

Ben Campbell, President  
Dan Bochsler, Vice President  
Kim Willmott, Secretary/Treasurer  
Suzanne Eiben, Director  
Joseph Thompson, Director  
Linda Dickens, Director  
Charles Drane, Director

Christophe Trahan, EDC Director  
Lisa Bowman, Admin. Assistant



**NOTICE OF MEETING  
ECONOMIC DEVELOPMENT BOARD  
September 12, 2023  
10:00 A.M.  
PEDC Office  
100 Willow Creek Pkwy, Suite A  
Palestine, TX**

Zoom Link:

<https://us06web.zoom.us/j/83035867320?pwd=NXVxTXoxSDNQZXBhYkNGRW9QTWN5UT09>

Meeting ID: 830 3586 7320

Passcode: 147938

---

One tap mobile

+13462487799,,83035867320#,,,,\*147938# 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/palestinex/](https://www.facebook.com/palestinex/)

**A. CALL TO ORDER**

**B. PROPOSED CHANGES OF AGENDA ITEMS**

**C. PUBLIC COMMENTS**

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

**D. CONFLICT OF INTEREST DISCLOSURES**

**E. ITEMS FROM BOARD**

**F. DIRECTOR'S REPORT**

**G. DISCUSSION AND ACTION ITEMS**

1. Consider approval of PEDC minutes from August 8, 2023.
2. Consider approval of the August 2023 Financial Report.
3. Discussion and possible action regarding a presentation by Parks & Recreation Director, Patsy Smith, for a Community Development Grant application.

4. Discussion and possible action regarding PEDC's 3rd position job description.
5. Discussion and possible action regarding revisions to the Palestine EDC Downtown Grant Program.

H. **CLOSED SESSION**

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

1. Section 551.087 deliberation regarding economic development negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
  - a.) ETEX Communications, LLC - Revenue Sharing Agreement between PEDC and ETEX.
  - b.) Project W-505.
  - c.) Texas Futura, LLC.
2. Section 551.072 deliberation regarding real property: the purchase, exchange, lease, or value of real property.
  - a.) Project Short Line.
3. Section 551.074 personnel matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - a.) PEDC Administrative Assistant.

I. **RECONVENE IN REGULAR SESSION**

1. Section 551.087 deliberation regarding economic development negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

Take any action regarding:

  - a.) ETEX Communications, LLC - Revenue Sharing Agreement between PEDC and ETEX.
  - b.) Project W-505.
  - c.) Texas Futura, LLC.
2. Section 551.072 deliberation regarding real property: the purchase, exchange, lease, or value of real property.

Take any action regarding:

  - a.) Project Short Line.

3. Section 551.074 personnel matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

Take any action regarding:

- a.) PEDC Administrative Assistant.

**J. DISCUSSION AND ACTION ITEMS**

1. Consideration of and possible action on Resolution No. R-05-23, a resolution of the PEDC declaring a project of the PEDC offering an economic development grant to incentivize Texas Futura, LLC., to expand its business operations to the City by granting certain incentives, those consisting of land and other direct cash incentives consisting of the expenditure of sales tax funds, in an amount not to exceed \$150,000.00, in exchange for the creation of thirty-three (33) fulltime primary jobs and a capital investment of approximately \$2.15 million within the boundaries of the PEDC's Willow Creek Business Park; authorizing the execution of a non-binding letter of intent; setting a public hearing; and authorizing and directing staff to publish notice of the same.

**K. ADJOURNMENT**

I certify that the above Notice of Meeting was posted at the main entrance of the Palestine Economic Development Corporation located at 100 Willow Creek Parkway, Suite A, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, September 8, 2023, at 4:45 p.m.**



Lisa Bowman, EDC Admin. Assistant

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



Agenda Date: 09/12/2023  
To: Palestine Economic Development Corporation  
From: Lisa Bowman, Economic Development Admin  
Agenda Item: Consider approval of PEDC minutes from August 8, 2023.

---

**SUMMARY:**

Consider approval of PEDC minutes from August 8, 2023.

**RECOMMENDED ACTION:**

Staff recommends approval of PEDC Minutes from August 8, 2023.

---

**Attachments**

PEDC Minutes 8.8.23

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

The Economic Development Board of the City of Palestine convened in a regular meeting on Tuesday, August 8, 2023, at 10:00 a.m., at PEDC Office, 100 Willow Creek Pkwy, Suite A, Palestine, Texas, with the following people present: President Ben Campbell, Vice President Dan Bochsler; Directors: Linda Dickens, Joseph Thompson, Charles Drane, Kim Willmott (via zoom).

Staff present: PEDC Director Christophe Trahan; Administrative Assistant Lisa Bowman

Others Present: Grady Randle of Randle Law Office Ltd., L.L.P (via zoom), City Manager Teresa Herrera; City of Palestine Finance Director Andrew Sibai

**A. CALL TO ORDER**

With a quorum present, President Campbell called the meeting to order at 10:00 a.m.

**B. PROPOSED CHANGES OF AGENDA ITEMS**

There were none.

**C. PUBLIC COMMENTS**

A brief introduction was given by Grady Randle of Randle Law Office Ltd., L.L.P. Mr. Randle has become the PEDC's designated attorney with the Randle Law Firm in place of Megan Mikutis.

**D. CONFLICT OF INTEREST DISCLOSURES**

President Campbell recused himself from all discussions regarding project Short Line.

**E. ITEMS FROM BOARD**

There were none.

**F. DIRECTOR'S REPORT**

PEDC Director Christophe Trahan presented the board with a monthly report with the following information:

- Stakeholder meeting facilitated by the PEDC and located at PCD Works on 7/14/2023. The Meeting was held to generate grassroots support for PCD Works' application for the EDA Regional Technology and Innovation HUB Grant Program.
- Director's participation with city officials to meet with Congressman Jake Ellzey and the heads of TX DOT Aviation in Waxahachie, TX on 8/2/2023. The meeting was to discuss expansions at the KPSN Municipal Airport.
- NASA Columbia Scientific Balloon Facility – PEDC Hosting 2 site visits on August 11th & August 18<sup>th</sup> to introduce local legislators and leaders to the NASA facility.
- Retail Sector Data for Local Sales & Use Tax.
- Texas Labor Market Information Data – Regional Unemployment comparison.
- Suite B renovations to be completed by August 31<sup>st</sup>.

## **G. DISCUSSION AND ACTION ITEMS**

1. Consider approval of PEDC Minutes from July 11, 2023

Motion by Director Thompson, seconded by Vice President Bochsler to approve item as presented. Upon vote, the motion carried unanimously 6-0.

2. Consider approval of PEDC Minutes from July 18, 2023

Motion by Vice President Bochsler, seconded by Director Thompson to approve item as presented. Upon vote, the motion carried unanimously 5-0 (abstained: President Ben Campbell).

3. Consider approval of the July 2023 Financial Report.

Board members reviewed the July 2023 Financial Report and briefly discussed the insurance costs and investment accounts with Finance Director Sibai.

Motion by Director Thompson, seconded by Vice President Bochsler to approve item as presented. Upon vote, the motion carried unanimously 6-0.

4. Discussion and possible action regarding PEDC's Budget for the fiscal year 2023-2024.

Director Trahan presented the board with a revised PEDC Budget workbook, which included modifications for the 2023-2024 fiscal year pertaining to the following line items:

### Prof/Contractual Services-

- IT Support - \$1,897.00
- Software Maintenance – \$808.00
- Insurance & Bonds – \$1,000.00
- Capital Outlay – Budgeted in anticipation of capital projects for the 23-24 fiscal year – \$55,936.00
- Pay/Escrow Agent Fees – Budgeted to accommodate the issuance cost of financing of Project Short Line - \$30,000.00
- Transfer to Fleet Fund – \$250.00

Motion by Vice President Bochsler, seconded by Director Thompson to approve the 2023-2024 PEDC Budget. Upon vote, the motion carried unanimously 6-0.

5. Discussion and possible action regarding a Leadership Seminar to be funded by the PEDC in conjunction with the Trinity Valley SBDC & the Palestine Area Chamber of Commerce.

Director Trahan gave a presentation to the board, outlining the Leadership Seminar being organized in collaboration with PEDC, Trinity Valley SBDC, and the Palestine Area Chamber of Commerce. The seminar is scheduled for September 28, 2023. Trahan provided the board with a proposed budget for the program totaling \$8,050.00. This budget allocation would be sourced from the Business Retention/Expansion & Marketing Funds budget line items.

Motion by Vice President Bochsler, seconded by Director Dickens to approve the funding by PEDC for the Leadership Seminar to be held on September 28, 2023. Upon vote, the motion carried unanimously 6-0.

6. Discussion and possible action regarding revisions to the Palestine EDC Downtown Grant Program.

Director Trahan presented the following revisions for the board to consider for the PEDC Downtown Grant program:

- Increase maximum grant amount from \$25,000 to \$75,000.
- Decrease the applicant match requirement from 50% to 25%.
- Consider funding improvements for mixed-use properties.
- Issuing microgrants of less than \$10,000 in accordance with Texas Local Government Code, Section 505.158.
- Awarding grant recipients 50% of their grant upon execution of their performance agreement and the remaining 50% upon project completion.
- Enforcing project completion timelines with performance agreements.

NO ACTION TAKEN

#### **H. CLOSED SESSION**

President Campbell announced the Board would go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D. The time was 11:07 a.m.

1. Section 551.087 deliberation regarding economic development negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

President Campbell recused himself from the board meeting at 11:09 a.m.

- a.) Project Short Line.
- b.) Palestine Mall redevelopment.

President Campbell re-entered the board meeting at 11:38 a.m.

Linda Dickens exited the board meeting at 12:32 p.m.

Kim Willmott entered the physical quorum of the board meeting at 12:51 p.m.

c.) Prospect# 1061.

d.) Prospect# 1065.

#### **I. RECONVENE IN REGULAR SESSION**

President Campbell reconvened the Board Meeting into open session at 1:43 p.m.

1. Section 551.087 deliberation regarding economic development negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

Take any action regarding:

- a.) Project Short Line. – NO ACTION TAKEN.
- b.) Palestine Mall redevelopment. – NO ACTION TAKEN.
- c.) Prospect# 1061. – NO ACTION TAKEN.
- d.) Prospect# 1065. – NO ACTION TAKEN.

**ADJOURN**

With no other business to come before the Board; Motion by Director Drane, seconded by Secretary/Treasurer Willmott to adjourn the meeting at 1:44 p.m. Motion passed.

PASSED AND APPROVED THIS 12th DAY OF September 2023.

\_\_\_\_\_  
Ben Campbell, President

ATTEST:

\_\_\_\_\_  
Lisa Bowman, Administrative Assistant





Agenda Date: 09/12/2023  
To: Palestine Economic Development Corporation  
From: Lisa Bowman, Economic Development Admin  
Agenda Item: Consider approval of the August 2023 Financial Report.

---

**SUMMARY:**

Consider approval of the August 2023 Financial Report.

**RECOMMENDED ACTION:**

Staff recommends approval of the August 2023 Financial Report.

