



**THE CITY COUNCIL OF THE CITY OF HENDERSON, TEXAS, WILL MEET ON TUESDAY, THE 9th DAY OF JULY 2024, AT 6:00 P.M. FOR A REGULAR RESCHEDULED COUNCIL MEETING, AT MUNICIPAL SERVICES COMPLEX, 300 W. MAIN STREET, FOR THE FOLLOWING PURPOSES:**

Mayor:

J.W. (Buzz) Fullen

Mayor Pro Tem

Henry Pace

Council Members:

Stephen Strong  
Reginald Weatherton  
Melissa Morton  
Gina Juarez

City Manager:

Jay Abercrombie

City Secretary

Cheryl Jimerson

**CALL TO ORDER:** *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

**CITIZENS COMMENTS**

**PRESENTATIONS/ANNOUNCEMENTS**

1. UT Tyler Health School of Medicine to provide information on free breast mammograms and free cervical education.

**CONSENT AGENDA**

2. Consideration of possible action upon the minutes of the regular scheduled meeting on June 18, 2024. (Jimerson)
3. Consideration and possible action upon HEDCO financials for the month of May 2024. (Clary)

**COUNCIL BUSINESS – REGULAR SESSION**

4. Consideration and possible action upon the emergency repair of the Sabine River Raw Water line for Henderson and Kilgore located on HWY 31. (Hortman)
5. Consideration and possible action appointing Chief Sonny Ybarra as City Fire Marshal and Assistant Chief Jeff Stoddard as Assistant City Fire Marshal.
6. Consideration and possible action upon amending Resolution 2024-06-01 making it Resolution 2024-06-01A changing the two public hearing dates from July 9 and August 6, 2024, to August 6 and August 20, 2024, for the voluntary annexation application for Good Shepherd Medical Center to be located in the 1700 Block of U.S. HWY 259 S. (Jimerson)
7. Consideration and possible action upon the second reading of Ordinance 2024-06-01 renaming Emma Street to Roquemore Street. (Jimerson)
8. Consideration and possible action upon the appointment of a search committee and selection process on the appointment of a HEDCO Executive Director. (Mayor)
9. Consideration and possible action upon Resolution 2024-07-01 entering into the 2024 Joint November Election Services Contract with the Rusk County Election Administrator as the County Election Officer. (Jimerson)
10. Consideration and possible action upon Resolution 2024-07-02 updating the Master Fee Schedule, changing rates for the Civic Center and Syrup Festival. (S.Kimbrell)

**DEPARTMENTAL REPORTS:**

11. The City Council may deliberate and make inquiry into any item listed in the Departmental Reports.

- A. City Manager
- B. Fire Department
- C. Police Department
- D. Animal Center
- E. Community Development
- F. Public Services/Parks and Recreation Department
- G. Public Utilities
- H. Finance Department
- I. City Secretary
- J. Communications and Marketing
- K. HEDCO Sales Tax Revenue May 2024
- L. Director of Operations Departmental Reports below.

Civic Center

Main Street/Tourism

Municipal Court

#### **BOARDS AND COMMISSIONS**

Board of Adjustments draft minutes of June 11, 2024 meeting.

Planning and Zoning Minutes

Cemetery Board Meeting Minutes

Main Street Meeting Minutes

Preservation Minutes

#### **EXECUTIVE SESSION:**

#### **REGULAR SESSION:**

#### **ADJOURNMENT**

12. Adjourn

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

#### **ACCESSIBILITY STATEMENT**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (903) 657-6551.

#### **CERTIFICATE**

I certify the foregoing notice was posted on the notice board in front of the Municipal Services Complex, Henderson, Texas, on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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Cheryl Jimerson, City Secretary

MINUTES OF THE  
HENDERSON CITY COUNCIL  
Regular Scheduled Meeting

June 20, 2024

**CALL TO ORDER:** *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

Mayor Fullen called the meeting to order at 6 p.m.

Council members present were Stephen Strong, Reggie Weatherton, Henry Pace, and Gina Juarez. Melissa Morton was unable to attend.

Staff members present were City Manager Jay Abercrombie, City Secretary Cheryl Jimerson, Chief of Police Chad Taylor, Fire Chief Sonny Ybarra, Director of Operations Davis Brown, Director of Public Services Kirk Kimbrell, Director of Utilities Randy Boyd, Planning and Zoning Administrator/Building Official Dennis Williams, Finance Director Karen Arnall, Animal Center Director Charissa Pool, Civic Center Manager Stephanie Kimbrell, Community Development Manager/Building Official Cliff McElfresh, Admin Assistant Supervisor/Accounts Payable/Purchasing Coordinator/Cemetery Laura Farquhar, Communications and Marketing Coordinator Phedra Johnson, and HEDCO Director John Clary.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Council Member Reggie Weatherton gave the invocation, Mayor Buzz Fullen led the pledges.

**CITIZENS COMMENTS**

There were no citizens' comments.

**PRESENTATIONS/ANNOUNCEMENTS**

Mayor Fullen acknowledged Cason Weatherton, stating that we were here this time last year acknowledging Cason's State Championship win. Here we are again, two years in a row! Congratulations Cason. What is your next step, asked Mayor Fullen? Cason said he would continue with UIL State Track and Field programs. Mayor Fullen asked Council member Reggie Weatherton if he had anything he would like to add to the acknowledgment of his grandson's accomplishments.

Council Member Reggie Weatherton said he was very thankful. The day Cason was born, nobody knew that someday this could happen. I do remember giving Cason's mother a big solid glass rock telling her to remember that "There is nothing too hard for God!"

**CONSENT AGENDA**

1. Consideration and possible action upon the minutes of the regular scheduled Council meeting on May 21, 2024.

2. Consideration and possible action upon HEDCO financials for the month of April 2024. (Clary)

3. Consideration and possible action upon street closures for the Freedom Fest to be held on July 6, 2024.

Council Member Gina Juarez made a motion to approve the consent agenda, duly seconded by Council Member Stephen Strong. The vote was unanimous.

**COUNCIL BUSINESS – REGULAR SESSION**

4. Consideration and possible action upon a recommendation from the Cemetery Board appointing Neva Hand as a member of the Cemetery Board. (K.Kimbrell)

Public Services Director Kirk Kimbrell stated, the cemetery board met in May with an application submitted for a new board member. The board considered the application and made a recommendation for the City Council to approve Neva Hand as a new member.

