

Mitchell Jordan, Mayor
Sean Conner, Council District #1
Ava Harmon, Council District #2
James Smith, Council District #3
Kenneth Davidson, Council District #4
Angela Woodard, 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
August 26, 2024
Work Session at 5:00 p.m.
Regular Meeting at 5:30 p.m.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/86997493968?pwd=QR5iZd8XDjabW1F13yEAqdzTT0VM8X.1>

Meeting ID: 869 9749 3968
Passcode: 130111

One tap mobile
+13462487799,,86997493968#,,, *130111# 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/palestinetc](https://www.facebook.com/palestinetc)

WORK SESSION

1. Discuss the Inclusion, Diversity, Equity, & Alliance (IDEA) Committee. James Smith, Council Member
2. Discuss the Texas Community Development Block Grant Program. James Smith, Council Member

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.

1. Recognition of new Police Officer Carlos Antunez. Mark Harcrow, Police Chief

E. CONFLICT OF INTEREST DISCLOSURES

F. PUBLIC HEARINGS

1. Public hearing regarding a Specific Use Permit for placement of a manufactured home at 201 Renner Road, Mickum Main Survey, A-40, Block 896, Tract 10. Susan Davis, Planning Tech.
 - a. Open Public Hearing
 - b. Receive Public Comments
 - c. Close Public Hearing
2. Public hearing regarding the proposed tax rate of \$0.609378 per \$100 in valuation by the governing body of the City of Palestine. Andrew Sibai, Finance Director
 - a. Open Public Hearing
 - b. Receive Public Comments
 - c. Close Public Hearing
3. Public hearing regarding the proposed budget for Fiscal Year 2024-2025. Andrew Sibai, Finance Director
 - a. Open Public Hearing
 - b. Receive Public Comments
 - c. Close Public Hearing

G. CITY MANAGER'S REPORT

1. July 2024 Financial Statement
2. July 2024 Municipal Court Monthly Report
3. July 2024 Police Monthly Report
4. July/August 2024 Economic Development Monthly Report

H. 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 from August 5, 2024, August 6, 2024, August 12, 2024, and August 19, 2024. April Jackson, City Secretary
2. Consider approval of a resolution amending 2.09. - Weather Closings, 2.10. - Cell Phone Use, and 2.12. - Travel Policy of the City of Palestine Employee Handbook. Lisa Cariker, HR Director
3. Consider approving the Tourism Advisory Board's recommendation to offer the Texas State Railroad the originally granted \$20,000.00 in Hotel Occupancy Tax Grant Funding. Cassie Ham, Tourism Marketing Manager
4. Consider approval of a resolution authorizing the City of Palestine to enter into an agreement with the State of Texas for the temporary closure of state highways for the Hot Pepper Festival Parade in Palestine. Cassie Ham, Tourism Market Manager
5. Consider authorizing the Library Director to apply for a grant for digitization of the Palestine Public Library's Palestine Daily Herald newspaper microfilm reels for the years 1921-1930. Ana Sanchez, Library Director

I. REGULAR AGENDA

1. Discussion and possible action regarding a Downtown Grant Agreement between the Palestine Economic Development Corporation, Thorough Food Company LLC, and 512 N John LLC in an amount not to exceed \$75,000.00. Christophe Trahan, EDC Director

2. Discussion and possible action regarding an ordinance granting a Specific Use Permit for placement of a manufactured home at 201 Renner Road, Mickum Main Survey, A-40, Block 896, Tract 10. Susan Davis, Planning Tech.

J. **MAYOR'S REPORT**

K. **ITEMS FROM COUNCIL**

L. **ADJOURNMENT**

The Palestine City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

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 **Friday, August 23, 2024, at 4:45 p.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 or 903-731-8414.



Agenda Date: August 26, 2024
To: City Council
From: Mark Harcrow, Chief of Police
Agenda Item: Recognition of New Police Officer
Date Submitted: 08/21/2024

SUMMARY:

Recognition of new Police Officer Carlos Antunez.

RECOMMENDED ACTION:

Recognition only.

CITY MANAGER APPROVAL:



Agenda Date: August 26, 2024
To: City Council
From: Susan Davis, Planning Technician
Agenda Item: Public hearing on Specific Use Permit for manufactured home at 201 Renner Rd.
Date Submitted: 08/19/2024

SUMMARY:

Public hearing and consideration of a Specific Use Permit for placement of a manufactured home at 201 Renner Road, Mickum Main Survey, A-40, Block 896, Tract 10, which is zoned Mixed Residential. The applicant is Jorge Vega. On June 4, 2024, six notices were mailed to property owners within 200 feet of the location of the specific use permit request. One (17%) has been returned in favor of the request, none have been returned in opposition, and five (73%) have not responded. On July 12, 2024, six notices were resent to property owners within 200 feet of the location with no comments having been returned. On August 1, 2024, the Planning and Zoning Commission unanimously approved the Specific Use Permit with a 6-0 vote.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

Staff Report



CITY COUNCIL
AGENDA DATE: August 26, 2024
ITEM XZ-24-5 / STAFF REPORT

REQUEST: A specific use permit to allow a manufactured home to be placed at 201 Renner Rd.

APPLICANT: Jorge Vega

EXHIBITS: Manufactured home floor plan, Area Map, and Photos of Adjacent Properties

PREPARED BY: Susan Davis, Planning Tech

PROPERTY INFORMATION

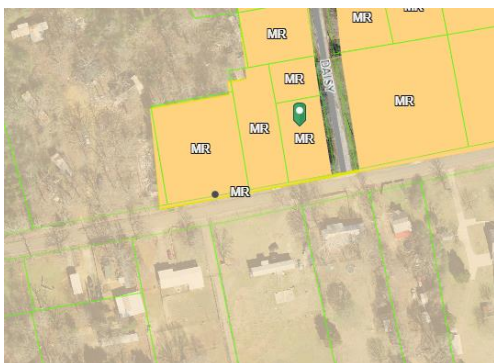
LOCATION: 201 Renner Rd.
ZONING: MR, Mixed Residential
OVERLAY ZONES: None
LAND USE: Vacant
ADJACENT ZONING: MR, Mixed Residential
ACREAGE: 0.2840 acres
SUBDIVISION: Mikum Main Survey, A-40, Block 896, Tract 10

SUMMARY OF REQUEST

The applicant, Jorge Vega, applied for a specific use permit to place a double-wide mobile home at 201 Renner Rd. The property is zoned MR, Mixed Residential which allows the placement of a mobile home if approved by specific use permit.

PROPERTY ZONING AND LAND USE

The property where the mobile home is proposed to be located is zoned Mixed Residential. Adjacent zoning districts include Mixed Residential to the east, west, and north. The City boundary line is located at the southern border of the property.



WATER, SEWER AND STREET ACCESS

Public water, sewer and street access are available from N. Esplanade and/or Covert Street.

PUBLIC NOTICE

On June 4, 2024, six notices were mailed to property owners within 200-feet of the location of the specific use permit request. One (17%) has been returned in favor of the request. None have been returned in opposition. Five (83%) owners did not respond.

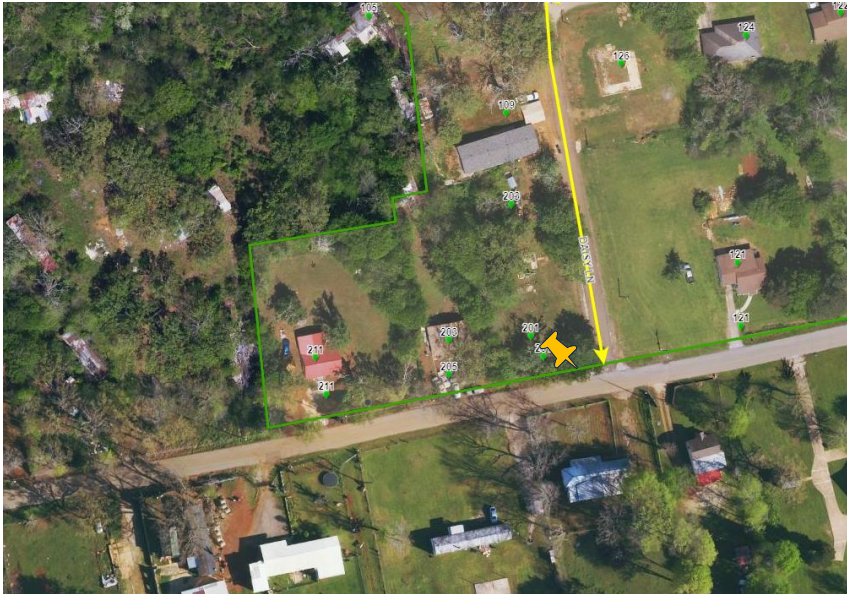
Notices were resent on July 12, 2024, due to a lack of quorum for the Planning & Zoning Commission meeting on July 11, 2024. Six owners did not respond.

ZONING AND DEVELOPMENT REQUIREMENTS / MOBILE HOMES

Applicant has met the minimum requirements for placement of a manufacture home.

- Cannot be over five years old;
- Non-combustible underpinning;
- The front of the mobile home shall face the street;
- All-weather off-street parking spaces for two vehicles;
- Only double-wide mobile homes;

SPECIFIC USE PERMIT LOCATION MAP



STAFF COMMENTS AND RECOMMENDATION

There are no structures on the property where the manufactured home is proposed to be located. The area is populated with single family residences, including manufactured homes.

PLANNING & ZONING RECOMMENDATION

The Planning & Zoning Commission unanimously voted to approve the Specific Use Permit by 6-0 vote on August 1, 2024.



Agenda Date: August 26, 2024
To: City Council
From: Andrew Sibai, Finance Director
Agenda Item: Public hearing on proposed tax rate of \$0.609378 per \$100 valuation
Date Submitted: 08/21/2024

SUMMARY:

The governing body of the City of Palestine has proposed a tax rate of \$0.609378 per \$100 valuation.

PROPOSED TAX RATE	\$0.609378 per \$100
NO-NEW-REVENUE TAX RATE	\$0.579016 per \$100
VOTER-APPROVAL TAX RATE	\$0.658090 per \$100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for the City of Palestine from the same properties in both the 2023 tax year and the 2024 tax year.

The voter-approval rate is the highest tax that the City of Palestine may adopt without holding an election to seek voter-approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means the City of Palestine proposes increasing property taxes for the 2024 tax year. The proposed tax rate is not greater than the voter-approval tax rate. As a result, the City of Palestine is not required to hold an election at which voters may accept or reject the proposed tax rate.

The average taxable value of a residence homestead in the City of Palestine, Texas last year (2023) was \$163,923. Based on last year's tax rate of \$0.594285 per \$100 of taxable value, the amount of taxes imposed last year on the average homestead was \$974.17.

The average taxable value of a residence homestead in the City of Palestine, Texas this year (2024) is \$171,091. If the governing body adopts the effective tax rate for this year of \$0.609378 per \$100 of taxable value, the amount of taxes imposed this year on the average homestead would be \$1,036.50.

Notice of the public hearing was published in the Palestine Herald Press on Saturday, August 17, 2024.

RECOMMENDED ACTION:

No action is recommended at this meeting. City Council will receive input from citizens wishing to comment on the proposed tax rate. City Council will vote on the proposed tax rate on September 9, 2024, at 5:30 p.m. in City Council Chambers, 504 N. Queen Street, Palestine, TX.

CITY MANAGER APPROVAL:

Public Notice

Tax Rate Presentation

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.609378 per \$100 valuation has been proposed by the governing body of City of Palestine.

PROPOSED TAX RATE	\$0.609378 per \$100
NO-NEW-REVENUE TAX RATE	\$0.579016 per \$100
VOTER-APPROVAL TAX RATE	\$0.658090 per \$100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for City of Palestine from the same properties in both the 2023 tax year and the 2024 tax year.

The voter-approval rate is the highest tax rate that City of Palestine may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Palestine is proposing to increase property taxes for the 2024 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON August 26, 2024 AT 5:30 PM AT City of Palestine Council Chambers 504 N Queen St Palestine, TX 75801.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, City of Palestine is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City of Palestine of City of Palestine at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE
CALCULATED AS FOLLOWS:

Property tax amount= (tax rate) x (taxable value of your property)/100

FOR the proposal:

Mitchell Jordan
Ava Harmon
Kenneth Davidson
Christopher Gibbs

Sean Conner
James Smith
Angela Woodard

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Palestine last year to the taxes proposed to be imposed on the average residence homestead by City of Palestine this year.

	2023	2024	Change
Total tax rate (per \$100 of value)	\$0.594285	\$0.609378	increase of 0.015093 per \$100, or 2.54%
Average homestead taxable value	\$163,923	\$170,091	increase of 3.76%
Tax on average homestead	\$974.17	\$1,036.50	increase of 62.33, or 6.40%
Total tax levy on all properties	\$8,193,035	\$8,654,361	increase of 461,326, or 5.63%

For assistance with tax calculations, please contact the tax assessor for City of Palestine at (903) 731-8400 or asibai@palestine-tx.org, or visit <https://www.cityofpalestinetx.com/> for more information.



Proposed Property Tax Rates FY 2025

Net Taxable Assessed Value

Tax Year	2023	2024 (Proposed)	Change 2024 from 2023 (\$)	Change 2024 from 2023 (%)
Net Taxable Value	\$1,374,924,000	\$1,420,195,892	\$45,271,892	3.29%
Tax Levy @ 97.22% Coll. Rate	7,943,814 (97.22%)	8,291,936	348,122	4.38%
M&O Rate	\$0.562142	\$0.574833		
I&S Rate	0.032143	0.025721		
Total Rate	\$0.594285	\$0.600554		
Avg. Mrkt. Value	\$163,923	\$170,091	\$6,168	3.76%
Avg. Tax Bill	\$973.33	\$1,021.49	\$48.16	4.95%

One cent on the ad valorem tax rate will generate **\$138,071** allowing for protested & frozen values & assuming a 97.22% collection rate.



Tax Rates- No-New-Revenue Rate

	Proposed Tax Rate	No-New-Revenue Tax Rate
M&O Rate	\$0.583657	\$0.553295
I&S Rate	0.025721	0.025721
Total Rate	0.609378	0.579016
Tax Levy @ 97.22	\$8,413,770	\$7,994,558
Increase / (Decrease)	\$419,213	0
Avg. Tax Bill	\$1,036.50	\$984.85
Increase / (Decrease)	\$51.64	0

One cent on the ad valorem tax rate will generate **\$138,071** allowing for protested & frozen values & assuming a 97.22% collection rate.



Tax Rates- Comparison Summary

	De Minimis Tax Rate	(Original) Proposed Tax Rate	No-New-Revenue Tax Rate
M&O Rate	\$0.583657	\$0.574833	\$0.553295
I&S Rate	0.025721	0.025721	0.025721
Total Rate	\$0.609378	\$0.600554	\$0.579016
Tax Levy @ 97.22%	\$8,413,770	\$8,291,936	\$7,994,558
Increase / (Decrease)	\$419,213	\$297,378	0
Avg. Tax Bill	\$1,036.50	\$1,021.49	\$984.85
Increase / (Decrease)	\$51.64	\$36.64 (3.7%)	0

One cent on the ad valorem tax rate will generate **\$138,071** allowing for protested & frozen values & assuming a 97.22% collection rate.

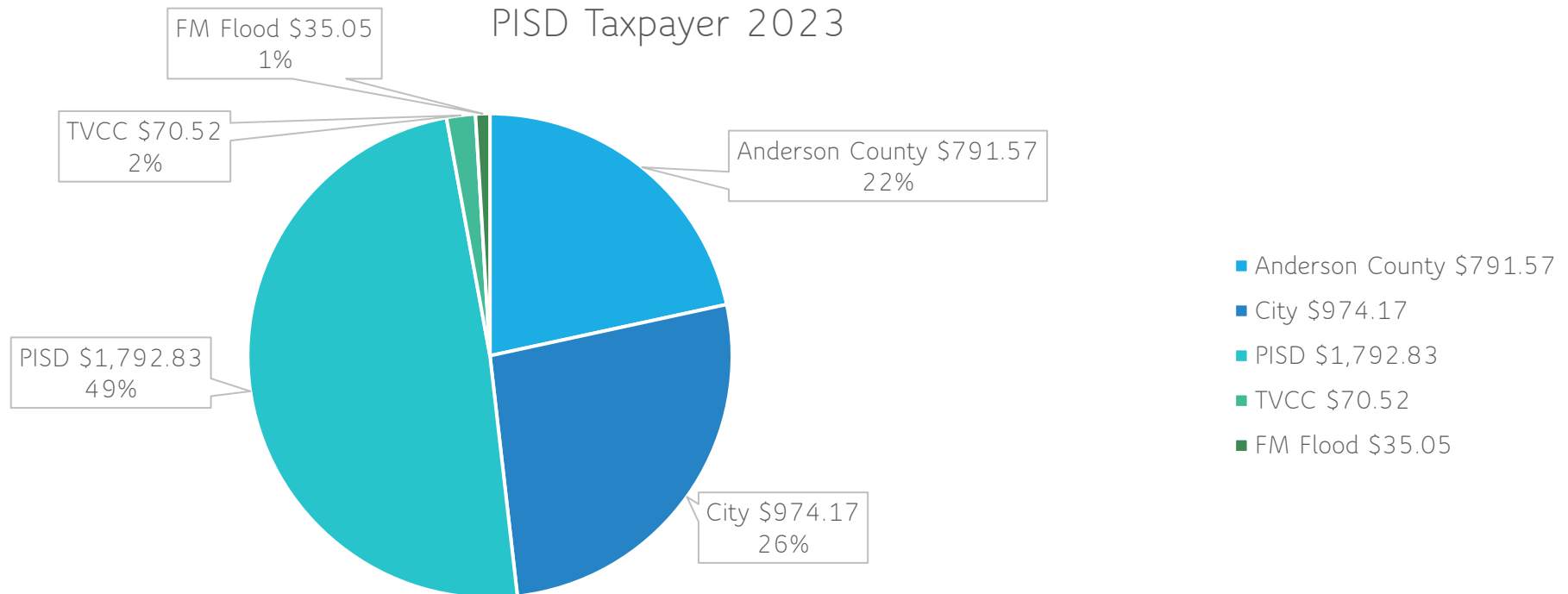


The Average Property Taxpayer

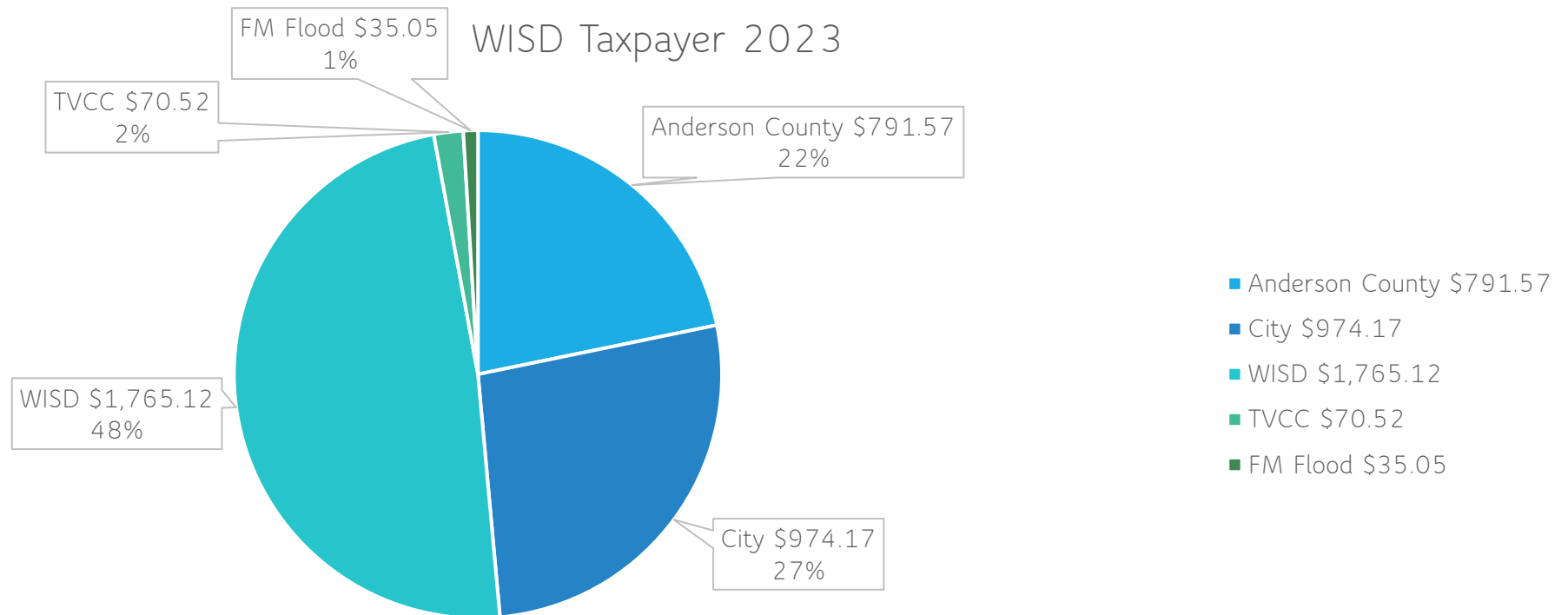
- Average homestead taxable value tax year 2023- \$163,923
- 2023 Tax Rates were as follows:
 - Anderson County- \$0.485893 / \$100 of value- \$791.57
 - City Of Palestine- \$0.594285 / \$100 of value- \$973.33
 - Palestine ISD- \$1.0937 / \$100 of value- \$1,792.83
 - Westwood ISD- \$1.0768/ \$100 of value- \$1,765.12
 - TVCC – Palestine- \$0.04302 / \$100 of value- \$70.52
 - Fm / Flood Control- \$0.021382 / \$100 of value- \$35.05
- Average homestead taxable value tax year 2024- \$170,091
2024 Proposed Tax Rate
 - City Of Palestine- 0.609378 / \$100 of value- \$1,036.50



The Average Property Taxpayer (PISD)



The Average Property Taxpayer (WISD)



How does it look now?

- For current budget figures we need a property tax rate of 0.594285/\$100
- Current Year Rate is the same 0.594285
- We have a few proposed items that have been added to the figure above
 - 6 positions increased in rank from Firefighter to Driver (\$50,000 approx.)
 - 2 Additional Street employees, 1 Truck Driver, 1 Maintenance Worker. (\$100,000 approx.)
 - For reference 1 penny of property tax is \$17.01/year for the average taxpayer and brings the city \$138,071 for the year
 - Armored Vehicle (\$280,000) to be paid with fund balance and \$200,000 of transfer to the Airport to be paid with fund balance
- If we want to add funds for Build Palestine we could use the De minimus Rate (approx. 1.5 penny increase from the current year)

Possible Scenarios

Scenario	Price	Pennies Needed	Annual Cost for Average Homestead
FY 2024 Tax Rate		0.594285	\$973.33
No New Rev Rate		0.579016	\$984.85
Tax Prop. FY 2025		0.609378	\$1,036.50 (5.2% inc)
De Minimus Rate		0.609378	\$1,036.50 (5.2% inc)
Freeze Dev Serv Dir	-\$110,000	0.594285	1,010.83 (2.6% inc)
Build Pal Funds	\$7,443		

One cent on the ad valorem tax rate will generate **\$138,071** allowing for protested & frozen values & assuming a 97.22% collection rate.



Passing a Tax Rate above the No New Revenue Rate

- SB 1760 (2015) 60 percent of the governing body must vote in favor of tax rate that exceeds the no new revenue rate.
- This means the City of Palestine needs 5 votes in favor to approve any proposed rate above 0.579016





Agenda Date: August 26, 2024
To: City Council
From: Andrew Sibai, Finance Director
Agenda Item: Public hearing regarding proposed budget for Fiscal Year 2024-2025
Date Submitted: 08/21/2024

SUMMARY:

City Council, at its August 12, 2024, meeting, scheduled public hearings regarding the proposed Fiscal Year 2024-2025 budget. The City Manager filed a proposed budget with the City Secretary on August 9, 2024, 30 days before the date City Council makes its tax levy for the fiscal year. The public hearing is being held after the 15th day of the date the proposed budget was filed with the City Secretary and before the date City Council makes its tax levy.

Notice of the public hearing was published in the Palestine Herald Press on Saturday, August 17, 2024.

RECOMMENDED ACTION:

No action is recommended. City Council will receive input from citizens wishing to comment on the proposed budget for Fiscal Year 2024-2025. City Council will vote to adopt the budget on September 9, 2024, at 5:30 p.m. in City Council Chambers, 504 N. Queen Street, Palestine, TX.

CITY MANAGER APPROVAL:

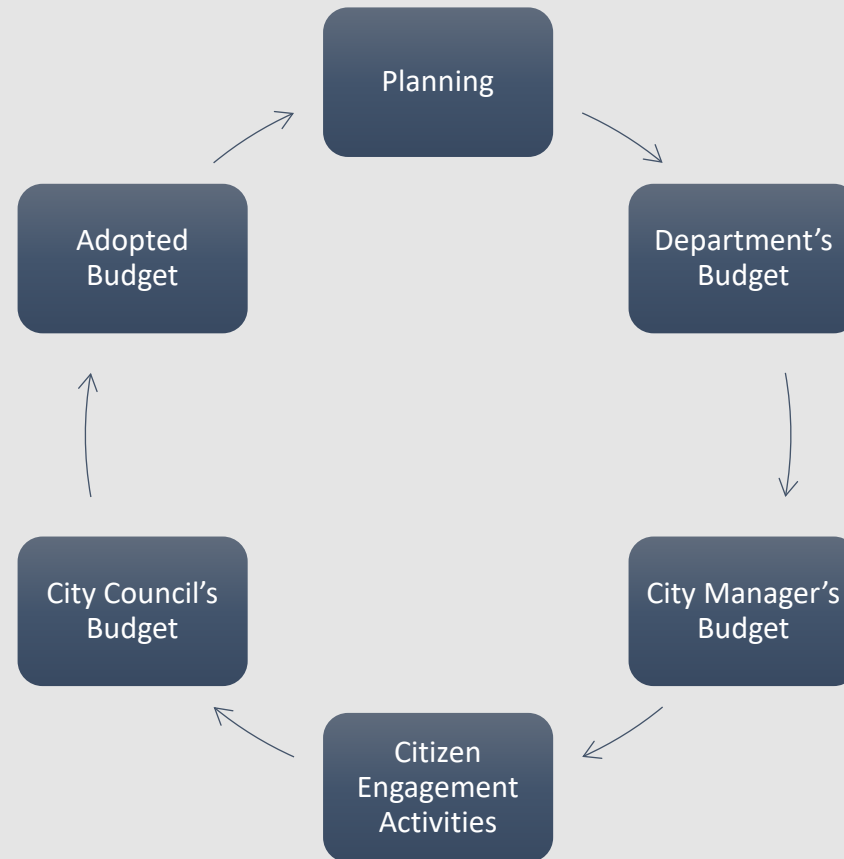
Attachments

FY 2025 Budget Presentation
Notice on Proposed Budget

FY 2024-25 City of Palestine Proposed Budget August 26th, 2024



Budget Development Process



Budget Philosophy & Strategy



Policy Tool

Forces prioritization of level of service policy decisions.



Management Tool

Allocates resources based on need and priority.



Communications Tool

Provides insight as to the level of service being provided and prioritization of available resources.



Citizen Engagement Activities



- August 5th
 - Citizen Input Meeting
- August 12th

Citizen Input Incorporated into Budget Development
- August 26th and Sept 9th
 - Public Hearings on Budget and Tax Rate

www.cityofpalestinetx.com

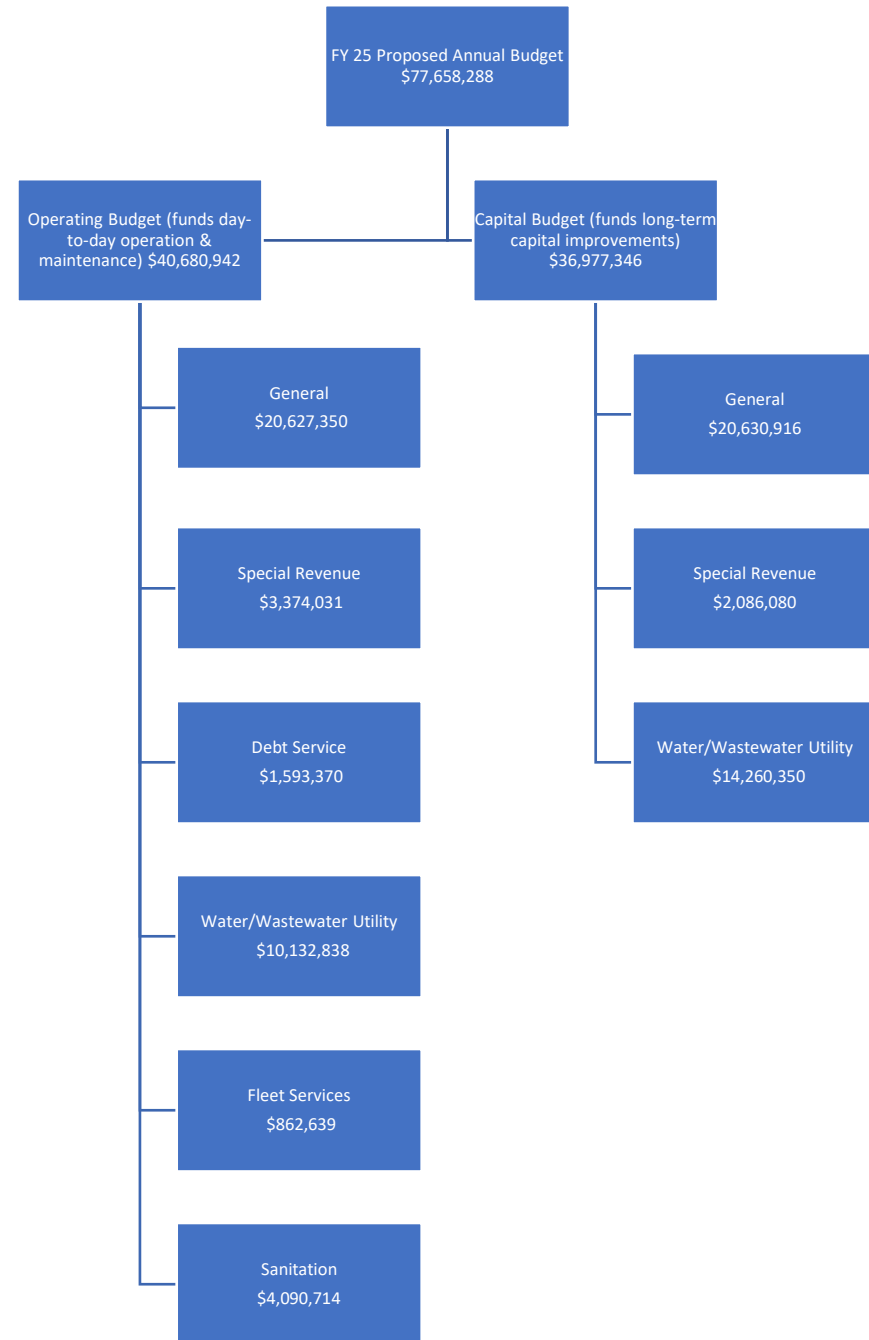
Budget Overview

- The proposed budget reflects our mission to ensure a safe, clean, healthy, and productive city where neighborhoods are revitalized, history is conserved, the environment is protected, and where all people are empowered to reach their full potential through socialization, education, culture, recreation and wellness.
- Focused on addressing
 - Employee compensation/staffing concerns
 - Aging Infrastructure
 - Facility Needs

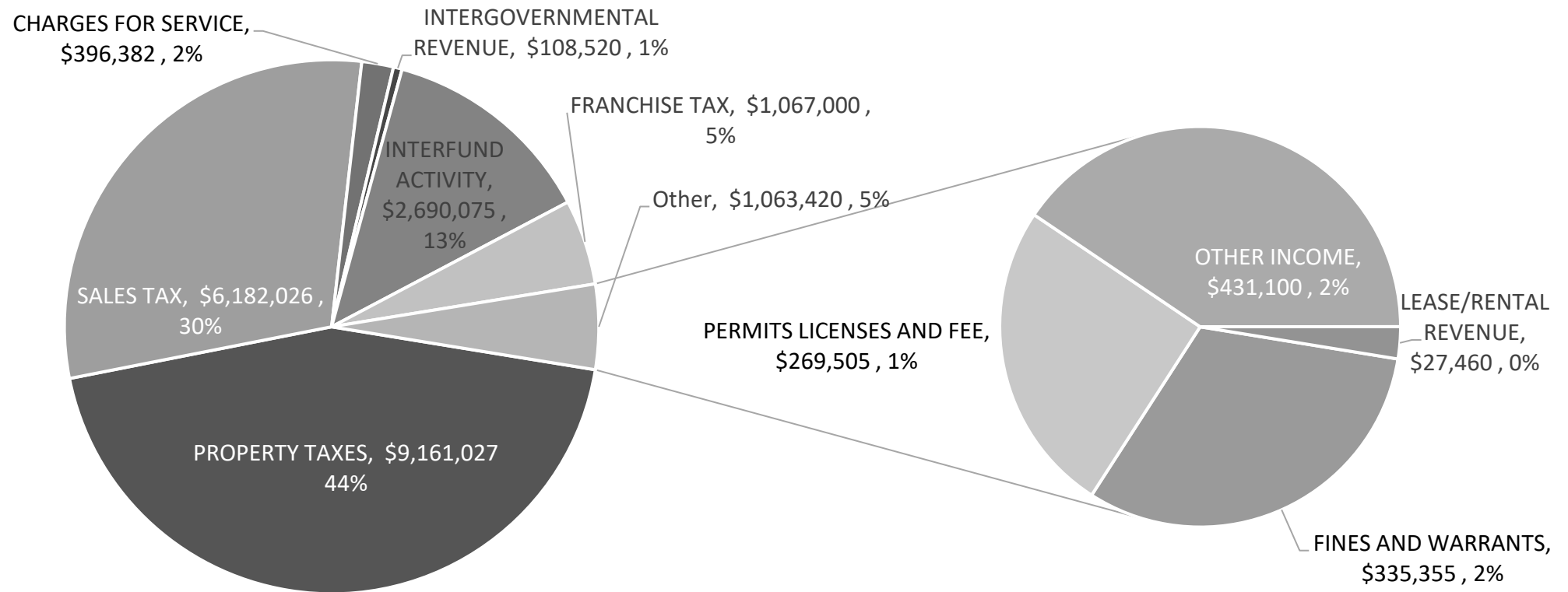
FAQ's

- Is my street going to get fixed?
 - List of the worst streets established and scheduled to be fixed in the next 2-3 years so...Yes!
- Is the water going to taste better?
 - Not expected in the near future, looking at costs to change to well water partially or completely so...we are trying!

