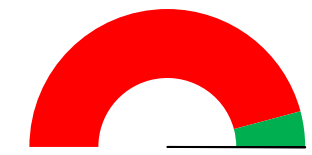
Property Taxes

104.1% of Annual Projection



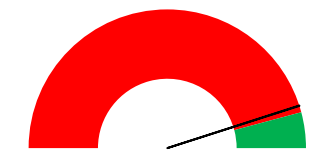
Sales Taxes

100% of Annual Projection



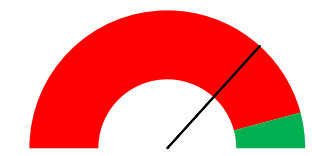
Water Sales

90.1% of Annual Projection



Sanitary Sewer Charges

73.4% of Annual Projection

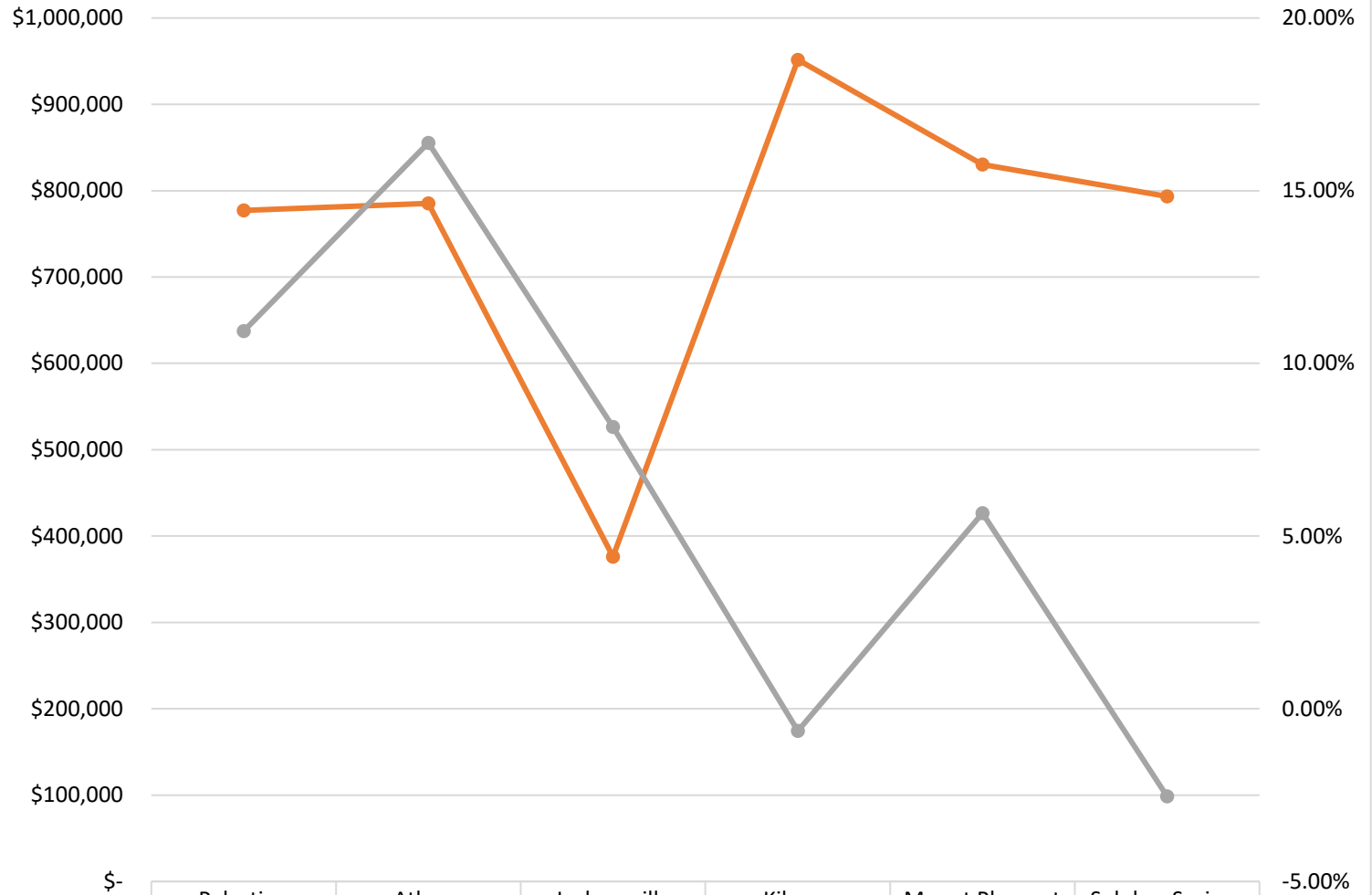


Franchise Taxes

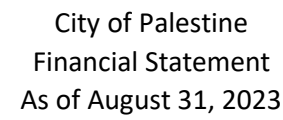


City of Palestine  
Financial Statement  
As of August 31, 2023

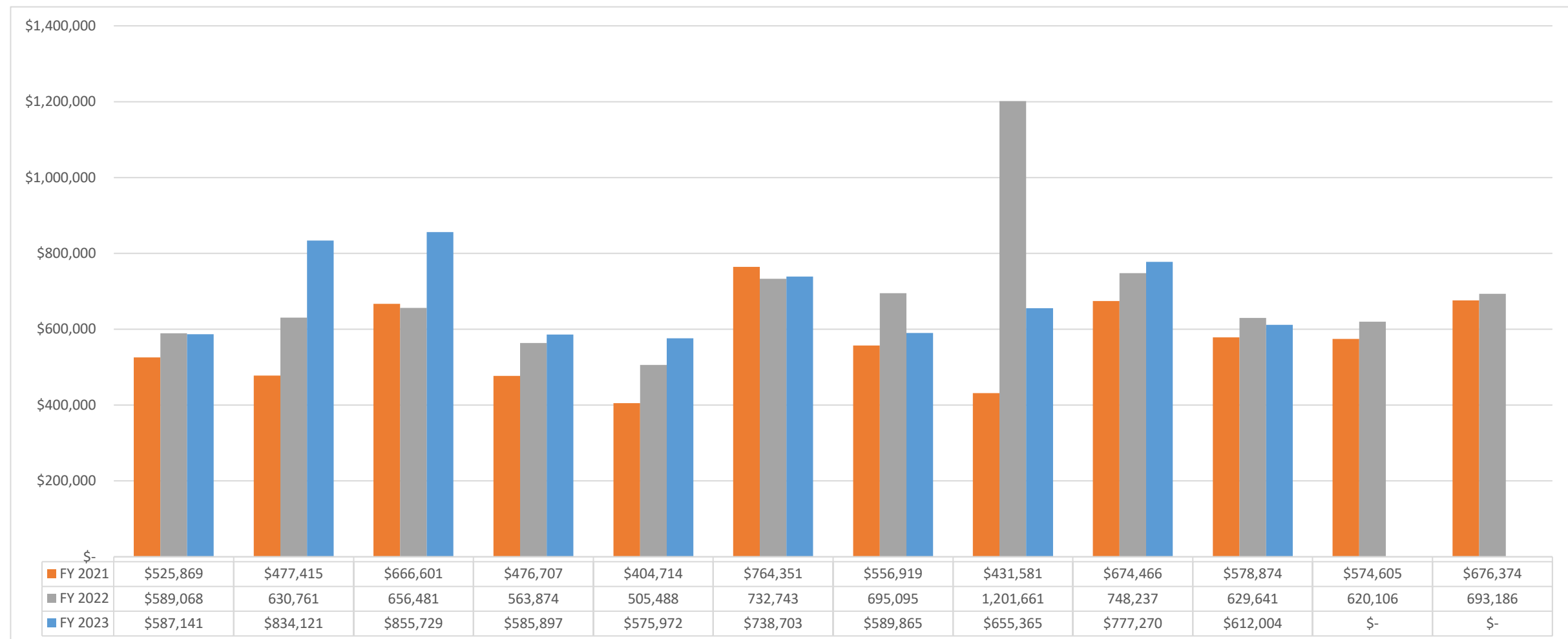
Sales Tax FY 2023 - May - Period 8



	Palestine	Athens	Jacksonville	Kilgore	Mount Pleasant	Sulphur Springs
● \$ Sales Tax Received August-2023	777,270.45	785,390.93	376,186.32	951,618.11	830,226.71	793,418.74
● % Inc(+) Dec(-) from prior year	10.94%	16.39%	8.16%	-0.64%	5.66%	-2.54%




























FY 2021					FY 2022					FY 2023				
	CITY	PEDC	TOTAL	CUMULATIVE		CITY	PEDC	TOTAL	CUMULATIVE		CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL		83.33%	16.67%	100.00%	TOTAL		83.33%	16.67%	100.00%	TOTAL
October	\$ 438,207	\$ 87,662	\$ 525,869	\$ 525,869	October	\$ 490,870	\$ 98,198	\$ 589,068	\$ 589,068	October	\$ 489,264	\$ 97,876	\$ 587,141	\$ 587,141
November	397,830	79,585	\$ 477,415	1,003,284	November	525,613	105,148	630,761	1,219,828	November	695,073	139,048	\$ 834,121	1,421,262
December	555,479	111,122	\$ 666,601	1,669,885	December	547,046	109,435	656,481	1,876,309	December	713,079	142,650	\$ 855,729	2,276,991
January	397,240	79,467	\$ 476,707	2,146,592	January	469,876	93,998	563,874	2,440,183	January	488,228	97,669	\$ 585,897	2,862,888
February	337,248	67,466	\$ 404,714	2,551,306	February	421,224	84,265	505,488	2,945,672	February	479,957	96,014	\$ 575,972	3,438,860
March	636,934	127,417	\$ 764,351	3,315,657	March	610,594	122,148	732,743	3,678,414	March	615,561	123,142	\$ 738,703	4,177,563
April	464,081	92,838	\$ 556,919	3,872,576	April	579,223	115,872	695,095	4,373,509	April	491,534	98,330	\$ 589,865	4,767,428
May	359,636	71,944	\$ 431,581	4,304,157	May	1,001,344	200,317	1,201,661	5,575,170	May	546,115	109,249	\$ 655,365	5,422,792
June	562,033	112,434	\$ 674,466	4,978,623	June	623,506	124,731	748,237	6,323,407	June	647,699	129,571	\$ 777,270	6,200,063
July	482,376	96,498	\$ 578,874	5,557,498	July	524,680	104,961	629,641	6,953,048	July	509,983	102,021	\$ 612,004	6,812,067
August	478,818	95,787	\$ 574,605	6,132,103	August	516,734	103,372	620,106	7,573,154	August	-	-	\$ -	6,812,067
September	563,623	112,752	\$ 676,374	6,808,477	September	577,632	115,554	693,186	8,266,340	September	-	-	\$ -	6,812,067
	\$ 5,673,504	\$ 1,134,973	\$ 6,808,477			\$ 6,888,341	\$ 1,377,999	\$ 8,266,340			\$ 5,676,496	\$ 1,135,572	\$ 6,812,067	





## GENERAL FUND REVENUES

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	August 2023					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Property Taxes		\$ 46,742	\$ 664,086	7.0%			\$ 7,788,793	\$ 7,304,942	106.6%		\$ 7,788,793	\$ 7,969,028	97.7%		\$ 6,011,007	\$ 6,387,329	94.1%
Sales Tax		587,018	454,590	129.1%			5,678,649	\$ 5,000,487	113.6%		5,678,649	5,455,077	104.1%		5,716,199	4,977,599	114.8%
Franchise Tax		222,007	87,976	252.3%			774,474	\$ 967,737	80.0%		774,474	1,055,713	73.4%		1,067,174	1,077,482	99.0%
Permits Licenses & Fees		11,781	8,711	135.2%			157,701	\$ 95,823	164.6%		157,701	104,534	150.9%		109,473	185,308	59.1%
Fines & Warrants		22,746	29,622	76.8%			329,582	\$ 325,838	101.1%		329,582	355,460	92.7%		293,350	358,512	81.8%
Lease / Rental Revenue		-	2,288	0.0%			23,120	\$ 25,172	91.8%		23,120	27,460	84.2%		25,230	26,760	94.3%
Charges for Services		3,007	3,367	89.3%			53,618	\$ 37,033	144.8%		53,618	40,400	132.7%		2,483,331	11,505	21584.8%
Intergovernmental Revenue		-	189,302	0.0%			150,327	\$ 2,082,320	7.2%		150,327	2,271,622	6.6%		110,751	2,196,622	5.0%
Other Income		85,300	12,346	690.9%			597,946	\$ 135,806	440.3%		597,946	148,152	403.6%		248,354	93,792	264.8%
Interfund Activity		206,981	206,980	100.0%			2,276,778	\$ 2,276,777	100.0%		2,276,778	2,483,757	91.7%		1,108,422	1,209,188	91.7%
Total Revenues		\$ 1,185,581	\$ 1,659,267	71.5%			\$ 17,830,988	\$ 18,251,936	97.7%		\$ 17,830,988	\$ 19,911,203	89.6%		\$ 17,173,292	\$ 16,524,097	103.9%

### YEAR-TO-DATE OVERVIEW

August 31st, 2023 marks the end of the eleventh period of the fiscal year. General Fund revenue of \$17,830,988 is around \$421,000 more than projected and increased 3.98% over last fiscal year due to an increase in Property and Sales Tax collection.

### PROPERTY TAXES

Tax collection of \$7,788,793 is around \$484,000 more than projected and increased around \$1.78 million over last year or 28% over last fiscal year.

### SALES TAX

Through August 31st, 2023, \$5,678,649 of sales tax revenue has been received. Receipts are around \$678,000 more than projected and are decreased about \$37,500 over last fiscal year.

### FRANCHISE TAX

Year-to-date Franchise Taxes total \$774,474. Receipts are \$193,263 lower than projected. Collections are \$292,700 less than the previous fiscal year.

### PERMITS LICENSES & FEES

Revenue of \$157,701 is about \$61,900 more than the year-to-date projection and is increased around \$48,200 over August 2022 year-to-date receipts.

### FINES & WARRANTS

Revenue of \$329,582 is \$3,744 more than the year-to-date projection. Collections are increased around \$36,200 from the prior year.

### LEASE & RENTAL REVENUE

Through August 31st, \$23,120 of lease & rental revenue has been earned. This amount is about \$2,000 less than the year-to-date projection and is about \$2,100 less than last fiscal year.

### CHARGES FOR SERVICES

Charges for services revenue year-to-date is \$53,618 which is about \$16,600 more than the year-to-date projection. Collections are decreased approximately \$2.43M over last fiscal year due to sanitation revenue being moved to the Sanitation Fund

### INTERGOVERNMENTAL REVENUE

Intergovernmental revenue is comprised of local, county, state, and federal grants and reimbursements received by the city.

### OTHER INCOME

As of August 31st, \$597,946 of other income was received. This revenue includes Interest and other miscellaneous one-off revenue that is not received consistently.

### INTERFUND ACTIVITY

Monthly transfers reimburse the General Fund for the transferring fund's share of general, administrative and other applicable expenses.





## GENERAL FUND EXPENDITURES

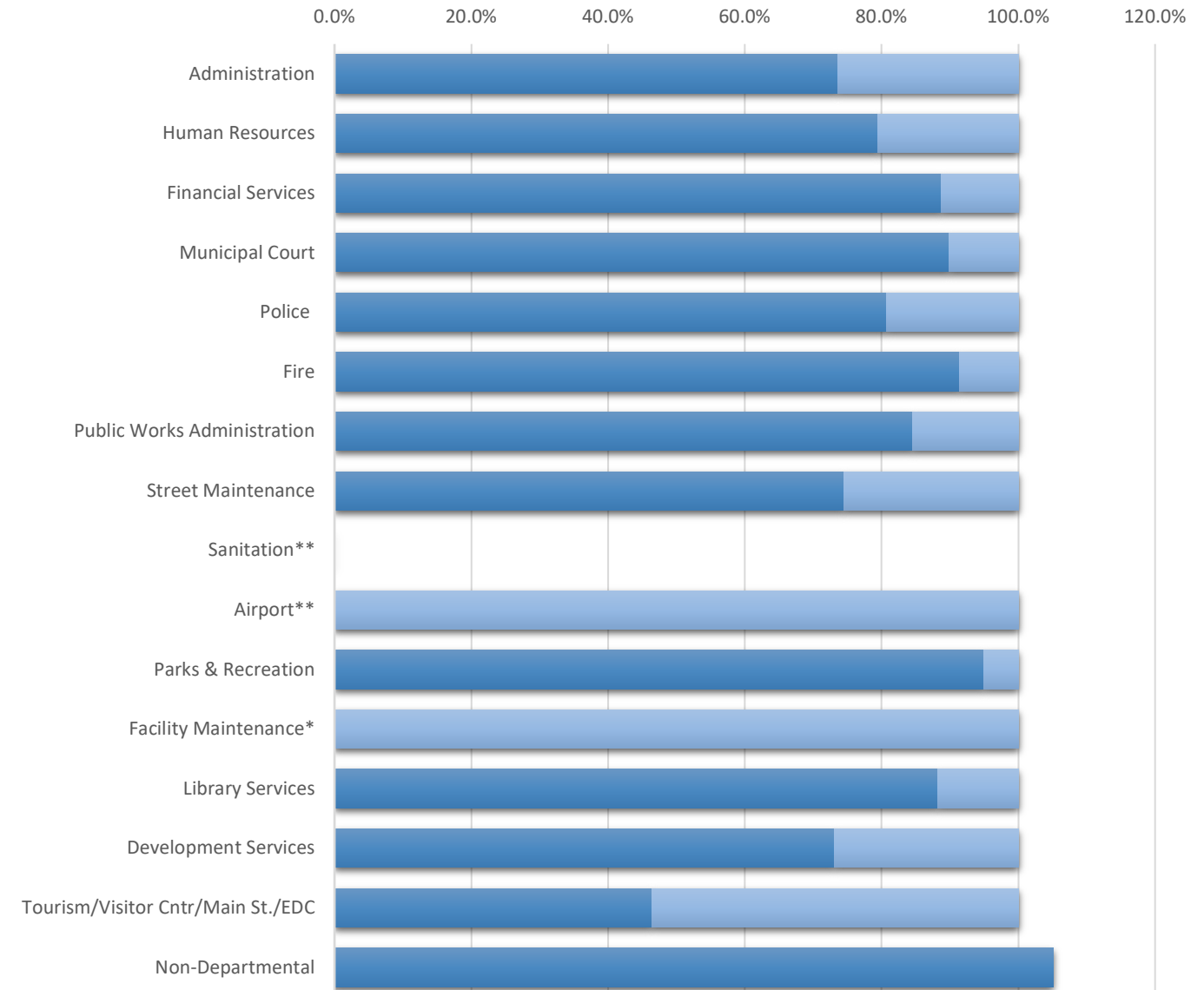
	August 2023			August 2022		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Administration	530,306	\$ 719,976	73.7%	556,573	\$ 726,465	76.6%
Human Resources	252,302	317,519	79.5%	208,196	258,899	80.4%
Financial Services	543,686	612,524	88.8%	481,936	597,653	80.6%
Municipal Court	307,583	342,447	89.8%	291,596	353,094	82.6%
Police	4,671,295	5,791,066	80.7%	4,109,272	5,230,079	78.6%
Fire	3,389,745	3,708,964	91.4%	3,011,118	3,293,175	91.4%
Public Works Administration	360,571	426,630	84.5%	120,234	168,409	71.4%
Street Maintenance	2,813,043	3,778,314	74.5%	1,787,404	3,647,995	49.0%
Sanitation**	302	-	0.0%	1,987,823	2,493,843	79.7%
Airport**	-	-	0.0%	-	-	0.0%
Parks & Recreation	1,224,185	1,289,403	94.9%	842,685	1,073,126	78.5%
Facility Maintenance*	-	-	0.0%	56,860	262,725	21.6%
Library Services	564,578	640,220	88.2%	421,561	592,958	71.1%
Development Services	400,749	548,206	73.1%	296,518	550,535	53.9%
Tourism/Visitor Cntr/Main St./EDC	6,474	13,950	46.4%	6,629	41,381	16.0%
Non-Departmental	1,855,701	1,765,917	105.1%	612,606	566,268	108.2%
Total Expenditures	\$ 16,920,520	\$ 19,955,136	84.8%	\$ 14,791,009	\$ 19,856,605	74.5%

### OVERVIEW

August 31st, 2023, marks the end of the eleventh period of the FY 2023 budget year. The year-to-date budget percentage for budgetary comparison is therefore 91.67%. Year to date expenditures total \$16,920,520 or 84.8% of the budget and are therefore below budgetary expectations. FY 2023 expenditures are increased around \$2.1 million or 10.7%, over FY 2022.

\* Department combined with another department in the General Fund.

\*\* Department moved to a separate fund.





## UTILITY FUND REVENUES

### Revenue Signal Key



> 100% of Projected  
95-100% of Projected  
< 95% of Projected

	July 2023					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Charges for Services		\$ 1,139,284	\$ 760,417	149.8%			\$ 8,566,874	\$ 8,364,583	102.4%		\$ 8,566,874	\$ 9,125,000	93.9%		\$ 8,236,652	\$ 9,125,000	90.3%
Intergovernmental Revenue		-	2,500	0.0%			49,193	\$ 27,500	178.9%		49,193	30,000	164.0%		13,032,643	15,068,197	86.5%
Other Income		13,694	5,000	273.9%			147,926	\$ 55,000	269.0%		147,926	60,000	246.5%		2,261,458	60,000	3769.1%
Interfund Activity		-	-	0.0%			-	\$ -	0.0%		-	-	0.0%		-	-	0.0%
Total Revenues		\$ 1,152,979	\$ 767,917	150.1%			\$ 8,763,993	\$ 8,447,083	103.8%		\$ 8,763,993	\$ 9,215,000	95.1%		\$ 23,530,753	\$ 24,253,197	97.0%

### YEAR-TO-DATE OVERVIEW

Total Utility Fund operational revenue of \$8,763,993 ended August about \$317,000 more than the year-to-date projection and revenue was decreased about \$14.7 million from the same period prior fiscal year. This is due to the Series 2022 bond proceeds received in January 2022.

### WATER AND SEWER CHARGES

Revenue totaling \$8,566,874 was approx \$202,000 more than the year-to-date projection.

### INTERGOVERNMENTAL REVENUE

Intergovernmental Revenue is higher than the projected amount due to a reimbursement from the Upper Neches River Water Authority in February 2023.

### OTHER INCOME

Other income includes interest on investments, bond sale premium proceeds, sale of scrap metal, and transfers from other funds.

### INTERFUND ACTIVITY

There has been no interfund activity this year to date.



## UTILITY FUND EXPENDITURES

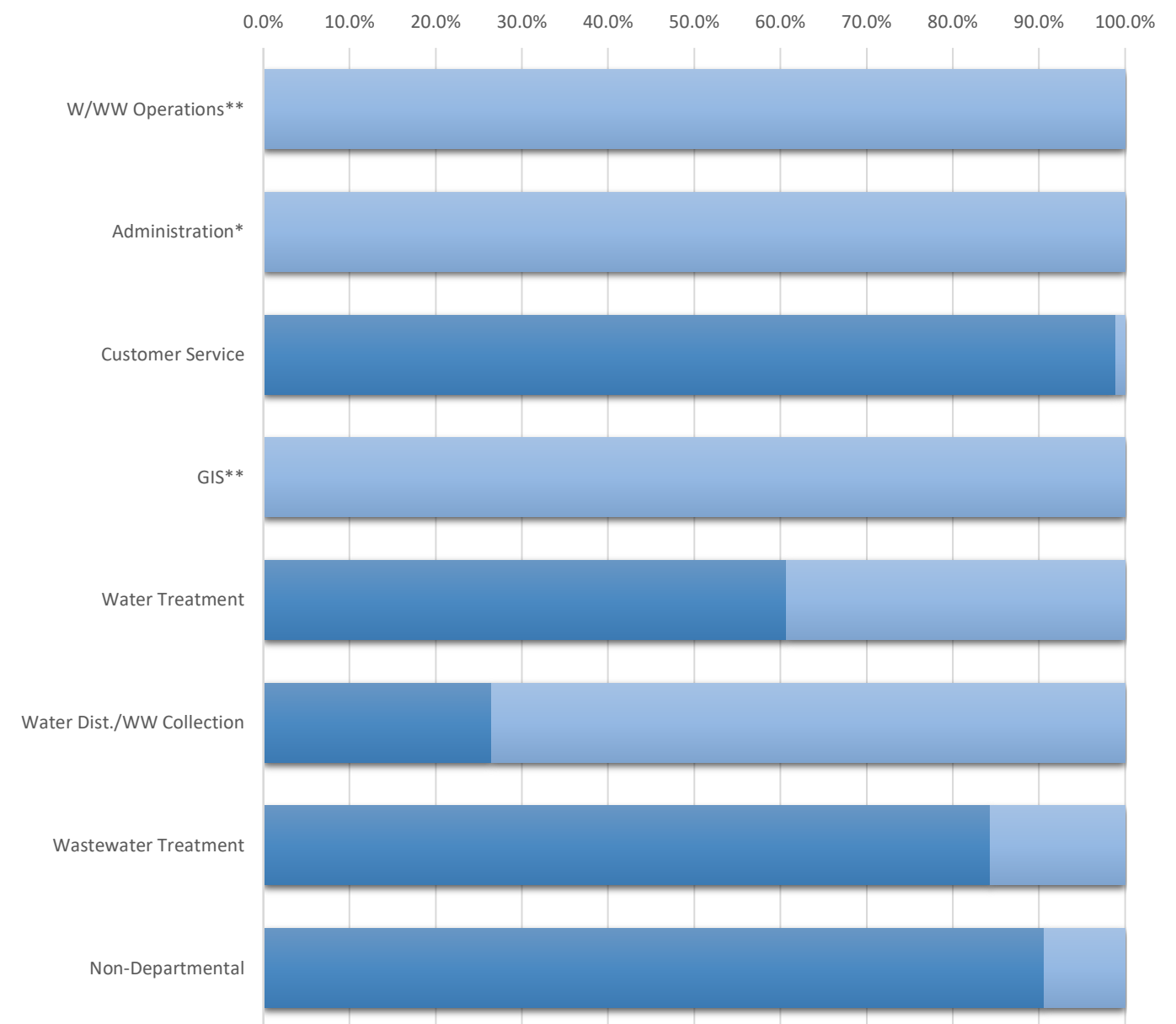
	August 2023			August 2022		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
W/WW Operations**	-	\$ 1,072,148	0.0%	\$ -	\$ 2,188,672	0.0%
Administration*	-	-	0.0%	\$ -	199,207	0.0%
Customer Service	619,429	626,306	98.9%	\$ 543,492	619,889	87.7%
GIS**	-	-	0.0%	\$ -	199,886	0.0%
Water Treatment	1,923,639	3,167,893	60.7%	\$ 1,788,331	2,905,493	61.6%
Water Dist./WW Collection	3,683,942	13,934,866	26.4%	\$ 3,079,556	18,324,428	16.8%
Wastewater Treatment	1,940,103	2,300,351	84.3%	\$ 1,649,576	1,891,871	87.2%
Non-Departmental	2,966,845	3,275,259	90.6%	\$ 2,525,926	3,033,900	83.3%
Total Expenditures	\$ 11,133,957	\$ 24,376,823	45.7%	\$ 9,586,881	\$ 29,363,346	32.6%

### OVERVIEW

August 31st, 2023 marks the end of the eleventh period of the FY 2023 budget year. The year-to-date budget percentage for budgetary comparison is therefore 91.67%. Year to date expenditures total \$11,133,957 or 45.7% of the budget and are therefore under budgetary expectations. FY 2023 expenditures increased approximately \$1.55M, or about 16%, over FY 2022. This is due to a number of water and wastewater projects still underway.