---

**Attachments**

PEDC Financial Report Aug. 2023



Palestine Economic Development Corporation  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
<b>BEGINNING FUND BALANCE</b>		<u>\$ 2,611,873</u>		<u>\$ 2,611,873</u>			<u>\$ 3,506,092</u>	
<b>REVENUE</b>								
41013	PEDC SALES TAX	1,039,394	129,545	1,252,226	120.5%	(212,832)	1,262,398	(10,172)
41609	RENT - CARTMELL SUITE B	13,500	-	-	0.0%	13,500	12,000	(12,000)
41610	RENT - RESULTS CO	215,444	-	179,537	83.3%	35,907	215,444	(35,907)
41807	ETEX FIBER RECAPTURE	150,000	-	364,082	242.7%	(214,082)	205,086	158,996
41901	INTEREST REVENUE	15,000	4,239	66,623	444.2%	(51,623)	8,563	58,060
4192B	MISC REVENUE	-	-	-	0.0%	-	200	(200)
41932	TAH LOAN PYMT	33,557	2,839	50,888	151.6%	(17,331)	33,557	17,331
	<b>*** TOTAL REVENUE ***</b>	<u>1,466,895</u>	<u>136,622</u>	<u>1,913,356</u>	130.4%	<u>(446,460)</u>	<u>1,737,248</u>	<u>176,108</u>
<b>EXPENSE</b>								
<b>PERSONNEL</b>								
51010	SALARIES & WAGES	125,555	8,949	90,588	72.1%	34,967	87,229	3,359
51030	LONGEVITY	144	12	123	85.7%	21	624	(501)
51036	CELL PHONE ALLOWANCE	600	50	425	70.8%	175	430	(5)
51040	SOCIAL SECURITY	9,616	688	7,048	73.3%	2,568	7,206	(158)
51050	HEALTH INSURANCE	15,764	1,187	11,312	71.8%	4,452	12,588	(1,276)
51061	WORKER'S COMPENSATION	338	37	124	36.6%	214	73	51
51070	RETIREMENT	17,761	1,278	12,894	72.6%	4,867	13,267	(373)
	<b>*** EXPENSE CATEGORY TOTALS ***</b>	<u>169,778</u>	<u>12,201</u>	<u>122,514</u>	<u>72.2%</u>	<u>47,264</u>	<u>121,417</u>	<u>1,097</u>
<b>SUPPLIES AND MATERIALS</b>								
52010	OFFICE SUPPLIES/EQUIPMENT	2,000	-	1,763	88.2%	237	879	884
52020	POSTAGE	100	-	-	0.0%	100	43	(43)
52091	FURNITURE & OFFICE EQUIPMENT	1,000	-	103	10.3%	897	-	103
	<b>*** EXPENSE CATEGORY TOTALS ***</b>	<u>3,100</u>	<u>-</u>	<u>1,866</u>	<u>60.2%</u>	<u>1,234</u>	<u>922</u>	<u>841</u>
<b>PROF/CONTRACTUAL SERV</b>								
53010	LEGAL SERVICES	45,000	3,002	47,276	105.1%	(2,276)	29,526	17,749
53020	AUDIT & ACCOUNTING SERVICES	5,000	-	4,243	84.9%	757	5,000	(757)
53030	PROFESSIONAL SERVICES	5,000	-	8,990	179.8%	(3,990)	-	8,990
53031	CONSULTANT SERVICES	5,000	-	3,205	64.1%	1,795	-	3,205
53090	IT SUPPORT	1,897	152	1,854	97.7%	43	1,854	(0)
53095	SOFTWARE MAINTENANCE	808	54	734	90.8%	74	863	(129)
53150	MARKETING SERVICES	40,000	-	13,325	33.3%	26,675	12,300	1,025
53210	FINANCIAL SERVICE CHARGES	-	-	10	0.0%	(10)	-	10
53315	VEHICLE LEASE FEES	-	-	218	0.0%	(218)	291	(73)
53500	LEGAL NOTICES	250	-	2,106	842.4%	(1,856)	114	1,992
53501	COMMUNICATIONS	-	-	297	0.0%	(297)	1,955	(1,658)
53509	MEMBERSHIPS & SUBSCRIPTIONS	10,000	103	8,871	88.7%	1,129	4,798	4,072
53510	TRAVEL AND TRAINING	10,000	46	2,259	22.6%	7,741	5,177	(2,917)
53512	PRINTING SERVICES	2,500	237	2,527	101.1%	(27)	2,451	76



Palestine Economic Development Corporation  
Financial Statement  
As of August 31, 2023

		Current Budget	Current Period	Current Y-T-D	% of Budget	Budget Balance	Prior Year Y-T-D Actual	INC/(DEC) Prior Year
53514	TML INSURANCE	5,460	-	8,377	153.4%	(2,917)	4,199	4,178
53520	JANITORIAL SERVICES	4,100	275	3,740	91.2%	360	4,100	(360)
53617	PROJECTS SUPPORT GRANTS	300,000	-	-	0.0%	300,000	-	-
53662	ATH COMPLEX IMPROVEMENTS GRANT	50,000	-	-	0.0%	50,000	-	-
53663	COM DEV GRANT-GENERAL PROGRAM	50,000	-	10,000	20.0%	40,000	-	10,000
53664	BLDG IMPROVEMENT GRANT PROG	150,000	-	3,838	2.6%	146,162	-	3,838
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>685,015</b>	<b>3,870</b>	<b>121,870</b>	<b>17.8%</b>	<b>563,145</b>	<b>72,630</b>	<b>49,241</b>
<b>MAINTENANCE &amp; REPAIR</b>								
54010	BLDG/STRUCTURE/GRNDS MAINTENANCE	75,000	12,741	54,403	72.5%	20,597	54,396	7
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>75,000</b>	<b>12,741</b>	<b>54,403</b>	<b>72.5%</b>	<b>20,597</b>	<b>54,396</b>	<b>7</b>
<b>UTILITIES</b>								
54500	UTILITIES - ELECTRIC	6,000	952	7,329	122.1%	(1,329)	5,164	2,165
54501	UTILITIES - WATER/SEWER	4,000	865	3,027	75.7%	973	3,188	(160)
54503	PHONES/INTERNET	3,000	413	4,183	139.4%	(1,183)	5,530	(1,346)
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>13,000</b>	<b>2,230</b>	<b>14,540</b>	<b>111.8%</b>	<b>(1,540)</b>	<b>13,882</b>	<b>2,165</b>
<b>OTHER/MISC.</b>								
55009	BUSINESS RETENTION/EXPANSION	15,000	292	292	1.9%	14,709	2,103	(1,812)
55066	COMMUNITY EVENTS	-	-	100	0.0%	(100)	-	100
55200	MEETING MEALS	2,000	-	1,552	77.6%	448	1,240	312
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>17,000</b>	<b>292</b>	<b>1,944</b>	<b>11.4%</b>	<b>15,056</b>	<b>3,344</b>	<b>(1,400)</b>
<b>DEBT SERVICE</b>								
56005	REVENUE BOND PRIN PAYMENT	393,580	347,100	393,580	100.0%	(0)	381,130	12,450
56050	INTEREST- BONDED DEBT	58,577	28,487	50,317	85.9%	8,260	61,111	(10,794)
56054	PAY/ESCROW AGENT FEES	-	-	23,840	0.0%	(23,840)	-	23,840
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>452,157</b>	<b>375,587</b>	<b>467,737</b>	<b>103.4%</b>	<b>(15,580)</b>	<b>442,241</b>	<b>25,496</b>
<b>INTERFUND ACTIVITY</b>								
59010	TRANSFER TO/FROM GENERAL FUND	31,371	2,614	28,757	91.7%	2,614	28,718	38
<b>*** EXPENSE CATEGORY TOTALS ***</b>		<b>31,371</b>	<b>2,614</b>	<b>28,757</b>	<b>91.7%</b>	<b>2,614</b>	<b>28,718</b>	<b>38</b>
<b>*** TOTAL EXPENSE ***</b>		<b>1,446,421</b>	<b>409,535</b>	<b>813,632</b>	<b>56.3%</b>	<b>632,790</b>	<b>737,550</b>	<b>77,485</b>
<b>PROJECTED ENDING FUND BALANCE</b>		<b>\$ 2,632,347</b>		<b>\$ 3,711,597</b>			<b>\$ 4,505,790</b>	

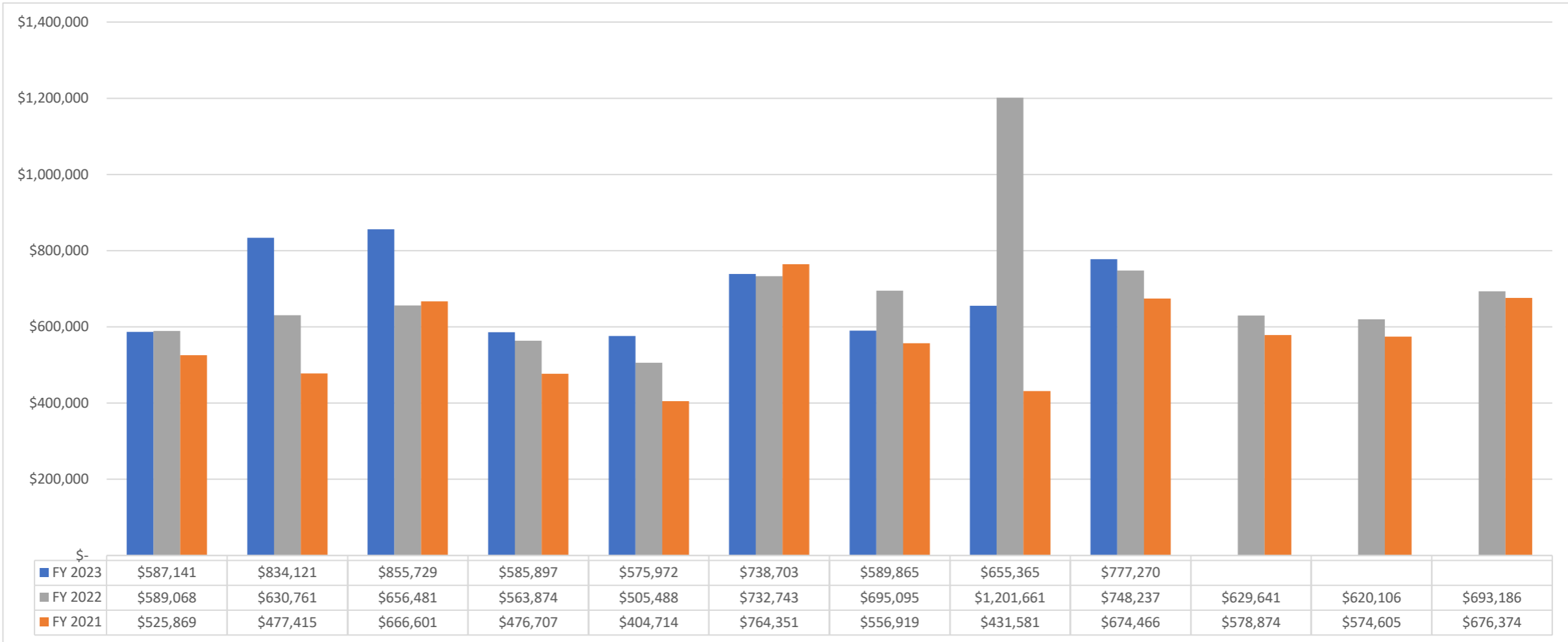


# Sales Tax History: Fiscal Years 2020 - 2022

FY 2021				
	CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL
October	\$ 438,207	\$ 87,662	\$ 525,869	\$ 525,869
November	397,830	79,585	\$ 477,415	1,003,284
December	555,479	111,122	\$ 666,601	1,669,885
January	397,240	79,467	\$ 476,707	2,146,592
February	337,248	67,466	\$ 404,714	2,551,306
March	636,934	127,417	\$ 764,351	3,315,657
April	464,081	92,838	\$ 556,919	3,872,576
May	359,636	71,944	\$ 431,581	4,304,157
June	562,033	112,434	\$ 674,466	4,978,623
July	482,376	96,498	\$ 578,874	5,557,498
August	478,818	95,787	\$ 574,605	6,132,103
September	563,623	112,752	\$ 676,374	6,808,477
	<u>\$ 5,673,504</u>	<u>\$ 1,134,973</u>	<u>\$ 6,808,477</u>	

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
	<u>\$ 6,888,341</u>	<u>\$ 1,377,999</u>	<u>\$ 8,266,340</u>	

