

Dan Bochsler, President
Kim Willmott, Vice-President
Charles Drane, Secretary/Treasurer
Firouz Haghighi, Director
Joseph Thompson, Director
Veer Patel, Director
Linda Dickens, Director



Christophe Trahan, EDC Director
Lisa Bowman, Admin. Assistant
Will James, Marketing Analyst

**NOTICE OF SPECIAL MEETING
ECONOMIC DEVELOPMENT BOARD
July 24, 2024
8:30 A.M.
PEDC Office
100 Willow Creek Pkwy, Suite A
Palestine, TX**

Zoom Link:

<https://us06web.zoom.us/j/82997759646?pwd=20zwKYOMhN57Gm6iuVjbD57CH4nbIm.1>

Meeting ID: 829 9775 9646

Passcode: 310690

One tap mobile

+13462487799,,82997759646#,,, *310690# US

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

Follow us live at: facebook.com/palestinety/

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. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the Community Development Grant Agreement with the City of Palestine Parks Department.
2. Discussion and possible action regarding Resolution R-4-24, a resolution for PEDC to collaborate with TVCC and the Workforce Solutions East Texas Board for a High Demand Job Training grant by committing Type B Sales Tax funds in an amount not to exceed \$391,350 for the purchase of equipment, supplies, and minor renovation materials.

G. **RECONVENE IN REGULAR SESSION**

H. **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, July 19, 2024, at 3:10 p.m.**

A handwritten signature in blue ink that reads "Lisa Bowman". The signature is written in a cursive style and is positioned above a horizontal line.

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 or 903-731-8414.



Agenda Date: 07/24/2024
To: Palestine Economic Development Corporation
From: Lisa Bowman, Economic Development Admin
Agenda Item: Discussion and possible action regarding the Community Development Grant Agreement with the City of Palestine Parks Department.

SUMMARY:

Discussion and possible action regarding the Community Development Grant Agreement with the City of Palestine Parks Department.

RECOMMENDED ACTION:

Staff recommends the board discuss and approve the final invoice for the City of Palestine Parks Dept. project at Greens Park.

Attachments

Application
Final Invoice/Photos
Performance Agreement



PALESTINE ECONOMIC DEVELOPMENT CORPORATION
Community Development Grant Application

IMPORTANT:

- Please read the "*Palestine Community Development Grant Program Guidelines & Criteria*" prior to completing this application.
- The Grant Guidelines & Criteria and Application are available at www.palestinetexas.net; by calling 903.729.4100 or by emailing 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

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: *p.smith@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: *75801*

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: *75801*

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 Hester

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 120th day after the date the PEDC notifies the applicant of the violation.

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


Chief Executive Officer


Signature

Printed Name 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: *City of Palestine Parks Dept.*

Funding Amount:

Project: *Restroom build Green's Park*

Start Date: *Feb. 28th, 2024*

Completion Date: *7-11-24*

Location of Project: *1701 N. Queen Street Palestine, Tx. 75801*

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



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 if 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 bring 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 portable toilet 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 Capital 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
- Richard Dorsey, Assistant Director – 903-731-8492 rdorsey@palestine-tx.org
- Daniel Forgias, Facilities – 903-731-8951, 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

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

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
TOTAL FULL-TIME POSITIONS	10	9	9	10	5
TOTAL PART-TIME POSITIONS	7	7	7	12	15
TOTAL POSITIONS	17	16	16	22	20

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

010-5-610-3011	<u>COPIER AND PRINTER CONTRACT</u>	\$ 2,640	\$ 2,640	\$ 1,866	\$ -	\$ -
010-5-610-3030	<u>PROFESSIONAL SERVICES</u>	\$ 68,375	\$ 68,375	\$ 215	\$ 65,408	\$ 22,321
BUDGET DETAIL	SEQUENCE	DESCRIPTION	AMOUNT			
	1	ADA plan for parks				
010-5-610-3041	<u>CITY ISSUED CELL PHONES</u>	\$ 700	\$ 700	\$ 40	\$ 444	\$ 714
010-5-610-3082	<u>TRAVEL AND TRAINING</u>	\$ 3,000	\$ 3,500	\$ 290	\$ -	\$ 1,365
010-5-610-3090	<u>IT SUPPORT</u>	\$ 1,897	\$ 1,897	\$ 1,550	\$ -	\$ -
010-5-610-3095	<u>SOFTWARE MAINTENANCE</u>	\$ 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 6/30/2021	2020-2021 Actual	2019-2020 Actual
<u>010-5-610-3310</u>	<u>EQUIPMENT RENTAL / LEASE</u>	\$ 5,000	\$ 4,000	\$ 2,308	\$ 2,010	\$ 550
<u>010-5-610-3315</u>	<u>VEHICLE LEASE FEES</u>	\$ 7,219	\$ 7,219	\$ 5,967	\$ -	\$ -
<u>010-5-610-3320</u>	<u>UPRR LEASED LAND</u>	\$ 500	\$ 500	\$ -	\$ 500	\$ -
<u>010-5-610-3330</u>	<u>CONTRACTUAL SERVICES</u>	\$ 8,700	\$ 7,200	\$ -	\$ 4,930	\$ 9,108
<u>010-5-610-3331</u>	<u>CITY POOL</u>	\$ 90,000	\$ 73,000	\$ 63,793	\$ 60,105	\$ 117,830
BUDGET DETAIL						
SEQUENCE	DESCRIPTION	AMOUNT				
1	Change sand for filters in city pool.					
<u>010-5-610-3400</u>	<u>ANITORIAL SERVICES</u>	\$ 3,300	\$ -	\$ 10,926	\$ 2,418	\$ -
TOTAL PROF/CONTRACTUAL SERV		193,751	170,912	87,759	135,815	151,888
<u>010-5-610-4010</u>	<u>BLDGS & GROUNDS MAINT.</u>	\$ 105,000	\$ 65,000	\$ 43,310	\$ 33,560	\$ 38,900
BUDGET DETAIL						
SEQUENCE	DESCRIPTION	AMOUNT				
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.					
<u>010-5-610-4110</u>	<u>MOTOR VEHICLE REPAIRS</u>	\$ -	\$ -	\$ 30	\$ 12,004	\$ 21,388
<u>010-5-610-4120</u>	<u>EQUIPMENT REPAIR/MAINT EXP</u>	\$ 6,000	\$ 6,000	\$ 1,500	\$ -	\$ 131
<u>010-5-610-4121</u>	<u>GREEN'S PARK PORTABLE</u>	\$ 10,300	\$ 10,300	\$ 1,375	\$ 1,810	\$ 1,505
<u>010-5-610-4122</u>	<u>PARK IMPROVEMENTS</u>	\$ -	\$ -	\$ -	\$ -	\$ 9
BUDGET DETAIL						
SEQUENCE	DESCRIPTION	AMOUNT				
1	Fall surface for all parks. Repair of playground equipment not covered by warranty. Add new equipment.					
TOTAL MAINTENANCE & REPAIR		121,300	81,300	46,215	47,374	61,933
<u>010-5-610-4500</u>	<u>UTILITIES - ELECTRIC</u>	\$ 50,000	\$ 76,000	\$ 37,720	\$ 31,211	\$ 22,348
<u>010-5-610-4500.001</u>	<u>CITY POOL ELECTRIC</u>	\$ 8,000	\$ 8,000	\$ 6,591	\$ 7,922	\$ 7,439
<u>010-5-610-4501</u>	<u>UTILITIES-WATER/SEWER</u>	\$ 16,000	\$ 16,000	\$ 12,571	\$ 18,249	\$ 17,211
<u>010-5-610-4502</u>	<u>UTILITIES - GAS</u>	\$ 4,000	\$ 4,000	\$ 2,137	\$ 150	\$ 920
<u>010-5-610-4503</u>	<u>PHONES/INTERNET</u>	\$ 7,207	\$ 7,207	\$ 10,759	\$ -	\$ -
TOTAL UTILITIES		85,207	111,207	69,778	57,532	47,918
<u>010-5-610-5201</u>	<u>INMATE SERVICE</u>	\$ -	\$ -	\$ -	\$ 17,345	\$ 12,950
TOTAL OTHER/MISC.		-	-	-	17,345	12,950
<u>010-5-610-8060</u>	<u>IMPROVEMENTS</u>	\$ -	\$ -	\$ 58,395	\$ -	\$ -
TOTAL CAPITAL OUTLAY		-	-	58,395	-	-
<u>010-5-610-9511</u>	<u>TRSF TO VEH/EQUIP FUND</u>	\$ -	\$ -	\$ -	\$ -	\$ 42,912
<u>010-5-610-9570</u>	<u>TRANSFER TO FLEET FUND</u>	\$ 42,000	\$ 33,000	\$ 51,326	\$ -	\$ -
TOTAL INTERFUND ACTIVITY		42,000	33,000	51,326	-	42,912
TOTAL PARKS & RECREATION		\$ 1,289,403	\$ 1,073,127	\$ 703,898	\$ 704,825	\$ 833,533

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



CTP



Project	Budgeted Amount	FY22 Paid Expenses	Estimated Completion Date	Comments
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

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

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



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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
704.525.7358 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: _____

WOMEN'S

PLUMBING CHASE

MEN'S

6" TIMBER SCREW
(1) PER COURSE



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The information shown within this drawing is the intellectual property of Scenic Shelters, and it shall not be used for construction without our written permission, and they shall not be used for construction.