\* Department moved to General Fund 010-510

\*\* Department Closed FY22-23 - expense was due to remaining encumbrance from FY21-22.





010 -GENERAL FUND- DETAIL

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
REVENUE								
PROPERTY TAXES								
010-41001	AD VALOREM TAXES - CURRENT	7,737,091	38,837	7,631,404	98.6%	105,687	5,863,298	1,768,106
010-41002	PROPERTY TAX DELINQUENT	124,324	1,783	73,768	59.3%	50,556	74,122	(354)
010-41003	PROPERTY TAX PENALTY	107,613	6,122	83,621	77.7%	23,992	73,587	10,033
*** REVENUE CATEGORY TOTALS ***		7,969,028	46,742	7,788,793	97.7%	180,235	6,011,007	1,777,786
SALES TAX								
010-41010	CITY SALES TAX	4,840,641	518,180	5,008,903	103.5%	(168,262)	5,049,591	(40,687)
010-41011	MIXED BEVERAGE TAX	38,170	4,065	43,632	114.3%	(5,462)	35,409	8,223
010-41012	CITY SALES TAX - PROP TAX REDU	576,266	64,773	626,113	108.6%	(49,847)	631,199	(5,086)
*** REVENUE CATEGORY TOTALS ***		5,455,077	587,018	5,678,649	104.1%	(223,572)	5,716,199	(37,550)
FRANCHISE TAX								
010-41101	FRANCHISE - ELECTRICAL	825,000	179,466	540,941	65.6%	284,059	795,930	(254,990)
010-41102	FRANCHISE - GAS	172,937	39,308	199,829	115.6%	(26,892)	218,896	(19,067)
010-41103	FRANCHISE - TELEPHONE	32,513	-	19,192	59.0%	13,321	34,914	(15,721)
010-41104	FRANCHISE - CABLE TV	25,263	3,233	14,512	57.4%	10,751	17,434	(2,922)
*** REVENUE CATEGORY TOTALS ***		1,055,713	222,007	774,474	73.4%	281,239	1,067,174	(292,700)
PERMITS LICENSES AND FEES								
010-41301	BUILDING PERMIT FEES	50,000	4,341	71,265	142.5%	(21,265)	51,239	20,025
010-41302	ELECTRICAL PERMIT FEES	10,000	1,725	17,643	176.4%	(7,643)	9,478	8,165
010-41303	PLUMBING PERMIT FEES	10,000	2,267	12,729	127.3%	(2,729)	9,116	3,613
010-41304	HEALTH PERMITS	-	-	-	0.0%	-	1,550	(1,550)
010-41305	ALARM PERMITS	3,385	40	5,325	157.3%	(1,940)	3,280	2,045
010-41306	MECHANICAL PERMITS	5,000	140	4,840	96.8%	160	1,960	2,880
010-41307	FIRE OPERATION PERMITS	205	60	635	309.8%	(430)	260	375
010-41310	OTHER PERMITS	1,100	-	-	0.0%	1,100	-	-
010-41311	MERCHANT PERMITS	550	50	900	163.6%	(350)	2,435	(1,535)
010-41312	BEVERAGE PERMITS	5,214	750	7,908	151.7%	(2,694)	7,193	715
010-41313	ZONING AND PLAT FEES	8,000	-	14,044	175.5%	(6,044)	4,925	9,119
010-41315	CONTRACTOR LICENSE	7,930	1,054	16,554	208.8%	(8,624)	13,000	3,554
010-41317	RIGHT OF WAY FEES (ROW)	3,150	1,354	5,859	186.0%	(2,709)	5,038	821
*** REVENUE CATEGORY TOTALS ***		104,534	11,781	157,701	150.9%	(53,167)	109,473	48,228
FINES AND WARRANTS								
010-41401	MUNICIPAL COURT FINES	349,089	22,469	314,426	90.1%	34,663	267,362	47,063
010-41403	LIBRARY FINES	5,000	260	2,972	59.4%	2,028	4,618	(1,646)
010-41404	WARRANT SERVICE FEES	319	-	70	21.9%	249	198	(128)
010-41405	JFCI JUDICIAL FEE - CITY	857	5	47	5.5%	810	48	(1)
010-41406	MUNICIPAL JURY FUND	195	13	175	89.9%	20	152	23
010-41411	LIEN REVENUE	-	-	11,892	0.0%	(11,892)	20,971	(9,079)
010-41413	ALARM FINES	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***		355,460	22,746	329,582	92.7%	25,878	293,350	36,232
LEASE/RENTAL REVENUE								
010-41605	OTHER RENTS & LEASES	700	-	820	117.1%	(120)	700	120
010-41611	CELL TOWER RENTAL	26,760	-	22,300	83.3%	4,460	24,530	(2,230)
*** REVENUE CATEGORY TOTALS ***		27,460	-	23,120	84.2%	4,340	25,230	(2,110)
CHARGES FOR SERVICE								
010-41706	SALE OF EQUIPMENT	2,500	-	20,045	801.8%	(17,545)	-	20,045
010-41712	OPEN RECORD FEE	2,500	363	4,142	165.7%	(1,642)	3,882	260



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-41713	RECREATION FEE	3,500	333	5,088	145.4%	(1,588)	5,102	(15)
010-41715	SANITATION COLLECTION CHARGES	-	-	-	0.0%	-	2,445,727	(2,445,727)
010-41720	FIRING RANGE FEE	500	-	-	0.0%	500	-	-
010-41723	SALES TAX DISCOUNT	-	110	110	0.0%	(110)	926	(816)
010-41726	POOL PASS FEES	1,200	-	1,972	164.3%	(772)	1,560	412
010-41730	RETIREE INSURANCE	30,000	2,201	22,261	74.2%	7,739	26,133	(3,872)
010-41734	ATHLETIC FEES	200	-	-	0.0%	200	-	-
*** REVENUE CATEGORY TOTALS ***		40,400	3,007	53,618	132.7%	(13,218)	2,483,331	(2,429,712)
INTERGOVERNMENTAL REVENUE								
010-41804	STATE & FEDERAL GRANTS	2,196,622	-	58,280	2.7%	2,138,342	9,045	49,235
010-41805	EMERGENCY MANAGEMENT REIMB	-	-	-	0.0%	-	19,248	(19,248)
010-41806	COUNTY - LIBRARY	75,000	-	75,000	100.0%	-	75,000	-
010-41811	PEDC GRANT	-	-	10,000	0.0%	(10,000)	-	10,000
010-41812	LIBRARY GRANTS	-	-	7,046	0.0%	(7,046)	7,458	(412)
*** REVENUE CATEGORY TOTALS ***		2,271,622	-	150,327	6.6%	2,121,295	110,751	39,575
OTHER INCOME								
010-41901	INTEREST REVENUE	115,000	51,888	470,514	409.1%	(355,514)	43,644	426,871
010-41902	INSURANCE RECOVERIES	20,000	26,135	35,847	179.2%	(15,847)	32,157	3,691
010-41907	FIRE SUPPRESSION REVENUE	-	-	3	0.0%	(3)	-	3
010-41910	FIRE RECOVERY REVENUE	-	417	2,399	0.0%	(2,399)	748	1,651
010-41912	DONATIONS	500	2,424	40,649	8129.7%	(40,149)	86,091	(45,442)
010-41913	LIBRARY LOST/DAMAGED BOOKS	1,000	-	199	19.9%	801	1,050	(851)
010-41916	LOT CLEANUP REIMBURSEMENT	-	-	-	0.0%	-	275	(275)
010-41918	LIBRARY REVENUE	4,912	130	5,499	111.9%	(587)	5,353	145
010-41919	AIRPORT FUEL SALES	-	-	-	0.0%	-	-	-
010-41922	REBATE REVENUE	-	-	7,005	0.0%	(7,005)	63,331	(56,326)
010-41927	TAX SALE EXCESS PROCEEDS	-	-	2,312	0.0%	(2,312)	3,507	(1,195)
010-41923	EMS FUEL SALES	-	-	-	0.0%	-	-	-
010-41924	MISC REVENUE	1,000	4,307	20,820	2082.0%	(19,820)	2,390	18,430
010-41926	SCRAP METAL RECOVERY	5,740	-	5,199	90.6%	541	5,903	(704)
010-41938	SALE OF PROPERTY	-	-	7,500	0.0%	(7,500)	4,005	3,495
010-41940	CASH OVER/SHORT	-	-	-	0.0%	-	(99)	99
*** REVENUE CATEGORY TOTALS ***		148,152	85,300	597,946	403.6%	(449,794)	248,354	349,592
INTERFUND ACTIVITY								
010-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
010-49150	TRANSFER FROM OCCUPANCY TAX	31,371	2,615	28,758	91.7%	2,613	28,718	39
010-49215	TRANSFER FROM PEDC	31,371	2,614	28,757	91.7%	2,614	28,718	38
010-49561	TRANSFER FROM UNEMP FUND	-	-	-	0.0%	-	-	-
010-49610	TRSF FROM UTILITY FUND	1,190,925	99,244	1,091,681	91.7%	99,244	1,050,986	40,696
010-49620	TRANSFER FROM SANITATION	1,230,090	102,508	1,127,583	91.7%	102,508	-	1,127,583
010-49625	TRSF FROM RETAIL FUND	-	-	-	0.0%	-	-	-
010-49819	TRANSFER FROM EMERGENCY FUND	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***		2,483,757	206,981	2,276,778	91.7%	206,979	1,108,422	1,168,356
*** TOTAL REVENUE ***		19,911,203	1,185,581	17,830,988	89.6%	2,080,215	17,173,292	657,696
010 -GENERAL FUND- DETAIL								
EXPENSE								
PERSONNEL								
010-51010	SALARIES & WAGES	8,140,233	614,043	6,689,206	82.2%	1,451,027	5,668,125	1,021,081
010-51011	PART-TIME WAGES	72,800	-	-	0.0%	72,800	-	-
010-51020	OVERTIME	348,315	32,207	518,791	148.9%	(170,476)	381,833	136,958
010-51021	STEP OVERTIME	-	-	-	0.0%	-	-	-
010-51030	LONGEVITY	68,796	5,754	58,862	85.6%	9,934	57,513	1,350





City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-51031	CERTIFICATION PAY	276,780	23,755	242,506	87.6%	34,275	244,687	(2,181)
010-51032	SHIFT PAY	14,700	1,350	13,479	91.7%	1,221	13,329	150
010-51033	CAR ALLOWANCE	6,300	450	5,175	82.1%	1,125	4,800	375
010-51034	UNIFORM ALLOWANCE	8,242	845	8,586	104.2%	(345)	7,587	999
010-51036	CELL PHONE ALLOWANCE	6,600	625	6,468	98.0%	132	6,314	154
010-51040	SOCIAL SECURITY	678,461	50,835	585,266	86.3%	93,195	497,117	88,148
010-51050	HEALTH INSURANCE	1,167,046	77,467	810,840	69.5%	356,206	876,547	(65,707)
010-51061	WORKER'S COMPENSATION	152,417	29,924	108,107	70.9%	44,310	56,977	51,131
010-51063	UNEMPLOYMENT CLAIMS EXP.	50,000	-	-	0.0%	50,000	-	-
010-51070	RETIREMENT	1,224,862	94,502	1,049,547	85.7%	175,315	915,807	133,740
*** EXPENSE CATEGORY TOTALS ***		12,215,551	931,758	10,096,832	82.7%	2,118,718	8,730,636	1,366,196
SUPPLIES AND MATERIALS								
010-52010	OFFICE SUPPLIES/EQUIPMENT	38,400	2,189	31,444	81.9%	6,956	17,913	13,531
010-52020	POSTAGE	12,025	600	10,552	87.7%	1,473	6,766	3,786
010-52030	JANITORIAL SUPPLIES	29,000	1,731	19,558	67.4%	9,442	2,673	16,885
010-52031	CHEMICALS	11,000	28	990	9.0%	10,010	-	990
010-52032	PLANTS SEED FERTILIZER	4,000	-	184	4.6%	3,816	-	184
010-52040	UNIFORMS/APPAREL	62,450	8,310	46,119	73.8%	16,331	44,943	1,176
010-52050	MEDICAL SUPPLIES	900	234	1,669	185.5%	(769)	39	1,631
010-52051	ANIMAL MEDICAL SUPPLIES	2,050	-	-	0.0%	2,050	82	(82)
010-52060	PUBLICATIONS	2,858	310	1,706	59.7%	1,152	907	799
010-52061	SAFETY MATERIALS	5,000	215	1,121	22.4%	3,879	3,997	(2,875)
010-52062	POLICE INFORMANT	3,000	-	-	0.0%	3,000	-	-
010-52070	GASOLINE AND OIL	2,900	238	1,773	61.2%	1,127	2,948	(1,174)
010-52080	SMALL TOOLS/EQUIPMENT	66,300	7,758	65,906	99.4%	394	66,724	(817)
010-52082	PERS PROTECTIVE EQUIP	25,000	1,354	15,082	60.3%	9,918	9,649	5,433
010-52083	ARSENAL	13,000	-	16,017	123.2%	(3,017)	10,923	5,094
010-52084	ELECTION EXPENSE	15,000	-	23,749	158.3%	(8,749)	12,034	11,715
010-52091	FURNITURE & OFFICE EQUIPMENT	6,500	224	759	11.7%	5,741	-	759
010-52092	COMPUTER EQUIPMENT	100	-	-	0.0%	100	-	-
010-52120	STREET SIGNS	15,000	878	7,460	49.7%	7,540	10,490	(3,030)
010-52130	GARBAGE BAGS	-	-	-	0.0%	-	18,596	(18,596)
010-52201	READING PROGRAM	4,000	596	3,714	92.8%	286	2,507	1,207
010-52210	MARKETING SUPPLIES	1,800	-	-	0.0%	1,800	-	-
*** EXPENSE CATEGORY TOTALS ***		320,283	24,666	247,804	77.4%	72,479	211,189	36,615
PROF/CONTRACTUAL SERV								
010-53010	LEGAL SERVICES	120,000	-	64,420	53.7%	55,580	107,142	(42,722)
010-53011	LEGAL LITIGATION EXPENSES	90,000	10,969	30,548	33.9%	59,452	76,479	(45,931)
010-53012	LEGAL SERVICES - HR RELATED	6,000	737	3,912	65.2%	2,088	185	3,727
010-53016	JURY EXPENSE	1,200	-	36	3.0%	1,164	192	(156)
010-53017	MUNICIPAL PROSECUTORS	12,000	195	8,318	69.3%	3,683	6,458	1,860
010-53019	TOWING FEE	1,200	-	209	17.4%	991	(115)	324
010-53020	AUDIT & ACCOUNTING SERVICES	30,000	-	25,456	84.9%	4,544	31,048	(5,591)
010-53021	APPRAISAL DISTRICT	145,000	-	114,015	78.6%	30,985	107,904	6,111
010-53022	TAX ASSESSOR-COLLECTOR	14,000	2,778	11,111	79.4%	2,890	12,179	(1,069)
010-53023	RAILROAD WATER LINE LEASE	300	-	154	51.3%	146	-	154
010-53026	CODIFICATION	6,000	-	237	4.0%	5,763	713	(475)
010-53027	RECORDS MANAGEMENT	500	64	629	125.7%	(129)	736	(108)
010-53029	POLY/PSYCH	1,125	925	2,250	200.0%	(1,125)	3,325	(1,075)
010-53030	PROFESSIONAL SERVICES	78,925	-	11,658	14.8%	67,267	24,030	(12,372)
010-53031	CONSULTANT SERVICES	59,794	-	66,116	110.6%	(6,322)	6,327	59,790
010-53033	EMPLOYEE EAP	7,200	-	525	7.3%	6,675	950	(425)
010-53034	CITY SPONSORED EVENT	25,000	-	27,650	110.6%	(2,650)	20,450	7,200
010-53035	MEDICAL/DOCTOR-HOSPITAL	-	-	-	0.0%	-	-	-
010-53037	PRE-EMPLOYMENT SCREENINGS	13,000	1,098	13,847	106.5%	(847)	19,102	(5,255)
010-53039	CIVIL SERVICE EXAMS	8,000	-	2,208	27.6%	5,792	-	2,208
010-53041	CITY ISSUED CELL PHONES	22,560	1,450	15,459	68.5%	7,101	15,586	(127)



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-53042	CITY ISSUED TABLETS	7,800	1,063	8,882	113.9%	(1,082)	7,099	1,783
010-53043	PENALTIES AND FEES	-	-	-	0.0%	-	-	-
010-53060	DEMOLITION/CLEANUP	5,000	-	-	0.0%	5,000	-	-
010-53070	UNIFORM SERVICES	-	-	-	0.0%	-	-	-
010-53075	RECRUITMENT / RETENTION	5,000	-	-	0.0%	5,000	21	(21)
010-53076	CERTIFICATION FEES	2,925	-	413	14.1%	2,512	2,914	(2,502)
010-53083	POSITION 1 TRAVEL	1,500	400	2,541	169.4%	(1,041)	2,901	(360)
010-53084	POSITION 2 TRAVEL	1,500	400	423	28.2%	1,077	1,181	(758)
010-53085	POSITION 3 TRAVEL	1,500	-	913	60.8%	587	405	508
010-53086	POSITION 4 TRAVEL	1,500	400	1,392	92.8%	108	1,022	370
010-53087	POSITION 5 TRAVEL	1,500	400	1,545	103.0%	(45)	2,232	(687)
010-53088	POSITION 6 TRAVEL	1,500	400	735	49.0%	765	899	(164)
010-53089	MAYOR POSITION TRAVEL	1,500	400	1,522	101.5%	(22)	1,355	167
010-53090	IT SUPPORT	74,928	6,014	73,736	98.4%	1,192	74,155	(419)
010-53095	SOFTWARE MAINTENANCE	314,258	6,546	350,925	111.7%	(36,667)	307,425	43,500
010-53100	CHAPTER 380 AGREEMENT	-	120,500	274,375	0.0%	(274,375)	-	274,375
010-53150	MARKETING SERVICES	1,000	-	-	0.0%	1,000	750	(750)
010-53210	FINANCIAL SERVICE CHARGES	-	99	381	0.0%	(381)	2,040	(1,659)
010-53310	EQUIPMENT RENTAL/LEASE	27,735	1,627	25,219	90.9%	2,516	19,425	5,794
010-53311	PRINTER/COPIER LEASE	29,640	2,155	22,479	75.8%	7,161	20,161	2,317
010-53315	VEHICLE LEASE FEES	349,307	28,754	282,474	80.9%	66,833	51,561	230,913
010-53321	UPRR LEASED LAND	500	-	-	0.0%	500	-	-
010-53331	CONTRACT SERV-HUMANE SOCIETY	35,000	-	16,250	46.4%	18,750	25,000	(8,750)
010-53333	BUILDING DEMOLITION	28,000	-	-	0.0%	28,000	-	-
010-53334	PESTICIDE SPRAYING	25,000	-	8,609	34.4%	16,392	8,789	(180)
010-53342	DUE TO OMNI	-	-	-	0.0%	-	-	-
010-53343	CHILD SAFETY FEE	-	-	-	0.0%	-	-	-
010-53501	COMMUNICATIONS	-	-	-	0.0%	-	-	-
010-53503	RETIREE INSURANCE PREMIUMS	-	2,193	24,128	0.0%	(24,128)	27,767	(3,638)
010-53504	ROLL OFFS	-	-	-	0.0%	-	408,127	(408,127)
010-53505	RESIDENTIAL COLLECTION	-	-	-	0.0%	-	508,655	(508,655)
010-53506	COMMERCIAL COLLECTION	-	-	-	0.0%	-	974,362	(974,362)
010-53508	CITY WIDE CLEAN-UP COLLECTION	-	-	302	0.0%	(302)	77,107	(76,805)
010-53509	MEMBERSHIPS & SUBSCRIPTIONS	47,935	1,691	38,929	81.2%	9,006	24,187	14,741
010-53510	TRAVEL AND TRAINING	159,739	14,225	120,914	75.7%	38,825	95,374	25,540
010-53511	ADVERTISING	12,000	28	11,610	96.8%	390	11,561	50
010-53512	PRINTING SERVICES	4,300	18	2,180	50.7%	2,120	866	1,313
010-53513	MERCHANT CR CRD PROCESSING	15,040	1,517	18,606	123.7%	(3,566)	13,381	5,225
010-53514	TML INSURANCE	182,000	-	165,977	91.2%	16,023	142,666	23,311
010-53515	INSURANCE AND BONDS	1,000	-	521	52.1%	479	485	36
010-53516	LIFE, DISABILITY, AD & D PREM	-	3,486	37,504	0.0%	(37,504)	37,187	317
010-53517	CONTRACTUAL SERVICES	209,850	18,290	211,933	101.0%	(2,083)	125,166	86,767
010-53518	CITY POOL	90,000	18,467	116,171	129.1%	(26,171)	71,428	44,743
010-53520	JANITORIAL SERVICES	63,404	5,729	61,529	97.0%	1,876	79,217	(17,689)
*** EXPENSE CATEGORY TOTALS ***		2,343,665	253,015	2,281,874	97.4%	61,791	3,559,562	(1,277,688)
MAINTENANCE & REPAIR								
010-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	121,800	11,504	184,397	151.4%	(62,597)	69,089	115,309
010-54011	PLANTER BOXES-MAINTENANCE	300	-	188	62.5%	112	194	(7)
010-54020	STREET MAINTENANCE	2,396,622	88,614	1,423,989	59.4%	972,633	607,691	816,298
010-54022	SIDEWALK REPAIR/REPLACEMENT	10,000	-	10,000	100.0%	-	-	10,000
010-54110	MOTOR VEHICLE REPAIRS	9,500	2,172	66,900	704.2%	(57,400)	26,084	40,816
010-54120	EQUIPMENT REPAIR/MAINT EXP	35,100	4,071	47,346	134.9%	(12,246)	22,931	24,415
010-54121	GREEN'S PARK PORTABLE	10,300	339	2,559	24.8%	7,741	1,375	1,184
010-54125	LADDER TESTING	1,438	-	3,120	217.0%	(1,682)	1,438	1,682
010-54130	AIR PACK TESTING	1,500	1,499	1,499	99.9%	1	1,465	34
010-54135	PUMP TESTING	1,500	-	-	0.0%	1,500	1,100	(1,100)
010-54140	JAWS TESTING	4,400	-	3,890	88.4%	510	-	3,890
*** EXPENSE CATEGORY TOTALS ***		2,592,460	108,199	1,743,888	67.3%	848,572	731,367	1,012,521



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
UTILITIES								
010-54500	UTILITIES - ELECTRIC	482,200	48,400	592,252	122.8%	(110,052)	387,299	204,953
010-54501	UTILITIES - WATER/SEWER	39,000	8,594	61,853	158.6%	(22,853)	44,858	16,995
010-54502	UTILITIES - GAS	17,300	918	16,553	95.7%	747	10,861	5,692
010-54503	PHONES/INTERNET	81,354	20,639	104,651	128.6%	(23,297)	103,384	1,268
010-54504	CITY POOL ELECTRIC	8,000	1,238	10,282	128.5%	(2,282)	6,614	3,667
*** EXPENSE CATEGORY TOTALS ***		627,854	79,789	785,590	125.1%	(157,736)	553,016	232,574
OTHER/MISC.								
010-55001	EMPLOYEE APPRECIATION	10,000	100	5,993	59.9%	4,007	3,958	2,034
010-55002	EVENTS & PROMOTIONS	5,000	215	2,991	59.8%	2,009	3,021	(30)
010-55200	MEETING MEALS	2,700	-	521	19.3%	2,179	225	297
010-55202	ANIMAL FOOD	200	-	-	0.0%	200	-	-
010-55203	CHRISTMAS ACTIVITIES	1,500	-	1,215	81.0%	285	317	898
010-55409	EMERGENCY RESPONSE EXP	-	-	-	0.0%	-	440	(440)
010-55411	DONATION FUNDED EXPENSE	-	-	42,000	0.0%	(42,000)	25,581	16,419
*** EXPENSE CATEGORY TOTALS ***		19,400	315	52,720	271.8%	(33,320)	33,542	19,178
CAPITAL OUTLAY								
010-58030	IMPROVEMENTS	-	-	201,380	0.0%	(201,380)	122,745	78,635
010-58040	VEHICLES & EQUIPMENT	71,682	-	64,123	89.5%	7,559	27,115	37,008
010-58060	COMPUTER SOFTWARE	1,000	-	-	0.0%	1,000	-	-
010-58070	LIBRARY BOOKS	50,000	945	23,865	47.7%	26,135	22,956	909
*** EXPENSE CATEGORY TOTALS ***		122,682	945	289,368	235.9%	(166,686)	172,817	116,551
INTERFUND ACTIVITY								
010-59240	TRANSFER TO AIRPORT FUND	87,633	6,886	75,547	86.2%	12,086	288,750	(213,203)
010-59283	TRANS TO HOME GRANT FUND-283	-	-	-	0.0%	-	-	-
010-59310	TRANSFER TO DEBT SERVICE FUND	1,082,573	90,214	902,144	83.3%	180,429	-	902,144
010-59511	TRSF TO VEH/EQUIP FUND	-	-	-	0.0%	-	-	-
010-59570	TRANSFER TO FLEET FUND	543,037	29,668	444,751	81.9%	98,286	508,711	(63,960)
*** EXPENSE CATEGORY TOTALS ***		1,713,243	126,769	1,422,442	83.0%	290,801	797,461	624,981
*** TOTAL EXPENSE ***		\$ 19,955,137	\$ 1,525,456	\$ 16,920,520	84.8%	\$ 3,034,618	\$ 14,789,591	\$ 2,130,929
310 -DEBT SERVICE FUND- DETAIL								
REVENUE								
310-41001	AD VALOREM TAXES - CURRENT	298,938	1,503	295,856	99.0%	3,083	1,375,204	(1,079,348)
310-41002	DELINQUENT TAX REVENUE	25,680	383	15,732	61.3%	9,948	15,004	728
310-41003	PENALTY & INTEREST TAXES	22,229	379	8,107	36.5%	14,122	15,456	(7,349)
310-41901	INTEREST REVENUE	732	403	6,258	854.9%	(5,526)	2,917	3,341
310-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
310-49010	TRANSFER FROM GENERAL FUND	1,082,573	90,214	902,144	83.3%	180,429	-	902,144
310-49610	TRSF FROM UTILITY FUND	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***		1,430,152	92,883	1,228,096	85.9%	202,056	1,408,581	(180,484)
310 -DEBT SERVICE FUND- DETAIL								
EXPENSE								
310-53030	PROFESSIONAL SERVICES	-	-	-	0.0%	-	-	-
310-53045	COMPLIANCE REPORTING	3,500	-	-	0.0%	3,500	-	-
310-55412	AGENT FEES	-	-	-	0.0%	-	-	-
310-56024	PRINCIPAL- BONDED DEBT	243,000	-	243,000	100.0%	-	359,115	(116,115)
310-56025	PRINCIPAL - CAPITAL LEASE	218,487	-	218,487	100.0%	(0)	249,207	(30,720)
310-56050	INTEREST- BONDED DEBT	934,733	466,316	934,733	100.0%	0	948,528	(13,795)
310-56051	INTEREST- CAPITAL LEASE	30,433	-	32,223	105.9%	(1,791)	26,034	6,189