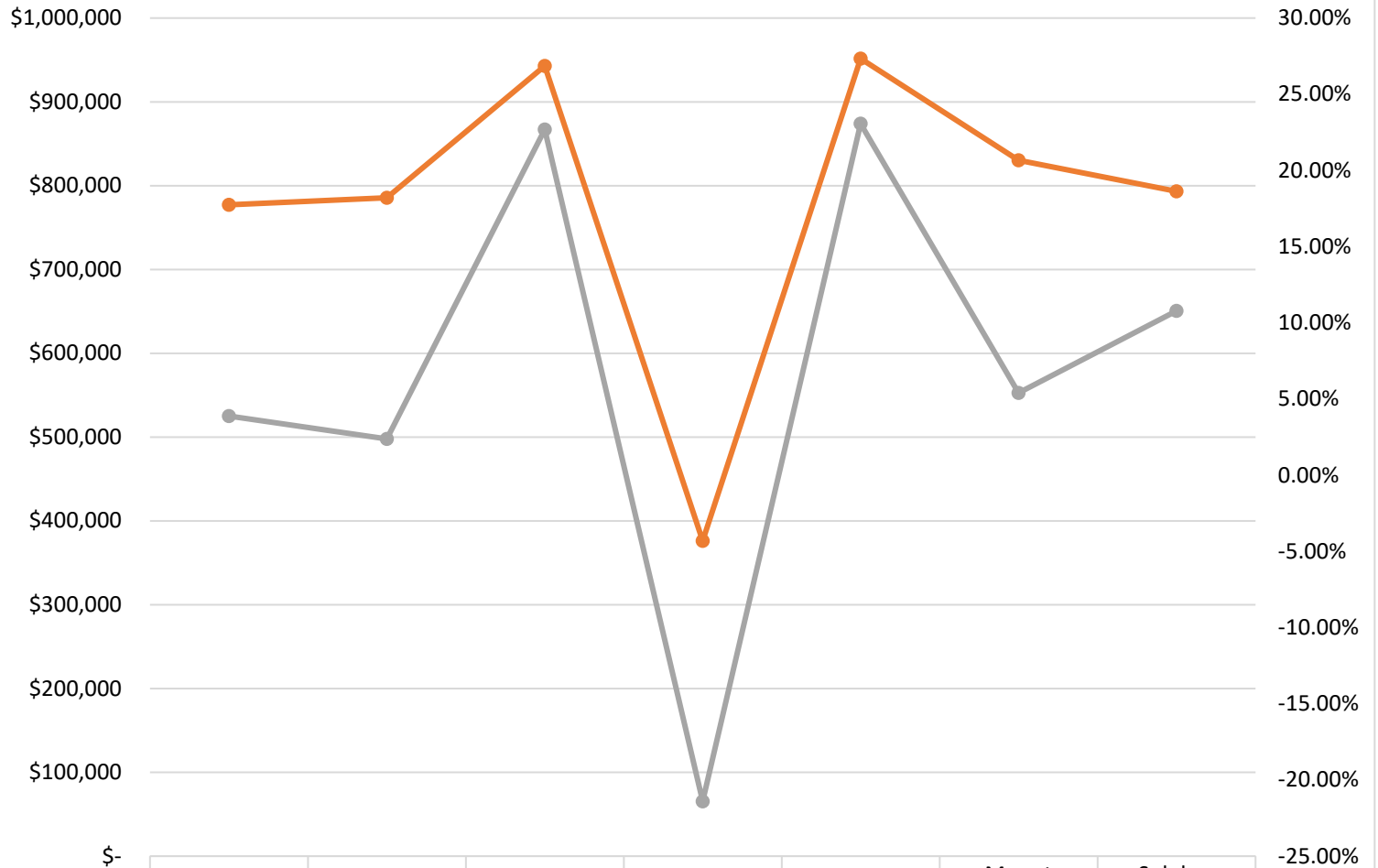
FY 2023				
	CITY	PEDC	TOTAL	CUMULATIVE
	83.33%	16.67%	100.00%	TOTAL
October	\$ 489,264	\$ 97,876	\$ 587,141	\$ 587,141
November	695,073	139,048	\$ 834,121	1,421,262
December	713,079	142,650	\$ 855,729	2,276,991
January	488,228	97,669	\$ 585,897	2,862,888
February	479,957	96,014	\$ 575,972	3,438,860
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	-	-		6,200,063
August	-	-		6,200,063
September	-	-		6,200,063
	<u>\$ 5,166,512</u>	<u>\$ 1,033,550</u>	<u>\$ 6,200,063</u>	





Palestine Economic Development Corporation  
 Financial Statement  
 As of August 31, 2023

Sales Tax FY 2023 - June - Period 9



● \$ Sales Tax Received August-2023	777,270.45	785,390.93	942,921.52	376,186.32	951,618.11	830,226.71	793,418.74
● % Inc(+) Dec(-) from prior year	3.88%	2.38%	22.69%	-21.40%	23.07%	5.41%	10.79%



## Palestine Economic Development Corporation

### Summary of Cash and Investment Activity

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

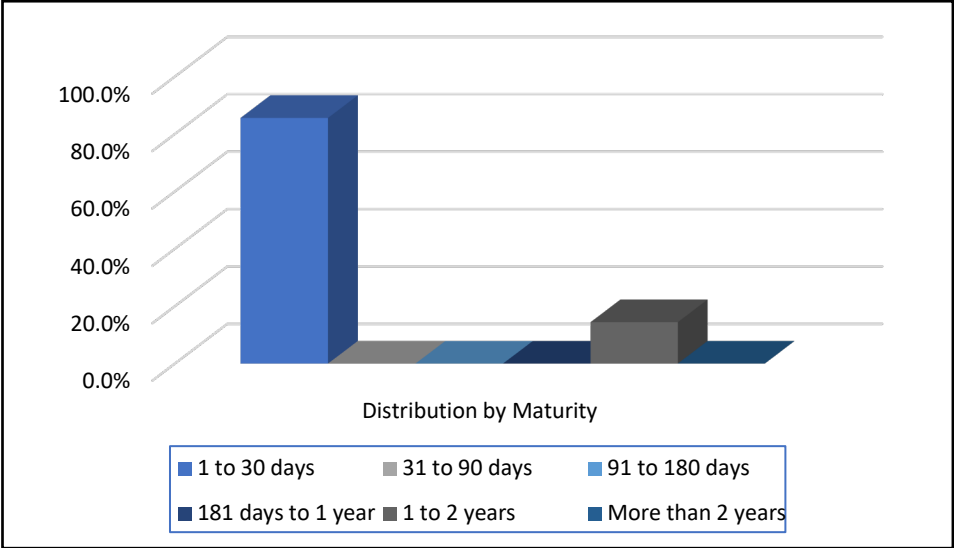
	Par Value	Market Value	Ratio Market-to-Book Value
<b>Beginning Balances</b>			
Cash	\$249,939.60	\$ 249,939.60	100.00%
Investments	\$3,427,189.06	\$3,427,189.06	100.00%
<b>Total</b>	<b>3,677,128.66</b>	<b>\$3,677,128.66</b>	<b>100.00%</b>
<b>Activity</b>			
Cash	\$113.36	\$113.36	
Investments	(\$243,886.09)	(\$243,886.09)	
Net Accretion & Amortization			
Purchases			
Maturities/Calls	-	-	
Changes to Market Value	-	(5,324.75)	
Net Monthly Activity	(\$243,772.73)	(\$249,097.48)	
<b>Ending Balances</b>			
Cash	\$250,052.96	250,052.96	100.00%
Investments	\$3,183,302.97	\$3,177,978.22	99.83%
<b>Total</b>	<b>\$ 3,433,355.93</b>	<b>\$ 3,428,031.18</b>	<b>99.84%</b>

**Palestine Economic Development Corporation  
Summary of Cash and Investment Activity  
For the Month Ending: August 31, 2023**

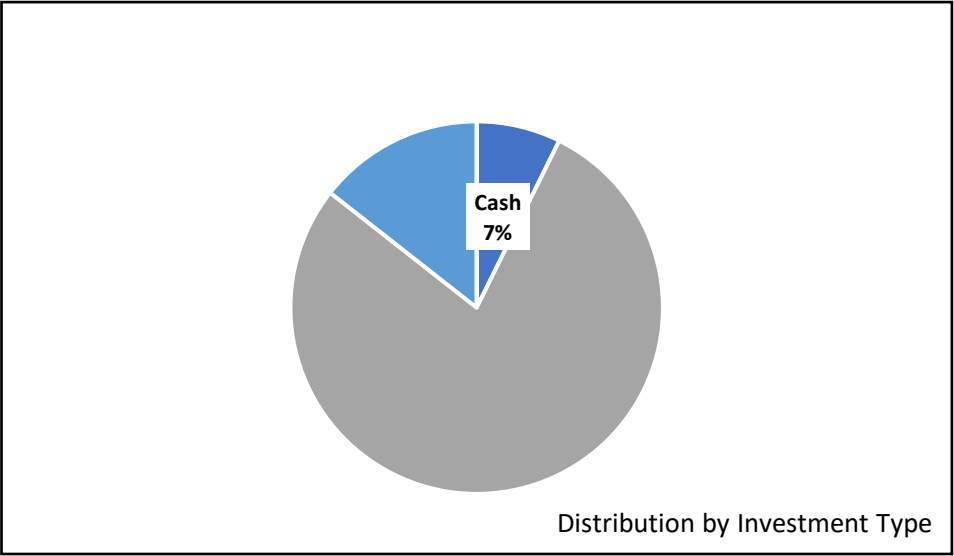
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Cash In Bank	\$ 250,053		\$ 100.000	0.200%	\$ 250,053	\$ 250,053	\$ 250,053	\$ -	1
N/A	N/A	N/A	TEXSTAR Investment Pool	2,677,155		\$ 100.000	4.500%	\$ 2,677,155	\$ 2,677,155	\$ 2,677,155	-	1
12/23/2022	12/23/2024	9497634P8	Wells Fargo Bank	249,000	4.50%	100.000	4.500%	249,000	249,000	247,205	-	480
1/20/2023	7/22/2024	564759RU4	Manufacturers and Traders TR CO	244,000	4.60%	100.000	4.600%	244,000	244,000	243,114	-	326
<b>Totals/Weighted Average</b>				\$ 3,420,208			4.193%	\$ 3,420,208	\$ 3,420,208	\$ 3,417,527	\$ -	59
<b>Benchmark - 4-Week Coupon Equivalent Treasury Bill Rate</b>								4.020%				

# Palestine Economic Development Corporation Summary of Cash and Investment Activity For the Month Ending: August 31, 2023

Distribution by Maturity		
	Par Value	Percent
1 to 30 days	\$ 2,927,208	85.6%
31 to 90 days	-	0.0%
91 to 180 days	-	0.0%
181 days to 1 year	-	0.0%
1 to 2 years	493,000	14.4%
More than 2 years	-	0.0%
	<u>\$ 3,420,208</u>	<u>100.0%</u>



Distribution by Investment Type		
	Book Value	Percent
Cash	\$ 250,053	7.3%
US Agencies & Instrumentalities	-	0.0%
Eligible Investment Pools	2,677,155	78.3%
Certificates of Deposit	493,000	14.4%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	-	0.0%
Repurchase Agreements	-	0.0%
	<u>\$ 3,420,208</u>	<u>100.0%</u>





**Palestine Economic Development Corporation  
Monthly Interest  
For the Month Ending: August 31, 2023**

Cash	\$52.96
Investment Pool	\$ 3,187.83
CDs	\$ 997.79

**Total Monthly Interest** **\$4,238.58**

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



Andrew Sibai  
Finance Director



Agenda Date: 09/12/2023  
To: Palestine Economic Development Corporation  
From: Lisa Bowman, Economic Development Admin  
Agenda Item: Discussion and possible action regarding a presentation by Parks & Recreation Director, Patsy Smith, for a Community Development Grant application.

---

**SUMMARY:**

Discussion and possible action regarding a presentation by Parks & Recreation Director, Patsy Smith, for a Community Development Grant application.

**RECOMMENDED ACTION:**

Staff recommends discussion and possible action by the board regarding a presentation by COP Parks and Recreation Director, Patsy Smith, for the Palestine EDC's Community Development Grant application.