NOTES

SALEM SQUARE
CORNER DETAIL

ASPHALT SHINGLES

CONCEPT DRAWING - NOT FOR CONSTRUCTION
MODEL: BAC2022 MODEL: 20x12 Building Activity Center
BY: JASON DRAWING SCALE: NTS PAGE 1 OF 2
ORG DATE: 7-27-2022 REV DATE: REV



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NOTES

1" from Cedar
Sill Board
w/ Beveled Top

2" from F1
5" Board

5 Seal

F1554 Headed Anchor
Bolts (HP)

DETAIL B

CONCEPT DRAWING - NOT FOR CONSTRUCTION
MODEL: BAC1012 MODEL 1-112 Building Arch by Cedar
BY JASON DRAWING SCALE: NTS PAGE 1 OF 2
ORG DATE: 7/27/2022 REV DATE: REV

2x6 from T&G DECKING

2 3

160 GALV NAIL
12" O.C.

2" X 6" ALASKAN YELLOW
CEDAR FASCIA

1" X 4" CEDAR TRIM

WALL FLARE TO CARRY
DECKING AT GABLES

3.0 BEAD OF ENERGY SEAL, CAULKING
CENTER TONGUE OF EVERY COURSE

STACKED CEDAR
TIMBER WALL

10 TIMBER SCREENS
THROUGH TIMBER WALL
@ 36" O.C. MIN (HP)

4" CONCRETE SLAB
6" X 6" W/ 5" X 5" (HP)

#4 VERTICAL BARS 18" O.C. (HP)

8" CONTINUOUS CONC
FOUNDATION (HP)

CONT. CONC. FOOTING (HP)

#3 #4 BARS LENGTH OF FOOTING (HP)

F1554 Headed Anchor
Bolts By Others (HP)

#4 HORIZONTAL BARS
@ 2" O.C.

TIMBER WALL CROSS SECTION

(HP) = NOT PERMITTED BY CIP



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.

Cedar Forest Products
800.552495
www.cedarforestproducts.com

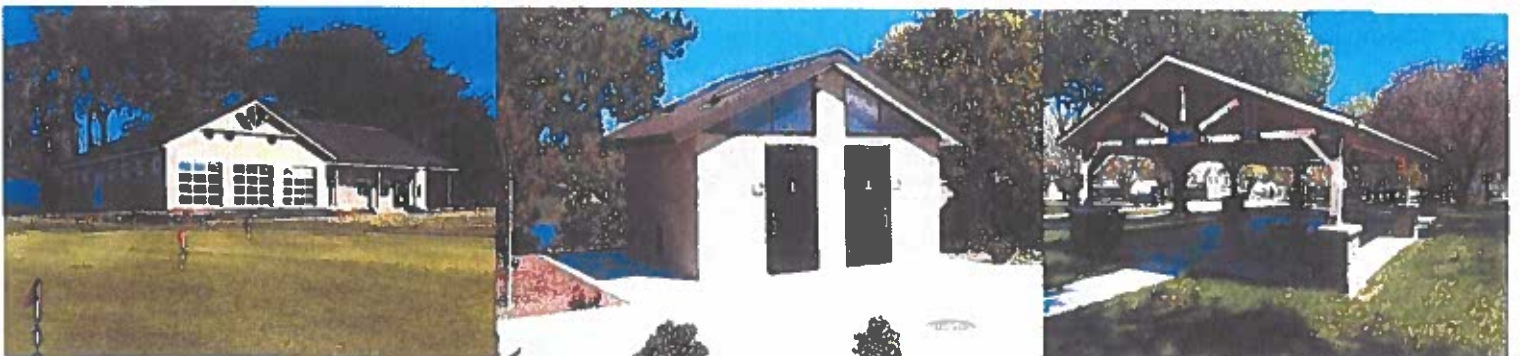


ROMTEC

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 1st 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.

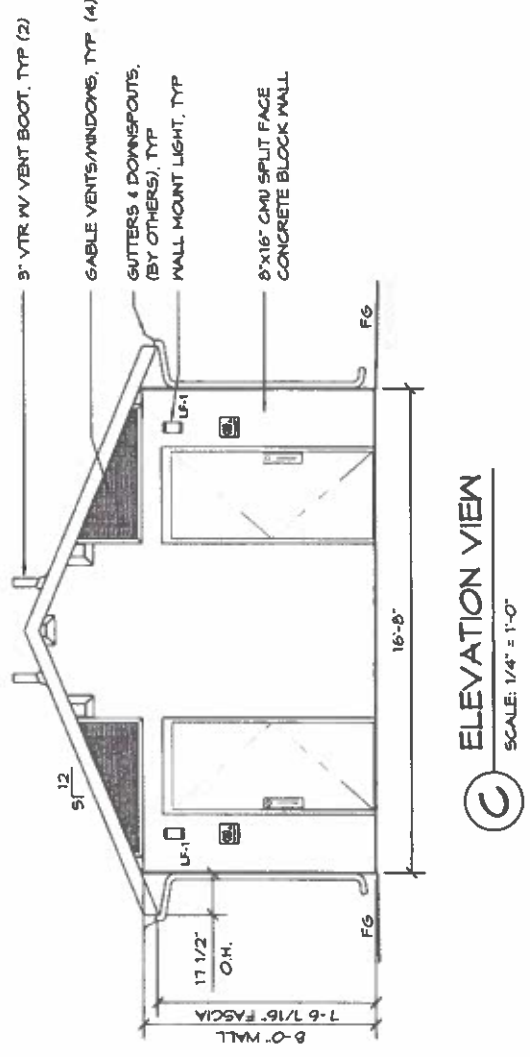
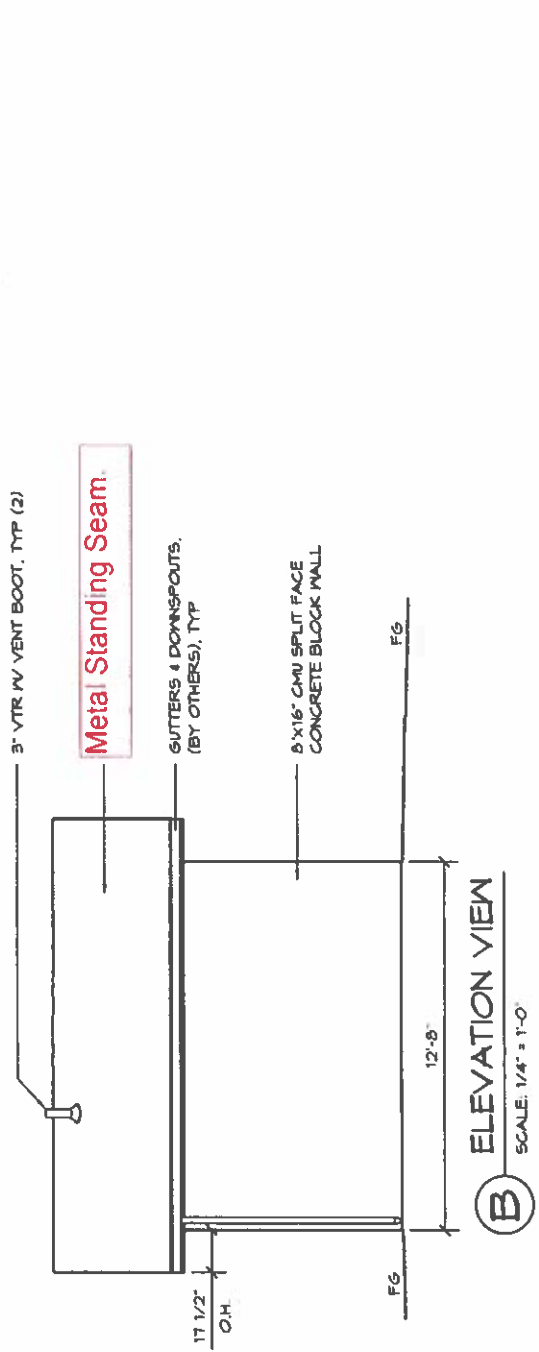
3. Smooth face CMU block can have a significant variation in color and texture and should never be used as an architectural finish. Smooth face CMU block should always be either painted or have siding covering it. Romtec does not guarantee uniform color or texture of block, nor claim that any aspect 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>
Total	\$245,000 - \$285,000



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.

CITY OF PALESTINE

VENDOR: 0105631 CALVARY CONSTRUCTION

207926

07/05/2024

DATE	INVOICE #	PO #	DESCRIPTION	AMOUNT
6/28/2024	1829	24-4901	Green's Park Restroom Build	69,006 52

CHECK TOTAL 69,006 52

**City of Palestine**504 Queen St
Palestine, TX 75801
General Operating Account**PROSPERITY BANK**
1015 North Church Street
Palestine, Texas 75801CHECK # 207926
113122655CHECK DATE
07/05/2024PAY THIS AMOUNT
\$69,006 52

Void after 90 days

PAY ---Sixty Nine Thousand Six Dollars and 52/100 Cents---

TO THE ORDER OF
CALVARY CONSTRUCTION
5779 S STATE HIGHWAY 19
ELKHART, TX 75839

⑈ 207926⑈ ⑆ 113122655⑆ ⑈ 6093686⑈



CITY OF PALESTINE
504 North Queen Street
Palestine, TX 75801

PURCHASE ORDER

PO Number: 24-4901

Date: 07/01/2024

Requisition #: 24-5067

Vendor #: 0105631

ISSUED TO: CALVARY C LLC
5779 S STATE HIGHWAY 19
ELKHART, TX 75839

SHIP TO: CITY OF PALESTINE
504 NORTH QUEEN ST
Palestine, TX 75801

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Green's Park RR Build	400-100-58050		0.00	69,006.52

Handwritten signature

City Manager

Handwritten signature

Finance Director

Handwritten signature

Purchasing Agent

SUBTOTAL:	69,006.52
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	69,006.52

- 1 Original invoice with remittance slip must be sent to: City of Palestine, 504 North Queen Street, Palestine, TX 75801.
- 2 Payment may be expected within 30 days of receipt of goods and invoice.
- 3 C.O.D. shipment will not be accepted.
- 4 Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
- 5 All goods are to be shipped F.O.B. Destination unless otherwise stated.
- 6 All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
- 7 All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
- 8 Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 9 Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- 10 The City is exempt from all federal excise and state tax - ID# 75-6000632

Purchasing Department (903) 731-8404 Fax (903) 731-8413



Calvary Construction

5779 S State Highway 19
Elkhart, TX 75839
903-391-6521
calvaryconstruction@gmail.com

INVOICE

BILL TO

Greens Park
504 N Queen St
Palestine, TX 75801

INVOICE

1829

DATE

06/28/2024

DUE DATE

07/12/2024

P.O.