Council Member Gina Juarez made a motion approving the Cemetery Board's recommendation to add Neva Hand as a new board member, duly seconded by Council Member Henry Pace. The vote was unanimous.

5. Consideration and possible action upon Resolution 2024-06-01 setting two public hearing dates of July 9th and August 6th, 2024 upon a voluntary annexation application for Good Shepherd Medical Center to be located in the 1700 Block of State HWY 259. (Jimerson)

Council Member Reggie Weatherton made a motion to approve Resolution 2024-06-01 setting two public hearing dates for July 9 and August 6, 2024 upon the voluntary annexation of the Christus Good Shepard Medical Center, duly seconded by Council Member Stephen Strong. The vote was unanimous.

6. Consideration upon the first reading of Ordinance 2024-06-01 renaming Emma Street to Roquemore Street authorizing an ordinance to be put in place for the name change. (Jimerson)

Council had no questions or comments on the first reading of Ordinance 2024-06-01 renaming Emma Street to Roquemore Street.

7. Consideration and possible action upon the second reading of Ordinance 2024-05-01 on the proposed annexation for parts of TXDOT ROW on Loop 571, State Highway 323 and FM 2276. (Jimerson)

City Secretary Cheryl Jimerson stated there were no changes needed to this ordinance from the first reading.

Council Member Stephen Strong made a motion approving Ordinance 2024-05-01 annexation of parts of the TXDOT ROW on Loop 571, State Highway 323, and FM 2276, duly seconded by Council Member Reggie Weatherton. The vote was unanimous.

8. Consideration and possible action upon the second reading of Ordinance 2024-05-02 on the proposed annexation of the Jim Allen Estate owned by HEDCO located on the corner of Loop 571 and FM 2276. (Jimerson)

City Secretary Cheryl Jimerson stated there were no changes needed to this ordinance from the first reading.

Council Member Stephen Strong made a motion approving Ordinance 2024-05-02 for the voluntary annexation of the Jim Allen Estate located on the corner of Loop 571 and FM 2276, duly seconded by Council Member Gina Juarez. The vote was unanimous.

9. Consideration and possible action upon the second reading of Ordinance 2024-05-03 on the proposed annexation of the East Texas Regional Business Park owned by HEDCO located on the corner of loop 571 and between State Highway 323 and FM 2276. (Jimerson)

City Secretary Cheryl Jimerson stated there were no changes needed to this ordinance from the first reading.

Council Member Reggie Weatherton made a motion approving Ordinance 2024-05-03 on the voluntary annexation of the East Texas Regional Business Park located on Loop 571, State Highway. 323 and FM 2276, duly seconded by Council Member Henry Pace. The vote was unanimous.

10. Consideration and possible action upon the second reading of Ordinance 2024-05-04 amending chapter 4 of the Code of Ordinances enforcing Sex Offenders residency restrictions. (Taylor)

Chief Police Chad Taylor stated this will be another law enforcement tool to help keep children safe.

Council Member Gina Juarez made a motion approving Ordinance 2024-05-04 enforcing Sex Offenders Residency restrictions, duly seconded by Council Member Henry Pace. The vote was unanimous.

11. Consideration and possible action upon the second reading of Ordinance 2024-05-05 changing the zoning from R1 a Residential Zone, to IS an Institutional Zone for the Rusk County Emergency Services District located at 1515 Whippoorwill. (Williams)

Council Member Reggie Weatherton made a motion approving Ordinance 2024-05-05 for the Residential Zone to be changed to an Institutional Zone for the Rusk County Emergency Services District, duly seconded by Council Member Stephen Strong. The vote was unanimous.

12. Consideration and possible action moving the Regular Council meeting from July 16th to July 9th, 2024. (Jimerson/Abercrombie)

The City Manager stated the changing the council meeting dates are mostly budget related and that he would be out of town on the 16th.

Council Member Gina Juarez made a motion to approve changing the meeting dates, duly seconded by Council Member Reggie Weatherston. The vote was unanimous.

13. Consideration and possible action calling for Regularly Scheduled Council meetings to be held August 6th, September 3rd and September 10th, 2024. (Abercrombie)

City Manager Jay Abercrombie stated this is due to the budget calendar.

Council Member Stephen Strong made a motion to approve calling for regular rescheduled meetings, duly seconded by Council Member Henry Pace. The vote was unanimous.

14. Consideration and possible action upon calling for two public hearings on the 2024-2025 proposed budget and proposed tax rate to be held August 20th and September 3rd, 2024. (Abercrombie)

City Manager Jay Abercrombie stated this is due to the budget calendar deadlines and requirements.

Council Member Gina Juarez made a motion approving public hearing dates, duly seconded by Council Member Reggie Weatherston. The vote was unanimous.

#### **DEPARTMENTAL REPORTS:**

15. The City Council may deliberate and make inquiry into any item listed in the Departmental Reports.

A. City Manager

B. Fire Department

C. Police Department

D. Animal Center

E. Community Development

F. Public Services/Parks and Recreation Department

G. Public Utilities

H. Finance Department

I. City Secretary

J. Communications and Marketing

K. HEDCO Sales Tax Revenue April 2024

L. Director of Operations Departmental Reports below.

Civic Center

## Main Street/Tourism

### May 2024 Monthly Report

#### Municipal Court

Council Member Reggie Weatherton asked for the scope of work on the next street project. Director of Operations Davis Brown stated the City Engineer should have it ready within the next month. Council Member Weatherton also asked for more code enforcement within his neighborhood and had complaints about trees that have fallen.

### **BOARDS AND COMMISSIONS**

Board of Adjustments Minutes

Planning and Zoning Minutes

Cemetery Board Meeting Summary of Discussion of May 29, 2024

Main Street Meeting Minutes

Preservation Minutes

### **EXECUTIVE SESSION:**

### **REGULAR SESSION:**

### **ADJOURNMENT**

16. Adjourn

Council Member Reggie Weatherton made a motion to adjourn at 6:27 p.m., duly seconded by Council Member Stephen Strong. The vote was unanimous.