---

**Attachments**

CDG Application



**PALESTINE ECONOMIC DEVELOPMENT CORPORATION**  
**Community Development Grant Application**

**IMPORTANT:**

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

[edcdirector@palestine-tx.org](mailto:edcdirector@palestine-tx.org)

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

**Funding requested must meet the following criteria:**

**Project Grant**

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

**APPLICATION**

**ORGANIZATION INFORMATION**

Name: *City of Palestine*

Federal Tax I.D.: *75-6000632*

Incorporation Date:

Mailing Address: *504 N. Queen Street*

City *Palestine*

ST: *Texas*

Zip: *75801*

Phone: *903-781-6000*

Fax:

Email: *psmith@palestine-tx.org*

Website: *www.cityofpalestinetx.com*

**Check One:**

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

Professional affiliations and organizations to which your organization belongs:

**REPRESENTATIVE AUTHORIZED TO COMPLETE / SUBMIT APPLICATION:**

Name: *Patsy Smith*

Title: *Director Parks and Recreation*

Mailing Address: *201 E. Coronaca Street*

City: *Palestine*

ST: *Texas*

Zip: *75901*

Phone: *903-731-6000*

Fax:

Email: *psmith@palestine-tx.org*

**DESIGNATED CONTACT FOR COMMUNICATION BETWEEN PEDC AND ORGANIZATION:**

Name: *Patsy Smith*

Title: *Director Parks and Recreation*

Mailing Address: *201 East Coronaca Street*

City: *Palestine*

ST: *Texas*

Zip: *75901*

Phone *903-731-6000*

Fax:

Email: *psmith@palestine-tx.org*

**FUNDING**

Total amount requested: *\$ 40,000*

Matching Funds Available: *\$60,000*

**PROJECT**

Start Date: *Oct. 2023*

Completion Date: *January 2024*

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

Parks Board :

President - open

vice president - Jacob Wheeler

Chris Arthur

Sharon Heeter

Stephanie Wickware

Cleo Wright

meagan Hogan

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

City Manager: Teresa Herrera, City of Palestine Mayor and Council, City Parks Board, Parks  
Director: Patsy Smith, Assistant Director: Richard Dorsey

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

**I. Applying Organization**

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

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

**II. Project**

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

**Project Grants – please complete the section below:**

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

**Has a feasibility study or market analysis been completed for this proposed project?** *If so, please attach a copy of the Executive Summary.*

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

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

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

---

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

- Yes       No      If yes, list date of submittal: \_\_\_\_\_

**III. Financial**

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

**What is the estimated total cost for this Project?**

\$ 133,000  
**(Include a budget for the proposed Project)**

What percentage of Project funding will be provided by the Applicant? 68%

Are Matching Funds available?  Yes  No

Cash \$	Source	% of Total
In-Kind \$	Source	% of Total

capital improvement



68%

Are other sources of funding available? If so, please list source and amount. NO

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

#### IV. Marketing and Outreach

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

social media post, local media outreach

#### V. Metrics to Evaluate Success

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

None

#### Acknowledgements

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

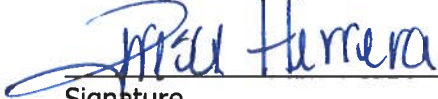
- The Project for which financial assistance is sought will be administered by or under the supervision of the applying organization;
- All funds awarded will be used exclusively for the purpose described in this application;
- PEDC will be recognized in all marketing, outreach, advertising and public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

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

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

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


**Chief Executive Officer**

  
Signature

Printed Name Teresa Herrera

Date 09/06/23

**Representative Completing Application**

  
Signature

Printed Name Patsy R. Smith

Date 9-6-23

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

**CHECKLIST:**

**Completed Application:**

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

**Attachments:**

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

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





## **PALESTINE ECONOMIC DEVELOPMENT CORPORATION**

### **COMMUNITY DEVELOPMENT GRANT**

#### **Final Report**

**Organization:**

**Funding Amount:**

**Project:**

**Start Date:**

**Completion Date:**

**Location of Project:**

**Please include the following in your report:**

- Narrative report on the Project
- Identify goals and objectives achieved
- Financial report – budget as proposed and actual expenditures, with explanations for any variance
- Samples of printed marketing and outreach materials
- Screen shots of online promotions
- Photographs, videos, etc.
- Performance against metrics outlined in application

**Please submit Final Report no later than 30 days following the completion of the Project:**

Palestine Economic Development Corporation  
100 Willow Creek Pkwy., Suite A  
Palestine, TX 75801

Attn: Christophe Trahan, Director of Economic  
Development [edcdirector@palestine-tx.org](mailto:edcdirector@palestine-tx.org)



## **PARKS AND RECREATION**

### **COMMUNITY DEVELOPMENT GRANT APPLICATION**

#### **APPLYING ORGANIZATION**

The City of Palestine Parks and Recreation consists of (1) one Director, (1) one Assistant Director and (6) six full time employees, and (1) part time employee. Our team currently covers the mowing and upkeep of all City owned facilities, parks, lakes, and cemeteries. We also manage Facility Maintenance, which includes taking care of all City owned buildings and currently has (1) one employee.

#### **MISSION STATEMENT**

To provide fun, safe, and affordable recreational opportunities in exceptional Park and Recreational Facilities that will enhance the quality of life and promote healthy lifestyles for all participants and citizens of our community.

#### **VISION STATEMENT**

Our VISION is to "Create Community through People, Parks, and Programs." Our programs, services, and facilities are designed to strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, foster human development, increase cultural unity, facilitate community problem solving, and provide recreational experiences.

Our day-to-day operations include maintaining all our parks from mowing to weed eating, trash detail, fixing broken boardwalks, playground equipment, and cleaning park restrooms. We make sure that our playground equipment is properly cared for and is in working order. We remove dead trees and clean flower beds for the aesthetics of the park, and safety of our citizens using the parks. We clean out old flowers from the cemeteries and fill in sunken graves as these can be a hazard for people walking in the cemetery to family plots. We maintain all the lakes and keep the pavilions in good repair, as well as renting out pavilions to the community. We also are the department that can be depended on by other departments within the city to help assist as needed for any type of work. We work all types of events regardless of it they are City sponsored or private events (upon request). We also help to sponsor Trout Fish Day as well as Family Fish Day twice a year for our community.

Currently our department is seeking to have a brand-new restroom built at Green's Park so our community has a safer and healthier environment.

#### **PROJECT**

The City of Palestine Parks and Recreation is seeking to bringing in a permanently built restroom for one of our parks located at Green's Park. Our goal is to have a clean, safe, and more accessible restroom for our patrons who visit Green's Park. Currently, the park has (1) one ADA accessible port john for use at the park.

Many visitors who live here and from other areas have complained about not having a safer environment for them to utilize while at the park.

This became a goal for the City to eventually build a new restroom for Green's Park.

The location in which we chose to build the restroom will be located at the northeast corner of the park. This area is located by sewer and water connections on Queen Street. This area is located right at the playground area where parking is available. Upon the building of this new restroom, we will have access to electricity to be able to provide a security light for the night as well as lights inside the restroom.

#### **FINANCIAL**

Currently the City of Palestine Parks Department has a budget of \$60,000 in our Capitol Improvement Plan. With the assistance of applying for this grant we will still be short some funding. We will seek to increase our CIP to cover the additional cost of the building.



Budget



## Parks & Recreation

### Did you know?

The Parks Department maintains over 1493 acres of land within the City. Our division is also responsible for maintaining all City-owned property. We currently have 1 Director, 1 Assistant Director, 1 Facility Worker, 6 Full-time Park employees, 3 part-time employees, and 5 seasonal employees for summer months only.

Did you know Reagan Park was the first official park established in 1911?

**Provide a brief description of services or functional responsibilities. Include hours of operation, address, phone number, email address, brief departmental historical recap and contact information.**

Provide pavilions, playground equipment, and all building structures owned by the City to include 3 City cemeteries and 4 lakes.

Hours of operation: M-F 6 am – 4 pm.

- Patsy Smith, Director – 903-731-6000; [psmith@palestine-tx.org](mailto:psmith@palestine-tx.org)
- Richard Dorsey, Assistant Director – 903-731-8492 [rdorsey@palestine-tx.org](mailto:rdorsey@palestine-tx.org)
- Daniel Forgia, Facilities – 903-731-8951, [facility@palestine-tx.org](mailto:facility@palestine-tx.org)

**Identify any changes in service levels (increase or reduction). This may include the dollar impact and the potential effect on the public.**

We are currently trying to secure a new contract with TDCJ for inmate crews to help in maintaining the cemeteries and lakes. Without the additional assistance, it does put a heavy strain on current manpower to keep up with all properties and projects.

**Discuss whether services are performed in house or privatized; and describe activities performed that are required by law.**

Most repairs to playground equipment can be done in-house. However, we do use a certified playground inspector through Gametime who can come out and do yearly inspections at no cost to the City. Fall surface must be maintained in all play areas by law.

**Discuss Challenges, issues, and opportunities. The discussion needs to focus on the future and key decision points, with an emphasis on solutions.**

Our biggest challenge is not having enough full-time employees to help keep up with the maintenance and mowing of all our properties. With more people, we can do special events more easily and fix more issues within our parks and lakes.

**Revenues may include any fees or charges that the department generates. While many departments do not generate revenue, some do. If so, discuss the major type of revenues and the potential recovery rate.**

We charge a \$20 per hour pavilion rental fee with an additional flat fee of \$10 for electrical use. These fees are being reinvested in our parks. In FY 2022, the revenue generated by rental fees was approximately \$5560.00.

**Identify any significant changes in expenditures. Include budget highlights.**

Splash pad valves will be replaced this year to help with winterizing and spring setup. Our building and structures will also help supply AEDs for all city buildings. We will also be replacing sand in 2 of the 6 filters at the city pool.

**Prioritization/Goals and objectives. Explain how services are prioritized, You must link your departmental goals and objectives with the overall entity goals (city council goals, found on the website). Use a timeframe of when goals and objectives will be met. Provide a method of quantifying your goals and objectives.**

- Building new unisex restroom at Green’s Park – 1 year
- Install new playground equipment at Larry Street Park – 1 year
- Install new playground equipment at Green’s Park – 1-2 years
- Install new playground equipment at Calhoun Park – 1-2 years
- Renovation of Farmer’s Market restrooms – 1-2 years
- Installation of restroom doors at all parks for privacy – 1-2 years
- Installation of the Dog Park – 1-2 years

**Present performance measures that link with the goals of both the overall entity and the department. Performance measures and their relationship to achieving desired outcomes. Include measures for the prior, current, and upcoming budget year.**

Council Goal	Department Goal	Strategy	Performance Measures	Target/Timeline
New equipment – Larry Street, Green’s Park and Calhoun Park	Park Improvements	Use a contractor	Parks equipment is safe and more presentable for use	1-2 years
Gates for park restrooms	Reduce vandalism	Use a contractor	Parks are safer and cleaner because of reduced vandalism	8.5 months
New unisex restroom at Green’s Park	Park Improvements – restrooms	Use a contractor	Restroom is constructed at Green’s Park	6-8 months



### FY 2021 -2022 Capital Improvement Plan Projects

Project Number	Project	Budgeted Amount	GL
35	Library Relocation	\$ 2,000,000	673-5-110-7403
Various	Water and Sewer Infrastructure replacement	16,551,200	610-5-571-8017
37	Water & Sewer Building to Store Materials	25,000	610-5-571-8017
38	ARPA Street Rehab for laying over Water/Sewer replacement	2,196,622	010-5-520-4020
Various	Street Rehabilitation	7,047,467	673-5-110-7403
39	Downtown Infrastructure Improvements	10,000,000	673-5-110-7403
40	Rehabilitation of Well 3A and Well 4	500,000	610-5-571-8017
41	Fall Surface / Borders / ADA Ramps / Mats	30,815	673-5-110-7403
42	Fire Station Generators	29,810	673-5-110-7403
<del>43</del>	<del>New Roof on Fire Station 1</del>	<del>100,000</del>	<del>673-5-110-7403</del>
44	ADA Picnic Tables / ADA Grills	5,214	673-5-110-7403
45	50 KW portable, Tow-behind Generator for WWTP	35,000	610-5-581-8020
<del>46</del>	<del>City Hall- Police-Roof Replacement</del>	<del>100,000</del>	<del>010-5-640-4010</del>
47	ADA Bleachers	153,495	673-5-110-7403
48	Police Communication Improvement	90,000	673-5-110-7403
49	Renovate All City Facility Bldg. Restroom to ADA	60,000	673-5-110-7403
50	Sidewalk & Curb - Main Street	17,000	673-5-110-7403
51	Citizen Engagement, Incode 10, Cloud Transition	190,433	673-5-110-7403
<del>52</del>	<del>Replacement AC Unit Fire St. No. 2</del>	<del>17,853</del>	<del>673-5-110-7403</del>
<del>53</del>	<del>Calhoun Restroom Renovation</del>	<del>25,000</del>	<del>673-5-110-7403</del>
54	Larry St. Park Playground Equip. Replacement	11,948	673-5-110-7403
55	Calhoun Park Playground Equip. Replacement	20,152	673-5-110-7403
56	Farmers Market Bathroom Renovations	5,000	673-5-110-7403
57	Green's Park Equipment Replacement	20,415	673-5-110-7403
58	Add VFD's @Well's Creek 1&2 to protect 4 new Flygt pumps	83,000	610-5-581-8020
59	Purchase new verticle grit pump for grit chamber WWTP	41,000	610-5-581-8020
60	Replace circulation well pump and add VFD with new controls	35,000	610-5-581-8020
61	Add (2) Landia Air Jets to the retention pond at the Well's Creek LS	140,000	610-5-581-8020
<del>62</del>	<del>Willie Myers Pavilion Roof Replacement</del>	<del>15,000</del>	<del>673-5-110-7403</del>
63	ADA Accessibility - Reagan School	15,000	150-5-740-4011
63	ADA Accessibility - Reagan School	85,000	673-5-110-7403
64	Visitor Center- Structural & Cosmetic	20,000	150-5-750-4010
65	Emergency Stabilization- Porticos- Reagan	75,000	150-5-740-4011
66	ADA Compliance for Carnegie Library	194,000	150-5-740-4011
66	ADA Compliance for Carnegie Library	194,000	673-5-110-7403
67	HVAC- Reagan School	40,000	150-5-740-4011
68	Website	41,946	673-5-110-7403
69	Renovate Cust. Srv. Window/ Dev. Srv. Window	30,000	673-5-110-7403
70	Materials Storage Public Works	78,000	673-5-110-7403
71	Sport Lights Ball Fields	250,000	673-5-110-7403
72	14-yard Dump Trucks (2)	109,340	673-5-110-7403
73	Backhoe with Extendaboom with 4-wheel drive	90,000	610-5-570-8040
<del>74</del>	<del>French Drain Reagan Park</del>	<del>5,000</del>	<del>673-5-110-7403</del>
75	Brush/Grass Truck	225,000	673-5-110-7403
76	Wheel Loader	240,790	673-5-110-7403
77	Library Thin-Client	22,773	673-5-110-7403
78	Track Loader	124,895	673-5-110-7403
79	Library Self-Check & RFID	32,800	673-5-110-7403
80	Street Sweeper	253,743	673-5-110-7403
81	Lift Boom	70,950	673-5-110-7403
82	Basketball Courts-Lincoln St	25,000	673-5-110-7403
83	Unisex Bathrooms @ Greens Park	60,000	673-5-110-7403
84	Dog Park	14,000	673-5-110-7403