Restroom

DATE	DESCRIPTION	AMOUNT
	Concrete: -Concrete pad approx 25'x17' -Pad to be 4" thick with 3/8" rebar on 16"-18" centers with 6mil poly moisture barrier and 24" perimeter beams with continuous 5/8" rebar also an interior beam with continuous rebar. There will also be a ada ramp with landing	10,320.00
	Cinder Block: -Build restroom to mimic wall layout of restroom at top of Reagan Park to include: -8"x16"x8" cinder block construction with gray mortar, rebar and concrete reinforcement -common area approx 65'x25' -men's restroom approx 10'x10' -women's restroom approx 10'x10' -8' walls	17,604.00
	Metal: -Construct a gable roof frame over entire structure -Install channel roof metal roofing; customer choice of color; with matching colored gable ends -Install 2 gable vents -Metal entrance gate with hole for deadbolt; approx 5'x7'; does not include deadbolt	6,864.00
	Electrical: -Install 3 light fixtures, add electrical circuit for lights in EMT conduit, 3 LED wallpacks, 1-100amp overhead main service with meter can, outdoor panel and breakers, 1 photocell -Customer responsible for supplying power to the building	4,099.20
	Plumbing: -Includes; 2-stainless toilets with touchless flush valves, 2-stainless sinks with touchless faucets, 1-19 gallon electric water heater and all rough plumbing necessary -Customer responsible for supplying water and drain line to the building	24,204.74
	Paint: -Prime and paint all cinder block; one color -Prime and paint entry gate; one color	5,914.58
	-Clean up and haul away all job related debris	0.00
	Increase in materials and rates:	3,576.00

not part of original B's

*Not a valid form for disbursement

BALANCE DUE

\$72,582.52

PAYMENT AUTHORIZATION

PO # _____ Partial ☐ Complete ☐

Acct #: 400-100-58050 \$ 69,006.52

Acct #: project 051 \$ _____

Acct #: _____ \$ _____

Describe: Green's park NR build

DPI DIR: [Signature] ☐: 7-3-24

TYC DIR: [Signature] ☐: _____

TYC MGR: [Signature] ☐: _____



Calvary Construction

5779 S State Highway 19
Elkhart, TX 75839
903.391.6521
calvaryconstruction@gmail.com

Estimate

Greens Park
504 N Queen St
Palestine, TX 75801

10794
12/14/2023

Restroom

DESCRIPTION	AMOUNT
Concrete -Concrete pad approx 25'x17' -Pad to be 4" thick with 3/8" rebar on 16"-18" centers with 6mil poly moisture barrier and 24" perimeter beams with continuous 5/8" rebar also an interior beam with continuous rebar. There will also be a ada ramp with landing	10,320.00
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Plumbing -Includes, 2-stainless toilets with touchless flush valves, 2-stainless sinks with touchless faucets, 1-13 gallon electric water heater and all rough plumbing necessary -Customer responsible for supplying water and drain line to the building	24,204.74
Paint -Prime and paint all cinder block, one color -Prime and paint entry gate, one color	5,914.58
-Clean up and haul away all job related debris	0.00

\$69,006.52

original b2

July 16, 2024

Green's Park Restroom Build Report

In November 2023 the City of Palestine Parks Department went out for sealed bids for Request for Proposals #2023-31 for a new build for restrooms at Green's Park.

In January 2024 5 bids were obtained for the restroom build at Green's Park. Out of the 5 bids Calvary Construction was awarded the project with a bid of \$69,006.52.

The City of Palestine Parks Division did have an approved Capital Improvement Plan in the amount of \$60,000. We did apply for an EDC Grant for \$40,000. Grant was awarded.

Construction for the new restrooms began by ground break on February 28th, 2024. City Utilities ran a new sewer and water line to the location. MoCrete Concrete put forms up and poured the foundation the beginning of March.

By the middle of March, cinder blocks were placed at the restroom build site.

By July 1 the trusses for the roof and metal were placed on restroom. Fixtures were also placed in the restrooms. Building official did release of electrical and currently we are waiting for Oncor to hook up electrical to restroom.

Photos of the beginning stages to current have been attached to this report.

A check was paid in the amount of \$69,006.52 to Calvary Construction on 7-3-24.

I have also reached out to the Palestine Herald Press to see about having a news article completed on the new restrooms, so the public knows that they are officially open.

Please see attached photos of project.

Thank you,



Patsy Smith

City of Palestine Parks and Recreation Director

CITY OF PALESTINE

VENDOR: 0105631 CALVARY CONSTRUCTION

207926

07/05/2024

DATE	INVOICE #	PO #	DESCRIPTION	AMOUNT
6/28/2024	1829	24-4901	Green's Park Restroom Build	69,006 52

CHECK TOTAL 69,006 52

**City of Palestine**504 Queen St
Palestine, TX 75801
General Operating Account**PROSPERITY BANK**
1015 North Church Street
Palestine, Texas 75801CHECK # 207926
113122655CHECK DATE
07/05/2024PAY THIS AMOUNT
\$69,006 52

Void after 90 days

PAY ---Sixty Nine Thousand Six Dollars and 52/100 Cents---

TO THE ORDER OF
CALVARY CONSTRUCTION
5779 S STATE HIGHWAY 19
ELKHART, TX 75839

⑈ 207926⑈ ⑆ 113122655⑆ ⑈ 6093686⑈



CITY OF PALESTINE
504 North Queen Street
Palestine, TX 75801

PURCHASE ORDER

PO Number: 24-4901

Date: 07/01/2024

Requisition #: 24-5067

Vendor #: 0105631

ISSUED TO: CALVARY C LLC
5779 S STATE HIGHWAY 19
ELKHART, TX 75839

SHIP TO: CITY OF PALESTINE
504 NORTH QUEEN ST
Palestine, TX 75801

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Green's Park RR Build	400-100-58050		0.00	69,006.52

Handwritten signature

City Manager

Handwritten signature

Finance Director

Handwritten signature

Purchasing Agent

SUBTOTAL:	69,006.52
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	69,006.52

- 1 Original invoice with remittance slip must be sent to: City of Palestine, 504 North Queen Street, Palestine, TX 75801.
- 2 Payment may be expected within 30 days of receipt of goods and invoice.
- 3 C.O.D. shipment will not be accepted.
- 4 Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
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- 8 Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
- 9 Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
- 10 The City is exempt from all federal excise and state tax - ID# 75-6000632

Purchasing Department (903) 731-8404 Fax (903) 731-8413



Calvary Construction

5779 S State Highway 19
Elkhart, TX 75839
903-391-6521
calvaryconstruction@gmail.com

INVOICE

BILL TO

Greens Park
504 N Queen St
Palestine, TX 75801

INVOICE

1829

DATE

06/28/2024

DUE DATE

07/12/2024

P.O.

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	-Clean up and haul away all job related debris	0.00
	Increase in materials and rates:	3,576.00

not part of original B's

*Not a valid form for disbursement

BALANCE DUE

\$72,582.52

PAYMENT AUTHORIZATION

PO # _____	Partial <input type="checkbox"/> Complete <input type="checkbox"/>
Acct #: <u>400-100-58050</u>	\$ <u>69,006.52</u>
Acct #: <u>project 051</u>	\$ _____
Acct #: _____	\$ _____
Describe: <u>Green's park NR build</u>	
DPI DIR: <u>[Signature]</u>	<input type="checkbox"/> : <u>7-3-24</u>
TYC DIR: <u>[Signature]</u>	<input type="checkbox"/> : _____
TY DIR: <u>[Signature]</u>	<input type="checkbox"/> : _____



Calvary Construction

5779 S State Highway 19
Elkhart, TX 75839
903.391.6521
calvaryconstruction@gmail.com

Estimate

Greens Park
504 N Queen St
Palestine, TX 75801

10794
12/14/2023

Restroom

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-Clean up and haul away all job related debris	0.00

\$69,006.52

original b2

Green's Park Restroom Build 2024





COMMUNITY DEVELOPMENT GRANT FUNDING AND PERFORMANCE AGREEMENT

THIS COMMUNITY DEVELOPMENT GRANT FUNDING AND PERFORMANCE AGREEMENT (the "Agreement") is entered into by and between Palestine Economic Development Corporation (the "PEDC"), a Texas non-profit corporation and Type B Economic Development Corporation, whose address is 100 Willow Creek Pkwy, Suite A, Palestine, Texas 75801, and the City of Palestine, Texas (together the "City" or "Applicant"), whose address is 504 N. Queen Street, Palestine, TX 75801.

RECITALS

1. PEDC is an Economic Development Corporation, organized under the Texas Development Corporation Act of 1979, Article 5190.6, Sec. 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 (the "City" or "Applicant").

2. City of Palestine is a Texas home rule municipality, an eligible applicant under the Guidelines and Criteria for the Community Development Grant Program.

3. PEDC created the Community Development Grant Program (the "Grant Program") to enhance the quality of life in the City of Palestine and advance the mission of the PEDC which is, in part, to provide the leadership and resources to successfully compete for jobs and enhance community wealth.