ATTEST:

APPROVED:

\_\_\_\_\_  
Cheryl Jimerson, City Secretary

\_\_\_\_\_  
John Fullen, Mayor



# City Council

## Agenda Item # 3.

**SUBJECT:** Consideration and possible action upon HEDCO financials for the month of May 2024. (Clary)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** HEDCO

**CONTACT:** John Clary, HEDCO Director

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**RECOMMENDED CITY COUNCIL ACTION:** To approve HEDCO financials May 2024

**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. HEDCO FINANCIALS 2023-2024 (Updated Thru (2024-05-31))

HEDCO - APPROVED BUDGET 2023-2024

|    |                  |   |                                                                                      |                                                    |              |                                                             |              |               |              |        |                                                                                                                                                                                                   |
|----|------------------|---|--------------------------------------------------------------------------------------|----------------------------------------------------|--------------|-------------------------------------------------------------|--------------|---------------|--------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | A                | B | C                                                                                    | D                                                  | E            | F                                                           | G            | H             | I            | J      | K                                                                                                                                                                                                 |
| 1  | Last Edit Date:  |   | June 11, 2024                                                                        | TYPE A and B EDC                                   |              | All expenditures expected to come from Type A bank account. |              |               |              |        |                                                                                                                                                                                                   |
| 2  | Budget approved: |   | HEDCO - August 22, 2023                                                              | 05/31/2024 Type A Checking Acct. # 4911857 Balance |              |                                                             | \$           | 545,603.98    |              |        |                                                                                                                                                                                                   |
| 3  | Budget approved: |   | City Council - August 22, 2023                                                       | 05/31/2024 Money Market Acct. # 4011759 Balance    |              |                                                             | \$           | 1,208,957.94  |              |        |                                                                                                                                                                                                   |
| 4  | Budget amended:  |   |                                                                                      | 05/31/2024 Type B Checking Acct. # 4271963 Balance |              |                                                             | \$           | 4,389,568.99  |              |        |                                                                                                                                                                                                   |
| 5  |                  |   |                                                                                      | Total Account Balances                             |              |                                                             | \$           | 6,144,130.91  |              |        |                                                                                                                                                                                                   |
| 6  |                  |   |                                                                                      | Approved                                           | Final        |                                                             | APPROVED     |               | Y-T-D        |        |                                                                                                                                                                                                   |
| 7  |                  |   |                                                                                      | Budget                                             | Budget       |                                                             | BUDGET       | 1-Month Ended | 2023-2024    | % Of   |                                                                                                                                                                                                   |
| 8  | Acct.#           |   | Description                                                                          | 2022-2023                                          | 2022-2023    |                                                             | 2023-2024    | 5/31/2024     | 9/30/2024    | Budget | Notes                                                                                                                                                                                             |
| 9  |                  |   |                                                                                      |                                                    |              |                                                             | 12           | 7             |              | 58%    | Percent of year completed                                                                                                                                                                         |
| 10 | REVENUE          |   |                                                                                      |                                                    |              |                                                             |              |               |              |        |                                                                                                                                                                                                   |
| 11 | 3010             |   | Sales Tax Revenues Type B                                                            | 1,750,000.00                                       | 1,860,457.77 |                                                             | 1,910,000.00 | 209,555.06    | 1,506,058.17 | 79%    |                                                                                                                                                                                                   |
| 12 | 3025             |   | Interest Income - Type A                                                             | 165,500.00                                         | 158,463.05   |                                                             | 130,000.00   | 4,593.45      | 48,689.23    | 37%    |                                                                                                                                                                                                   |
| 13 | 3025             |   | Interest Income - Type B                                                             |                                                    |              |                                                             | 69,000.00    | 10,657.74     | 69,074.36    | 100%   |                                                                                                                                                                                                   |
| 14 | 3030             |   | Land Sales -Old Industrial Park                                                      | 123,246.60                                         | 203,346.60   |                                                             |              |               | 3,171.54     |        | Sale of undivided interest in the Jim Allen Estate                                                                                                                                                |
| 15 | 3059             |   | Lease Income - Texas Materials Group - 29.16 Ac.                                     | 12,800.00                                          | 12,800.00    |                                                             |              |               |              |        | Previous Year - Mo.Lease - Industrial Dr. (CR 203) was Texas Bit/Oldcastle - Complete 9/2023 (to receive \$1600.00 per month 2/2022 thru 9/2023) <a href="#">Lease Agreement ENDED JUNE, 2023</a> |
| 16 | 3090             |   | Other (Misc) Revenue                                                                 | 115,463.13                                         | 115,463.13   |                                                             |              |               | 5,000.00     |        | \$5,000 Grant from SWEPCO                                                                                                                                                                         |
| 17 |                  |   | TOTAL REVENUE                                                                        | 2,167,009.73                                       | 2,350,530.55 |                                                             | 2,109,000.00 | 224,806.25    | 1,631,993.30 | 77%    |                                                                                                                                                                                                   |
| 18 |                  |   |                                                                                      |                                                    |              |                                                             |              |               |              |        |                                                                                                                                                                                                   |
| 19 | * Footnote       |   | Note Reciveable from Rusk County Rural Rail District - Not Included in Budget Totals |                                                    |              |                                                             |              |               |              |        | Notes receivable accrue on the balance sheet vs.the budget at. \$6,666.67 per month. <b>Pmt. Deferred for 15 years until 2037.</b>                                                                |
| 20 |                  |   |                                                                                      |                                                    |              |                                                             |              |               |              |        |                                                                                                                                                                                                   |