TOTAL

41,843,661

*Reagan - sitting at 50 11/3/22*

*AC completed 3-7-22*

*RFI 2/28/22*

*2022-003 2/28/22*

*Complete*

*done*

*done*







CITY OF PALESTINE, TEXAS  
FY 2022-2023 APPROVED BUDGET

GENERAL FUND  
DEPARTMENT 610  
PARKS RECREATION

Account Number	Description	2022-2023 Approved	2021-2022 Current Budget	2021-2022 as of 6/30/2022	2020-2021 Actual	2019-2020 Actual
010-5-610-1010	SALARIES AND WAGES	\$ 500,392	\$ 369,346	\$ 260,608	\$ 291,442	\$ 295,194
010-5-610-1011	PART-TIME WAGES	\$ 72,800	\$ 72,800	\$ -	\$ 17,694	\$ 56,427
010-5-610-1015	SALARY PREMIUM	\$ -	\$ 17,175	\$ 12,704	\$ -	\$ -
010-5-610-1020	OVERTIME	\$ 14,418	\$ 10,918	\$ 4,183	\$ 1,700	\$ 5,732
010-5-610-1030	LONGEVITY	\$ 3,240	\$ 2,951	\$ 2,291	\$ 2,909	\$ 3,673
010-5-610-1031	CERTIFICATION PAY	\$ 3,000	\$ -	\$ 911	\$ 3,489	\$ 9,175
010-5-610-1036	CELL PHONE ALLOWANCE	\$ 1,200	\$ 1,200	\$ 911	\$ 1,211	\$ 1,329
010-5-610-1040	SOCIAL SECURITY	\$ 39,814	\$ 30,722	\$ 21,979	\$ 23,348	\$ 28,023
010-5-610-1050	HEALTH INSURANCE	\$ 78,820	\$ 84,212	\$ 30,768	\$ 37,111	\$ 50,593
010-5-610-1061	WORKER'S COMPENSATION	\$ 9,282	\$ 6,409	\$ 4,950	\$ 6,913	\$ 6,107
010-5-610-1070	RETIREMENT	\$ 58,629	\$ 53,575	\$ 35,632	\$ 35,523	\$ 40,057
<b>TOTAL PERSONNEL</b>		<b>781,595</b>	<b>649,308</b>	<b>374,937</b>	<b>421,340</b>	<b>496,310</b>

AUTHORIZED POSITIONS					
Parks & Rec Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Facility Supervisor/Warehouse Manager	1	0	0	0	0
Administrative Assistant	1	1	1	1	0
Parks/Cemetery/Lakes Supervisor	0	0	0	0	1
Health Officer	0	0	0	1	1
Parks Maintenance Worker	6	6	6	6	1
Parks Maintenance Worker (PT)	2	2	2	7	8
Seasonal Parks/Cemetery Maintenance Worker	5	5	5	5	7
<b>TOTAL FULL-TIME POSITIONS</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>5</b>
<b>TOTAL PART-TIME POSITIONS</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>12</b>	<b>15</b>
<b>TOTAL POSITIONS</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>22</b>	<b>20</b>

010-5-610-2010	OFFICE SUPPLIES	\$ 800	\$ 300	\$ 102	\$ 188	\$ 840
010-5-610-2020	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ 239
010-5-610-2030	JANITORIAL SUPPLIES	\$ 28,000	\$ 2,500	\$ 2,141	\$ 3,519	\$ 3,613
010-5-610-2031	CHEMICALS	\$ 8,000	\$ 5,000	\$ -	\$ 6,159	\$ 700
010-5-610-2032	PLANTS SEED FERTILIZER	\$ 4,000	\$ 600	\$ -	\$ -	\$ -
010-5-610-2040	UNIFORMS AND APPAREL	\$ 5,250	\$ 5,000	\$ 3,384	\$ 2,985	\$ 4,142
010-5-610-2070	GASOLINE AND OIL	\$ -	\$ -	\$ -	\$ 15,280	\$ 11,560
010-5-610-2080	SMALL TOOLS AND EQUIP.	\$ 19,500	\$ 14,000	\$ 9,861	\$ 14,633	\$ 11,478
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>65,550</b>	<b>27,400</b>	<b>15,488</b>	<b>42,764</b>	<b>32,572</b>

010-5-610-3011	COPIER AND PRINTER CONTRACT	\$ 2,640	\$ 2,640	\$ 1,866	\$ -	\$ -
010-5-610-3030	PROFESSIONAL SERVICES	\$ 68,375	\$ 68,375	\$ 215	\$ 65,408	\$ 22,321
<b>BUDGET DETAIL</b>						
<b>SEQUENCE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>				
1	ADA plan for parks					
010-5-610-3041	CITY ISSUED CELL PHONES	\$ 700	\$ 700	\$ 40	\$ 444	\$ 714
010-5-610-3082	TRAVEL AND TRAINING	\$ 3,000	\$ 3,500	\$ 290	\$ -	\$ 1,365
010-5-610-3090	IT SUPPORT	\$ 1,897	\$ 1,897	\$ 1,550	\$ -	\$ -
010-5-610-3095	SOFTWARE MAINTENANCE	\$ 2,420	\$ 1,881	\$ 804	\$ -	\$ -



CITY OF PALESTINE, TEXAS  
FY 2022-2023 APPROVED BUDGET

GENERAL FUND  
DEPARTMENT 610  
PARKS RECREATION

Account Number	Description	2022-2023 Approved	2021-2022 Current Budget	2021-2022 as of 6/30/2022	2020-2021 Actual	2019-2020 Actual
010-5-610-3310	EQUIPMENT RENTAL / LEASE	\$ 5,000	\$ 4,000	\$ 2,308	\$ 2,010	\$ 550
010-5-610-3315	VEHICLE LEASE FEES	\$ 7,219	\$ 7,219	\$ 5,967	\$ -	\$ -
010-5-610-3320	UPRR LEASED LAND	\$ 500	\$ 500	\$ -	\$ 500	\$ -
010-5-610-3330	CONTRACTUAL SERVICES	\$ 8,700	\$ 7,200	\$ -	\$ 4,930	\$ 9,108
010-5-610-3331	CITY POOL	\$ 90,000	\$ 73,000	\$ 63,793	\$ 60,105	\$ 117,830
<b>BUDGET DETAIL</b>						
<b>SEQUENCE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>				
1	Change sand for filters in city pool.					
010-5-610-3400	JANITORIAL SERVICES	\$ 3,300	\$ -	\$ 10,926	\$ 2,418	\$ -
<b>TOTAL PROF/CONTRACTUAL SERV</b>		<b>193,751</b>	<b>170,912</b>	<b>87,759</b>	<b>135,815</b>	<b>151,888</b>
010-5-610-4010	BLDGS & GROUNDS MAINT.	\$ 105,000	\$ 65,000	\$ 43,310	\$ 33,560	\$ 38,900
<b>BUDGET DETAIL</b>						
<b>SEQUENCE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>				
1	Will need to finish repairing all wood on boardwalk at Reagan two bathroom roofs at Reagan, electrical work to be done at upper bathroom to move lights. ADA compliance for bathrooms.					
010-5-610-4110	MOTOR VEHICLE REPAIRS	\$ -	\$ -	\$ 30	\$ 12,004	\$ 21,388
010-5-610-4120	EQUIPMENT REPAIR/MAINT EXP	\$ 6,000	\$ 6,000	\$ 1,500	\$ -	\$ 131
010-5-610-4121	GREEN'S PARK PORTABLE	\$ 10,300	\$ 10,300	\$ 1,375	\$ 1,810	\$ 1,505
010-5-610-4122	PARK IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 9
<b>BUDGET DETAIL</b>						
<b>SEQUENCE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>				
1	Fall surface for all parks. Repair of playground equipment not covered by warranty. Add new equipment.					
<b>TOTAL MAINTENANCE &amp; REPAIR</b>		<b>121,300</b>	<b>81,300</b>	<b>46,215</b>	<b>47,374</b>	<b>61,933</b>
010-5-610-4500	UTILITIES - ELECTRIC	\$ 50,000	\$ 76,000	\$ 37,720	\$ 31,211	\$ 22,348
010-5-610-4500.001	CITY POOL ELECTRIC	\$ 8,000	\$ 8,000	\$ 6,591	\$ 7,922	\$ 7,439
010-5-610-4501	UTILITIES-WATER/SEWER	\$ 16,000	\$ 16,000	\$ 12,571	\$ 18,249	\$ 17,211
010-5-610-4502	UTILITIES - GAS	\$ 4,000	\$ 4,000	\$ 2,137	\$ 150	\$ 920
010-5-610-4503	PHONES/INTERNET	\$ 7,207	\$ 7,207	\$ 10,759	\$ -	\$ -
<b>TOTAL UTILITIES</b>		<b>85,207</b>	<b>111,207</b>	<b>69,778</b>	<b>57,532</b>	<b>47,918</b>
010-5-610-5201	INMATE SERVICE	\$ -	\$ -	\$ -	\$ 17,345	\$ 12,950
<b>TOTAL OTHER/MISC.</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>17,345</b>	<b>12,950</b>
010-5-610-8060	IMPROVEMENTS	\$ -	\$ -	\$ 58,395	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>58,395</b>	<b>-</b>	<b>-</b>
010-5-610-9511	TRSF TO VEH/EQUIP FUND	\$ -	\$ -	\$ -	\$ -	\$ 42,912
010-5-610-9570	TRANSFER TO FLEET FUND	\$ 42,000	\$ 33,000	\$ 51,326	\$ -	\$ -
<b>TOTAL INTERFUND ACTIVITY</b>		<b>42,000</b>	<b>33,000</b>	<b>51,326</b>	<b>-</b>	<b>42,912</b>
<b>TOTAL PARKS &amp; RECREATION</b>		<b>\$ 1,289,403</b>	<b>\$ 1,073,127</b>	<b>\$ 703,898</b>	<b>\$ 704,825</b>	<b>\$ 833,533</b>

BUDGET NOTES: PARKS AND RECREATION BUDGET ABSORBED FACILITIES MAINTENANCE BUDGET FOR FY23



CTP



<b>Project</b>	<b>Budgeted Amount</b>	<b>FY22 Paid Expenses</b>	<b>Estimated Completion Date</b>	<b>Comments</b>
Police Communication Improvement	90,000	21,851.20	2023	This project is almost complete we have not yet been invoiced \$53,000 encumbered for this project
Renovate All City Facility Bldg. Restroom to ADA	60,000	-	2024	This project is not yet begun
Sidewalk & Curb - Main Street	17,000	16,974.70	Complete	This project is complete
Replacement AC Unit Fire St. No. 2	17,853	6,900	Complete	This project is complete
Citizen Engagement, Incode 10, Cloud Transition	190,433	9,210	2023	This project has been put on hold due to short staff on the vendor's side
Calhoun Restroom Renovation	25,000	31,500	Complete	This project is complete
Larry St. Park Playground Equip. Replacement	11,948	-	2023	This project is not yet begun
Calhoun Park Playground Equip. Replacement	20,152	-	2023	This project is not yet begun
Farmer's Market Restroom Renovations	5,000	-	2023	This project is not yet begun
Green's Park Equipment Replacement	20,415	-	2023	This project is not yet begun
Willie Myers Pavilion Roof Replacement	15,000	8,950	Complete	This project is complete
ADA Accessibility – Reagan School	85,000	-	2023	This project is not yet begun
ADA Compliance for Carnegie Library	194,000	54,604	2023	This project is in progress
Website	41,946	19,188	Complete	This project is 90% complete staff is working through final corrections

<b>Project</b>	<b>Budgeted Amount</b>	<b>FY22 Paid Expenses</b>	<b>Estimated Completion Date</b>	<b>Comments</b>
Dog Park	14,000	-	2023	This project has not yet begun
Pay Study	21,500	21,500	Complete	This project is complete
<b>Total</b>	<b>38,498,539</b>	<b>2,474,158</b>		

[https://www.palestineherald.com/news/rotary-invests-6k-in-community-improvements/article\\_08d26d58-dae6-11ec-9fb3-2f8fbfb69e56.html](https://www.palestineherald.com/news/rotary-invests-6k-in-community-improvements/article_08d26d58-dae6-11ec-9fb3-2f8fbfb69e56.html)

FEATURED

EDITOR'S PICK

## Rotary invests \$6K in community improvements

BY LISA TANG Palestine Herald-Press

May 24, 2022



John Paul Martine, a local disc golf player, directs Rev. Jordan Byrd as he moves a concrete slab at Greens Park. Both are volunteers in Palestine Rotary's project to improve the disc golf course to include 18 holes instead of nine.