FY 25 Proposed



General Fund Revenue

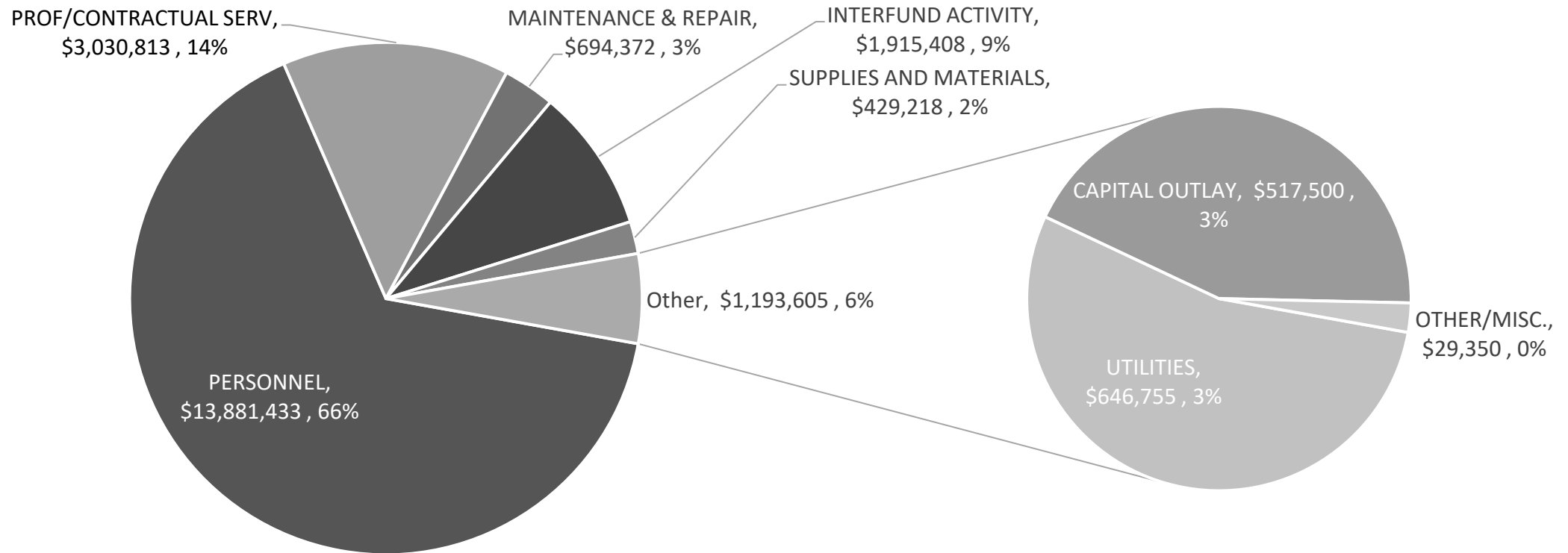




General Fund Revenue Highlights

- Appraised property value increase can create \$245,000 at the same rate and \$297,000 additional property tax revenue from proposed tax rate
- Expected 6% increase in sales tax from inflation and solid historical performance

General Fund Expenditures

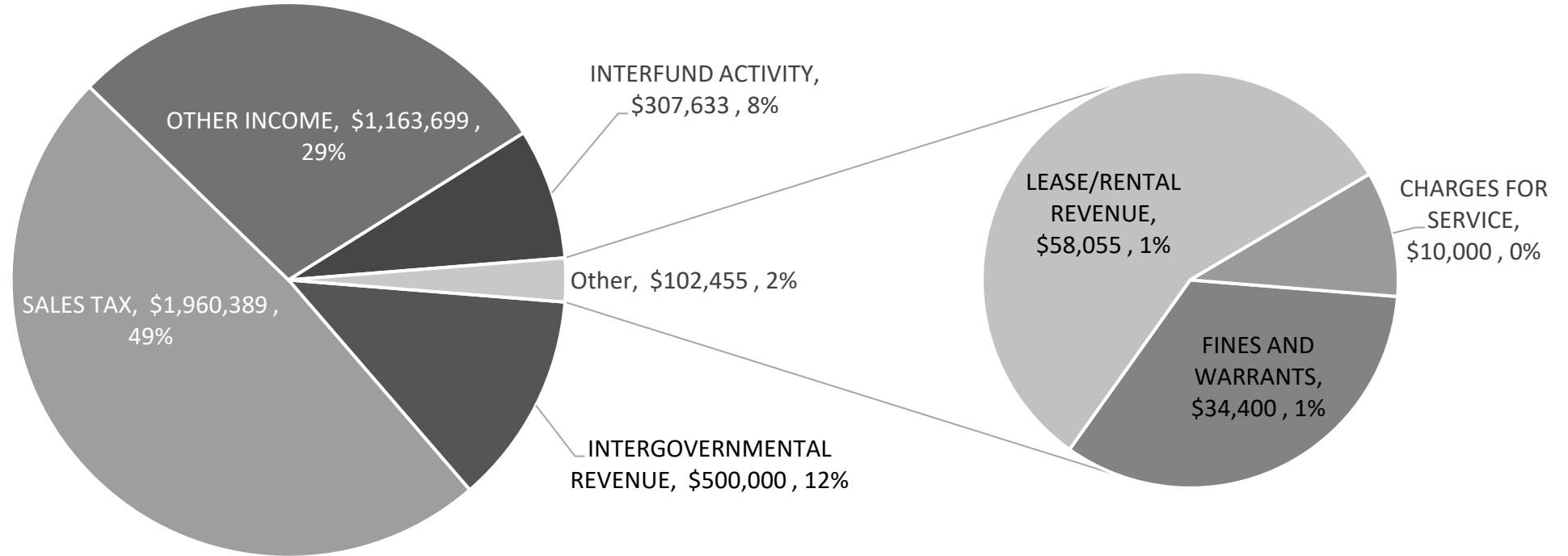




General Fund Expenditure Highlights

- 3% pay increase to employees
- Promoting 6 firefighter positions to driver positions
- 2 additional staff in Streets Department
- Airport fund transfer over \$300,000
- Police armored vehicle \$280,000
- Capital fund \$6.3 million in street renovations
- \$3.7 million in downtown revitalization

Special Revenue Funds Revenue

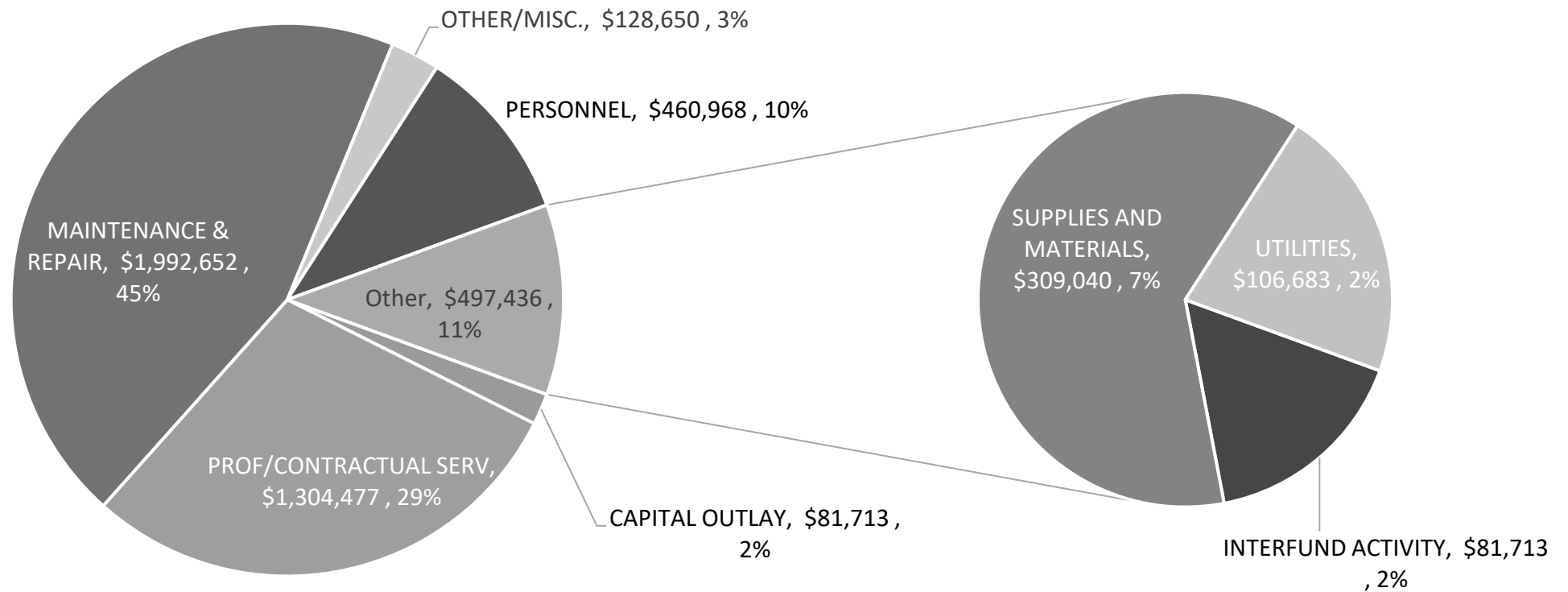




Special Revenue Funds Revenue Highlights

- \$605,000 Sales Tax- Street Repair/Maintenance
- \$600,000 Hotel/Motel Occupancy Tax
- \$1,250,055 Sales Tax Revenue PEDC
- \$300,000 transfer towards future airport improvement project
- \$436,000 estimated Airport fuel sales

Special Revenue Funds Expenditures

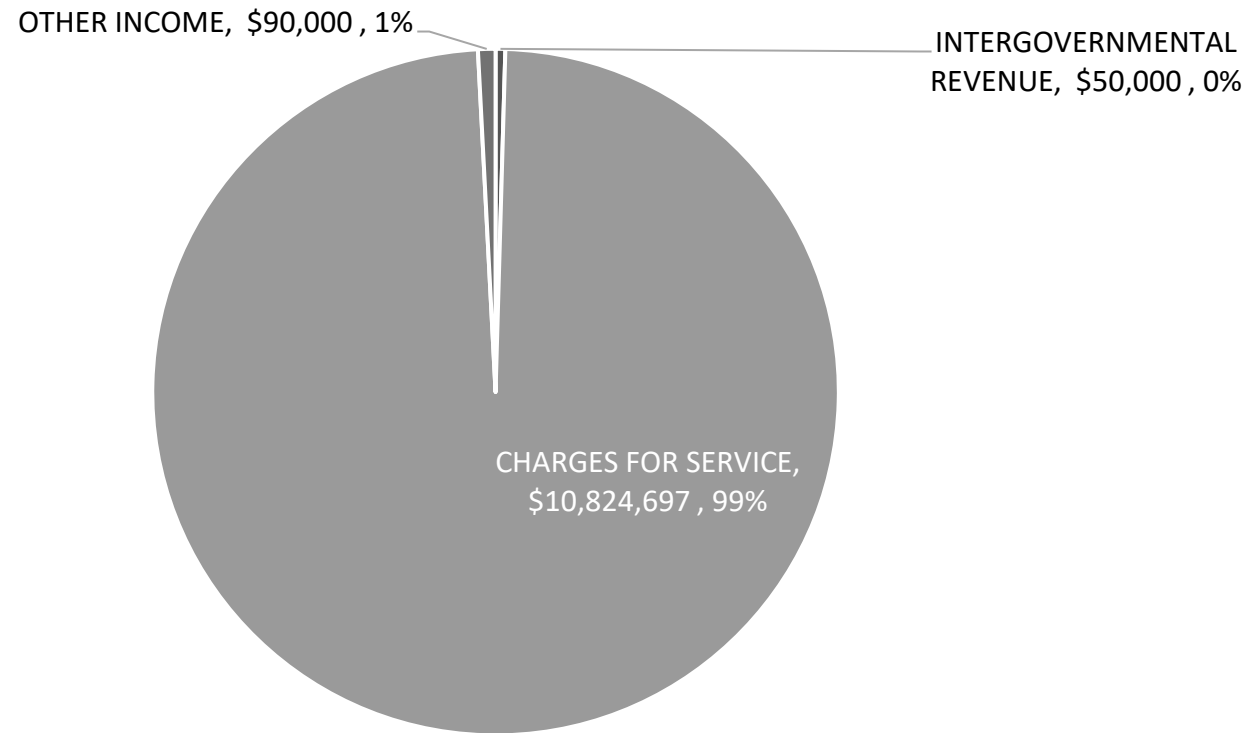




Special Revenue Funds Expenditure Highlights

- Runway airport improvement grant funding and availability of much more
- \$1,605,000 streets repair and maintenance
- Wayfinding Signage project very near completion (\$600,000 project)
- Increased EDC Development Grant funding available Bldg Improvements \$250,000
- \$300,000 EDC Project Support Grant funding

Water Wastewater Utility Fund Revenue

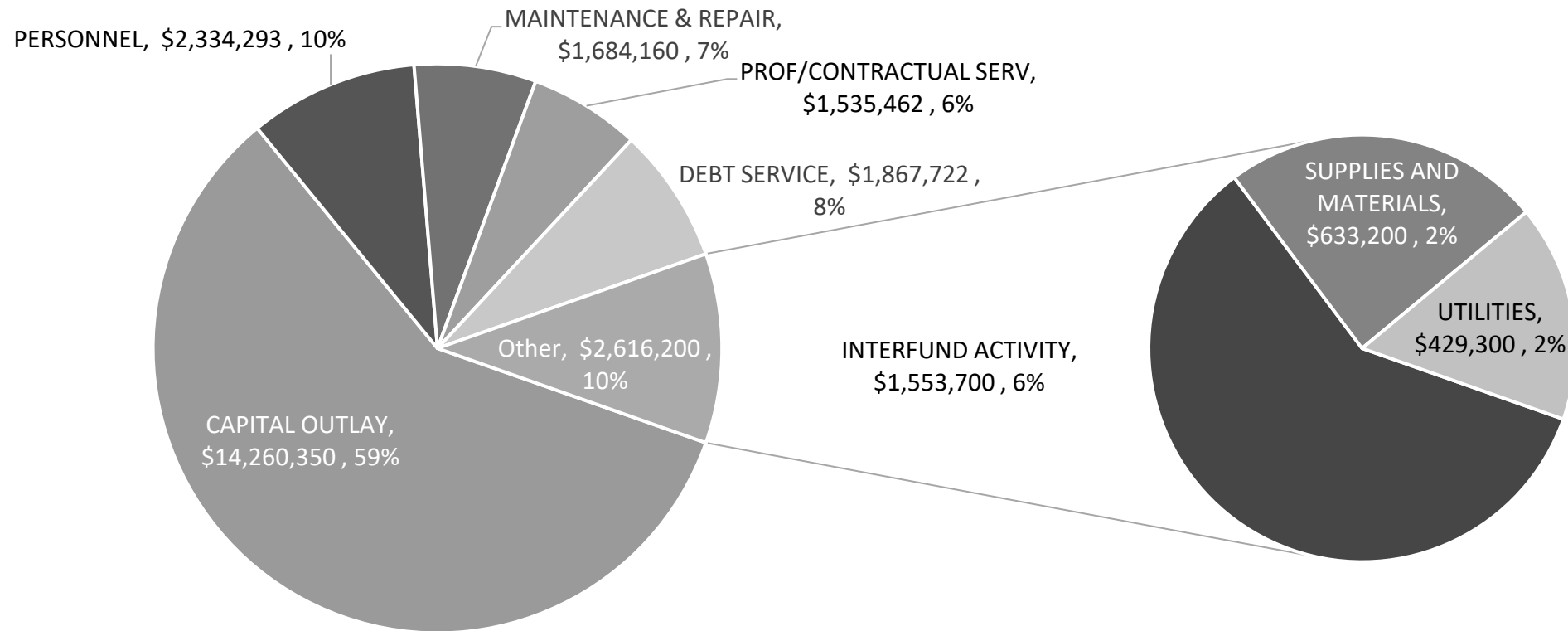




Water Wastewater Utility Fund Revenue Highlights

- Consistently following water and sewer rate study, gradual increases in water and sewer fees to meet costs for improvements and rising costs for materials
- 5% increase in Revenue

Water Wastewater Utility Fund Expenditures





Water Wastewater Utility Fund Expenditure Highlights

- Southview Lift Station funding Engineering, Land Aquisition \$1,146,800
- Water Well at Water Treatment Plant (WTP) Design and Land Aquisition \$475,000
- WTP Sludge Removal design \$200,000
- Wastewater Plant Dredge Sediment Buildup \$500,000
- \$10.5 million water and sewer line replacements

**NOTICE OF PUBLIC HEARING FOR
CITY OF PALESTINE PROPOSED BUDGET
MONDAY, AUGUST 26, 2024– 5:30 PM**

Notice is hereby given to all interested persons that the City Council of the City of Palestine will hold a Public Hearing on the proposed FY 2024 – 2025 Budget on Monday, August 26th, 2024 at 5:30 pm in the City Council Chambers located at 504 N. Queen Street Palestine, Texas 75801.

This budget will raise more total property taxes than last year's budget by \$461,326 which is a 5.63 percent increase from last year's budget and of that amount, \$43,430 or 9.4%, is tax revenue to be raised from new property added to the tax roll this year.

The public is invited to attend and may participate in the hearing. A copy of the proposed budget is available for public inspection Monday through Friday at the City of Palestine, 504 N. Queen Street Palestine, Texas 75801. The proposed budget can also be found on the City's website at <http://www.cityofpalestinetx.com/>. Please call 903-731-8439 for information.



Agenda Date: August 26, 2024
To: City Council
From: Andrew Sibai, Finance Director
Agenda Item: July 2024 Financial Statement
Date Submitted: 08/21/2024

SUMMARY:

July 2024 Financial Statement for the City of Palestine

RECOMMENDED ACTION:

No recommended action

CITY MANAGER APPROVAL:

Attachments

July 2024 Financial Report



City of Palestine, Texas
Financial Statement
As of July 31, 2024

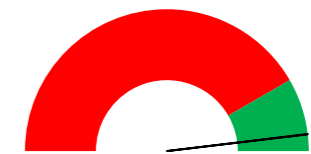
OVERVIEW

July 31, 2024 marks the end of the tenth period of the FY 2024 budget year.
Therefore, the year-to-date budget percentage for budgetary comparison is 83.33%.

As of July 31st, 2024, General & Utility Fund combined
revenues are \$26,328,083.

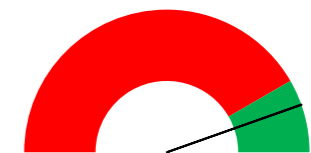
This is higher than budgeted expectations at 83% of the annual budgeted amount.
FY 2024 revenues are increased \$2.07 million or 9% more than FY 2023.
This is due to different timing of property tax deposits between FY 2023 and FY 2024.

96.1% of Annual Projection



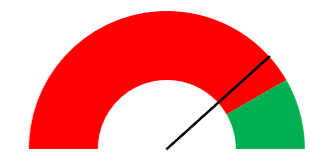
Property Taxes

89.1% of Annual Projection



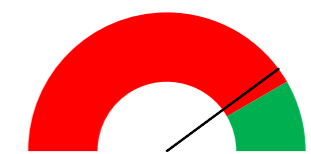
Sales Taxes

76.6% of Annual Projection



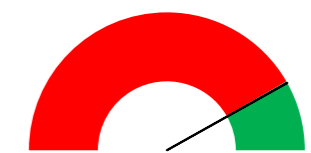
Water Sales

79.7% of Annual Projection



Sanitary Sewer Charges

83.7% of Annual Projection



Franchise Taxes

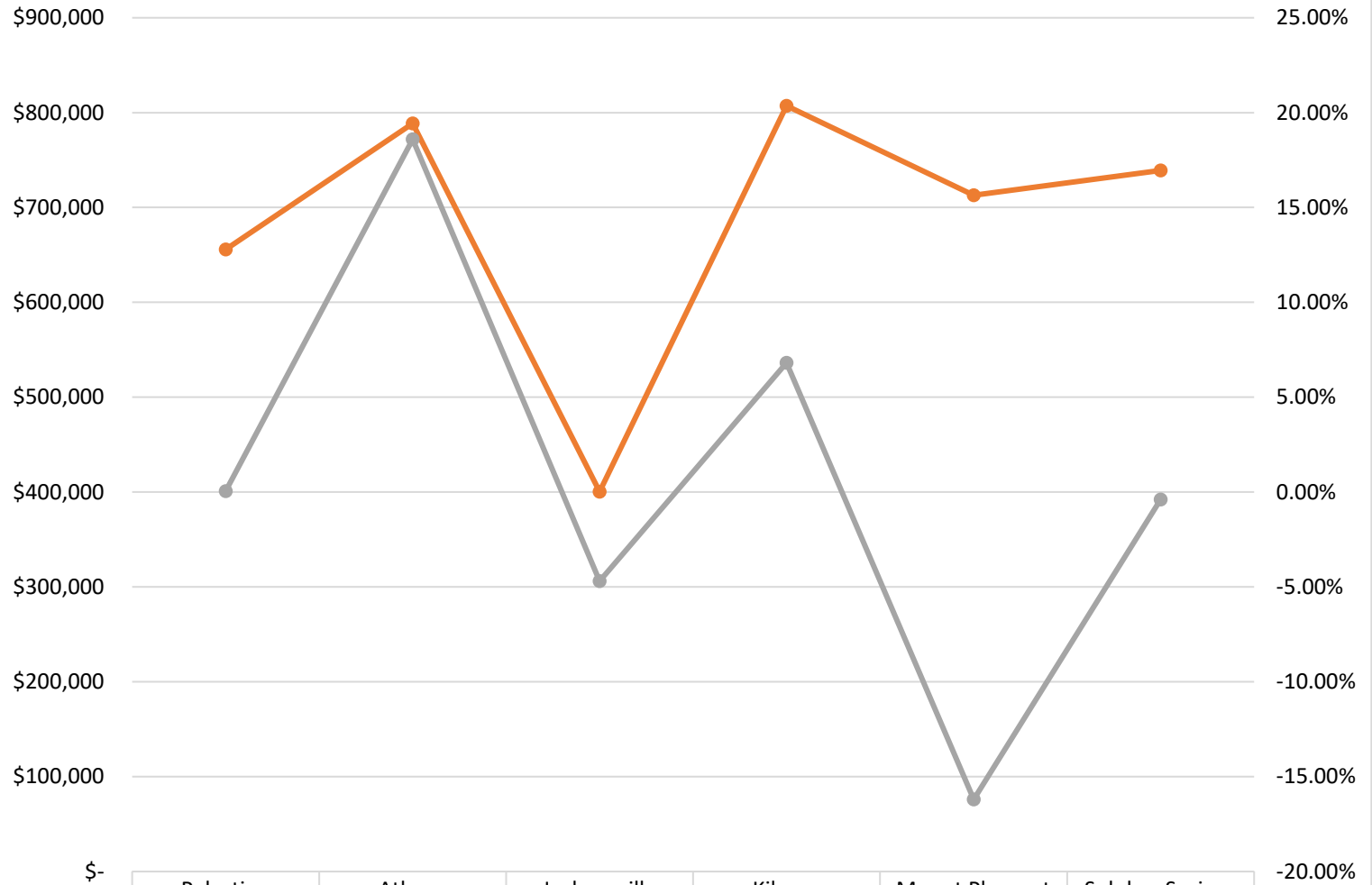
Top 5 Revenue Sources- Comparison to Prior Fiscal Years





City of Palestine
Financial Statement
As of July 31, 2024

Sales Tax FY 2024 - May - Period 8



— \$ Sales Tax Received July 2024

— % Inc(+) Dec(-) from prior year

Palestine	Athens	Jacksonville	Kilgore	Mount Pleasant	Sulphur Springs
655,686.62	788,744.77	400,426.48	807,201.25	712,949.60	739,192.15
0.05%	18.59%	-4.69%	6.81%	-16.20%	-0.39%

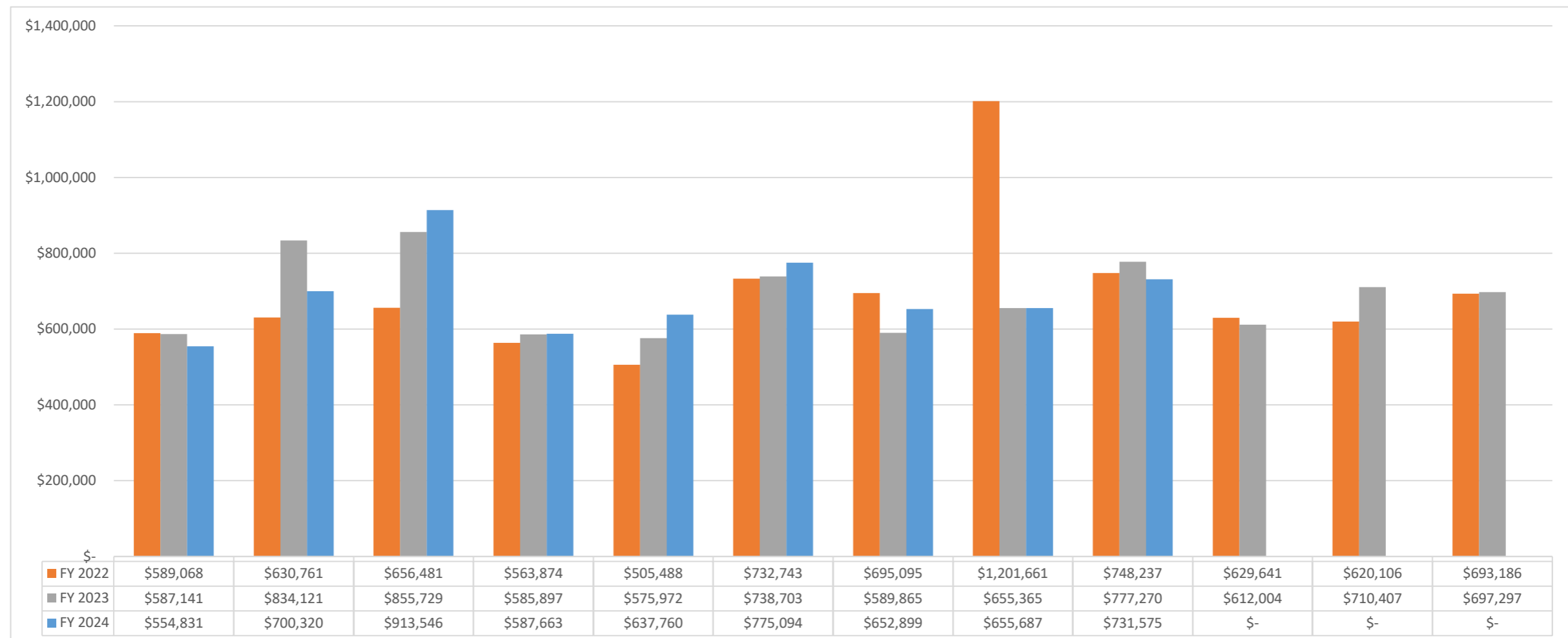


Sales Tax History: Fiscal Years 2022 - 2024

FY 2022				
	CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL
October	\$ 490,870	\$ 98,198	\$ 589,068	\$ 589,068
November	525,613	105,148	\$ 630,761	1,219,828
December	547,046	109,435	\$ 656,481	1,876,309
January	469,876	93,998	\$ 563,874	2,440,183
February	421,224	84,265	\$ 505,488	2,945,672
March	610,594	122,148	\$ 732,743	3,678,414
April	579,223	115,872	\$ 695,095	4,373,509
May	1,001,344	200,317	\$ 1,201,661	5,575,170
June	623,506	124,731	\$ 748,237	6,323,407
July	524,680	104,961	\$ 629,641	6,953,048
August	516,734	103,372	\$ 620,106	7,573,154
September	577,632	115,554	\$ 693,186	8,266,340
	\$ 6,888,341	\$ 1,377,999	\$ 8,266,340	




FY 2023				
	CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL
October	\$ 489,264	\$ 97,876	\$ 587,141	\$ 587,141
November	695,073	139,048	\$ 834,121	1,421,262
December	713,079	142,650	\$ 855,729	2,276,991
January	488,228	97,669	\$ 585,897	2,862,888
February	479,957	96,014	\$ 575,972	3,438,860
March	615,561	123,142	\$ 738,703	4,177,563
April	491,534	98,330	\$ 589,865	4,767,428
May	546,115	109,249	\$ 655,365	5,422,792
June	647,699	129,571	\$ 777,270	6,200,063
July	509,983	102,021	\$ 612,004	6,812,067
August	591,982	118,425	\$ 710,407	7,522,474
September	581,058	116,239	\$ 697,297	8,219,771
	\$ 6,849,535	\$ 1,370,236	\$ 8,219,771	























FY 2024				
	CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL
October	\$ 462,340	\$ 92,490	\$ 554,831	\$ 554,831
November	583,576	116,743	\$ 700,320	1,255,151
December	761,258	152,288	\$ 913,546	2,168,697
January	489,699	97,963	\$ 587,663	2,756,359
February	531,445	106,315	\$ 637,760	3,394,119
March	645,886	129,208	\$ 775,094	4,169,213
April	544,061	108,838	\$ 652,899	4,822,112
May	546,384	109,303	\$ 655,687	5,477,799
June	609,622	121,954	\$ 731,575	6,209,374
July	-	-	\$ -	6,209,374
August	-	-	\$ -	6,209,374
September	-	-	\$ -	6,209,374
	\$ 5,174,271	\$ 1,035,103	\$ 6,209,374	





GENERAL FUND REVENUES

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

	July 2024					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Property Taxes		\$ 48,452	\$ 741,071	6.5%			\$ 8,550,400	\$ 7,410,706	115.4%		\$ 8,550,400	\$ 8,892,848	96.1%		\$ 7,742,051	\$ 7,969,028	97.2%
Sales Tax		496,015	486,188	102.0%			5,200,148	\$ 4,861,884	107.0%		5,200,148	5,834,261	89.1%		5,091,631	5,455,077	93.3%
Franchise Tax		2,394	87,121	2.7%			875,033	\$ 871,208	100.4%		875,033	1,045,450	83.7%		552,467	1,055,713	52.3%
Permits Licenses & Fees		22,400	9,959	224.9%			301,230	\$ 99,588	302.5%		301,230	119,505	252.1%		145,920	104,534	139.6%
Fines & Warrants		21,312	32,274	66.0%			279,423	\$ 322,740	86.6%		279,423	387,288	72.1%		306,836	355,460	86.3%
Lease / Rental Revenue		2,834	2,288	123.8%			27,289	\$ 22,883	119.3%		27,289	27,460	99.4%		23,120	27,460	84.2%
Charges for Services		3,974	3,367	118.0%			66,287	\$ 33,667	196.9%		66,287	40,400	164.1%		50,612	40,400	125.3%
Intergovernmental Revenue		762	189,302	0.4%			94,918	\$ 1,893,018	5.0%		94,918	2,271,622	4.2%		150,327	2,271,622	6.6%
Other Income		136,707	35,925	380.5%			682,825	\$ 359,250	190.1%		682,825	431,100	158.4%		512,205	148,152	345.7%
Interfund Activity		204,318	204,318	100.0%			2,043,179	\$ 2,043,179	100.0%		2,043,179	2,451,815	83.3%		2,069,798	2,483,757	83.3%
Total Revenues		\$ 939,168	\$ 1,791,812	52.4%			\$ 18,120,733	\$ 17,918,124	101.1%		\$ 18,120,733	\$ 21,501,748	84.3%		\$ 16,644,967	\$ 19,911,203	83.6%

YEAR-TO-DATE OVERVIEW
July 31, 2024 marks the end of the tenth period of the fiscal year. General Fund revenue of \$18,120,733 is around \$202,610 more than projected and increased 8.87% over last fiscal year due to more property tax collection earlier.

PROPERTY TAXES
Tax collection of \$8,550,400 is around \$1.14 million more than projected and increased around \$808,349 compared to last year or 10.44% over last fiscal year.

SALES TAX
Through July 31, 2024, \$5,200,148 of sales tax revenue has been received. Receipts are around \$338,264 more than projected and are increased about \$108,517 from last fiscal year.

FRANCHISE TAX
Year-to-date Franchise Taxes total \$875,033. Receipts are \$3,825 higher than projected. Collections are \$322,566 more than the previous fiscal year.

PERMITS LICENSES & FEES
Revenue of \$301,230 is about \$201,643 more than the year-to-date projection and is increased around \$155,310 over July 2023 year-to-date receipts.

FINES & WARRANTS
Revenue of \$279,423 is \$43,317 less than the year-to-date projection. Collections are decreased around \$27,413 from the prior year.

LEASE & RENTAL REVENUE
Through July 31, 2024, \$27,289 of lease & rental revenue has been earned. This amount is about \$4,406 more than the year-to-date projection and is about \$4,169 more than last fiscal year.

CHARGES FOR SERVICES
Charges for services revenue year-to-date is \$66,287 which is about \$32,620 more than year-to-date projections. Collections are increased approximately -\$15,675 over last fiscal year.

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

OTHER INCOME
As of July 31st, \$682,825 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

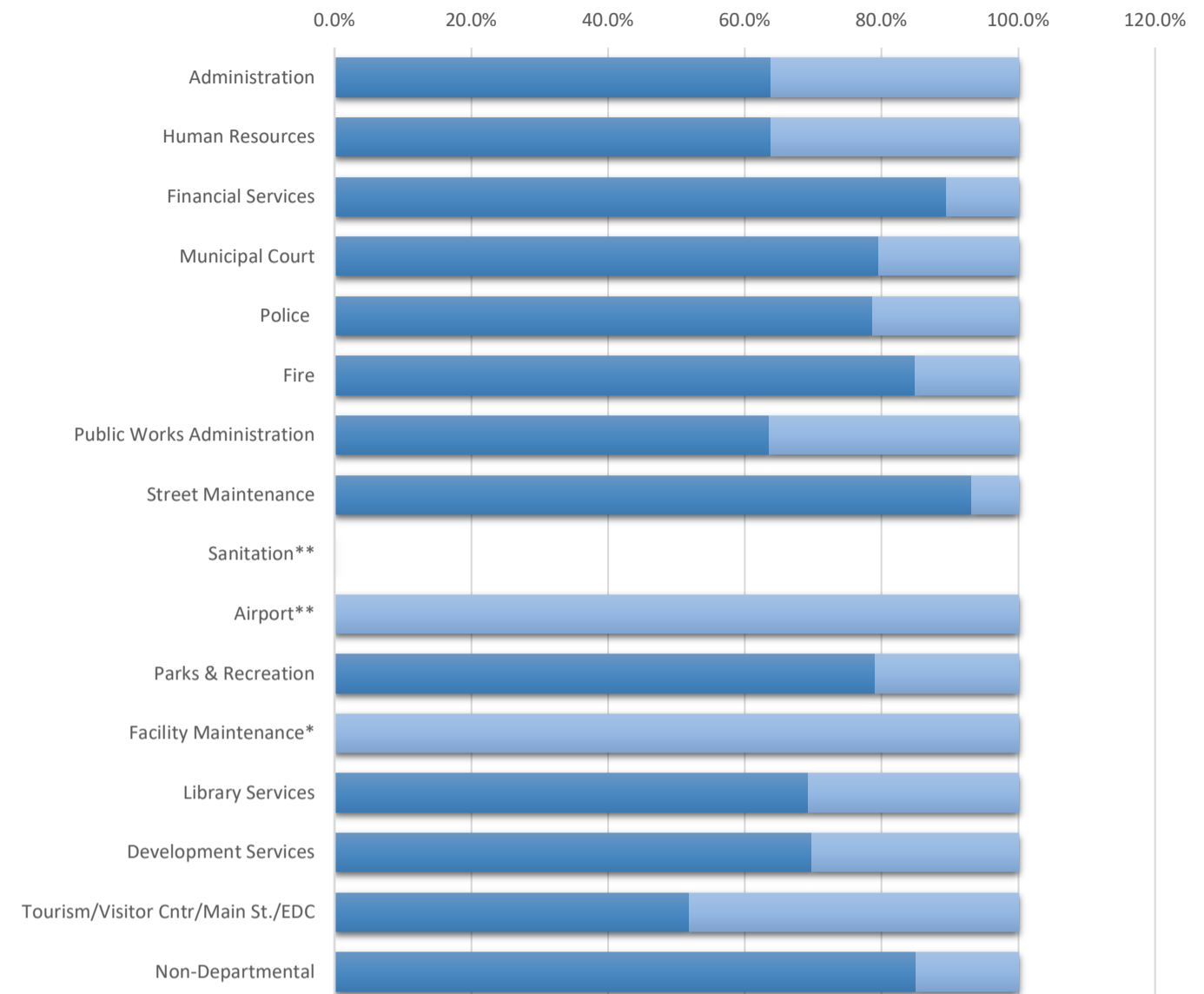
	July 2024			July 2023		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Administration	452,886	\$ 709,031	63.9%	484,320	\$ 719,976	67.3%
Human Resources	207,424	325,311	63.8%	234,044	317,519	73.7%
Financial Services	573,494	641,173	89.4%	514,342	612,524	84.0%
Municipal Court	282,610	355,172	79.6%	277,915	342,447	81.2%
Police	5,173,357	6,570,756	78.7%	4,231,501	5,791,066	73.1%
Fire	3,452,263	4,064,180	84.9%	3,086,299	3,708,964	83.2%
Public Works Administration	354,052	557,034	63.6%	325,349	426,630	76.3%
Street Maintenance	3,548,861	3,808,731	93.2%	2,619,035	3,778,314	69.3%
Sanitation**	7,385	-	0.0%	302	-	0.0%
Airport**	-	-	0.0%	-	-	0.0%
Parks & Recreation	1,285,034	1,624,443	79.1%	1,128,938	1,289,403	87.6%
Facility Maintenance*	-	-	0.0%	-	-	0.0%
Library Services	473,961	683,536	69.3%	528,586	640,220	82.6%
Development Services	396,955	569,035	69.8%	389,212	548,206	71.0%
Tourism/Visitor Cntr/Main St./EDC	8,033	15,500	51.8%	6,214	13,950	44.5%
Non-Departmental	1,422,395	1,671,884	85.1%	1,600,188	1,765,917	90.6%
Total Expenditures	\$ 17,638,710	\$ 21,595,786	81.7%	\$ 15,426,244	\$ 19,955,136	77.3%

OVERVIEW

July 31, 2024, marks the end of the tenth period of the FY 2024 budget year. The year-to-date budget percentage for budgetary comparison is therefore 83.33%. Year to date expenditures total \$17,638,710 or 81.7% of the budget and are therefore below budgetary expectations. FY 2024 expenditures are increased around \$2.21M or 14.34%, over FY 2023. This is mostly due to lots of street repair projects from summer months completing in November 2023.

* Department combined with another department in the General Fund.