HEDCO - APPROVED BUDGET 2023-2024

|    | A                                                   | B                                   | C                                                        | D          | E         | F | G            | H             | I          | J      | K                                                                                                                            |
|----|-----------------------------------------------------|-------------------------------------|----------------------------------------------------------|------------|-----------|---|--------------|---------------|------------|--------|------------------------------------------------------------------------------------------------------------------------------|
| 6  |                                                     |                                     |                                                          | Approved   | Final     |   | APPROVED     |               | Y-T-D      |        |                                                                                                                              |
| 7  |                                                     |                                     |                                                          | Budget     | Budget    |   | BUDGET       | 1-Month Ended | 2023-2024  | % Of   |                                                                                                                              |
| 8  | Acct.#                                              |                                     | Description                                              | 2022-2023  | 2022-2023 |   | 2023-2024    | 5/31/2024     | 9/30/2024  | Budget | Notes                                                                                                                        |
| 21 | EXPENDITURES                                        |                                     |                                                          |            |           |   |              |               |            |        |                                                                                                                              |
| 22 | Economic Development Expenses                       |                                     |                                                          |            |           |   |              |               |            |        |                                                                                                                              |
| 23 | 6116                                                |                                     | Henderson Canvas Products, Inc.                          |            |           |   |              |               |            |        | Job creation incentive, 6-jobs @ \$5,000 /job. Forgiveable loan executed March 2021. <b>\$30,000 forgiveable Loan in A/R</b> |
| 24 | 6119                                                |                                     | High Demand Job Training Grant #5                        | 50,000.00  |           |   | 50,000.00    |               |            |        | Application for \$75,000 submitted and approved.                                                                             |
| 25 | 6120                                                |                                     | Proj Provalus - Remodel Old City Hall Complex            |            | 68,378.16 |   | 270,000.00   | 2,975.00      | 379,637.19 |        | Project Provalus - Renovation of old city hall complex. Max exposure is \$325,000. Expended 68,378                           |
| 26 | 6121                                                |                                     | Proj Provalus - Utilities                                |            |           |   |              | 1,739.15      | 12,002.53  |        | HEDCO is responsible for the utilities for the old city hall complex for the 1st 2-years of Provalus 10-year lease.          |
| 27 | 6122                                                |                                     | US 259 Infrastructure (Christus)                         |            |           |   | 750,000.00   |               |            |        | Infrastruture for new Christus Clinic. Total exposure for the project is \$750,000                                           |
| 28 | 6123                                                |                                     | Project K&L Recycling                                    |            |           |   | 190,000.00   |               |            |        | Was for incentives for K&L Recycling. Project is on indefinite hold.                                                         |
| 29 | 6124                                                |                                     | Project SWEPCO                                           |            |           |   | (173,559.00) |               |            |        | Revenue for sale of 10 acres to SWEPCO.                                                                                      |
| 30 | 6125                                                |                                     | Project Provalus Parking Lot                             |            |           |   |              | 6,000.00      | 9,330.00   |        |                                                                                                                              |
| 31 | 6190                                                |                                     | Matching Grants for Buisness Retention - Industrial Park | 150,000.00 |           |   | 150,000.00   |               |            |        |                                                                                                                              |
| 32 | 6200                                                |                                     | Business Incentives for new or existing businesses       | 350,000.00 | 4,000.00  |   | 350,000.00   |               |            |        | Place Holder - Reserve for Incentive for New Businesses. \$5,000 per job x 100 jobs.                                         |
| 33 |                                                     |                                     |                                                          |            |           |   |              |               |            |        |                                                                                                                              |
| 34 |                                                     | Total Economic Development Expenses |                                                          | 550,000.00 | 72,378.16 |   | 1,586,441.00 | 10,714.15     | 400,969.72 | 73%    |                                                                                                                              |
| 35 |                                                     |                                     |                                                          |            |           |   |              |               |            |        |                                                                                                                              |
| 36 | Supplies, Office Expenses and Professional Services |                                     |                                                          |            |           |   |              |               |            |        |                                                                                                                              |
| 37 | 6501                                                |                                     | Accounting (Monthly Bookkeeping + Annual Audit)          | 12,000.00  | 10,590.00 |   | 14,000.00    | 600.00        | 10,195.00  | 73%    | PB&J Accounting, Auditor Morgan LaGrone CPA                                                                                  |
| 38 | 6502                                                |                                     | Insurance - General Liability                            | 1,500.00   | 1,500.00  |   | 1,500.00     | -             | 1,500.00   | 100%   | City of Henderson Liability premium to HEDCO. Lump sum annual payment.                                                       |
| 39 | 6503                                                |                                     | Legal (Attorney)                                         | 30,000.00  | 39,459.60 |   | 35,000.00    | 135.00        | 19,490.38  | 56%    | Legal fees                                                                                                                   |
| 40 | 6504                                                |                                     | Office Expenses                                          | 1,500.00   | 2,995.71  |   | 2,500.00     | 112.07        | 2,157.96   | 86%    | Office supplies, copy paper, printer cartridges, computers, printer, furniture, bookshelves, storage, etc.                   |
| 41 | 6505                                                |                                     | Postage & Shipping                                       | 100.00     | 261.75    |   | 250.00       |               |            | 0%     | Stamps, Fed-Ex, UPS                                                                                                          |