City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
310-56054	PAY/ESCROW AGENT FEES	-	-	2,363	0.0%	(2,363)	27,980	(25,618)
*** TOTAL EXPENSE ***		\$ 1,430,152	\$ 466,316	\$ 1,430,805	100.0%	\$ (653)	\$ 1,610,864	\$ (180,059)
610 -WATER & WASTEWATER FUND - DETAIL								
REVENUE								
610-41706	SALE OF EQUIPMENT	-	-	6,454	0.0%	(6,454)	38,178	(31,724)
610-41709	WATER METERED SALES	4,500,000	759,952	4,501,102	100.0%	(1,102)	3,971,884	529,218
610-41710	METER REPLACEMENT FEE	500,000	(149)	298,328	59.7%	201,672	469,575	(171,247)
610-41711	SEWER SERVICE CHARGES	2,450,000	344,154	2,697,194	110.1%	(247,194)	2,212,591	484,603
610-41716	BULK WATER SALES	1,000	14	14	1.4%	986	129	(115)
610-41717	SEWER SURCHARGE	1,360,000	(214)	733,993	54.0%	626,007	1,224,216	(490,223)
610-41718	WATER TAPS	45,000	-	31,753	70.6%	13,247	67,490	(35,737)
610-41719	SEWER TAPS	45,000	1,019	22,752	50.6%	22,248	32,497	(9,745)
610-41724	SERVICE FEES	120,000	8,045	101,883	84.9%	18,117	120,753	(18,869)
610-41725	TAMPERING FEES	1,000	-	1,415	141.5%	(415)	2,831	(1,416)
610-41727	SEPTAGE FEES AND OTHER	30,000	2,006	23,665	78.9%	6,335	20,775	2,890
610-41728	REBATE - COMPOST FACILITY	20,000	-	29,657	148.3%	(9,657)	19,511	10,147
610-41732	MISC. CHARGES THRU WATER BILLS	1,000	215	957	95.7%	43	924	33
610-41733	PENALTY WATER BILLINGS	52,000	24,242	117,705	226.4%	(65,705)	55,299	62,406
610-41804	STATE & FEDERAL GRANTS	-	-	-	0.0%	-	-	-
610-41815	UNMWA REIMB.	30,000	-	49,193	164.0%	(19,193)	68,579	(19,386)
610-41818	DEBT OR OTHER FINANCING	-	-	-	0.0%	-	12,964,064	(12,964,064)
610-41901	INTEREST REVENUE	60,000	13,694	138,344	230.6%	(78,344)	36,421	101,924
610-41902	INSURANCE RECOVERIES	-	-	3,598	0.0%	(3,598)	145,634	(142,037)
610-41903	BOND SALE PREMIUM	-	-	-	0.0%	-	2,074,133	(2,074,133)
610-41924	MISC REVENUE	-	-	5,947	0.0%	(5,947)	1,771	4,176
610-41926	SCRAP METAL RECOVERY	-	-	37	0.0%	(37)	3,500	(3,463)
610-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
610-49620	TRANSFER FROM SANITATION	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***		9,215,000	1,152,979	8,763,993	95.1%	451,007	23,530,753	(14,766,760)
610 -WATER & WASTEWATER FUND - DETAIL								
EXPENSE								
PERSONNEL								
610-51010	SALARIES & WAGES	1,284,179	93,110	1,110,649	86.5%	173,530	980,214	130,434
610-51020	OVERTIME	205,000	16,389	167,956	81.9%	37,044	138,786	29,169
610-51030	LONGEVITY	5,616	564	5,613	100.0%	3	4,537	1,076
610-51031	CERTIFICATION PAY	29,251	4,300	46,618	159.4%	(17,367)	43,432	3,186
610-51032	SHIFT PAY	2,400	300	3,221	134.2%	(821)	600	2,621
610-51034	UNIFORM ALLOWANCE	5,241	437	4,855	92.6%	386	4,260	595
610-51036	CELL PHONE ALLOWANCE	7,800	650	7,250	92.9%	550	8,446	(1,196)
610-51040	SOCIAL SECURITY	117,607	8,723	105,122	89.4%	12,486	92,216	12,906
610-51050	HEALTH INSURANCE	260,620	18,297	204,111	78.3%	56,509	201,408	2,703
610-51061	WORKER'S COMPENSATION	27,082	4,633	22,695	83.8%	4,386	17,096	5,599
610-51070	RETIREMENT	214,496	16,201	187,866	87.6%	26,630	170,438	17,428
*** EXPENSE CATEGORY TOTALS ***		2,159,292	163,605	1,865,956	86.4%	293,336	1,661,433	204,523
SUPPLIES AND MATERIALS								
610-52010	OFFICE SUPPLIES/EQUIPMENT	2,000	169	1,868	93.4%	132	5,280	(3,412)
610-52020	POSTAGE	35,900	4,225	40,115	111.7%	(4,215)	30,938	9,177
610-52030	JANITORIAL SUPPLIES	3,240	-	593	18.3%	2,647	1,368	(775)
610-52031	CHEMICALS	587,000	39,017	440,378	75.0%	146,622	360,216	80,162
610-52040	UNIFORMS/APPAREL	13,000	1,320	10,084	77.6%	2,916	8,285	1,799
610-52050	MEDICAL SUPPLIES	400	-	418	104.5%	(18)	-	418
610-52057	LAB SUPPLIES	3,500	4,727	8,311	237.5%	(4,811)	2,941	5,370
610-52061	SAFETY MATERIALS	10,000	4,718	12,286	122.9%	(2,286)	10,980	1,306
610-52070	GASOLINE AND OIL	-	59	88	0.0%	(88)	191	(103)



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
610-52080	SMALL TOOLS/EQUIPMENT	38,200	817	39,113	102.4%	(913)	38,022	1,091
*** EXPENSE CATEGORY TOTALS ***		693,240	55,051	553,254	79.8%	139,986	458,221	95,033
PROF/CONTRACTUAL SERV								
610-53020	AUDIT & ACCOUNTING SERVICES	19,800	-	16,801	84.9%	2,999	-	16,801
610-53030	PROFESSIONAL SERVICES	92,288	700	36,266	39.3%	56,022	40,706	(4,441)
610-53041	CITY ISSUED CELL PHONES	1,200	80	932	77.7%	268	997	(65)
610-53042	CITY ISSUED TABLETS	1,800	152	1,488	82.7%	312	1,176	312
610-53043	PENALTIES AND FEES	-	-	2,500	0.0%	(2,500)	-	2,500
610-53046	COMPLIANCE MONITORING	40,000	-	40,722	101.8%	(722)	30,005	10,717
610-53090	IT SUPPORT	15,175	1,066	12,980	85.5%	2,196	11,914	1,066
610-53095	SOFTWARE MAINTENANCE	52,104	3,936	41,929	80.5%	10,176	36,452	5,477
610-53310	EQUIPMENT RENTAL/LEASE	11,500	-	4,060	35.3%	7,440	53,980	(49,920)
610-53311	PRINTER/COPIER LEASE	4,900	579	4,113	83.9%	787	2,397	1,716
610-53315	VEHICLE LEASE FEES	12,525	1,804	16,320	130.3%	(3,794)	11,527	4,793
610-53341	COLLECTIONS/LEGAL MVBA	2,000	-	296	14.8%	1,704	256	40
610-53501	COMMUNICATIONS	-	-	-	0.0%	-	-	-
610-53507	SLUDGE COLLECTION	365,000	19,858	228,753	62.7%	136,247	359,748	(130,995)
610-53509	MEMBERSHIPS & SUBSCRIPTIONS	1,260	-	601	47.7%	659	340	261
610-53510	TRAVEL AND TRAINING	25,820	222	18,136	70.2%	7,684	8,134	10,003
610-53512	PRINTING SERVICES	7,500	1,184	8,111	108.1%	(611)	6,340	1,771
610-53513	MERCHANT CR CRD PROCESSING	110,000	12,196	147,569	134.2%	(37,569)	102,319	45,250
610-53514	TML INSURANCE	76,369	-	121,397	159.0%	(45,028)	61,788	59,609
610-53517	CONTRACTUAL SERVICES	-	291	676	0.0%	(676)	-	676
610-53519	TANK MAINTENANCE	210,000	-	206,717	98.4%	3,283	198,266	8,451
610-53520	JANITORIAL SERVICES	15,454	1,146	11,992	77.6%	3,462	-	11,992
610-53521	UNRMWA WATER CONTRACT	203,582	13,518	135,179	66.4%	68,403	167,912	(32,733)
*** EXPENSE CATEGORY TOTALS ***		1,268,278	56,733	1,057,537	83.4%	210,740	1,094,257	(36,720)
MAINTENANCE & REPAIR								
610-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	81,500	11,133	43,032	52.8%	38,468	57,776	(14,744)
610-54110	MOTOR VEHICLE REPAIRS	-	-	2,558	0.0%	(2,558)	2,991	(433)
610-54120	EQUIPMENT REPAIR/MAINT EXP	275,360	12,650	198,579	72.1%	76,781	263,956	(65,376)
610-54220	WATER METERS	-	-	(265)	0.0%	265	-	(265)
610-54310	SEWER LINE MAINTENANCE	-	-	-	0.0%	-	-	-
610-54311	SEWER PLANT MAINTENANCE	150,000	685	163,090	108.7%	(13,090)	122,125	40,965
610-54313	LIFT STATION MAINTENANCE	290,000	6,494	281,891	97.2%	8,109	194,371	87,520
610-54314	GENERATOR MAINTENANCE	13,500	-	4,416	32.7%	9,084	13,220	(8,804)
610-54315	PRETREATMENT FOG MGMT	2,300	-	2,124	92.3%	176	1,226	897
610-54421	WATER METER REPLACEMENT PROJECT	479,880	52,075	434,743	90.6%	45,137	216,691	218,051
610-54450	WATER/SEWER LINE REPAIR	500,000	81,456	668,296	133.7%	(168,296)	484,712	183,584
610-54460	METER READER HANDHELDS	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		1,792,540	164,494	1,798,464	100.3%	(5,924)	1,357,068	441,396
UTILITIES								
610-54500	UTILITIES - ELECTRIC	331,000	52,261	539,191	162.9%	(208,191)	298,011	241,180
610-54501	UTILITIES - WATER/SEWER	22,700	2,451	27,158	119.6%	(4,458)	26,757	401
610-54502	UTILITIES - GAS	-	-	-	0.0%	-	2,158	(2,158)
610-54503	PHONES/INTERNET	16,000	6,247	32,774	204.8%	(16,774)	35,920	(3,146)
*** EXPENSE CATEGORY TOTALS ***		369,700	60,959	599,123	162.1%	(229,423)	362,845	236,278
OTHER/MISC.								
610-55005	TCEQ PERMITTING	76,000	-	52,518	69.1%	23,482	62,840	(10,322)
610-55030	BAD DEBT EXPENSE	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		76,000	-	52,518	69.1%	23,482	62,840	(10,322)



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
REVENUE BOND PRINCIPAL PAYMENT								
610-56005	REVENUE BOND PRIN PAYMENT	690,000	-	885,000	128.3%	(195,000)	650,000	235,000
610-56009	CERT OBLIG PRIN PAYMENT	255,000	60,000	60,000	23.5%	195,000	235,000	(175,000)
610-56025	PRINCIPAL - CAPITAL LEASE	104,268	5,953	125,988	120.8%	(21,720)	104,345	21,643
610-56050	INTEREST- BONDED DEBT	761,039	375,796	652,767	85.8%	108,272	217,696	435,072
610-56051	INTEREST- CAPITAL LEASE	5,783	-	-	0.0%	5,783	-	-
610-56054	PAY/ESCROW AGENT FEES	202,937	-	2,556	1.3%	200,381	203,955	(201,398)
*** EXPENSE CATEGORY TOTALS ***		2,019,027	441,749	1,726,311	85.5%	292,715	1,410,995	315,316
CAPITAL OUTLAY								
610-58030	IMPROVEMENTS	12,661,752	250,088	1,738,054	13.7%	10,923,698	1,690,829	47,225
610-58040	VEHICLES & EQUIPMENT	865,776	4,017	544,138	62.8%	321,638	308,178	235,960
610-58044	COMMUNICATION EQUIPMENT	50,000	-	-	0.0%	50,000	-	-
610-58046	LIFT STATION REPLACEMENT	-	-	-	0.0%	-	14,820	(14,820)
*** EXPENSE CATEGORY TOTALS ***		13,577,528	254,105	2,282,192	16.8%	11,295,335	2,013,827	268,365
INTERFUND ACTIVITY								
610-59010	TRANSFER TO/FROM GENERAL FUND	1,146,530	99,244	1,091,681	95.2%	54,849	1,050,986	40,696
610-59570	TRANSFER TO FLEET FUND	151,805	6,565	106,920	70.4%	44,885	114,409	(7,489)
*** EXPENSE CATEGORY TOTALS ***		1,298,335	105,809	1,198,601	92.3%	99,733	1,165,395	33,207
*** TOTAL EXPENSE ***		\$ 23,253,938	\$ 1,302,504	\$ 11,133,957	47.9%	\$ 12,119,982	\$ 9,586,881	\$ 1,547,076
620-SANITATION FUND- DETAIL								
REVENUE								
620-41715	SANITATION COLLECTION CHARGES	3,033,239	261,898	2,691,347	88.7%	341,892	133,805	2,557,542
620-41721	COLLECTION BAG SALES	22,585	1,130	14,309	63.4%	8,276	157	14,152
620-41722	CLEAN STREETS PROGRAM	166,233	14,064	153,991	92.6%	12,242	-	153,991
620-41723	SALES TAX DISCOUNT	1,105	-	1,098	99.4%	7	208	891
620-41729	ROLL OFF CHARGES	693,570	3,276	522,295	75.3%	171,275	52,479	469,816
620-41901	INTEREST REVENUE	-	-	5,365	0.0%	(5,365)	3,631	1,734
620-41902	INSURANCE RECOVERIES	-	-	-	0.0%	-	-	-
620-41922	REBATE REVENUE	60,000	-	9,982	16.6%	50,018	-	9,982
620-41924	MISC REVENUE	-	-	-	0.0%	-	-	-
620-41926	SCRAP METAL RECOVERY	-	-	966	0.0%	(966)	-	966
620-49010	TRANSFER FROM GENERAL FUND	-	15	617	0.0%	(617)	-	617
*** TOTAL REVENUE ***		3,976,732	280,383	3,399,970	85.5%	576,762	190,280	3,209,690
620-SANITATION FUND- DETAIL								
EXPENSE								
SUPPLIES AND MATERIALS								
620-52130	GARBAGE BAGS	12,493	-	9,985	79.9%	2,508	-	9,985
*** EXPENSE CATEGORY TOTALS ***		12,493	-	9,985	79.9%	2,508	-	9,985
PROF/CONTRACTUAL SERV								
620-53504	ROLL OFFS	436,473	33,662	452,416	103.7%	(15,943)	-	452,416
620-53505	RESIDENTIAL COLLECTION	772,164	73,463	715,486	92.7%	56,678	-	715,486
620-53506	COMMERCIAL COLLECTION	1,400,000	128,317	1,467,870	104.8%	(67,870)	-	1,467,870
620-53508	CITY WIDE CLEAN-UP COLLECTION	82,692	-	74,189	89.7%	8,503	-	74,189
620-53520	JANITORIAL SERVICES	-	121	1,086	0.0%	(1,086)	-	1,086
*** EXPENSE CATEGORY TOTALS ***		2,691,329	235,562	2,711,046	100.7%	(19,717)	-	2,711,046
MAINTENANCE & REPAIR								
620-54110	MOTOR VEHICLE REPAIRS	-	-	-	0.0%	-	1,005	(1,005)



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		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%	-	1,005	(1,005)
OTHER/MISC.								
620-55030	BAD DEBT EXPENSE	42,820	12,967	12,967	30.3%	29,853	-	12,967
*** EXPENSE CATEGORY TOTALS ***		42,820	12,967	12,967	30.3%	29,853	-	12,967
INTERFUND ACTIVITY								
620-59010	TRANSFER TO/FROM GENERAL FUND	1,230,090	102,508	1,127,583	91.7%	102,508	-	1,127,583
620-59570	TRANSFER TO FLEET FUND	-	-	13,429	0.0%	(13,429)	-	13,429
*** EXPENSE CATEGORY TOTALS ***		1,230,090	102,508	1,141,011	92.8%	89,079	-	1,141,011
*** TOTAL EXPENSE ***		\$ 3,976,732	\$ 351,036	\$ 3,875,009	97.4%	\$ 101,723	\$ 1,005	\$ 3,874,004



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
<b>215 -ECONOMIC DEVELOPMENT CORP (PEDC)- DETAIL</b>								
<b>REVENUE</b>								
215-41013	PEDC SALES TAX	\$ 1,039,394	\$ 129,545	\$ 1,252,226	120.5%	\$ (212,832)	1,262,397.72	\$ (10,172)
215-41609	RENT - CARTMELL SUITE B	13,500	-	-	0.0%	13,500	12,000	(12,000)
215-41610	RENT - RESULTS CO	215,444	-	179,537	83.3%	35,907	215,444	(35,907)
215-41807	ETEX FIBER RECAPTURE	150,000	-	364,082	242.7%	(214,082)	205,086	158,996
215-41901	INTEREST REVENUE	15,000	7,850	70,234	468.2%	(55,234)	8,563	61,671
215-41932	TAH LOAN PYMT	33,557	2,839	50,888	151.6%	(17,331)	33,557	17,331
215-41924	MISC REVENUE	\$ -	\$ -	\$ -	0.0%	\$ -	0.00	\$ -
<b>*** TOTAL REVENUE ***</b>		<b>1,466,895</b>	<b>140,234</b>	<b>1,916,967</b>	<b>130.7%</b>	<b>(450,072)</b>	<b>1,737,048</b>	<b>179,919</b>
<b>215 -ECONOMIC DEVELOPMENT CORP (PEDC)- DETAIL</b>								
<b>EXPENSE</b>								
<b>PERSONNEL</b>								
215-51010	SALARIES & WAGES	125,555	8,949	90,588	72.1%	34,967	87,229	3,359
215-51020	OVERTIME	-	-	-	0.0%	-	0	(0)
215-51030	LONGEVITY	144	12	123	85.7%	21	624	(501)
215-51031	CERTIFICATION PAY	-	-	-	0.0%	-	1,721	(1,721)
215-51036	CELL PHONE ALLOWANCE	600	50	425	70.8%	175	430	(5)
215-51040	SOCIAL SECURITY	9,616	688	7,048	73.3%	2,568	7,206	(158)
215-51050	HEALTH INSURANCE	15,764	1,187	11,312	71.8%	4,452	12,588	(1,276)
215-51061	WORKER'S COMPENSATION	338	37	124	36.6%	214	73	51
215-51070	RETIREMENT	17,761	1,278	12,894	72.6%	4,867	13,267	(373)
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>169,778</b>	<b>12,201</b>	<b>122,514</b>	<b>72.2%</b>	<b>47,264</b>	<b>123,139</b>	<b>(625)</b>
<b>SUPPLIES AND MATERIALS</b>								
215-52010	OFFICE SUPPLIES/EQUIPMENT	2,000	36	1,800	90.0%	200	879	920
215-52020	POSTAGE	100	-	-	0.0%	100	43	(43)
215-52091	FURNITURE & OFFICE EQUIPMENT	1,000	459	561	56.1%	439	-	561
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>3,100</b>	<b>495</b>	<b>2,361</b>	<b>76.2%</b>	<b>739</b>	<b>922</b>	<b>1,439</b>
<b>PROF/CONTRACTUAL SERV</b>								
215-53010	LEGAL SERVICES	45,000	3,002	47,276	105.1%	(2,276)	29,526	17,749
215-53020	AUDIT & ACCOUNTING SERVICES	5,000	-	4,243	84.9%	757	5,000	(757)
215-53030	PROFESSIONAL SERVICES	5,000	-	8,990	179.8%	(3,990)	-	8,990
215-53031	CONSULTANT SERVICES	5,000	-	3,205	64.1%	1,795	-	3,205
215-53041	CITY ISSUED CELL PHONES	-	-	-	0.0%	-	-	-
215-53090	IT SUPPORT	1,897	152	1,854	97.7%	43	1,854	(0)
215-53095	SOFTWARE MAINTENANCE	808	54	734	90.8%	74	863	(129)
215-53150	MARKETING SERVICES	40,000	-	13,325	33.3%	26,675	12,300	1,025
215-53210	FINANCIAL SERVICE CHARGES	-	-	10	0.0%	(10)	-	10
215-53315	VEHICLE LEASE FEES	-	-	218	0.0%	(218)	291	(73)
215-53330	CITY-PAID EXPENSES	-	-	-	0.0%	-	-	-





City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
215-53500	LEGAL NOTICES	250	-	2,106	842.4%	(1,856)	114	1,992
215-53501	COMMUNICATIONS	-	-	297	0.0%	(297)	1,955	(1,658)
215-53509	MEMBERSHIPS & SUBSCRIPTIONS	10,000	275	9,043	90.4%	957	4,798	4,244
215-53510	TRAVEL AND TRAINING	10,000	46	2,259	22.6%	7,741	5,177	(2,917)
215-53512	PRINTING SERVICES	2,500	237	2,527	101.1%	(27)	2,451	76
215-53514	TML INSURANCE	5,460	-	8,377	153.4%	(2,917)	4,199	4,178
215-53520	JANITORIAL SERVICES	4,100	275	3,740	91.2%	360	4,100	(360)
215-53617	PROJECTS SUPPORT GRANTS	300,000	-	-	0.0%	300,000	-	-
215-53662	ATH COMPLEX IMPROVEMENTS GRANT	50,000	-	-	0.0%	50,000	-	-
215-53663	COM DEV GRANT-GENERAL PROGRAM	50,000	-	10,000	20.0%	40,000	-	10,000
215-53664	BLDG IMPROVEMENT GRANT PROG	150,000	-	3,838	2.6%	146,162	-	3,838
215-53665	PRIOR YEAR BLDG IMPROV GRANTS	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		685,015	4,042	122,042	17.8%	562,973	72,630	49,413
MAINTENANCE & REPAIR								
215-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	75,000	12,921	54,583	72.8%	20,417	54,396	187
215-54120	EQUIPMENT REPAIR/MAINT EXP	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		75,000	12,921	54,583	72.8%	20,417	54,396	187
UTILITIES								
215-54500	UTILITIES - ELECTRIC	6,000	952	7,329	122.1%	(1,329)	5,164	2,165
215-54501	UTILITIES - WATER/SEWER	4,000	865	3,027	75.7%	973	3,188	(160)
215-54503	PHONES/INTERNET	3,000	413	4,183	139.4%	(1,183)	5,530	(1,346)
*** EXPENSE CATEGORY TOTALS ***		13,000	2,230	14,540	111.8%	(1,540)	13,882	658
OTHER/MISC.								
215-55002	EVENTS & PROMOTIONS	-	-	-	0.0%	-	-	-
215-55009	BUSINESS RETENTION/EXPANSION	15,000	662	662	4.4%	14,338	2,103	(1,442)
215-55066	COMMUNITY EVENTS	-	-	100	0.0%	(100)	-	100
215-55067	HOSPITAL DEMOLITION	-	-	-	0.0%	-	-	-
215-55200	MEETING MEALS	2,000	204	1,756	87.8%	244	1,240	516
*** EXPENSE CATEGORY TOTALS ***		17,000	865	2,518	14.8%	14,482	3,344	(826)
DEBT SERVICE								
215-56005	REVENUE BOND PRIN PAYMENT	393,580	347,100	393,580	100.0%	(0)	381,130	12,450
215-56050	INTEREST- BONDED DEBT	58,577	28,487	50,317	85.9%	8,260	61,111	(10,794)
215-56054	PAY/ESCROW AGENT FEES	-	-	23,840	0.0%	(23,840)	-	23,840
*** EXPENSE CATEGORY TOTALS ***		452,157	375,587	467,737	103.4%	(15,580)	442,241	25,496
CAPITAL OUTLAY								
215-58000	CAPITAL OUTLAY	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		-	-	-	0.0%	-	-	-



City of Palestine, Texas  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
<b>INTERFUND ACTIVITY</b>								
215-59010	TRANSFER TO/FROM GENERAL FUND	31,371	2,614	28,757	91.7%	2,614	28,718	38
215-59570	TRANSFER TO FLEET FUND	-	-	38	0.0%	(38)	190	(153)
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>31,371</b>	<b>2,614</b>	<b>28,794</b>	<b>91.8%</b>	<b>2,577</b>	<b>28,909</b>	<b>(114)</b>
<b>*** TOTAL EXPENSE ***</b>		<b>\$ 1,446,421</b>	<b>\$ 410,955</b>	<b>\$ 815,089</b>	<b>56.4%</b>	<b>\$ 631,332</b>	<b>\$ 739,462</b>	<b>\$ 75,627</b>

## NON MAJOR FUNDS SUMMARY

	270	200	240	250	251	252	260
	COMMUNITY FOREST	HOTEL OCCUPANCY TAX	AIRPORT	MUNICIPAL COURT - BUILDING SECURITY FUND	MUNICIPAL COURT - TECHNOLOGY FUND	MUNICIPAL COURT - CHILD SAFETY FEES	PD FORFEITURE FUND
Beginning Fund Balance	\$ 20,593	\$ 1,274,384	\$ 177,954	\$ 64,319	\$ 48,510	\$ 51,796	\$ 88,839
<b>REVENUE</b>							
PROPERTY TAXES	-	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-	-
FRANCHISE TAX	-	-	-	-	-	-	-
PERMITS LICENSES & FEES	-	-	-	-	-	-	-
FINES AND WARRANTS	-	-	-	8,833	7,337	18,872	-
LEASE/RENTAL REVENUE	-	-	7,897	-	-	-	-
CHARGES FOR SERVICE	-	-	-	-	-	-	350
INTERGOVERNMENTAL REVENUE	-	50,000	-	-	-	-	-
OTHER INCOME	274	679,876	10,408	1,643	2,380	2,155	3,923
INTERFUND ACTIVITY	-	-	75,547	-	-	-	-
<b>Total</b>	<b>274</b>	<b>729,876</b>	<b>93,852</b>	<b>10,476</b>	<b>9,717</b>	<b>21,027</b>	<b>4,273</b>
<b>EXPENSE</b>							
PERSONNEL	-	181,823	-	-	-	-	-
SUPPLIES AND MATERIALS	-	21,893	-	-	1,473	-	2,699
PROF/CONTRACTUAL SERV	-	185,918	21,847	-	1,667	-	-
MAINTENANCE & REPAIR	17,996	25,314	40,223	-	286	-	7,443
UTILITIES	-	25,118	9,969	-	-	-	-
OTHER/MISC.	-	168,899	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	-	160,000	-	-	-	17,896
INTERFUND ACTIVITY	-	28,898	-	-	-	-	-
<b>Total</b>	<b>17,996</b>	<b>637,863</b>	<b>232,038</b>	<b>-</b>	<b>3,426</b>	<b>-</b>	<b>28,038</b>
Surplus (Deficit)	(17,722)	92,013	(138,187)	10,476	6,291	21,027	(23,764)
Ending Fund Balance	\$ 2,871	\$ 1,366,397	\$ 39,767	\$ 74,795	\$ 54,801	\$ 72,823	\$ 65,075