** Department moved to a separate fund.





UTILITY FUND REVENUES

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

	July 2024					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Charges for Services	<div><div></div><div></div><div></div></div>	\$ 984,717	\$ 839,962	117.2%		<div><div></div><div></div><div></div></div>	\$ 7,988,955	\$ 8,399,621	95.1%		\$ 7,988,955	\$ 10,079,545	79.3%		\$ 7,427,589	\$ 9,125,000	81.4%
Intergovernmental Revenue	<div><div></div><div></div><div></div></div>	-	4,167	0.0%		<div><div></div><div></div><div></div></div>	42,182	\$ 41,667	101.2%		42,182	50,000	84.4%		49,193	15,068,197	0.3%
Other Income	<div><div></div><div></div><div></div></div>	23,262	5,000	465.2%		<div><div></div><div></div><div></div></div>	176,213	\$ 50,000	352.4%		176,213	60,000	293.7%		134,163	60,000	223.6%
Interfund Activity	<div><div></div><div></div><div></div></div>	-	-	0.0%		<div><div></div><div></div><div></div></div>	-	\$ -	0.0%		-	-	0.0%		-	-	0.0%
Total Revenues	<div><div></div><div></div><div></div></div>	\$ 1,007,979	\$ 849,129	118.7%		<div><div></div><div></div><div></div></div>	\$ 8,207,349	\$ 8,491,288	96.7%		\$ 8,207,349	\$ 10,189,545	80.5%		\$ 7,610,946	\$ 24,253,197	31.4%

YEAR-TO-DATE OVERVIEW

Total Utility Fund operational revenue of \$8,207,349 ended July about \$283,938 less than the year-to-date projection and revenue was increased about \$596,404 from the same period prior fiscal year.

WATER AND SEWER CHARGES

Revenue totaling \$7,988,955 was approx \$410,666 less than the year-to-date projection.

INTERGOVERNMENTAL REVENUE

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

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

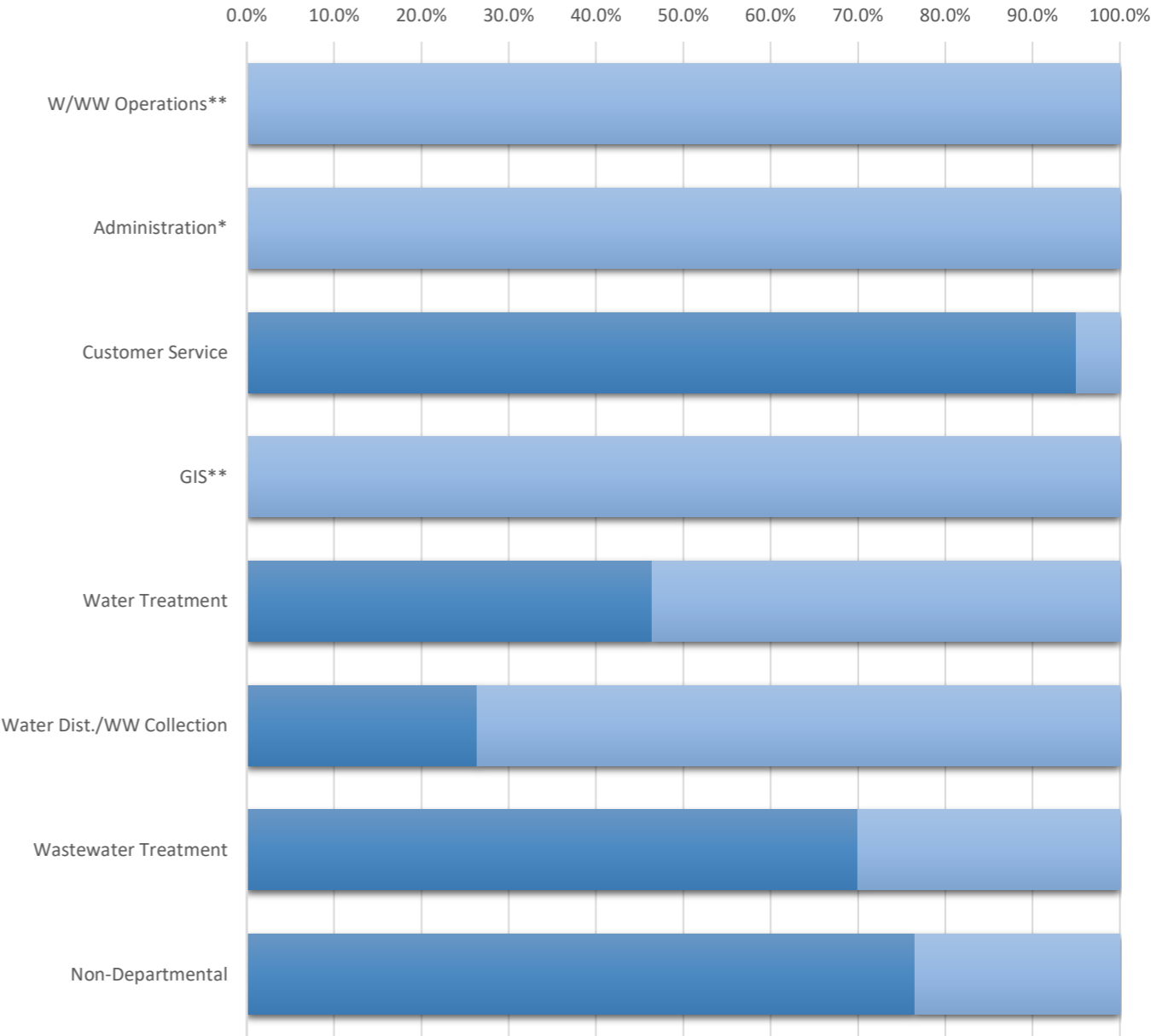
	July 2024			July 2023		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
W/WW Operations**	8,881	\$ -	0.0%	\$ 109,843	\$ 1,072,148	10.2%
Administration*	-	-	0.0%	\$ -	-	0.0%
Customer Service	644,618	678,547	95.0%	\$ 563,874	626,306	90.0%
GIS**	-	-	0.0%	\$ -	-	0.0%
Water Treatment	1,617,570	3,481,663	46.5%	\$ 1,798,802	3,167,893	56.8%
Water Dist./WW Collection	3,641,376	13,796,350	26.4%	\$ 3,220,038	13,934,866	23.1%
Wastewater Treatment	1,669,401	2,385,603	70.0%	\$ 1,832,231	2,300,351	79.7%
Non-Departmental	2,563,614	3,351,236	76.5%	\$ 2,424,842	3,275,259	74.0%
Total Expenditures	\$ 10,145,460	\$ 23,693,399	42.8%	\$ 9,949,629	\$ 24,376,823	40.8%

OVERVIEW

July 31, 2024 marks the end of the tenth period of the FY 2024 budget year. The year-to-date budget percentage for budgetary comparison is therefore 83.33%. Year to date expenditures total \$10,145,460 or 42.8% of the budget and are therefore under budgetary expectations. FY 2024 expenditures increased approximately -\$195,830, or about -1.97%, more than FY 2023. This is due to differences in project completion and invoicing.

* Department moved to General Fund 010-510

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





City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010 -GENERAL FUND- DETAIL								
REVENUE								
PROPERTY TAXES								
010-41001	AD VALOREM TAXES - CURRENT	8,678,524	33,536	8,391,058	96.7%	287,465	7,592,567	798,491
010-41002	PROPERTY TAX DELINQUENT	124,324	7,581	78,477	63.1%	45,847	71,985	6,492
010-41003	PROPERTY TAX PENALTY	90,000	7,335	80,865	89.9%	9,135	77,499	3,366
*** REVENUE CATEGORY TOTALS ***		8,892,848	48,452	8,550,400	96.1%	342,447	7,742,051	808,349
SALES TAX								
010-41010	CITY SALES TAX	5,179,486	437,124	4,590,335	88.6%	589,151	4,490,723	99,612
010-41011	MIXED BEVERAGE TAX	38,170	4,250	36,022	94.4%	2,148	39,567	(3,546)
010-41012	CITY SALES TAX - PROP TAX REDU	616,605	54,641	573,792	93.1%	42,813	561,340	12,451
*** REVENUE CATEGORY TOTALS ***		5,834,261	496,015	5,200,148	89.1%	634,113	5,091,631	108,517
FRANCHISE TAX								
010-41101	FRANCHISE - ELECTRICAL	825,000	-	695,696	84.3%	129,304	361,475	334,221
010-41102	FRANCHISE - GAS	172,937	-	158,395	91.6%	14,542	160,521	(2,126)
010-41103	FRANCHISE - TELEPHONE	32,513	-	10,473	32.2%	22,040	19,192	(8,719)
010-41104	FRANCHISE - CABLE TV	15,000	2,394	10,469	69.8%	4,531	11,279	(810)
*** REVENUE CATEGORY TOTALS ***		1,045,450	2,394	875,033	83.7%	170,417	552,467	322,566
PERMITS LICENSES AND FEES								
010-41301	BUILDING PERMIT FEES	55,000	13,189	175,968	319.9%	(120,968)	66,924	109,044
010-41302	ELECTRICAL PERMIT FEES	13,000	3,368	18,297	140.7%	(5,297)	15,918	2,379
010-41303	PLUMBING PERMIT FEES	10,000	420	11,616	116.2%	(1,616)	10,463	1,153
010-41304	HEALTH PERMITS	-	3,450	54,000	0.0%	(54,000)	-	54,000
010-41305	ALARM PERMITS	5,000	40	9,128	182.6%	(4,128)	5,285	3,843
010-41306	MECHANICAL PERMITS	5,250	525	3,110	59.2%	2,140	4,700	(1,590)
010-41307	FIRE OPERATION PERMITS	205	-	920	448.8%	(715)	575	345
010-41310	OTHER PERMITS	500	-	750	150.0%	(250)	-	750
010-41311	MERCHANT PERMITS	550	-	1,708	310.5%	(1,158)	850	858
010-41312	BEVERAGE PERMITS	7,000	88	8,340	119.1%	(1,340)	7,158	1,183
010-41313	ZONING AND PLAT FEES	8,000	-	-	0.0%	8,000	14,044	(14,044)
010-41315	CONTRACTOR LICENSE	10,000	1,125	11,875	118.8%	(1,875)	15,500	(3,625)
010-41317	RIGHT OF WAY FEES (ROW)	5,000	196	5,519	110.4%	(519)	4,505	1,014
*** REVENUE CATEGORY TOTALS ***		119,505	22,400	301,230	252.1%	(181,725)	145,920	155,310
FINES AND WARRANTS								
010-41401	MUNICIPAL COURT FINES	381,602	20,658	273,903	71.8%	107,699	291,957	(18,054)
010-41403	LIBRARY FINES	5,000	641	4,556	91.1%	444	2,712	1,844
010-41404	WARRANT SERVICE FEES	420	-	140	33.3%	280	70	70
010-41405	JFCI JUDICIAL FEE - CITY	56	0	23	41.5%	33	42	(19)
010-41406	MUNICIPAL JURY FUND	210	12	153	72.7%	57	163	(10)
010-41411	LIEN REVENUE	-	-	649	0.0%	(649)	11,892	(11,243)
010-41413	ALARM FINES	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***		387,288	21,312	279,423	72.1%	107,865	306,836	(27,413)
LEASE/RENTAL REVENUE								
010-41605	OTHER RENTS & LEASES	700	-	820	117.1%	(120)	820	-
010-41608	FARMERS MARKET RENTS	-	400	1,200	0.0%	(1,200)	-	1,200
010-41611	CELL TOWER RENTAL	26,760	2,434	25,269	94.4%	1,491	22,300	2,969
*** REVENUE CATEGORY TOTALS ***		27,460	2,834	27,289	99.4%	171	23,120	4,169
CHARGES FOR SERVICE								
010-41706	SALE OF EQUIPMENT	90,000	-	29,481	32.8%	60,519	20,045	9,436



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-41712	OPEN RECORD FEE	3,000	751	4,204	140.1%	(1,204)	3,779	424
010-41713	RECREATION FEE	4,000	740	5,925	148.1%	(1,925)	4,755	1,170
010-41715	SANITATION COLLECTION CHARGES	-	-	-	0.0%	-	-	-
010-41720	FIRING RANGE FEE	-	-	-	0.0%	-	-	-
010-41723	SALES TAX DISCOUNT	-	-	-	0.0%	-	-	-
010-41726	POOL PASS FEES	1,200	110	1,720	143.3%	(520)	1,972	(252)
010-41730	RETIREE INSURANCE	30,000	2,373	23,727	79.1%	6,273	20,060	3,667
010-41734	ATHLETIC FEES	-	-	-	0.0%	-	-	-
010-41735	MAIN STREET REVENUE	-	-	1,231	0.0%	(1,231)	-	1,231
*** REVENUE CATEGORY TOTALS ***		128,200	3,974	66,287	51.7%	61,913	50,612	15,675
INTERGOVERNMENTAL REVENUE								
010-41804	STATE & FEDERAL GRANTS	2,196,622	762	18,398	0.8%	2,178,224	58,280	(39,882)
010-41805	EMERGENCY MANAGEMENT REIMB	-	-	-	0.0%	-	-	-
010-41806	COUNTY - LIBRARY	75,000	-	75,000	100.0%	-	75,000	-
010-41808	TSRA ACCOUNTING SERVICE FEE	1,520	-	1,520	100.0%	-	-	1,520
010-41811	PEDC GRANT	-	-	-	0.0%	-	10,000	(10,000)
010-41812	LIBRARY GRANTS	5,000	-	-	0.0%	5,000	7,046	(7,046)
*** REVENUE CATEGORY TOTALS ***		2,278,142	762	94,918	4.2%	2,183,224	150,327	(55,408)
OTHER INCOME								
010-41901	INTEREST REVENUE	400,000	54,596	511,159	127.8%	(111,159)	418,186	92,973
010-41902	INSURANCE RECOVERIES	10,000	81,553	117,584	1175.8%	(107,584)	9,712	107,872
010-41907	FIRE SUPPRESSION REVENUE	-	-	-	0.0%	-	3	(3)
010-41910	FIRE RECOVERY REVENUE	-	-	1,107	0.0%	(1,107)	1,982	(875)
010-41912	DONATIONS	10,000	-	9,400	94.0%	600	38,225	(28,826)
010-41913	LIBRARY LOST/DAMAGED BOOKS	1,000	88	828	82.8%	172	199	628
010-41916	LOT CLEANUP REIMBURSEMENT	-	-	-	0.0%	-	-	-
010-41918	LIBRARY REVENUE	5,100	399	4,082	80.0%	1,018	5,369	(1,287)
010-41919	AIRPORT FUEL SALES	-	-	-	0.0%	-	-	-
010-41922	REBATE REVENUE	-	-	35,727	0.0%	(35,727)	7,005	28,722
010-41927	TAX SALE EXCESS PROCEEDS	-	-	-	0.0%	-	2,312	(2,312)
010-41923	EMS FUEL SALES	-	-	-	0.0%	-	-	-
010-41924	MISC REVENUE	1,000	70	1,998	199.8%	(998)	16,513	(14,515)
010-41926	SCRAP METAL RECOVERY	4,000	-	942	23.5%	3,058	5,199	(4,257)
010-41938	SALE OF PROPERTY	-	-	-	0.0%	-	7,500	(7,500)
010-41940	CASH OVER/SHORT	-	-	(2)	0.0%	2	-	(2)
*** REVENUE CATEGORY TOTALS ***		431,100	136,707	682,825	158.4%	(251,725)	512,205	170,619
INTERFUND ACTIVITY								
010-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
010-49150	TRANSFER FROM OCCUPANCY TAX	31,371	2,614	26,143	83.3%	5,229	26,143	-
010-49215	TRANSFER FROM PEDC	31,371	2,614	26,143	83.3%	5,229	26,143	-
010-49561	TRANSFER FROM UNEMP FUND	-	-	-	0.0%	-	-	-
010-49610	TRSF FROM UTILITY FUND	1,190,925	99,244	992,438	83.3%	198,488	992,438	-
010-49620	TRANSFER FROM SANITATION	1,198,148	99,846	998,457	83.3%	199,691	1,025,075	(26,619)
010-49625	TRSF FROM RETAIL FUND	-	-	-	0.0%	-	-	-
010-49819	TRANSFER FROM EMERGENCY FUND	-	-	-	0.0%	-	-	-
*** REVENUE CATEGORY TOTALS ***		2,451,815	204,318	2,043,179	83.3%	408,636	2,069,798	(26,619)
*** TOTAL REVENUE ***		21,596,068	939,168	18,120,733	83.9%	3,475,335	16,644,967	1,475,767
010 -GENERAL FUND- DETAIL EXPENSE								
PERSONNEL								
010-51010	SALARIES & WAGES	8,590,015	630,301	6,398,058	74.5%	2,191,957	6,075,163	322,895
010-51011	PART-TIME WAGES	-	-	-	0.0%	-	-	-



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-51020	OVERTIME	511,600	48,731	525,012	102.6%	(13,412)	486,584	38,428
010-51021	STEP OVERTIME	-	2,330	11,937	0.0%	(11,937)	-	11,937
010-51030	LONGEVITY	74,520	5,907	56,305	75.6%	18,215	53,108	3,197
010-51031	CERTIFICATION PAY	280,328	24,644	224,673	80.1%	55,655	218,751	5,922
010-51032	SHIFT PAY	14,400	1,100	11,039	76.7%	3,361	12,129	(1,089)
010-51033	CAR ALLOWANCE	6,300	525	5,100	81.0%	1,200	4,725	375
010-51034	UNIFORM ALLOWANCE	11,045	1,137	10,060	91.1%	985	7,741	2,319
010-51036	CELL PHONE ALLOWANCE	6,000	550	5,796	96.6%	204	5,843	(47)
010-51037	ON CALL PAY	-	400	4,400	0.0%	(4,400)	-	4,400
010-51040	SOCIAL SECURITY	726,192	53,408	542,157	74.7%	184,035	534,431	7,726
010-51050	HEALTH INSURANCE	1,269,964	88,039	973,247	76.6%	296,716	733,373	239,875
010-51061	WORKER'S COMPENSATION	218,616	32,277	324,796	148.6%	(106,180)	78,183	246,613
010-51063	UNEMPLOYMENT CLAIMS EXP.	50,000	-	-	0.0%	50,000	-	-
010-51070	RETIREMENT	1,349,921	103,202	1,034,142	76.6%	315,779	955,045	79,098
*** EXPENSE CATEGORY TOTALS ***		13,108,901	992,550	10,126,724	77.3%	2,982,177	9,165,075	961,649
SUPPLIES AND MATERIALS								
010-52010	OFFICE SUPPLIES/EQUIPMENT	69,080	2,311	34,796	50.4%	34,284	29,255	5,542
010-52020	POSTAGE	12,955	2,353	9,963	76.9%	2,992	9,952	11
010-52030	JANITORIAL SUPPLIES	38,800	157	20,915	53.9%	17,885	17,827	3,088
010-52031	CHEMICALS	3,000	-	51	1.7%	2,949	963	(912)
010-52032	PLANTS SEED FERTILIZER	4,000	-	1,886	47.2%	2,114	184	1,703
010-52040	UNIFORMS/APPAREL	63,050	257	54,605	86.6%	8,445	37,809	16,796
010-52050	MEDICAL SUPPLIES	1,500	300	3,189	212.6%	(1,689)	1,435	1,753
010-52051	ANIMAL MEDICAL SUPPLIES	250	-	123	49.3%	127	-	123
010-52060	PUBLICATIONS	3,458	401	1,799	52.0%	1,659	1,396	403
010-52061	SAFETY MATERIALS	5,000	306	5,395	107.9%	(395)	906	4,489
010-52062	POLICE INFORMANT	3,000	-	-	0.0%	3,000	-	-
010-52070	GASOLINE AND OIL	3,200	107	906	28.3%	2,294	1,535	(629)
010-52080	SMALL TOOLS/EQUIPMENT	68,300	8,287	80,814	118.3%	(12,514)	58,148	22,666
010-52082	PERS PROTECTIVE EQUIP	25,000	91	9,335	37.3%	15,665	13,728	(4,393)
010-52083	ARSENAL	18,000	-	14,130	78.5%	3,870	16,017	(1,886)
010-52084	ELECTION EXPENSE	17,000	-	12,772	75.1%	4,228	23,749	(10,976)
010-52091	FURNITURE & OFFICE EQUIPMENT	4,000	-	1,495	37.4%	2,505	535	960
010-52092	COMPUTER EQUIPMENT	1,000	-	14	1.4%	986	-	14
010-52120	STREET SIGNS	7,500	926	11,576	154.3%	(4,076)	6,832	4,743
010-52130	GARBAGE BAGS	-	-	4,993	0.0%	(4,993)	-	4,993
010-52201	READING PROGRAM	4,000	-	3,678	92.0%	322	3,118	560
010-52210	MARKETING SUPPLIES	1,800	-	468	26.0%	1,332	-	468
*** EXPENSE CATEGORY TOTALS ***		353,893	15,494	272,904	77.1%	80,989	223,389	49,516
PROF/CONTRACTUAL SERV								
010-53010	LEGAL SERVICES	120,000	-	33,435	27.9%	86,565	64,420	(30,985)
010-53011	LEGAL LITIGATION EXPENSES	50,000	-	21,345	42.7%	28,655	19,579	1,766
010-53012	LEGAL SERVICES - HR RELATED	6,000	-	3,386	56.4%	2,614	3,176	210
010-53016	JURY EXPENSE	1,200	-	174	14.5%	1,026	36	138
010-53017	MUNICIPAL PROSECUTORS	12,000	1,253	7,140	59.5%	4,860	8,123	(983)
010-53019	TOWING FEE	1,200	-	248	20.6%	953	209	39
010-53020	AUDIT & ACCOUNTING SERVICES	27,225	-	25,404	93.3%	1,821	25,456	(52)
010-53021	APPRAISAL DISTRICT	152,000	-	171,533	112.9%	(19,533)	114,015	57,518
010-53022	TAX ASSESSOR-COLLECTOR	14,000	-	5,551	39.6%	8,450	8,333	(2,782)
010-53023	RAILROAD WATER LINE LEASE	300	-	162	54.0%	138	154	8
010-53026	CODIFICATION	6,000	-	2,481	41.4%	3,519	237	2,244
010-53027	RECORDS MANAGEMENT	500	213	1,209	241.8%	(709)	565	644
010-53029	POLY/PSYCH	1,125	-	-	0.0%	1,125	1,325	(1,325)
010-53030	PROFESSIONAL SERVICES	16,350	275	15,091	92.3%	1,259	12,332	2,759
010-53031	CONSULTANT SERVICES	108,594	33,806	117,821	108.5%	(9,227)	81,108	36,712
010-53033	EMPLOYEE EAP	7,200	450	700	9.7%	6,500	525	175
010-53034	CITY SPONSORED EVENT	25,000	12,375	25,000	100.0%	-	27,650	(2,650)



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-53035	MEDICAL/DOCTOR-HOSPITAL	-	-	-	0.0%	-	-	-
010-53037	PRE-EMPLOYMENT SCREENINGS	13,000	377	11,553	88.9%	1,447	12,749	(1,196)
010-53039	CIVIL SERVICE EXAMS	8,000	585	4,395	54.9%	3,605	2,208	2,187
010-53041	CITY ISSUED CELL PHONES	21,480	1,609	15,157	70.6%	6,323	14,009	1,148
010-53042	CITY ISSUED TABLETS	11,200	1,071	11,156	99.6%	44	7,819	3,338
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	-	67	1.3%	4,933	-	67
010-53076	CERTIFICATION FEES	2,850	-	2,421	85.0%	429	413	2,009
010-53083	POSITION 1 TRAVEL	1,500	-	630	42.0%	870	2,141	(1,511)
010-53084	POSITION 2 TRAVEL	1,500	-	801	53.4%	699	23	778
010-53085	POSITION 3 TRAVEL	1,500	-	514	34.3%	986	913	(399)
010-53086	POSITION 4 TRAVEL	1,500	-	714	47.6%	786	992	(279)
010-53087	POSITION 5 TRAVEL	1,500	-	877	58.5%	623	1,145	(268)
010-53088	POSITION 6 TRAVEL	1,500	-	714	47.6%	786	335	379
010-53089	MAYOR POSITION TRAVEL	1,500	-	440	29.3%	1,060	1,122	(682)
010-53090	IT SUPPORT	75,640	24,056	60,140	79.5%	15,501	67,722	(7,583)
010-53095	SOFTWARE MAINTENANCE	379,709	21,001	309,711	81.6%	69,998	355,652	(45,941)
010-53100	CHAPTER 380 AGREEMENT	-	-	-	0.0%	-	153,875	(153,875)
010-53150	MARKETING SERVICES	1,000	-	-	0.0%	1,000	-	-
010-53210	FINANCIAL SERVICE CHARGES	-	-	1,467	0.0%	(1,467)	282	1,184
010-53310	EQUIPMENT RENTAL/LEASE	23,656	9,099	21,190	89.6%	2,466	23,592	(2,402)
010-53311	PRINTER/COPIER LEASE	29,640	2,555	20,124	67.9%	9,516	20,323	(200)
010-53315	VEHICLE LEASE FEES	432,128	45,266	414,468	95.9%	17,660	253,720	160,748
010-53321	UPRR LEASED LAND	500	-	-	0.0%	500	-	-
010-53331	CONTRACT SERV-HUMANE SOCIETY	35,000	-	-	0.0%	35,000	16,250	(16,250)
010-53333	BUILDING DEMOLITION	28,000	-	-	0.0%	28,000	-	-
010-53334	PESTICIDE SPRAYING	25,000	7,677	15,935	63.7%	9,066	8,609	7,326
010-53342	DUE TO OMNI	-	-	-	0.0%	-	-	-
010-53343	CHILD SAFETY FEE	-	-	-	0.0%	-	-	-
010-53501	COMMUNICATIONS	-	-	-	0.0%	-	-	-
010-53503	RETIREE INSURANCE PREMIUMS	30,000	2,365	23,651	78.8%	6,349	21,935	1,716
010-53504	ROLL OFFS	-	-	-	0.0%	-	-	-
010-53505	RESIDENTIAL COLLECTION	-	-	-	0.0%	-	-	-
010-53506	COMMERCIAL COLLECTION	-	-	-	0.0%	-	-	-
010-53508	CITY WIDE CLEAN-UP COLLECTION	-	-	2,392	0.0%	(2,392)	302	2,090
010-53509	MEMBERSHIPS & SUBSCRIPTIONS	50,294	671	34,135	67.9%	16,159	37,238	(3,103)
010-53510	TRAVEL AND TRAINING	162,039	8,023	121,548	75.0%	40,491	106,929	14,619
010-53511	ADVERTISING	13,250	814	12,376	93.4%	874	11,583	793
010-53512	PRINTING SERVICES	5,100	319	1,888	37.0%	3,212	2,162	(274)
010-53513	MERCHANT CR CRD PROCESSING	19,500	3,100	25,749	132.0%	(6,249)	17,089	8,659
010-53514	TML INSURANCE	211,058	696	211,943	100.4%	(886)	165,977	45,966
010-53515	INSURANCE AND BONDS	1,000	-	-	0.0%	1,000	521	(521)
010-53516	LIFE, DISABILITY, AD & D PREM	-	-	43,403	0.0%	(43,403)	34,018	9,385
010-53517	CONTRACTUAL SERVICES	210,335	10,099	102,426	48.7%	107,909	193,643	(91,217)
010-53518	CITY POOL	90,000	5,485	64,301	71.4%	25,699	97,704	(33,403)
010-53520	JANITORIAL SERVICES	88,588	5,514	48,569	54.8%	40,019	55,800	(7,231)
*** EXPENSE CATEGORY TOTALS ***		2,537,161	198,754	2,015,532	79.4%	521,629	2,056,037	(40,505)
MAINTENANCE & REPAIR								
010-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	251,800	30,498	232,580	92.4%	19,220	175,465	57,115
010-54011	PLANTER BOXES-MAINTENANCE	300	-	-	0.0%	300	188	(188)
010-54020	STREET MAINTENANCE	2,080,522	174,099	2,132,829	102.5%	(52,307)	1,336,665	796,164
010-54022	CONCRETE REPAIR	10,000	5,750	5,750	57.5%	4,250	10,000	(4,250)
010-54110	MOTOR VEHICLE REPAIRS	44,100	71	93,038	211.0%	(48,938)	64,728	28,310
010-54120	EQUIPMENT REPAIR/MAINT EXP	38,460	5,029	26,976	70.1%	11,484	43,275	(16,299)
010-54121	GREEN'S PARK PORTABLE	10,300	339	3,732	36.2%	6,568	2,220	1,512
010-54125	LADDER TESTING	1,700	-	1,947	114.6%	(247)	3,120	(1,173)
010-54130	AIR PACK TESTING	1,500	-	-	0.0%	1,500	-	-



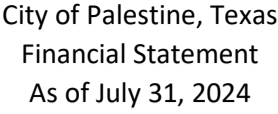
City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
010-54135	PUMP TESTING	1,500	-	1,536	102.4%	(36)	-	1,536
010-54140	JAWS TESTING	4,400	-	-	0.0%	4,400	3,890	(3,890)
*** EXPENSE CATEGORY TOTALS ***		2,444,582	215,787	2,498,388	102.2%	(53,806)	1,639,550	858,838
UTILITIES								
010-54500	UTILITIES - ELECTRIC	529,200	44,606	373,622	70.6%	155,578	543,852	(170,230)
010-54501	UTILITIES - WATER/SEWER	57,700	-	16,452	28.5%	41,248	53,260	(36,808)
010-54502	UTILITIES - GAS	17,500	685	14,765	84.4%	2,735	15,634	(869)
010-54503	PHONES/INTERNET	71,756	7,142	78,388	109.2%	(6,633)	84,012	(5,623)
010-54504	CITY POOL ELECTRIC	8,000	885	7,064	88.3%	936	9,043	(1,979)
*** EXPENSE CATEGORY TOTALS ***		684,156	53,318	490,291	71.7%	193,865	705,801	(215,510)
OTHER/MISC.								
010-55001	EMPLOYEE APPRECIATION	10,000	-	5,429	54.3%	4,571	5,893	(464)
010-55002	EVENTS & PROMOTIONS	5,000	811	3,757	75.1%	1,243	2,776	981
010-55200	MEETING MEALS	2,700	19	1,850	68.5%	850	521	1,329
010-55202	ANIMAL FOOD	200	-	-	0.0%	200	-	-
010-55203	CHRISTMAS ACTIVITIES	1,500	-	1,100	73.3%	400	1,215	(115)
010-55409	EMERGENCY RESPONSE EXP	-	-	-	0.0%	-	-	-
010-55411	DONATION FUNDED EXPENSE	10,000	-	23,764	237.6%	(13,764)	42,000	(18,236)
*** EXPENSE CATEGORY TOTALS ***		29,400	829	35,900	122.1%	(6,500)	52,405	(16,505)
CAPITAL OUTLAY								
010-58030	IMPROVEMENTS	316,100	-	316,100	100.0%	-	201,380	114,720
010-58040	VEHICLES & EQUIPMENT	533,475	-	323,822	60.7%	209,654	64,123	259,699
010-58060	COMPUTER SOFTWARE	1,000	-	-	0.0%	1,000	-	-
010-58070	LIBRARY BOOKS	50,000	1,184	22,427	44.9%	27,573	23,069	(643)
*** EXPENSE CATEGORY TOTALS ***		900,575	1,184	662,349	73.5%	238,227	288,572	373,777
INTERFUND ACTIVITY								
010-59240	TRANSFER TO AIRPORT FUND	307,633	25,636	256,361	83.3%	51,272	68,661	187,700
010-59283	TRANS TO HOME GRANT FUND-283	-	-	-	0.0%	-	-	-
010-59310	TRANSFER TO DEBT SERVICE FUND	949,535	79,128	791,279	83.3%	158,256	811,930	(20,651)
010-59511	TRSF TO VEH/EQUIP FUND	-	-	-	0.0%	-	-	-
010-59570	TRANSFER TO FLEET FUND	552,450	56,056	488,982	88.5%	63,468	415,082	73,900
*** EXPENSE CATEGORY TOTALS ***		1,809,618	160,820	1,536,622	84.9%	272,996	1,295,673	240,949
*** TOTAL EXPENSE ***		\$ 21,868,286	\$ 1,638,737	\$ 17,638,710	80.7%	\$ 4,229,576	\$ 15,426,502	\$ 2,212,208
310 -DEBT SERVICE FUND- DETAIL								
REVENUE								
310-41001	AD VALOREM TAXES - CURRENT	429,656	1,912	479,215	111.5%	(49,559)	294,352	184,863
310-41002	DELINQUENT TAX REVENUE	25,680	954	8,802	34.3%	16,878	15,349	(6,546)
310-41003	PENALTY & INTEREST TAXES	22,229	673	7,102	32.0%	15,127	7,727	(625)
310-41901	INTEREST REVENUE	1,500	1,389	7,991	532.8%	(6,491)	5,849	2,142
310-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
310-49010	TRANSFER FROM GENERAL FUND	949,535	79,128	791,279	83.3%	158,256	811,930	(20,651)
310-49610	TRSF FROM UTILITY FUND	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***		1,428,600	84,056	1,294,390	90.6%	134,210	1,135,207	159,182
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%	-	-	-



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
310-56024	PRINCIPAL- BONDED DEBT	417,691	-	417,691	100.0%	0	243,000	174,691
310-56025	PRINCIPAL - CAPITAL LEASE	224,353	-	224,353	100.0%	-	218,487	5,866
310-56050	INTEREST- BONDED DEBT	926,240	-	466,316	50.3%	459,924	468,416	(2,100)
310-56051	INTEREST- CAPITAL LEASE	26,357	-	26,357	100.0%	-	32,223	(5,866)
310-56054	PAY/ESCROW AGENT FEES	-	-	5,863	0.0%	(5,863)	5,863	-
*** TOTAL EXPENSE ***		\$ 1,598,141	\$ -	\$ 1,140,579	71.4%	\$ 457,562	\$ 967,989	\$ 172,591
610 -WATER & WASTEWATER FUND - DETAIL								
REVENUE								
610-41706	SALE OF EQUIPMENT	-	-	-	0.0%	-	6,454	(6,454)
610-41709	WATER METERED SALES	5,474,905	567,242	4,194,173	76.6%	1,280,732	3,741,150	453,023
610-41710	METER REPLACEMENT FEE	-	-	-	0.0%	-	298,477	(298,477)
610-41711	SEWER SERVICE CHARGES	4,280,840	366,430	3,412,974	79.7%	867,866	2,353,040	1,059,934
610-41716	BULK WATER SALES	1,000	110	122	12.2%	878	-	122
610-41717	SEWER SURCHARGE	-	-	-	0.0%	-	734,207	(734,207)
610-41718	WATER TAPS	45,000	2,448	50,368	111.9%	(5,368)	31,753	18,615
610-41719	SEWER TAPS	45,000	6,707	22,358	49.7%	22,642	21,733	625
610-41724	SERVICE FEES	120,000	7,885	88,829	74.0%	31,171	93,838	(5,009)
610-41725	TAMPERING FEES	1,800	-	300	16.7%	1,500	1,415	(1,115)
610-41727	SEPTAGE FEES AND OTHER	30,000	1,812	20,468	68.2%	9,532	21,659	(1,192)
610-41728	REBATE - COMPOST FACILITY	20,000	16,352	16,352	81.8%	3,648	29,657	(13,306)
610-41732	MISC. CHARGES THRU WATER BILLS	1,000	66	(223)	-22.3%	1,223	743	(966)
610-41733	PENALTY WATER BILLINGS	60,000	15,664	183,234	305.4%	(123,234)	93,463	89,771
610-41804	STATE & FEDERAL GRANTS	-	-	-	0.0%	-	-	-
610-41815	UNMWA REIMB.	50,000	-	42,182	84.4%	7,818	49,193	(7,011)
610-41818	DEBT OR OTHER FINANCING	-	-	-	0.0%	-	-	-
610-41901	INTEREST REVENUE	60,000	21,691	147,377	245.6%	(87,377)	124,581	22,796
610-41902	INSURANCE RECOVERIES	-	1,571	25,070	0.0%	(25,070)	3,598	21,473
610-41903	BOND SALE PREMIUM	-	-	-	0.0%	-	-	-
610-41924	MISC REVENUE	-	-	265	0.0%	(265)	5,947	(5,682)
610-41926	SCRAP METAL RECOVERY	-	-	3,500	0.0%	(3,500)	37	3,463
610-49000	TRANSFER FROM OTHER FUNDS	-	-	-	0.0%	-	-	-
610-49620	TRANSFER FROM SANITATION	-	-	-	0.0%	-	-	-
*** TOTAL REVENUE ***		10,189,545	1,007,979	8,207,349	80.5%	1,982,196	7,610,946	596,404
610 -WATER & WASTEWATER FUND - DETAIL								
EXPENSE								
PERSONNEL								
610-51010	SALARIES & WAGES	1,428,409	99,818	1,046,340	73.3%	382,069	1,017,539	28,801
610-51020	OVERTIME	172,400	17,909	211,619	122.7%	(39,219)	151,566	60,053
610-51030	LONGEVITY	8,712	591	5,799	66.6%	2,913	5,049	750
610-51031	CERTIFICATION PAY	34,200	2,450	22,073	64.5%	12,127	42,318	(20,245)
610-51032	SHIFT PAY	3,600	400	3,061	85.0%	539	2,921	139
610-51034	UNIFORM ALLOWANCE	6,854	504	4,200	61.3%	2,654	4,418	(218)
610-51036	CELL PHONE ALLOWANCE	7,200	575	5,923	82.3%	1,277	6,600	(677)
610-51037	ON CALL PAY	-	1,650	19,810	0.0%	(19,810)	-	19,810
610-51040	SOCIAL SECURITY	123,800	9,281	98,677	79.7%	25,123	96,398	2,279
610-51050	HEALTH INSURANCE	304,214	21,347	227,570	74.8%	76,645	185,814	41,756
610-51061	WORKER'S COMPENSATION	49,614	5,353	54,135	109.1%	(4,521)	18,062	36,073
610-51070	RETIREMENT	229,634	17,753	187,853	81.8%	41,781	171,665	16,188
*** EXPENSE CATEGORY TOTALS ***		2,368,637	177,632	1,887,059	79.7%	481,577	1,702,351	184,708
SUPPLIES AND MATERIALS								
610-52010	OFFICE SUPPLIES/EQUIPMENT	2,800	-	1,267	45.3%	1,533	1,698	(431)
610-52020	POSTAGE	35,900	120	30,718	85.6%	5,182	35,890	(5,173)
610-52030	JANITORIAL SUPPLIES	2,600	21	1,722	66.2%	878	593	1,129
610-52031	CHEMICALS	597,000	63,459	342,371	57.3%	254,629	401,383	(59,012)

OTHER/MISC.