HEDCO - APPROVED BUDGET 2023-2024

|    | A      | B | C                                                                                                      | D          | E          | F | G          | H             | I          | J       | K                                                                                                                                                               |
|----|--------|---|--------------------------------------------------------------------------------------------------------|------------|------------|---|------------|---------------|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  |        |   |                                                                                                        | Approved   | Final      |   | APPROVED   |               | Y-T-D      |         |                                                                                                                                                                 |
| 7  |        |   |                                                                                                        | Budget     | Budget     |   | BUDGET     | 1-Month Ended | 2023-2024  | % Of    |                                                                                                                                                                 |
| 8  | Acct.# |   | Description                                                                                            | 2022-2023  | 2022-2023  |   | 2023-2024  | 5/31/2024     | 9/30/2024  | Budget  | Notes                                                                                                                                                           |
| 42 | 6506   |   | Property Tax                                                                                           |            | 70.53      |   | 75.00      | 3,900.92      | 4,050.75   | 5401%   | Copy machine tax + 1/2 year for old city hall complex before lease                                                                                              |
| 43 | 6507   |   | Telephone, Cell (Admin)                                                                                | 600.00     | 550.00     |   | 600.00     | -             | 250.00     | 42%     | Office Phone, Cell for Adm. Asst.                                                                                                                               |
| 44 | 6508   |   | Utilities - HEDCO Offices                                                                              |            |            |   |            | -             | -          |         | Potential utilities in new building.                                                                                                                            |
| 45 | 6509   |   | Professional Services - Consulting Fees, Engineering, Design, Architectural (Part of Capital Expenses) | 225,000.00 | 202,791.96 |   | 225,000.00 | 0             | 41,794.00  | 19%     | New Business Park, Professional Services, Property Surveys, Engineering, Phase 1 Environmentals, Streets, Drainage, Sidewalks, Water, Sewer, Fiber, Natural Gas |
| 46 |        |   | Subtotal - Supplies, Office Expenses and Professional                                                  | 270,700.00 | 258,219.55 |   | 278,925.00 | 4,747.99      | 79,438.09  | 29%     |                                                                                                                                                                 |
| 47 |        |   |                                                                                                        |            |            |   |            |               |            |         |                                                                                                                                                                 |
| 48 |        |   | Personnel Expenses                                                                                     |            |            |   |            |               |            |         |                                                                                                                                                                 |
| 49 | 7001   |   | Contract Labor - Executive Director (with City)                                                        | 161,539.00 | 138,553.08 |   | 161,539.00 | 10,686.63     | 96,447.61  | 60%     | Salary, Insurance, Retirement, Cell Phone, Car Allowance, W/H invoiced by City of Henderson,                                                                    |
| 50 | 7002   |   | Insurance Life - Adm. Asst.                                                                            | 1,200.00   |            |   |            |               |            |         | Life Insurance - Office Manager Karen Smith                                                                                                                     |
| 51 | 7003   |   | Insurance Health - Adm. Asst.                                                                          | 5,044.00   | 4,176.14   |   |            |               |            | #DIV/0! | Medical Insurance - Office Manager Karen Smith                                                                                                                  |
| 52 | 7004   |   | Insurance Worker's Comp - Adm. Asst.                                                                   | 396.00     | 381.52     |   |            |               | (45.00)    | #DIV/0! | Hartford Ins. - Office Manager Karen Smith                                                                                                                      |
| 53 | 7007   |   | Retirement -Adm. Asst.                                                                                 | 4,000.00   | 3,957.98   |   |            |               |            | #DIV/0! | Kansas City Life - Office Manager Karen Smith                                                                                                                   |
| 54 | 7008   |   | Salary - Adm. Asst.                                                                                    | 49,850.00  | 45,549.63  |   |            |               |            | #DIV/0! | Salary - Office Manager Karen Smith                                                                                                                             |
| 55 | 7009   |   | Payroll Taxes - Adm Asst.                                                                              | 4,950.00   | 4,200.63   |   |            |               |            | #DIV/0! | Payroll Taxes - Office Manager Karen Smith                                                                                                                      |
| 56 | 7010   |   | Contract Labor - Dir. of Marketing/Business Dev.                                                       | 108,280.00 | 67,510.14  |   | 89,500.00  | -             | 45,135.99  | 50%     | Salary, Insurance, Retirement, Cell Phone, Car Allowance, W/H invoiced by City of Henderson. Director of Marketing                                              |
| 57 | 7011   |   | Insurance Health - Dir. of Marketing                                                                   | 3,940.00   | 3,937.14   |   | 5,250.00   | -             | 1,212.00   | 23%     | Health Insurance - Director of Marketing                                                                                                                        |
| 58 |        |   | Contract Labor - Administrative Assistant                                                              |            | 722.77     |   | 70,500.00  | 6,541.79      | 53,378.23  |         |                                                                                                                                                                 |
| 59 | 7020   |   | Contract Labor - Admin Asst Part Time                                                                  |            |            |   | 30,000.00  |               |            |         | Contract labor - Projected                                                                                                                                      |
| 60 | 7022   |   | Contract Labor - Attorney                                                                              |            |            |   |            | 2,846.20      | 12,807.90  |         |                                                                                                                                                                 |
| 61 |        |   | Subtotal - Personnel Expenses                                                                          | 339,199.00 | 268,989.03 |   | 356,789.00 | 20,074.62     | 208,936.73 | 59%     |                                                                                                                                                                 |
| 62 |        |   |                                                                                                        |            |            |   |            |               |            |         |                                                                                                                                                                 |

HEDCO - APPROVED BUDGET 2023-2024

|    | A                | B | C                                                                                                                                             | D          | E         | F | G          | H             | I         | J      | K                                                                                                                                                                                                 |
|----|------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|---|------------|---------------|-----------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  |                  |   |                                                                                                                                               | Approved   | Final     |   | APPROVED   |               | Y-T-D     |        |                                                                                                                                                                                                   |
| 7  |                  |   |                                                                                                                                               | Budget     | Budget    |   | BUDGET     | 1-Month Ended | 2023-2024 | % Of   |                                                                                                                                                                                                   |
| 8  | Acct.#           |   | Description                                                                                                                                   | 2022-2023  | 2022-2023 |   | 2023-2024  | 5/31/2024     | 9/30/2024 | Budget | Notes                                                                                                                                                                                             |
| 63 | Program Expenses |   |                                                                                                                                               |            |           |   |            |               |           |        |                                                                                                                                                                                                   |
| 64 | 7201             |   | Website Annual License Fees                                                                                                                   | 9,400.00   | 3,074.00  |   | 3,074.00   | -             | 4,075.00  | 133%   | Annual License Fee to ED Suite. Invoiced Nov 31 annually.                                                                                                                                         |
| 65 | 7202             |   | Website Development, Maintenance, Upgrades, etc.                                                                                              | 12,094.00  | 13,095.00 |   | 5,000.00   | -             | 5,000.00  |        | Website CMS technology update (back end), new photo gallery, better mapping, new business park pages, updated property search tool, incentives tool - Website design updates by EDSuite           |
| 66 | 7203             |   | Advertising and Marketing                                                                                                                     | 70,100.00  | 43,705.23 |   | 70,000.00  | 1,245.00      | 21,251.14 | 30%    | Print ads, Direct mail or email, Marketing travel, Trade shows, Sponsorships, Printed flyers & brochures, Marketing signage, Videos, Billboard, Public Notices, + Business Park Coming Soon Signs |
| 67 | 7204             |   | Meetings and Entertainment                                                                                                                    | 14,500.00  | 10,650.26 |   | 12,000.00  | 134.41        | 1,241.25  | 10%    | Meeting refreshments, BREP meals, Prospect Hosting, Industry Appreciation Luncheon                                                                                                                |
| 68 | 7205             |   | Dues, Memberships & Subscriptions                                                                                                             | 17,250.00  | 6,648.32  |   | 10,000.00  | 230.96        | 12,317.83 | 123%   | Chamber of Commerce, TEDC, Rotary, Team Texas, ICSC, NETEDR, Adobe AcrobatDC (2), Place Marketing, also Computer Programs & Subscriptions                                                         |
| 69 | 7206             |   | Training & Travel - Non-Marketing Conferences, Webinars, Seminars and Training (Including Travel), Admin. Asst. Mileage, Misc Consulting Fees | 25,000.00  | 8,684.17  |   | 12,000.00  | 1,002.20      | 6,850.29  | 57%    | TEDC Conferences, Training Workshops, Webinars, PFIA Training, Software Technical Assistance, Rusk County Days Austin Trip, Admin Assistant Mileage.                                              |
| 70 | 7207             |   | Non Engineering Studies                                                                                                                       | 2,000.00   |           |   |            | -             | 7,750.00  |        | Hotel study                                                                                                                                                                                       |
| 71 | 7208             |   | Special Projects                                                                                                                              |            |           |   |            |               |           |        |                                                                                                                                                                                                   |
| 72 | 7209             |   | BREP Matching Grant Program (Type B Program) (Placeholder)                                                                                    |            |           |   |            |               |           |        | Business Retention - Matching grants for current or new businesses in current industrial parks.                                                                                                   |
| 73 |                  |   | Subtotal - Program Expenses                                                                                                                   | 150,344.00 | 85,856.98 |   | 112,074.00 | 2,612.57      | 58,485.51 | 52%    |                                                                                                                                                                                                   |
| 74 |                  |   |                                                                                                                                               |            |           |   |            |               |           |        |                                                                                                                                                                                                   |