## NON MAJOR FUNDS SUMMARY

	271	280	290	740	770	400	
	PERPETUAL CEMETERY FUND	GRANTS	STREET MAINTENANCE / REPAIR TAX	EQUIPMENT REPLACEMENT	FLEET FUND	GENERAL CIP FUND	TOTAL NON MAJOR FUNDS
Beginning Fund Balance	\$ 240,682	\$ 21,308	\$ 333,054	\$ 821,972	\$ 532	\$ 24,844,165	\$ 27,988,108
<b>REVENUE</b>							
PROPERTY TAXES	-	-	-	-	-	-	-
SALES TAX	-	-	626,113	-	-	-	626,113
FRANCHISE TAX	-	-	-	-	-	-	-
PERMITS LICENSES & FEES	-	-	-	-	-	-	-
FINES AND WARRANTS	-	-	-	-	-	-	35,042
LEASE/RENTAL REVENUE	-	-	-	-	-	-	7,897
CHARGES FOR SERVICE	8,250	-	-	9,500	4,050	-	22,150
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-	50,000
OTHER INCOME	5,502	414	-	3,421	115,146	224,942	1,050,085
INTERFUND ACTIVITY	-	-	-	-	565,278	-	640,824
<b>Total</b>	<b>13,752</b>	<b>414</b>	<b>626,113</b>	<b>12,921</b>	<b>684,474</b>	<b>224,942</b>	<b>2,432,111</b>
<b>EXPENSE</b>							
PERSONNEL	-	-	-	-	171,668	-	353,490
SUPPLIES AND MATERIALS	-	-	177	-	439,420	-	465,663
PROF/CONTRACTUAL SERV	-	-	-	-	17,484	-	226,916
MAINTENANCE & REPAIR	4,300	-	242,608	-	195,811	-	533,980
UTILITIES	-	-	-	-	10,840	-	45,927
OTHER/MISC.	-	-	-	-	-	-	168,899
DEBT SERVICE	-	-	-	-	-	-	-
CAPITAL OUTLAY	23,000	-	-	-	-	3,000,777	3,201,673
INTERFUND ACTIVITY	-	-	-	-	-	-	28,898
<b>Total</b>	<b>27,300</b>	<b>-</b>	<b>242,785</b>	<b>-</b>	<b>835,223</b>	<b>3,000,777</b>	<b>5,025,446</b>
Surplus (Deficit)	(13,548)	414	383,328	12,921	(150,749)	(2,775,835)	(2,593,335)
Ending Fund Balance	\$ 227,134	\$ 21,722	\$ 716,382	\$ 834,893	\$ (150,217)	\$ 22,068,330	\$ 25,394,773



# City of Palestine, Texas

## Summary of Cash and Investment Activity

### For the Month Ending: August 31, 2023

	Par Value	Book Value	Market Value	Ratio Market-to-Book Value	
<b>Beginning Balances</b>					
	\$ 22,414,916.55	\$ 22,414,916.55	\$ 22,414,916.55	100.00%	
Investments	37,996,676.89	37,996,676.89	37,996,676.89	100.00%	
<b>Total</b>	<b>\$ 60,411,593.44</b>	<b>\$ 60,411,593.44</b>	<b>\$ 60,411,593.44</b>	<b>100.00%</b>	
<b>Activity</b>					
Cash	(\$506,284.84)	(506,284.84)	(506,284.84)		
Investments					
Net Accretion & Amortization	(73,333.33)	(73,333.33)	(73,333.33)		
Purchases	-	-	-		
Maturities/Calls	-	-	-		
Changes to Market Value	-	-	(\$387,977.94)		
Withdrawals/Deposits	(1,000,000.00)	(1,000,000.00)	(1,000,000.00)		
Interest Earnings	\$152,991.71	\$152,991.71	\$152,991.71		
Net Monthly Activity	(\$1,426,626.46)	(1,426,626.46)	(1,814,604.40)		
<b>Ending Balances</b>					
Cash	21,908,631.71	21,908,631.71	21,908,631.71	100.00%	
Investments	37,076,335.27	37,076,335.27	36,688,357.33	98.95%	
<b>Total</b>	<b>\$ 58,984,966.98</b>	<b>\$ 58,984,966.98</b>	<b>\$ 58,596,989.04</b>	<b>99.34%</b>	



City of Palestine, Texas  
Summary of Cash and Investment Activity  
For the Month Ending: August 31, 2023

Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Unrealized Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Prosperity Bank - Cash	\$6,801,623		\$ 100.000	0.200%	\$6,801,623	\$ 6,801,623	\$ 6,801,623	\$ -	1
N/A	N/A	N/A	BNY Mellon - Cash Reserve	222,669		100.000	0.153%	222,669	222,669	222,669	-	1
N/A	N/A	N/A	TexSTAR - Local Government Investment Pool	9,747,760		100.000	5.040%	9,747,760	9,747,760	9,747,760	-	1
N/A	N/A	N/A	TexSTAR - General Obligation Bond 2014	10,158,876		100.000	5.040%	10,158,876	10,158,876	10,158,876	-	1
N/A	N/A	N/A	FNC - Cash, Money Funds, & Bank Deposits	38,109		100.000	0.010%	38,109	38,109	38,109	-	1
N/A	N/A	N/A	FNC PEDC - Cash, Money Funds, & Bank Deposits	13,148		100.000	0.010%	13,148	13,148	13,148	-	1
1/13/2022	1/13/2025	3130AQGT4	Bond - Federal Home Loan Bank	992,500		100.000	1.100%	992,500	992,500	943,040	(49,460)	501
2/18/2022	2/18/2025	3130AQRN5	Bond - Federal Home Loan Bank	997,000		100.000	1.150%	997,000	997,000	954,150	(42,850)	537
4/5/2022	4/5/2025	14042TFC6	CD - Capital One Bank	250,000		100.000	2.580%	250,000	250,000	238,760	(11,240)	583
2/18/2022	2/18/2025	05580AJ39	CD - BMW Bank North America	200,000		100.000	1.460%	200,000	200,000	188,580	(11,420)	537
1/21/2022	1/21/2025	38149MU35	CD - Goldman Sachs	250,000		100.000	2.080%	250,000	250,000	234,928	(15,073)	509
5/11/2022	5/19/2025	02007GRK1	CD - Ally Bank	250,000		100.000	3.100%	250,000	250,000	240,238	(9,763)	627
5/11/2022	5/19/2025	0258ACS9	CD - American Express	250,000		100.000	3.100%	250,000	250,000	240,238	(9,763)	627
5/11/2022	5/19/2025	140442RRH6	CD - Capital One National Bank	250,000		100.000	3.100%	250,000	250,000	240,238	(9,763)	627
5/11/2022	5/19/2025	61690UJ43	CD - Morgan Stanley Bank	250,000		100.000	3.150%	250,000	250,000	240,440	(9,560)	627
5/11/2022	5/19/2025	61768JJP9	CD - Morgan Stanley Private Bank	250,000		100.000	3.150%	250,000	250,000	240,440	(9,560)	627
5/25/2022	5/27/2025	06740KQN0	CD- Barclays Bank	250,000		100.000	3.050%	250,000	250,000	239,923	(10,078)	635
5/25/2022	5/27/2025	254673E69	CD - Discover Bank	250,000		100.000	3.100%	250,000	250,000	240,128	(9,873)	635
6/30/2022	8/30/2024	87164DTM2	CD - Synovus Bank	250,000		100.000	3.200%	250,000	250,000	244,238	(5,763)	365
6/30/2022	6/30/2025	90348J4C1	CD - UBS Bank	250,000		100.000	3.300%	250,000	250,000	240,470	(9,530)	669
7/22/2022	7/22/2025	87164XN36	CD - Synchrony Bank	250,000		100.000	3.050%	250,000	250,000	240,268	(9,733)	691
7/25/2022	7/25/2025	32022RRW9	CD - First Financial Bank	250,000		100.000	3.050%	250,000	250,000	239,038	(10,963)	694
9/28/2022	9/29/2025	307811EZ8	CD - Farmers & Merchants Bank	250,000		100.000	3.750%	250,000	250,000	241,613	(8,388)	760



City of Palestine, Texas  
Summary of Cash and Investment Activity  
For the Month Ending: August 31, 2023

Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Unrealized Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
9/29/2022	9/29/2025	8266GET7	CD - Signature Bank	250,000		100.000	4.050%	250,000	250,000	243,148	(6,853)	760
9/30/2022	9/30/2025	32112UEC1	CD - First National Bank	250,000		100.000	3.750%	250,000	250,000	241,603	(8,398)	761
9/30/2022	9/30/2025	52470QCA0	CD - Legacy Bank & Trust	250,000		100.000	4.000%	250,000	250,000	242,830	(7,170)	761
10/7/2022	4/7/2025	84229LAX0	CD - Southern Bank	250,000		100.000	3.740%	250,000	250,000	242,920	(7,080)	585
10/13/2022	10/14/2025	07815ACD7	CD - Bell St Bank & Trust	250,000		100.000	4.210%	250,000	250,000	243,480	(6,520)	775
10/14/2022	4/14/2025	620476BB6	CD - Mound City Bank	250,000		100.000	4.160%	250,000	250,000	244,520	(5,480)	592
10/26/2022	10/28/2024	23204HLJ5	CD - Customers Bank	250,000		100.000	4.510%	250,000	250,000	247,013	(2,988)	424
10/28/2022	10/28/2025	319477AN5	CD - First Citizens Bank & Trust	250,000		100.000	4.160%	250,000	250,000	246,210	(3,790)	789
11/15/2022	8/15/2024	66476QDC9	CD - Northern Bank & Trust	250,000		100.000	4.750%	250,000	250,000	248,090	(1,910)	350
9/20/2019	9/20/2025	182001541	CD - Prosperity Bank	164,828		100.000	1.900%	164,828	164,828	164,828	-	751
9/20/2020	9/20/2024	182001540	CD - Prosperity Bank	161,575		100.000	0.500%	161,575	161,575	161,575	-	386
9/27/2022	10/15/2024	62384RAQ9	CD - Mountain Amer Cr Un	249,000		100.000	4.750%	249,000	249,000	246,764	(2,236)	411
11/23/2022	11/24/2025	849061AA4	CD - Spokane Teachers Cr Un	248,000		100.000	5.000%	248,000	248,000	245,711	(2,289)	816
11/28/2022	5/28/2024	397129AJ6	CD - Greenwood Cr Un	248,000		100.000	4.950%	248,000	248,000	247,043	(957)	271
11/28/2022	11/28/2025	07181JAX	CD - Baxter Cr Un	248,000		100.000	4.950%	248,000	248,000	245,446	(2,554)	820
12/30/2022	12/30/2025	01882MAD4	CD - Alliant Cr Un	248,000		100.000	5.100%	248,000	248,000	246,227	(1,773)	852
12/23/2022	12/23/2024	9497634P8	CD - Wells Fargo Bank (PEDC)	249,000		100.000	4.750%	249,000	249,000	245,686	(3,314)	480
1/20/2023	7/22/2024	564759RU4	CD - Manufacturers & Traders Tr Co (PEDC)	244,000		100.000	4.600%	244,000	244,000	241,989	(2,011)	326
1/31/2023	7/31/2024	33651FAH2	CD - First Source Fed Cr Un	250,000		100.000	4.750%	250,000	250,000	248,203	(1,798)	335
2/15/2023	2/14/2025	369674CJ3	CD - General Electric Cr Un	248,000		100.000	5.000%	248,000	248,000	246,147	(1,853)	533
2/24/2023	2/24/2025	87868YAJ2	CD - Technology Cr Un San Jose	248,000		100.000	5.000%	248,000	248,000	246,125	(1,875)	543
3/8/2023	3/8/2028	011852AE0	CD - Alaska USA Fed Cr Un	249,000		100.000	4.600%	249,000	249,000	242,775	(6,225)	1651
3/10/2023	3/10/2028	92891CCZ3	CD - Vystar Cr Un	249,000		100.000	4.550%	249,000	249,000	242,262	(6,738)	1653



City of Palestine, Texas  
Summary of Cash and Investment Activity  
For the Month Ending: August 31, 2023

Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Unrealized Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
5/24/2023	5/27/2025	59001PAT6	CD - Meritrust Fed Cr Un	150,000		100.000	5.000%	150,000	150,000	149,769	(231)	635
5/30/2023	5/30/2025	67054NBG7	CD - Numerica Cr Un	250,000		100.000	5.000%	250,000	250,000	247,918	(2,083)	638
6/21/2023	6/22/2026	14919NAA8	CD - Catholic and Community Cr Un	250,000		100.000	5.300%	250,000	250,000	249,505	(495)	1026
7/14/2023	7/14/2028	91739JAA3	CD - Utah First Fed Cr Un	249,000		100.000	4.750%	249,000	249,000	249,466	466	1779
5/12/2023	12/30/2024	3134GXB29	Bond - Federal Home Ln Mtg Corp (CIP)	4,962,500		100.000	4.000%	4,962,500	4,962,500	4,903,450	(59,050)	487
Totals/Weighted Average				\$44,087,588			3.707%	\$44,087,588	\$ 44,087,588	\$ 43,699,610	\$ (387,978)	238
Benchmark - 4 Weeks Coupon Equivalent- Treasury Bill Rate							5.390%					



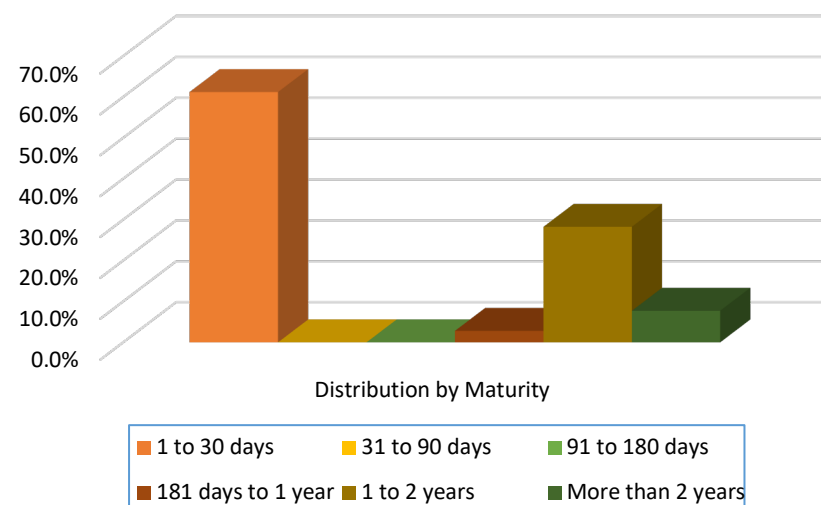
# City of Palestine, Texas

## Summary of Cash and Investment Activity

### For the Month Ending: August 31, 2023

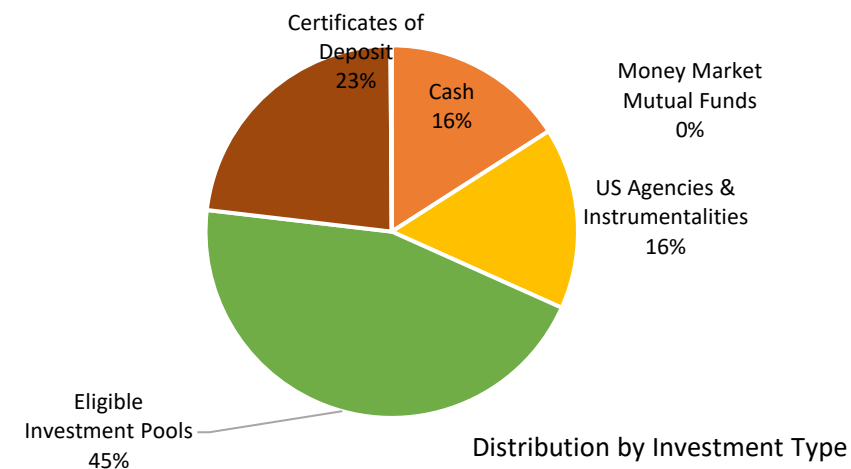
#### Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$26,982,185	61.2%
31 to 90 days	-	0.0%
91 to 180 days	-	0.0%
181 days to 1 year	1,242,000	2.8%
1 to 2 years	12,457,575	28.3%
More than 2 years	3,405,828	7.7%
	<u>\$ 44,087,588</u>	<u>100.0%</u>



#### Distribution by Investment Type

	Book Value	Percent
Cash	\$7,024,292	15.9%
US Agencies & Instrumentalities	6,952,000	15.8%
Eligible Investment Pools	19,906,635	45.2%
Certificates of Deposit	10,153,403	23.0%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	51,257	0.1%
Repurchase Agreements	-	0.0%
	<u>\$ 44,087,588</u>	<u>100.0%</u>






City of Palestine, Texas  
Cash and Investment Distribution by Fund  
For the Month Ending: August 31, 2023

Transaction Information		010	200	215	240	250	251	252
Description	Security Type	GENERAL FUND	HOTEL OCCUPANCY TAX	PALESTINE ECON. DEV. CORP. (PEDC)	AIRPORT FUND	MUNICIPAL COURT - BLDG. SECURITY	MUNICIPAL COURT - TECH. FUND	MUNICIPAL COURT - CHILD SAFETY
TexSTAR	Investment Pool	\$ 6,319,595	\$ 437,594	\$ 888,074	\$ 36,453	\$ 24,761	\$ 18,142	34,806
FNC/Pershing	Cash, Money Funds, & Bank Dep.	\$ 25,171	\$ 1,743	\$ 16,685	\$ 145	\$ 99	\$ 72	139
CD's	Certificates of Deposit	\$ 6,380,798	\$ 441,831	\$ 1,389,675	\$ 36,806	\$ 25,001	\$ 18,318	35,143
Total of Investments		12,725,564	881,168	2,294,434	73,405	49,861	36,532	70,087
Cash		720,690	351,329	4,157	2,824	2,069	3,969	5,841
Total Investments & Cash		13,446,254	1,232,497	2,298,591	76,229	51,930	40,501	75,927

Transaction Information		260	270	271	280	281	290	310
Description	Security Type	PD FORFEITURE FUND	COMMUNITY FOREST	PERPETUAL CEMETERY FUND	GRANTS	RESTRICTED DONATIONS	STREET MAINT. TAX FUND	DEBT SERVICE FUND
TexSTAR	Investment Pool	51,215	951	75,193	7,191	-	201,443	52,276
FNC/Pershing	Cash, Money Funds, & Bank Dep.	204	4	299	29	-	802	208
CD's	Certificates of Deposit	51,711	960	75,921	7,261	-	203,394	52,783
Total of Investments		103,130	1,914	151,414	14,481	-	405,640	105,267
Cash		8,575	49,903	820	-	1,184	22,973	108
Total Investments & Cash		111,705	51,818	152,234	14,481	\$ 1,184	\$ 428,612	105,376

Transaction Information		400	610	620	740	770	TOTAL
Description	Security Type	GENERAL CIP FUND	W/WW UTILITY FUND	SANITATION	EQUIPMENT REPLACEMENT FUND	FLEET FUND	
TexSTAR	Investment Pool	10,412,844	1,396,863	-	10,382	(61,147)	19,906,635
FNC/Pershing	Cash, Money Funds, & Bank Dep.	1,012	4,847	-	41	(244)	51,257
CD's	Certificates of Deposit	10,679,387	1,228,631	-	10,482	(61,739)	20,576,363
Total of Investments		21,093,243	2,630,340	-	20,905	(123,129)	40,534,255
Cash		(6,973)	361,439	-	5,962	28,963	1,563,833
Total Investments & Cash		\$ 21,086,270	\$ 2,991,779	\$ -	\$ 26,867	\$ (94,166)	\$ 42,098,088

<div>  <div> City of Palestine, Texas  Summary of Investment Earnings by Fund  For the Month Ending: August 31, 2023 </div> </div>							
Description	010	200	215	240	250	251	252
	GENERAL FUND	HOTEL OCCUPANCY TAX	PALESTINE ECONOMIC DEV. CORP. (PEDC)	AIRPORT	MUNICIPAL COURT - BLDG SECURITY FUND	MUNICIPAL COURT - TECH. FUND	MUNICIPAL COURT - CHILD SAFETY FEES
Bank Interest	198.93	13.77	80.91	1.15	0.78	0.57	1.10
TexSTAR	29,544.40	2,045.77	4,151.79	170.42	115.76	84.81	162.72
FNC/Pershing	80.48	5.57	57.44	0.46	0.32	0.23	0.44
CD's	20,799.23	1,440.22	4,827.78	119.98	81.50	59.71	114.55
<b>Total</b>	50,623.04	3,505.34	9,117.93	292.01	198.35	145.33	\$ 278.81

Description	260	270	271	280	281	290	310
	PD FORFEITURE FUND	COMMUNITY FOREST	PERPETUAL CEMETERY FUND	GRANTS	RESTRICTED DONATIONS	STREET MAINT. TAX FUND	DEBT SERVICE FUND
Bank Interest	1.61	0.03	2.37	0.23	-	6.34	1.65
TexSTAR	239.43	4.44	351.53	33.62	-	941.76	244.39
FNC/Pershing	0.65	0.01	0.96	0.09	-	2.57	0.67
CD's	168.56	3.13	247.48	23.67	-	663.00	172.05
<b>Total</b>	410.26	7.62	602.33	57.61	-	1,613.66	418.76

Description	400	610	620	740	770	TOTAL
	GENERAL CIP FUND	W/WW UTILITY FUND	SANITATION FUND	EQUIPMENT REPLACEMENT FUND	FLEET FUND	
Bank Interest	7.99	378.02	-	0.33	(1.92)	693.85
TexSTAR	46,688.97	6,495.11	-	48.53	(285.86)	91,037.61
FNC/Pershing	3.23	15.50	-	0.13	(0.78)	167.97
CD's	23,137.77	4,004.92	-	34.17	(201.25)	55,696.46
<b>Total</b>	\$ 69,837.97	\$ 10,893.55	\$ -	\$ 83.16	\$ (489.81)	\$ 147,595.89

This monthly report is in full compliance with the investment strategies as established in the City's Investment Policy and the Public Funds Investment Act, Chapter 2256, Texas Government Code.



Andrew Sibai  
Finance Director





Agenda Date: October 10, 2023  
To: City Council  
From: Susan Davis, Planning Technician  
Agenda Item: Development Services Report September 2023  
Date Submitted: 10/04/2023

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**SUMMARY:**

September 2023 Development Services Report.

**RECOMMENDED ACTION:**

No action required.

**CITY MANAGER APPROVAL:**

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**Attachments**

Development Services Report



DEVELOPMENT SERVICES DEPARTMENT  
ACTIVITIES REPORT  
SEPTEMBER 1-30, 2023

## PERMITTING TOTALS

### BUILDING and LICENSE PERMITS

Permit Type	September Permit Count	September Permit Fees	Permit Count / Fiscal Year	Permit Fees / Fiscal Year
BUILDING PERMIT	10	\$4,313	135	\$45,871
CERTIFICATE OF OCCUPANCY	6	\$240	58	\$2,960
DRIVEWAY	0	\$0	25	\$1,200
FENCE	2	\$100	20	\$1,000
ROOFING	4	\$125	46	\$1,125
DEMOLITION	4	\$400	8	\$900
GRADING	1	\$0	5	\$1,150
COMMERCIAL ELECTRICAL	9	\$432	44	\$5,631
RESIDENTIAL ELECTRICAL	18	\$950	153	\$6,736
MECHANICAL	7	\$325	33	\$1,735
GAS TEST	9	\$363	56	\$1,893
PLUMBING	12	\$481	81	\$4,297
SIGN	1	\$100	36	\$3,542
CONTRACTOR LICENSE	7	\$875	103	\$13,243
<b>Totals:</b>	<b>90</b>	<b>\$8,704</b>	<b>716</b>	<b>\$91,283</b>

### CERTIFICATES OF OCCUPANCY ISSUED

Name	Address	Description
SCARBROUGH PROPERTIES	917 MALLARD ST	REAL ESTATE OFFICE
ROCKIN ROBINS AUTO SALES	2694 N US HWY 79	AUTO SALES
DAN'S TEA	2213 S LOOP 256 STE 104	CLEAN AND SHOW ONLY & C OF O
PAPA MURPHYS	2037 CROCKETT RD 1	CHANGE OF OWNERSHIP



DEVELOPMENT SERVICES DEPARTMENT  
ACTIVITIES REPORT  
SEPTEMBER 1-30, 2023

PERMITTING PROJECTS / NEW BUSINESS OCCUPANCIES

RESIDENTIAL CONSTRUCTION IN PROGRESS

Address	Square Feet	Estimated Value
913 Birch St.	2,476	\$300,000
1710 Tate St.	1,366	\$85,000
127 Cartmell Cir.	1,607	\$170,000
207 Ragland	1945	\$225,000
108 Elmwood Cir.	3295	\$225,000
110 Elmwood Cir.	3295	\$225,000
1103 S Jackson St.	1891	\$120,000
1721 ML King Blvd	1480	\$135,000
1007 S Jackson St	1109	\$128,000
315 Cedarvale St	1190	\$110,000
1335 Cummins St	2476	\$300,000
<b>Total</b>		<b>\$2,021,000</b>

COMMERCIAL CONSTRUCTION UNDER REVIEW

Name	Address	Description
RESERVE APARTMENTS	3308 S LOOP 256	SENIOR LIVING APARTMENTS
JOIN PARACHUTE	TBD	PLASMA DONATION CENTER
PALESTINE PLAZA RENOVATION	2010-2012 CROCKETT RD	SHELL REMODEL
RED OAK PARTNERS	2015 TILE FACTORY RD	RENOVATION AND ADDITION TO EXISTING BUILDING
VILLA DE AMORE	TBD	SMOOTHIE KING AND SHOPPING STRIP CENTER
FUSION	2502 INDUSTRIAL BLVD	SUPPLY STORAGE
ULTA	2024 CROCKETT RD	RETAIL MAKEUP STORE
INWOOD PLACE APARTMENTS	1501 S LOOP 256	REMODEL OF LEASING OFFICE ADDITION OF GYM
ACADEMY DANCE STUDIO	1220 N LINK ST	DANCE INSTRUCTION STUDIO



DEVELOPMENT SERVICES DEPARTMENT  
ACTIVITIES REPORT  
SEPTEMBER 1-30, 2023

## BURGESS SUBMISSIONS

Project	Status
PALESTINE PLAZA	PASSED WAITING FOR GC TO APPLY FOR PERMIT
JOIN PARACHUTE	FAILED WAITING ON RESUBMITTAL
VILLA DE AMOR	PASSED WAITING FOR FIRE AND PW REVIEW TO RELEASE PERMIT
RED OAK PARTNERS	PASSED WITH BURGESS AND FIRE AWAITING PW REVIEW TO RELEASE PERMIT
ACADMEY DANCE STUDIO	FAILED WAITING FOR RESUBMITTAL

## COMMERCIAL CONSTRUCTION IN PROGRESS

Name	Address	Description	Valuation
Palestine Grace Church	2130 Country Club Rd.	Fellowship Building	\$170,000
Westwood Jr High	1801 Panther Blvd	School Building	\$31,760,946
<b>TOTAL:</b>			<b>\$31,930,946</b>



Agenda Date: October 10, 2023  
To: City Council  
From: Ana Sanchez, Library Director  
Agenda Item: Library Report-September 2023  
Date Submitted: 10/04/2023

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**SUMMARY:**

Review the Library Director's report, including the Statistics and Charts Usage report for September 2023 and October 2023 Programs. Palestine Public Library has new hours. Monday 10-6, Tuesday 10-6, Wednesday 10-6, Thursday 10-7, Friday 10-6 and Saturday 10-1. Due to the holiday on October 9, the library will be closed on Saturday, October 7.