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
610-55005	TCEQ PERMITTING	65,000	-	55,617	85.6%	9,383	52,518	3,099
610-55030	BAD DEBT EXPENSE	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		65,000	-	55,617	85.6%	9,383	52,518	3,099
REVENUE BOND PRINCIPAL PAYMENT								
610-56005	REVENUE BOND PRIN PAYMENT	755,000	-	855,309	113.3%	(100,309)	885,000	(29,691)
610-56009	CERT OBLIG PRIN PAYMENT	480,000	-	210,000	43.8%	270,000	-	210,000
610-56025	PRINCIPAL - CAPITAL LEASE	59,131	-	61,955	104.8%	(2,824)	120,035	(58,080)
610-56050	INTEREST- BONDED DEBT	737,855	-	265,143	35.9%	472,712	276,971	(11,827)
610-56051	INTEREST- CAPITAL LEASE	5,783	-	2,959	51.2%	2,824	-	2,959
610-56054	PAY/ESCROW AGENT FEES	2,000	-	2,056	102.8%	(56)	2,556	(500)
*** EXPENSE CATEGORY TOTALS ***		2,039,769	-	1,397,423	68.5%	642,346	1,284,562	112,861
CAPITAL OUTLAY								
610-58030	IMPROVEMENTS	12,154,447	296,693	1,738,213	14.3%	10,416,234	1,597,809	140,404
610-58040	VEHICLES & EQUIPMENT	404,000	95,655	476,973	118.1%	(72,973)	540,121	(63,148)
610-58044	COMMUNICATION EQUIPMENT	130,000	-	49,664	38.2%	80,336	-	49,664
610-58046	LIFT STATION REPLACEMENT	1,146,800	-	-	0.0%	1,146,800	-	-
*** EXPENSE CATEGORY TOTALS ***		13,835,247	392,348	2,264,850	16.4%	11,570,397	2,137,930	126,920
INTERFUND ACTIVITY								
610-59010	TRANSFER TO/FROM GENERAL FUND	1,146,530	99,244	992,438	86.6%	154,092	992,438	-
610-59570	TRANSFER TO FLEET FUND	135,200	9,544	154,060	113.9%	(18,860)	100,355	53,705
*** EXPENSE CATEGORY TOTALS ***		1,281,730	108,788	1,146,497	89.4%	135,232	1,092,792	53,705
*** TOTAL EXPENSE ***		\$ 23,760,958	\$ 994,354	\$ 10,132,117	42.6%	\$ 13,628,841	\$ 9,949,629	\$ 182,488
620-SANITATION FUND- DETAIL								
REVENUE								
620-41715	SANITATION COLLECTION CHARGES	3,160,569	262,876	2,487,013	78.7%	673,556	2,429,449	57,564
620-41721	COLLECTION BAG SALES	20,000	1,236	13,549	67.7%	6,451	13,179	370
620-41722	CLEAN STREETS PROGRAM	166,233	13,986	140,591	84.6%	25,642	139,927	665
620-41723	SALES TAX DISCOUNT	600	125	1,192	198.7%	(592)	1,098	94
620-41729	ROLL OFF CHARGES	721,313	156,110	647,457	89.8%	73,855	519,019	128,439
620-41901	INTEREST REVENUE	7,000	131	1,821	26.0%	5,179	5,361	(3,540)
620-41902	INSURANCE RECOVERIES	-	-	-	0.0%	-	-	-
620-41922	REBATE REVENUE	15,000	-	-	0.0%	15,000	9,982	(9,982)
620-41924	MISC REVENUE	-	-	-	0.0%	-	-	-
620-41926	SCRAP METAL RECOVERY	-	-	-	0.0%	-	966	(966)
620-49010	TRANSFER FROM GENERAL FUND	-	-	-	0.0%	-	602	(602)
*** TOTAL REVENUE ***		4,090,715	434,464	3,291,623	80.5%	799,092	3,119,582	172,041
620-SANITATION FUND- DETAIL								
EXPENSE								
SUPPLIES AND MATERIALS								
620-52080	SMALL TOOLS/EQUIPMENT	-	-	299	0.0%	(299)	-	299
620-52130	GARBAGE BAGS	12,493	-	4,966	39.8%	7,527	9,985	(5,019)
*** EXPENSE CATEGORY TOTALS ***		12,493	-	5,265	42.1%	7,228	9,985	(4,720)
PROF/CONTRACTUAL SERV								
620-53504	ROLL OFFS	453,932	-	423,959	93.4%	29,973	418,754	5,205
620-53505	RESIDENTIAL COLLECTION	808,000	-	685,832	84.9%	122,168	642,023	43,809
620-53506	COMMERCIAL COLLECTION	1,456,000	-	1,117,982	76.8%	338,018	1,339,552	(221,570)
620-53508	CITY WIDE CLEAN-UP COLLECTION	82,692	-	84,104	101.7%	(1,412)	74,189	9,915



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
620-53520	JANITORIAL SERVICES	1,450	121	1,328	91.6%	122	1,207	121
*** EXPENSE CATEGORY TOTALS ***		2,802,074	121	2,313,206	82.6%	488,868	2,475,725	(162,519)
MAINTENANCE & REPAIR								
620-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	-	-	179	0.0%	(179)	-	179
620-54110	MOTOR VEHICLE REPAIRS	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		-	-	179	0.0%	(179)	-	179
OTHER/MISC.								
620-55030	BAD DEBT EXPENSE	20,000	(920)	(920)	-4.6%	20,920	-	(920)
620-55599	DEPRECIATION EXPENSE	45,000	-	-	0.0%	45,000	-	-
*** EXPENSE CATEGORY TOTALS ***		65,000	(920)	(920)	-1.4%	65,920	-	(920)
INTERFUND ACTIVITY								
620-59010	TRANSFER TO/FROM GENERAL FUND	1,198,148	99,846	998,457	83.3%	199,691	1,025,075	(26,619)
620-59570	TRANSFER TO FLEET FUND	13,000	224	23,555	181.2%	(10,555)	13,429	10,126
*** EXPENSE CATEGORY TOTALS ***		1,211,148	100,070	1,022,011	84.4%	189,137	1,038,504	(16,493)
*** TOTAL EXPENSE ***		\$ 4,090,715	\$ 99,271	\$ 3,339,742	81.6%	\$ 750,973	\$ 3,524,214	\$ (184,472)



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
215 -ECONOMIC DEVELOPMENT CORP (PEDC)- DETAIL								
REVENUE								
215-41013	PEDC SALES TAX	\$ 1,250,055	\$ 109,281	\$ 1,147,584	91.8%	\$ 102,471	1,122,680.80	\$ 24,903
215-41609	RENT - SUITE B	36,000	3,000	30,000	83.3%	6,000	-	30,000
215-41610	RENT - RESULTS CO	161,583	-	125,676	77.8%	35,907	179,537	(53,861)
215-41807	ETEX FIBER RECAPTURE	380,000	98,783	298,200	78.5%	81,800	364,082	(65,882)
215-41818	DEBT OR OTHER FINANCING	2,000,000	-	2,000,000	100.0%	-	-	2,000,000
215-41901	INTEREST REVENUE	40,000	17,806	114,854	287.1%	(74,854)	62,340	52,514
215-41932	TAH LOAN PYMT	34,064	2,839	28,386	83.3%	5,678	48,050	(19,663)
215-41938	SALE OF PROPERTY	-	-	10	0.0%	(10)	-	10
215-41924	MISC REVENUE	\$ -	\$ -	\$ -	0.0%	\$ -	0.00	\$ -
*** TOTAL REVENUE ***		3,901,702	231,708	3,744,710	96.0%	156,992	1,776,689	1,968,021
215 -ECONOMIC DEVELOPMENT CORP (PEDC)- DETAIL								
EXPENSE								
PERSONNEL								
215-51010	SALARIES & WAGES	185,555	12,873	126,763	68.3%	58,792	81,639	45,124
215-51020	OVERTIME	-	-	7	0.0%	(7)	-	7
215-51030	LONGEVITY	144	24	216	150.3%	(72)	111	105
215-51031	CERTIFICATION PAY	-	-	-	0.0%	-	-	-
215-51036	CELL PHONE ALLOWANCE	600	50	477	79.5%	123	375	102
215-51040	SOCIAL SECURITY	13,817	952	9,515	68.9%	4,301	6,359	3,156
215-51050	HEALTH INSURANCE	24,976	2,187	19,964	79.9%	5,012	10,126	9,838
215-51061	WORKER'S COMPENSATION	619	53	523	84.4%	96	87	436
215-51070	RETIREMENT	25,981	1,876	18,375	70.7%	7,605	11,616	6,759
*** EXPENSE CATEGORY TOTALS ***		251,691	18,015	175,841	69.9%	75,851	110,314	65,527
SUPPLIES AND MATERIALS								
215-52010	OFFICE SUPPLIES/EQUIPMENT	3,000	101	1,272	42.4%	1,728	1,763	(491)
215-52020	POSTAGE	250	-	132	52.6%	119	-	132
215-52091	FURNITURE & OFFICE EQUIPMENT	2,000	-	1,075	53.7%	925	103	972
*** EXPENSE CATEGORY TOTALS ***		5,250	101	2,478	47.2%	2,772	1,866	612
PROF/CONTRACTUAL SERV								
215-53010	LEGAL SERVICES	55,000	2,897	33,422	60.8%	21,578	44,274	(10,853)
215-53020	AUDIT & ACCOUNTING SERVICES	5,000	-	4,234	84.7%	766	4,243	(9)
215-53030	PROFESSIONAL SERVICES	50,000	1,000	3,899	7.8%	46,101	8,990	(5,091)
215-53031	CONSULTANT SERVICES	20,000	600	600	3.0%	19,400	3,205	(2,605)
215-53041	CITY ISSUED CELL PHONES	-	-	-	0.0%	-	-	-
215-53090	IT SUPPORT	1,897	609	1,523	80.3%	375	1,702	(179)
215-53095	SOFTWARE MAINTENANCE	808	311	688	85.2%	120	680	8
215-53150	MARKETING SERVICES	50,000	5,139	37,697	75.4%	12,303	13,325	24,372
215-53210	FINANCIAL SERVICE CHARGES	-	-	-	0.0%	-	10	(10)



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
215-53311	PRINTER/COPIER LEASE	3,000	270	2,092	69.7%	908	-	2,092
215-53315	VEHICLE LEASE FEES	-	-	-	0.0%	-	218	(218)
215-53330	CITY-PAID EXPENSES	-	-	-	0.0%	-	-	-
215-53500	LEGAL NOTICES	6,000	-	1,095	18.2%	4,905	2,106	(1,011)
215-53501	COMMUNICATIONS	-	-	-	0.0%	-	297	(297)
215-53509	MEMBERSHIPS & SUBSCRIPTIONS	20,000	137	17,278	86.4%	2,722	8,768	8,510
215-53510	TRAVEL AND TRAINING	10,000	21	7,820	78.2%	2,180	2,213	5,607
215-53512	PRINTING SERVICES	-	-	-	0.0%	-	2,290	(2,290)
215-53514	TML INSURANCE	9,000	-	12,135	134.8%	(3,135)	8,377	3,758
215-53515	INSURANCE AND BONDS	1,000	-	-	0.0%	1,000	-	-
215-53520	JANITORIAL SERVICES	9,000	675	6,275	69.7%	2,725	3,465	2,810
215-53617	PROJECTS SUPPORT GRANTS	800,000	-	103,500	12.9%	696,500	-	103,500
215-53662	ATH COMPLEX IMPROVEMENTS GRANT	25,000	-	-	0.0%	25,000	-	-
215-53663	COM DEV GRANT-GENERAL PROGRAM	75,000	-	-	0.0%	75,000	10,000	(10,000)
215-53664	BLDG IMPROVEMENT GRANT PROG	150,000	16,534	131,122	87.4%	18,878	3,838	127,284
215-53665	PRIOR YEAR BLDG IMPROV GRANTS	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		1,290,705	28,192	363,378	28.2%	927,327	118,001	245,378
MAINTENANCE & REPAIR								
215-54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	100,000	3,021	47,827	47.8%	52,173	46,234	1,593
215-54120	EQUIPMENT REPAIR/MAINT EXP	-	-	-	0.0%	-	-	-
*** EXPENSE CATEGORY TOTALS ***		100,000	3,021	47,827	47.8%	52,173	46,234	1,593
UTILITIES								
215-54500	UTILITIES - ELECTRIC	7,500	50	3,604	48.1%	3,896	6,376	(2,772)
215-54501	UTILITIES - WATER/SEWER	4,000	237	2,803	70.1%	1,197	2,162	641
215-54503	PHONES/INTERNET	4,000	393	4,594	114.8%	(594)	3,771	823
*** EXPENSE CATEGORY TOTALS ***		15,500	679	11,001	71.0%	4,499	12,309	(1,308)
OTHER/MISC.								
215-55002	EVENTS & PROMOTIONS	-	-	-	0.0%	-	-	-
215-55009	BUSINESS RETENTION/EXPANSION	15,000	-	1,128	7.5%	13,872	-	1,128
215-55066	COMMUNITY EVENTS	-	-	-	0.0%	-	100	(100)
215-55067	HOSPITAL DEMOLITION	-	-	-	0.0%	-	-	-
215-55200	MEETING MEALS	3,000	1,145	3,905	130.2%	(905)	1,552	2,352
*** EXPENSE CATEGORY TOTALS ***		18,000	1,145	5,033	28.0%	12,967	1,652	3,381
DEBT SERVICE								
215-56005	REVENUE BOND PRIN PAYMENT	455,481	82,233	124,275	27.3%	331,206	46,480	77,796
215-56050	INTEREST- BONDED DEBT	130,484	60,455	83,203	63.8%	47,281	21,830	61,373
215-56054	PAY/ESCROW AGENT FEES	60,000	-	55,340	92.2%	4,660	23,840	31,500
*** EXPENSE CATEGORY TOTALS ***		645,966	142,687	262,819	40.7%	383,147	92,150	170,668



City of Palestine, Texas
Financial Statement
As of July 31, 2024

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
CAPITAL OUTLAY								
215-58000	CAPITAL OUTLAY	2,392,256	-	2,338,481	97.8%	53,775	-	2,338,481
*** EXPENSE CATEGORY TOTALS ***		2,392,256	-	2,338,481	97.8%	53,775	-	2,338,481
INTERFUND ACTIVITY								
215-59010	TRANSFER TO/FROM GENERAL FUND	48,404	2,614	26,143	54.0%	22,262	26,143	-
215-59570	TRANSFER TO FLEET FUND	250	-	183	73.2%	67	38	145
*** EXPENSE CATEGORY TOTALS ***		48,654	2,614	26,326	54.1%	22,328	26,180	145
*** TOTAL EXPENSE ***		\$ 4,768,022	\$ 196,455	\$ 3,233,184	67.8%	\$ 1,534,838	\$ 408,707	\$ 2,824,477



City of Palestine, Texas
Financial Statement
As of July 31, 2024

NON MAJOR FUNDS SUMMARY							
	200	240	250	251	252	260	270
	HOTEL	AIRPORT	MUNICIPAL COURT	MUNICIPAL	MUNICIPAL	PD FORFEITURE FUND	COMMUNITY FOREST
Beginning Fund Balance	\$ 1,393,016	\$ 29,056	\$ 75,562	\$ 55,426	\$ 73,037	\$ 69,664	\$ 2,877
REVENUE							
PROPERTY TAXES	-	-	-	-	-	-	-
SALES TAX	-	-	-	-	-	-	-
FRANCHISE TAX	-	-	-	-	-	-	-
PERMITS LICENSES & FEES	-	-	-	-	-	-	-
FINES AND WARRANTS	-	-	7,597	6,261	13,386	-	-
LEASE/RENTAL REVENUE	-	11,838	-	-	-	-	-
CHARGES FOR SERVICE	-	-	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	84,313	-	-	-	6,740	-
OTHER INCOME	584,596	9,741	2,393	1,742	3,561	4,681	537
INTERFUND ACTIVITY	-	256,361	-	-	-	-	-
Total	584,596	362,253	9,990	8,003	16,947	11,420	537
EXPENSE							
PERSONNEL	158,754	-	-	-	-	-	-
SUPPLIES AND MATERIALS	23,858	11,301	-	1,526	-	-	-
PROF/CONTRACTUAL SERV	126,537	82,865	-	-	-	-	9,870
MAINTENANCE & REPAIR	10,990	39,064	-	-	-	-	-
UTILITIES	11,827	8,053	-	-	-	-	-
OTHER/MISC.	377,809	-	-	-	-	-	-
DEBT SERVICE	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	18,147	-	-	-	-	-
INTERFUND ACTIVITY	26,287	2,484	-	-	-	-	-
Total	736,062	161,914	-	1,526	-	-	9,870
Surplus (Deficit)	(151,465)	200,339	9,990	6,477	16,947	11,420	(9,333)
Ending Fund Balance	\$ 1,241,551	\$ 229,394	\$ 85,552	\$ 61,903	\$ 89,984	\$ 81,084	\$ (6,456)

NON MAJOR FUNDS SUMMARY

	271	280	290	400	740	770	
	PERPETUAL CEMETERY FUND	GRANTS	STREET MAINTENANCE / REPAIR TAX	GENERAL CIP FUND	EQUIPMENT REPLACEMENT	FLEET FUND	TOTAL NON MAJOR FUNDS
Beginning Fund Balance	\$ 232,103	\$ 21,766	\$ 746,530	\$ 22,084,037	\$ 834,893	\$ (77,634)	\$ 25,540,333
REVENUE							
PROPERTY TAXES	-	-	-	-	-	-	-
SALES TAX	-	-	573,792	-	-	-	573,792
FRANCHISE TAX	-	-	-	-	-	-	-
PERMITS LICENSES & FEES	-	-	-	-	-	-	-
FINES AND WARRANTS	-	-	-	-	-	-	27,244
LEASE/RENTAL REVENUE	-	-	-	-	-	-	11,838
CHARGES FOR SERVICE	14,750	-	-	-	-	17,579	32,329
INTERGOVERNMENTAL REVENUE	-	-	-	-	-	-	91,052
OTHER INCOME	6,315	652	-	573,759	-	96,753	1,284,730
INTERFUND ACTIVITY	-	-	-	-	-	667,440	923,801
Total	21,065	652	573,792	573,759	-	781,772	2,944,786
EXPENSE							
PERSONNEL	-	-	-	-	-	170,260	329,014
SUPPLIES AND MATERIALS	-	-	-	-	-	343,674	380,358
PROF/CONTRACTUAL SERV	-	-	-	-	-	8,040	227,312
MAINTENANCE & REPAIR	44,748	-	51,333	-	-	234,415	380,550
UTILITIES	-	-	-	-	-	9,448	29,328
OTHER/MISC.	-	-	-	-	-	-	377,809
DEBT SERVICE	-	-	-	-	-	-	-
CAPITAL OUTLAY	7,500	-	117,645	1,093,335	-	15,936	1,252,563
INTERFUND ACTIVITY	-	-	-	-	-	-	28,771
Total	52,248	-	168,978	1,093,335	-	781,772	3,005,705
Surplus (Deficit)	(31,183)	652	404,814	(519,576)	-	-	(60,919)
Ending Fund Balance	\$ 200,920	\$ 22,417	\$ 1,151,344	\$ 21,564,461	\$ 834,893	\$ (77,634)	\$ 25,479,414



City of Palestine, Texas

Summary of Cash and Investment Activity

For the Month Ending: July 31, 2024

	Par Value	Book Value	Market Value	Ratio Market-to-Book Value	
Beginning Balances					
Cash	\$ 18,254,519.82	\$ 18,254,519.82	\$ 18,254,519.82	100.00%	
Investments	39,832,462.01	39,832,462.01	39,832,462.01	100.00%	
Total	\$ 58,086,981.83	\$ 58,086,981.83	\$ 58,086,981.83	100.00%	
Activity					
Cash	(\$852,663.83)	(852,663.83)	(852,663.83)		
Investments					
Net Accretion & Amortization	-	-	-		
Purchases	1,484,000.00	1,484,000.00	1,484,000.00		
Maturities/Calls	(494,000.00)	(494,000.00)	(494,000.00)		
Changes to Market Value		-	(97,136.37)		
Withdrawals/Deposits	(1,600,002.74)	(1,600,002.74)	(1,600,002.74)		
Interest Earnings	\$240,642.09	\$240,642.09	\$240,642.09		
Net Monthly Activity	(\$1,222,024.48)	(1,222,024.48)	(1,319,160.85)		
Ending Balances					
Cash	17,401,855.99	17,401,855.99	17,401,855.99	100.00%	
Investments	39,463,101.36	39,463,101.36	39,365,964.99	99.75%	
Total	\$ 56,864,957.35	\$ 56,864,957.35	\$ 56,767,820.98	99.83%	



City of Palestine, Texas
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2024

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	\$4,351,646		\$ 100.000	0.200%	\$4,351,646	\$ 4,351,646	\$ 4,351,646	\$ -	1
N/A	N/A	N/A	BNY Mellon - Cash Reserve	226,368		100.000	0.144%	226,368	226,368	226,368	-	1
N/A	N/A	N/A	TexSTAR - Local Government Investment Pool	8,321,175		100.000	5.040%	8,321,175	8,321,175	8,321,175	-	1
N/A	N/A	N/A	TexSTAR - General Obligation Bond 2014	10,665,540		100.000	5.040%	10,665,540	10,665,540	10,665,540	-	1
N/A	N/A	N/A	FNC - Cash, Money Funds, & Bank Deposits	21,365		100.000	0.010%	21,365	21,365	21,365	-	1
N/A	N/A	N/A	FNC PEDC - Cash, Money Funds, & Bank Deposits	35,851		100.000	0.010%	35,851	35,851	35,851	-	1
1/13/2022	1/13/2025	3130AQGT4	Bond - Federal Home Loan Bank	1,000,000		100.000	1.100%	1,000,000	1,000,000	981,510	(18,490)	166
2/18/2022	2/18/2025	3130AQRN5	Bond - Federal Home Loan Bank	1,000,000		100.000	1.150%	1,000,000	1,000,000	982,770	(17,230)	202
4/5/2022	4/5/2025	14042TFC6	CD - Capital One Bank	250,000		100.000	2.580%	250,000	250,000	245,928	(4,073)	248
2/18/2022	2/18/2025	05580AJ39	CD - BMW Bank North America	200,000		100.000	1.460%	200,000	200,000	196,166	(3,834)	202
1/21/2022	1/21/2025	38149MU35	CD - Goldman Sachs	250,000		100.000	2.080%	250,000	250,000	245,233	(4,768)	174
5/11/2022	5/19/2025	02007GRK1	CD - Ally Bank	250,000		100.000	3.100%	250,000	250,000	246,348	(3,653)	292
5/11/2022	5/19/2025	0258ACS9	CD - American Express	250,000		100.000	3.100%	250,000	250,000	246,370	(3,630)	292
5/11/2022	5/19/2025	140442RRH6	CD - Capital One National Bank	250,000		100.000	3.100%	250,000	250,000	246,370	(3,630)	292
5/11/2022	5/19/2025	61690UJ43	CD - Morgan Stanley Bank	250,000		100.000	3.150%	250,000	250,000	246,445	(3,555)	292
5/11/2022	5/19/2025	61768EJP9	CD - Morgan Stanley Private Bank	250,000		100.000	3.150%	250,000	250,000	246,445	(3,555)	292
5/25/2022	5/27/2025	06740KQN0	CD- Barclays Bank	250,000		100.000	3.050%	250,000	250,000	246,200	(3,800)	300
5/25/2022	5/27/2025	254673E69	CD - Discover Bank	250,000		100.000	3.100%	250,000	250,000	246,300	(3,700)	300
6/30/2022	8/30/2024	87164DTM2	CD - Synovus Bank	250,000		100.000	3.200%	250,000	250,000	249,605	(395)	30
6/30/2022	6/30/2025	90348J4C1	CD - UBS Bank	250,000		100.000	3.300%	250,000	250,000	246,530	(3,470)	334
7/22/2022	7/22/2025	87164XN36	CD - Synchrony Bank	250,000		100.000	3.050%	250,000	250,000	246,300	(3,700)	356
7/25/2022	7/25/2025	32022RRW9	CD - First Financial Bank	250,000		100.000	3.050%	250,000	250,000	245,745	(4,255)	359
9/28/2022	9/29/2025	307811EZ8	CD - Farmers & Merchants Bank	250,000		100.000	3.750%	250,000	250,000	247,168	(2,833)	425



City of Palestine, Texas
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2024

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	247,905	(2,095)	425
9/30/2022	9/30/2025	32112UEC1	CD - First National Bank	250,000		100.000	3.750%	250,000	250,000	247,138	(2,863)	426
9/30/2022	9/30/2025	52470QCA0	CD - Legacy Bank & Trust	250,000		100.000	4.000%	250,000	250,000	247,845	(2,155)	426
10/7/2022	4/7/2025	84229LAX0	CD - Southern Bank	250,000		100.000	3.740%	250,000	250,000	247,708	(2,293)	250
10/13/2022	10/14/2025	07815ACD7	CD - Bell St Bank & Trust	250,000		100.000	4.210%	250,000	250,000	248,248	(1,753)	440
10/14/2022	4/14/2025	620476BB6	CD - Mound City Bank	250,000		100.000	4.160%	250,000	250,000	248,480	(1,520)	257
10/26/2022	10/28/2024	23204HLJ5	CD - Customers Bank	250,000		100.000	4.510%	250,000	250,000	249,558	(443)	89
10/28/2022	10/28/2025	319477AN5	CD - First Citizens Bank & Trust	250,000		100.000	4.160%	250,000	250,000	249,800	(200)	454
11/15/2022	8/15/2024	66476QDC9	CD - Northern Bank & Trust	250,000		100.000	4.750%	250,000	250,000	249,960	(40)	15
9/20/2019	9/20/2025	182001541	CD - Prosperity Bank	167,819		100.000	1.900%	167,819	167,819	167,819	-	416
9/20/2020	9/20/2024	182001540	CD - Prosperity Bank	164,507		100.000	0.500%	164,507	164,507	164,507	-	51
9/27/2022	10/15/2024	62384RAQ9	CD - Mountain Amer Cr Un	249,000		100.000	4.750%	249,000	249,000	248,758	(242)	76
11/23/2022	11/24/2025	849061AA4	CD - Spokane Teachers Cr Un	248,000		100.000	5.000%	248,000	248,000	248,928	928	481
11/28/2022	5/28/2024	397129AJ6	CD - Greenwood Cr Un	-		100.000	4.950%	-	-	-	-	-64
11/28/2022	11/28/2025	07181JAX	CD - Baxter Cr Un	248,000		100.000	4.950%	248,000	248,000	248,754	754	485
12/30/2022	12/30/2025	01882MAD4	CD - Alliant Cr Un	248,000		100.000	5.100%	248,000	248,000	249,404	1,404	517
12/23/2022	12/23/2024	9497634P8	CD - Wells Fargo Bank (PEDC)	249,000		100.000	4.750%	249,000	249,000	248,385	(615)	145
1/20/2023	7/22/2024	564759RU4	CD - Manufacturers & Traders Tr Co (PEDC)	-		100.000	4.600%	-	-	-	-	-9
1/31/2023	7/31/2024	33651FAH2	CD - First Source Fed Cr Un	-		100.000	4.750%	-	-	-	-	0
2/15/2023	2/14/2025	369674CJ3	CD - General Electric Cr Un	248,000		100.000	5.000%	248,000	248,000	247,916	(84)	198
2/24/2023	2/24/2025	87868YAJ2	CD - Technology Cr Un San Jose	248,000		100.000	5.000%	248,000	248,000	247,903	(97)	208
3/8/2023	3/8/2028	011852AE0	CD - Alaska USA Fed Cr Un	249,000		100.000	4.600%	249,000	249,000	251,174	2,174	1316
3/10/2023	3/10/2028	92891CCZ3	CD - Vystar Cr Un	249,000		100.000	4.550%	249,000	249,000	250,778	1,778	1318



City of Palestine, Texas
Summary of Cash and Investment Activity
For the Month Ending: July 31, 2024

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	150,593	593	300
5/30/2023	5/30/2025	67054NBG7	CD - Numerica Cr Un	250,000		100.000	5.000%	250,000	250,000	250,238	238	303
6/21/2023	6/22/2026	14919NAA8	CD - Catholic and Community Cr Un	250,000		100.000	5.300%	250,000	250,000	250,080	80	691
7/14/2023	7/14/2028	91739JAA3	CD - Utah First Fed Cr Un	249,000		100.000	4.750%	249,000	249,000	258,512	9,512	1444
5/12/2023	12/30/2024	3134GXB29	Bond - Federal Home Ln Mtg Corp (CIP)	5,000,000		100.000	4.000%	5,000,000	5,000,000	4,974,400	(25,600)	152
2/16/2024	2/14/2025	3135GAP62	Bond - Federal Natl Mtg Assn (CIP)	1,000,000		100.000	5.000%	1,000,000	1,000,000	1,000,250	250	198
2/28/2024	3/1/2027	01025RAP4	SH CTF - Alabama Cr Un	250,000		100.000	4.500%	250,000	250,000	250,290	290	943
2/28/2024	3/1/2027	30960QAW7	SH CTF - Farmers Ins Group Fed Cr Un	250,000		100.000	4.500%	250,000	250,000	250,290	290	943
4/16/2024	8/31/2025	TSRYS5638348	US Treasury Securities NTS	500,000		100.000	5.000%	500,000	500,000	501,190	1,190	396
6/13/2024	6/14/2027	32026U5Y8	CD - First Fndtn Bk	240,000		100.000	4.900%	240,000	240,000	242,978	2,978	1048
6/28/2024	6/28/2027	32023HBT4	CD - First Fed Svgs & Ln	248,000		100.000	5.250%	248,000	248,000	249,071	1,071	1062
7/19/2024	7/21/2025	89841MBG1	CD - Trustone Finl Cr Un (PEDC)	248,000		100.000	5.100%	248,000	248,000	248,640	640	355
7/22/2024	7/21/2028	19058RAG6	CD - Coastal1 Cr Un	244,000		100.000	4.550%	244,000	244,000	246,342	2,342	1451
7/30/2024	7/30/2029	18507MAD3	CD - Clearpath Fed Cr Un	248,000		100.000	5.400%	248,000	248,000	248,997	997	1825
7/31/2024	7/31/2025	291916AQ7	CD - Empower Fed Cr Un (PEDC)	244,000		100.000	5.100%	244,000	244,000	244,703	703	365
7/31/2024	8/2/2027	795451DN0	CD - Sallie Mae Bk	250,000		100.000	5.000%	250,000	250,000	250,263	263	1097
7/9/2024	1/10/2028	74048CBG6	CD - Premier Cmnty Bk	250,000		100.000	4.450%	250,000	250,000	252,958	2,958	1258
Totals/Weighted Average				\$44,011,271			3.964%	\$44,011,271	\$ 44,011,271	\$ 43,914,135	\$ (97,136)	176
Benchmark - 4 Weeks Coupon Equivalent- Treasury Bill Rate							5.370%					



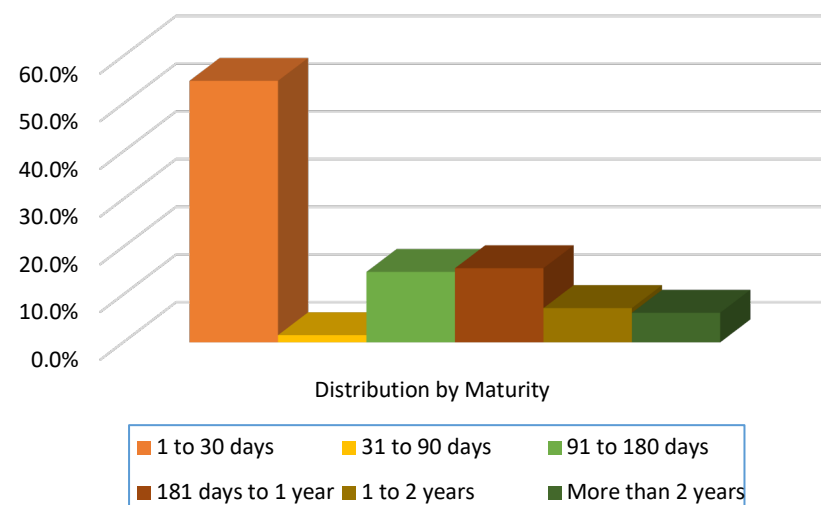
City of Palestine, Texas

Summary of Cash and Investment Activity

For the Month Ending: July 31, 2024

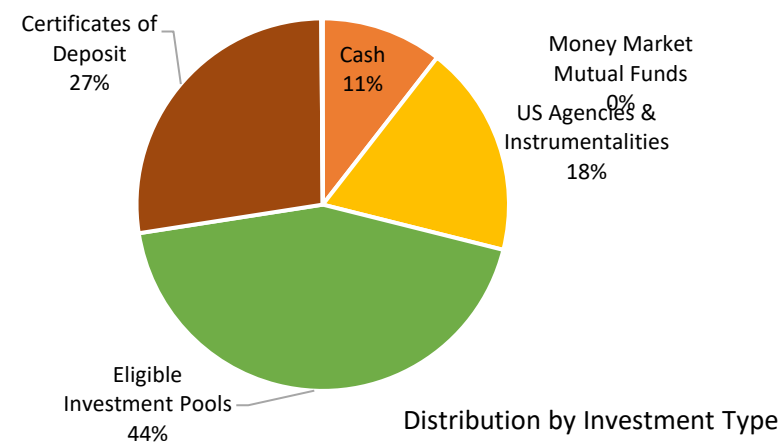
Distribution by Maturity

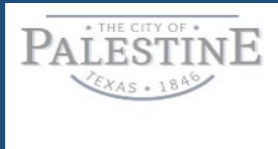
	Par Value	Percent
1 to 30 days	\$24,121,944	54.8%
31 to 90 days	663,507	1.5%
91 to 180 days	6,499,000	14.8%
181 days to 1 year	6,838,000	15.5%
1 to 2 years	3,161,819	7.2%
More than 2 years	2,727,000	6.2%
	<u>\$ 44,011,271</u>	<u>100.0%</u>



Distribution by Investment Type

	Book Value	Percent
Cash	\$4,578,013	10.4%
US Agencies & Instrumentalities	8,000,000	18.2%
Eligible Investment Pools	18,986,716	43.1%
Certificates of Deposit	11,889,327	27.0%
US Treasury Bills / Notes / Bonds	500,000	1.1%
Money Market Mutual Funds	57,216	0.1%
Repurchase Agreements	-	0.0%
	<u>\$ 44,011,271</u>	<u>100.0%</u>






City of Palestine, Texas
Cash and Investment Distribution by Fund
For the Month Ending: July 31, 2024

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	\$ 4,902,448	\$ 403,011	\$ 1,029,538	\$ 109,304	\$ 28,566	\$ 20,670	43,586
FNC/Pershing	Cash, Money Funds, & Bank Dep.	\$ 12,880	\$ 1,059	\$ 38,555	\$ 287	\$ 75	\$ 54	115
CD's	Certificates of Deposit	\$ 6,720,719	\$ 552,484	\$ 2,152,384	\$ 149,844	\$ 39,161	\$ 28,336	59,751
Total of Investments		11,636,047	956,554	3,220,478	259,435	67,803	49,061	103,451
Cash		312,263	315,781	6,962	1,820	1,317	2,776	3,435
Total Investments & Cash		11,948,310	1,272,335	3,227,440	261,255	69,120	51,837	106,886

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	53,934	(2,156)	67,088	7,485	-	344,741	133,874
FNC/Pershing	Cash, Money Funds, & Bank Dep.	142	(6)	176	20	-	906	352
CD's	Certificates of Deposit	73,937	(2,955)	91,970	10,262	-	472,602	183,526
Total of Investments		128,013	(5,116)	159,234	17,767	-	818,249	317,752
Cash		4,273	25,670	477	-	-	21,958	(137)
Total Investments & Cash		132,286	20,554	159,711	17,767	\$ -	\$ 840,207	317,614

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	10,698,932	1,116,755	12,511	-	16,427	18,986,716
FNC/Pershing	Cash, Money Funds, & Bank Dep.	88	2,437	33	-	43	57,216
CD's	Certificates of Deposit	10,129,236	1,271,858	17,151	-	22,519	21,972,786
Total of Investments		20,828,256	2,391,051	29,695	-	38,989	41,016,717
Cash		1,046	285,462	797	8,527	2,127	994,554
Total Investments & Cash		\$ 20,829,303	\$ 2,676,512	\$ 30,492	\$ 8,527	\$ 41,116	\$ 42,011,271



City of Palestine, Texas

Summary of Investment Earnings by Fund

For the Month Ending: July 31, 2024

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	492.91	40.52	307.41	10.99	2.87	2.08	4.38
TexSTAR	24,510.44	2,014.91	5,147.31	546.48	142.82	103.34	217.91
FNC/Pershing	30.05	2.47	344.29	0.67	0.18	0.13	0.27
CD's	27,059.06	2,224.42	7,726.54	603.30	157.67	114.09	240.57
Total	52,092.46	4,282.32	13,525.56	1,161.44	303.54	219.64	\$ 463.13

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	5.42	(0.22)	6.75	0.75	-	34.66	13.46
TexSTAR	269.65	(10.78)	335.41	37.42	-	1,723.58	669.32
FNC/Pershing	0.33	(0.01)	0.41	0.05	-	2.11	0.82
CD's	297.69	(11.90)	370.29	41.32	-	1,902.80	738.92
Total	573.09	(22.90)	712.86	79.54	-	3,663.15	1,422.52

Description	400	610	620	740	770	TOTAL
	GENERAL CIP FUND	W/WW UTILITY FUND	SANITATION FUND	EQUIPMENT REPLACEMENT FUND	FLEET FUND	
Bank Interest	3.36	420.28	1.26	-	1.65	1,348.54
TexSTAR	48,079.17	5,487.48	62.55	-	82.13	89,419.15
FNC/Pershing	0.20	5.69	0.08	-	0.10	387.83
CD's	89,090.17	5,120.77	69.05	-	90.67	135,835.43
Total	\$ 137,172.90	\$ 11,034.22	\$ 132.94	\$ -	\$ 174.55	\$ 226,990.95

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: August 26, 2024
To: City Council
From: Courtney Acklin, Court Administrator
Agenda Item: Municipal Court Report for July 2024
Date Submitted: 08/08/2024

SUMMARY:

A detailed monthly report is attached, which provides the types of citations, dispositions, and total fines/fees collected. Brief highlights for the month are listed below.