HEDCO - APPROVED BUDGET 2023-2024

|    | A                                              | B | C                                                        | D            | E          | F | G            | H             | I          | J      | K                                                                           |
|----|------------------------------------------------|---|----------------------------------------------------------|--------------|------------|---|--------------|---------------|------------|--------|-----------------------------------------------------------------------------|
| 6  |                                                |   |                                                          | Approved     | Final      |   | APPROVED     |               | Y-T-D      |        |                                                                             |
| 7  |                                                |   |                                                          | Budget       | Budget     |   | BUDGET       | 1-Month Ended | 2023-2024  | % Of   |                                                                             |
| 8  | Acct.#                                         |   | Description                                              | 2022-2023    | 2022-2023  |   | 2023-2024    | 5/31/2024     | 9/30/2024  | Budget | Notes                                                                       |
| 75 | Repairs and Maintenance (Non-Capital Expenses) |   |                                                          |              |            |   |              |               |            |        |                                                                             |
| 76 | 7302                                           |   | Property Maintenance - Frisco Street Parcel (29 acres)   | 4,000.00     | 3,565.00   |   | 2,500.00     | -             | 900.00     | 36%    | Maintenance (Mowing, Clearing, Trimming, water detention, etc)              |
| 77 | 7303                                           |   | Property Maintenance - Taylor Street/Greenbelt           | 600.00       | 500.00     |   | 500.00       |               |            | 0%     | Greenbelt Maintenance                                                       |
| 78 | 7304                                           |   | Property Maintenance - Old Industrial Park               | 40,000.00    | 34,513.75  |   |              | -             | 25,000.00  |        | Few Land & Timber - 29 acres old industrial park                            |
| 79 | 7305                                           |   | Property Maintenance - East Texas Regional Business Park | 35,000.00    | 51,100.00  |   | 75,000.00    | 37,625.00     | 65,925.00  | 88%    | Mowing, trimming, repairs & maintenance                                     |
| 80 | 7306                                           |   | Monument and Wayfinding Sign - Industrial Park           |              |            |   |              | -             | 1,450.00   |        | Sign at CR 203 & Loop 571 (TXDOT Won't Allow)                               |
| 81 |                                                |   | Property Maintenance,Jim Allen Estate                    |              |            |   | 400,000.00   |               |            |        | Clearing & pipeline moving                                                  |
| 82 | 7307                                           |   | Railroad Preventative Maintenance (Ties)                 |              |            |   |              |               |            |        | To facilitate NETRMA Grant for RR ties. \$240,000 reimbursement (Completed) |
| 83 | 7308                                           |   | Remodel CAC Bldg & Furnishings                           |              |            |   |              |               |            |        | Previous years                                                              |
| 84 | 7309                                           |   | Property Maintenance - Old City Hall Complex             |              | 1,947.79   |   | 10,000.00    | 0.00          | 5,274.83   |        | Maintenance items not covered by Provalus agreement                         |
| 85 |                                                |   | Subtotal - Repairs and Maintenance (Non-Capital)         | 79,600.00    | 91,626.54  |   | 488,000.00   | 37,625.00     | 98,549.83  | 20%    |                                                                             |
| 86 |                                                |   |                                                          |              |            |   |              |               |            |        |                                                                             |
| 87 | TOTAL EXPENSES                                 |   |                                                          | 1,389,843.00 | 777,070.26 |   | 2,822,229.00 | 75,774.33     | 846,379.88 | 30%    |                                                                             |
| 88 |                                                |   |                                                          |              |            |   |              |               |            |        |                                                                             |