4. The City of Palestine, vis-à-vis its Parks and Recreation Department, submitted its Application dated September 6, 2023, for a Community Development Grant ("Application"), which is attached hereto as Exhibit "A".

5. The project the subject of this Agreement is constructing and installing two unisex bathrooms at Greens Park within the city limits of Palestine, Texas (the "Project"). Applicant plans to make its own capital investment of \$92,410.00 over time for the Project. PEDC has found that Applicant's Project will attract resident and visitor participation and contribute to the quality of life, business development which will ultimately add value to the tax rolls of Palestine and other local taxing entities.

6. The PEDC finds the Project is an authorized project under Texas Local Government Code 505.152 (Parks) and will promote new and expanded business development pursuant to Texas Local Government Code 505.158.

7. The PEDC published general notice of the Project in the Palestine Herald on April 11, 2023, as required by Texas Local Government Code 505.160.

8. The PEDC board of directors has approved a grant and funding to the Applicant in an amount not to exceed \$40,000.00 in Project-related expenses.

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, PSD and the PEDC agree as follows:

FUNDING AND PERFORMANCE

1. Agreement to Fund Portion of Project: The PEDC agrees to provide the City an amount up to and not to exceed \$40,000.00 in 4B Revenues to be used to facilitate the Project.
2. Agreement to Perform: The City agrees to complete the approved Project within one year of the execution of the Agreement. The City agrees to recognize the PEDC as a sponsor and financial contributor of the Project in all advertising, publicity, and promotional materials, using verbiage that identifies the PEDC as a financial contributor to the Project.
3. Project Administration: The City agrees that it will administer or supervise the administration of the Project in compliance with the PEDC Community Development Grant Program Guidelines absent slight deviations which are hereby approved.
4. No Undocumented Workers: The City agrees that it 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 City be convicted of a violation under 8 U.S.C. § 1324a(f), the City will be required to repay the amount of the grant (a public subsidy) provided under the Agreement plus interest, at an agreed rate, not later than the 120th day after the date the PEDC notifies the City of the violation.
5. Payments Due: The PEDC will tender the Grant up to \$40,000.00 to the City as a portion of its Project-related expenses upon approval of this performance agreement by the City Council of the City of Palestine at its open meeting on September 25, 2023.
6. Use of Grant Payment: All funds tendered to the City under this Agreement will be used exclusively for the purposes described in the Application.
7. Claw Back: If all or a portion of the Grant funds received by the City are not actually used for the Project or not used in accordance with the terms of this agreement or Guidelines, the City must return those Grant funds to the PEDC.
8. Severability: The provisions of this agreement are severable, and if for any reason a provision of this Agreement is determined to be invalid by a court having competent jurisdiction over the subject matter of the invalid provision, the invalidity shall not affect other provisions that can be given effect without the invalid provision. Further, in lieu of such illegal, invalid, or unenforceable provision, there will be added automatically as a part of this Agreement, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.
9. Applicable Law: This Agreement is governed by and construed in accordance with the laws of the State of Texas. The Agreement is entered into and fully performable within Anderson County, Texas. The Parties agree that venue for any cause of action arising pursuant to the Agreement is proper only in Anderson County, Texas.
10. Interpretation: Each party has had the opportunity to be represented by counsel of its choice in negotiating this Agreement. This Agreement will therefore be deemed to have been negotiated and prepared at the joint request, direction, and construction of the Parties, at arm's length, with the advice and participation of counsel, and will be interpreted in accordance with its terms without favor to any Party.
11. No Joint Venture: Nothing contained in this Agreement is intended by the Parties to create

a partnership or joint venture between any or all of the Parties.

12. Parties in Interest: Nothing in this Agreement shall entitle any Party other than PEDC or City to any claim, cause of action, remedy, or right of any term of this Agreement.

13. Survival of Terms: All rights, duties, liabilities, and obligations accrued prior to termination will survive termination.

14. Entire Agreement: This Agreement represents the entire agreement of the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in the year and as of the date indicated.

Executed on the date shown opposite the signature of each party.

For the Applicant(s):

City of Palestine, Texas

By  Date 09/25/23
Teresa Herrera, City Manager

For the PEDC:

Palestine Economic Development Corporation

By  Date 9/18/23
Ben Campbell, Board President



Agenda Date: 07/24/2024
To: Palestine Economic Development Corporation
From: Lisa Bowman, Economic Development Admin
Agenda Item: Discussion and possible action regarding Resolution R-4-24.

SUMMARY:

Discussion and possible action regarding Resolution R-4-24, a resolution for PEDC to collaborate with TVCC and the Workforce Solutions East Texas Board for a High Demand Job Training grant by committing Type B Sales Tax funds in an amount not to exceed \$391,350 for the purchase of equipment, supplies, and minor renovation materials.

RECOMMENDED ACTION:

Staff recommends the board discuss and approve Resolution R-4-24, a resolution for PEDC to collaborate with TVCC and the Workforce Solutions East Texas Board for a High Demand Job Training grant by committing Type B Sales Tax funds in an amount not to exceed \$391,350 for the purchase of equipment, supplies, and minor renovation materials.

Attachments

Resolution R-4-24
Wal-Mart LOS
Sanderson Farms LOS
HDJT Application
PEDC Budget
TWC Budget
Additional Certifications

RESOLUTION NO. R-04-24

A RESOLUTION OF THE PALESTINE ECONOMIC DEVELOPMENT CORPORATION (THE "PEDC"), A TYPE B ECONOMIC DEVELOPMENT SALES TAX CORPORATION, DECLARING A PROJECT OF THE CORPORATION AND THOSE PROJECT-RELATED EXPENDITURES IN FURTHERANCE OF THE PEDC'S APPLICATION FOR A HIGH DEMAND JOB TRAINING GRANT FROM THE TEXAS WORKFORCE COMMISSION, DIRECTING STAFF TO PUBLISH NOTICE OF THE SAME, AND SETTING A PUBLIC HEARING

WHEREAS, the **Palestine Economic Development Corporation (the "PEDC")** was created by the City of Palestine, Texas, a home-rule municipality with an estimated population of approximately 18,750 (**the "City"**), in accordance with and pursuant to Chapters 501 and 505 of the Local Government Code, as amended (**the "Local Government Code"**); and,

WHEREAS, the PEDC wishes to participate in a project, as that term is defined under Chapters 501 and 505 of the Local Government Code, to promote high demand occupational job training in local workforce areas; and,

WHEREAS, the PEDC wishes to participate in a general type of project, that consisting of land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the PEDC's Board of Directors to promote new or expanded business development (Section 505.158, Local Government Code); and,

WHEREAS, the PEDC desires to enter into an agreement attached hereto as **Exhibit A** with Trinity Valley Community College ("TVCC") and the Workforce Solutions East Texas Board (the "Board") to collaborate for the implementation of the Texas Workforce Commission High Demand Job Training Program (**the "Project"**); and,

WHEREAS, the Project will involve the purchase of equipment, supplies, and minor renovation materials necessary to provide quality industry-standard occupational job training in the areas of Advanced Manufacturing; and,

WHEREAS, PEDC will use local economic development sales tax funding to match the Board for equipment, supplies, and minor renovation materials in an amount not to exceed \$391,350; and,

WHEREAS, TVCC will purchase, maintain, and utilize the equipment, identify students, and offer training; and,

WHEREAS, it is estimated that ninety (90) participants will be trained in Advanced Manufacturing occupations based on this partnership between PEDC, TVCC, and the Board; and,

WHEREAS, it is hereby officially found and determined that the PEDC Meeting at which this Resolution was passed was open to the public, and public notice of the time, place, and purpose at which it was considered and approved was given in accordance with Chapter 551 of the Government Code;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PEDC THAT:

Section 1. The above and foregoing premises and recitals are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. As authorized by Section 505.158 of the Local Government Code, the PEDC hereby proposes to undertake the Project, described above, to collaborate with TVCC and the Workforce Solutions East Texas Board by committing Type B Sales Tax funds in an amount not to exceed \$391,350 for the purchase of equipment, supplies, and minor renovation materials.

Section 3. The PEDC hereby finds that the funds expended will be used for eligible “costs” of “projects” as those terms are defined in Chapters 501 and 505 of the Local Government Code.

Section 4. As required by Section 505.159 of the Local Government Code, the PEDC hereby sets a public hearing for such Project on August 13, 2024 at 10:00 a.m., at its regularly scheduled meeting, the agenda and location for which will be posted no less than seventy-two (72) hours ahead of time on a bulletin board at a place convenient for the public and at www.palestinetexas.net.

Section 5. The PEDC hereby authorizes and directs staff to publish public notice of both the Project and the public hearing to be held on the Project in the newspaper of general circulation, that being the Palestine Herald Press.

PASSED AND APPROVED this 24th day of July 2024.

Dan Bochsler, *President*

ATTEST:

Charles Drane, *Secretary*
Palestine Economic Development Corporation

NOES:

ATTEST:

Deloris "Bobbie" Prince, Mayor

Sherri Bellard, City Secretary

APPROVED:

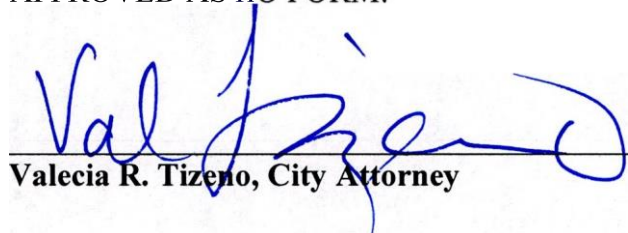
Floyd Batiste, PAEDC CEO

APPROVED AS TO FORM:



Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:



Valecia R. Tizeno, City Attorney



July 17, 2024

Doug Shryock, Executive Director
Workforce Solutions East Texas Board
4100 Troup Hwy
Tyler, TX 75703

Subject: Letter of Support for Palestine Economic Development Corporation's High Demand Job Training Grant Program Application

Dear Mr. Shryock,

We are pleased to express our strong support for the Palestine Economic Development Corporation (PEDC) in its pursuit of the High Demand Job Training Grant Program. As a proud member of the Palestine/Anderson County business community, Walmart DC 6036 recognizes the critical importance of this grant in enabling Trinity Valley Community College to acquire automation training equipment and provide high-quality job training that will result in certifications and credentials crucial for a workforce dealing with automation technologies.