- July's case volume (charges filed) increased, but revenue decreased from the previous month, as shown in the attached activity graphs.
- 58 warrants were issued.
- 91 warrants were cleared.
- 2 trials were conducted.

RECOMMENDED ACTION:

None.

CITY MANAGER APPROVAL:

Attachments

Municipal Court Report for July 2024

City of Palestine
Official Municipal Court Monthly Report
Month of July 2024

		Traffic Misdemeanors		Non-Traffic Misdemeanors		Total
		Non-Parking	Parking	State Law	Ordinance	
1	New Cases Filed During Month	213	1	51	20	285
	<u>Caseload Reporting - Primary Activity of the Court</u>					
2	<u>Dispositions Prior to Trial:</u>					
A	Bonds Forfeited	0	0	0	0	0
B	Fined	44	0	31	5	80
C	Cases Dismissed	10	0	5	1	16
	Total Dispositions Prior to Trial	54	0	36	6	96
3	<u>Dispositions at Trial:</u>					
A	Plea of Guilty or Nolo Contendere	67	0	16	25	108
B1	Guilty by Judge	0	0	0	0	0
B2	Not Guilty by Judge	0	0	0	1	1
C1	Guilty by Jury	0	0	0	0	0
C2	Not Guilty by Jury	0	0	0	0	0
D	Dismissed at Trial	6	0	1	7	14
	Total Dispositions at Trial	73	0	17	33	123
4	<u>Cases Dismissed:</u>					
A	After Driver Safety Course	11	0	0	0	11
B	After Deferred Disposition	5	0	1	1	7
C	After Proof of Financial Responsibility	1	0	0	0	1
D	Compliance Dismissal	16	0	3	0	19
	Total Categorized Dismissals	33	0	4	1	38
5	<u>Community Service Ordered:</u>	11	1	2	2	16
6	<u>Cases Appealed</u>	0	0	0	0	0
	<u>Totals 2,3,4,5</u>	171	1	59	42	273

	<u>Warrant Activity</u>
--	--------------------------------

7	<u>Total Warrants Issued</u>	96		<u>Value of Warrants Issued</u>		\$29,612.39
8	<u>Total Warrants Cleared</u>	91		<u>Value of Warrants Cleared</u>		\$26,807.06

Juvenile Activity and Other Magistrate Functions	
--	--

9	Juvenile Activity				
A	ABC Code Offenses (Non-Driving)	1		10. DL Suspension Hearings	0
B	DUI Alcohol	0		11. Property Hearings	0
C	Health and Safety Code (Tobacco)	0		12. Search Warrants Issued	0
D	Transportation Code	9		13. Total Magistrate Warnings Given	58
E	Non-Traffic Offenses	0		A. Class C Misdemeanors Only	58
F	Waive Jurisdiction on Non-Traffic	0		B. Felonies/A and B Misdemeanors	0
G	Drug Paraphernalia	0			
				Total Court Fines and Fees	\$ 31,068.54

The Total Court Fine and Fees amount includes both City Revenue and State Revenue.			
--	--	--	--

City of Palestine Municipal Court Activity Report - FY 2023 - 2024

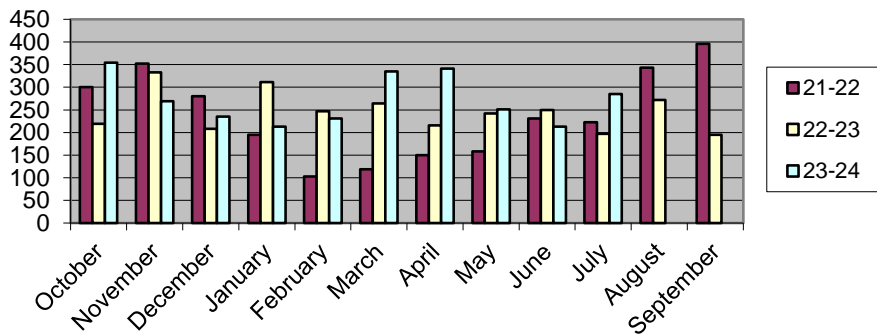
Charges Filed All Tickets and Other Complaints

	21-22	22-23	23-24
October	300	219	354
November	352	333	269
December	280	208	235
January	195	311	213
February	103	247	231
March	119	264	335
April	150	216	341
May	158	242	251
June	231	250	213
July	223	197	285
August	343	272	
September	396	195	
Total	2850	2954	2727

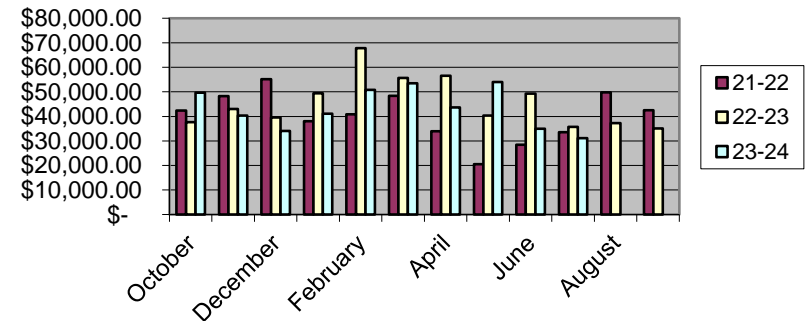
Revenue

	21-22	22-23	23-24
October	\$ 42,354.77	\$ 37,620.46	\$ 49,619.84
November	\$ 48,254.04	\$ 43,003.81	\$ 40,377.93
December	\$ 55,144.50	\$ 39,549.76	\$ 34,022.00
January	\$ 38,074.21	\$ 49,458.48	\$ 41,034.04
February	\$ 40,777.61	\$ 67,843.30	\$ 50,782.19
March	\$ 48,410.01	\$ 55,648.71	\$ 53,497.58
April	\$ 33,879.43	\$ 56,502.49	\$ 43,584.43
May	\$ 20,524.01	\$ 40,308.43	\$ 54,059.13
June	\$ 28,370.83	\$ 49,331.30	\$ 34,928.90
July	\$ 33,493.63	\$ 35,699.02	\$ 31,068.54
August	\$ 49,749.95	\$ 37,304.07	
September	\$ 42,451.20	\$ 35,107.46	
Total	\$ 481,484.19	\$ 547,377.29	\$ 432,974.58

Charges Filed in Municipal Court



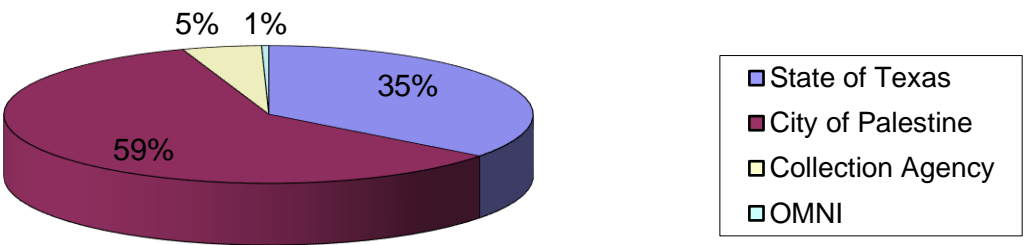
Revenue By Month



Where the Money Goes:

State of Texas	\$	10,984.97
City of Palestine	\$	18,440.51
Collection Agency	\$	1,507.10
OMNI	\$	135.96

Total Collections \$ 31,068.54





Agenda Date: August 26, 2024
To: City Council
From: Mark Harcrow, Chief of Police
Agenda Item: July 2024 Police Department Monthly Reports
Date Submitted: 08/21/2024

SUMMARY:

July 2024 Police Department Monthly Reports

RECOMMENDED ACTION:

Report only.

CITY MANAGER APPROVAL:

Attachments

CID Stats July 24

PLACE Team Stats July 24

PPD Stats July 24



PALESTINE POLICE DEPARTMENT

CID Council Report

Printed on August 1, 2024

Offense	Disposition	Disposition Date
Cleared Exceptionally - In Custody of Other Jurisdiction		
ASSAULT	Cleared Exceptionally -	07/08/24
Cleared Exceptionally - In Custody of Other Jurisdiction Total: 1		
Cleared Exceptionally - Victim Refused to Cooperate		
DISTURBANCE	Cleared Exceptionally -	07/12/24
Cleared Exceptionally - Victim Refused to Cooperate Total: 1		
Closed		
SEX OFFENSE	Closed	07/25/24
ASSAULT	Closed	07/31/24
Closed Total: 2		
DA Ready		
THEFT	DA Ready	07/19/24
GENERAL INFORMATION	DA Ready	07/19/24
SEX OFFENSE	DA Ready	07/11/24
SEX OFFENSE	DA Ready	07/29/24
IDENTITY THEFT	DA Ready	07/31/24
POSSESSION CONTROLLED SUBSTANCE	DA Ready	07/03/24
DA Ready Total: 6		
Referred to DA		
CRIMINAL TRESPASSING	Referred to DA	07/12/24
FIRE- STRUCTURE	Referred to DA	07/12/24
DEADLY CONDUCT	Referred to DA	07/12/24
SHOTS FIRED	Referred to DA	07/12/24
THEFT	Referred to DA	07/12/24
SEX OFFENSE	Referred to DA	07/11/24
AGGRAVATED ASSAULT	Referred to DA	07/12/24
GENERAL INFORMATION	Referred to DA	07/12/24
THEFT	Referred to DA	07/12/24
GENERAL INFORMATION	Referred to DA	07/12/24
ASSAULT	Referred to DA	07/12/24
AGGRAVATED ASSAULT	Referred to DA	07/12/24
Referred to DA Total: 12		
Total Records: 22		



Palestine Police Department
P.L.A.C.E. Team Activity Report

504 North Queen Street
Palestine, Texas 75801

July 2024

Code Violations

Maintenance of Property	3
Trash / Rubbish	5
Tall Weeds and Grass	80
Vehicles / Trailers	6
Other Violation	56
Animal Control	6
Illegal Dump Sites	0
Estimated Total Weight	0

Violation Status

Compliant upon Contact	152
Non-Compliance	150
Citations	0
Municipal Court	3

Known Expenditures

Properties Cleaned	0
Property Liens	0
Community Service Persons	17
Total Accumulated Hours	136

Litter Abatement

Total # Dump Sites	20
Estimated Total Weight	3375 lbs

Animal Control

Total Calls for Month	108
Bites / Quarantine	1
Emergency Calls – OT	2
Citations	15
Warnings	1
Animal Intake	28

Palestine Police Department Monthly Activity Report

Date Reported: 7/1/2024 – 7/31/2024



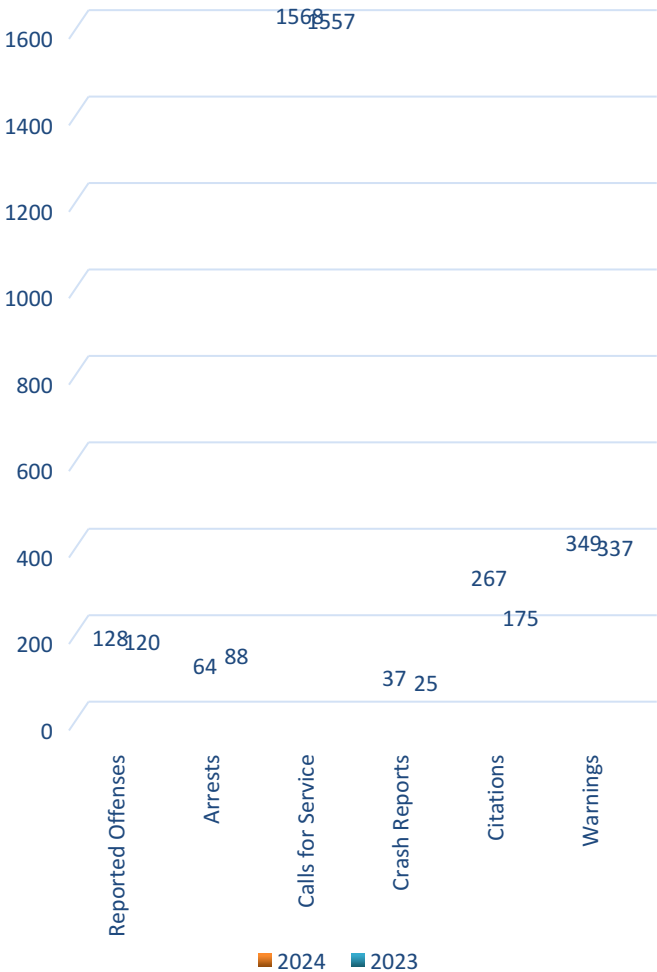
Palestine Police Department
504 N Queen St
Palestine, TX 75801
(903) 729-2254

MONTH

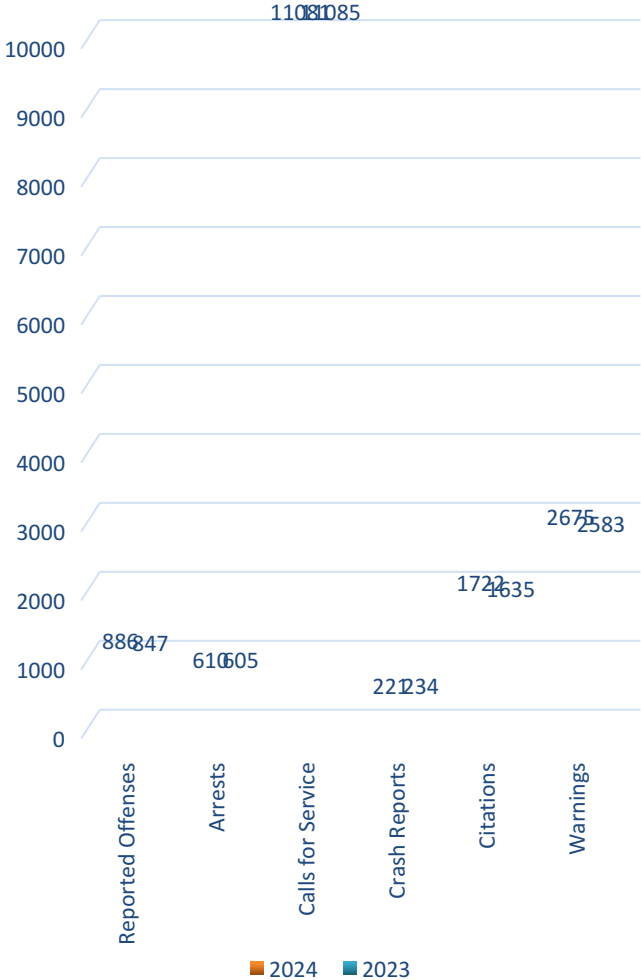
YEAR TO DATE

Reported Offenses	July 2024	July 2023	% Diff	July 2024	July 2023	% Diff
	128	120	6%	886	847	4%
Arrests	July 2024	July 2023	% Diff	July 2024	July 2023	% Diff
	64	88	38%	610	605	1%
Calls for Service	July 2024	July 2023	% Diff	July 2024	July 2023	% Diff
	1568	1557	1%	11,081	11,085	1%
Traffic	July 2024	July 2023	% Diff	July 2024	July 2023	% Diff
Crash Reports	37	25	32%	221	234	6%
Citations	267	175	34%	1722	1635	5%
Warnings	349	337	3%	2675	2583	3%

Month Comparison



Year Comparison





Agenda Date: August 26, 2024
To: City Council
From: Christophe Trahan, Economic Development Director
Agenda Item: PEDC Monthly Report July/August 2024
Date Submitted: 08/20/2024

SUMMARY:

July/August 2024 Economic Development Monthly Report

RECOMMENDED ACTION:

No action required.

CITY MANAGER APPROVAL:

Attachments

PEDC Report July-Aug 2024



Economic Development Activities- July/August 2024

New Business/Investment

- Attended groundbreaking of Christus Magnolia Clinic ER expansion on 7/31 with PEDC board member Veer Patel.
- Participated in discussions with local community member task force regarding in-fill residential development of the Memorial Hospital lot.
- Attended the grand opening and ribbon cutting of new Aldi grocery store on 8/1 with PEDC President Dan Bochsler, VP Kim Wilmott, & Secretary Charles Drane.
- Received feedback from the Texas Workforce Commission regarding HDJT grant application & coordinated edits to application with TVCC.
- Assisting the Curious Museum with site selection process for new STEAM learning museum in Palestine.

Marketing

- Submitted application to the Texas Economic Development Corporation's Community Economic Development Award for the LS Tractor USA project.
- Held a seminar in conjunction with the Small Business Administration & TxDot regarding contracting opportunities on 7/23.

Administration

- Contract drafting for Downtown & Community Development Grant programs.
- Attended a regional Economic Development Conference in the city of Mineola on 7/24.
- Held kickoff meeting for PEDC Action Plan Steering Committee on 7/23.

Prospects

PEDC July leads: 1

No. of projects by industry:

1 – Indoor Recreation

Source of leads:

1 - Direct

No. of leads won: 1

Callizo Aromas

No. of open leads

14

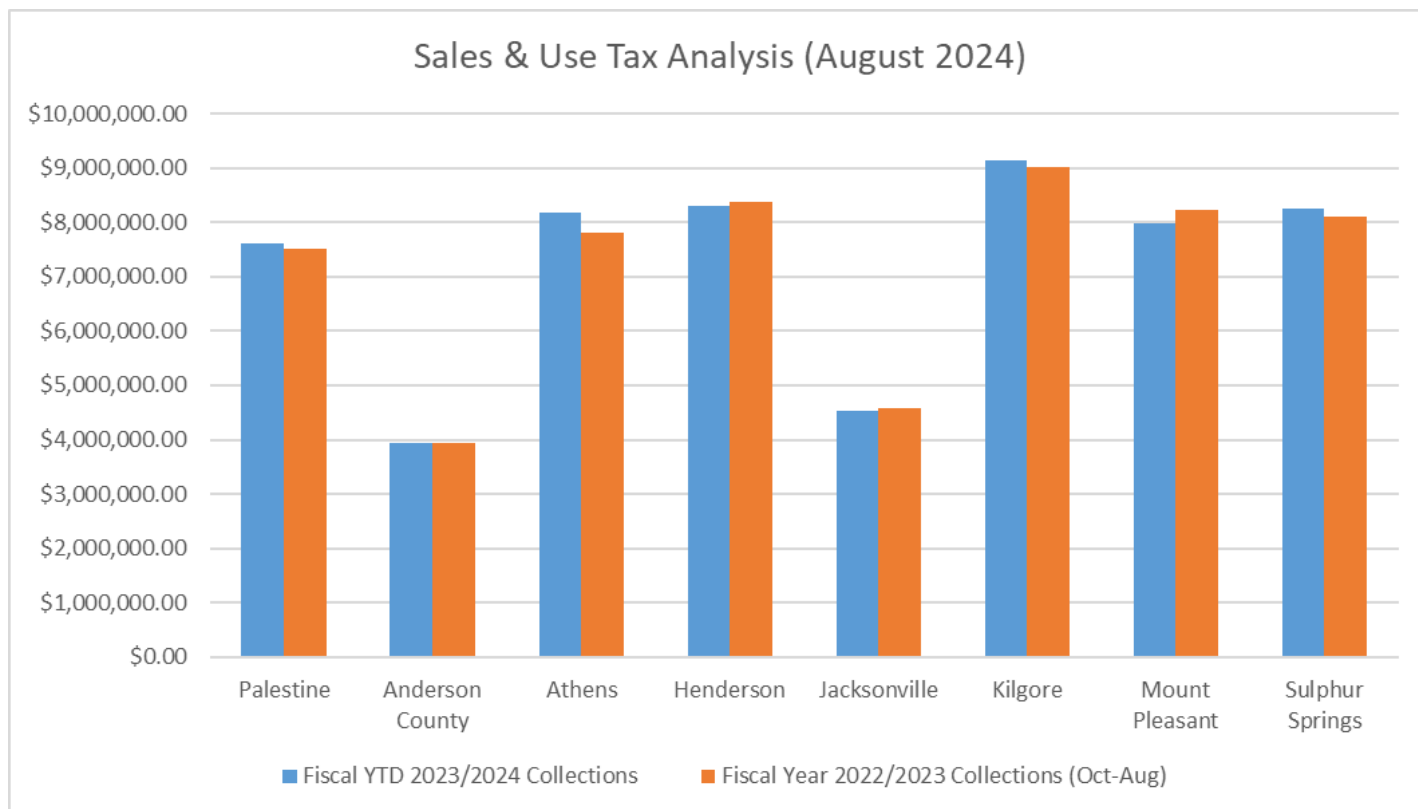
➤ Retail Sector

Local Sales & Use Tax Summary
Palestine, Anderson County & Index Cities
Fiscal Year Comparisons

Collection:	Period	Net Payment	Net Payment	Net Change
		Current Year 2023/2024	Prior Year 2022/2023	
Palestine	Aug	\$731,575.30	\$777,270.45	-6.2%
	Fiscal YTD	\$7,617,077.50	\$7,513,355.26	1.4%
Anderson County	Aug	\$433,334.70	\$257,311.10	40.6%
	Fiscal YTD	\$3,950,314.65	\$3,945,594.50	0.1%
Athens	Aug	\$801,791.63	\$785,390.93	2.0%
	Fiscal YTD	\$8,186,129.47	\$7,814,496.33	4.5%
Henderson	Aug	\$888,637.55	\$942,921.52	-6.1%
	Fiscal YTD	\$8,297,966.67	\$8,372,752.53	-0.9%
Jacksonville	Aug	\$483,986.50	\$376,186.32	22.3%
	Fiscal YTD	\$4,529,232.79	\$4,575,614.23	-1.0%
Kilgore	Aug	\$1,071,829.48	\$951,618.11	11.2%
	Fiscal YTD	\$9,126,620.46	\$9,019,949.55	1.2%
Mount Pleasant	Aug	\$800,973.58	\$830,226.71	-3.7%
	Fiscal YTD	\$7,971,919.29	\$8,216,011.93	-3.1%
Sulphur Springs	Aug	\$820,355.68	\$793,418.74	3.3%
	Fiscal YTD	\$8,258,028.12	\$8,102,982.84	1.9%

* Source: *Texas Comptroller of Public Accounts*

* Note: All Net Payments represent collections conducted approx. 2 months prior



➤ **Workforce Data**

Unemployment Rates in Anderson & Index Counties – June 2024:

Anderson County – 4.4%

State of Texas – 4.5%

Henderson County – 4.5%

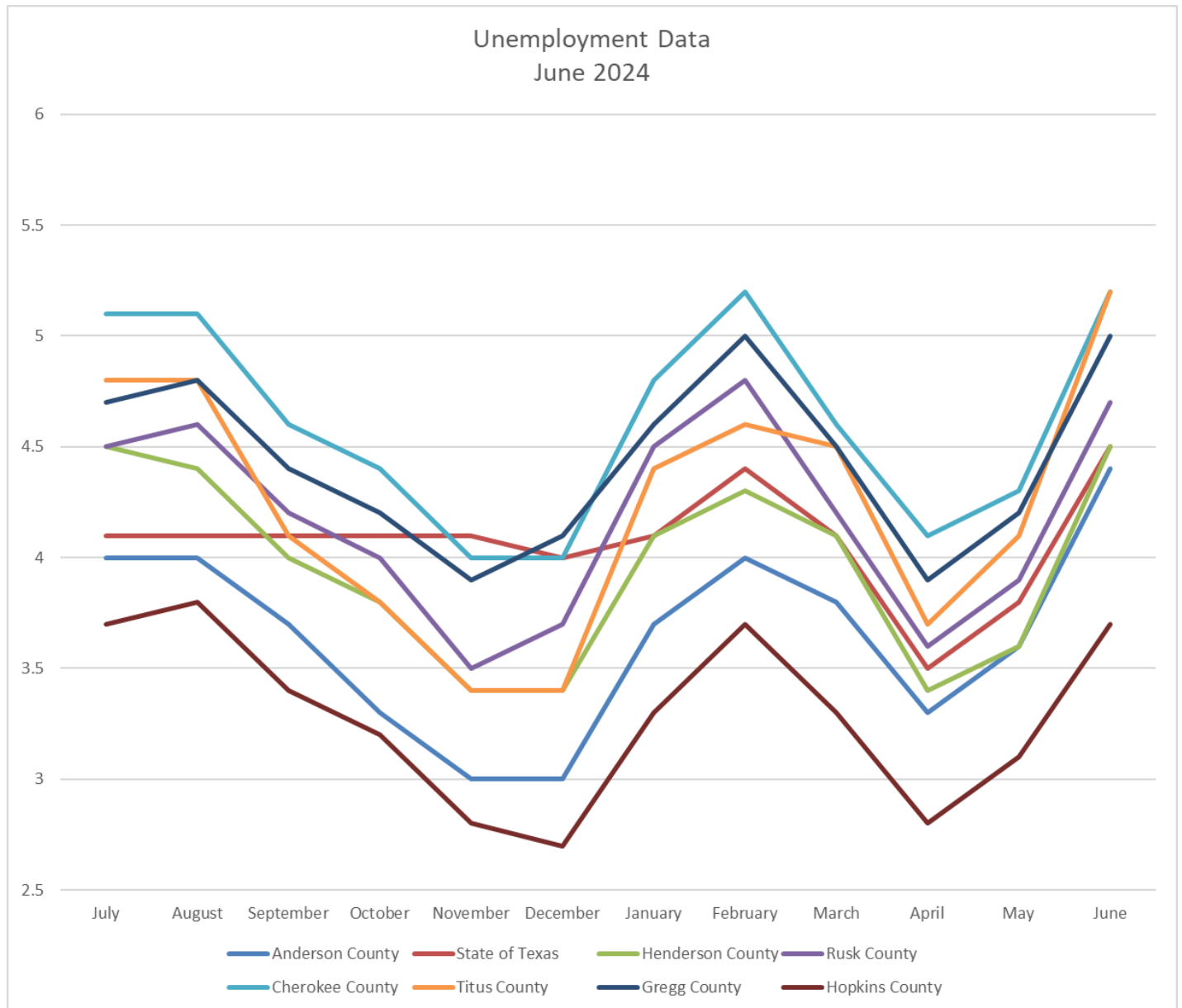
Rusk County – 4.7%

Cherokee County – 5.2%

Titus County – 5.2%

Gregg County – 5.0%

Hopkins County – 3.7%



Source: Texas Labor Market Information



Agenda Date: August 26, 2024
To: City Council
From: April Jackson, City Secretary
Agenda Item: Approval of Minutes
Date Submitted: 08/21/2024

SUMMARY:

Consider approval of minutes from August 5, 2024, August 6, 2024, August 12, 2024, and August 19, 2024.

RECOMMENDED ACTION:

Staff recommends approval of minutes.

CITY MANAGER APPROVAL:

Attachments

August 5th - Special Meeting Minutes
August 5th - Budget Town Hall Minutes
August 6th - Budget Town Hall Minutes
August 12th - Regular Meeting Minutes
August 19th - Special Meeting Minutes

DRAFT



MINUTES

The City Council of the City of Palestine convened for a special meeting on August 5, 2024, at 4:00 p.m. for the Work Session and at 5:00 p.m. for the Special Meeting in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following members present:

Present: Mitchell Jordan, Mayor; Ava Harmon, Mayor Pro Tem; James Smith, Council Member; Kenneth Davidson, Council Member; Angela Woodard, Council Member; Christopher Gibbs, Council Member

Absent: Sean Conner, Council Member

Also: Teresa Herrera, City Manager; Rezzin Pullum, City Attorney; April Jackson, City

Present: Secretary; Christophe Trahan, EDC Director; Andrew Sibai, Finance Director; Shannon Davis, Fire Chief; Lisa Cariker, Human Resource Director; Ana Sanchez, Library Director; Patsy Smith, Parks & Recreation Director; Susan Davis, Planning Tech; Kevin Olson, PW Director

WORK SESSION

With a quorum present, Mayor Jordan called the Work Session to order at 4:00 p.m.

1. Joint discussion with Memorial Hospital Task Force members regarding the possible use of the Old Memorial Hospital land for infill housing, including replat, and conveyance of lots with deed restrictions in accordance with the Residential Design Guidelines for New Construction in Designated Historic Districts and at Individually Designated Historic Properties. Susan Savis, Planning Tech.

Staff met with the members of the Memorial Hospital Task Force on July 30, 2024. The members of the task force expressed concerns regarding the compatibility of the proposed new development with the Southside Historic District. The members made the following requests: to have a small group review the request for proposal once prepared prior to City Council consideration; that the property be used for single-family residences that are complimentary in style to homes in the Southside Historic District; that half of the block be included in the historic district; that any plans for proposed housing be reviewed by the Historic Landmarks Commission for compliance with design guidelines; and underground utilities, which are not required by the City. Council received comments from task force members Alex Nemer II, Julie Abston, and Barbara Jordan.

City Manager Herrera reported to Council that because the City of Palestine owns the property, they could be restrictive on the request for proposal. Ms. Herrera verified that the City had no potential developers for the property. Ms. Davis spoke to the request for alleys and informed Council of staff continually receiving applications for alleyway abandonment. She suggested designs that include side-entry driveways. Council discussed how restrictive the request for proposal should be.

With no other business to come before Council, the work session was adjourned at 4:52 p.m.

SPECIAL MEETING

A. CALL TO ORDER

Mayor Jordan called the Special Meeting to order at 5:06 p.m.

B. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS

A.D. Ethridge spoke regarding leadership and issues with hanging tree limbs and overgrown right-of-ways in the city.

C. CONFLICT OF INTEREST DISCLOSURES

No action was taken.

D. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING THE CITY MANAGER TO SEEK SEALED BIDS FOR THE CONSTRUCTION OF A NEW CONCRETE WALKING TRAIL AT REAGAN PARK. PATSY SMITH, PARKS AND RECREATION DIRECTOR

Parks and Rec. Director Patsy Smith requested authorization for the City Manager to seek sealed bids for constructing a new concrete walking trail of approximately 6,400 sq. ft. at Reagan Park. Ms. Smith provided the total cost estimate for the project, which was \$52,000.00; \$26,000.00 would be funded through a grant from the Palestine Economic Development Corporation, and \$26,000.00 would be funded through capital improvement funds. Staff anticipates the project will be completed by the end of September if the weather permits it.

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

Vote: 7 - 0 - Unanimously

E. ADJOURNMENT

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

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2024.

Mitchell W. Jordan, Mayor

ATTEST:

April Jackson, City Secretary

DRAFT



MINUTES

The City Council of the City of Palestine convened for a budget town hall meeting at 5:10 p.m. on August 5, 2024, in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following members present:

Present: Mitchell Jordan, Mayor; Ava Harmon, Mayor Pro Tem; Sean Conner, Council Member; James Smith, Council Member; Kenneth Davidson, Council Member; Angela Woodard, 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; Ana Sanchez, Library Director; Patsy Smith, Parks & Recreation Director; Susan Davis, Planning Tech; Kevin Olson, PW Director

A. CALL TO ORDER

Mayor Jordan called the Budget Town Hall Meeting to order at 5:20 p.m.

B. PRESENTATION REGARDING THE CITY OF PALESTINE PROPOSED BUDGET FOR FISCAL YEAR 2024-2025.

Finance Director Andrew Sibai gave a presentation on the proposed budget and property tax rate for Fiscal Year 2024-2025.

City Council received public comments from A.D. Ethridge and Isaac Wynn.

C. ADJOURNMENT

With no other business to come before Council, the meeting was adjourned at 6:11 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2024.

Mitchell W. Jordan, Mayor

ATTEST:

April Jackson, City Secretary

DRAFT



MINUTES

The City Council of the City of Palestine convened for a budget town hall meeting at 4:30 p.m. on August 6, 2024, in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following members present:

Present: Mitchell Jordan, Mayor; Ava Harmon, Mayor Pro Tem; Sean Conner, Council Member; James Smith, Council Member; Angela Woodard, Council Member
Absent: Kenneth Davidson, Council Member; Christopher Gibbs, Council Member
Also Present: Teresa Herrera, City Manager; Rezzin Pullum, City Attorney; April Jackson, City Secretary; Andrew Sibai, Finance Director; Shannon Davis, Fire Chief; Lisa Cariker, Human Resource Director; Ana Sanchez, Library Director; Patsy Smith, Parks & Recreation Director; Susan Davis, Planning Tech.

A. CALL TO ORDER

Mayor Jordan called the Budget Town Hall Meeting to order at 4:31 p.m.

B. PRESENTATION REGARDING THE CITY OF PALESTINE PROPOSED BUDGET FOR FISCAL YEAR 2024-2025.

Finance Director Andrew Sibai gave a presentation on the proposed property tax rate for Fiscal Year 2024-2025.

Council received a public comment from Tammy Riley.

C. ADJOURNMENT

With no other business to come before Council, the meeting was adjourned at 4:48 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2024.

Mitchell W. Jordan, Mayor

ATTEST:

April Jackson, City Secretary

DRAFT



MINUTES

The City Council of the City of Palestine convened for a regular meeting on August 12, 2024, 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; Ava Harmon, Mayor Pro Tem; Sean Conner, Council Member; James Smith, Council Member; Kenneth Davidson, Council Member; Angela Woodard, 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; Micah Betterton, Assistant Fire Chief; Lisa Cariker, Human Resource Director; Ana Sanchez, Library Director; Mary Ann Admire, Main Street Coordinator; Patsy Smith, Parks & Recreation Director; Susan Davis, Planning Tech; Richard Johnson, Assistant Police Chief; Kevin Olson, PW Director; Jason Shelton, Utilities Supervisor; Cassie Ham, Tourism Marketing Manager

WORK SESSION

With a quorum present, Mayor Jordan called the Work Session to order at 4:00 p.m.

City Manager Herrera requested to move the discussion regarding the proposed budget and tax rate for Fiscal Year 2024-2025 to the end of the Work Session.

1. Discuss proposed Visitor Center Park Area enhancements. Mary Ann Admire, Main Street Coordinator

Mark Thacker presented the preliminary proposed enhancements to the Visitor Center area, which includes the Visitor Center, Farmer's Market, Major John Phillips Park, Railroad Heritage Center, and Sculpture Park. Staff explained that the purpose of the enhancements was to provide a more user-friendly space for the underutilized areas. Mr. Thacker verified that no cost estimates have been provided for the project and proposed that the project would be completed in phases. Main Street Coordinator Mary Ann Admire informed Council that funding was expected to be completed through grants, sponsorships, and fundraising. Ms. Herrera advised Council that the City would not pay for the Railroad Heritage Museum and Railroad Heritage Museum Annex projects within the proposed enhancements.