HEDCO - APPROVED BUDGET 2023-2024

|     | A                                                | B                                                     | C                                                                                                                                   | D              | E              | F | G              | H             | I            | J      | K                                                                                                                                                                                            |
|-----|--------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|---|----------------|---------------|--------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6   |                                                  |                                                       |                                                                                                                                     | Approved       | Final          |   | APPROVED       |               | Y-T-D        |        |                                                                                                                                                                                              |
| 7   |                                                  |                                                       |                                                                                                                                     | Budget         | Budget         |   | BUDGET         | 1-Month Ended | 2023-2024    | % Of   |                                                                                                                                                                                              |
| 8   | Acct.#                                           |                                                       | Description                                                                                                                         | 2022-2023      | 2022-2023      |   | 2023-2024      | 5/31/2024     | 9/30/2024    | Budget | Notes                                                                                                                                                                                        |
| 89  | CAPITAL OUTLAY                                   |                                                       |                                                                                                                                     |                |                |   |                |               |              |        |                                                                                                                                                                                              |
| 90  | 7501                                             |                                                       | Purchase of Property for New Business Park                                                                                          | 400,000.00     | 345,654.03     |   | 234,000.00     | -             | 7,802.96     |        | 2019-20 Alford Parcel \$1,044,000, 2020-21 Richardson Parcel \$327,621.95. 2020-21 9.786 Acres \$39,144. 2022-23 Jim Allen Estate \$345,444, 2023-24 Colley Property \$230,000 + \$12,500.00 |
| 91  | 7502                                             |                                                       | East Texas Reg. Business Park - Capital Expenditures - Utilities & Street Improvements, Land Clearing, Sidewalks, Pond improvements | 3,800,000.00   | 2,897,119.01   |   | 1,037,933.50   | 5,000.00      | 954,272.95   | 92%    | John Wright Construction, Few Land & Timber & Other Contractors                                                                                                                              |
| 92  | 7503                                             |                                                       | Grant Match for TCF Grant - Morris Street                                                                                           |                |                |   |                |               |              |        | Previous Year - TCF Program was Shelved by TX Ag Commission                                                                                                                                  |
| 93  | 7504                                             |                                                       | Speculative Building - Design and Construction                                                                                      |                |                |   |                |               |              |        | Engineer, design and construct a 20,000 sq ft building. On HOLD                                                                                                                              |
| 94  |                                                  |                                                       | CR203 Industrial Drive Improvements                                                                                                 |                |                |   | 2,000,000.00   |               |              |        | Project estimated at \$4 million. Need participation by City and County                                                                                                                      |
| 95  |                                                  | Total Capital Outlay                                  |                                                                                                                                     | 4,200,000.00   | 3,242,773.04   |   | 3,271,933.50   | 5,000.00      | 962,075.91   | 29%    |                                                                                                                                                                                              |
| 96  |                                                  |                                                       |                                                                                                                                     |                |                |   |                |               |              |        |                                                                                                                                                                                              |
| 97  | TOTAL EXPENDITURES (Expenses + Capital Outlay)   |                                                       |                                                                                                                                     | 5,589,843.00   | 4,019,843.30   |   | 6,094,162.50   | 80,774.33     | 1,808,455.79 | 30%    |                                                                                                                                                                                              |
| 98  | Totals                                           |                                                       |                                                                                                                                     |                |                |   |                |               |              |        |                                                                                                                                                                                              |
| 99  |                                                  | Total Revenues                                        |                                                                                                                                     | 2,167,009.73   | 2,350,530.55   |   | 2,109,000.00   | 224,806.25    | 1,631,993.30 | 77%    |                                                                                                                                                                                              |
| 100 |                                                  | (Less) Total Expenditures                             |                                                                                                                                     | 5,589,843.00   | 4,019,843.30   |   | 6,094,162.50   | 80,774.33     | 1,808,455.79 | 30%    |                                                                                                                                                                                              |
| 101 | Net Increase/Decrease In Unrestricted Net Assets |                                                       |                                                                                                                                     | (3,422,833.27) | (1,669,312.75) |   | (3,985,162.50) | 144,031.92    | (176,462.49) | 4%     |                                                                                                                                                                                              |
| 102 |                                                  | Receivable for Loan - Rusk County Rural Rail District |                                                                                                                                     |                | -              |   |                |               | -            |        | Agreement to defer for 15 years until the year 2037.                                                                                                                                         |
| 103 |                                                  | Total Available to Contribute to Fund Balance         |                                                                                                                                     | (3,422,833.27) | (1,669,312.75) |   | (3,985,162.50) | 144,031.92    | (176,462.49) | 4%     | Operating income less operating expenses                                                                                                                                                     |
| 104 |                                                  |                                                       |                                                                                                                                     |                |                |   |                |               |              |        |                                                                                                                                                                                              |
| 105 | Potential Transfer From Fund Balance             |                                                       |                                                                                                                                     |                |                |   |                |               |              |        | Projected Expenditures In Excess of Annual Income                                                                                                                                            |
| 106 |                                                  |                                                       |                                                                                                                                     |                |                |   |                |               |              |        |                                                                                                                                                                                              |
| 107 | FINAL BALANCE                                    |                                                       |                                                                                                                                     | -3,422,833.27  | -1,669,312.75  |   | -3,985,162.50  | 144,031.92    | -176,462.49  |        |                                                                                                                                                                                              |



# City Council

## Agenda Item # 4.

**SUBJECT:** Consideration and possible action upon the emergency repair of the Sabine River Raw Water line for Henderson and Kilgore located on HWY 31. (Hortman)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** Public Utilities

**CONTACT:** David Hortman, Director of Utility Infrastructure and Delivery

---

**RECOMMENDED CITY COUNCIL ACTION:** Approval of emergency repair to Sabine Raw water line.

**ITEM SUMMARY:** On Tuesday, July 2nd, Jay, Randy, John Wright, and I met with the City of Kilgore to discuss an emergency repair of the shared 24" raw water supply line between Kilgore and Henderson. After discussion, it was determined that the necessary repairs will cost \$173,354. The City of Henderson will be responsible for 50% of that cost (\$86,677), and the repair will take an estimated two weeks to complete.

**BACKGROUND INFORMATION:** This is the shared water line with Henderson and Kilgore.

**SPECIAL CONSIDERATIONS:** Emergency Repair

**SUPPORTING MATERIALS:**

1. CITY OF KILGORE HENDERSON HWY 31 RAW WATER SABINE RIVER REPAIR JUL24
2. Sabine River Water Line pic



JOHN WRIGHT CONSTRUCTION, INC.  
2160 STATE HWY 43 EAST  
HENDERSON, TEXAS 75652  
PHONE (903) 657-9344 \* FAX (903) 655-0735