The implementation of this training program will significantly benefit our local community by increasing the availability of skilled workers in high-demand sectors, several of which directly affect our operations. Supporting this initiative aligns perfectly with our business goals of promoting economic growth and sustainability within our community, as well as with our intent to continue leveraging automation technologies to streamline our operations. We are committed to collaborating with PEDC and Trinity Valley Community College to ensure the success of this program, and we see implicit value in having access to a workforce with the certifications and experience that the proposed training will provide.

We firmly believe that this grant will have a profound impact on our local economy and labor market, creating a robust pipeline of skilled workers and attracting more innovative and modern businesses to the area.

In conclusion, Walmart DC 6036 fully supports the PEDC's application for the High Demand Job Training Grant Program. We are confident that this initiative will yield significant benefits for our community, and we look forward to seeing the positive outcomes it will generate. Please feel free to contact us if you require any further information or assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Nix", written over a light blue horizontal line.

Matt Nix
Assistant General Manager
Walmart DC 6036
903-538-2254



July 16, 2024

To Whom It May Concern:

The need for automation specialists and multi-craft trained industrial technicians at Wayne-Sanderson Farms (WSF) in Palestine, Texas is a MUST! As we see the poultry industry grow towards automated deboning equipment, moving away from hand deboned product, there is an immediate need/requirement for these skillsets in Maintenance.

More than 90 percent of the equipment in our facility is operated, controlled or monitored by a Variable Frequency Drive, Programmable Logic Controller, Human Machine Interface or Supervisory Control and Data Acquisition system. Having a local talent pool that is already trained, or even partially, in these specific areas would be extremely beneficial to our business. Additionally, having the training available for current staff to further their knowledge in these fields would bring great value as well. The program offered through TVCC would guarantee the long-term success and growth of East Texas.

When recruiting for Maintenance we consider the intangible assets an applicant brings to the table when interviewing, for certain. Yet, there are 4 major skills that a mechanic and/or technician must have. Those skills are the following:

1. Mechanical;
2. Welding with an emphasis on structural welding and stainless steel TIG welding;
3. Industrial Electrical with an emphasis on controls and automation skill with VFD, PLC, HMI and SCADA experience and proficiency; and
4. Refrigeration with an emphasis on ammonia and commercial HVAC.

Multi-craft trained industrial mechanics and technicians must have a base knowledge of the aforementioned skills, plus knowledge of hydraulics, pneumatics, power transmission, steam fired boilers, motors and pumps. To say that a local training program for this application, or even a portion of these applications, would be beneficial to our company would be a gross understatement... especially, considering that most of manufacturing is heading in the direction of equipment automation. We are thrilled by the idea of the program, in full support, excited about the possibilities, and ready to assist. Please let us know next steps!

John Stedman – Plant Manager

Garrett Johnson – Maintenance Manager

Rahni Phillips – HR Manager



Texas Workforce Commission Application for Submission Form

Texas Industry Partnership (TIP) and High Demand Job Training (HDJT) Programs

Use this form to submit one grant application per project per program at a time.

Application Instructions

Please review and complete the Application Submission Form below. Funds for these grants are allocated by fiscal year and will be considered on a first-come, first-served basis until funding has been exhausted. Local Workforce Development Boards (LWDB) may begin submitting applications for the fiscal year beginning on September 1 of each year. LWDBs should anticipate up to sixty (60) days for the completion of the TWC review and approval process through contract execution. If you have questions regarding the form, please contact us by e-mail at the program emails listed below. Once complete, please submit this completed application to your [Outreach Team member](#) via email.

Program Information

The Texas Workforce Commission (the "Agency") has dedicated Workforce Innovation and Opportunity Act (WIOA) funds to address skill gaps and industry needs. Please review the information below and select the Grant program to which you are applying. If you would like to apply for both programs, please use a separate application for each request. Each LWDB is eligible to apply for up to \$150,000 per fiscal year for each program. Each fiscal year starts on September 1 and grant applications are accepted until funds are exhausted. The allowable grant period is up to 18 months.

Select the appropriate program

<input type="checkbox"/>	High Demand Job Training (EDC Partnerships)	The intent of the High Demand Job Training Program is to support collaborations between LWDB and Economic Development Corporations (EDCs) by leveraging local economic development sales taxes committed to high-demand job training. Collaborations must engage in allowable WIOA activities, focusing on High Demand/Target Occupations job training determined by the LWDB area or at least one of the Governor's Industry Clusters.
<input type="checkbox"/>	Texas Industry Partnership (Industry Partnerships)	The intent of the Texas Industry Partnership Program is to support collaborations between LWDB and private employers, corporate foundations, and most 501(c)6 organizations. (Industry Partner(s)) by leveraging matching contributions of cash or qualifying expenditures for occupational job training. Collaborations must engage in allowable WIOA activities, focusing on High Demand/Target Occupations job training determined by the LWDB area or at least one of the Governor's Industry Clusters.

The LWDB must also submit a separate agreement between the LWDB and Partner(s) with this application, outlining all responsibilities of all which will include costs related to this project.

LWDB Information

Complete the section below:

LWDB Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

LWDB Signatory Name: _____

Title of LWDB Signatory: _____

LWDB Signatory's Email Address: _____

LWDB Signatory's Primary Phone Number: _____

*Designated LWDB Contact Name: _____

Title of Designated Contact: _____

Designated Contact's Email Address: _____

Designated Contact's Primary Phone Number: _____

*The role of the Designated LWDB Contact will be to work with the TWC Grant Manager throughout the life of the contract.

Project Summary

In the section below, provide a brief description about:

- 1) the collaboration between the LWDB and the EDC(s) or Industry Partner(s);
- 2) why the project is needed including:
 - a. a description of request;
 - b. who is involved;
 - c. why is there a need for this funding;
 - d. who will be trained, and what is to be purchased);
 - e. what is the expected impact (outcome) of the project for the EDC/Industry Partner; and
 - f. any other unique circumstances that should be considered in review of the proposed project.
- 3) In addition, please describe how the project will increase training access and help connect individuals to employment.

General Activity

Complete the section below regarding the project timeline. Please note the project start date should be, at minimum, sixty (60) days from the receipt of a complete, quality application. There must be a training activity to all projects unless requesting funding for a Workforce Study, which will have other requirements.

Estimated Project Start Date: _____

Estimated Project End Date: _____

Select all that apply to this project:

- ☐ Career Services
 ☐ Training Services
 ☐ Support Services
 ☐ * Capacity Building
☐ Mentoring
 ☐ Skills Assessment
 ☐ Workforce Study
 ☐ ** Other

*If 'Capacity Building', select one of the following:

- ☐ Equipment
 ☐ Curriculum Development

**If 'Other', please specify: _____

Timeline

Provide a timeline of each major activity in the project, and for each activity, specify which entity will have primary responsibility. Major activities/services include procurement projections, equipment installation/use estimates, training start dates, and any other relevant dates.

Program Activities/Services	Primary Responsibility	Activity/Service Start Date
<i>*example: Conduct interviews with employer partners</i>	<i>Industry Partner</i>	<i>January 2024</i>

Application Summary

Complete the sections below regarding the Governor’s Industry Clusters or High Demand/Target Occupations.

Provide the High Demand/Target Occupations from your LWDB region and/or Occupations related to Governor’s Industry Clusters supported by training and/or capacity building encompassed by this project. List only the High Demand/Target Occupations that will be affected by this application.

In the section below, identify the estimated number of individuals to be trained in High Demand/Target Occupations or Governor's Industry Clusters during the grant period. In addition, provide the estimated total number to be served based on the partnership between the EDC/Industry Partner and the LWDB.

Estimated Total Number of participants to be Served During the Grant Period
(if applicable): #

**Total Amount of (WIOA) Program Funds Requested by the LWDB: \$

**Not to exceed \$150,000 which includes a 5% administrative cost that must be related to this project

***Total Amount of LWDB Administrative Costs: \$

(***not to exceed 5% of total LWDB expenditures)

EDC/Industry Partner(s) Total Contribution must equal total amount of WIOA grant funds or 100% match of the LWDB request: \$

Total Project Costs (total amount request + partner contribution): \$

*Total Training and Related Costs Per Participant (total project costs/#trainees): \$

*The field above is not required if the project is a cluster analysis/workforce study

Individuals Served and Identified Credentials

Agency grant funds may be used for related WIOA-allowable supportive services for eligible participants, based on the LWDB's determination that the costs are reasonable and necessary to provide WIOA-allowable activities.

To be eligible to receive adult and dislocated services under this grant award participants must:

- Meet WIOA adult eligibility as follows:
 - Be 18 years of age or older;
 - Be a citizen or non-citizen authorized to work in the United States; and
 - Meet Military Selective Service registration requirements (males only); or
- Meet the definition of Dislocated Worker in WIOA § 3(15), 29 U.S.C. § 3102(15), and TWC's WIOA Guidelines for Adults, Dislocated Workers, and Youth.