2. Discuss the organizational restructure of the Palestine Fire Department to include six additional Drivers/Operators. Micah Betterton, Assistant Fire Chief

Assistant Fire Chief Micah Betterton gave a presentation regarding the organizational restructure of the Palestine Fire Department to include six additional Drivers/Operators. Mr. Betterton discussed future plans to apply for the SAFER Grant. To apply for the

grant, staff must work to improve their organizational structure, policies and procedures, data collection and response data, meet training requirements and standards, and, as a city, be financially prepared to accommodate the addition of personnel. The salary increase to include six additional Drivers/Operators is less than \$50,000.00.

3. Discuss the proposed budget and tax rate for Fiscal Year 2024-2025. Andrew Sibai, Finance Director

Finance Director Andrew Sibai provided updates concerning the proposed property tax rates for Fiscal Year 2024-2025. Mr. Sibai informed Council that the Director of Development Services position had been vacant for two years, and Bureau Veritas currently provides residential and commercial plan review services in the absence of a director. Staff proposed freezing the position for the Fiscal Year 2024-2025 budget and using the funds to cover the deficit, and the remainder of the funds could be used for the Build Palestine Program. City Manager Herrera recommended that Council set the De Minimus Rate of \$0.609378 as the proposed tax rate and adopt a lower rate when adopting the tax rate for Fiscal Year 2024-2025.

With no other business to come before Council, the Work Session was adjourned at 4:53 p.m.

REGULAR MEETING

A. CALL TO ORDER

Mayor Jordan called the Regular Meeting to order at 5:33 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Fire Chief Shannon Davis and was followed by the Pledge of Allegiance.

C. PROPOSED CHANGES OF AGENDA ITEMS

City Manager Herrera requested that item D1 from Public Recognition be pulled from the agenda and Item H3 be moved from the Consent Agenda to the Regular Agenda.

D. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS

Hugh Summers spoke concerning the Downtown Revitalization Project.

Gregory Lusk spoke about a city-wide public transit system.

Alex Nemer II discussed proposed provisions and restrictions on the Old Memorial Hospital property.

1. Recognition of newly promoted Corporal Fletcher Crimbring. Mark Harcrow, Police Chief (Item pulled from the agenda)

E. CONFLICT OF INTEREST DISCLOSURES

No action was taken.

F. PUBLIC HEARINGS

1. Public hearing regarding a request to rezone Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street from I, Industrial to MR, Mixed Residential. Susan Davis, Planning Tech.

Planning Tech. Susan Davis advised Council that the application to rezone was requested by city staff. The zoning issue was brought to the staff's attention when a home on Romallen Drive, which was on the substandard list, was voluntarily demolished by the owner, and the owner cannot rebuild due to the area being currently zoned Industrial. Ms. Davis reported that Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street are zoned Industrial but were previously zoned as a high-density residential district. After a rezoning process several years prior, the area was zoned Industrial following the railroad tracks. On August 1, 2024, the Planning and Zoning Commission unanimously agreed to approve the request, and 152 notices were sent to property owners within a 200-foot radius of the request. Twenty-two notices were returned in favor, and two were received in opposition. Staff proposed that Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street be rezoned Mixed Residential to correct the issue.

Mayor Jordan opened the public hearing at 5:51:53 p.m. Those speaking in favor were Ella Green, Berto Clark, and Janie Wilson. No one spoke in opposition. Mayor Jordan closed the public hearing at 5:55:35 p.m.

Mayor Jordan requested that the public hearing concerning the Visitor Center area's proposed enhancements be moved before the public hearing concerning the proposed relocation of festivals to the Visitor Center area.

2. Public hearing regarding the proposed Visitor Center Park Area enhancements. Mary Ann Admire, Main Street Coordinator

Main Street Coordinator Mary Ann Admire provided an overview of the proposed enhancements to the Visitor Center area discussed during the Work Session. The proposed enhancements are as follows: to close down the north side of Oak Street at Spring Street; create parking space; add five-foot wide concrete sidewalks to connect the Sculpture Park, the Visitor Center to the Farmers Market, across to John Phillips Park, and around to the Railroad Heritage Center; additional improvements to the Railroad Heritage Center building.

Mayor Jordan opened the public hearing at 5:58:09 p.m. Those speaking in favor were April Shaner, Chase Calloway, Justin Bryant, and Jean Mollard. No one spoke in opposition. Gregory Lusk spoke concerning accessible pedestrian signals. Mayor Jordan closed the public hearing at 6:03:56 p.m.

3. Public hearing regarding the proposed relocation of festivals to the Visitor Center Park Area. Mary Ann Admire, Main Street Coordinator

Ms. Admire addressed concerns regarding the City's communication about relocating the Hot Pepper Festival. She discussed the planning process for the upcoming festival. Ms. Admire explained the purpose of proposing to move the festivals from the Central Business District is to promote the growth and frequency of festivals while avoiding construction in the Central Business District from the Downtown Revitalization Project.

Ms. Admire addressed concerns regarding the City's communication regarding relocating the Hot Pepper Festival and the planning process for the Hot Pepper Festival. She clarified the purpose of proposing to move the festivals from the Central Business

District is to promote the growth and frequency of festivals while avoiding construction in the Central Business District from the Downtown Revitalization Project.

Mayor Jordan opened the public hearing at 6:10:56 p.m. Those speaking in opposition were Tara Farris, Ashley Multer, and Sandy Thompson. Justin Bryant and Chase Calloway spoke neither in favor nor in opposition. Those speaking in favor were Jodi Trout and April Shaner. Mayor Jordan closed the public hearing at 6:47:00 p.m.

G. CITY MANAGER'S REPORT

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

The following departmental reports were provided:

1. June 2024 Tourism Monthly Report
2. July 2024 Development Services Monthly Report
3. July 2024 Fire Monthly Report
4. July 2024 Library Monthly Report
5. July 2024 Parks and Recreation/Facility Maintenance Monthly Report
6. July 2024 Public Works Monthly Report

H. 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 from July 18, 2024, and July 22, 2024. April Jackson, City Secretary
2. Consider approval of a resolution approving a negotiated settlement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corp., Mid-Tex Division regarding the company's 2024 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attachment establishing a benchmark for pensions and retiree medical benefits; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this resolution was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this resolution to the company and the ACSC's Legal Counsel. Teresa Herrera, City Manager **(Resolution No. R-35-24)**
3. Consider authorizing the City Manager to execute a five-year hunting lease agreement with a local hunter to trap wild hogs on city-owned property. Patsy Smith, Parks and Rec. Director (Item moved to the Regular Agenda)
4. Consider approval of the purchase of a Generac 100kw generator from Warren Service Co. in the amount of \$47,099.99 for Fire Station 1. Shannon Davis, Fire Chief
5. Consider approval of a resolution amending 1.16. - Arrests, Confinements, and Indictments; 1.18. - Americans with Disabilities Act; and 6.01. - Vacations of the City of Palestine Employee Handbook. Lisa Cariker, HR Director **(Resolution No. R-36-24)**
6. Consider approval of expenditures over \$25,000.00. Andrew Sibai, Finance Director

7. Consider authorizing the City Manager to purchase 600 tons of Type D Hot Mix from East Texas Asphalt in the amount of \$64,800.00. Kevin Olson, PW Director
8. Consider authorizing the City Manager to accept a change order of boundaries for Armory Road resurfacing. Kevin Olson, PW Director
9. Consider authorizing the City Manager to seek sealed bids for (Parts Only) for the Waterline Replacement on Crockett Road. Kevin Olson, PW Director
10. Consider authorizing the City Manager to seek sealed bids for (Labor Only) for the Waterline Replacement on Crockett Road. Kevin Olson, PW Director

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member James Smith to approve the Consent Agenda as presented, excluding Item H3, adopting **Resolution No. R-35-24** and **Resolution No. R-36-24**.

Vote: 7 - 0 - Unanimously

I. **REGULAR AGENDA**

Consider authorizing the City Manager to execute a five-year hunting lease agreement with a local hunter to trap wild hogs on city-owned property. Patsy Smith, Parks and Rec. Director (Item moved from the Consent Agenda)

Parks and Rec. Director Patsy Smith requested approval for the City Manager to execute a five-year hunting lease agreement with Aaron Brown Jr. to trap wild hogs on city-owned property. She notified Council that the hunter had previously worked with the City to trap wild hogs and was currently trapping hogs using temporary approval from City Manager Herrera. Ms. Herrera confirmed that the City did not pay Mr. Brown to trap wild hogs on city-owned property.

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member Kenneth Davidson to authorize the City Manager to execute a five-year hunting lease agreement with Aaron Brown Jr. to trap wild hogs on city-owned property.

Vote: 7 - 0 - Unanimously

1. Discussion and possible action regarding authorizing the City Manager to execute an engineering services agreement with the C.T. Brannon Corporation for the Palestine Athletic Complex. Patsy Smith, Parks and Rec. Director

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to approve the item as presented.

Vote: 7 - 0 - Unanimously

2. Discussion and possible action regarding an ordinance amending the official Zoning Map providing for a change from I, Industrial to MR, Mixed Residential to Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street; and providing an effective date. Susan Davis, Planning Tech. (**Ordinance No. O-15-24**)

Planning Tech. Susan Davis reported that Cartmell Addition, Lots 3 and 4, and John Arthur Survey, A-4, Block 864, Tract 6 would remain zoned Industrial per the owners' request.

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member Kenneth Davidson to approve an ordinance amending the official Zoning Map providing for a change from I, Industrial to MR, Mixed Residential to Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street excluding Cartmell Addition, Lots 3 and 4, John Arthur Survey, A-4, Block 864, Tract 6 effective immediately upon approval.

Vote: 7 - 0 - Unanimously

3. Discussion and possible action regarding proposed restrictions to be included in a Request for Proposal concerning the development of the Old Memorial Hospital property, identified as Reagan & Word, Block 10. Susan Davis, Planning Tech.

Planning Tech. Susan Davis discussed the following proposed restrictions: limiting development to single-family housing compatible with the Southside Historic District, the single-family home design must meet the Historic District Design Guidelines adopted by City Council for infill housing and approved by the Historic Landmarks Commission, garages must be detached and located behind the primary structure, limiting replatting to a maximum of eight lots, limiting driveway access to Angelina and Brazos Street with no driveway access on Sycamore or Royall Street, and adding a provision to the deed that in the event that the terms were not met that the property would revert back to the City. Staff confirmed that once the Request for Proposal is drafted, it will be returned to City Council for approval.

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member James Smith to adopt the following restrictions to be included in a Request for Proposal concerning the development of the Old Memorial Hospital property, identified as Reagan & Word, Block 10: limiting development to single-family housing compatible with the Southside Historic District, the single-family home design must meet the Historic District Design Guidelines adopted by City Council for infill housing and approved by the Historic Landmarks Commission, garages must be detached and located behind the primary structure, limiting replatting to a maximum of eight lots, limiting driveway access to Angelina and Brazos Street with no driveway access on Sycamore or Royall Street, and adding a provision to the deed that in the event that the terms were not met that the property would revert back to the City.

Vote: 7 - 0 - Unanimously

4. Discussion and possible action regarding the proposed relocation of festivals to the Visitor Center Park Area. Mary Ann Admire, Main Street Coordinator

Main Street Coordinator Mary Ann Admire discussed the planning of festivals and parades. She reported that within the nine-block area where festivals are typically held, only a certain portion has utilities available. She discussed concerns about the vendor layout and parade routes due to the construction of the Downtown Revitalization Project.

Council discussed individual concerns about the distance of the proposed relocation from the downtown businesses, complaints received from vendors about downtown business owners upset by interruptions in business from festivals, communication with downtown merchants about the proposed relocation of festivals, implementing changes within the short time frame before the Hot Pepper Festival, the history of the festivals being held in the Central Business District, and the loss of revenue received from festivals to downtown business owners. City Manager Herrera spoke about staff's intention to find a solution to receiving multiple complaints about festivals being held in the downtown area.

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member James Smith to leave the Hot Pepper Festival in the Central Business District due to the shortness of time, and at a later meeting, City Council could discuss the Dogwood Trails Festival location and that the Main Street Coordinator, the downtown merchants, and the Chamber of Commerce should meet regarding the Dogwood Trails Festival and return the gathered opinion to Council on whether to hold the festival in Central Business District or relocate the festival to the Visitor Center area.

Vote: 7 - 0 - Unanimously

5. Discussion and possible action regarding authorizing the City Manager to seek grant opportunities to fund the proposed Visitor Center Park Area enhancements. Mary Ann Admire, Main Street Coordinator

Motion by Council Member Christopher Gibbs, seconded by Council Member Sean Conner to approve the item as presented.

Vote: 7 - 0 - Unanimously

6. Discussion and possible action regarding a resolution accepting the proposed tax rate; establishing the date, time, and location for the public hearing on the proposed tax rate and Fiscal Year 2024-2025 Budget; providing for a date to conduct a vote to adopt the Fiscal Year 2024-2025 Budget; providing for the publication of the public hearings as provided by Texas law; and providing for an effective date. Andrew Sibai, Finance Director

Finance Director Andrew Siabi requested approval of a resolution accepting the proposed tax rate; establishing the date, time, and location for the public hearing on the proposed tax rate and Fiscal Year 2024-2025 Budget; providing for a date to conduct a vote to adopt the Fiscal Year 2024-2025 Budget.

Motion by Mayor Mitchell Jordan, seconded by Council Member Kenneth Davidson to adopt **Resolution No. R-37-24**, accepting the proposed tax rate of \$0.609378 and establishing the public hearing dates on the proposed tax rate and budget for Fiscal Year 2024-2025, on August 26, 2024, and September 9, 2024, and providing the date to conduct a vote to adopt the Fiscal Year 2024-2025 Budget and Tax Rate on September 9, 2024.

Upon roll call, the motion carried 7-0 as follows:

Mayor Mitchell Jordan - Aye
Mayor Pro Tem Harmon - Aye
Council Member Sean Conner - Aye
Council Member James Smith - Aye
Council Member Kenneth Davidson - Aye
Council Member Angela Woodard - Aye
Council Member Christopher Gibbs - Aye

J. MAYOR'S REPORT

Mayor Jordan reported on the upcoming Soap Box Derby to be held on October 26, 2024.

K. ITEMS FROM COUNCIL

Council Member Smith reminded everyone that August 15, 2024, was the deadline to apply for FEMA disaster assistance.

Mayor Jordan also spoke about applying for FEMA disaster assistance.

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 7:53 p.m.

1. Section 551.072 deliberation regarding real property and Section 551.074 personnel matters related to a lease of airport hangar property and personnel concerns addressed in letter to City Council.

M. RECONVENE IN REGULAR SESSION

Mayor Jordan reconvened Council into open session at 8:14 p.m.

1. Take any action relating to Executive Session Section 551.072 deliberation regarding real property and Section 551.074 personnel matters related to a lease of airport hangar property and personnel concerns addressed in letter.

No action was taken.

N. ADJOURNMENT

With no other business to come before Council, the meeting was adjourned at 8:15 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2024.

Mitchell W. Jordan, Mayor

ATTEST:

April Jackson, City Secretary

DRAFT



MINUTES

The City Council of the City of Palestine convened for a special meeting at 4:30 p.m. on August 19, 2024, in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following members present:

Present: Mitchell Jordan, Mayor; Ava Harmon, Mayor Pro Tem; Sean Conner, Council Member; James Smith, Council Member; Angela Woodard, Council Member; Christopher Gibbs, Council Member

Absent: Kenneth Davidson, Council Member

Also Present: Teresa Herrera, City Manager; Rezzin Pullum, City Attorney; April Jackson, City Secretary; Christophe Trahan, EDC Director

SPECIAL MEETING

A. CALL TO ORDER

Mayor Pro Tem Harmon called the Special Meeting to order at 4:30 p.m.

B. PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes to agenda items.

C. PUBLIC COMMENTS

There were no public comments.

D. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE 2024 DOWNTOWN REVITALIZATION PROGRAM; AND REAFFIRMING THE CITIZEN PARTICIPATION PLAN, EXCESSIVE FORCE POLICY, FAIR HOUSING POLICY, SECTION 504 POLICY AND GRIEVANCE PROCEDURES, VAWA RIGHT TO REPORT, AND CODE OF CONDUCT POLICY. TERESA HERRERA, CITY MANAGER

John Besteiro of Traylor & Associates, Inc. presented the resolution authorizing the submission of a Texas Community Development Block Grant Program application to the Texas Department of Agriculture for the 2024 Downtown Revitalization Program and reaffirming the Civil Rights Policies previously adopted in February 2024 and reaffirmed in April 2024. Mr. Besteiro explained that the Civil Rights Policies are grant-specific, requiring them to be reaffirmed. The application is for \$500,000.00 in grant funding and will be submitted on August 28, 2024.

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

Vote: 6 - 0 - Unanimously

E. **DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION AUTHORIZING CITY OF PALESTINE REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM. TERESA HERRERA, CITY MANAGER**

Mr. Besteiro requested approval of a grant that authorizes the signatories for the grant.

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member Angela Woodard to approve the item as presented.

Vote: 6 - 0 - Unanimously

F. **ADJOURNMENT**

With no other business to come before Council, the meeting was adjourned at 4:34 p.m.

PASSED AND APPROVED THIS 26TH DAY OF AUGUST 2024.

Mitchell W. Jordan, Mayor

ATTEST:

April Jackson, City Secretary



Agenda Date: August 26, 2024
To: City Council
From: April Jackson, City Secretary
Agenda Item: Employee Handbook Updates
Date Submitted: 08/23/2024

SUMMARY:


Consider approval of policy updates to the City of Palestine Employee Handbook as submitted by the Policy Review Committee comprised of cross-departmental employees and reviewed by the city attorney. The policy updates submitted for approval are 2.09. - Weather Closings, 2.10. - Cell Phone Use, and 2.12. - Travel Policy.

RECOMMENDED ACTION:

CITY MANAGER APPROVAL:

Attachments

2.09. - Weather Closings
2.10. - Cell Phone Use
2.12. - Travel Policy
Resolution


	Title:			
	Weather Closings			
	Document #	Revision #	Effective Date	Approved Date
	2.09	0.0		

As a general practice, City of Palestine does not close unless the health, safety, or security of City employees is seriously at risk. When this does happen, either because of severe weather conditions or other emergencies, the City Manager is responsible for initiating the closing. The City will notify local media of any emergency closing and, to the extent possible, specify the starting and ending times of the closing. The notification will also be distributed.

If City Hall is closed due to inclement weather, the days closed will be paid as regular Holiday pay. Any employee that works on those days will be paid straight holiday time as well as time for hours actually worked. Overtime will not be paid until the employee physically works over 40 hours in the workweek.

If the City Manager does not declare the City offices to be closed due to weather, it shall be the responsibility of the employee to determine if the employee can report to work safely. Time off due to weather may be taken as compensatory time, or if the employee does not have available compensatory time, as vacation, but shall not be reported as regular hours worked.

Many City departments are continuous operating public safety and service departments, so many City employees will be required to work during emergency closings. Each Department Head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

	Title:			
	Mobile Phone Use			
	Document #	Revision #	Effective Date	Approved Date
	2.10			

Each department head will determine who is eligible for mobile phones or for a mobile phone allowance. The department head will consider the relative importance of mobile phone usage for each position to make that determination.

It shall be the responsibility of the department head to inform the payroll department of any additions, changes or deletions of the payroll stipend, or mobile phone purchase, related to each employee.


The use of mobile phones, including those with a camera, at work must not interfere with job duties or performance. Employees must not allow mobile phone use to become disruptive or interfere with their own or a co-worker's ability to do their jobs. At no time will an employee use a mobile phone for texting while driving a city-owned vehicle or while driving a personal vehicle in the performance of the employee's duties. Only Bluetooth or hands-free devices may be used to communicate by speaking.

Employees, who use mobile phones to violate City policy, including the City's Sexual Harassment and Non-Discrimination Policy, will be subject to disciplinary action.

Employees shall be mindful of public records laws and have no expectation of privacy in text messages sent or received on city, or city-reimbursed, equipment.

Employees shall not mirror personal devices with City devices.

If an employee receives a cell phone allowance, the employee must be available if contacted.

	Title:			
	Travel Policy			
	Document #	Revision #	Effective Date	Approved Date
	2.12	0.0		

The City Manager or a designee must approve all out-of-town travel/training requests in advance by signing a Travel/Training Authorization Request.

Virtual options are preferred if available rather than travel.

Employees are required to take City vehicles for travel if available. If an employee opts to take their personal vehicle when a City vehicle is available, it will be at the employee's expense and no reimbursement will be provided for mileage.

Travel advances will be available upon request and within 30 days, a report of expenses after each trip is required. Expenses must be considered “necessary and reasonable” and consistent with the nature of the assignment to which they apply.

Reimbursement will be made only after proper review and written approval are obtained from the appropriate department head and the Finance director or a designee.

If meals are provided as part of an event, meal costs will not be reimbursed. Tips and fees are included in meals if reasonable and customary, not to exceed 18%.

RESOLUTION NO. R--24

A RESOLUTION OF THE CITY OF PALESTINE, TEXAS, AMENDING THE CITY OF PALESTINE EMPLOYEE HANDBOOK; PROVIDING FOR THE FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

WHEREAS, the City of Palestine Employee Handbook is formulated to protect the interest of the City of Palestine and ensure consistent treatment of all employees and City Council; and

WHEREAS, the Employee Handbook outlines procedures and guidelines for employees; and

WHEREAS, the City Council of the City of Palestine desires to amend the City of Palestine Employee Handbook by amending Document No. 2.09. – Weather Closings, Document No. 2.10. – Cell Phone Use, and Document No. 2.12. – Travel Policy; and

WHEREAS, the City Council of the City of Palestine, Texas, finds that it is in the public interest to make these amendments to the City's Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALESTINE, TEXAS, THAT:

SECTION 1. The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

SECTION 2. Document No. 2.09. – Weather Closings, Document No. 2.10. – Cell Phone Use, and Document No. 2.12. – Travel Policy of the City of Palestine Employee Handbook is hereby amended to read in accordance with *Attachment "A,"* which is attached hereto and incorporated into this Resolution for all intents and purposes.

SECTION 3. Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

SECTION 4. All resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters regulated, herein.

SECTION 5. This Resolution shall take effect immediately upon its passage and publication.

SECTION 6

It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, and Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED, APPROVED, AND ADOPTED this 26th day of August, 2024, by a vote of ____ (ayes) to ____ (nays) to ____ (abstentions) of the City Council of Palestine, Texas.

MITCHELL JORDAN
MAYOR

ATTEST:

APPROVED AS TO FORM:

APRIL JACKSON
CITY SECRETARY

REZZIN PULLUM
CITY ATTORNEY

ATTACHMENT A

2.09. – WEATHER CLOSINGS

As a general practice, City of Palestine does not close unless the health, safety, or security of City employees is seriously at risk. When this does happen, either because of severe weather conditions or other emergencies, the City Manager is responsible for initiating the closing. The City will notify local media of any emergency closing and, to the extent possible, specify the starting and ending times of the closing. The notification will also be distributed.

If City Hall is closed due to inclement weather, the days closed will be paid as regular Holiday pay. Any employee that works on those days will be paid straight holiday time as well as time for hours actually worked. Overtime will not be paid until the employee physically works over 40 hours in the workweek.

If the City Manager does not declare the City offices to be closed due to weather, it shall be the responsibility of the employee to determine if the employee can report to work safely. Time off due to weather may be taken as compensatory time, or if the employee does not have available compensatory time, as vacation, but shall not be reported as regular hours worked.

Many City departments are continuous operating public safety and service departments, so many City employees will be required to work during emergency closings. Each Department Head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

2.10. – CELL PHONE USE

Each department head will determine who is eligible for mobile phones or for a mobile phone allowance. The department head will consider the relative importance of mobile phone usage for each position to make that determination.

It shall be the responsibility of the department head to inform the payroll department of any additions, changes or deletions of the payroll stipend, or mobile phone purchase, related to each employee.

The use of mobile phones, including those with a camera, at work must not interfere with job duties or performance. Employees must not allow mobile phone use to become disruptive or interfere with their own or a co-worker's ability to do their jobs. At no time will an employee use a mobile phone for texting while driving a city-owned vehicle or while driving a personal vehicle in the performance of the employee's duties. Only Bluetooth or hands-free devices may be used to communicate by speaking.

Employees, who use mobile phones to violate City policy, including the City's Sexual Harassment and Non-Discrimination Policy, will be subject to disciplinary action.

Employees shall be mindful of public records laws and have no expectation of privacy in text messages sent or received on city, or city-reimbursed, equipment.

Employees shall not mirror personal devices with City devices.

If an employee receives a cell phone allowance, the employee must be available if contacted.

2.12. – TRAVEL POLICY

The City Manager or a designee must approve all out-of-town travel/training requests in advance by signing a Travel/Training Authorization Request.

Virtual options are preferred if available rather than travel.

Employees are required to take City vehicles for travel if available. If an employee opts to take their personal vehicle when a City vehicle is available, it will be at the employee's expense and no reimbursement will be provided for mileage.

Travel advances will be available upon request and within 30 days, a report of expenses after each trip is required. Expenses must be considered “necessary and reasonable” and consistent with the nature of the assignment to which they apply.

Reimbursement will be made only after proper review and written approval are obtained from the appropriate department head and the Finance director or a designee.

If meals are provided as part of an event, meal costs will not be reimbursed. Tips and fees are included in meals if reasonable and customary, not to exceed 18%.





Agenda Date: August 26, 2024
To: City Council
From: Cassie Ham, Tourism Marketing Manager
Agenda Item: Hotel Occupancy Tax Grant - Texas State Railroad
Date Submitted: 08/21/2024

SUMMARY:

On May 22, 2024, Ms. Amy Parady presented a Hotel Occupancy Tax Rebate Grant application to the Tourism Advisory Board on behalf of the Texas State Railroad for their FY 24-25 events. On May 30, 2024, the Tourism Advisory Board voted unanimously to fund the Hotel Occupancy Tax Rebate Grant in an amount of up to \$20,000.00. On July 8, 2024, the City Council of the City of Palestine voted unanimously to confirm the Tourism Advisory Board's recommendation to fund the Hotel Occupancy Tax Rebate Grant for the Texas State Railroad for FY 2024-25.

On July 17, 2024, Ms. Parady communicated with staff via email, a letter declining the approved Hotel Occupancy Tax Rebate Grant for the Texas State Railroad and attached a proposal requesting the Tourism Advisory Board vote to approve a sponsorship in the amount of \$75,000.00 for marketing, cookies and hot cocoa in exchange for inclusion of a hotel booking link, inclusion of #VisitPalestine on all social media promotions and complementary train passes for all general season rides. On August 7, 2024, the Tourism Advisory Board met and discussed the proposal from the Texas State Railroad in a closed session. They reconvened in a regular session and voted unanimously to offer the Texas State Railroad the originally granted amount of \$20,000 based on Hotel Occupancy reports, and allocate the remaining \$55,000.00 to advertising for the destination of Palestine as a whole.

Staff currently has \$96,200.00 allocated in the "Advertising" line item account for the proposed FY24-25 budget which is to be used for the purpose of advertising Palestine as a destination.

RECOMMENDED ACTION:

Consider approving the Tourism Advisory Board's recommendation to offer the Texas State Railroad the originally granted \$20,000.00 in Hotel Occupancy Tax Grant Funding.

CITY MANAGER APPROVAL:

Attachments

Original Application TSR
TSR Second Proposal
TAB Meeting Minutes - Grant Approval
CC Meeting Minutes - Grant Approval



Hotel Occupancy Tax Funding Application 2024

Should you need additional space to respond to any item, please attach an additional **typed** sheet of paper.

Applicant/Organization Information

Name of Applicant/Organization	Texas State Railroad		
Address	789 Park Road 70		
City/State/Zip	Palestine, TX 75801		
Contact Person	Amy Parady		
Contact Phone Number	Cell 281-541-0541	Work/Home	
Email	[REDACTED]@n		
Website	www.texasstaterailroad.net		
Non Profit? Yes No	Federal Tax I.D.# 82-1162891		
Write a short description about your organization's purpose			
Texas State Railroad is a historical tourist railroad that operates between the cities of Palestine and Rusk TX. Our purpose is to provide our passengers with an educational and entertaining adventure through East Texas while			

Proposal Information

Name of the Event/Project and a short description:		General Season and Special Events to include Dogwood Brunch Trains, Easter Lunch Trains, Wines in the Pines, Speakeasy Special, Dinner Trains, Prom Trains and THE POLAR EXPRESS Train Ride 2024	
Primary Location of event/project:		789 Park Road 70, Palestine TX	
Has this event been held in the past? Yes No		If yes, how many years/times? Railroad been in Operation 49 years	
How many times have you received HOT funds for this event?		3 times since Jaguar has been operating the location	
Duration of Event: Dates for use of funding must fall within October 1, 2024 and September 30, 2025			
Start Date		End Date	
October 1 2024		September 30 2025	
Number of hotel room nights you anticipate your event generating (heads in beds) Our major ridership markets include Houston, Dallas / Ft. Worth, San Antonio, Austin and Shreveport. Due to the distance from our major markets, many visitors make the choice to spend the night or weekend in Palestine. A direct correlation can be made to hotel stays and train operation days. While a direct number cannot be pinned down, we can advise that 92% of our business comes from over 2 hours away which generally results in a hotel stay			
What were the 3 keywords given during the Grant Workshop? Armadillo, Pecan, Whiskey			



Hotel Occupancy Tax Funding Application 2024

Answer the following questions if applicable. If there is not enough space provided, you may attach additional pages to the back. Please indicate which question you are answering.

What outside marketing is going to be conducted?

We expect to utilize social media marketing tools such as reels, ad campaigns, boosted posts on multiple platforms. We will also likely utilize radio, email campaigns, newspaper advertisements and possibly television

What type of information and graphics will you provide to the Palestine CVB for assistance with advertising your event?

We mention Palestine in our social media posts and promote Visit Palestine and often directly connect our inquiring customers to Palestine Tourism office. We will provide our General Season Schedule as it is posted as well as the 2024 Polar Season Schedule. We will provide approved graphics, descriptions and special event information.

I have read and agree to comply with the terms outlined in the Hotel Tax Funding Policy and draft Hotel Tax Funding Agreement

I certify that the information contained in this application is correct to the best of my knowledge and that I am authorized to make this application on behalf of the organization herein described for the purpose of receiving City of Palestine H.O.T. funds.

By submitting this Hotel Occupancy Tax Funding Application, 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.

Signature: _____

Date: 5/13/2024

Printed Name: Amy S. Parady Title: Director of Business Development

Attachments: (check all)

- ☐ A **typed** application (documents must be single sided and unbound)
- ☐ List of current Board of Directors and staff (if applicable)
- ☐ Proof of Insurance – level of insurance depends upon event
- ☐ Confirmation of grant workshop attendance

SUBMIT TO: Cassie Boyd at 825 W. Spring Street, Palestine, Texas 75801

Questions, please email: tourism@palestine-tx.org or call 903-723-3014



July 16, 2024

Cassie Ham
Tourism Marketing Manager – City of Palestine
Palestine Visitor Information Center Manager
825 W. Spring Street
Palestine, Texas 75801
903-723-3053

Re: Proposal for in-kind trade and advertising medium

Dear Cassie,

We are extremely appreciative of the past years of Hotel Occupancy Tax Grants (HOT Funds Grant) we have been fortunate enough to be awarded. We have strong concerns regarding the new program rolled out for the 2024-2025 fiscal year as we understand it will be completely dependent on our guest using a “code” at their hotel check in. Our vast experience in dealing with the public gives us great concern that only a modicum of hotel stays will be captured, thus limiting the potential grant dollars we have used in the past against our sizable advertising costs.

In efforts to work together to promote The Texas State Railroad as well as The City of Palestine’s tourism objectives, we have put together the following proposal for your review in lieu of the HOT Funds Grant. This proposal is intended to utilize The Texas State Railroad’s guest reach to promote *Visit Palestine* and tourism for the city for an in-kind sponsorship and advertising spend in a medium with an established audience.

We would kindly request the proposal be presented to the City of Palestine Tourism Advisory Board as well as The City of Palestine’s City Council. We thank you in advance for your time and review of the attached and look forward to working with you for many years to come.

With Kind Regards,

Amy S. Parady
President Lonestar and Eastern Railroad
dba Texas State Railroad
789 Park Road 70
Palestine, TX 75801
281-541-0541



Overview:

The Texas State Railroad operates a 26-mile tourist railroad between the Cities of Palestine, TX and Rusk TX. We offer tourist excursion trains during our “General” season, which typically begins in March and runs through October every year. Our general season consists of many different types of excursions including our Piney Woods Express Steam Train, Piney Woods Express Diesel Train, Wines in the Pines Excursion Trains, Pints in the Pines Excursion Trains and various event trains such as The Speakeasy Special and A Prom Through the Decades Excursion Train. New events are added every year in efforts to attract organic ridership as well as new ridership. In addition to the general season, The Texas State Railroad operates THE POLAR EXPRESS™ TRAIN RIDE (Polar), licensed by Rail Events Incorporated. THE POLAR EXPRESS™ TRAIN RIDE generally runs approximately 100 trains per year during the months of November and December. The Texas State Railroad continually invests in both our General and Polar seasons as we are committed to growing our ridership and continuing to bring tourism to Palestine, TX.

The Texas State Railroad is very proud to have established a strong and active social media presence and following over the last three years. As of this proposal, we currently have 149,368 followers on Facebook and 21,400 followers on Instagram with the intention of launching on other social media platforms later this year. We have found that these platforms are very effective in advertising and can correlate a direct link between advertising reach and ticket sales.

We do very targeted advertising for each excursion, drilling down to specific audiences that have an interest in what we are offering. Our typical audience on any given sponsored post is 15 Million people. In addition, we have an extensive email list to target with over 10 years of ridership and hundreds of thousands of emails of previous riders. Our demographic study fits perfectly with promoting many retail businesses in the City of Palestine.

Social Media Metrics and Reach

In efforts to demonstrate our reach and engagement, we have prepared the following statistics which cover the past 28 days.





As you can see our statistics are far greater than “like” businesses with our ratings being higher than others in every category.

Facebook followers ⓘ

149.4K

Higher than others

Typically: 13K

Follows ⓘ

1.8K

Higher than others

Typically: 112

Content interactions ⓘ

19.9K

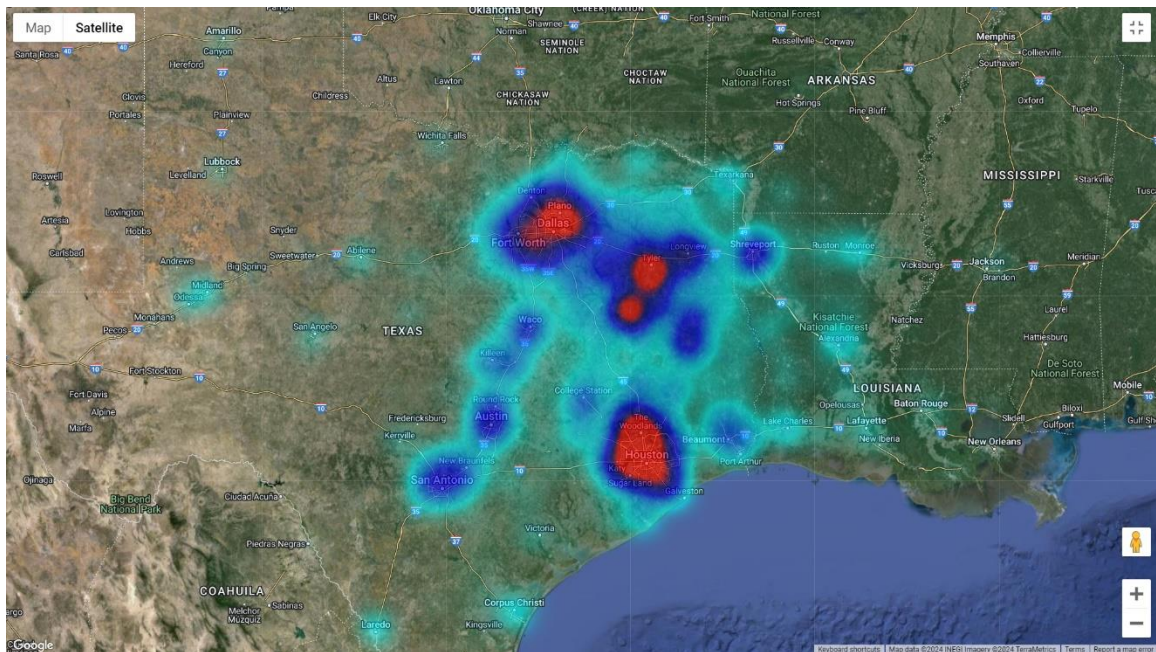
Higher than others

Typically: 1.4K

Texas State Railroad Ridership:

Texas State Railroad has averaged, over the last 3 years, 80,000 riders per year. On average, 90% of our ridership travels from over 80 miles away to ride The Texas State Railroad and 75% of that ridership is traveling in from more than 100 miles away. Our largest market is Houston followed by Dallas/Fort Worth however during the past three years we have gained substantial ridership in Austin, San Antonio, and Louisiana. With our ever-expanding ridership, the City of Palestine Tourism Program has an opportunity to benefit by getting in front of our audience and promote hotels, eateries, retail businesses and other tourism objectives. As people learn more about The Texas State Railroad and discover the special event trains we are seeing a growing population of organic business, those who have ridden with us before, as well as new riders.