PHOTO BY LISA TANG | Palestine Herald-Press



Improvements include new benches and greenery to invite pedestrians to walk through the area safely or sit and rest before a show at the Texas Theater.

Past Rotary president Leon Willhite said the improvement funds came from a District Simplified Grant submitted in August, but the project also relies on volunteers.

Willhite described the volunteer work as “a lot of sweat equity and free labor.”

Rotarian Randy McKee said Rotarians follow the motto of “service above self.”

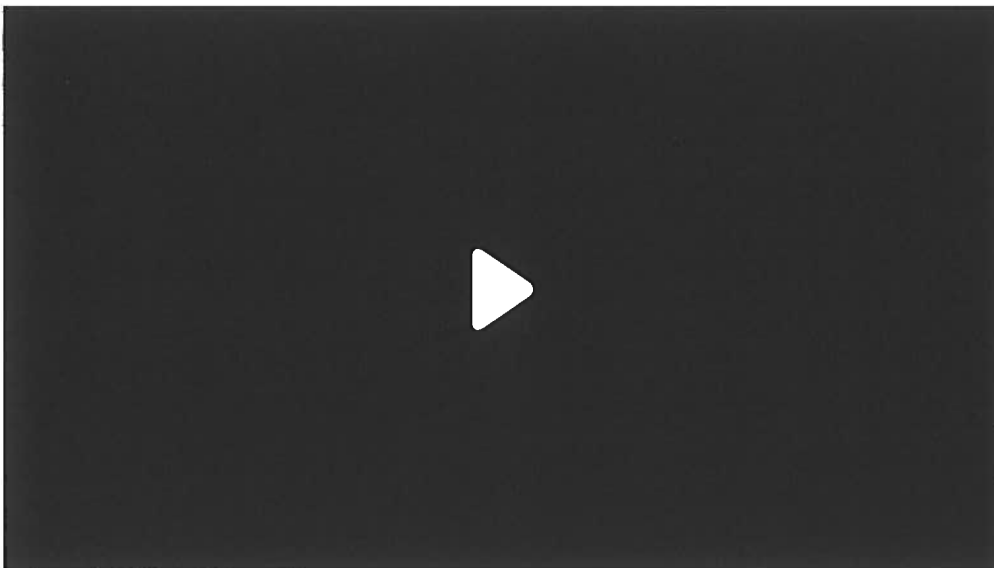
“We’re giving back to the community,” McKee said.

Byrd thinks the investment is worthwhile.

“I look forward to people coming out and enjoying it once it’s completed,” Byrd said. “If you haven’t tried disc golf, which I’m not super familiar with, it’s really fun.”

---

## Trending Video



Loading...





Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX  
 www.cunninghamrec.com

03/15/2023  
 Quote #  
 164696-01-01

## Greens Park - Bathrooms

City of Palestine  
 Attn: Patsy Smith  
 504 N. Queen Street  
 Palestine, TX 75801  
 Phone: 903-731-6000  
 psmith@palestine-tx.org

Ship to Zip 75801

Quantity	Part #	Description	Unit Price	Amount
1	BAC 2012	Scenic Shelters - Building Activity Center 20' x 12'- Included: <ul style="list-style-type: none"> <li>8' eave height, 4:12 roof pitch, designed for a standard 30 PSF live load &amp; 90 MPH wind speed</li> <li>Kiln dried cedar, double T&amp;G, nominal 4" x 8" exterior walls</li> <li>Glulam Port Orford Cedar columns with metal base shoes &amp; anchor bolts</li> <li>Zinc plated fasteners, powder coated steel plates</li> <li>Roof decking shall consist of 2" x 6" nominal #1 SYP single T&amp;G with a V-joint</li> <li>2" x 8" cedar fascia</li> <li>30 year architectural grade shingle package and roofing felt</li> <li>Primed 18 ga metal exterior door(s) &amp; 16 ga metal frame(s) - field painting required, hardware included</li> <li>Interior walls are 2" x 4" site built construction with FRP panels in restroom area</li> <li>1" x 4" S4S cedar trim &amp; prebuilt, louvered red cedar vents</li> <li>MR 29 Gauge Metal Roof</li> <li>SSP Stainless Steel Plumbing Fixture Package</li> <li>EFP Electrical Fixture Package</li> <li>MEP Plan - Venting, H/AC, Electrical, Plumbing</li> </ul> Excludes: <ul style="list-style-type: none"> <li>Clear Coat/Stain</li> <li>Gutters/Downspouts</li> <li>Floor Drains</li> <li>Anything not specifically listed as "Included"</li> </ul>	\$55,340.00	\$55,340.00
1	MISC	Scenic Shelters - Engineering	\$1,875.00	\$1,875.00
1	INSTALL	MISC - Installation of Shelter	\$69,515.00	\$69,515.00
			<b>Sub Total</b>	\$126,730.00
			<b>Freight</b>	\$5,680.00
			<b>Total</b>	\$132,410.00

**Comments**

\* Site must be clear, level, free of obstructions, and accessible. *Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.*

\* Taxes, if applicable, will be applied at the time of invoice. Please provide a copy of your tax exempt certificate to avoid the addition of taxes.

\* 50% deposit is due at the time of order (via check or money order).



Cunningham Recreation  
 PO Box 240981  
 Charlotte, NC 28224  
 800.438.2780  
 704.525.7356 FAX  
 www.cunninghamrec.com

03/15/2023  
 Quote #  
 164696-01-01

## Greens Park - Bathrooms

**TERMS & CONDITIONS:**

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **PAYMENT TERMS:** Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Cunningham Recreation or this signed quotation is required for all orders unless otherwise noted. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Checks should be made payable to Cunningham Recreation unless otherwise directed.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or as permitted by law) will be added to invoices over 30 days past due.
- **TAXES:** Taxes will be shown as a separate line item when included. Any applicable taxes not shown will be added to final invoice. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.
- **SHIPMENT:** Multiple shipments may be required based on point of origin. Above costs assume one shipment for each vendor quoted.
- **LEAD TIME:** Standard orders ship **12-14 weeks** after receipt of order and acceptance of your purchase order, color selections, approved submittals (if required) unless otherwise noted. Custom equipment and shades may require a longer lead times. Surfacing lead time is approximately 2 weeks after scheduling request.
- **DELIVERY:** It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery.

**INSTALLATION CONDITIONS:**

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact 811 to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.

**ACCEPTANCE OF QUOTATION:**

*Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.*

Accepted By (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Amount: **\$132,410.00**

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_

(PLEASE PROVIDE A COPY OF CERTIFICATE)

\_\_\_\_\_  
 Salesperson's Signature

\_\_\_\_\_  
 Customer Signature



Cunningham Recreation  
PO Box 240981  
Charlotte, NC 28224  
800.438.2780  
704.525.7356 FAX  
www.cunninghamrec.com

03/15/2023  
Quote #  
164696-01-01

## Greens Park - Bathrooms

### **BILLING INFORMATION:**

Bill to: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **SHIPPING INFORMATION:**

Ship to: \_\_\_\_\_

Contact: \_\_\_\_\_

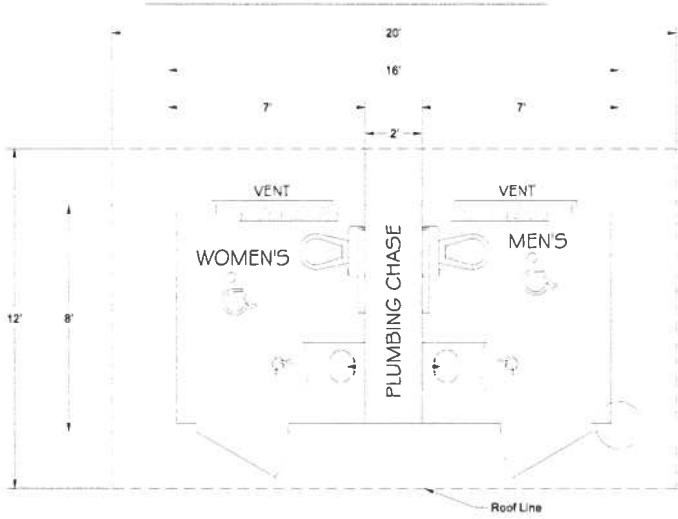
Address: \_\_\_\_\_

Address: \_\_\_\_\_

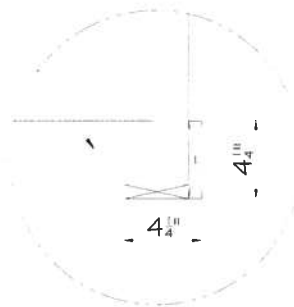
City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



6" TIMBER SCREW  
(1) PER COURSE

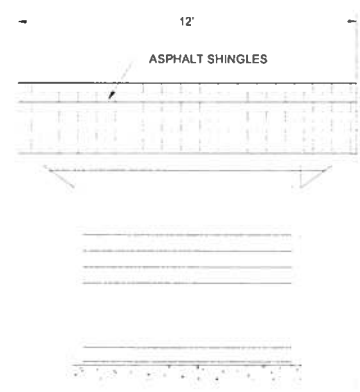
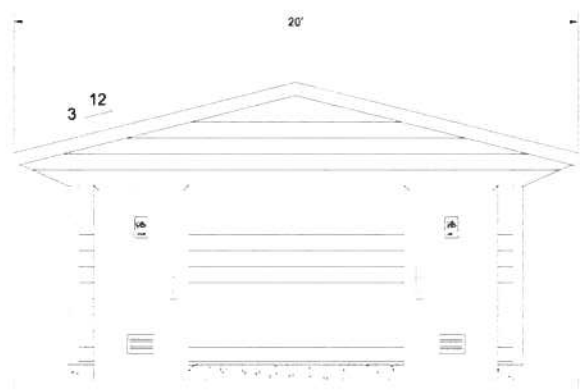


SALEM SQUARE  
CORNER DETAIL



COPYRIGHT 2022  
The information shown within this drawing is the intellectual property of Scenic Shelter, not be copied or disclosed to any unauthorized parties in part or its entirety without our written permission, and they shall not be used for construction

NOTES



CONCEPT DRAWING - NOT FOR CONSTRUCTION  
 MOD# BAC2012 MODEL: 20x12 Building Activity Center  
 BY: JASON DRAWING SCALE: NTS PAGE: 1 OF 2  
 ORG DATE: 7-27-2022 REV DATE: REV:





## LIMITED WARRANTY

Cedar Forest Products warrants that the materials and structural parts will conform to the specifications and descriptions on drawings approved by the purchaser, for a period of ten years commencing on the date of the invoice for sale of the products. If, within the warranty period, any materials fail to conform to the specifications and descriptions, Cedar Forest Products will, upon being notified in writing promptly after discovery of the defect, repair the defective material or, at its sole option, replace the defective part or parts. Cedar Forest Products will deliver the repaired or replacement part or parts to the site free of charge, but is not responsible for providing labor or the cost of labor for the removal of the defective part or parts, and/or the installation of any replacement part or parts. Replaced parts are warranted for the balance of the original warranty period.

Cedar Forest Products shall not be liable for deterioration of any building components due to failure of finished coatings or weather proofing or building foundations and/or settlement, nor shall Cedar Forest Products be responsible for updating specifications to meet building codes, municipal ordinances, or special insurance requirements.