To be eligible to receive youth services under this grant award participants must:

- Be a citizen or non-citizen authorized to work in the United States;
- Meet Military Selective Service registration requirements (males only ages 18 or older); and
- Meet either In-School Youth or Out-of-School Youth eligibility requirements as defined by WIOA § 129(a)(1)(B)-(C) and TWC's WIOA Guidelines for Adults, Dislocated Workers, and Youth.

Please complete the section below regarding data on the individuals served and identified credentials earned*.

Estimated Total Number of Participants to be Served During the Grant Period
(if applicable): # _____

Select (click box) the Type of Service:

☐ Training Service ☐ Supportive Service ☐ ** Other

**If 'Other', please specify: _____

Estimated Total Number of participants to be Trained: # _____

Estimated Number of Total Participants Receiving Credentials: # _____

*Although credentialing is not required, it will assist us and is strongly encouraged.

Credential 1 (if applicable)

Name of Credential: _____

Components (if applicable): _____ Acronym: _____

Estimated number of people receiving a Credential: _____

Credential 2 (if applicable)

Name of Credential: _____

Components (if applicable): _____ Acronym: _____

Estimated number of people receiving a Credential: _____

Credential 3 (if applicable)

Name of Credential: _____

Components (if applicable): _____ Acronym: _____

Estimated number of people receiving a Credential: _____

Attach additional Credentials, if necessary.

Training Partners

Training partner information is necessary to track who is providing training, the number of trainees, and what credential(s) they will provide.

Training Partner #1

Official Name of Training Partner: _____

Point of Contact Name: _____

Email Address _____

Location of Training - Street Address _____

City: _____

State: _____

Zip Code: _____

Number of trainees to train: _____

Credential to be provided (Acronym(s)): _____

Training Partner #2

Official Name of Training Partner: _____

Point of Contact Name: _____

Email Address _____

Location of Training - Street Address _____

City: _____

State: _____

Zip Code: _____

Number of trainees to train: _____

Credential to be provided (Acronym(s)): _____

Training Partner #3

Official Name of Training Partner: _____

Point of Contact Name: _____

Email Address _____

Location of Training - Street Address _____

City: _____

State: _____

Zip Code: _____

Number of trainees to train: _____

Credential to be provided (Acronym(s)): _____

Training Partner #4

Official Name of Training Partner: _____

Point of Contact Name: _____

Email Address _____

Location of Training - Street Address _____

City: _____

State: _____

Zip Code: _____

Number of trainees to train: _____

Credential to be provided (Acronym(s)): _____

Attach additional training partners, if necessary.

LWDB Project Budget Summary

Please complete the budget summary below. The total funds requested cannot exceed \$150,000. Please note that additional budget details will be required later in the grant application process.

Cost Categories	General Description AND Justification of Activities	Program Cost
Administrative		\$
Career Services (Support Services)		\$
Education and Training		\$
Equipment		\$
Supplies		\$
Other		\$
Total Funds Request (including any administrative costs):		\$

All costs must be clearly linked to the activities described in the grant application response and must be within the expenditure limitations referenced in this grant application. Include only costs that the organization anticipates incurring during the award period.

LWDB Responsibilities

This section is to confirm LWDB acknowledgment regarding the LWDB's requirements below. Once you have reviewed the section, please initial the acknowledgement stating that you have read and understand the contents issued in the section.

- 1) The LWDB receiving grant funds must use the funds to match the same amount of EDC local economic development sales tax funding or Industry Partner funding;
- 2) The LWDB understands Agency grant funding may be used for administrative costs of up to five percent (5%) of total grant expenditures;
- 3) The LWDB receiving grant funds must only use the funds for WIOA-allowable activities. This includes but is not limited to the following:
 - a) Training;
 - b) Mentoring;
 - c) Individual participant recruitment;
 - d) Skills assessment;
 - e) Job search skills improvement, job search, job referral;
 - f) Support services;
 - g) Equipment; and
 - h) Program-related minor renovation of facilities used for job training;
- 4) Cluster Analysis/workforce study (with any workforce studies are required to be performed in consultation with the Agency to reduce potential duplication);
- 5) A LWDB that provides equipment funded by this grant award to a training partner shall enter into an agreement that requires the training partner to provide an annual report to the LWDB with the location and condition of the equipment. If this agreement is contained within the MOU for this program, the annual reporting obligation survives termination or expiration of the MOU;
- 6) The LWDB understands that leverage is complete when local contributions, cash, or qualifying expenditures are received and expended for the project by the LWDB, or the LWDB receives evidence from the EDC/Industry Partner demonstrating that local funds were expended for the project during the grant period;
- 7) The LWDB understands that failure to meet leverage requirements may result in a reduction to the grant award;
- 8) The LWDB understands activities and services performed under this grant award will comply with the Financial Manual for Grants and Contracts;
- 9) The LWDB understands that expenditures must be allowable under the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200);
- 10) The LWDB understands that they shall maintain confidential eligibility documentation files for each participant receiving services;
- 11) The LWDB understands they shall comply with the requirements in the final regulations and audit compliance supplements to be promulgated by the United States Department of Labor and the Office of Management and Budget and any alternative implementation options exercised by Texas under the WIOA statute;

- 12) The LWDB agrees to expend no less than seventy-five percent (75%) of the WIOA Youth program (non-administrative) funds available to the workforce area for out-of-school youth (OSY) as set forth in WIOA § 129(a)(4), 29 U.S.C. § 3164(a)(4), unless the commission adopts a lower rate during the program year, in which case the commission-adopted rate will apply;
- 13) The LWDB understands that eligibility and the WIOA OSY 75% requirement for expenditures are required for grant funds used to provide direct services to individuals (Adult/Youth). Examples of expenditures/services that are tied directly to individual participants include: paying tuition and other fees, instructors, course supplies, skills assessments, individual participant recruitment, job search skills improvement, job search, job referral, and other supportive services;
- 14) The LWDB understands that eligibility and the WIOA OSY 75% requirement for expenditures are not required for grant funds not considered directly tied to individuals. Examples of expenditures that are not considered directly tied to individuals include: equipment, consumable supplies, curriculum development, and minor renovation of facilities;
- 15) The LWDB understands that any grant awarded under this Program shall be governed by the terms and conditions of the resulting grant award;
- 16) A LWDB receiving grants must enter into a written Agreement with each partnering EDC/Industry Partner(s) and provide the signed and dated written agreement to the Agency with the LWDB's application. Each Agreement must:
 - a) Identify each entity's roles and responsibilities;
 - b) Identify the High Demand/Target Occupations or Governor's Industry Clusters for which EDC local sales tax or leveraged funds will be used;
 - c) Separately identify and describe the activities performed by the LWDB and the EDC/Industry Partner(s), including all associated costs;
 - d) Ensure that grant funds requested by the LWDB must be matched with Industry Partner(s) leveraged funds (if cash) or expended (if expenditures) or with local economic development sales tax funding for costs that are allowable on a dollar-for-dollar basis, up to \$150,000 per year:
 - I. (Note: EDC/Industry Partner(s) may contribute more than \$150,000 to support the training activities under this grant).
 - e) Provide an assurance that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2));
 - f) Provide an assurance regarding compliance with Texas Government Code, Chapter 2264;
 - g) If applicable, identify the estimated number of individuals to be trained in High Demand/Target Occupations and/or Governor's Industry Cluster occupations;
 - h) Provide an assurance regarding compliance with the Financial Manual for Grants and Contracts by the LWDB;
 - i) Identify that the LWDB shall provide periodic Progress Reports to the Agency (according to dates listed in the contract) using an Agency-provided format;
 - j) Identify that the EDC/Industry Partner(s) will provide periodic narratives (as set forth in the LWDB contract) to the LWDB reporting cash and expenditure receipts for the reporting period; and
 - k) Be signed and dated by both the LWDB and the EDC/Industry Partner(s);

- 17) A LWDB that receives a grant award under this program shall:
- Report completed leveraged funds using the appropriate supplemental cost category in the Agency's Cash Draw and Expenditure Reporting system;
 - Provide periodic reports to the Agency (according to dates listed in the contract) using an Agency-provided format that includes: participant services/activities, EDC/Industry Partner's reported leveraged funds for the reporting period, and how those reported leveraged funds were used to meet the obligations of the grant;
 - Incorporate Progress Report narratives from all EDC/Industry Partner into the quarterly reports provided to the Agency;
 - Report participant activities, services, and outcome data through the Agency's designated information technology (IT) data automation system(s);
 - Determine eligibility and document eligibility of each participant, consistent with WIOA eligibility requirements, prior to a participant receiving any services funded with grant funds;
 - Agree to serve as the project coordinator; and
 - Clearly link all the activities with costs and be described in the grant application response and must be within the expenditure limitations referenced in this grant application. Include only costs that the organization anticipates incurring during the award period.

LWDB Initials: _____

EDC/Industry Partner Information

Complete the sections below accordingly.

- If applying for the High Demand Job Training grant, please identify the local area EDC(s) that had a role in the development of the proposed project in the section below.
- If applying for the Texas Industry Partnership grant, please identify the Industry Partner(s) that had a role in the development of the proposed project in the section below.

Note: the partnering EDC/Industry Partner will be required to provide at least one hundred percent (100%) leveraged funds toward the program. All leverage funds must be clearly linked to the activities and/or services in this application and expenditures made prior to contract execution are not eligible to be used as part of the leveraged amount. In the section below, please outline the costs the EDC/Industry Partner anticipate/anticipates incurring during the grant period.

EDC/Industry Partner 1

Official Name of EDC/Industry Partner: _____

Point of Contact Name: _____

Email Address _____

Street Address _____

City: _____

State: _____

Zip Code: _____

Total Dollar Amount Contributed: \$ _____

Please describe and explain the use of leveraged resources (identify the responsibilities and activities).