**RECOMMENDED ACTION:**

Review the Library Director's report, including the Statistics and Charts Usage report for September 2023 and October 2023 Programs.

**CITY MANAGER APPROVAL:**

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**Attachments**

SEP23ST  
SEP23CH  
PPLOCT23

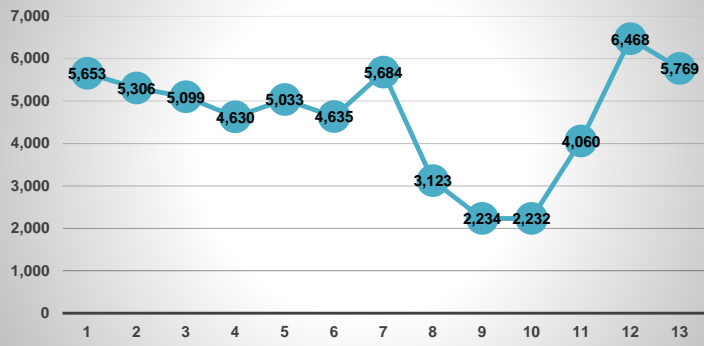
# Library Usage Report

Operating Statistics	2022					2023							
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	4,727	4,404	4,213	3,826	4,083	3,701	4,740	2,753	1,390	1,148	2,952	5,315	4,650
Print	3,363	3,746	3,482	3,191	3,361	3,114	3,912	1,858	1,101	1,005	2,517	4,714	4,150
Audio	785	199	188	187	182	168	203	134	76	65	194	203	173
Video	579	459	543	448	540	419	625	203	86	78	241	398	327
Downloadable audio/ebook usage	926	902	886	804	950	934	944	928	971	1,084	1,108	1,153	1,119
<b>Total Circulation Transactions</b>	<b>5,653</b>	<b>5,306</b>	<b>5,099</b>	<b>4,630</b>	<b>5,033</b>	<b>4,635</b>	<b>5,684</b>	<b>3,123</b>	<b>2,234</b>	<b>2,232</b>	<b>4,060</b>	<b>6,468</b>	<b>5,769</b>
Downloadable checkouts as % of total checkouts	16.38%	17.00%	17.38%	17.37%	18.88%	20.15%	16.61%	29.72%	43.46%	48.57%	27.29%	17.83%	19.40%
In-House Use	304	291	197	181	215	257	260	150	7	25	296	296	486
Holds placed on items	74	80	59	51	93	36	94	17	2	4	21	32	58
Fines paid	\$307.75	\$344.55	\$ 505.82	\$ 327.64	\$ 454.06	\$ 429.06	\$ 545.49	\$ 532.41	\$ 30.99	\$ 89.45	\$ 174.22	\$ 355.37	\$ 335.09
Overdue notices sent	165	184	267	126	138	136	140	81	-	-	-	-	148
Items added	183	168	49	47	58	180	116	34	39	68	80	151	109
Items deleted	107	1,410	1,978	2,253	3,533	2,459	2,245	14,054	14,041	133	236	149	211
New library cards issued	61	68	55	49	72	52	57	18	8	30	102	124	80
Reference questions answered	950	1,070	1,022	807	1,026	935	977	566	127	601	1,098	1,536	1,193
Interlibrary Loan Borrow/Loan	42	29	24	41	44	21	34	-	-	-	-	6	7
Library visits	2,289	2,269	2,873	1,425	2,573	2,314	2,410	2,491	970	1,094	3,134	2,203	2,875
Youth programs attendance	172	212	243	273	98	103	182	70	-	846	343	32	192
Adult programs attendance	46	27	36	25	64	26	42	21	-	37	40	56	31
Driving Tests.org		1	0	1	1	1	-	-	-	-	-	-	
Computer usage	574	520	391	370	460	461	543	188	-	-	62	311	308
Wireless usage	20,322	20,182	17,197	16,896	17,303	16,770	18,226	6,699	2,827	-	1,449	650	1,429

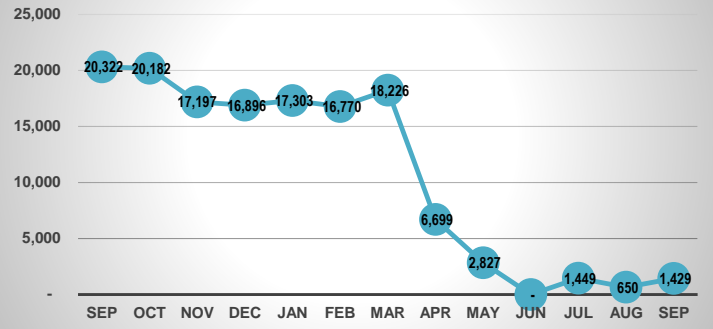
Program Attendance		*Library closed -April 17 in preparation for move to Carnegie	
Youth-Passive	0	Library opened June 12, 2023 at 502 N. Queen Street	
Youth -Active	170	Library Grand Opening July 26-all services available	
<b>Total</b>	<b>170</b>	Library Visit count: Carnegie 1669 and Mall 1465	
Adult-Passive	0		
Adult Active	31		
<b>Total</b>	<b>31</b>		
Teen-Passive	0		
Teen Active	22		
<b>Total</b>	<b>22</b>		

## 2023 USAGE REPORT

### Total Circulation Transactions



### Wireless Usage

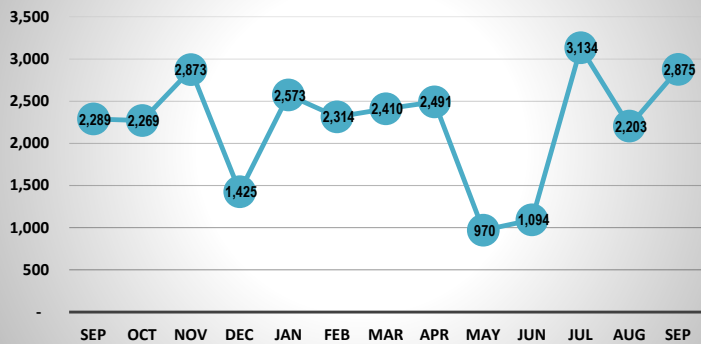


LIBRARY Closed April 17, 2023-to move to Carnegie

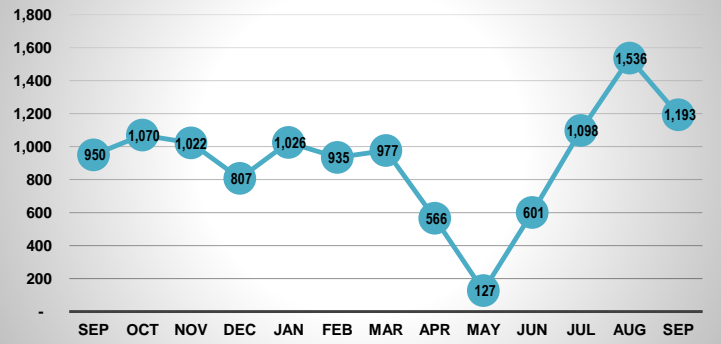
LIBRARY Opened June 12, 2023 at 502 Carnegie

LIBRARY Grand Opening July 26 -all services available

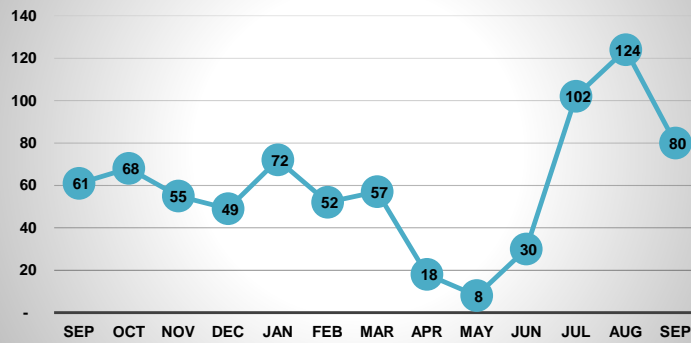
### Library Visits



### Reference Questions Answered



### New Library Cards Issued



# OCTOBER 2023

Sunday-Closed	Monday 10-6	Tuesday 10-6	Wednesday 10-6	Thursday 10-7	Friday 10-6	Saturday 10-1
1	2 4:30 Lego Meet Up	3 10-Stitched W Love Redlands Annex	4 10:30 Storytime	5 5:30 -Teen Night D&D-Redlands Annex	6	7 Library Closed
8	9 Library Closed Columbus Day Indigenous People Day	10 10-Stitched W Love Redlands Annex	11 10:30 Storytime	12 5:30 -Teen Night D&D-Redlands Annex	13	14
15	16 4: 30 Chess Meet Up	17 10-Stitched W Love Redlands Annex	18 10:30 Storytime	19 5:30 -Teen Night D&D-Redlands Annex	20	21
22	23	24 10-Stitched W Love Redlands Annex	25 10:30 Storytime	26 5:30 -Teen Night D&D-Redlands Annex 6-Book Club	27	28
29	30	31 10-Stitched W Love Redlands Annex Halloween	502 N. Queen St. Palestine, TX 75801 903-729-4121			





Agenda Date: October 10, 2023  
To: City Council  
From: Kimberly Beckman, Public Works Admin  
Agenda Item: Public Works September 2023 Monthly Report  
Date Submitted: 10/04/2023

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**SUMMARY:**

Public Works September 2023 Monthly Report

**RECOMMENDED ACTION:**

No required action.

**CITY MANAGER APPROVAL:**

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**Attachments**

PW September 2023 Monthly



## PUBLIC WORKS AIRPORT MONTHLY REPORT – SEPTEMBER 2023

Airport Manager – Kevin Olson

466    Total Flights

358    Single Engine

50    Single Engine Turbine

9    Multi Engine

25    Multi Engine Turbine

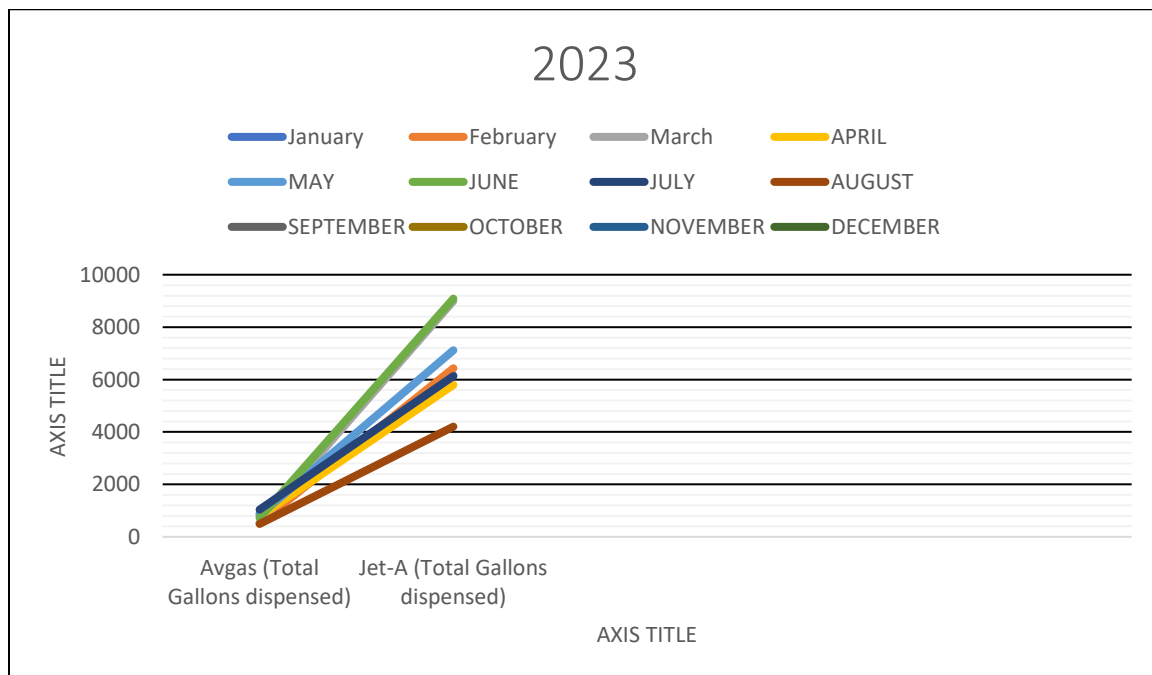
9    Business Jet

8    Helicopter

7    Other

Avgas: 23,711 (680 total gallons dispensed)

Jet-A: 1,044,309.2 (9,454 total gallons dispensed)





# Utilities Monthly Report

September 2023

Water Distribution	
Call Outs:	27
Taps Made:	
Taps Repaired:	2
Feet of Lines Placed:	
Water Leaks Repaired:	7
Fire Hydrants Flushed / Gal. ; Water Loss:	32,000gal
Fire Hydrants Repaired / Installed:	
Valve box located:	1
Valve box installed:	1
Gate Valve replaced / Installed:	
Meters	
Meter Valves replaced / Installed:	3
Meter box Replaced / Installed:	1
On Call Meters turned off:	6
On Call Meters turned on:	1
Meters Located:	
Meters Installed:	
¾"	37
1"	
1 ½"	1
2"	
Bigger than 2"	
Wastewater Collection	
Sewer Basin's Cleaned:	
Sewer lines camera:	2
Trouble spots ran:	1
Sewer Mains Repaired:	
Manhole Installed:	
Manholes Changed/Repaired:	
Sewer Stoppage City:	2
Sewer Stoppage Private:	6
New Sewer Tap Installed:	
Sewer Services Repaired:	3
Sewer pipe installed (ft):	
Haul Dirt / Concrete Rip Rap:	5
ROW Mowed / Cleared:	2
On Call Trees:	10
Vegetation Management:	

Engineering:	
Line Locates (ft):	<b>10,001 ft</b>
Tap application:	<b>2</b>

## STREETS MONTHLY REPORT September 2023

<b>Asphalt</b>	
Square feet of Asphalt Laid	
Utility Cuts	<b>12</b>
Potholes filled	<b>289</b>
Square Feet of Chipseal Laid	<b>0</b>
<b>Right of Way's</b>	
Feet mowed of Street Right of Way	<b>15,200'/3 miles</b>
Utility Right of Ways mowed / cleared	<b>0</b>
Trees removed from road / Right of Way	<b>23</b>
<b>Compost Sight</b>	
Number of Customers	<b>923</b>
Number of loads of Concrete Hauled	<b>0</b>
Number of loads of Illegal dumping Hauled	<b>0</b>
Number of loads of Dirt Hauled	<b>0</b>
<b>Drainage</b>	
Feet of drainage repaired	<b>0</b>
Feet of Drainage Installed	<b>48'</b>
Feet of ditches dug out	<b>488'</b>
<b>Sweeping</b>	
Feet of Street's Swept	<b>31,092/6 miles</b>
<b>Day's assisting other Departments</b>	
Utilities	<b>0</b>
Parks	<b>0</b>
Water Treatment Plant	<b>0</b>
Wastewater Treatment Plant	<b>3</b>
Code Enforcement	<b>0</b>



Agenda Date: October 10, 2023  
To: City Council  
From: Katie Beth Henry, Tourism Marketing Manager  
Agenda Item: Tourism Report - August 2023  
Date Submitted: 10/06/2023

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**SUMMARY:**

Tourism Report for August 2023

**RECOMMENDED ACTION:**

No action required.

**CITY MANAGER APPROVAL:**

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**Attachments**

August 2023 Tourism Report

**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](mailto:mraum@palestine-tx.org)



## TOURISM REPORT – AUGUST 2023

### Hotel Occupancy Income Tax Collected/ STR Reporting

August	\$ 61,125.93	- 2.4 %	2018/19	\$57,926.00	+5.7 %
Fiscal YTD	\$ \$645,170.10	+ 2.3 %	2018/19	\$508,615.00	+26.8 %

Collected 117.3% of our budgeted income on 92% of the year.

\*These numbers reflect the collections made per month/quarter, not the actual month/quarter the revenue was incurred by occupancy in the hotels.

	August	+/- to LY	YTD
Occupancy	57.8%	- 14.3 %	- 14.3 %
ADR	\$80.28	+ 10.6 %	+ 10.6 %
RevPAR	\$46.64	- 5.3 %	- 5.3 %
Revenue	\$1,059,261	- 4.1 %	- 5.3 %

\*Census includes 8 hotels, 548 rooms representing 117.3% of our market offering. (8 of 12 hotels)

### Accomplishments, Activities & Successes

- City Council approved our recommendation for HOT grants
- Wayfinding bid was approved and is officially in the works.
- WW II mural was completed for our arts program.
- Meetings:
  - Attended City Manager Staff Meetings, City Council Work Session and Regular Meetings, Tourism and Main Street Advisory Board Meetings, AJR campaign report

#### Marketing:

- Landing pages have been updated for Fall, Hot Pepper, Whiskey and Wine Swirl, and Christmas
- October/ Fall ads sent to State Point Media and Texas Monthly

#### Main Street

- WWS invites sent to wineries and distilleries
- Helped PEDC update a grant to be more business/ owner friendly

#### Visitor Center:

- 48 leads from Tour Texas & Texas Monthly, Texas Highways & Texas State Travel Guide - Printed envelopes and prepared for mailing
- Added 32 events to the website calendar
- Updated online calendars through January, (Tour Texas, Texas Highway, Countyline)



Agenda Date: October 10, 2023  
To: City Council  
From: April Jackson, City Secretary  
Agenda Item: Consider Approval of City Council Meeting Minutes  
Date Submitted: 10/07/2023

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**SUMMARY:**

Consider approval of the minutes for September 11, 2023, and September 25, 2023.

**RECOMMENDED ACTION:**

Staff recommends approval of minutes.

**CITY MANAGER APPROVAL:**

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**Attachments**

September 11, 2023, Minutes  
September 25, 2023, Minutes



# DRAFT



## MINUTES

The City Council of the City of Palestine convened for a regular meeting on September 11, 2023, at 4:00 p.m. for the Work Session and at 5:30 p.m. for the Regular Meeting in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas with the following members present:

Present: Mitchell Jordan, Mayor; Krissy Clark, Mayor Pro Tem; Sean Conner, Council Member; Ava Harmon, Council Member; Kenneth Davidson, Council Member; Christopher Gibbs, Council Member

Also Present: Teresa Herrera, City Manager; Rezzin Pullum, City Attorney; Susan Davis, Planning Tech/Historic Preservation Officer; Christophe Trahan, EDC Director; Andrew Sibai, Finance Director; Shannon Davis, Fire Chief; Lisa Cariker, Human Resource Director; Patsy Smith, Parks & Recreation Director; Mark Harcrow, Police Chief; Kevin Olson, PW Director; Jason Shelton, Utilities Supervisor

## WORK SESSION

With a quorum present, Mayor Jordan called the work session to order at 4:07 p.m.

1. Discussion regarding Chapter 58, Health and Sanitation Services and NET Health Services. Teresa Herrera, City Manager

City Manager Teresa Herrera informed Council that NET Health was the local jurisdiction responsible for environmental self-services, including retail food inspections, commercial pools and spas, and adult and child care facilities for the City of Palestine by an interlocal agreement that commenced December 1, 2021.

Staff requested a directive from Council on whether to contract with NET Health for a supplemental year or seek alternatives for the City's health and sanitation services.

Ginger Points, Environmental Health Director of NET Health, addressed questions and concerns from Council concerning Texas Laws and the Northeast Texas Public Health District Order.

2. Discussion regarding renovations at the Athletic Complex. Patsy Smith, Parks & Rec. Director

Following the City Council's directive to meet with representatives from Palestine I.S.D. and Westwood I.S.D. concerning the Athletic Complex, staff met with Palestine Youth Sports Organization (PYSO), and it was determined to allocate one million dollars from the General Fund Unassigned Balance in funding to renovate the ball fields at the Athletic Complex and address the issues with lighting after the renovation of the fields. Staff contacted the Westwood I.S.D. representatives concerning the meeting regarding the Athletic Complex; there was no response.

3. Discussion regarding City Council Policies and Procedures Manual. Teresa Herrera, City Manager

Staff requested approval of a resolution amending City Council Policies and Procedures Manual to establish meeting procedures and create healthy boundaries between City Council and staff. City Manager Herrera recommended removing the suggested addition of Section 7.5 - Silence Constitutes Affirmative Vote, as it was in violation of the City Charter Section 4.9 - Rules of Procedure. Council proposed moving the Mayor's Report and Items from Council after the Regular Agenda. Mayor Jordan addressed concerns about amending the policy without a representative in Council District 3. Discussion was held concerning parliamentary procedure, City Council's interactions with city staff during business hours and after hours, the powers and duties of the city manager, and the interference of Council in personnel matters.

With no other business to come before Council, the Work Session was adjourned at 5:15 p.m.

## **REGULAR MEETING**

### **A. CALL TO ORDER**

Mayor Jordan called the Regular Meeting to order at 5:31 p.m.

### **B. INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was given by Pastor Johnathan Strange of New Fellowship Christian Church and was followed by the Pledge of Allegiance.

Mayor Pro Tem Clark read aloud a letter received from John Cornyn, United States Senator, regarding the 22nd Anniversary of the September 11, 2001 attacks and was followed by a moment of silence.

### **C. PROPOSED CHANGES OF AGENDA ITEMS**

Mayor Jordan requested to move Item K11 to the beginning of the Regular Agenda.

### **D. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS**

Dan Bochsler commended the Council for reviewing the City Council Policies and Procedures Manual.

A.D. Ethridge spoke regarding police administration and council members being aware of problems in their districts.

Gerald Jordan discussed the powers and duties of the Mayor and the City Council Policies and Procedures Manual.

Diane Davis thanked Fire Chief Davis and the Fire Department for assisting with an incident with her husband. Ms. Davis also addressed the City Council Policies and Procedures Manual and the City Council working together.

1. Recognition of Westwood I.S.D. Police Department. Mitchell Jordan, Mayor

Mayor Jordan recognized Westwood I.S.D. Police Chief Mike Hoyt and officers.

2. Recognition of newly promoted Police Lieutenant David Kassaw. Mark Harcrow, Police Chief

Police Chief Mark Harcrow recognized newly promoted Police Lieutenant David Kassaw; he was pinned by .

3. Recognition of Lieutenant Devin Jackson, Driver/Engineer Jeff Cooper, Firefighters James Reed, Grant Holland, and Garrett Blalock. Shannon Davis, Fire Chief

Fire Chief Shannon Davis presented a Certificate of Appreciation to Lieutenant Devin Jackson, Driver/Engineer Jeff Cooper, and Firefighters James Reed, Grant Holland, and Garrett Blalock for their courageous and lifesaving response to a cardiac emergency that occurred on August 20, 2023.

Mayor Jordan spoke regarding the active participation of the Fire Department in the community.

#### **E. CONFLICT OF INTEREST DISCLOSURES**

No action was taken.

#### **F. PUBLIC HEARINGS**

1. Public hearing regarding a Specific Use Permit for placement of a manufactured home at 601 Campbell Street, Jackson, Block C, Lot 2C. (Applicant: Andrew Donnell) Kevin Olson, Interim Development Services Director

On July 27, 2023, staff received a Specific Use Permit Application from Andrew Donnell for the placement of a manufactured home at 601 Campbell Street. Planning Tech/Historic Preservation Officer Susan Davis reported there was previously a single-wide manufactured home located on the property that was determined to be a total loss due to a fire that occurred on September 26, 2021. Staff could not determine if the destroyed manufactured home was a legal, non-conforming structure or permitted by the specific use. Ms. Davis explained that in Section 39.2.3-17 of the Zoning Code, a non-conforming residential structure may be restored only if the destruction caused by a fire is 75 percent or less of its structural valuation prior to the destruction. She continued to state that Section 39.4.3-2(5)(d) states that a Specific Use Permit expires if the use ceases for a period of six consecutive months. On August 15, 2023, the Planning and Zoning Commission unanimously approved the specific use permit application. Seventeen notices were mailed to property owners within a 200-foot radius. Two comment forms were returned in favor, and none were received in opposition.

Mayor Jordan opened the public hearing at 6:13 p.m. Comments in favor were received by Diane Davis. Mayor Jordan closed the public hearing at 5:15 p.m.

2. Public hearing regarding the proposed tax rate of \$0.673774 per \$100 valuation by the governing body of the City of Palestine. Andrew Sibai, Finance Director

Finance Director Andrew Sibai informed Council that the proposed tax rate was \$0.673774. Staff recommended a tax rate of \$0.59428 to cover the proposed budgeted expenses for Fiscal Year 2023-2024, and the annual cost for the average homestead was an increase of \$5.85.

Mayor Jordan opened the public hearing at 6:17 p.m. Council received comments in favor from Barbara Council and in opposition from Robert Wilburn. Mayor Jordan closed the

public hearing at 6:23 p.m.

3. Public hearing regarding the proposed budget for Fiscal Year 2023-2024. Andrew Sibai, Finance Director

Finance Director Andrew Sibai reported that the proposed budget for Fiscal Year 2023-2024 included the addition of three police officers, an assistant fire chief, an additional water treatment plant operator, an equipment operator for the sewer cleaning machine, \$300,000 for improvements to the Palestine Municipal Airport, 3% raise increases for staff, and \$1.2 million for street improvements, \$11 million for utility improvements, and \$10 million for the Downtown Revitalization Project.

Mayor Jordan opened the public hearing at 6:25 p.m. Council received comments neither in favor nor opposition from Amy Brier. Mayor Jordan closed the public hearing at 6:26 p.m.

#### G. **MAYOR'S REPORT**

Mayor Jordan commended Westwood I.S.D. on the addition of the Westwood I.S.D. Police Department and recognized the Palestine Police Department for their efforts throughout the City of Palestine. Mr. Jordan emphasized the importance of remembering the September 11, 2001, attacks.

Mayor Jordan recognized Anderson County Veterans Ronnie Weir and James Keiser.

#### H. **ITEMS FROM COUNCIL**

Mayor Pro Tem Clark congratulated newly promoted Police Lieutenant David Kassaw and applauded the Fire Department.

Council Member Conner thanked the first responders and veterans for their service.

Council Member Harmon reiterated the importance of remembering the September 11, 2001, attacks and expressed gratitude to the Police and Fire Department for serving the City of Palestine.

Council Member Davidson also acknowledged the first responders and encouraged volunteers for a reading program in the Westwood District.

Council Member Gibbs requested adding a discussion regarding the Extra-Territorial Jurisdiction (ETJ) to a work session and reported a meeting with Representative Harris and members of the Texas Forest Service about creating a hub for Texas Forest Service Firefighting Responses at the Palestine Municipal Airport. Mr. Gibbs also reported on National Night Out, recognition of first responders and veterans, the September 11, 2001 attacks, and public comments concerning support of the mayor.