This warranty is valid only if the structures are erected in conformance with Cedar Forest Products' installation instructions and maintained according to proper maintenance procedures; have been subjected to only normal use for the purpose for which the goods were designed; have not been subjected to addition or substitution of parts; and have not been modified, altered, or repaired by persons other than Cedar Forest Products approved representatives in any respect which, in the judgment of Cedar Forest Products, affects the condition or operation of the structures.

This warranty does not apply to any damage or deterioration caused by abuse, vandalism, theft, fire or any acts of God, or failure to provide reasonable and necessary maintenance.

**ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY EXCLUDED. CEDAR FOREST PRODUCTS SHALL IN NO EVENT BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES.**

Some states do not allow the exclusion or limitation of consequential or incidental damages, so the above limitation or exclusion may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

To make a claim under this warranty, please e-mail Cedar Forest Products [info@cedarforestproduct.com](mailto:info@cedarforestproduct.com).

Cedar Forest Products  
800.552495  
[www.cedarforestproducts.com](http://www.cedarforestproducts.com)



**ROMTEC**

**Preliminary Scope of Supply and Services**  
**Building Supply and Installation**

Project: Green Park  
Location: Palestine, Texas  
Date: August 25, 2023



## OVERVIEW

The following is a detailed scope of products and services that will be included as part of the Romtec building package and installation services. Romtec's proposal includes the supply and installation of the specified building kits as defined herein (with exceptions, exclusions, and clarifications noted below).

See Section 3 below for the scope of supply and services supplied by others that are not supplied by Romtec.

## KEY ASSUMPTIONS

Romtec's Installation Quote is based on the following:

1. **Building Construction Timeline.** Romtec's proposal is based on the requirement that the building site(s) be fully prepared and ready for Romtec to begin construction by 1<sup>st</sup> quarter of 2024. This proposal is also based on the following milestone dates:
  - a. Purchase Order executed no later than November 2023.
  - b. Any relevant Romtec submittal document(s) approved no later than 60 days after Purchase Order.
  - c. Site preparation and relevant Permits completed and delivered to Romtec for review/approval no later than 30 days prior to mobilization.
  - d. Romtec site delivery/mobilization to begin 30 days after site preparation is completed.

*Note: Any changes to this schedule caused by others or outside of Romtec's control will result in price changes.*

2. **Installation assumes one mobilization.** If Romtec is required to demobilize and remobilize for any reason outside of Romtec's control, it will result in a change order and schedule adjustment.
3. Work Hours are Monday through Saturday 7:00am – 7:00pm.
4. The Romtec Proposal requires a walk through and sign off upon completion of the Installation of the Romtec Building Package. In other words, once Romtec has completed the installation work, the general contractor, owner, and/or their representatives must inspect and confirm the completed installation within a reasonable time.
5. The jobsite is semi-truck accessible.
  1. Freight quotes are valid for 30 days only, after which the price is subject to change without notice.
  2. Romtec bases its freight quote on the optimal minimum number of deliveries. If the customer elects to increase the number of deliveries, it may result in additional freight charges.
6. **Union workers NOT required for Romtec's Installation Scope.**
  1. Prevailing Wage required
  2. Compliance with Davis Bacon Act required

**This scope letter will be superseded by the Romtec Scope of Supply, Design and Installation Submittal to be provided to the customer after receipt of contract.**



# 1. Romtec Scope of Supply

## 1. Engineering Services

Romtec will provide engineering services per the following process outline. Romtec will provide the full Scope of Supply, Design, and Installation Submittal (SSDIS) after receipt of a signed purchase order.

1. Romtec provides the full Scope of Supply, Design, and Installation Submittal package (SSDIS)
  - a. Romtec provides the SSDIS in Romtec's standard electronic submittal format.
  - b. The SSDIS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDIS supersedes this preliminary scope letter.
2. Customer reviews and comments on the SSDIS
  - a. At this time, the SSDIS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
  - b. The SSDIS typically does not contain final sealed plans and is NOT intended for review by the local building department (or other permitting authority) at this time.
  - c. Customer will have 45 days from purchase order date to approve the SSDIS.
3. Customer Approves the SSDIS and releases Romtec to begin production
  - a. The customer approves the SSDIS and releases Romtec to begin production by signing the Submittal Approval and Notice to Proceed on Production forms included in the SSDIS. Romtec cannot begin production without a signed NTP form.
  - b. The customer's approval of the SSDIS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDIS is approved.
  - c. Customer will have a maximum of ninety (90) days from the purchase order date to provide NTP. If the 90-day approval deadline is missed, Romtec reserves the right to update pricing at any time.
4. Romtec provides the Full Sealed Plan Set
  - a. After the customer has approved the SSDIS, Romtec will provide the customer with the Full Sealed Plan Set for review by the local building department (or relevant permitting authority).
  - b. The Full Sealed Plan Set will include all relevant calculations, and all architectural, mechanical, structural, electrical, and plumbing plan sheets stamped by an architect or engineer licensed in the state where the project is located.
  - c. Romtec's standard plan size is 11"x17".
5. The local building department reviews and comments on the Romtec plans
  - a. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
  - b. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any comments that result in revisions of the sealed plans may result in a price increase, especially if they affect items that are already in production.
6. The local building department approves the revised Romtec plans
  - a. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
  - b. Romtec will complete production/manufacturing of the building package per the final approved plans.
7. Romtec delivers the completed building package and mobilizes for installation
  - a. Romtec will package and palletize the completed building package, and then coordinate with the customer to deliver the package to the jobsite for construction by the Romtec installer.
  - b. Romtec Installer completes installation.
  - c. Romtec's warranty period begins.

## 2. Structure

The Romtec building package has been quoted with the specific product colors noted below. Changes to these color selections may result in a price increase. Customer to select colors from each manufacturer's specified color chart for block, roofing, steel finishes, etc.

The following items relative to the building structure will be supplied by Romtec.

1. Concrete Masonry Units - CMU
  - a. Exterior walls will be constructed of split-face, mortar joint, concrete masonry units (concrete blocks).
  - b. Block color will be **gray**.
2. Wire weave gable vents for natural ventilation.
  - a. Steel vent frames will be powder coated **black**.
3. Interior wall finish will be latex epoxy paint in **SW6140 Moderate White**.
4. Interior floor finish will be clear sealed concrete.
5. Interior floor finish will be sealed concrete.
6. Sanitary tile cove base on interior restroom walls in **White**.
7. Doors, frames and hardware.
  - a. Doors and frames to be powder coated **black**.
  - b. Stainless steel, ball bearing hinges.
  - c. Heavy duty door closers.
  - d. Pull handles and deadbolt locks.
8. Roofing materials
  - a. Glulam beam roof system.
  - b. 2x6 tongue-and-groove decking ceiling finish.
  - c. Rain gutters and downspouts.
  - d. Roofing will be Fabral 26-gauge Horizon 16 standing seam metal roofing panels.  
*Note: Roofing color shall be selected by the **owner** from the manufacturer's standard color chart.*

## 3. Restroom and Plumbing Fixtures

The following fixtures will be supplied by Romtec:

1. Floor mount, top supply, china toilets with manual lever chrome flush valves.
2. Wall mount, china sinks with lever handle faucets.
3. Wall mount, stainless steel 2-roll toilet paper dispensers.
4. Stainless steel grab bars.

## 4. Electrical Fixtures

The following electrical fixtures will be supplied by Romtec:

1. Exterior lighting
  - a. Wall mount, vandal resistant LED light fixtures with metal cages.
  - b. Controlled by photocell.
2. Interior lighting
  - a. 48" ceiling mount LED light fixtures.
  - b. Restroom lights controlled by motion sensor.
  - c. Mech room light(s) controlled by wall switch.
3. Wall mount ThinAir hand dryers.
4. Main breaker panel sized for the building components.
  - a. 200-amp, single-phase, indoor.

## 2. Romtec Fabrication and Installation

The following are included in the fabrication and installation services for all buildings provided by Romtec:

- i. Foundation and Under-slab
  1. Equipment for excavation of foundation and slab.
  2. Installation of forming material for foundation and slab.
  3. Installation of Romtec underground utilities, including connection to the site plumbing and electrical utilities within 10' of the building (plumbing and electrical)

4. Backfill of Romtec underground utilities.
  5. Placement of rebar.
  6. Pouring of foundation slab.
- ii. Masonry Walls
    1. Installation of CMU block
    2. Placement of door frames, windows, and vents within CMU walls (if applicable)
    3. Placement of J-bolts or Glulam Brackets as applicable
  - iii. Roof Structure
    1. Carpenters' installation of roof framing
    2. Installation of roofing underlayment
    3. Installation of roofing system
  - iv. Interior Finish
    1. Painting of interior walls
    2. Placement of cove base tile (if applicable)
    3. Sealing of all exposed wood
  - v. Rough-In Plumbing/Electrical
    1. Installation of drain and vent lines
    2. Installation of water lines
    3. Installation of main breaker panel(s)
  - vi. Doors and Hardware
    1. Installation of Doors and hardware
  - vii. Installation of Finish Plumbing and Electrical
    1. Installation of plumbing fixtures
    2. Installation of electrical fixtures
  - viii. Installation of all other applicable building kit components and fixtures that are supplied by Romtec (e.g. (if applicable), partitions, dispensers, ADA equipment, mirrors, diaper decks, etc.)
  - ix. Completion of all applicable building inspections related to Romtec's installation
  - x. Demonstration of full function and operation per approved designs and data sheets

### 3. Owner Responsibilities (By Others)

#### 1. Site Preparation (All Structures)

##### 1. Building Pad

The general contractor will be responsible for preparing the site and building pad prior to Romtec's arrival for installation work. The building pad must be level and compacted to within 6" of the finish floor elevation before Romtec arrives. The pad must be prepared per the requirements of any available geotechnical report.

*Note: Any site grading or removal and replacement of fill materials for the building pad must be completed prior to Romtec's arrival. Romtec's installation services do not include excavation beyond what is necessary for forming and pouring the concrete footings and slab.*

2. **Soil Disposal**  
Romtec is not disposing of any soils from the site.
3. **Surveying and Staking**  
Romtec is not responsible for any site surveying or staking. Any required surveying and staking related to Romtec's work area must be completed prior to Romtec's arrival onsite.

## 2. Utilities (All Structures)

1. **Site Utilities**  
Romtec is excluding the supply and installation of all incoming utilities. Utilities must be in place and available prior to Romtec's arrival onsite. **All utilities must be brought within 10' of the building pad prior to Romtec's arrival.** If the utilities are not in place and ready to use prior to Romtec's arrival, there will be additional charges for any required remobilization.

*Note: Romtec has assumed that the site utility sizing matches what is shown on the Romtec plans. Any changes to the site utility sizing must be communicated to Romtec as soon as possible.*

2. **Electrical Transformer(s), Service Meter(s), and Meter Base(s)**  
Romtec is excluding the supply and installation of any required electrical transformer, service meter, and meter base. If required, these items must be supplied and installed by others. If the electrical transformers are required for Romtec to perform installation work, they must be installed and functioning prior to Romtec's arrival for installation work.
3. **Electrical Junction Box**  
Romtec is excluding the supply of any required external electrical junction box associated with the Romtec building(s). Any required external junction box must be installed and ready for Romtec's use prior to Romtec's arrival onsite.
4. **Other Electrical**  
Romtec is excluding the supply and installation of any electrical items not shown on the Romtec supplied panel.
5. **Water Line Drain Valves and Sewer Line Back Flow Check Valves**  
Romtec is excluding the supply and installation of any required water line drain valves and/or sewer line backflow check valves.

## 3. Site Concrete and Landscaping (All Structures)

1. **Sidewalks and Sidewalk Approaches**  
Romtec is excluding the supply and installation of all sidewalks and sidewalk approaches.
2. **Landscaping**  
Romtec is excluding the supply and installation of any landscaping.