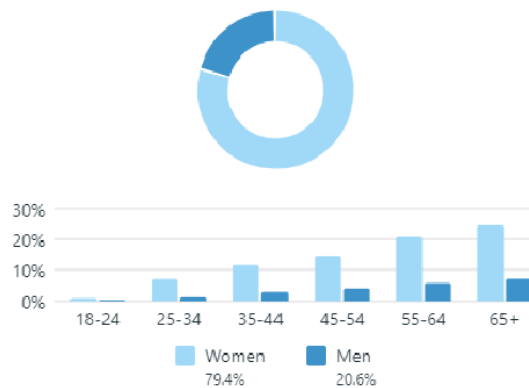
Please reference the ridership heatmap from 2023.





Current Demographics of Social Media Engagements:

Age & gender



Top interests

Top Pages and profiles

Top cities



Proposal:

We are heavily incentivized to bring people to Palestine to ride our train thus growing our ridership every year. We are also incentivized to continue to put capital into our events to keep people coming. The more people visit The Texas State Railroad, the more the City of Palestine benefits and we believe we have a great platform for **Visit Palestine** to reach people who already have interest in coming to Palestine. Texas State Railroad proposes the following advertising benefits to **Visit Palestine** for a fee of \$75,000.00 (Seventy – Five Thousand Dollars) for the fiscal year of 2024-2025.

- Provide link to **Visit Palestine** Website and Hashtag **Visit Palestine** on each post on Facebook and Hashtag **Visit Palestine** on each Instagram Post. Many posts will be “Sponsored” of which advertising is purchased by Texas State Railroad.
- Provide **Visit Palestine** website link on each excursion page on Texas State Railroad Website with a statement after each excursion description inviting guests to follow link for more information on places to stay, where to eat, things to do while in town, etc...
- Provide **4 (Four)** first class ticket vouchers to **Visit Palestine** each month of the general season March – October for **Visit Palestine** to use how they see fit in efforts to promote tourism through give-a-ways, etc... Ticket vouchers will be based upon availability and good for any Piney Woods Express Train during the general season and **Visit Palestine's** fiscal year.
- Provide **2 (Two)** First Class Ticket Vouchers to **Visit Palestine** for every Event Train of the general season for **Visit Palestine** to use how they see fit in efforts to promote tourism through give-a-ways, etc... Ticket vouchers will be based upon availability and good for any Event Train during the General Season and **Visit Palestine's** fiscal year.
- Provide link to **Visit Palestine** on all email campaigns whether it be a “Flash Sale”, “Discount Code” Email Campaign or simply a general campaign.
- Allow signage to be placed throughout the grounds during our THE POLAR EXPRESS™ TRAIN RIDE 2024 as approximately \$35,000 of the ask will be used to purchase cookies and hot cocoa as an in-kind sponsorship for the event. Signage would be allowed in accordance with rules and



- regulations applicable by the licensed event. For example, Cookies and Cocoa provided by (or sponsored by) **Visit Palestine** along with QR code on signage.
- Place **Visit Palestine** QR code on Polar as well as general season ticket confirmations emailed directly to the guest when reservations are booked for every train throughout **Visit Palestine's** fiscal year.
 - Place **Visit Palestine** QR code on Polar as well as general season boarding passes printed for each guest on every train throughout **Visit Palestine's** fiscal year.
 - Texas State Railroads commits, in good faith, to mention, utilize **Visit Palestine's** logo, provide link in other advertising mediums (print, radio, television, etc...) where it makes sense.

What benefit will Visit Palestine get from this investment:

- An ever-growing captive audience that has already been prequalified to have interest in visiting the City of Palestine. **Visit Palestine** will gain access to a primed platform to educate potential guests on the many things the city has to offer and give them additional ideas and reason to visit.
 - In our professional marketing opinion and experience, a targeted, interested and engaged audience of over 170K followers will generate far more traffic than many print publications with a general audience of millions of subscribers.
- Print advertising costs
 - Print advertising costs are extremely expensive, typically costing anywhere from \$3,000 for 1/6 of a page to over \$10,000 for a full-page ad. While this medium has its place and we continue to purchase print advertising ourselves, the return on investment is often minimal and is very difficult to measure. Our reservations system requires our guests to identify the source of learning about us and last year's ridership showed only 1% of the ridership responded to print advertisement in magazine advertisements vs. 23% responding to our social media targeted advertisements.
- Ticket offerings for **Visit Palestine** as promotional items
 - Ticket vouchers offered in the proposal have a retail value of over \$5,000
- We estimate the total value of this proposal to be 50% of the retail value if you were to purchase the same amount of advertising to reach our specific audience. Our proposal would be in effect for the full fiscal year so **Visit Palestine** would have all the benefits of the proposal for a full 12 months of advertising. From a monthly standpoint the proposal breaks down to \$6,250 per month. Essentially that could translate into one 1 full page advertisement in a publication with a general audience by which it is difficult to measure ROI.
- Texas State Railroad will provide further statistical information to support this proposal if necessary.

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
THE CITY OF PALESTINE §

The Tourism Advisory Board of the City of Palestine convened in a Special Meeting on Wednesday, May 30, 2024, at 4:00 p.m., in the City Hall Conference Room, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Patty Smith, and members Michael Nichols, Edward Mondich, and Daniel Hennessee, Kasey Crutcher, and Cristy Buckner.

Staff present: Tourism Marketing Manager Cassie Ham and City Manager's Administrative Assistant, Casey DeBord

Not Present: Board Vice-Chair Amanda Hofmann.

CALL TO ORDER

With a quorum present, Chair Patty Smith called the meeting to order at 4:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DIRECTOR'S REPORT

Tourism Marketing Manager Cassie Boyd presented the Tourism Monthly Report for April 2024.

APPROVAL OF MINUTES

1. Consider approval of minutes from the May 22, 2024 meeting.

Motion by Board Member Edward Mondich, seconded by Board Member Michael Nichols, to approve the meeting minutes as presented.

Vote: 6 – 0 – Unanimously

DISCUSSION AND ACTION ITEMS

1. Discussion regarding a possible Arts & Cultural Enhancement Project for Palestine ISD.
 - a. Mrs. Rhonda Herrington presented the proposal for Palestine ISD requesting improvements to the sound equipment in the PISD High School Auditorium to be

completed Summer 2024 in the amount of \$11,416.95. No action was taken on any grant funding application.

2. Discussion and possible action regarding Hotel Occupancy Tax Grant Applications.

There was no discussion and no action was taken.

CLOSED SESSION

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

1. Section 551.087 deliberation regarding Economic Development negotiations: Hotel Occupancy Tax Grants.

RECONVENE IN REGULAR SESSION

1. Take any action necessary regarding Economic Development negotiations: Hotel Occupancy Tax Grants.
 1. Regarding Hotel Occupancy Tax Grants in the form of a Hotel Occupancy Tax Rebate for the following events occurring in Fiscal Year 2024-2025:
 - a. PISD - Dance Effect for an estimated rebate in the amount of \$1000.00
 - b. PISD – Synergy Dance Competition for an estimated rebate in the amount of \$1000.00
 - c. Rotary District Conference for an estimated rebate in the amount of \$1600.00
 - d. Chamber of Commerce – Dogwood Festival for an estimated rebate in the amount of \$1300.00
 - e. Chamber of Commerce – Hot Pepper Festival for an estimated rebate in the amount of \$1600.00
 - f. Sofia Life Academy – Cinco de Mayo Celebration for an estimated rebate in the amount of \$300.00
 - g. Sofia Life Academy – Hispanic Heritage Month for an estimated rebate in the amount of \$300.00
 - h. Texas Jailhouse – Locked in Fear for an estimated rebate in the amount of \$500.00
 - i. Texas Jailhouse – Grinch’s Lair for an estimated rebate in the amount of \$1300.00
 - j. Lone Star & Eastern Railroad, LLC – Polar Express for a rebate not to exceed \$20,000.00
 - k. Palestine YMCA – Fall Soccer Tournament for an estimated rebate in the amount of \$650.00
 - l. Palestine YMCA – Spring Soccer Tournament for an estimated rebate in the amount of \$650.00.

Motion made by board member Michael Nichols and seconded by board member Daniel Hennessee to approve.

Vote: 6 – 0 - Unanimously

2. Regarding the Arts & Culture Enhancement Project Proposal for Fiscal Year 2023/2024 made by the Texas Historic Theater and the Palestine Community Theater in an amount not to exceed \$18,000.00 for improvements to sound equipment at the Texas Theater.

Motion made by board member Daneil Hennessee, and seconded by board member Edward Mondich to approve the proposal

Vote: 6 – 0 – Unanimously.

3. Regarding the Arts & Culture Enhancement Project Proposal for Fiscal Year 2023/2024 made by Ms. Rona Lacey for a mural on the exterior wall of 110 W. Oak St. facing the Redlands parking lot.

No action was taken by the board.

4. Regarding the Arts & Culture Enhancement Project Proposal for Fiscal Year 2023/2024 made by the Palestine Independent School District in an amount not to exceed \$11,416.95 for improvements to the High School auditorium sound equipment.

Motion made by board member Edward Mondich and seconded by board member Michael Nichols to approve the proposal.

Vote: 6 – 0 – Unanimously.

5. Regarding the Historical Preservation and Restoration Project Proposal for Fiscal Year 2024/2025 made by the Mt. Vernon AME Church in the amount not to exceed \$30,000.00 for repairs to the foundation and walls of the Mt. Vernon AME Church.

Motion made by board member Edward Mondich with no second to approve the proposal.

Original motion amended by board member Daniel Hennessee to approve the proposal with the requirement that Mt. Vernon AME provide proof that the matching grant from Preservation Texas is acquired by that grant's deadline, seconded by Michael Nichols.

Vote: 5 – 0.

Board Chair, Patty Smith abstains.

ADJOURN

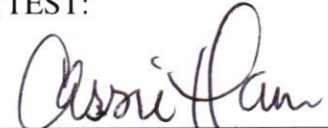
With no other business to come before the board, the meeting was adjourned at 5:46 p.m.

PASSED AND APPROVED THIS 20th DAY OF June 2024.



Patty Smith, Chair

ATTEST:



Cassie Ham,
Tourism Marketing Manager

**CERTIFIED AGENDA FOR CLOSED MEETING
CASSIE HAM, TOURISM MARKETING MANAGER**

On the 30th day of May 2024, with a quorum present, the Tourism Advisory Board of the City of Palestine, Texas, convened in an open session. Tourism Advisory Board Chair, Patty Smith, announced that the Tourism Advisory Board would go into a Closed Session Meeting. The time to be 4:19 PM, and announced the section of the Local Government Code under which the closed meeting was being held pursuant to Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D.

1. Section 551.087 deliberation regarding Economic Development negotiations: Hotel Occupancy Tax Grant Applications

When the Open Meeting resumed, Chair Patty Smith announced the date to be May 30, 2024, and the time to be 5:37 PM. The Tourism Advisory Board took the following action with regard to items discussed during the Closed Meeting.

I certify this document to be a true and correct record of the above-described proceedings.



PATTY SMITH, CHAIR

Local Government Code Section:

- 551.071 - Consult with attorney, pending or contemplated litigation (attorney must be present)
- 551.072 - Deliberate real property (the purchase, exchange, lease, or value of real property)
- 551.073 - Deliberate prospective gift (negotiate a contract for gift or donation to governmental body)
- 551.074 - Personnel matters (deliberate appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee)
- 551.075 - Confer with employee (receive information and ask questions, but can't deliberate public policy)
- 551.087 - Deliberate economic development negotiations



MINUTES

The City Council of the City of Palestine convened for a regular meeting on July 8, 2024, at 3:00 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; Ava Harmon, Mayor Pro Tem; Sean Conner, Council Member; James Smith, Council Member; Kenneth Davidson, Council Member; Angela Woodard, 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; Micah Betterton, Assistant Fire Chief; Lisa Cariker, Human Resource Director; Ana Sanchez, Library Director; Patsy Smith, Parks & Recreation Director; Susan Davis, Planning Tech; Mark Harcrow, Police Chief; Kevin Olson, PW Director; Cassie Ham, Tourism Marketing Manager

WORK SESSION

With a quorum present, Mayor Pro Tem Harmon called the Work Session to order at 3:00 p.m.

1. Discussion regarding the proposed budget for Fiscal Year 2024-2025. Andrew Sibai, Finance Director

The City Council reviewed the proposed budgets for the Police Department, Fire Department, Municipal Court, Public Works, excluding capital projects, and Library.

Chief Harcrow confirmed that \$280,000 was moved from the General Fund to the Police Department Vehicles and Equipment Account to purchase an armored vehicle approved by City Council per Ordinance No. O-04-24. Council approved the amendment in the Fiscal Year 2023-2024 Budget, but funds were transferred in the Fiscal Year 2024-2025 Budget due to the estimated completion date of the vehicle for October 2024.

Finance Director Andrew Sibai informed Council that ARPA funding is being held in a separate account until the demo pumper for the fire department is expensed. There will be an amendment to show that the demo pumper was paid for by grant funding. Staff will budget in Fiscal Year 2025-2026 for the new pumper fire engine being built, which is expected to be completed in a year and a half.

2. Discussion regarding proposed festival and parade standards for public events inside the City. Cassie Ham, Tourism Marketing Manager

Tourism Marketing Manager Cassie Ham presented City Council with proposed festival and parade standards for public events. The proposed process includes the applicant applying for a permit for the festival or parade no later than 90 days before the event, followed by approval or denial of the permit by City staff. If approved, City staff will hold a planning meeting no later than 45 days before the event, and City staff will notify Bureau Veritas of the event. The applicant must complete any necessary permits and inspections and submit a final vendor list and event schedule no later than 14 days before the event. The applicant

must submit a final map showing vendor locations to be forwarded to Bureau Veritas no later than seven days before the event.

Staff proposed a standard start time for all festivals and parades at 10:00 a.m. Main Street Advisory Board Coordinator Mary Ann Admire discussed the standardization of parade routes in the festival areas and moving festivals outside the Main Street area. City Manager Herrera discussed complaints from downtown business owners because of the impact of the festivals and parades on their business. Staff spoke regarding the project to enhance the Visitor Center Park and informed Council that Mark Thatcher would present a complete plan at a later date.

3. Discussion regarding the possible use of the Old Memorial Hospital land for infill housing, including replat, and conveyance of lots with deed restrictions as part of a housing incentive. Susan Davis, Planning Tech.

Planning Tech. Susan Davis requested a directive from Council on possible use for the Old Memorial Hospital land. Staff reported the lot contained over three acres, in the middle of a Mixed Use Neighborhood zoning district adjacent to two historical districts on two sides. Ms. Davis discussed potentially using the land for infill housing.

Council Member Gibbs proposed putting the land in inventory as an incentive for the Build Palestine Program with the following deed restrictions: homes would be built within 120% of the area median income, and the lot would be subdivided into no less than a minimum of four plots, and only single-family homes built.

Mayor Jordan and Mayor Pro Tem Harmon requested that input be received from citizens living in proximity concerning the potential use of the land.

With no other business to come before Council, the Work Session was adjourned at 5:27 p.m.

REGULAR MEETING

A. CALL TO ORDER

Mayor Jordan called the Regular Meeting to order at 5:39 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Vicar Devin Jackson from Trinity Lutheran Church and was followed by the Pledge of Allegiance.

C. PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes to agenda items.

D. PUBLIC RECOGNITION, PUBLIC COMMENTS, AND ANNOUNCEMENTS

Carolyn Salter spoke regarding the suggested use of additional housing for the Old Memorial Hospital land. She suggested that Council listen to the recommendations of the Historic Landmarks Commission concerning the use of the property. Ms. Salter also expressed support for funding the renovation of Mt. Vernon AME Church.

Stephanie Dillard discussed challenges with her mailing address at 101 Holly Tree and

requested assistance to resolve the issues with her address.

Dennis Cathey presented the City with a printed edition of the Palestine Herald Press from December 7, 1941.

E. CONFLICT OF INTEREST DISCLOSURES

No action was taken.

F. PUBLIC HEARINGS

1. Public hearing regarding the modified Guidelines & Criteria for Commercial Tax Abatement for the City of Palestine. Christophe Trahan, EDC Director

EDC Director Christophe Trahan provided the guidelines and criteria for commercial tax abatement under Chapter 312 of the Texas Tax Code with the addition of a qualification that applicants for tax abatement must make healthcare plans for both individual and family and retirement plans available to all employees, with an exception for contract employees and employees hired by contractors for construction for the facilities related to the agreement.

Mayor Jordan opened the public hearing at 5:56:56 p.m. and asked for anyone speaking for or against the request to do so. With no one speaking, Mayor Jordan closed the public hearing at 5:58:18 p.m.

G. CITY MANAGER'S REPORT

City Manager Herrera reported on the partnership between the Palestine Economic Development Corporation and Express Pro Training to offer a management essentials program, the compost facility's operation hours, and the completion of Section One of the Downtown Revitalization Project. Ms. Herrera also reported on the closure of the Reagan Park Splash Pad for new waterline installation for a new water fountain donated by the Palestine Lions Club. She also recommended that citizens download the Smart 911 App to stay current on weather conditions.

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

The following departmental reports were provided:

1. May 2024 Financial Statement
2. June 2024 Development Services Monthly Report
3. June 2024 Fire Monthly Report
4. June 2024 Library Monthly Report

H. 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 Agenda of June 24, 2024. April Jackson, City Secretary
2. Consider approval of additional funding to Bureau Veritas for plan review and building and health inspections in the amount of \$30,000.00. Andrew Sibai, Finance Director

3. Consider approval of a Permanent Access and Utility Easement Agreement between the City of Palestine and Sanderson Farms, LLC. Kevin Olson, Public Works Director
4. Consider approval of expenditures over \$25,000.00. Andrew Sibai, Finance Director
5. Consider approval of the purchase of four Motorola Watchguard in-car camera systems for the Police Department in the amount of \$27,352.00. Mark Harcrow, Police Chief
6. Consider approval of selling non-serviceable X26P Tasers to Accredited Security Company. Mark Harcrow, Police Chief
7. Consider authorizing the City Manager to accept the purchase of Flex Base from Aggregate Haulers in the amount of \$50,000.00. Kevin Olson, PW Director

Motion by Mayor Pro Tem Ava Harmon, seconded by Council Member Angela Woodard to approve the Consent Agenda as presented.

Vote: 7 - 0 - Unanimously

I. REGULAR AGENDA

1. Discussion and possible action regarding the use of the Old Memorial Hospital land for infill housing, including replat, and conveyance of lots with deed restrictions as part of a housing incentive. Susan Davis, Planning Tech.

Planning Tech. Susan Davis reported that staff was open to establishing a task force or publishing notice for a town hall meeting to determine the use of the Old Memorial Hospital land.

Council Member Gibbs recommended using the land and putting it into inventory as part of the Build Palestine Program to incentivize and consider deeding over the land to a builder or developer that goes through the Build Palestine Program with the following deed restrictions: limited to single-family use homes, a minimum of four lots, and the end home value should be within 120% of the area median income.

Mayor Pro Tem Harmon requested that Council confer with the previous task force and receive their recommendations. Council decided to table the item until the next City Council meeting to take action.

2. Discussion and possible action regarding policy updates to 1.05 Definitions, 1.08 Vacancies, and 1.09 Employee Status to the City of Palestine Employee Handbook. Lisa Cariker, HR Director

HR Director Lisa Cariker requested approval of policy revisions to 1.05-Definitions, 1.08-Vacancies, and 1.09-Employee Status of the City of Palestine Employee Handbook.

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to approve the item as presented.

Vote: 7 - 0 - Unanimously

3. Discussion and possible action regarding a Historic Restoration/Preservation Hotel Occupancy Tax Grant for Mt. Vernon AME Church not to exceed \$30,000.00 for Fiscal Year 2024-2025. Cassie Ham, Tourism Marketing Manager

Tourism Marketing Manager Cassie Ham informed Council that the total project cost for stabilization is estimated at \$136,482.00 and that the applicant had been awarded \$15,000.00 in hotel occupancy tax grant funding from the City of Palestine. Applicant Tabitha

Enge reported that the congregation of Mt. Vernon AME Church has privately raised approximately \$15,000.00.

Motion by Council Member Sean Conner, seconded by Council Member James Smith to approve the item as presented.

Vote: 7 - 0 - Unanimously

4. Discussion and possible action regarding Hotel Occupancy Tax Grant Applications for Fiscal Year 2024-2025 in the amount of \$30,200.00. Cassie Ham, Tourism Marketing Manager

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to approve the item as presented.

Vote: 7 - 0 - Unanimously

5. Discussion and possible action regarding a resolution establishing and adopting guidelines and criteria for granting commercial tax abatement in reinvestment zones created in the City of Palestine, Texas, in accordance with Chapter 312 of the Texas Property Tax Code. Christophe Trahan, EDC Director (**Resolution No. R-31-24**)

Motion by Council Member Sean Conner, seconded by Council Member Christopher Gibbs to approve the item as presented, adopting **Resolution No. R-31-24**.

Vote: 7 - 0 - Unanimously

J. **MAYOR'S REPORT**

Mayor Jordan reported on the LEAD Community Wide Barbecue and thanked the LEAD team, barbecue judges, and participants. Mr. Jordan also reported on the compost site's operation hours, the weather and power outages, and the upcoming LEAD Soap Box Derby. He discussed the retirement of Devin Jackson and recognized City Manager Teresa Herrera for presenting him with a key to the City on his behalf. Mayor Jordan proposed that City Council consider creating a Wall of Honor recognizing retired Fire and Police personnel.

K. **ITEMS FROM COUNCIL**

Council Member Smith recognized City Council, City Secretary, City Attorney, and City Manager. Mr. Smith also discussed the Vickey Chivers Memorial Scholarship by the Anderson County Texas Democratic Women in honor of Council Member Vickey Chivers.

Council Member Davidson cautioned everyone to be safe with the weather.

Council Member Woodard expressed appreciation to the Mayor for the LEAD Community Wide Barbecue and discussed attending the New Direction's 2nd Annual Life Skills Event at Willie Myers Park.

Council Member Gibbs acknowledged City staff, the Fire Department, and the Police Department for participating in the Annual Fireworks Celebration and cautioned everyone to be safe in the weather. Mr. Gibbs spoke regarding mental health awareness and the passing of Bradley Keith Gruetzner. He urged Council and the community to assist our local veterans with resources, prayers, and care.

L. ADJOURNMENT

With no other business to come before Council, the meeting was adjourned at 6:26 p.m.

PASSED AND APPROVED THIS 22ND DAY OF JULY 2024.

A handwritten signature in black ink, appearing to read "Mitchell Jordan", written over a horizontal line.

Mitchell Jordan, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "April Jackson", written over a horizontal line.

April Jackson, City Secretary



Agenda Date: August 26, 2024
To: City Council
From: Cassie Ham, Tourism Marketing Manager
Agenda Item: Resolution and TEA 30A Agreement for Hot Pepper Festival Parade
Date Submitted: 08/21/2024

SUMMARY:

The Palestine Area Chamber of Commerce has submitted its request to route the Hot Pepper Festival Parade onto Spring Street between Avenue A and Queen Street. The appropriate city staff has approved the parade request, and staff are drafting the proper documents to be submitted to TxDOT for approval. Staff will complete the attached Traffic TEA30A document with the final map before submitting it to TxDOT.

RECOMMENDED ACTION:

Staff recommends approval of a resolution authorizing the City to enter into an agreement with TxDOT for the temporary closure of Spring Street for the Hot Pepper Festival Parade on October 26, 2024.

CITY MANAGER APPROVAL:

Attachments

Resolution
TEA30A Agreement

RESOLUTION NO. R- -24

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF PALESTINE, TEXAS, AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH THE STATE OF TEXAS FOR THE TEMPORARY CLOSURE OF STATE HIGHWAYS FOR THE HOT PEPPER FESTIVAL PARADE IN PALESTINE.

WHEREAS, the State of Texas (“State”) owns and operates a system of highways for public use and benefit through the Texas Department of Transportation, including those systems in the City of Palestine, Texas (“City”) and Anderson County, Texas (“County”); and

WHEREAS, the City has requested the temporary closure of certain State Highways 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, BE IT RESOLVED by the City Council of the City of Palestine, Texas, that the Mayor of the City of Palestine is hereby authorized to execute an agreement with the State for the temporary closure of State Highways for the Hot Pepper Festival Parade in Palestine.

PASSED, APPROVED, and ADOPTED by the City Council of the City of Palestine, Texas, on the 26th of August, 2024.

MITCHELL JORDAN
MAYOR

ATTEST:

APPROVED AS TO FORM:

APRIL JACKSON
CITY SECRETARY

REZZIN PULLUM
CITY ATTORNEY

STATE OF TEXAS §
COUNTY OF ANDERSON §

**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 Avenue A and N. Queen Street for the purpose of the Hot Pepper Festival Parade, from 9:30 a.m. to 11:45 a.m. 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 26 day of August 2024, the Palestine City Council passed **Resolution No. R- -24**, 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		

Traffic Closure Incorporated (TEA30A) Page 1 of 6

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.

Agreement No. _____

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 2024

Palestine, TX – October 26, 2024

Event Description:

The Palestine Area Chamber of Commerce will be hosting the annual Hot Pepper Festival Parade on October 26, 2024. The festival will begin at 9:00 a.m. and close at 6:00 p.m. and will be hosted in the Palestine Main Street District. The Parade will begin at 10:00 a.m. 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. Palestine Police Department vehicle barricades will be parked at each crossing intersection 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.





Agenda Date: August 26, 2024
To: City Council
From: Ana Sanchez, Library Director
Agenda Item: Hancher Grant
Date Submitted: 08/20/2024

SUMMARY:

Consider authorizing the Library Director to apply for a grant for digitization of the Palestine Public Library's Palestine Daily Herald newspaper microfilm reels for the years 1921-1930. The total cost of the project for the years 1921-1930 is \$15,600.00. The digitization of newspapers and partnership with the University of North Texas, Portal to Texas History, began in the early 1990s. Palestine Public Library's last contribution to the portal was in 2017, made possible by the Hancher Grant. The Portal to Texas History hosts the newspaper for free public access. The University of North Texas Libraries Digital Newspaper Program digitizes and hosts historical newspapers on their portal from libraries and other agencies from all over the state of Texas. This grant will allow the Palestine Public Library to continue contributing to the Portal and make its contents accessible to all users. The grant must be spent within one year of receipt.

RECOMMENDED ACTION:

Consider authorizing the Library Director to apply for a grant for digitization of the Palestine Public Library's Palestine Daily Herald newspaper microfilm reels for the years 1921-1930.

CITY MANAGER APPROVAL:

Attachments

HFGuide
UNTEST
HFApp

Ladd & Katherine Hancher Library Foundation

Grant guidelines

Application deadline: Postmarked by Friday, August 30, 2024. The Foundation will confirm receipt of application by e-mail.

grant Eligibility

1. Must be a public library.
2. Library must serve a population of 50,000 or less.
3. Grants will not be awarded two consecutive years.
4. Library must serve the people of Texas.
5. Library asking for a grant must be accredited by the Texas State Library.
6. Grants will be awarded in the month of October. All funds must be spent in one year.
7. **A Final Report is due on or before one year from the date the grant is funded.**

General Exclusions

Funding will not be considered for normal operating expenses, normal salaries or employee benefits. The Ladd and Katherine Hancher Library Foundation does not endorse or support any specific programs/products. Unscrupulous marketing practices by vendors are not tolerated.

University of North Texas Libraries
Digital Newspaper Program
Attn. Ana Krahmer
1155 Union Circle #305190
Denton, TX 76203-5017
Tel 940 565-3367 Fax 940 369-8882



Digital Projects Unit Quote for the Palestine Public Library
August 21, 2024

DESCRIPTION: Digitization quote for digitization of the <i>Palestine Daily Herald</i>	UNIT	UNIT COST	AMOUNT DUE
Digitizing, hosting and providing access to 15,000 pages of area newspapers from microfilm, ranging from 1921-1930.	15,000	\$1.03	\$15,450.00
Purchase one 1TB external hard drive to deliver digital newspapers to partner.	1	\$100.00	\$100.00
Shipment of newspapers to and from partner.			\$50.00
Total		\$15,600.00	

* The following requirements will be completed:

Create digital images from microfilm or physical pages.

- Scan at 8-bit grayscale with a resolution of 400 dpi (microfilm), or 24-bit full color (physical page), if possible; otherwise between 300 and 400 dpi (relative to the size of the original newspaper.)
- Create image output file as an uncompressed TIFF 6.0, from which PDF and text derivatives with the same file name will be made.
- Capture a standards-based target film strip at the start of each session, to monitor equipment performance.
- Split dual images into individual newspaper images as necessary.
- Deskew images with more than 3% skew.
- Crop page image files to the edge of the newspaper, retaining the original edge and up to a quarter inch beyond.
- Produce grayscale images that have exactly the same dimensions, spatial resolution, skew, and cropping as the images used for OCR.
- Create OCR text conversion.
- Host the newspaper on the Portal to Texas History for free public access.
- Deliver copies of digital newspaper to partner on a 1TB external hard drive.
- More information about UNT's Texas Digital Newspaper Program can be found at:
<http://tdnp.unt.edu/>

Ladd and Katherine Hancher Library Foundation

Grant Application

The Ladd and Katherine Hancher Library Foundation will consider requests from public libraries serving populations of 50,000 or less. Projects are reviewed for the level of educational contribution to the community. Funding will not be considered for normal operating expenses, normal salaries or employee benefits.

Application Deadline: Friday, August 30, 2024

Name of Organization: _____

Name of Contact: _____ Contact Title: _____

Physical Address: _____ City: _____ State: ____ Zip: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Website: _____

Current Assigned Texas State Library Population: _____

Grant Amount Requested: _____ Project Title: _____

AGREEMENT: If awarded a grant, it is agreed that this library will submit a **Final Report** that includes a review of what was purchased and the value/success of the purchase(s) in relation to your library. A detailed accounting of expenditures is not necessary. The **Final Report** is due on or before one year from the date the grant is funded.

Signature of Representative

Title

Date

ASSURANCES OF CONTINUED LOCAL SUPPORT: It is agreed that local funding for this library will not be diminished, curtailed, or cut in any way as a result of awarding this grant.

Signature of Authorization

Title

Date

Address each of the following items. Responses to each item should be limited to one page or less.

1. Describe the project to be funded by the Ladd and Katherine Hancher Library Foundation. (limit your description to one page.)

Include:

- The library service area and population to be affected by the project.
- Describe the project and the needs your project will address.
- Provide a tentative timeline for implementation of your project.

2. Has this library received a previous grant from the Ladd and Katherine Hancher Library Foundation? ____Yes [Year(s) received ____] ____No

3. If a grant is awarded, how will this project be funded beyond the grant year?
4. Provide a detailed budget for your project. Include itemized costs for materials, equipment, furniture, shipping, labor, etc....
5. Describe how this project will improve the library educational services in your community. Denote the group(s) in your community who benefit and how they will benefit from this project.
6. Explain how you will measure the success of your project. What are the outcomes you anticipate?
7. Identify the person(s) who will implement the project, monitor the results and submit the report. Provide name(s), title(s) and address(es).
8. Please include any additional information you believe is important.

CONTACT INFO: E-mail: info@hancherlibraryfoundation.org

Web Page: www.HancherLibraryFoundation.org

WHAT TO SEND:

One copy of the Grant Application.

One copy of your Annual Report to the Texas State Library.

Application must be postmarked by Friday, August 30, 2024

Mailing Instructions: Applications should be sent by first class mail. The Foundation will confirm receipt of the application by email.

Send Applications to: Ladd and Katherine Hancher Library Foundation
Attn: Charlotte Tilotta
P.O. Box 878
Columbus, TX 78934



Agenda Date: August 26, 2024

To: City Council

From: Christophe Trahan, Economic Development Director

Agenda Item: Downtown Grant Performance Agreement between PEDC, Thorough Food Company LLC, and 512 N John LLC

Date Submitted: 08/20/2024

SUMMARY:

Consider and take possible action on a Downtown Grant Agreement between the Palestine Economic Development Corporation, Thorough Food Company LLC, and 512 N John LLC in an amount not to exceed \$75,000.00.

RECOMMENDED ACTION:

Staff recommends consideration and approval of a Downtown Grant Agreement between the Palestine Economic Development Corporation, Thorough Food Company LLC, and 512 N John LLC in an amount not to exceed \$75,000.00.

CITY MANAGER APPROVAL:

Attachments

Thorough Food Co - 512 N John DT App

Thorough Food Co - 512 N John DT Grant Performance Agreement

**APPLICATION TO PALESTINE ECONOMIC DEVELOPMENT CORPORATION
DOWNTOWN GRANT PROGRAM**

1. Applicant/Applicants name(s): NICHOLAS VUKMARANCH
2. Type of grant(s) being requested:
☒ First Time Applicant
☐ Recurring Applicant
3. Applicants contact Information.
 - a. Phone 724-989-3826
 - b. Fax _____
 - c. Email _____
4. Physical address of property for which grant is being requested.
512 N JOHN ST. PALESTINE, TX 75801
5. Is the property in the Palestine Main Street Overlay District? ☒ Yes ☐ No
(Properties must be in the Main Street Overlay District to qualify for the PEDC Downtown Grant.)
6. Is the property in the Palestine Historic Overlay District? ☒ Yes ☐ No
(Historic district overlays can be found on the map at <https://downtowntx.org/palestine-texas>)
7. What is the Zoning for the property? ☒ CBD ☐ MUN ☐ RC ☐ I
(Zoning information can be found at cityofpalestinetx.com)
8. Is the property in the National Register's Palestine New Town Commercial Historic District? ☒ Yes ☐ No
(Historic District information can be found at <https://atlas.the.texas.gov/NR/pdfs/100007058/100007058.pdf>)
9. Is it a Contributing property? ☒ Yes ☐ No *(Map on page 86^)*
10. Is the property individually listed on the National Register of Historic Places? ☒ Yes ☐ No
11. Is the property a designated Palestine Historical Landmark? ☒ Yes ☐ No
12. Does this project contribute to the Rehabilitation or Stabilization of a Vacant or Blighted Building?
☒ Yes ☐ No
13. Current occupancy type LIGHT MANUFACTURING Occupancy type upon project completion LIGHT MANUFACTURING + RETAIL
14. Please provide the total square footage of the property: 32,000 sq ft
15. Is this a mixed-use (commercial & residential) property?
☐ Yes ☒ No

If so, please provide a breakdown of the square footage of the property based on current use:

Commercial: _____ sq ft

Residential: _____ sq ft

16. No. of Stories: 2
17. Business name, if applicable 512 N JOHN LLC
18. Mailing address 512 N JOHN ST. PALESTINE, TX 75801

19. This business is a

☐ Sole proprietorship

☒ Partnership

☐ Corporation

☐ Other _____

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

20. Please provide a brief description of business activity.

Retail/Commercial Bakery and Food Production
Facility.

21. Is this property owned or leased by Applicant?

☒ Owned, please provide proof of ownership.

☐ Leased, please provide a copy of the lease agreement.

Name of Lessor _____

Address of Lessor _____

Lessor Contact: phone _____ email _____

22. Date business established in Palestine, TX, if applicable 2024

23. Number of employees, if applicable 6 Number of new employees, if applicable 15-20

24. Please provide a description of the proposed project:

Our project involves renovating and upgrading our manufacturing facility and retail
bakery. Key tasks include, roof repair, installing grease trap, floor drains, renovating
production rooms, upgrading electrical systems and lighting, replacing HVAC and
refrigeration units, installing new equipment, and revitalizing retail area with
new floors, paint, bathrooms, and lighting.