#### I. **CITY MANAGER'S REPORT**

Police Chief Mark Harcrow discussed National Night Out and advised the community that registration for National Night Out could be found on the Police Department's Facebook page.

City Manager Herrera reported that the Palestine Municipal Airport's Facebook page was not associated with the City of Palestine and to refer to the City of Palestine's website or Facebook page for updates. Ms. Herrera also reported on the Municipal Court Final

Warrant Resolution Campaign, the Fall City-Wide Cleanup, and the Hot Pepper Festival.

City Manager Herrera informed that department directors were present to address questions from Council regarding reports.

The following departmental reports were provided:

1. August 2023 Development Services Monthly Report
2. August 2023 Fire Monthly Report
3. August 2023 Library Monthly Report
4. August 2023 Municipal Court Monthly Report

J. **CONSENT AGENDA**

*The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which event those items will be pulled for separate consideration. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.*

1. Consider approval of minutes of the Work Session and Regular Meeting of August 14, 2023. April Jackson, City Secretary
2. Consider approval of an interlocal agreement with Anderson County to hold a joint election for the District 3 Special Election to be held on November 7, 2023. April Jackson, City Secretary
3. Consider approval of resolution amending Resolution No. R-14-23 ordering a special election to fill the unexpired term of office of Council District #3 to be held on Tuesday, November 7, 2023. April Jackson, City Secretary **(Resolution No. R-25-23)**
4. Consider awarding bid RFP 2023-025 - Asphalt Resurfacing of six streets to McGuffey Contracting Inc. in the amount of \$487,315.00. Kevin Olson, PW Director
5. Consider awarding bid RFP 2023-026 - Asphalt Resurfacing of 14 streets to McGuffey Contracting Inc. in the amount of \$776,165.00. Kevin Olson, PW Director
6. Consider approval of the new Prohibited Technologies Policy to the City of Palestine Employee Handbook. Lisa Cariker, HR Director

Motion by Council Member Christopher Gibbs, seconded by Council Member Ava Harmon to approve the Consent Agenda as presented, adopting **Resolution No. R-25-23**.

**Vote:** 6 - 0 - Unanimously

K. **REGULAR AGENDA**

1. Discussion and possible action regarding the permitting process through Development Services. Mitchell Jordan, Mayor

Randy Hanson discussed his experience with the building permitting application process for the City of Palestine and the development of a builder's round table.

Mayor Jordan authorized the City Manager to negotiate a builder's roundtable.

2. Discussion and possible action regarding a Specific Use Permit for placement of a manufactured home at 601 Campbell Street, Jackson, Block C, Lot 2C. (Applicant: Andrew Donnell) Kevin Olson, Interim Development Services Director

Planning Tech/ Preservation Officer Susan Davis provided the summary.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Kenneth Davidson to approve the item as presented.

**Vote:** 6 - 0 - Unanimously

3. Discussion and possible action regarding an appeal to overturn the Palestine Historic Landmarks Commission's action to deny the request for a Certificate of Appropriateness for 509 Crockett Avenue, located within the Michaux Park Historic District. Kevin Olson, Interim Development Services Director

Planning Tech/Historic Preservation Officer Susan Davis provided the summary of the appeal by applicant Dawda Jobe regarding the decision of the Palestine Historic Landmarks Commission to deny a request for a Certificate of Appropriateness for alterations to the structure at 509 Crockett Avenue. The applicant submitted a Certificate of Appropriateness that was reviewed and approved by the Historic Landmark Commission for like-kind replacement of the roof and temporary removal of the lap siding to allow foam board installation on February 21, 2023. Mr. Jobe completed alterations to the structure at 509 Crockett Avenue, including removing the eyebrow window on the roof of the single-family residence and adding LP Smartboard in place of the bottom rows of shiplap siding for termite protection. Due to the removal of the window and installation of LP Smartboard, the roof and siding were resubmitted and considered by the Historic Landmark Commission on August 15, 2023, which resulted in denial of the request to remove the eyebrow window and to require replacement, and to require replacement of the lap siding. Staff requested that Council either affirm the decision of HLC or reverse the decision of HLC. By reversing the decision of HLC, the original request would be approved, and the applicant would be allowed to proceed with the renovations. By affirming the decision of HLC, the denial would then be final, and the applicant would be required to replace the eyebrow window on the roof and the LP Smartboard with lap siding on the structure. Council received comments from the applicant, Historic Landmarks Commission Chair Julie Abston, and Historic Landmarks Commissioner Jon Gardner.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Ava Harmon to uphold the Historic Landmarks Commission ruling to deny the request for a Certificate of Appropriateness for 509 Crockett Avenue.

**Vote:** 3 - 3

NAY: Mayor Mitchell Jordan  
Council Member Sean Conner  
Council Member Kenneth Davidson

The motion failed due to four council members' lack of an affirmative vote.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Sean Conner to uphold the decision of the Historic Landmarks Commission to deny the request for a Certificate of Appropriateness for the removal of the eyebrow window located at 509 Crockett Road.

**Vote:** 4 - 2

NAY: Mayor Mitchell Jordan  
Council Member Kenneth Davidson

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Ava Harmon to uphold the decision of the Historic Landmarks Commission to deny the request for a Certificate of Appropriateness requiring the replacement of the lap siding at 509 Crockett Road.

**Vote:** 3 - 3

NAY: Mayor Mitchell Jordan  
Council Member Sean Conner  
Council Member Christopher Gibbs

The motion failed due to four council members' lack of an affirmative vote.

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to reverse the Historic Landmarks Commission ruling to deny the request for a Certificate of Appropriateness for LP Smartboard Siding at 509 Crockett Road.

**Vote:** 4 - 2

NAY: Mayor Pro Tem Krissy Clark  
Council Member Ava Harmon

4. Discussion and possible action regarding the renovations at the Athletic Complex. Patsy Smith, Parks & Rec. Director

Parks and Rec. Director Patsy Smith reviewed the overview provided during the Work Session.

Motion by Mayor Mitchell Jordan, seconded by Council Member Ava Harmon to authorize the Parks and Rec. Director, the City Manager, and the City Attorney to negotiate the renovation of the Athletic Complex not to exceed one million dollars.

**Vote:** 6 - 0 - Unanimously

5. Discussion and possible action regarding the proposed budget of Palestine Economic Development Corporation for Fiscal Year 2023-2024. Christophe Trahan, EDC Director

Motion by Council Member Christopher Gibbs, seconded by Council Member Kenneth Davidson to approve the item as presented.

**Vote:** 6 - 0 - Unanimously

6. Discussion and possible action regarding an ordinance adopting the Fiscal Year 2023-2024 Annual Budget. Teresa Herrera, City Manager (**Ordinance No. O-18-23**)

City Manager Herrera advised Council that a balanced budget was presented, including the following: the addition of the assistant fire chief position, the elimination of the community liaison position, the addition of three police officers, one additional water treatment plant operator, one equipment operator for the Utilities Department, a three percent pay increase to city employees, \$40,000 for contractual services for Palestine Municipal Airport, \$100,000 towards runway improvements at the airport, \$100,000 for the general maintenance of the airport, \$2.5 million for road improvements, \$11 million for utility improvements, and \$10 million for the Downtown Revitalization Project.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Ava Harmon to approve **Ordinance No. O-18-23** adopting the Fiscal Year 2023-2024 Budget. Upon a roll call vote, the motion carried 6-0 as follows:

Mayor Mitchell Jordan - Aye  
Mayor Pro Tem Krissy Clark - Aye  
Council Member Sean Conner - Aye  
Council Member Ava Harmon - Aye  
Council Member Kenneth Davidson - Aye  
Council Member Christopher Gibbs - Aye

Whereas, the budget will raise more revenue from property taxes than last year's budget by an amount of \$872,152.00, which is a 12.23 percent increase from last year's budget. Motion by Council Member Krissy Clark, seconded by Council Member Ava Harmon, to approve and ratify the property tax increase reflected in the Municipal Budget for Fiscal Year 2023-2024.

Upon a roll call vote, the motion carried 6-0 as follows:

Mayor Mitchell Jordan - Aye  
Mayor Pro Tem Krissy Clark - Aye  
Council Member Sean Conner - Aye  
Council Member Ava Harmon - Aye  
Council Member Kenneth Davidson - Aye  
Council Member Christophe Trahan - Aye

7. Discussion and possible action regarding an ordinance providing for the assessment, levy, and collection of Ad Valorem Taxes for 2023-2024. Teresa Herrera, City Manager
- For the maintenance and support of the general government (General Fund)
  - For the payment of accruing interest and providing for debt service of bonded indebtedness
  - To adopt a maintenance and operation rate of \$0.641631
  - To adopt a debt service rate of \$0.032143
  - To adopt the proposed tax rate of \$0.673774/\$100 (Record Vote)



Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to adopt a maintenance and operation rate of \$0.562142/\$100.

**Vote:** 6 - 0 - Unanimously

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to adopt a debt service rate of \$0.032143/\$100.

**Vote:** 6 - 0 - Unanimously

Motion by Council Member Sean Conner, seconded by Council Member Kenneth Davidson to approve **Ordinance No. O-19-23** adopting the tax rate of \$0.594285/\$100.

Upon a roll call vote, the motion carried 6-0 as follows:

Mayor Mitchell Jordan - Aye

Mayor Pro Tem Krissy Clark - Aye

Council Member Sean Conner - Aye

Council Member Ava Harmon - Aye

Council Member Kenneth Davidson - Aye

Council Member Christopher Gibbs - Aye

8. Discussion and possible action regarding an ordinance amending the composition of the Fire Department. Shannon Davis, Fire Chief (**Ordinance No. O-20-23**)

Fire Chief Shannon Davis requested approval of an ordinance amending the composition of the Fire Department to add the assistant fire chief position.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Christopher Gibbs to approve the item as presented, adopting **Ordinance No. O-20-23**.

**Vote:** 6 - 0 - Unanimously

9. Discussion and possible action regarding an ordinance amending the composition of the Police Department. Mark Harcrow, Police Chief (**Ordinance No. O-21-23**)

Police Chief Mark Harcrow requested approval of an ordinance amending the composition of the Police Department to add three police officers.

Motion by Mayor Mitchell Jordan, seconded by Mayor Pro Tem Krissy Clark to approve the item as presented, adopting **Ordinance No. O-21-23**.

**Vote:** 6 - 0 - Unanimously

10. Discussion and possible action regarding a resolution amending the City Council Policies and Procedures Manual. Teresa Herrera, City Manager (**Resolution No. R-26-23**)

Staff requested approval as presented by removing Section 7.5, Silence Constitutes Affirmative Vote, and moving Item F, Mayor's Report, and Item G, Items from Council, of Section 5 below the Regular Agenda.

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Ava Harmon to approve the item as presented with the removal of Section 7.5, Silence Constitutes Affirmative Vote, and Item F, Mayor's Report, and Item G, Items from Council, of Section 5 moved below the Regular Agenda; adopting **Resolution No. R-26-23**.

**Vote: 5 - 1**

NAY: Mayor Mitchell Jordan

11. Discussion and possible action regarding an ordinance amending Chapter 98 Utilities, Article III Rates and Charges, Section 98-90 Water Rates and Section 98-91 Wastewater Charges. Andrew Sibai, Finance Director and Teresa Herrera, City Manager (**Ordinance O-22-23**)

Motion by Mayor Pro Tem Krissy Clark, seconded by Council Member Christopher Gibbs to approve the item as presented, adopting **Ordinance O-22-23**.

**Vote: 5 - 1**

NAY: Mayor Mitchell Jordan

12. Discussion and possible action regarding Chapter 58, Health and Sanitation Services and NET Health Services. Teresa Herrera, City Manager

City Manager Herrera confirmed that the directive from Council was to seek alternatives for health and sanitation services for the City of Palestine.

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs for staff to seek alternatives for health and sanitation services for the City of Palestine.

**Vote: 6 - 0 - Unanimously**

L. **CLOSED SESSION**

Mayor Jordan announced that Council would go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D. The time was 8:25 p.m.

1. Section 551.072 deliberation regarding real property: the purchase, exchange, lease, or value of real property: 168 acres located within Willow Creek Business Park
2. Section 551.087 deliberation regarding Economic Development negotiations: Prospect #1065
3. Section 551.074 personnel matters: deliberation and possible action regarding personnel relations and procedures for customer/citizen complaints.

M. **RECONVENE IN REGULAR SESSION**

Mayor Jordan reconvened Council into open session at 10:11 p.m.

1. Take any action necessary regarding real property: the purchase, exchange, lease, or value of real property: 168 acres located within Willow Creek Business Park

No action was taken.

2. Take any action necessary regarding Economic Development negotiations: Prospect #1065

No action was taken.

3. Take any action necessary regarding personnel relations and procedures for customer/citizen complaints.

No action was taken.

**N. ADJOURNMENT**

With no other business to come before Council, the meeting was adjourned at 10:11 p.m.

PASSED AND APPROVED THIS 10TH DAY OF OCTOBER 2023.

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Mitchell Jordan, Mayor

ATTEST:

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April Jackson, City Secretary

# DRAFT



## MINUTES

The City Council of the City of Palestine convened for a regular meeting on September 25, 2023, at 4:45 p.m. for the Work Session and at 5:30 p.m. for the Regular Meeting in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas with the following members present:

Present: Mitchell Jordan, Mayor; Sean Conner, Council Member; Ava Harmon, Council Member; Kenneth Davidson, Council Member; Christopher Gibbs, Council Member

Also Present: Teresa Herrera, City Manager; Rezzin Pullum, City Attorney; April Jackson, City Secretary; Christophe Trahan, EDC Director; Andrew Sibai, Finance Director; Shannon Davis, Fire Chief; Lisa Cariker, Human Resource Director; Patsy Smith, Parks & Recreation Director; Mark Harcrow, Police Chief; Kevin Olson, PW Director

## WORK SESSION

With a quorum present, Mayor Jordan called the work session to order at 4:52 p.m.

1. First reading of a resolution authorizing the Palestine Economic Development Corporation to execute a community development grant funding and performance agreement with the City of Palestine, Texas, in an amount not to exceed \$40,000.00. Christophe Trahan, EDC Director

Mayor Jordan conducted the first reading of a resolution authorizing the Palestine Economic Development Corporation to execute a community development grant funding and performance agreement with the City of Palestine, Texas, in an amount not to exceed \$40,000.00.

EDC Director Christophe Trahan provided a summary of a resolution authorizing the Palestine Economic Development Corporation to execute a community development grant funding and performance agreement with the City of Palestine for the Parks and Recreation Department to fund the addition of restrooms at Greens Park. The Palestine Economic Development Corporation reviewed and approved the application from the Parks and Recreation Department of the City of Palestine on September 18, 2023.

2. Discussion regarding Extra-Territorial Jurisdiction (ETJ) of the City of Palestine. Chris Gibbs, Council Member

Mendi Perry discussed two properties near Springdale Street and Private Road 6426 within the Extra-Territorial Jurisdiction with nonconforming use. City Manager Teresa Herrera reported that letters would be provided to the two property owners specifying that they have 60 days to start the process to apply for a Specific Use Permit to comply with City ordinances because they are within the ETJ. If the property owners do not want to comply with the City ordinances, they must go through the process to opt out of the ETJ.

With no other business to come before Council, the work session was adjourned at 5:18 p.m.

## **REGULAR MEETING**

### **A. CALL TO ORDER**

Mayor Jordan called the Regular Meeting to order at 5:34 p.m.

### **B. INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was given by Gary Harvey of North Jackson Baptist Church and was followed by the Pledge of Allegiance.

### **C. PROPOSED CHANGES OF AGENDA ITEMS**

City Secretary April Jackson requested that Item J1 of the Consent Agenda be moved to the Regular Agenda.

### **D. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS**

Elaine Triplett thanked City Council for their service to the community and Officer Fernando Nino for facilitating and publicizing National Night Out. Ms. Triplett also spoke about the appointment of Thomas Ball to the Airport Advisory Board.

A.D. Ethridge addressed City Council responsibilities.

Randy McKee discussed concerns of a possible conflict of interest in Michael Ezzell's appointment to the Library Advisory Board because his wife is employed with the Palestine Public Library.

1. 2022 American Legion Law Enforcement Officer of the Year and Firefighter of the Year Awards. Brian Alston, American Legion Commander

Brain Alston, American Legion Commander of Post 85 of Palestine, Texas, presented the 2022 American Legion Law Enforcement Officer of the Year Award to Police Chief Mark Harcrow, accepted on behalf of Police Officer Brandon Martin, and the 2022 Firefighter of the Year Award to Firefighters Jonathan Phillips and Joshua Tompkins.

### **E. CONFLICT OF INTEREST DISCLOSURES**

No action was taken.

### **F. MAYOR'S REPORT**

Mayor Jordan spoke regarding the following: the Westwood High School football game, the Anderson County Burn Ban, National Night Out, and volunteers for the organization LEAD.

### **G. ITEMS FROM COUNCIL**

Council Member Gibbs commended the first responders of the City of Palestine, the citizens who volunteer their time for the city boards and commissions, and the city staff who assisted with the removal of fallen tree limbs after the storm.

Council Member Harmon congratulated the recipients of the 2023 American Legion Law Enforcement of the Year and Firefighter of the Year Awards. Ms. Harmon also spoke concerning National Night Out.

Mayor Jordan recognized the following Veterans: Eugene Caston and Hardy Luther Datray Jr.

#### H. **CITY MANAGER'S REPORT**

City Manager Herrera reported on the following: the Fall Citywide Cleanup, the Texas Municipal League Annual Conference, City Offices closure on October 9, 2023, the City Council meeting scheduled for October 10, 2023, National Night Out, the Hot Pepper Festival, and the Veterans Day Parade.

City Manager Herrera informed that department directors were present to address questions from Council regarding reports.

The following departmental reports were provided:

1. August/September 2023 Economic Development Monthly Report
2. August 2023 Parks and Recreation/Facility Maintenance Monthly Report
3. August 2023 Police Monthly Report
4. August 2023 Public Works Monthly Report

#### I. **BOARD APPOINTMENTS**

1. Consider the appointment of Thomas Ball to Place 1, replacing Shane Bainum with a term to expire on September 30, 2025, to the Airport Advisory Board.

Motion by Council Member Ava Harmon, seconded by Council Member Christopher Gibbs to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

2. Consider the reappointment of Jason Stephens to Place 1, Mark Henderson to Place 2, and Mark Thomas to Place 3, with a term to expire on September 30, 2025, to the Building and Standards Commission.

Motion by Council Member Sean Conner, seconded by Council Member Ava Harmon to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

3. Consider the appointment of Tabitha Enge to Place 1, replacing Mickie Lamberth with a term to expire on September 30, 2025, to the Historic Landmarks Commission.

Motion by Council Member Ava Harmon, seconded by Council Member Kenneth Davidson to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

4. Consider the appointment of Michael Ezzell to vacant Place 3 with a term to expire on September 30, 2026; the reappointment of Stephanie Wright to Place 1 and Breck Quarles to Place 2 with a term to expire on September 30, 2026, to the Library Advisory Board.

Motion by Council Member Sean Conner, seconded by Council Member Kenneth Davidson to approve the reappointment of Stephanie Wright to Place 1 and Breck Quarles to Place 2 with a term to expire on September 30, 2026, to the Library Advisory Board.

**Vote:** 5 - 0 - Unanimously

Motion by Mayor Mitchell Jordan, seconded by Council Member Ava Harmon to appoint Michael Ezzell to vacant Place 3 with a term to expire on September 30, 2026, to the Library Advisory Board.

**Vote:** 3 - 1

NAY: Council Member Kenneth Davidson

Other: Council Member Christopher Gibbs (ABSTAIN)

The motion failed due to four city council members lacking an affirmative vote.

5. Consider the reappointment of Ly Sath to Place 4 with a term to expire on September 30, 2025, to the Main Street Advisory Board.

Motion by Council Member Ava Harmon, seconded by Council Member Sean Conner to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

6. Consider the appointment of Darrel Brooks to vacant Place 7 with a term to expire on September 30, 2024, to the Parks Advisory Board.

Motion by Council Member Sean Conner, seconded by Council Member Ava Harmon to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

7. Consider the reappointment of Greg Lindsey to Place 1, Kristy Wages to Place 2, Adam Armstrong to Place 3, and Jennifer Thomason to Place 4, with a term to expire on September 30, 2025, to the Planning and Zoning Commission.

Motion by Council Member Sean Conner, seconded by Council Member Ava Harmon to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

8. Consider the reappointment of Brick Parsons to Place 4 with a term to expire on September 30, 2025, to the Zoning Board of Adjustment and Appeal.

Motion by Council Member Ava Harmon, seconded by Council Member Kenneth Davidson to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

J. **CONSENT AGENDA**

*The following items may be acted upon in one motion. No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which event those items will be pulled for separate consideration. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff recommendations.*

1. Consider approval of minutes of the Work Session and Regular Meeting of August 28, 2023. April Jackson, City Secretary (Moved to the Regular Agenda)
2. Consider approval of expenditures over \$25,000.00. Andrew Sibai, Finance Director
3. Consider approval of a resolution authorizing an account with Multi-Bank Securities, Inc. (MBS). Andrew Sibai, Finance Director (**Resolution No. R-27-23**)
4. Consider awarding bid RFP 2023-024 - Labor Only 24 Inch Sewer Creek Crossing on FM 1990 to Precision Terrain, LLC. in the amount of \$85,320.00. Kevin Olson, PW Director
5. Consider awarding bid RFP 2023-028 - Water Treatment Plant Chemicals. Kevin Olson, PW Director
6. Consider awarding bid RFP 2023-029 - Wastewater Treatment Plant Chemicals. Kevin Olson, PW Director
7. Consider authorizing the City Manager to execute an agreement with Schaumburg & Polk, Inc. (SPI) for sidewalk improvements for the Downtown Revitalization Project in the amount of \$92,000.00. Kevin Olson, PW Director
8. Consider authorizing the City Manager to seek sealed bids for chlorine for the Water Treatment Plant. Kevin Olson, PW Director
9. Consider authorizing the City Manager to accept a quote from AirGas Specialty Products for 20,800 Lbs of Anhydrous Ammonia at \$1.10 per pound for the Water Treatment Plant for Fiscal Year 2023-2024. Kevin Olson, PW Director
10. Consider authorizing the City Manager to purchase flow meters from Endress+Hauser for the Wastewater Treatment Plant in the amount of \$32,690.62. Kevin Olson, PW Director
11. Consider authorizing the City Manager to purchase a replacement waste pump from Zone Industries for the Wastewater Treatment Plant in the amount of \$27,914.00. Kevin Olson, PW Director
12. Consider authorizing the City Manager to purchase from Hahn Equipment for pond pump #4 replacement at Wells Creek Lift Station for Wastewater Treatment in the amount of \$35,999.00. Kevin Olson, PW Director
13. Consider authorizing the City Manager to purchase new pumps and controls for the Crestline Lift Station from Hahn Equipment in the amount of \$59,516.00. Kevin Olson, PW Director

Motion by Mayor Mitchell Jordan, seconded by Council Member Sean Conner to approve Items J2 through J13 of the Consent Agenda as presented, adopting **Resolution No. R-27-23**.

**Vote:** 5 - 0 - Unanimously



K. **REGULAR AGENDA**

Consider approval of minutes of the Work Session and Regular Meeting of August 28, 2023. April Jackson, City Secretary (Item moved from the Consent Agenda)

City Secretary April Jackson reported an error on the August 28, 2023, minutes presented. Staff requested approval of minutes with corrections to the motions for Item L3 and Item 4 of the Regular Agenda.

Motion by Mayor Mitchell Jordan, seconded by Council Member Sean Conner to approve the corrected minutes of the Work Session and Regular Meeting of August 28, 2023.

**Vote:** 5 - 0 - Unanimously

1. Discussion and possible action regarding an ordinance amending Code of Ordinances, Chapter 82 - Solid Waste. Andrew Sibai, Finance Director **(Ordinance No. O-23-23)**

Finance Director Andrew Sibai reported that Chapter 82 regarding Solid Waste contained information that had not been updated since 1968, and to accurately reflect the current operation of trash collection services, revisions were presented for approval. Ms. Herrera addressed revisions concerning the visibility of containers from the street and the collection of recyclables. Andrew Siabi disclosed that the Solid Waste Agreement with Waste Connections was extended until January 5, 2025. Mayor Jordan expressed interest in negotiating with Waste Connections about recycling and adding the discussion about recyclables to a work session.

Motion by Council Member Ava Harmon, seconded by Council Member Kenneth Davidson to approve the item as presented, adopting **Ordinance No. O-23-23**.

**Vote:** 5 - 0 - Unanimously

2. Discussion and possible action regarding a resolution authorizing the Palestine Economic Development Corporation to execute a community development grant funding and performance agreement with the City of Palestine, Texas, in an amount not to exceed \$40,000.00. Christophe Trahan, EDC Director **(Resolution No. R-28-23)**

Mayor Jordan conducted the second reading of a resolution authorizing the Palestine Economic Development Corporation to execute a community development grant funding and performance agreement with the City of Palestine, Texas, in an amount not to exceed \$40,000.00.

Motion by Mayor Mitchell Jordan, seconded by Council Member Christopher Gibbs to approve the item as presented, adopting **Resolution No. R-28-23**.

**Vote:** 5 - 0 - Unanimously

3. Discussion and possible action regarding authorization of payment for Green Earth Supply in the amount of \$148,333.42. Kevin Olson, PW Director

PW Director Kevin Olson requested approval for the purchase of degreaser from Green Earth Supply in the amount of \$148,332.42 for the sewer cleaning truck. Staff inadvertently ordered per case instead of per gallon and explained that each case contained 50 gallons,

the equivalent of two years' worth of product. Mr. Olson explained that the products were nonperishable and there was a 30% restocking fee. In response to the error, staff will receive written quotes before processing payments over the telephone or online.

Motion by Council Member Sean Conner, seconded by Council Member Ava Harmon to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

4. Discussion and possible action regarding an ordinance repealing Code of Ordinances, Article III - Curfew Hours for Minors. Mark Harcrow, Police Chief (**Ordinance No. O-24-23**)

Police Chief Harcrow notified Council that in the 88th Legislative Session, Texas lawmakers passed House Bill 1819 prohibiting Texas municipalities from adopting or enforcing juvenile curfew hours on and after September 1, 2023. Mr. Harcrow requested the appeal of the Code of Ordinances, Article III - Curfew Hours for Minors to comply with House Bill 1819.

Motion by Council Member Ava Harmon, seconded by Mayor Mitchell Jordan to approve the item as presented, adopting **Ordinance No. O-24-23**.

**Vote:** 5 - 0 - Unanimously

5. Discussion and possible action regarding City Council meeting dates for October, November, and December 2023. Teresa Herrera, City Manager

City Manager Herrera informed Council that on October 9, 2023, City offices would be closed in observance of Columbus Day and proposed scheduling the City Council meeting on October 10, 2023. Ms. Herrera reported that the City Council has canceled the second meetings for November and December due to the holidays for the last few years. Staff recommended the following meeting dates for October, November, and December 2023: October 10, 2023, October 23, 2023, November 13, 2023, and December 11, 2023.

Motion by Council Member Sean Conner, seconded by Council Member Kenneth Davidson to approve the item as presented.