## 4. General Exceptions/Exclusions

1. Unless otherwise stated, Romtec is not proposing to meet any Buy America standard for materials.
2. The following items will be supplied by **others** if applicable:

1. All Permits related to construction and installation of Romtec Building
  2. Bonding (unless otherwise stated)
  3. Storm water and/or pollution prevention plans
  4. Erosion control plans
  5. Site specific safety plans
  6. Site specific protection plans
  7. Tree protection plans
  8. Site preparation per geotechnical report
  9. Backfill required for all structures
  10. Additional licenses except for a City Business License, if required
  11. Special inspection services
  12. Rock excavation
  13. Demolition of existing structures
  14. Removal of excavated materials
  15. Site grading or asphalt paving
  16. Masonry pavers
  17. Booster pumps &/or pressure reducing valves
  18. Backflow check valves
  19. Fire alarm & fire suppression equipment
  20. Irrigation Equipment
  21. Gutters and downspouts
  22. Lighting equipment not attached to the building
  23. Electrical transformer(s), external electrical junction box(es), service meter(s)/meter base(s)
  24. Landscaping
  25. Plumbing freeze protection
  26. Site plans
  27. Sidewalks
  28. Construction mock-ups
  29. Construction fencing
3. To ensure timely delivery of the building package amid ongoing and industry-wide disruptions to shipping, parts/materials availability, and lead times, Romtec reserves the right make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
  4. Romtec does not provide LEED/Green submittals as a standard service. Romtec can assist in providing documentation for products that may meet LEED/Green standards, but Romtec does not provide or fill out LEED credit forms. Unless specifically included in Romtec's proposal and quote, Romtec does not supply materials with the intent of meeting LEED standards. Any changes due to LEED or Green building requirements will result in a change order and increased lead times."
  5. All steel fabrication work is performed by qualified fabricators in conformance with engineered drawings. Romtec does not offer third party certification or inspection of steel fabrication work.

*Note: Romtec's scope of work is based on acceptance of the terms and conditions of the Romtec quote proposal, which may be attached here or provided separately.*

## 4. Warranty and Limitations

### 1. Warranty

1. Please review the Romtec warranty by clicking the link below:  
<https://romtec.com/wp-content/uploads/2022/03/4.01-Romtec-Warranty-2-28-22.pdf>

### 2. Disclaimers

1. Stone and mineral products such as tile, stone veneer, and concrete will all show surface cracks over time due to multiple factors, including building settling, wall movement, environmental conditions, and maintenance/upkeep (or lack thereof). Romtec cannot guarantee that stone products in the building will not eventually crack. Repairing of cracks in stone products is a maintenance issue, not a warranty issue. In other words, stone products in the building may eventually crack, and repair of these cracks is not covered under the Romtec warranty.
2. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for their roofing to be installed immediately upon

delivery from the factory; otherwise, most have special storage requirements to validate their warranty. All project circumstances are different, and because Romtec cannot guarantee that metal roofing is installed within the timeframe allowed from the manufacturer or that the metal roofing will be stored at the jobsite according to the manufacturer's requirements, Romtec does not include metal roofing in the overall Romtec building warranty.

3. Smooth face CMU block can have a significant variation in color and texture and should never be used as an architectural finish. Smooth face CMU block should always be either painted or have siding covering it. Romtec does not guarantee uniform color or texture of block, nor claim that any aspect of block color or texture will remain stable over time.

## 5. Budgetary Pricing

The complete Design and Supply of the pre-engineered building package as defined in the above drawings and Scope of Supply and Services Document:

**DISCLAIMER:** The Budgetary Estimate is for budgetary purposes only and does not include local taxes. Romtec will not accept any purchase orders based on the budgetary proposal.

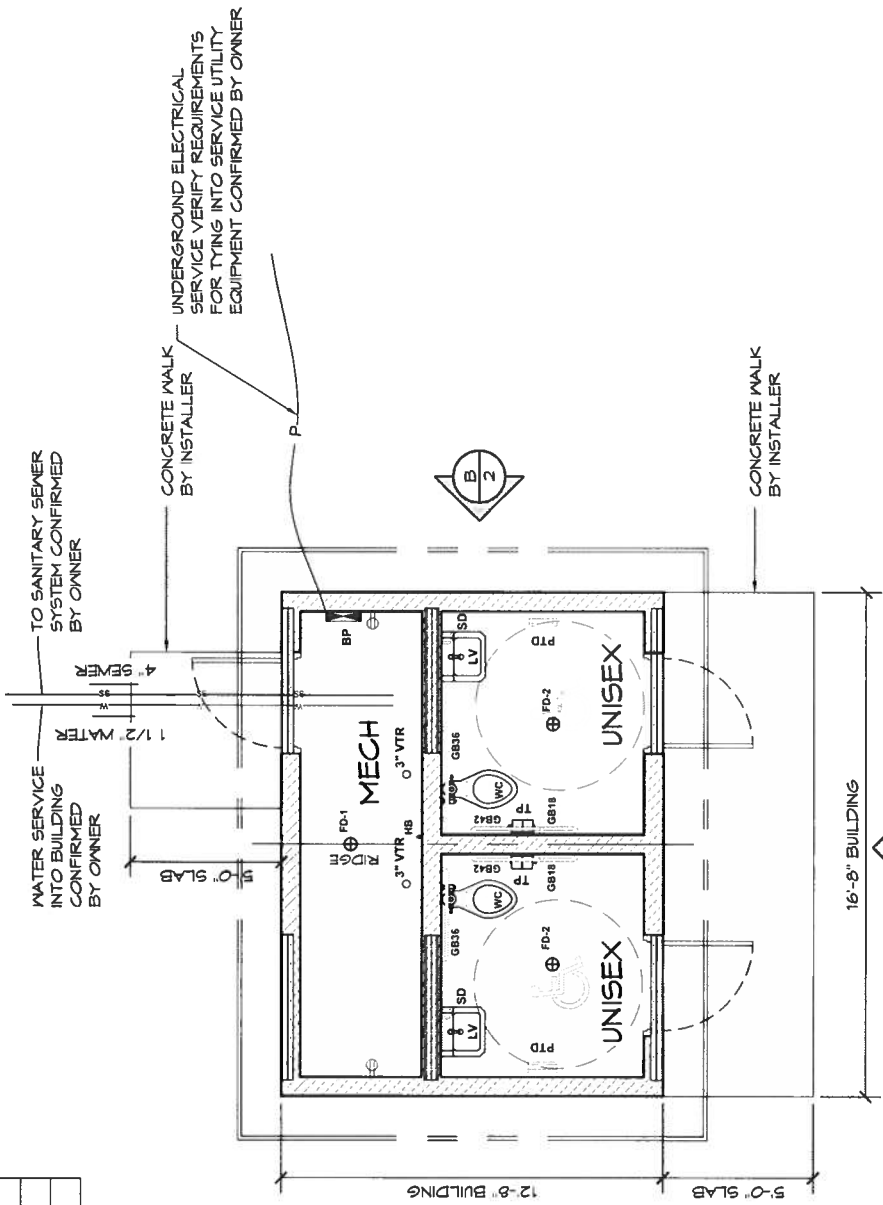
Design & Supply	\$80,000 - \$90,000
<u>Installation</u>	<u>\$165,000 - \$195,000</u>
<b>Total</b>	<b>\$245,000 - \$285,000</b>

**WALL TYPE SCHEDULE**

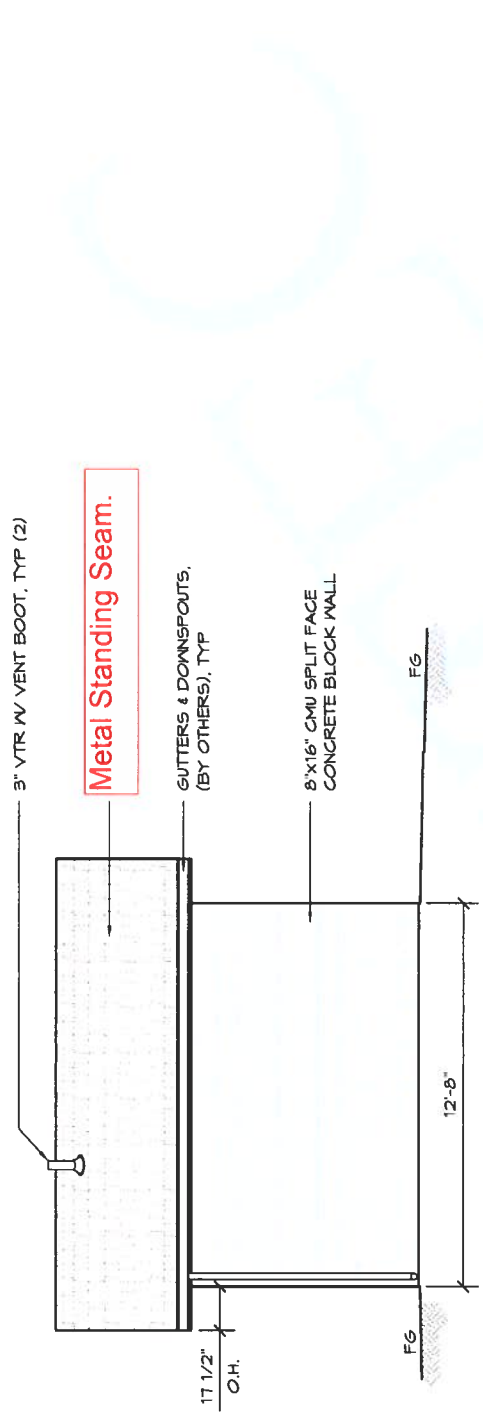
8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.
--

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

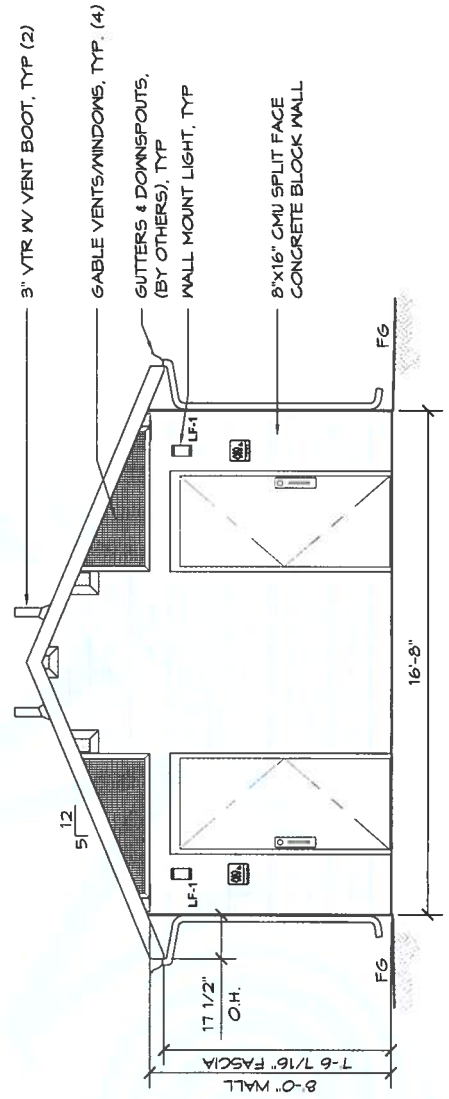
LEGEND		AREA/ QUANTITY
[Symbol]	DESCRIPTION	
[Symbol]	GABLE VENT	4
[Symbol]	2x8 WOOD FILLER WALL	2
[Symbol]	EXTERIOR WALL LIGHTS	3
[Symbol]	INTERIOR CEILING LIGHTS	3
[Symbol]	FLOOR DRAIN	3
[Symbol]	ELECTRICAL OUTLET	2



**1 FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"



**B** ELEVATION VIEW  
 SCALE: 1/4" = 1'-0"



**C** ELEVATION VIEW  
 SCALE: 1/4" = 1'-0"

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

© 2022 ROMTEC, INC. ALL RIGHTS RESERVED. THESE PLANS AND DRAWINGS MAY NOT BE REPRODUCED, ADAPTED OR FURTHER DISTRIBUTED, AND NO BUILDINGS MAY BE CONSTRUCTED FROM THESE PLANS WITHOUT THE WRITTEN PERMISSION OF ROMTEC, INC.





Agenda Date: 09/12/2023

To: Palestine Economic Development Corporation

From: Lisa Bowman, Economic Development Admin

Agenda Item: Discussion and possible action regarding PEDC's 3rd position job description.

---

**SUMMARY:**

Discussion and possible action regarding PEDC's 3rd position job description.

**RECOMMENDED ACTION:**

Staff recommends discussion and possible action by the board regarding PEDC's 3rd position job description.

---



Agenda Date: 09/12/2023  
To: Palestine Economic Development Corporation  
From: Lisa Bowman, Economic Development Admin  
Agenda Item: Discussion and possible action regarding revisions to the Palestine EDC Downtown Grant Program.

---

**SUMMARY:**

Discussion and possible action regarding revisions to the Palestine EDC Downtown Grant Program.

**RECOMMENDED ACTION:**

Staff recommends discussion and possible action by the board regarding revisions to the Palestine EDC Downtown Grant Program.

---