25. Proposed scope of work (Check all that apply):

Façade/Exterior Walls:

☐ TOTAL/MAJOR RESTORATION or ☒ PARTIAL RESTORATION OR MAINTENANCE

Including: ☐ Slipcover Removal ☐ Door(s) ☒ Window(s) ☐ Brick/Mortar ☐ Awning
☒ Weatherproofing/Sealing ☒ Power Wash/Cleaning ☒ Trim Paint ☒ Wall Paint*
☐ Other _____

Critical Building Components:

☒ REPLACEMENT OR MAJOR REPAIR or ☐ MINOR REPAIR OR MAINTENANCE

Including: ☐ Foundation ☐ Exterior Wall System ☒ Roof
☒ Plumbing ☐ Gas System ☒ Electrical ☒ Air Conditioning/Heat
☐ Other _____

Other Building Components:

☒ NEW INSTALLATION or ☐ MAJOR REPAIR OR REPLACEMENT

Including: ☐ Awning/Canopy (no signage) ☒ Grease Trap ☐ Dumpster Enclosure
☐ Fire Protection/Suppression ☐ Elevator/Lift (for any use) ☐ Ramp/Stairs
☒ Interior Painting ☐ Parking Lot/Driveway
☐ Other _____

Business/Property Signage:

☒ NEW SIGN/SIGNAGE PACKAGE or ☐ RESTORATION OF A HISTORIC SIGN

Texas Accessibility Standards (TAS) Upgrades:

- ☐ Removal of Architectural Barriers to provide accessible routes throughout buildings and facilities by replacement or modification to items such as doors, doorways, gates, ramps, curb ramps, elevators, platform lifts, etc.
- ☐ Provision of Communication and Signage that conveys information or instructions that is accessible and usable by people with disabilities, especially those with visual or hearing impairments. Examples include fire alarm systems with specified visual and tonal signals, signs with Braille and raised letters, assistive listening systems, etc.
- ☐ Renovation of Facilities and Amenities to include elements and features that provide services or convenience to users or visitors with disabilities, especially those with mobility or dexterity impairments. Examples include kitchens, kitchenettes, sinks, toilet facilities, bathing facilities, washing machines, clothes dryers, drinking fountains, dining surfaces, work surfaces, storage, etc.
- ☐ Technology and Digital Accessibility Upgrades to elements and features of buildings and facilities that involve the use of electronic devices or systems to access information or services. Examples of technology and digital accessibility include fire alarm systems, telephones, assistive listening systems, automatic teller machines (ATMs), fare machines, two-way communication systems, etc.
- ☐ Other Modifications to the design, installation, and operation of elements and features to be accessible and usable by people with disabilities, especially those with specific or unique needs or preferences, such as a clear floor or ground space, reach ranges, operable parts, seats, etc.

26. Amount of grant funds requested \$75,000
(Total possible funding per grant application is \$75,000 maximum)

27. Total projected cost of project \$500,000

28. Estimated start date of project 07/01/24

29. Estimated completion date of project 10/01/24

30. Please provide competitive cost estimates (bids) for each different scope of work from a minimum of two (2) licensed and bonded contractors or suppliers. Detailed cost estimates, including material types, paint color samples and finishes are required. If two cost estimates are unable to be obtained, a written declination to bid by a licensed and bonded contractor may be considered as a substitute for one of the required estimates.

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

32. Please attach photos of existing conditions.

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

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

- A. Prior to the submission of this application, a copy of the Palestine Economic Development Corporation Downtown Grant Program Guidelines has been obtained, reviewed, and clearly understood and is incorporated as part of the Application.
- B. The submission of this Application does not create any property, contract or other legal rights in any person or entity that obligates the PEDC to provide grant funding.
- C. Applicant certifies that it, the company, its branches, divisions, and departments do not and will not knowingly employ an "undocumented worker" as that term is defined by the Program Guidelines. Applicant will repay the total amount of the grant amounts received with interest if the company is convicted of a violation under 8 U.S.C. Section 1324a. Repayment will be due no later than the 120th day after the date PEDC notifies the Applicant of the violation or as otherwise provided in the Grant Agreement.
- D. Improvements will not commence prior to having received written approval for a grant from PEDC, execution of a Grant Agreement and approval of the City of Palestine City Council if necessary. The PEDC Board has the authority to consider grants in amounts of less than \$10,000 without requiring final approval from the City of Palestine City Council.
- E. Applicant(s) do not currently have outstanding or otherwise delinquent financial obligations to PEDC or the City of Palestine such as liens, court fines, city utility bills, sales tax, or property taxes. Further, applicant is not currently a party to a pending or active lawsuit against PEDC or the City of Palestine.
- F. Applicant(s) must obtain all applicable permits related to the improvement project prior to commencement.
- G. Applicant(s) certify that all attached estimates have been obtained from independent, qualified contractors, who are in no way affiliated or related to the applicant or competing bidder.
- H. This Application and all statements therein are true and correct, and it is executed under penalties of perjury.

Signed this the 11 day of JULY, 2024

Applicant  Applicant NICHOLAS VUKMARAVICH

[TO BE COMPLETED BY DEVELOPMENT SERVICES]

Based on the project information provided with this application and the research documented above, at a minimum the project will require the following from Development Services:

- ☐ No further municipal approvals
- ☐ Pre-Development Meeting - Recommended Date Scheduled _____
- ☐ Certificate of Appropriateness from HLC Date Received _____
- ☐ Historic Landmark Commission (HLC) Hearing Date Scheduled _____
- ☒ Sign Permit Application
- ☒ Main Street Advisory Board Review Date Scheduled _____
- ☒ Specific Use Permit Application *SUP approved by city council*
- ☐ Zoning Change Application
- ☐ Planning & Zoning Commission Hearing Date Scheduled _____
- ☐ City Council Meeting to Approve Specific Use Permit Date Scheduled _____
- ☐ Procedure for Commercial New Construction and Additions with Building Permit
- ☒ (Refer to checklist from Development Services for complete list of documents required)
- ☒ Procedure for Commercial Remodels and Repairs with Building Permit *3-trade permits - Plan review?*
- ☒ (Refer to checklist from Development Services for complete list of documents required)
- ☒ Multi-Trade Subcontractor Permit Application *(electrical, plumbing, mechanical)*
- ☒ Water and Sewer Tap Application
- ☒ Health Department Plan Review and Inspection
- ☒ Fire Inspection - *part of CO process*
- ☒ Public Works & Utilities Inspection
- ☒ Building Inspection *trade inspections and CO process*
- ☒ Clean and Show Application
- ☒ Certificate of Occupancy Application

Approval of HPO or Interim Director of Development Services:

Susan Davis

Date: *7/29/2024*

Approval of Mainstreet District Coordinator:

Wendy Adams

Date: *7/29/2024*

Note: Any changes to the project scope after the date indicated above will require review by the HPO or Director of Development Services!



Carroll Plumbing

Ryan Goebel
512 North John Street
Palestine, TX 75801

(512) 779-6303

1ST CHOICE

ESTIMATE	#849
EXPIRATION DATE	Jul 12, 2024
TOTAL	\$27,879.50

CONTACT US

414 E Spring St
Palestine, TX 75801

(903) 724-3282

ESTIMATE

Services	qty	unit price	amount
----------	-----	------------	--------

Prep Area / Grease Trap / To Tap	1.0	\$27,879.50	\$27,879.50
----------------------------------	-----	-------------	-------------

Interior:

Saw Cut / remove / repour up to 20 linear ft of concrete slab

Excavate saw cut areas to allow for installation of new sch40 pvc drain lines to 2 floor sinks, floor drain, and hand sink.

Core Drill through exterior beam to extend drain outside into smoking area

Provide floor sinks and floor drains but no other fixtures

Exterior:

Saw Cut / Remove / Repour up to 20 linear ft of concrete slab in smoking area

Excavate saw cut areas to allow for installation of new sch 40 drain line

Trench 140' to new city provided sewer tap (owner responsible)

Provide and install 1500 gallon grease trap with sample well

*Price includes no water or fixture installation

**Customer is responsible for providing all sinks and faucets at the time of installation

***A new price for needed above slab work will be provided once plans are set and overall work is known

Services subtotal: \$27,879.50

Subtotal	\$27,879.50
----------	-------------

Tax (Sales Tax 8.25%)	\$0.00
-----------------------	--------

Total	\$27,879.50
--------------	--------------------

Thank you for allowing us to serve you today!

Did we exceed your expectations? If for any reason you are not happy please call us and we will make it right.

Please take a moment of your time to write a positive online review, it means the world to us



Carroll Plumbing

1st Choice

512 North John Street
Palestine, TX 75801

☎ (512) 779-6303



ESTIMATE	#878
SERVICE DATE	Jul 11, 2024
EXPIRATION DATE	Aug 10, 2024
TOTAL	\$22,975.00

CONTACT US

414 E Spring St
Palestine, TX 75801

☎ (903) 724-3282



ESTIMATE

Services	qty	unit price	amount
Floor drains and floor sinks	1.0	\$22,975.00	\$22,975.00
Break out upto 140 ft of concrete, possibly core drill through exterior beam, may need city to install new tap if needed			
Install 4 floor drain			
2 floor sinks			
Tie in at 2 vents			
Tie into city line outside under sidewalk			

Services subtotal: \$22,975.00

Subtotal \$22,975.00

Tax (Sales Tax 8.25%) \$0.00

Total \$22,975.00

Thank you for allowing us to serve you today!

Did we exceed your expectations? If for any reason you are not happy please call us and we will make it right.



Please take a moment of your time to write a positive online review, it means the world to us



PO BOX 663
PALESTINE, TX 75802
903-729-3266

QUOTE

DATE	QUOTE #
3/21/2024	24534

NAME / ADDRESS
RYAN GOEBEL

PRICES GOOD FOR 30 DAYS

3.5% ADDITIONAL FEE FOR CREDIT CARD PAYMENTS

DESCRIPTION
LOCATION: 512 N JOHN, PALESTINE, TX WAYNE FURNISH LABOR, MATERIAL AND EQUIPMENT TO SAW CUT AND JACK HAMMER CONCRETE FLOOR AND DIG UP CAST IRON DRAIN LINE IN TWO SPOTS TO REPAIR SECTION OF GREASE LINE THAT HAS HOLE IN IT AND THE OTHER SPOT NEXT TO FLOOR DRAIN THAT IS BROKEN. INCLUDES REPLACING THE FLOOR DRAIN AND THE INSTALLATION OF A TWO WAY CLEAN OUT. BACK FILL DIRT AND POUR CONCRETE. CAMERA AND LOCATE THE REMAINDER OF GREASE LINE AND REPORT ANY ISSUES. JACK HAMMER CONCRETE IN PARKING LOT AND DIG UP MAIN SEWER LINE NEXT TO INTERCEPTOR AND REPAIR DRAIN LINE. CAMERA AND LOCATE REMAINDER OF SEWER LINE. REPLACE 40 GALLON NATURAL GAS WATER HEATER ABOVE BATHROOMS. INSULATE AND SUPPORT PEX PIPE IN WAREHOUSE. INCLUDES CITY PERMIT AND TAX. \$31,450.32

SIGNATURE

Regulated by the Texas State Board of Plumbing Examiners
PO Box 4200 Austin, TX 78765-4200, (512) 936-5200
Wesley Thomas LIC # M39396

E-mail



(361)230-2695

Like Us on Facebook

Bill to ☐ Estimate for ☒ Ryan Hoebel

Address: 512 N. JOHN '84.

City/State/Zip: Palovina TX 75801

Telephone #: _____ Cell#: (521) 779-6303 Email: _____

Work to be Done: Floor Drains; Floor Sinks, 50-lb-ft Concrete break out

Possible posterior beam core drill through

2 Floor drains, 1 Floor Sink Install - 1 Vent tie in.

City may have to install new tap if needed.

tunnel under sidewalk to tie into cityline outside

Location of Work: _____ Job #: _____

Job #:

P.O. #:

Cash ☐ Check ☐ Visa ☐ Mastercard ☐
\$30 CHARGE ON RETURNED CHECKS
Payment is due when services are rendered

Work Completed: _____ Customer Signature: _____

Date: _____ By: _____ License #: M-43103



1ST CHOICE

Quality Cool Air, Inc

929 County Road 1080
Fairfield, TX 75840

(903) 879-3039



ESTIMATE	#200672
ESTIMATE DATE	Jul 11, 2024
TOTAL	\$77,500.00

CONTACT US

2214 W Reagan St
Palestine, TX 75801

(903) 724-0508



ESTIMATE

Services	qty	unit price	amount
Eilenberger's Bakery Repairs, replacement parts, and maintenance to facility.	1.0	\$5,000.00	\$5,000.00
Refrigeration system for Proofer Replacement HeatCraft 3HP R449A refrigeration system with 2) hanging evaporator coils, txv's, defrost controls, control wiring, ACR copper tubing lineset, all materials and labor for a complete system installed and put into operation. Warranty:5 year parts and 1 year labor.	1.0	\$22,500.00	\$22,500.00
Replacement System for production area Friedric 5T 13.8 SEER2 R410A Heat Pump system, suspended from ceiling away from workflow, all necessary components for a complete system installed and put into operation.	1.0	\$15,000.00	\$15,000.00
Warehouse exhaust and ventilation Interlocking controls for motorized fresh air louvered intakes, in coordination with powered exhaust fans.	1.0	\$10,000.00	\$10,000.00
Replacement Equipment for storage 2) 5T 13.8 SEER2 Heat Pump systems, closet installation kits, condenser saver kits, crane rental, permits, all materials and labor for a replacement system installed and put into operation.	2.0	\$10,000.00	\$20,000.00
Re-purpose and remodel existing HVAC systems Tear out, remove, and add ductwork to 2) existing systems to accommodate the remodel of facility.	1.0	\$5,000.00	\$5,000.00

Services subtotal: \$77,500.00

Subtotal	\$77,500.00
----------	-------------

Tax (Texas 8.25%)	\$0.00
-------------------	--------

Total	\$77,500.00
--------------	--------------------



**EAST TEXAS REFRIGERATION
Air Conditioning & Heating**

COMMERCIAL & RESIDENTIAL

www.ETRHVAC.com

(903) 581-3771

4700 Old Troup Hwy. Tyler, TX 75707

TACLA22565C

PROPOSAL AND ACCEPTANCE



TRANE

It's Hard To Stop A Trane.

OWNER - GENERAL CONTRACTOR THOROUGHREAD	PHONE (512) 779-6303	DATE March 12, 2024
ADDRESS 1709 BLUEBONNET LANE	JOB NAME 512 N. JOHN STREET	
CITY, STATE, ZIP AUSTIN TX 78704	LOCATION PALESTINE TX 75801	
ATTN: RYAN	E-MAIL ryan@thoroughbreadatx.com	ENGINEER RTE ENGINEERING
		BID DATE 12-Mar
		BID TIME 2:00

WE HEREBY SUBMIT SPECIFICATIONS AND A COST PROPOSAL FOR

WE RECOMMEND REPLACEMENT OF THE SYSTEMS LISTED BELOW DUE TO AGE, R-22 REFRIGERANT AND/OR MECHANICAL FAILURE:

UNITS 50, 55, 57, 58, 59: PROVIDE & INSTALL (5) TRANE 5 TON 230v 3ph 14 SEER R-410a SPLIT SYSTEMS. INCLUDES NEW THERMOSTAT, REMOVAL AND DISPOSAL OF OLD EQUIPMENT.....\$ 42,690.00

UNITS 63 and 65: PROVIDE & INSTALL (2) TRANE 4 TON 230v 3ph 14 SEER R-410a SPLIT SYSTEMS. INCLUDES NEW THERMOSTAT, REMOVAL AND DISPOSAL OF OLD EQUIPMENT.....\$ 15,344.00

UNIT 61: PROVIDE & INSTALL (1) TRANE 4 TON 230v 1ph 14 SEER R-410a SPLIT SYSTEM. INCLUDES NEW THERMOSTAT, REMOVAL AND DISPOSAL OF OLD EQUIPMENT.....\$ 7,479.00

UNIT 61: PROVIDE & INSTALL (1) TRANE 3 TON 230v 1ph 14 SEER R-410a SPLIT SYSTEM. INCLUDES NEW THERMOSTAT, REMOVAL AND DISPOSAL OF OLD EQUIPMENT.....\$ 6,523.00

PAYMENT TO BE MADE AS FOLLOWS

PER CONTRACT

Pricing valid for 30 days from the date of proposal

Authorized Signature:

WARRANTY & WARRANTY SERVICE POLICY: All equipment, material, and labor furnished by ETR will have a (1) year parts & labor warranty from the date of installation against defects in workmanship, materials, and mechanical failure. The MFG will have additional parts only warranty effective after on line warranty registration. Warranty related calls will only be scheduled during normal working hours and do not include acts of nature, filters, condensate drains, tripped breakers, thermostat operation, Wi-Fi, or networking issues. Signing this proposal authorizes work to proceed with payment due upon completion per this agreement. In the event payment terms are not met ETR will utilize all lien and legal remedies available in the state of Texas to collect. Additionally failure to remit payment will result in the warranty associated with this install being revoked until payment is made. Warranty on evaporator coils that develop a refrigerant leak and are installed in a spray foam environment shall be void in the presence of formicary corrosion.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

DOWNTOWN GRANT PERFORMANCE AGREEMENT

This Downtown Grant Performance Agreement ("GRANT AGREEMENT") is executed by and between the Palestine Economic Development Corporation, a Texas Section 4B Economic Development Corporation ("PEDC"), whose address is 100 Willow Creek Pkwy. Suite A, Palestine, Texas 75801, Thorough Food Company LLC, a Texas limited liability company whose current address is 1709 Bluebonnet Lane, Austin, Texas 78704 ("Applicant 1"), and 512 N John LLC ("Applicant 2"), a Texas limited liability company whose current address is 1709 Bluebonnet Lane, Austin, Texas 78704. For the purposes of this Downtown Grant Performance Agreement, Applicant 1 and Applicant 2 may be referred to herein collectively as "APPLICANTS."

RECITALS

WHEREAS, the PEDC is an Economic Development Corporation, organized under the Texas Development Corporation Act of 1979, Article 5190.6, Section 4B of Vernon's Texas Civil Statutes, now Section 501 et seq. of the Texas Local Government Code (the Act), and authorized by the City of Palestine, Texas (City);

WHEREAS, the PEDC has adopted, and the City approved, a Downtown Grant Program ("GRANT PROGRAM");

WHEREAS, the APPLICANTS submitted their Application dated July 11, 2024, for a Downtown Grant ("APPLICATION"); and

WHEREAS, the APPLICANTS plan to make real property capital investments of **One Hundred Five Thousand Three Hundred Seventy-Nine Dollars and Fifty Cents (\$105,379.50)** for the purposes of remodeling an existing HVAC system, installing a refrigeration system, replacing a heat pump, and plumbing upgrades at the business property owned by 512 N John LLC and the business operated by Thorough Food Company located at 512 N John St, Palestine, TX 75801 ("PROJECT"). PEDC has found that the proposed improvements of Applicant 2'S property and the operation of the business by Applicant 1 at that property will encourage economic development in the City, will retain and create full-time primary jobs, and will add to the ad valorem tax rolls of the City and other local taxing entities, and the PEDC and City have approved a cash performance grant to APPLICANTS that matches funds expended by APPLICANTS not to exceed a grant of **Seventy-Five Thousand Dollars and No Cents (\$75,000.00) ("GRANT")**.

NOW, THEREFORE, in consideration of mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. APPLICANTS' OBLIGATIONS

1.1. The GRANT PROGRAM, APPLICATION, and APPLICATION GRANT APPROVAL are incorporated herein by reference as if specifically set forth herein.

1.2. APPLICANTS accept such grant subject to PEDC and City approval.

1.3. APPLICANTS recognize that, pursuant to the terms and provisions of Texas law, this GRANT AGREEMENT will not be valid and binding on PEDC until it is approved by the City Council of the City of Palestine, Texas.

1.4. APPLICANTS will secure completion of the improvements in compliance within their APPLICATION, the GRANT APPLICATION APPROVAL, and the GRANT PROGRAM before May 26, 2025.

1.5. APPLICANTS will obtain all permits required by the CITY or otherwise required by other government authorities for the improvement project.

1.6. PEDC, by its designated representative, shall have the right to inspect during the construction of the improvements and, following APPLICANTS' notice of completion, to evaluate APPLICANTS' compliance with the APPLICATION, the GRANT APPLICATION APPROVAL, and the GRANT PROGRAM.

2. FUNDING

2.1. APPLICANTS will be provided with 50% of the total grant award upon execution of this GRANT AGREEMENT.

2.2. APPLICANTS shall provide PEDC with written notification of project completion by certified mail, return receipt requested, stating that all improvements have been completed in accordance with the APPLICATION and GRANT APPLICATION APPROVAL and GRANT PROGRAM, and that full payments have been made for all labor and materials with attached payment receipts for materials and labor, required permits, inspection reports, and project photographs.

2.3. Upon PEDC'S receipt of APPLICANTS' notification of completion, an on-site inspection may be made by a representative or representatives of PEDC. Such inspection shall not be considered in any way as a reflection of PEDC'S approval on the quality, safety, or reliability of the improvements, such being the sole responsibility of APPLICANTS.

2.4. Following on-site inspection, PEDC will review the findings and may request additional information if needed and then either notify the APPLICANTS of compliance or identify items of non-compliance. APPLICANTS shall correct the items of non-compliance within thirty (30) days of notice thereof or this GRANT AGREEMENT shall be immediately cancelled and the APPLICANTS shall immediately refund of all grant monies received to date, if any.

2.5. Upon the PEDC board of directors making a finding of completion of the project, as per the terms of the APPLICATION, the GRANT APPLICATION APPROVAL and the GRANT

AGREEMENT, the PEDC shall pay the APPLICANTS the remaining 50% of the total grant award.

3. REPRESENTATION AND WARRANTIES

APPLICANTS represent and warrant to PEDC that:

3.1. APPLICANTS have the power and authority, corporate or otherwise, to conduct their business and to perform all of their obligations under this GRANT AGREEMENT.

3.2. APPLICANTS' execution, delivery, and performance of this GRANT AGREEMENT has been duly authorized by all necessary action, corporate or otherwise, and does not and will not violate any provision of any existing law, rule, regulation, contract, or lien by which APPLICANTS or their property or assets are bound or affected.

3.3. To the best of APPLICANTS' knowledge neither it, nor any division, branch, subsidiary, or related agency of the APPLICANTS, is a party to any administrative or legal proceeding that is active or threatened against the APPLICANTS or APPLICANTS' officers which may result in any material adverse change in APPLICANTS' business operations or assets which may be the subject of this GRANT AGREEMENT.

3.4. APPLICANTS represent and warrant that they are not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Government Code.

3.5. Information, documentation, and other material in connection with the GRANT AGREEMENT may be subject to public disclosure pursuant to Chapter 552 of the Government Code (the "**Public Information Act**"). To the extent, if any, that any provision of the Agreement is in conflict with the Public Information Act, such provision shall be void and have no force or effect.

In accordance with Section 2252.907 of the Government Code, APPLICANTS are required to make any information created or exchanged with the PEDC pursuant to the GRANT AGREEMENT, regardless of contrary provisions contained herein, and not otherwise excepted from disclosure under the Public Information Act, available in a format that is accessible by the public at no additional charge to the PEDC.

3.6. **No Indemnification by the PEDC.** APPLICANTS and the PEDC expressly acknowledge that the PEDC'S authority to indemnify and hold harmless any third party is governed by Article XI, Section 7, of the Texas Constitution and any provision that purports to require indemnification by the PEDC is invalid. Nothing in this GRANT AGREEMENT requires that the PEDC incur debt, assess or collect funds, or create a sinking fund.

3.7. APPLICANTS are aware of the limitations imposed on this GRANT and the use of funds by law and acknowledge that the funds herein granted shall be utilized solely for purposes authorized under law and by the terms of this GRANT AGREEMENT. In the event that an audit determines that the financial incentives granted under this GRANT AGREEMENT were not used

for proper purposes, APPLICANTS agree to reimburse PEDC for the sums of money spent for purposes not authorized by law or this GRANT AGREEMENT, with interest at the rate periodically announced by the Wall Street Journal as the prime or base commercial lending rate, or if the Wall Street Journal shall ever cease to exist or cease to announce a prime or base lending rate, then at the annual rate of interest from time to time announced by Citibank, N.A. (or by any other New York money center bank selected by the City) as its prime or base commercial lending rate. The payment of interest shall be from the date that the money was spent for purposes not authorized by law or this GRANT AGREEMENT.

3.8. APPLICANTS do not and will not knowingly employ an undocumented worker, as that term is defined by Tex. Gov't. Code Sec. 2264.001, directly or indirectly through a contractor or subcontractor. If, after receiving the funds herein granted, APPLICANTS are convicted of a violation under 8 U.S.C. § 1324a(t), APPLICANTS shall repay the amount of the grant paid by PEDC to APPLICANTS with interest at the rate periodically announced by the Wall Street Journal as the prime or base commercial lending rate, or if the Wall Street Journal shall ever cease to exist or cease to announce a prime or base lending rate, then at the annual rate of interest from time to time announced by Citibank, N.A. (or by any other New York money center bank selected by the City) as its prime or base commercial lending rate. The payment of interest shall be, no later than 120 days after the date that APPLICANTS receive notification of such a violation.

3.9. APPLICANTS shall fully comply with all local, state and federal laws applicable or otherwise implicated by APPLICANTS' receipt of funds under this GRANT PROGRAM, which includes but is not limited to APPLICANTS' 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 APPLICANTS' 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.

3.10. APPLICANTS will use all commercially reasonable efforts to continue operations in Palestine, Anderson County, Texas.

3.11. APPLICANTS shall timely pay all ad valorem taxes due and owed by them to the CITY and all other taxing authorities having jurisdiction over the APPLICANTS' property. APPLICANTS shall also timely pay any and all water and sewer bills owed to the CITY. In addition, APPLICANTS shall timely pay all employment, income, franchise, and other taxes owed by them to all local, state, and federal government entities.

3.12. APPLICANTS shall properly notify the Anderson County Appraisal District of all capital improvements, personal property, and equipment and shall list the City of Palestine as the taxable situs of all capital improvements, personal property, and equipment located on the property.

3.13. If APPLICANTS' operations, past or present, cause the CITY or PEDC to be fined by any governmental entity, this AGREEMENT shall terminate immediately and the PEDC will have no further obligations under this GRANT AGREEMENT and APPLICANTS shall immediately repay the CITY or PEDC for such fines, penalties, and expenses within thirty (30) days.

3.14. If the business property, that being 512 N John St. Palestine, Texas 75801, is sold, conveyed, or utilized for a purpose not originally intended by the GRANT APPLICATION within two (2) years of grant funding being awarded to APPLICANTS, APPLICANTS shall be required to immediately reimburse the PEDC for the full amount of the grant.

3.15. APPLICANTS shall retain four (4) full-time employees at the business property and to hire five (5) new full-time employees at the business property within two (2) years of grant funding being awarded to APPLICANTS.

3.16 On December 31, 2024, December 31, 2025, and upon the completion of the term of this agreement as defined in Section 6.01, APPLICANTS shall provide verification of employment for each full-time employee employed by APPLICANTS at the business property during the immediately preceding year using the Employment Verification Form provided by the PEDC.

3.17 The obligations and liabilities of each Applicant 1 and Applicant 2 shall be joint and several.

4. REMEDIES

4.1. Upon default, the non-defaulting party shall have the right to seek any remedy available in law or equity including, termination of this GRANT AGREEMENT, recovery of GRANT funds, and pre-judgment and post-judgment interest at the rate provided by law or as otherwise provided by this GRANT AGREEMENT (whichever is greater).

4.2 **Attorney's Fees.** Except as otherwise expressly provided herein, each party shall bear its own costs and attorney's fees in connection with this Agreement, including any dispute relating thereto.

5. MISCELLANEOUS PROVISIONS

5.1. All representations, warranties, covenants, and agreements, as well as rights and benefits for the parties to this GRANT AGREEMENT shall survive the payment of grant funds to APPLICANTS.

5.2. This GRANT AGREEMENT may not be assigned by APPLICANTS without the prior written consent of PEDC. No such assignment shall relieve APPLICANTS of any of their obligations under this GRANT AGREEMENT.

5.3. The GRANT AGREEMENT may not be amended, modified, altered, or changed unless in writing, signed by both parties to this GRANT AGREEMENT and approved by the City of Palestine.

5.4. APPLICANTS SHALL INDEMNIFY AND HOLD THE PEDC, ITS EMPLOYEES, AND ITS AGENTS HARMLESS FOR ANY DAMAGES, BOTH PERSONAL AND PROPERTY, WHICH MAY RESULT DIRECTLY OR INDIRECTLY FROM ANY INCIDENT ASSOCIATED WITH PROJECT BOTH DURING AND AFTER CONSTRUCTION, AND THAT PEDC, ITS EMPLOYEES, AND ITS AGENTS SHALL NOT BE LIABLE FOR ANY DEBTS INCURRED IN ASSOCIATION WITH THE EXECUTION AND COMPLETION OF THE SUBJECT PROJECT OF THIS APPLICATION.

PEDC, ITS EMPLOYEES, AND ITS AGENTS, DO NOT ATTEST TO THE QUALITY, SAFETY, OR CONSTRUCTION OF A PROJECT ELIGIBLE FOR, OR RECEIVING GRANT FUNDING. THEREFORE, PEDC, ITS EMPLOYEES AND AGENTS SHALL BE HELD HARMLESS BY THE APPLICANTS FOR ANY PROJECT WHOSE APPLICATION HAS BEEN APPROVED OR HAS RECEIVED ACTUAL GRANT FUNDING.

5.5. **Severability.** In the event of any one or more words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement, or the application thereof to any person, firm, corporations, or circumstance, shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, then the application, invalidity, or unconstitutionality of such words, phrases, clauses, sentences, paragraphs, sections, or other parts of this Agreement shall be deemed to be independent of and severable from the remainder of this Agreement, and the application, validity, or constitutionality of the remaining parts of this Agreement shall not be affected thereby.

5.6. This GRANT AGREEMENT shall be binding upon an inure to the benefit of the parties and their respective heirs, administrators, and assigns.

5.7. No failure or delay on the part of the PEDC in exercising any right, power, or exercise hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power, or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. No notice to or demand on APPLICANTS in any case shall entitle APPLICANTS to any other or further notice or demand in similar or other circumstances.

5.8. All notices, consents, requests, demands, and other communication hereunder shall be in writing and shall be deemed to have been duly given to the party hereto if mailed by certified mail, prepaid, to the APPLICANTS' addresses shown above as first written.

5.9. Time is of the essence of this agreement.

5.10. Neither party will be liable for delays or failure in its performance hereunder to the extent that such delay or failure is caused by acts of God, war, terrorism, or threats of terrorism, natural disaster, strike, lockout, labor dispute, work stoppage, fire, third-party criminal act, quarantine restriction, epidemic, pandemic, act of government, or other events outside of the reasonable

control of a party (a “Force Majeure Event”); provided that the delayed party took reasonable precaution to prevent the impact of the Force Majeure Event.

5.11. This GRANT AGREEMENT shall be deemed a contract made under the laws of the State of Texas and for all purposes shall be construed in accordance with the Laws of said State. The venue shall be in Anderson County, Texas.

5.12. The providing of this GRANT AGREEMENT by PEDC to APPLICANTS by any means of delivery constitutes an offer by PEDC to APPLICANTS to accept this GRANT AGREEMENT on the terms and conditions contained therein, subject to approval by the City of Palestine City Council. If APPLICANTS have not accepted the offer by ninety (90) days from the date approved by the City Council of the City of Palestine, Texas, the offer will lapse, and the offer and this GRANT AGREEMENT shall become null and void.

6. TERM

6.1. This GRANT AGREEMENT shall be effective on the date of the last signature below. The GRANT AGREEMENT shall terminate two years from the date that the PEDC board of directors makes a finding of completion of the project pursuant to Section 2.5 of this GRANT AGREEMENT or earlier as otherwise terminated according to the provisions of this GRANT AGREEMENT.

AGREED and **SIGNED** to be effective as of the Effective Date.

For the Applicant(s):

Thorough Food Company LLC:

By _____ Date _____
Nicholas Vukmaravich, Owner

512 N John LLC:

By _____ Date _____
Nicholas Vukmaravich, Owner

For the PEDC:

Palestine Economic Development Corporation

By _____ Date _____
Dan Bochsler, Board President

APPROVED:

City of Palestine, Texas

By _____ Date _____
Mitchell Jordan, Mayor



Agenda Date: August 26, 2024
To: City Council
From: Susan Davis, Planning Technician
Agenda Item: Specific Use Permit for Manufactured Home at 201 Renner Rd
Date Submitted: 08/22/2024

SUMMARY:

Discussion and consideration of an ordinance granting a Specific Use Permit for placement of a manufactured home at 201 Renner Road, Mickum Main Survey, A-40, Block 896, Tract 10, which is zoned Mixed Residential. The applicant is Jorge Vega. On June 4, 2024, six notices were mailed to property owners within 200 feet of the location of the specific use permit request. One (17%) has been returned in favor of the request, none have been returned in opposition, and five (73%) have not responded. On July 12, 2024, six notices were resent to property owners within 200 feet of the location with no comments having been returned. On August 1, 2024, the Planning and Zoning Commission unanimously approved the Specific Use Permit with a 6-0 vote.

RECOMMENDED ACTION:

Discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

Staff Report



CITY COUNCIL
AGENDA DATE: August 26, 2024
ITEM XZ-24-5 / STAFF REPORT

REQUEST: A specific use permit to allow a manufactured home to be placed at 201 Renner Rd.

APPLICANT: Jorge Vega

EXHIBITS: Manufactured home floor plan, Area Map, and Photos of Adjacent Properties

PREPARED BY: Susan Davis, Planning Tech

PROPERTY INFORMATION

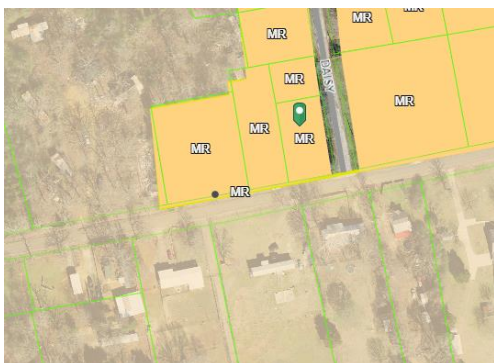
LOCATION: 201 Renner Rd.
ZONING: MR, Mixed Residential
OVERLAY ZONES: None
LAND USE: Vacant
ADJACENT ZONING: MR, Mixed Residential
ACREAGE: 0.2840 acres
SUBDIVISION: Mikum Main Survey, A-40, Block 896, Tract 10

SUMMARY OF REQUEST

The applicant, Jorge Vega, applied for a specific use permit to place a double-wide mobile home at 201 Renner Rd. The property is zoned MR, Mixed Residential which allows the placement of a mobile home if approved by specific use permit.

PROPERTY ZONING AND LAND USE

The property where the mobile home is proposed to be located is zoned Mixed Residential. Adjacent zoning districts include Mixed Residential to the east, west, and north. The City boundary line is located at the southern border of the property.



WATER, SEWER AND STREET ACCESS

Public water, sewer and street access are available from N. Esplanade and/or Covert Street.

PUBLIC NOTICE

On June 4, 2024, six notices were mailed to property owners within 200-feet of the location of the specific use permit request. One (17%) has been returned in favor of the request. None have been returned in opposition. Five (83%) owners did not respond.

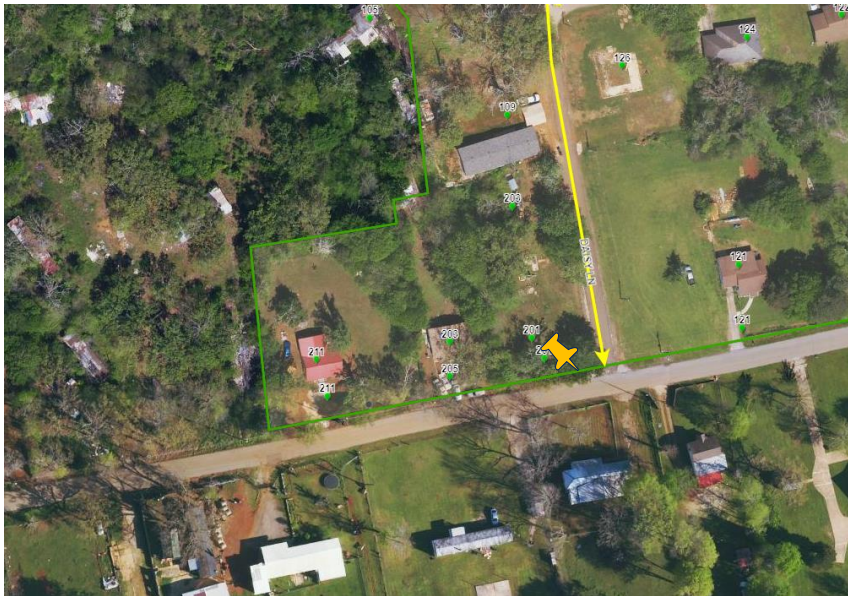
Notices were resent on July 12, 2024, due to a lack of quorum for the Planning & Zoning Commission meeting on July 11, 2024. Six owners did not respond.

ZONING AND DEVELOPMENT REQUIREMENTS / MOBILE HOMES

Applicant has met the minimum requirements for placement of a manufacture home.

- Cannot be over five years old;
- Non-combustible underpinning;
- The front of the mobile home shall face the street;
- All-weather off-street parking spaces for two vehicles;
- Only double-wide mobile homes;

SPECIFIC USE PERMIT LOCATION MAP



STAFF COMMENTS AND RECOMMENDATION

There are no structures on the property where the manufactured home is proposed to be located. The area is populated with single family residences, including manufactured homes.

PLANNING & ZONING RECOMMENDATION

The Planning & Zoning Commission unanimously voted to approve the Specific Use Permit by 6-0 vote on August 1, 2024.