**Vote:** 5 - 0 - Unanimously

**L. CLOSED SESSION**

Mayor Jordan announced that Council would go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D. The time was 6:42 p.m.

1. Sections 551.071 consultation with City Attorney and 551.089 deliberation regarding security devices: Security measures for confidential recordings

**M. RECONVENE IN REGULAR SESSION**

Mayor Jordan reconvened Council into open session at 7:25 p.m.

1. Take any action necessary regarding security measures for confidential recordings

No action was taken.

N. **ADJOURNMENT**

With no other business to come before Council, the meeting was adjourned at 7:25 p.m.

PASSED AND APPROVED THIS 10TH DAY OF OCTOBER 2023.

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Mitchell W. Jordan, Mayor

ATTEST:

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April Jackson, City Secretary



Agenda Date: October 10, 2023  
To: City Council  
From: Katie Beth Henry, Tourism Marketing Manager  
Agenda Item: Consider Extension of HOT Funding Agreement for Mt. Vernon A.M.E. Church  
Date Submitted: 10/06/2023

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**SUMMARY:**

Mt. Vernon A.M.E. Church was awarded a Hotel Occupancy Grant during the 2021/22 budget year, with a contract to expire on September 31, 2023. Work on the final phase proposed has not yet been completed. \$7,500 of the awarded \$15,000 grant has been used, with \$7,500 allotted to the upcoming completion. The final work is set to begin immediately, with a completion date no later than December 15, 2023. With this extension, the funding will be used, and the post-event report will be turned in by December 31, 2023.

**RECOMMENDED ACTION:**

Consider authorizing extending the Hotel Occupancy Tax Funding Agreement for Mt. Vernon A.M.E. Church through December 31, 2023.

**CITY MANAGER APPROVAL:**

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**Attachments**

Contract Extension

STATE OF TEXAS

COUNTY OF ANDERSON

**HOTEL OCCUPANCY TAX  
FUNDING AGREEMENT FOR  
CITY OF PALESTINE**

This Hotel Occupancy Tax Funding Agreement (AGREEMENT) is made and entered into by and between the City of Palestine, Texas (CITY) and Mt. Vernon AME Church (ORGANIZATION).

**WHEREAS**, CITY seeks to promote Palestine to residents and visitors; and

**WHEREAS**, CITY is promoting the Restoration and Preservation of the Mt Vernon AME Church to assist in bringing visitors to Palestine and to promote visitors to the city for extended periods of time; and

**WHEREAS**, the goal of this AGREEMENT is to attract visitors to the City, thus directly enhancing and promoting tourism as outlined in Chapter 351 of the Texas Tax Code and the City's Hotel Occupancy Tax Use Policy; and

**WHEREAS**, the City Council of the City of Palestine desires to provide Hotel Occupancy Tax revenues to Mt Vernon AME Church (ORGANIZATION) in accordance with Hotel Occupancy Tax Funding.

**NOW, THEREFORE**, it is mutually agreed by the CITY and ORGANIZATION as follows:

**GENERAL PROVISIONS**

Section 1. Purpose. The purpose of this Agreement is for the CITY to provide the services listed in Hotel Occupancy Tax Funding Application (Exhibit A) to the City of Palestine.

Section 2. Obligation of the ORGANIZATION. The ORGANIZATION shall use all awarded funds provided by the CITY in accordance with Chapter 351 of the Texas Tax Code, the CITY's Hotel Occupancy Tax Use Policy, and the ORGANIZATION's funding application as required under this AGREEMENT.

Section 3. Reporting Requirements of the ORGANIZATION. The ORGANIZATION shall deliver a report detailing the expenses for which it seeks reimbursement from Hotel Occupancy Tax revenues following the completion of the event. Copies of receipts shall be provided for expenses to be reimbursed using Hotel Occupancy Tax revenues. Only expenses that meet Chapter 351 of the Tax Code and this agreement shall be reimbursed. The CITY shall not make reimbursements for expenses where no receipt or invoice is provided.

The ORGANIZATION shall submit a report within forty-five (45) days after the end of the event.

Partial or incomplete reports will not be accepted. Reports shall be in a form that is acceptable to the City Manager, and shall show total revenues, total expenses, estimated actual versus expected number of attendees, and the financial impact of the event.

Section 4. Authorization of Payment. Subject to the ORGANIZATION's satisfactory performance and compliance with the terms of this AGREEMENT, the CITY agrees to pay the ORGANIZATION up to \$15,000.00 (per event) Payment will typically be made within forty-five (45) days of approval of the ORGANIZATION's completed report, but in some cases may be delayed due to administrative circumstances. The applicant agrees to repay or forfeit HOT funds if the applicant does not comply with this AGREEMENT or with other applicable state or local laws.

Section 5. Appeal Process. The ORGANIZATION may appeal the decision of the CITY to deny funding in writing within ten (10) business days of funding denial. The appeal will be presented to the City Council, who may sustain or reverse, in whole or in part, its denial of HOT funds to the APPLICANT, provided that any funding approved must be within the scope of Chapter 351 of the Texas Tax Code.

Section 6. Rights. The ORGANIZATION grants the CITY the right at any time to inspect or audit the books or records of the ORGANIZATION, or any report or document submitted by the organization to the City that may relate to performance of this AGREEMENT.

By signing this Hotel Occupancy Tax Funding contract, the Applicant agrees to comply with all local, state and federal laws applicable or otherwise implicated by Applicant's receipt of a Hotel Occupancy Tax Funding Grant, 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. Term. The AGREEMENT shall expire on December 31, 2023, unless sooner terminated under the terms of Section 9.

Section 8. Indemnification. The ORGANIZATION agrees to defend and indemnify the CITY, its officers, agents and employees, against all claims for personal injury (including death), property damage or other harm for which recovery of damages is sought that may arise out of the ORGANIZATION's breach of this Agreement, or by any negligent act or omission of the ORGANIZATION, its officers, agents, employees, contractors, or subcontractors in the performance of this Agreement; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence of the CITY, its officers, agents, employees, or separate contractors, and in the event of joint and concurrent negligence of both the ORGANIZATION and the CITY, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without, however, waiving any governmental immunity available to the CITY under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Both parties expressly agree that this Agreement does not assign any responsibility for civil liability to the City of Palestine that may arise by virtue of this Agreement.

Section 9. Termination. A party may terminate this Agreement if the other party fails to comply with a term of the AGREEMENT upon ten (10) days' notice. A party may terminate the AGREEMENT for convenience by providing written notice at least thirty (30) days prior to the effective date of the termination.

Section 10. Notice. All notices under this AGREEMENT shall be in writing and shall be delivered in person or mailed as follows:

to the CITY at:  
Tourism Advisory Board Attention: Mary Raum  
825 W. Spring Street  
Palestine, TX 75801  
(903) 723-3014

to the ORGANIZATION at:

Mt Vernon AME Church Attention: Tabitha Enge  
913 Calhoun St  
Palestine, Texas 75801  
903-948-9648

## **MISCELLANEOUS**

Section 11. Entire Agreement. This AGREEMENT constitutes the entire Agreement of the parties regarding the subject matter contained herein. The parties may not modify or amend this AGREEMENT, except by written Agreement approved by the governing bodies of each party and duly executed by both parties.

Section 12. Approval. This AGREEMENT has been duly and properly approved by each party's governing body and constitutes a binding obligation on each party.

Section 13. Assignment. A party may not assign this AGREEMENT or subcontract the performance of services without first obtaining the written consent of the other party.

Section 14. Non-Waiver. A party's failure or delay to exercise right or remedy does not constitute a waiver of the right or remedy. An exercise of a right or remedy under this AGREEMENT does not preclude the exercise of another right or remedy. Rights and remedies under this Agreement are cumulative and are not exclusive of other rights or remedies provided by law.

Section 15. Attorney Fees. In any lawsuit concerning this AGREEMENT, the prevailing party shall be entitled to recover reasonable attorney's fees from the non-prevailing party, plus all out-of-pocket expense such as deposition costs, telephone calls, travel expenses, expert witness fees, court costs, and other reasonable expenses.

Section 16. Severability. The parties agree that in the event any provision of this AGREEMENT is declared invalid by a court of competent jurisdiction that part of the AGREEMENT is severable and the decree shall not affect the remainder of the AGREEMENT. The remainder of the AGREEMENT shall be in full force and effect.

Section 17. Venue. The parties agree that all disputes that arise out of this AGREEMENT are governed by the laws of the State of Texas and venue for any court action arising out of this AGREEMENT shall be in Anderson County, Texas.

Section 18. Certificate of Insurance. The ORGANIZATION agrees to provide a certificate of insurance for liability and worker's compensation insurance before any event awarded funding under this AGREEMENT. The cost of the insurance herein mentioned to be secured and maintained by the ORGANIZATION shall be borne solely by the ORGANIZATION.

IN WITNESS HEREOF, the CITY and ORGANIZATION make and execute this AGREEMENT to be effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY OF PALESTINE, TEXAS

\_\_\_\_\_  
Mitchell Jordan, Mayor

ATTEST:

\_\_\_\_\_  
Teresa Herrera, City Manager

\_\_\_\_\_  
Tabitha Enge, Project Coordinator



Agenda Date: October 10, 2023  
To: City Council  
From: Katie Beth Henry, Tourism Marketing Manager  
Agenda Item: Temporary Closure of State highways for the Hot Pepper Festival Parade  
Date Submitted: 10/06/2023

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**SUMMARY:**

Palestine Area Chamber of Commerce will host the annual Hot Pepper Festival on October 28, 2023. The host is partnering with the City of Palestine to partner with TxDOT for a temporary street closure of Spring Street between Grandberry Street and N. Queen Street. A resolution and Traffic TEA agreement must be signed to complete the request to TxDOT.

**RECOMMENDED ACTION:**

Staff recommends approval.

**CITY MANAGER APPROVAL:**

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**Attachments**

Hot Pepper Parade Resolution  
TEA Traffic Agreement



**RESOLUTION NO. R—22**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF PALESTINE, TEXAS,** authorizing the city to enter into agreement with the State for temporary closure of State Highways for the Hot Pepper Festival Parade in Palestine.

**WHEREAS,** the State owns and operates a system of highways for public use and benefit, including Palestine, Texas, Anderson County; and

**WHEREAS,** the City has requested the temporary closure for the purposes of the Hot Pepper Festival Parade in Palestine; and

**WHEREAS,** the event will be located within the City's incorporated area; and

**WHEREAS,** the City hereby assures the State that there will be appropriate passage allowance for emergency traffic; now, therefore,

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALESTINE, TEXAS** that the Mayor of the City of Palestine be and is hereby authorized to execute an agreement with the State for temporary closure of State Highways for the Hot Pepper Festival Parade in Palestine.

**PASSED AND APPROVED,** by the City Council of the City of Palestine, Texas on the 10th of October 2022.

\_\_\_\_\_  
Mitchell Jordan, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
April Jackson, City Secretary

\_\_\_\_\_  
Rezzin Pullum, City Attorney

STATE OF TEXAS           §

COUNTY OF TRAVIS       §

**AGREEMENT FOR THE TEMPORARY CLOSURE  
OF STATE RIGHT OF WAY**

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State," and the City of Palestine, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the "local government."

**W I T N E S S E T H**

**WHEREAS** the State owns and operates a system of highways for public use and benefit, including Palestine, in Anderson, County; and

**WHEREAS** the local government has requested the temporary closure of W Spring Street between Grandberry Street and just west of N Queen Street for the purpose of the Hot Pepper Festival Parade, from 9:30am to 11:45am as described in the attached "Exhibit A," hereinafter identified as the "Event;" and

**WHEREAS**, the Event will be located within the local government's incorporated area; and

**WHEREAS**, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right of way will be performed within the State's requirements; and

**WHEREAS**, on the 10 day of October 2023, the Palestine City Council passed Resolution / Ordinance No. , attached hereto and identified as "Exhibit B," establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

**WHEREAS**, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

**WHEREAS**, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

**NOW, THEREFORE**, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

**A G R E E M E N T**

**Article 1.   CONTRACT PERIOD**

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

**Article 2.   EVENT DESCRIPTION**

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned physical modifications of any man-made or natural features in or adjacent to the right of way involved shall be attached hereto along with a location map and identified as "Exhibit C."

### **Article 3. OPERATIONS OF THE EVENT**

**A.** The local government shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

**B.** The local government shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right of way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State. The State may require that any traffic control plans of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State's Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

**C.** The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

**D.** The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

**E.** The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

**F.** The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

**G.** The local government hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

**H.** The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

### **Article 4. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

## **Article 5. TERMINATION**

**A.** This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

**B.** The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

## **Article 6. DISPUTES**

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

## **Article 7. RESPONSIBILITIES OF THE PARTIES**

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

## **Article 8. INSURANCE**

**A.** Prior to beginning any work upon the State's right of way, the local government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the local government and/or its contractors are encroaching upon the State right of way.

**B.** In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

## **Article 9. AMENDMENTS**

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

## **Article 10. COMPLIANCE WITH LAWS**

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

## **Article 11. LEGAL CONSTRUCTION**

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

## **Article 12. NOTICES**

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Local Government:	State:
City of Palestine 504 N Queen Street Palestine, Texas 75801  	Texas Department of Transportation    

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

**Article 13. SOLE AGREEMENT**

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

Each party is signing this agreement on the date stated beside that party’s signature.

**THE CITY OF PALESTINE**

Executed on behalf of the local government by:

By \_\_\_\_\_ Date \_\_\_\_\_  
Mitchell Jordan, Mayor

Typed or Printed Name and Title \_\_\_\_\_  
\_\_\_\_\_

**THE STATE OF TEXAS**

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By \_\_\_\_\_ Date \_\_\_\_\_  
District Engineer

## Exhibit A

# Hot Pepper Festival Parade Route 2023

Palestine, TX – October 28, 2023

### Event Description:

The Palestine Area Chamber of Commerce will be hosting the annual Hot Pepper Festival and Parade on October 28, 2022. The festival will begin at 9:00 am and close at 4:00 pm and will be hosted in the Palestine Main Street District. The Parade will begin at 10:00 am and the request to locate it along spring street will allow more spectators to find space along the route and will provide a safer distance between spectators and moving vehicles in the parade. The parade typically lasts about an hour to an hour and a half and Spring Street will reopen immediately after the final float turns onto Queen Street.

### Time Frame:

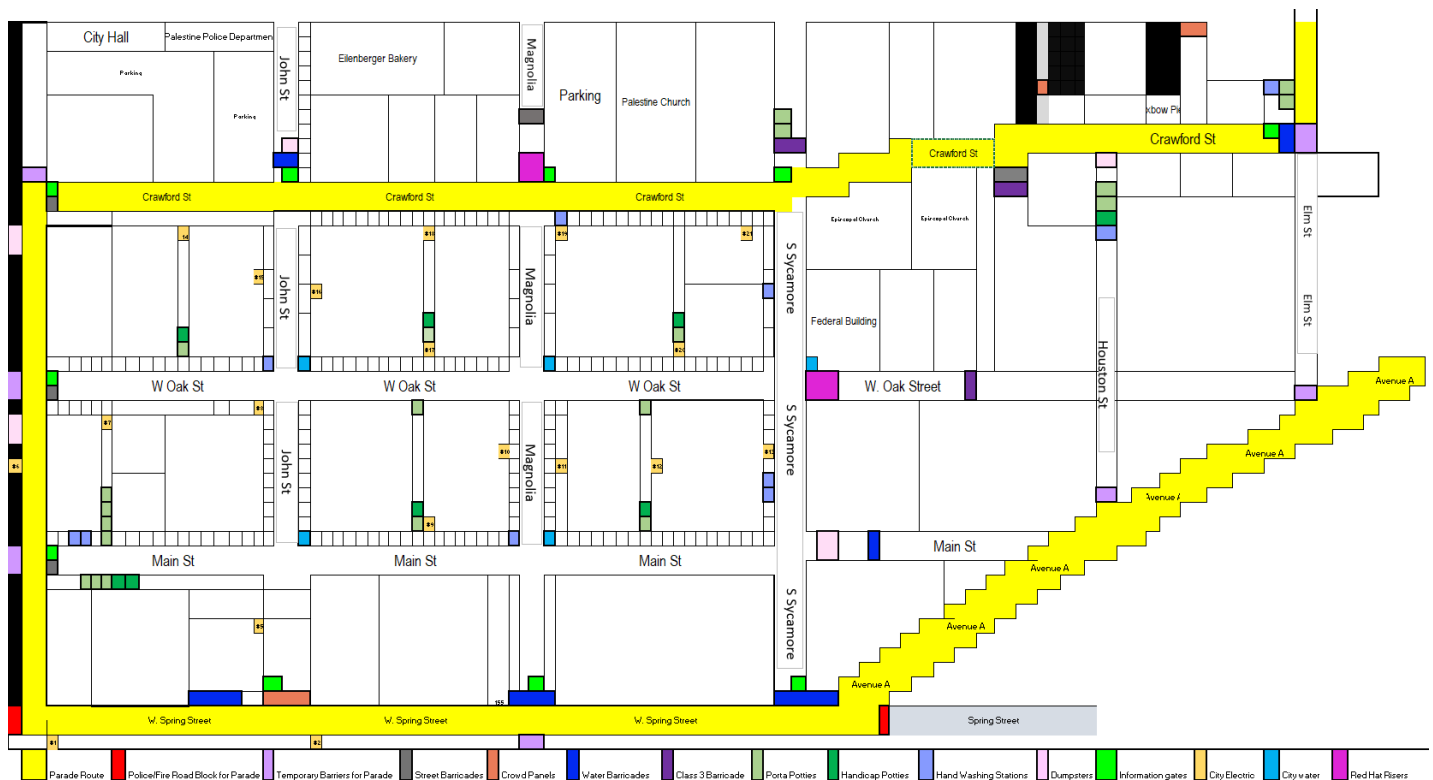
### 9:30am Street Closure

10:00am Events Start

## 11:30am Events Conclude

11:45am Streets start opening back up

### Course & Street Closure Information:



## **Exhibit A (cont'd)**

### **Law Enforcement Placement and Time Slots**

Officer #1 - Intersection of N Church St/E Terry St - 9:00am - 11:30am

Officer #2 - Intersection of Poplar St/N Mallard Ave - 9:00am - 11:30am

Officer #3 - Intersection of W Spring St/ Queen St - 9:00 am - 11:30am

**Officer Details** - Law enforcement will be placed in these locations because these are the main access points to the roads we are closing off. Their job is to make sure cars don't drive past the closures and onto the route behind them.

### **Course Closure Equipment & Signage –**

**A-frame road closures** - marked with a green oval on the map, two to four of these barricades will be placed at each location marked on the map

**Police official** – Palestine Police Department vehicle barricades will be parked to block traffic during the parade at the intersection of N Church St/E Terry St., and the intersection of Poplar St/N Mallard Ave



Agenda Date: October 10, 2023  
To: City Council  
From: Andrew Sibai, Finance Director  
Agenda Item: Consider approval of total amounts for RFP 2023-028  
Date Submitted: 10/04/2023

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#### **SUMMARY:**

Consider and consent approval of total annual amounts for RFP 2023-028 - Water Treatment Plant Chemicals. This bid was awarded by City Council on September 25, 2023, per unit instead of the annual amounts. Please see the annual amounts below in red.

Aluminum Sulfate (Alum) Chemtrade Chemicals - \$170.39 per liquid ton **Estimated Annual Amount 564 tons \$96,099.96**

Carbon (Activated) Norit Americas, Inc - \$0.87 per LB **Estimated Annual Amount 38,000 lbs \$33,060.00**

Copper Sulfate Brenntag. \$6.00 per gallon **Estimated Annual Amount 5000 gal \$30,000.00**

Lime Univar- \$14.50 per bag **Estimated Annual Amount 6400 bags \$92,800.00**

Polyphosphate Brenntag - \$11.19 per gallon **Estimated Annual Amount 4000 gal \$44,760.00**

**Total Estimated Annual Chemical Cost: \$296,719.96**

#### **RECOMMENDED ACTION:**

Staff recommends approval of these total annual amounts and limits. Staff has already been approved on price per unit; this action clarifies the total annual amounts expected, and staff will return to the council if more chemicals are needed during the year.

#### **CITY MANAGER APPROVAL:**

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Agenda Date: October 10, 2023  
To: City Council  
From: Andrew Sibai, Finance Director  
Agenda Item: RFP 2023-29 Total Estimated Annual Cost Approval  
Date Submitted: 10/03/2023

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**SUMMARY:**

Consider and consent approval of total annual amounts for RFP 2023-029 - Wastewater Treatment Plant Chemicals. This bid was awarded by City Council on September 25, 2023, per unit instead of the annual amounts. Please see the annual amounts below in red.

- Sodium Bisulfite - Purify - \$0.318 Wet LB or \$2.99 per gallon. **Total 22,000 gallons \$65,780.00**
- Cationic Water Soluble Polymer in Emulsion - SNF Polydyne - \$4,094.00 per 2,300 LB tote. **Total 17 totes \$69,598.00**
- Chlorine - Brenntag \$2600 per 1 ton cylinder. **Total 18 cylinders \$46,800.00**

**RECOMMENDED ACTION:**

Staff recommends approval of these total annual amounts and limits. Staff has already been approved on price per unit; this action clarifies the total annual amounts expected, and staff will return to the council if more chemicals are needed during the year.

**CITY MANAGER APPROVAL:**

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Agenda Date: October 10, 2023  
To: City Council  
From: Andrew Sibai, Finance Director  
Agenda Item: Consider Approval of Vendor Change for Vactor Impact Truck  
Date Submitted: 10/05/2023

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**SUMMARY:**

Consider approval of vendor change for a Vactor Impact Truck from Doggett Freightliner of South Texas LLC. to Santex Truck Centers Ltd. for the Utilities Department.

Due to timing, this vendor change has been requested; the price is the same, but Santex can deliver the Vactor Truck faster than the other vendor. The expense was approved in June 2023 in the amount of \$346,871, but the currently approved vendor cannot deliver as quickly as Santex.

The vendors' information is attached.

**RECOMMENDED ACTION:**

Staff recommends approval of vendor change for Vactor Impact Truck.

**CITY MANAGER APPROVAL:**

---

**Attachments**

Vendor Info

**CONTRACT PRICING WORKSHEET**  
For MOTOR VEHICLES OnlyContract  
No.:

HT06-20

Date  
Prepared:

8/22/2023

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	PALESTINE, TX	Contractor:	SANTEX TRUCK CENTERS, LTD	
Contact Person:	KEVIN R. OLSON	Prepared By:	CARLOS WEEBER	
Phone:	903-731-8483	Phone:	713-674-3444	
Fax:		Fax:		
Email:	pwdirector@palestine-tx.org		Email:	cweeber@kyrishtrucks.com
Product Code:	F2	Description:	2024 MV607 4x2 WITH VACTOR BODY	
<b>A. Product Item Base Unit Price Per Contractor's H-GAC Contract:</b>			67795	
<b>B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.</b> (Note: Published Options are options which were submitted and priced in Contractor's bid.)				
Description		Cost	Description	
01CAE FRAME RAIL HEAT TREATED 120k PS			07BLW EXH SYST UNDER CAB VERTICAL TAIL PIPE	
01WDS FRAME EXTENSION FRONT 20"		390	07SCP ENGINE EXH BRAKE	
02ASC AXLE FRONT MERITOR 12K		371	07WBA TAILPIPE TURNBACK BRIGHT	
03ADC SUSPENSION FRONT 12K		184	07WBS MUFFLER GUARD, STAINLESS STEEL	
04722 DRAIN VALVE AUTO W/HEATER		165	08HAB BODY BUILDER WIRING BACK OF CAB	
04AZJ AIR BRAKE ABS 4 CHANNEL, AUTO TRACT CTR		1567	08MSG BATTERY SYST 3 FLEETRITE 1980CCA	
04EDN AIR DRYER BENDIX AD-9S		450	08RMZ SPEAKERS (4)	
04XDR BRAKES REAR MERITOR 16.5X7"		100	08RPB RADIO CTRLS ON STEERING WHEEL	
04XEZ AIR TANK LOCATION BETWEEN RAILS		328	08RPS RADIO AM/FM/WB/USB/BLUETOOTH	
05708 STEERING COLUMN TILT		125	Subtotal From Additional Sheet(s):	
05PSA STEERING GEAR SHEPPARD		120	268224	
06DGB DRIVELINE SYS SPL140		347	Subtotal B:	
			276944	
<b>C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.</b> (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)				
Description		Cost	Description	
10AGB COMMUNICATION MODULE TELEMATICS		1125		
UNPUBLISHED VACTOR OPTIONS		7	Subtotal From Additional Sheet(s):	
			Subtotal C:	
			1132	
Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).			For this transaction the percentage is:	
			0%	
<b>D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)</b>				
Quantity Ordered:	1	X Subtotal of A + B + C:	345871	= Subtotal D:
				345871
<b>E. H-GAC Order Processing Charge (Amount Per Current Policy)</b>				Subtotal E:
				1000
<b>F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges</b>				
Description		Cost	Description	
TRADE-IN 2017 WACHS VACUUM TRAILER		-23600		
TRADE-IN 2016 PIPEHUNTER TRAILER JET		-31200		
			Subtotal F:	
			-54800	
Delivery Date:			<b>G. Total Purchase Price (D+E+F):</b>	
			292071	

FREIGHTLINER

## DOGETT FREIGHTLINER OF SOUTH TEXAS LLC - AUSTIN

1701 Smith Rd.  
Austin, Texas 78721Bus: 512-389-0000  
Fax: 512-389-2663

INV #:

DATE: 6/2/2023

INVOICE / BUYER'S ORDER

BUYER'S NAME

CITY OF PALESTINE

TELEPHONE

956-943-2626

ADDRESS

504 QUEEN ST

CITY

PALESTINE

STATE

TX

ZIP CODE

75801

YEAR

2024

MAKE

FREIGHTLINER

MODEL/BODY

M2106

VIN

TBD

LICENSE PLATE

**A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY CHARGED TO BUYER FOR HANDLING DOCUMENTS RELATING TO THE SALE. A DOCUMENTARY FEE MAY NOT EXCEED A REASONABLE AMOUNT AGREED TO BY THE PARTIES. THIS NOTICE IS REQUIRED BY LAW.**

**UN PAGO DOCUMENTAL NO ES UN CARGO OFICIAL. LA LEYNO EXIGUE SE IMPONGA UN CARGO DOCUMENTAL. PERO ESTE PODRIA COBRARSE A LOS COMPRADORES POR EL MANEJO DE LA DOCUMENTACION EN RELACION CON LE VENTA. UN CARGO DOCUMENTAL NO PUEDE EXCEDER UNA CANIDAD PAZONABLE ACORDADA POR LAS PARTES. ESTA NOTIFICACION SE EXIGUE POR LA LEY.**

## Disclaimer of Warranties

The above deccribed vehicle sold by Freightliner of Ausitn is sold as is, without either express or implied warranties of any kind by Freightliner of Austin, including warranties of merchantability or fitness, and Buyer will bear the entire expense of repairing or correcting any defects that presently exist or that may occur in the vehicle, unless a writte warranty by, or service contract with Freightliner of Austin covering the describe vehicle is delivered to Buyer in conjunction with or within 90 days following the time of sale, but such vehicle or any of its component parts may be subject to warranty by the manufacuter thereof.