EDC/Industry Partner 2

Official Name of EDC/Industry Partner: _____

Point of Contact Name: _____

Email Address _____

Street Address _____

City: _____

State: _____

Zip Code: _____

Total Dollar Amount Contributed: \$ _____

Please describe and explain the use of leveraged resources (identify the responsibilities and activities).

EDC/Industry Partner 3

Official Name of EDC/Industry Partner: _____

Point of Contact Name: _____

Email Address _____

Street Address _____

City: _____

State: _____

Zip Code: _____

Total Dollar Amount Contributed: \$ _____

Please describe and explain the use of leveraged resources (identify the responsibilities and activities).

EDC/Industry Partner Additional

Official Name of EDC/Industry Partner: _____

Point of Contact Name: _____

Email Address _____

Street Address _____

City: _____

State: _____

Zip Code: _____

Total Dollar Amount Contributed: \$ _____

Please describe and explain the use of leveraged resources (identify the responsibilities and activities).

Attach additional partners if necessary.

EDC/Industry Partner Project Budget Summary

The partnering EDC/Industry Partner will be required to provide one hundred percent (100%) leveraged funds toward the program. All leverage funds must be clearly linked to the activities and/or services in this application. In the section below, please outline the costs the EDC/Industry Partner anticipate/anticipates incurring during the grant period. The minimum costs cannot be below the grant amount request.

Please complete the budget summary below.

Cost Categories	General Description AND Justification of Activities	Program Cost
Project Management		\$
Career Services (Support Services)		\$
Education and Training		\$
Equipment		\$
Supplies		\$
Other		\$
Total Funds Request:		\$

EDC/Industry Partner Responsibilities

This section is to confirm that the LWDB will notify that the EDC/Industry Partner will be required the following responsibilities and requirements below. Once the LWDB has reviewed the section, please initial the acknowledgement stating that you have read and understand the contents issued in this section below. The following is a requirement of the EDC/Industry Partner and should be addressed in the MOU executed between the parties:

- The EDC/Industry Partner will understand/understands that funds identified with and committed to this program cannot be expended prior to the Agency's award to the LWDB and cannot be committed as leverage for another project or program;
- "Leveraged funds" refer to local contributions of economic sales tax by an EDC and cash or qualifying expenditures by an Industry Partner that are used to support grant activities and outcomes sponsored by this program.
 - Note: Qualifying expenditure means project expenditures incurred by an Industry Partner during the grant period that is using private (non-public) funds by resources other than grant funds, and which meets the criteria listed below.
- The EDC/Industry Partner will understand/understands that local contributions must meet the following criteria to be allowable as leverage funds under the program:
 - Be identified, tracked, and verifiable in the EDC/Industry Partner's accounting records;
 - Be identified and described in this application;
 - Leveraged resources committed on this program may not be used as leverage for another project or program;
 - Must not be other State funds, public funds, or federal funds under a different award, except where federal statute allows their use for cost sharing; and
 - Program income is not allowable leverage under this program.
- The EDC/Industry Partner(s) is/are responsible for providing periodic narratives to the LWDB including, but not limited to, reporting cash and expenditure receipts for the reporting period, reporting the number of participants trained and/or served and the costs expended for each activity conducted during the reporting period.

LWDB Initials: _____

Application Acknowledgement

This section is to confirm LWDB acknowledgment for the application statements below and initial below.

- 1) We acknowledge that grant funds will not be used to encourage or induce relocation or for customized or skill training or related activities after relocation. (WIOA § 181(d)(1) and (d)(2), 29 U.S.C. § 2931(d)(1) and (d)(2));
- 2) We acknowledge that activities and services performed under this grant award will comply with Texas Government Code, Chapter 2264;
- 3) We acknowledge that no funds received under WIOA will be used to assist, promote or deter union organizing, as referred to in WIOA § 181(b)(7), 29 U.S.C. § 3241(b)(7);
- 4) We acknowledge that none of the funds made available by WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. § 8302), as referenced in WIOA § 502, 29 U.S.C. § 3342;
- 5) We acknowledge that contractors or awardees must comply with the nondiscrimination provisions of WIOA § 188 (29 U.S.C. § 3248); and
- 6) We acknowledge that none of the funds made available by WIOA may be awarded or obligated to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors in accordance with Section 521 of the Consolidated Appropriations Act, 2021, Division H, Title V of Public Law No. 116-260 and with the Federal award terms.

LWDB Initials: _____

Application Confidentiality Statement

All application information submitted is subject to and will be handled in accordance with the Texas Public Information Act, Government Code, Chapter 552. This Act allows the public to have access to information in the possession of a governmental body.

Therefore, any confidential or proprietary information contained within an application must be clearly identified by the Applicant in the application itself. Proprietary information identified by the Applicant in advance will be kept confidential by the Agency to the extent permitted by state law.

By initialing the section below, you are agreeing to abide to the Texas Public Information Act, Government Code, Chapter 552.

LWDB Initials: _____

Public Information Act

Texas Government Code, Chapter 552, gives individuals the right to access government records and prohibits an officer for public information or the officer's agent from asking why the requestor wants the records. All government information is presumed to be available to the public. However, some types of governmental information may be subject to an exception to the rule that public information must be released when requested. Governmental bodies must promptly release requested information if the information is not confidential, or the governmental body has not properly requested an exception. Public Information requests may be mailed or delivered in person to: Texas Workforce Commission, Open Records, 101 E. 15th St., Room 266, Austin, TX 78778-0001. They may also be submitted via e-mail to open.records@twc.state.tx.us, or via fax to 512-463-2990.

By initialing the section below, you are acknowledging that you have read and understand the information above regarding the Texas Government Code, Chapter 552.

LWDB Initials: _____

Records Retention

All application information submitted must be retained by the Agency for the period specified in the Agency's record retention schedule created under Texas Government Code, Chapter 441. The information may not be returned to the Applicant that submitted it during the retention period.

By initialing the section below, you are agreeing to abide to record retention schedule created under Texas Government Code, Chapter 441.

LWDB Initials: _____

Authorized Signature(s)

The LWDB shall comply with the requirements of Section 22, Preventing Conflict of Interest, of the Agency LWDB Agreement for an Integrated Workforce System (ABA). I hereby certify that no conflict precludes me from pursuing activities related to this grant. I understand that if the circumstances reflected on this form change, I have a duty to amend this certification.

I agree to perform any and all functions in an ethical manner, to the best of my ability, and with the best interest of the State of Texas paramount in all decisions.

By signing below, the Applicant LWDB agrees to function as the Grantee and Fiscal Entity for the project. The Applicant agrees to adhere to all reporting requirements, as well as the laws and regulations governing this funding, including but not limited to, Workforce Innovation and Opportunity Act (WIOA) Statewide Activity Funds, WIOA § 128 and § 133 (29 U.S.C. § 3163 and § 3173); and 20 C.F.R. Parts 680-683. Any grant awarded under this Program shall be governed by the ABA, its attachments, the Special Federal Award Terms and Conditions, and the terms and conditions in the resulting grant award.

I hereby certify that the above statements are true and correct and that I understand and agree to be bound by the commitments contained herein.

LWDB Name _____

Name of LWDB
Authorized Signatory _____

Title _____

LWDB Authorized
Signature _____

Date _____

If more than one LWDB - Authorized Signature 2 – Non-lead LWDB

2nd LWDB Name _____

Name of 2nd LWDB
Authorized Signatory _____

Title _____

2nd LWDB Authorized
Signature _____

Date _____

**TEXAS WORKFORCE COMMISSION
HIGH DEMAND JOB TRAINING PROGRAM**

8. EDC BUDGET:

8.1 Provide estimated budget amounts and a brief justification for each.

8.2 Add rows under the Contractual Costs and Other categories as necessary.

8.3 Administration is not an allowable cost under this program.

8.4 Round all figures to the nearest dollar.

**ECONOMIC DEVELOPMENT
CORPORATION(S) BUDGET:**

Palestine EDC

PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$4,500.00	Logistics Training Instructor Certification Tuition
Fringe Benefits		
In-State Travel		
Supplies	\$23,040.00	PLC Programming Software; Hand Tool Package - Motor Control; Hydraulic Oil; Hand Tool Package - Hydraulic Systems; Hand Tool Package - Mechanical 1; Hand Tool Package - Logistics; ME Station Programming Software; PLC Programming Software; Consumables Package for Logistics; PLC Programming Software
Equipment	\$363,810.00	Portable AC / DC Electrical Learning System; Portable Electric Relay Control Troubleshooting Learning System; Portable PLC Trouble Shooting Learning System; Portable Electronic Sensors Learning System; Computer Control 1 Learning System; Computer Control 2 Learning System; Electric Motor Control Learning System; Prony Brake; Variable Frequency AC Drive Learning System; PLC Motor Control Learning System; Fault Troubleshooting System; Basic Fluid Power Learning System; Mechanical Drives 1 Learning System; 95-MSB3 Logistics Training Package Including: Workstation, PC with Touchscreen, Operator Station, Sortation System, DC-drive Controlled Induction Conveyors, Automatic Package Queuing and Priority Release, Vertical Sorter, Barcode Scanner, Jam Sensors, Fault Insertion System, PLC-controlled Discharge Chutes, and Manual Rework Station; Tabletop Mechatronics Learning System; Tabletop RFID/Sensors Learning System; Tabletop Barcode Learning System; Tabletop Visual Communications Learning System
Contractual Costs		
Other		
Job Training Costs (Describe)		
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)		