MILEAGE:

TIPS CONTRACT #200802

CHASSIS BASE MODEL PRICE

\$82,719.00

OPTION CONTENT

\$23,226.00

VACTOR IMPACT

\$240,926.00

BMI # 2023-54072

EXPIRES 7-2-23

CUSTOMER COPY

MILEAGE:

YEAR

MAKE

MODEL/BODY

VIN

MILEAGE:

YEAR

MAKE

MODEL/BODY

VIN

TRADE-IN

PAYOFF TO:

ADDRESS:

TELEPHONE:

FAX:

GOOD UNTIL:

QUOTED BY:

SHOW LIEN TO:

ADDRESS:

DATED:

LIEN AMOUNT \$

DRAFT FOR \$

DRAFT THRU:

ADDRESS:

TOTAL

\$346,871.00

(Trade Allowance)

(\$0.00)

TRADING DIFFERENCE

\$346,871.00

SALES TAX

\$0.00

DEALER'S INVENTORY TAX

\$0.00

LICENSE FEE

\$0.00

DOCUMENTARY FEE

\$0.00

FEDERAL EXCISE TAX

\$0.00

TOTAL SALE PRICE

\$346,871.00

PAYOFF ON TRADE

\$0.00

EXT. WARRANTY

\$0.00

LESS DEPOSIT

\$0.00

Total Balance Due

\$346,871.00

\*\*The Dealer's Inventory Tax charge is intended to reimburse the dealer for ad valorem taxes on its motor vehicle inventory. The charge, which is paid by the Dealer to the county tax assessor-collector, is not a tax imposed on a consumer by the government, and is not required to be charged by the dealer to the consumer.

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions on the contract of sale.

La informacion que aparece en la ventanilla de este vehiculo forma parte de este contrato. La informacion contenida en el formulario de la ventanilla anula cualquier prevision que establezca contrato y que aparezca en el contrato de venta. If a credit purchase, this is an offer to purchase only. Buyer offers to purchase vehicle on credit terms described herein and no contractual relationship is created. This order does not constitute an agreement for the extension of credit. Manufacturer/Distributor reserves the right to change the price of new vehicles to Seller without notice. In the event that the price to Seller of the new vehicle ordered hereunder is changed prior to delivery to Buyer, Buyer agrees and accepts that the cash delivered price will be changed accordingly. If the Buyer's used vehicle trade-in is not delivered to the Seller until delivery of the new vehicle, the trade-in will be reappraised at that time and Buyer agrees that such reappraised value shall determine the allowance, if any, made for the trade-in. Buyer agrees to deliver the original bill of sale and the title to an trade-in along with the delivery of the trade-in and further agrees to execute and all documents necessary or required to transfer legal title and ownership to Seller or its assigns. Buyer warrants the trade-in to be his property and free and clear of all liens and encumbrances except as otherwise noted herein. Buyer further warrants that the trade-in has not been declared rebuilt salvage, reconditioned, nonrepairable, or flood damaged and that the emission systems have not been tampered with and are in the condition as originally manufactured, except for ordinary wear, unless so disclosed. Seller makes no representations, concerning fuel economy of the sale unit and any information posted on the sale unit or contained in literature relating to the same reflect the results of tests performed, required or prescribed by government agency, upon which Seller has relied. It is expressly agreed to and understood by Buyer and Seller that is the event of a non-credit transaction, Seller retains a security interest in the purchased vehicle until such time as Buyer has paid the Seller for the vehicle. Buyer agrees to all the above listed charges.

BUYER'S SIGNATURE: \_\_\_\_\_

SELLER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Agenda Date:** June 12, 2023

**To:** City Council

**From:** Kimberly Beckman, Public Works Admin

**Agenda Item:** Consider authorizing City Manager to purchase Vactor Impact Truck for Utilities

**Date Submitted:** 06/06/2023

---

**SUMMARY:**

Consider authorizing the city manager to purchase a Vactor Impact Truck from Doggett Freightliner of South Texas LLC in the amount of \$346,871.00 for the Utilities Department for sewer cleaning and hydro excavation. This purchase is through Buy Board. The City of Palestine's Purchasing Policy allows purchases to be made without bids if they are purchased through an approved co-op.

**RECOMMENDED ACTION:**

Staff recommends authorizing the city manager to purchase a Vactor Impact Truck from Doggett Freightliner of South Texas LLC in the amount of \$346,871.00 for the Utilities Department.

**CITY MANAGER APPROVAL:**

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**Attachments**

Vactor Truck documents

---



Agenda Date: July 24, 2023  
To: City Council  
From: Kimberly Beckman, Public Works Admin  
Agenda Item: Consider authorizing City Manager to accept the trade of sewer equipment for Vactor purchase  
Date Submitted: 07/19/2023

---

**SUMMARY:**

Consider authorizing the city manager to accept the trade of sewer equipment for Vactor purchase. Trading the following:

- 2016 PipeHunter Trailer Jet \$31,200
- 2017 Wachs Vacuum Trailer with Valve Exerciser \$23,600

Total: \$54,800.00

The purchase of the Vactor truck was approved by City Council on June 12, 2023 in the amount of \$346,871.00; and the trade of sewer equipment will apply towards the purchase as a credit.

**RECOMMENDED ACTION:**

Recommend authorizing City Manager to accept the trade of sewer equipment for Vactor purchase.

**CITY MANAGER APPROVAL:**

---

**Attachments**

Trade Equipment

Vactor iMPACT Truck

---



Agenda Date: October 10, 2023  
To: City Council  
From: Kimberly Beckman, Public Works Admin  
Agenda Item: Consider Authorizing the City Manager to Purchase a Bomag Roller  
Date Submitted: 10/04/2023

---

**SUMMARY:**

Consider authorizing the City Manager to purchase a Bomag Roller through Sourcewell in the amount of \$171,888.00 for the Streets Department. This purchase was approved during the budget process for a capital improvement project for streets for Fiscal Year 2023-2024.

**RECOMMENDED ACTION:**

Staff recommends authorizing the City Manager to purchase a Bomag Roller for the Streets Department in the amount of \$171,888.00.

**CITY MANAGER APPROVAL:**

---

**Attachments**

Bomag Roller





Asphalt rollers

# Articulated tandem roller BW 161 AD-5 AM: Superior technology. Optimal compaction.



Info | 360° | Play

## Economically: outstanding!

ECOMODE provides load-dependent and economical working without high engine speeds. Giving excellent fuel economy and maximum efficiency on every type of road construction project.



>> See our Technologies



Machine	Option	Description	Mat.No.	Price (USD)	
Basic product		<b>BW 181 AD-5</b> <i>Emission stage: Stage V / TIER4f</i>	921 000 88	187,782	●
Factory kit	Option	Description	Mat.No.	Price (USD)	
Operator platform	S18	Cabin with air cond. <i>FS4 is required (mirrors)</i>	921 003 59	28,487	○
	S5	ROPS-FOPS <i>Not needed if S53 &amp; FS34 is selected</i>	921 003 43	7,640	○
	FS4	Outside mirror <i>mounted to frame</i>	921 002 84	524	○
	K21	Seat heating <i>Already incl. if S53 &amp; FS34 are selected</i>	870 005 56	1,004	○
Operator platform accessories	S53	ROPS,90° Swivel seat unit <i>FS34 is required</i>	921 003 58	8,083	●
	E21	Radio <i>E59 included, with USB, Bluetooth, MP3</i>	921 005 90	489	○
	FS34	90° Swivel seat unit <i>Seat heating included. S53 is required</i>	921 008 88	6,036	●
	AZ14	Temperature gauge <i>measures asphalt surface temperature</i>	921 008 51	2,588	●
Display					
Assistance system	E66	Bomag Telematic Power <i>incl. 3 years contract</i>	921 006 31	2,621	○
	VM20	Economizer	921 007 34	3,429	●
	VM38	Interface measurement <i>CCC Interface for BOMAG and third-party-systems. Precondition: Asphalt Manager or VM20 Economizer mandatory</i>	876 001 16	1,246	●
Lighting	E72	Edge illumination, rear	921 006 32	748	○
	E27	Auxiliary lighting <i>Flat Beam LED lateral at roof. CAB only!</i>	921 006 36	1,092	○
	E71	Edge illumination, front	921 005 99	748	○
Basic machine	RA1	Joint with crabwalk	921 001 61	6,735	○
Compaction accessories	E73	additional electr. module <i>mandatory with AG6, AG5, AG19, AG38</i>	921 006 35	1,419	○
	AG6	Edge cutter <i>w/o tools. RA1 &amp; E73 mandatory, one storage bracket for roll included</i>	921 001 81	6,362	○
	AG19	Precision chip spreader <i>Chip spreader BS180 Only in combination with AG5</i>	921 004 72	22,416	○
	AG5	C.kit gravel scatterer	921 004 73	9,582	○
Drum	F12	Frequency 67Hz	921 002 08	483	●
Engine	E83	ECOSTOP <i>Automatic engine shut down after 5-15 minutes in idle speed Reduces fuel consumption, operating hours and wear.</i>	586 001 58	933	○
Safety standards	FS27	Electr.burglary protect. <i>type Digicode</i>	921 002 80	3,111	○
	E36	Reversing monitoring <i>Rear view camera and display in the cabin</i>	921 005 51	2,869	○
Special colour	SL1	Special colour	921 008 23	4,326	○
Field installation kit	Option	Description	Mat.No.	Price (USD)	
Operator platform accessories	VM52	BOMAP tablet holder Cabin "NEW" <i>Cabin installation only! Tablet-holder for 9-10 inch. Different mounts for BOMAG and 3rd party machines</i>	850 011 33	731	○
	VM53	BOMAP tablet holder ROPS "NEW" <i>ROPS/FOPS installation only! Tablet-holder for 9-10 inch. Mounts for BOMAG and 3rd party machines</i>	850 011 42	731	○
	E21	Radio <i>Radio with Bluetooth</i>	586 016 18	570	○
	K21	Seat heating <i>Already incl. if S53 &amp; FS34 are selected</i>	921 012 53	1,326	○
Display	AZ14	Temperature gauge <i>measures asphalt surface temperature</i>	921 012 38	2,871	○
Assistance system	E66	Bomag Telematic Power <i>incl. 3 years contract</i>	921 012 52	2,621	○
	VM20	Economizer	921 012 51	3,828	○
	VM38	Interface measurement <i>CCC Interface for BOMAP and third-party-systems. Combine with VM20 ECONOMIZER</i>	876 001 17	1,374	○

Lighting	VM41	Joblink Bluetooth adapter "NEW" Bluetooth adapter for JOBLINK VM38. Necessary for integration of ECONOMIZER, EVIB, in BOMAP	850 011 30	2,070	○
	VM42	BOMAP GPS Aerial set "NEW" GNSS precision antenna with Bluetooth and slide mount for installation on Pre-fitting. Only in combination with VM46 or VM48 or VM49 or VM50!	850 011 45	6,327	○
	E72	Edge Illumination, rear	921 011 31	701	○
	E27	Auxiliary lighting Flat Beam LED, lateral at roof, CAB only!	921 012 50	1,202	○
Compaction accessories	E71	Edge Illumination, front	921 011 30	701	○
	AG6	Edge cutter w/o tools, one storage bracket for roll included	921 013 61	7,109	○
	AG8	Edge cutter w/o tools. RA1 x mandatory E73 incl., one storage bracket for roll included	921 012 88	7,109	○
	AG22	Pressing roller 100/30	878 010 17	1,030	○
Safety standards	AG24	Pressing roller 130/30	878 010 18	2,346	○
	AG34	Pressing roller 45°	878 010 14	1,030	○
	AG36	Cutting disc	876 010 15	882	○
	FS21	Seat belt 3 inches (76mm) wide safety belt	586 017 98	348	○
	E18	Rotary beacon bolted at cabin roof	580 028 16	427	○
	E31	Flashing beacon, magnet for sun roof (S3) and ROPS (S5)	580 028 17	379	○

		Total price	208,647 USD
		Total price incl. discount	149,858 USD
		Total price incl. discount + material surcharge (10.0%)	164,888 USD
Customer	City of Palestine		
Customer ID	Contract No. 032118-BAI		
Quantity	1	Trade	28.50%
Order date		Volume	
Shipping address			
Delivery date (requested)		PDI	\$1,500
Transport organized by		Freight (customer)	5,500
Special options/Agreements	S/N: 101921701085	Estim. Freight	
Comment	Total Price FOB Delivered: City of Palestine: 171,888.00	Misc.	

Quote Date: Sep 27 2023

Version 3.0 (01/JAN/2023)

#### Standard equipment

- 2 amplitudes / 2 frequencies
- BOMAG ECOMODE
- Autom. vibration operation
- Individual vibration control
- Driver's seat, slewable
- laterally slidable with steering wheel
- Emergency stop button
- On-board computer
- - Engine speed
- - Speedometer
- - Fuel consumption
- - Engine temperature
- V-belt protection
- Pressure sprinkling system with 2 pumps
- road traffic lights
- working lights
- Back-up alarm
- Battery disconnect switch

Sourcewell 

## Jason Shelton

---

**From:** Chad Maddux <cmaddux@rbeverett.com>  
**Sent:** Wednesday, September 27, 2023 5:08 PM  
**To:** Jason Shelton; John Elrod  
**Subject:** FW: City of Palastine  
**Attachments:** City of Palastine BW161AD-5 SN 101921701085.pdf

John,

please see the attached sourcewell quote for the compactor. The serial number referenced is sitting on my yard in Haltom City and available now.

If you have any questions please let me know.

Thank you and have a great evening.

Chad Maddux

Sent via the Samsung Galaxy S10+, an AT&T 5G Evolution capable smartphone

----- Original message -----

**From:** Tim King <tking@rbeverett.com>  
**Date:** 9/27/23 5:04 PM (GMT-06:00)  
**To:** Chad Maddux <cmaddux@rbeverett.com>  
**Cc:** Dean Henderson <dhenderson@rbeverett.com>  
**Subject:** City of Palastine

Chad,

This unit is on Haltom City Yard. Price subject to prior sale.

Thanks

Tim King  
R B Everett & Co.  
(817) 454-5838  
tking@rbeverett.com





Agenda Date: October 10, 2023

To: City Council

From: Kimberly Beckman, Public Works Admin

Agenda Item: Consider Authorizing the City Manager to accept purchase of Base Material from Aggregate Haulers

Date Submitted: 10/04/2023

---

**SUMMARY:**

Consider authorizing the City Manager to purchase Base Material from Aggregate Haulers to finish off FY 2022-2023 in the amount of \$20,022.75. The Finance department informed us that the invoices added up to over \$25,000.00; therefore, we needed permission from City Council to proceed.

**RECOMMENDED ACTION:**

Recommend authorizing City Manager to accept purchase of Base Material from Aggregate Haulers to finish off FY 2022-2023.

**CITY MANAGER APPROVAL:**

---





Agenda Date: October 10, 2023

To: City Council

From: Kimberly Beckman, Public Works Admin

Agenda Item: Consider authorizing the City Manager to seek sealed bids for Base Material for an Annual Price Agreement 2023-2024

Date Submitted: 10/04/2023

---

**SUMMARY:**

Consider authorizing the City Manager to seek sealed bids for Base Material for an Annual Price Agreement for Fiscal Year 2023-2024.

**RECOMMENDED ACTION:**

Recommend authorizing the City Manager to seek sealed bids for Base Material for an Annual Price Agreement for Fiscal Year 2023-2024.

**CITY MANAGER APPROVAL:**

---



Agenda Date: October 10, 2023

To: City Council

From: Kimberly Beckman, Public Works Admin

Agenda Item: Consider authorizing City Manager to purchase VT SCADA at the Water Treatment Plant

Date Submitted: 10/04/2023

---

**SUMMARY:**

Consider authorizing the City Manager to purchase VTScada at the Water Treatment Plant through Hahn in the amount of \$419,000.00.

\$250,000.00 was budgeted in the 2022-2023 Fiscal Year Budget and was moved to the fund balance at the end of the year. VTScada is currently operational at the Wastewater Treatment Plant; this would allow us to exchange or borrow parts from either facility in an emergency.

**RECOMMENDED ACTION:**

Staff recommends authorizing the City Manager to purchase VTScada at the Water Treatment Plant in the amount of \$419,000.00.

**CITY MANAGER APPROVAL:**

---

**Attachments**

SCADA

# HAHN EQUIPMENT Co., Inc.

5636 KANSAS • HOUSTON, TX 77007 • PHONE # 713-868-3255 • FAX # 868-9725

ATTN: James Martin QUOTE #: 20760  
COMPANY: City of Palestine DATE: September 19, 2023  
FROM: David Hasson  
RE: Surface Water Plant Control and SCADA Rehab

HAHN EQUIPMENT CO., INC. is pleased to submit to City of Palestine, the following proposal:

## **MAIN WATER TREATMENT PLANT:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits. Develop and program SCADA display page for this location and provide instruction on use of SCADA and Multismart Pump Controllers.

### **SCADA Panel 1:**

Tracing, identification, and marking of (16) analog inputs, (6) digital inputs, and (1) digital output.

Supply, install, and program three (3) ethernet remote analog input units with two port ethernet switch, one (1) ethernet remote digital input unit with two port ethernet switch, and one (1) ethernet remote digital output unit with two port ethernet switch.

Supply, install, and program one (1) FLYGT 3PC Multismart Pump Station Controller to run three existing high service water pumps with existing analog signal.

Supply, install, and program one (1) FLYGT 3PC Mutlismart Pump Station Controller to operate one backwash pump and one service wash pump.

### **SCADA Panel 2:**

Tracing, identification and marking of (1) analog output and (16) digital inputs.

Supply, install, and program one (1) ethernet remote analog output unit with two port ethernet switch, and one (2) ethernet remote digital input units with two port ethernet switch.

NOTE: No work to be performed on Filter Panel. This system currently operates independently; therefore it is not included with this project based on site visit discussions in the field.

All the above hardware will be installed into existing enclosures.

## **WILLOW CREEK ELEVATED TOWER STATION:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits. Develop and program SCADA display page for this location and provide instruction on use of SCADA. Includes boring hole though concrete for installation of antenna.

Tracing, identification, and marking of (4) analog inputs and (8) digital inputs.

Supply, install, and program one (1) ethernet remote analog input unit with two port ethernet switch and one (1) ethernet remote digital input unit with two port ethernet switch.

All the above hardware will be installed into existing enclosures.

### **SOUTH SYCAMORE STATION:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits. Develop and program SCADA display page for this location and provide instruction on use of SCADA and Multismart Pump Controllers.

#### **Pump Control Room:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits.

Tracing, identification, and marking of (12) analog inputs, (3) analog outputs, (26) digital inputs, and (15) digital outputs.

Supply, install, and program (3) ethernet remote analog input units with two port ethernet switch, one (1) ethernet remote analog output unit with two port ethernet switch, four, (4) ethernet remote digital input units with two port ethernet switch, and two (2) ethernet remote digital output units with two port ethernet switch.

Supply, install, and program one (1) FLYGT 3PC Multismart Pump Station Controller to run three existing booster pumps.

All the above hardware will be installed into existing enclosures.

#### **Chemical Feed Room:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits.

Tracing, identification, and marking of (2) analog inputs and (19) digital inputs.

Supply, install, and program (1) ethernet remote analog input unit with two port ethernet switch and two (2) ethernet remote digital input units with two port ethernet switch.

Supply, install, and program one (1) FLYGT 3PC Multismart Pump Station Controller to run two existing chemical transfer pumps based on future equipment that is not currently installed at location. (Scales and level devices capable of 4-20 provided by others for future integration are by others. Future integration should be done by or in consultation with Hahn Equipment Company to ensure proper function.

All the above hardware will be installed into existing enclosures.

### **NORTH JACKSON ELEVATED TOWER STATION:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits. Develop and program SCADA display page for this location and provide instruction on use of SCADA and Multismart Pump Controllers.

Tracing, identification, and marking of (2) analog inputs, (6) digital inputs, and (3) digital outputs.

Supply, install, and program one (1) ethernet remote analog input unit with two port ethernet switch, one (1) ethernet remote digital input unit with two port ethernet switch, and one (1) ethernet remote digital output unit with two port ethernet switch.

Supply, install, and program one (1) 3PC FLYGT Pump Station Controller to operate two existing water pumps.

Supply and install one (1) 30"x30"x12" sunshade on existing control panel and one (1) fan kit.

All the above hardware will be installed into existing enclosures.



## **ROCKY POINT STATION:**

Supply, install, and program one (1) cellular modem with Verizon network card, two (2) antenna, and two (2) cable kits. Develop and program SCADA display page for this location and provide instruction on use of SCADA and Multismart Pump Controllers.

Tracing, identification, and marking of (5) analog inputs, (2) analog outputs, (11) digital inputs, and (4) digital outputs.

Supply, install, and program one (1) ethernet remote analog input unit with two port ethernet switch, one (1) ethernet remote analog output unit with two port ethernet switch, one (1) ethernet remote digital input unit with two port ethernet switch, and one (1) ethernet remote digital output unit with two port ethernet switch.

Supply, install, and program one (1) 6PC FLYGT Pump Station Controller to operate existing (4) 300HP pumps and (1) 125HP pump with existing pressure instrument.

All the above hardware will be installed into existing enclosures.

## **SPARES:**

One (1): 6PC FLYGT Pump Station Controller

One (1): 3PC FLYGT Pump Station Controller

Two (2) Ethernet remote analog input units with two port ethernet switch.

One (1) Ethernet remote analog output units with two port ethernet switch.

Two (2) Ethernet remote digital input units with two port ethernet switch.

Two (2) Ethernet remote digital output units with two port ethernet switch.

One (1) Cellular modem

**TOTAL PRICE FOR ALL EQUIPMENT LISTED ABOVE: \$419,000.00**

## **NOTES:**

1. Price includes FIRST year SCADA subscription on Pump-2-it server. After the first year, a subscription fee of \$5,700.00 per year for data and server maintenance will apply. Pricing may be subject to annual escalation.
2. NO drawings or schematics of the entire system will be provided. An I/O map will be provided showing terminal connections to each device provided by Hahn Equipment Company.

F.O.B.: Houston, Texas. Prices quoted good for thirty (30) days and are exclusive of any applicable taxes or duties.

SHIPMENT: Estimated completion is 20-25 weeks after receipt of written purchase order and approval drawings, unless other delivery requirements are agreed upon in writing.

TERMS OF PAYMENT: Net 30 from the date of the invoice, with approved credit

CONTRACT CONDITIONS: Conditions outlined on the Company's standard general condition form, which is enclosed with this proposal, shall apply to and constitute a part of this proposal.

Sincerely,  
HAHN EQUIPMENT CO., INC.



David Hasson  
Sales Representative

## General Standard Conditions

- I. **ACCEPTANCE** – This proposal is subject to acceptance by the Purchaser within 30 days. Prices are subject to change without notice; all quotations whether published or special prices automatically expire 30 days from date of quotation, if not canceled prior to that time by another quotation or by a notice of cancellation, and are automatically canceled without notice simultaneously with the date of a price change. Acceptance of this quotation is limited to the terms hereof and Seller hereby objects to different or additional terms unless accepted by Seller in writing. No acceptance of this proposal by the Purchaser and no purchase order for any of the machinery offered in this proposal shall create any contract between Seller and Purchaser or be binding in any way upon Seller until such acceptance or purchase order is approved in writing by an executive officer of the Seller.
- II. **WARRANTY** – As the distributor for various manufacturers, the Seller is dependent upon representation and promises made by these manufacturers as to quality of material, performance data, and delivery schedules. The Seller will pass on to the Purchaser warranties, which may be available from the manufacturer of the products, involved. In addition to any applicable warranties that may be passed on to the Purchaser, the Seller will warrant items of original manufacture of the seller for six (6) months after date of shipment against defects in material and workmanship. All warranty claims must be made in a timely fashion by written notice to the Seller and the Seller or manufacturer involved shall have the option of requiring the return of the defective part, transportation prepaid to establish the claim. The Seller shall not be held liable for damages or delay caused by defects. The Seller's liability to the Purchaser except as to title, arising out of the supplying of the said equipment, or its use, whether based upon warranty, contract or negligence, shall not in any case exceed the cost of correcting defects in the equipment as herein provided and upon the expiration of the warranty period, all such liability shall terminate. The Seller shall not in any event be held liable for any special, indirect or consequential damages.
- III. **TITLE** – The Seller will deliver the equipment F.O.B. cars or trucks at point of shipment and such delivery will constitute delivery to the Purchaser. Title and risk of loss of the equipment shall pass to the Purchaser at this point.
- IV. **INSURANCE** – The Purchaser shall bear all risk of loss or damage to the machinery after delivery and shall provide and maintain adequate insurance against loss or damage by fire or other causes to the machinery during the time between delivery and final payment in an amount fully protecting the Seller. Loss or damage by fire or other causes within such period shall not relieve the Purchaser from his obligation to pay the purchase price in full.
- V. **TERMS** – Terms are net cash upon shipment or notification that we are ready to ship. Prorata payments shall become due and payable as partial shipments are made hereunder. Payment within thirty (30) days will be considered the same as cash pending approval of credit. These terms apply to partial as well as complete shipments. On orders over \$50,000.00 or as specifically stated on our proposal, special payment terms may be required. These terms are normally included with our proposal and are as stated in the Terms & Conditions form of the manufacturer involved. There is no cash discount given for cash or prompt payment unless specifically agreed upon in writing.
- VI. **TAXES** – The Purchaser shall pay to the Seller, in addition to the purchase price, the amount of all sales, use, privilege occupation, excise or other taxes, federal, state, local, or foreign which the Seller is required to pay in connection with furnishing goods or services to the Purchaser.
- VII. **FREIGHT** – Unless otherwise agreed upon in writing, all equipment is quoted F.O.B. shipping point. The Purchaser shall pay to the Seller in addition to the purchase price, freight charges, which may be required in shipping the equipment from the point of manufacture or storage to the Purchaser's plant. If freight charges are included in the quotation, then the Purchaser shall pay to the Seller, in addition to the purchase price, any amount by which transportation charges may be increased, either by reason of increased transportation rates or because of a change in the method of transportation.
- VIII. **PRICE AND ADJUSTMENT** – The following clauses are applicable to the extent they are referred to elsewhere in this proposal. Selection of price adjustment clause is based upon the proposed shipping date for the equipment offered.
- Clause 1: The prices named herein are not subject to any change from the prices in effect on the date the order is accepted.
- Clause 2: The prices named herein will be adjusted to the prices in effect at time of shipment.
- Clause 3: The prices named herein are subject to escalation in accordance with manufacturer's standard escalation policy or as otherwise stated in the proposal.
- IX. **SHIPPING DATES** – The time for shipment given herein is approximate and is estimated from the date of receipt of order with complete manufacturing information and approval of drawings as may be necessary. The Seller relies upon the information supplied by various manufacturers and will endeavor to maintain quoted shipment times but the Seller will not be liable for any for any special, indirect or consequential damages arising from delay in shipment, irrespective of the reason therefore.
- X. **CANCELLATION** – The Purchaser may cancel his order only upon written notice and payment to the Seller of reasonable and proper cancellation charges including administrative and engineering expense and loss of profits.
- XI. **RESTOCKING** – No merchandise may be returned to the Seller without its written consent and shipping instructions being first obtained. Restocking charges will be provided upon request for the particular item involved and will be as determined by the equipment manufacturer.