**TEXAS WORKFORCE COMMISSION
HIGH DEMAND JOB TRAINING PROGRAM**

Participant Supportive Services (Describe if applicable)		
Minor Facilities Renovations Related to Job Training		
Color Code		Blue descriptions are detailed in attached Proposal #2. Yellow descriptions are detailed in attached Proposal #3. Green descriptions are detailed in attached Proposal #4.
TOTAL REQUEST	\$391,350.00	

**TEXAS WORKFORCE COMMISSION
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8. BOARD BUDGET:

8.1 Provide estimated budget amounts and a brief justification for each.

8.2 Add rows under the Contractual Costs and Other categories as necessary.

8.3 No single request may exceed \$150,000.

8.4 Administration is not an allowable cost under this program.

8.5 Round all figures to the nearest dollar.

APPLICANT BOARD: EAST TEXAS		
PROGRAM COSTS Budget Categories and Items	Estimated Board Grant Budget	Description/Justification
Personnel	\$15,300.00	Collaborative CERT Program; 2D iRVision CERT Instructor Only Program
Fringe Benefits		
In-State Travel		
Supplies	\$30,045.00	Cloud Hosting; CRZ iRVision 2D Hardware & Software Package; Robot Application Kit
Equipment	\$320,460.00	Inventory Station; Inspection Station; Distribution Station; CRX 5iA Robot Station Learning System; Flexible Workstation Package V - CRX 5iA; Portable PLC Troubleshooting Learning System; Ethernet Learning System; Manufacturing Execution Learning System; CRZ-5iA FENCELESS - Collaborative Robot Education Training Cart; Magnetically Mounted Tabletop Variable Speed Conveyor
Contractual Costs	\$6,500.00	Required Installation and Orientation; Required Installation and Orientation
5% Admin Cost	\$18,615.00	
Other		
Job Training Costs (Describe)		
Other Participant Services such as participant recruitment; skills assessment; job search skills improvement; job search; job referral (Describe if applicable)		
*Participant Supportive Services (Describe if applicable)		
Minor Facilities Renovations Related to Job Training		
Color Code		Purple descriptions are detailed in attached Proposal #1. Blue descriptions are detailed in attached Proposal #2.
TOTAL REQUEST	\$390,920.00	

**TEXAS WORKFORCE COMMISSION
HIGH DEMAND JOB TRAINING PROGRAM**

*Participant Supportive Services are Workforce Innovation and Opportunity Act (WIOA)-allowable supportive services for eligible participants, based on the Board's determination that the costs are reasonable and necessary for the individual's participation in the training.

Additional Certifications

Occupational Skills Awards:

Basic Electronics – Estimated credentials awarded per year: 15

ELPT 1011 Basic Electrical Theory

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Explain atomic structure and basic values such as voltage, current, resistance, and power; determine electrical values for combination circuits in direct current (DC) and alternating current (AC) containing resistance, inductance, and capacitance; summarize the principles of magnetism; calculate voltage drop based on conductor length, type of material, and size; and utilize electrical measuring instruments.

ELMT 1001 Programmable Logic Controllers

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Explain terminology; identify hardware components; predict Programmable Logic Controllers (PLC) operation based on ladder logic diagrams; program a PLC to perform various control functions

ELPT 1041 Motor Controls

Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Identify practical applications of jogging and plugging; describe the types of motor braking and their operating principles; explain different starting methods for large motors; and demonstrate proper troubleshooting methods on circuits using wiring and schematic diagrams.

Advanced Programmable Logic Controllers

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment. Develop ladder logic to utilize advanced programmable logic controllers (PLC) functions; demonstrate an advanced industrial control application; and apply wiring and programming techniques for industrial applications.

Automation Systems – Estimated credentials awarded per year: 15

INMT 1317 Industrial Automation

Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system.

RBTC 1041 Vision Systems

An overview of machine vision systems, including terminology and components. Topics include optics, sensors, lighting, image analysis, and user interfaces. Describe the terms related to machine vision; describe the physics of visual image perception; and install, maintain, and evaluate a vision system.

RBTC 1043 Robotics

Principles and applications of robots. Includes installation, interfacing, programming, maintenance, and safety of robots and robotic cells. Describe safety, installation, and maintenance concepts; describe the various power sources used in robotics; identify the types of robot interface systems; explain and demonstrate programming methods and control devices; and demonstrate the use of end effectors.

RBTC 2039 Robotic Programming & Diagnostics*

Emphasis on the programming of industrial robots, the development of programming techniques, and the diagnosis of faults in systems. Describe the structure of robot programs; analyze and set-up input/output signals to interface with the robot program; develop a flowchart; and write and install programs.

Basic Industrial Maintenance – Estimated credentials awarded per year: 15

INMT 1005 Introduction to Industrial Maintenance

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out

INMT 1036 Logistics

Introduction to logistics in the industrial and service industries including a working definition, material handling equipment, inventory management and warehousing, purchasing, and packaging. Emphasis on activity-based decision making.

INMT 2045 Industrial Troubleshooting

An advanced study of the techniques used in troubleshooting various types of industrial equipment including mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

INMT 1045 Computer Numerical Controls

A study of numerical controlled machine operations in a CAM/CIM environment. Emphasis on standard and computer numerical controlled (CNC) procedures for planning, preparing, and operating a computer-assisted machine.

Industry Recognized Credentials

Students who have obtained relevant OSAs will be prepared to sit for testing for the following industry-recognized credentials:

C-101 Certified Industry 4.0 Associate - Basic Operations

This certification prepares individuals to succeed in operations and assembly positions in modern production environments that use Industry 4.0 automation technologies. This certification is also ideal for individuals in related occupations who want to learn more about automated equipment and processes.

Basic Operations Competencies:

- Concepts & Terminology of Smart Manufacturing
- Basic Setup, Adjustment & Operation of Automated Machines
- Safety and Hand Tools
- Blueprint & Schematic Reading
- Precision Measurement
- Basic Electrical Control, Pneumatic, & Sensor Systems Operation
- Basic Robot Operation & Terminology
- Production Monitoring via HMI, Internet, Ethernet, & Smart Phones

C-102 Certified Industry 4.0 Associate - Advanced Operations

This certification prepares individuals to succeed in advanced operations positions in modern production environments that use Industry 4.0 automation technologies. This certification is also ideal for individuals in other related occupations, such as IT, seeking to become versed in factory floor automation and programming.

Advanced Operations Competencies:

- Smart Manufacturing System Metrics & Optimization
- Setup, Adjustment, & Operation of Computer Controlled Machines
- Basic Ethernet Network Operation
- Basic Programmable Controller Programming & Operation
- Basic Mechanical & Hydraulics System Operation & Adjustment
- Basic Mechatronic Systems Programming & Operation
- Basic Robotics & CNC Programming/Operation
- HMI Interface & Operation

C-103 Certified Industry 4.0 Associate - Robot System Operations

This certification prepares individuals to succeed in operations positions in modern production environments that use industrial robot systems and Industry 4.0 automation technologies. This certification is also ideal for maintenance technicians and IT professionals seeking to become versed in robot system operations.

Robot System Operations Competencies:

- Concepts & Terminology of Robots
- Robot Setup & Adjustment
- Robot Operations & Basic Programming
- Fixtures/End of Arm Tooling Types & Selection
- Robot-Ethernet Network Communications
- Robot I/O Device & PLC System Interfacing
- Robot Monitoring & Cycle Time Optimization
- Robot Smart Manufacturing Concepts

C-104 Certified Industry 4.0 Associate -IIoT, Networking & Data Analytics

This certification prepares individuals to succeed in operations positions in modern production environments that use Industry 4.0 automation, IIoT, optimization, and data analytics technologies. This certification is also ideal for maintenance technicians and IT professionals seeking to become versed in Industry 4.0 automation, including IIoT, networking, and data analytics.

IIoT, Networking & Data Analytics Competencies:

- Concepts of Industrial Internet of Things (IIoT)
- PLC Ethernet Messaging Communications
- Barcode & RFID Programming & Operation
- Smart Sensor Programming & Operation
- Managed Ethernet Switch Configuration & Operation
- Variable Frequency Drive Programming
- SQL Database Systems
- Data Analytics & Manufacturing Execution Systems (MES)
- Lean Manufacturing & System Optimization

Certified Electronics Technicians

Associate Level Certification

The Certified Electronics Technician (CET) Program is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. The voluntary certification concept enables employers to separate knowledgeable job applicants from those with less training and skills.

The CET program also protects consumers. In the absence of governmental licensing, the Certification Program can help assure consumers that the person entrusted to service their electronic products possesses the knowledge, the training and the experience necessary to do a good job.

Strategic Plan

We anticipate serving 90 participants over the first two years of the program with the particular OSAs awarded roughly averaging out between participants.

Year 1 – Purchase and receive equipment, Fall 2024. Setup and install equipment, Spring 2025. Instructors will train on equipment and become certified, Spring 2025. Begin registering/enrolling 1st cohorts for each Occupational Skills Award & Industry Certification, Spring 2025. Begin training, Summer 2025. Complete first cohort of Occupational Skills Award trainees, December 2025. Cohorts will initially start as 8-week programs or 4-week training programs at the requests of industry partners.

Year 2 – Assess first year cohort results and discuss with industry partners. Begin 2nd Cohorts in Spring 2026. Consider the addition of new training opportunities such as Quality Assurance Technician training, HVAC, and Plumbing. Consider adding advanced certificates. Consult advisory boards and market training to additional manufacturers in the area. Complete 4th set of cohorts in December 2026. Consider adding weekend cohorts.

Year 3 – Assess second year data and results from first full year of training. Consider and make decisions on Advanced Certificates and consider possibilities of creating an Associate of Applied Science degree based on successes and longevity of training opportunities in Advanced Manufacturing.