PROPOSED TO CITY OF KILGORE & CITY OF HENDERSON

DATE 7/2/2024

ADDRESS

INVOICE NO. QUOTE

RE: HWY 31 RAW WATER LINE REPAIR AT SABINE RIVER

ORDERED BY

| BID PROPOSAL                                                                                                       | QUANTITY | UNIT PRICE  | TOTAL               |
|--------------------------------------------------------------------------------------------------------------------|----------|-------------|---------------------|
| FURNISH LABOR, EQUIPMENT AND MATERIALS TO INSTALL:                                                                 |          |             |                     |
| 1) MOBILIZATION & DEMOBILIZATION                                                                                   | 1 LS     | \$8,500.00  | \$8,500.00          |
| 2) HDPE PIPE FUSING                                                                                                | 1 LS     | \$9,500.00  | \$9,500.00          |
| 3) ROW PREP INCLUDING BUT NOT LIMITED TO: LOCATES, STAGE MATERIALS, LOCATE & VERIFY EXISTING 24" DIP, SET UP, ETC. | 1 LS     | \$10,400.00 | \$10,400.00         |
| 4) 24" DIRECTIONAL BORE (HDPE DR11)<br>(STARTS APPROX. 160' FROM BEND IN RIVER)                                    | 200 LF   | \$331.00    | \$66,200.00         |
| 5) 24" HDPE DR11 BY OPEN CUT                                                                                       | 160 LF   | \$241.00    | \$38,560.00         |
| 6) EXCAVATE & REMOVE EXISTING 24" DIP ALONG LINE OF TIE INS                                                        | 2 EA     | \$3,500.00  | \$7,000.00          |
| 7) CONNECT TO EXISTING DIP WITH ALL FITTINGS & ACC.                                                                | 2 EA     | \$16,597.00 | \$33,194.00         |
| <b>TOTAL</b>                                                                                                       |          |             | <b>\$173,354.00</b> |
| <b>WE APPRECIATE YOUR BUSINESS</b>                                                                                 |          |             |                     |
| <b>** ALL PAYMENTS WILL BE DUE 30 DAYS FROM BILLING DATE.</b>                                                      |          |             |                     |





# City Council

## Agenda Item # 5.

**SUBJECT:** Consideration and possible action appointing Chief Sonny Ybarra as City Fire Marshal and Assistant Chief Jeff Stoddard as Assistant City Fire Marshal.

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** Fire Department

**CONTACT:**

---

**RECOMMENDED CITY COUNCIL ACTION:**  
**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. 1490\_001
2. 1489\_001

# Texas Commission on Fire Protection



In the interest of protecting the citizens of  
Texas, the commission awards this certificate to

**Sonny Ybarra**

In recognition of completion of the requirements for

***Basic Fire Marshal***

Issued on 5/16/2024  
Certificate Number - 219259  
Date Printed: 5/16/2024



To verify the authenticity of this certificate, please visit <https://www.tcfp.texas.gov/verify>

Agency Chief

Chairperson

*Mike Wilko*

# Texas Commission on Fire Protection



In the interest of protecting the citizens of  
Texas, the commission awards this certificate to

**Jeffery L Stoddard**

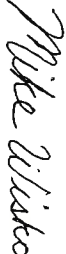
In recognition of completion of the requirements for

**Basic Fire Marshal**

Issued on 6/13/2024  
Certificate Number - 220497  
Date Printed: 6/13/2024



To verify the authenticity of this certificate, please visit <https://www.tcfp.texas.gov/verify>

  
Chairperson  
  
Mike Wilko  
Agency Chief



# City Council

## Agenda Item # 6.

**SUBJECT:** Consideration and possible action upon amending Resolution 2024-06-01 making it Resolution 2024-06-01A changing the two public hearing dates from July 9 and August 6, 2024, to August 6 and August 20, 2024, for the voluntary annexation application for Good Shepherd Medical Center to be located in the 1700 Block of U.S. HWY 259 S. (Jimerson)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** City Secretary

**CONTACT:** Cheryl Jimerson

---

**RECOMMENDED CITY COUNCIL ACTION:** Open a public hearing as required by law.

**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. 2024-06-01A Resolution-Annexation Christus HWY 259 Public Hearings

## RESOLUTION 2024-06-01A

### RESOLUTION SETTING PUBLIC HEARINGS ON A PROPOSED ANNEXATION

WHEREAS, application has been submitted by Christus Good Shepherd Medical Center which is attached as **Exhibit A**, requesting voluntary annexation; and is granted by the City Council of the City of Henderson.

WHEREAS, public hearings are required by 43.028 of the Texas Local Government Code to hear arguments for and against the annexation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Henderson, Texas, that:

- 1) The governing body of the city must conduct two public hearings on any proposed annexation. The hearings must be held not more than 40 days nor less than 20 days prior to adoption of the ordinance annexing an area.
- 2) The Secretary of the City of Henderson, Texas is hereby authorized and directed to cause notice of such public hearing to be published once in a newspaper having general circulation in the city and in the above-described territory not more than twenty days nor less than ten days prior to the date of such public hearing, in accordance with the Municipal Annexation Act.
- 3) Public hearings are scheduled for August 6, 2024, at 6:00 p.m. and August 20, 2024, at 6:00 p.m. in the City Council Chambers at 300 West Main Street, Henderson, Texas as the time and place the City Council will hear arguments for and against the annexation.
- 4) The City Manager is directed to prepare a Service Plan to provide for extension of full municipal services of the area to be annexed, publish appropriate notices and perform other activities necessary for the initiation of annexation proceedings for the aforementioned areas.
- 5) The annexation shall become effective immediately upon adoption and publication as required by law.

PASSED AND APPROVED this the 9<sup>th</sup> day of July 2024.

---

J.W. (Buzz) Fullen, Mayor

ATTEST:

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Cheryl Jimerson, City Secretary



# City Council

## Agenda Item # 7.

**SUBJECT:** Consideration and possible action upon the second reading of Ordinance 2024-06-01 renaming Emma Street to Roquemore Street. (Jimerson)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** City Secretary

**CONTACT:**

---

**RECOMMENDED CITY COUNCIL ACTION:**

**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. 2024-06-01 Ordinance Street Name Change from Emma to Roquemore

**ORDINANCE NO. 2024-06-01**

**AN ORDINANCE RENAMING EMMA STREET TO  
ROQUEMORE STREET; REPEALING ALL ORDINANCES  
INCONSISTENT HERewith; PROVIDING FOR  
SEVERABILITY; PROVIDING FOR ADOPTION AT AN OPEN  
MEETING; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Emma Street runs through the center of the community of Henderson, Rusk County, Texas, and acts as a thoroughfare from commercial highways to historic downtown streets;

WHEREAS, Emma Street has a longstanding heritage in the community, it is an appropriate roadway to honor the memory of an historic local family and community history;

WHEREAS, Emma Street is an appropriate roadway certain to be maintained as a monument to the long standing Roquemore Family for more than 100 years of their residency and community service;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF HENDERSON, TEXAS:**

**SECTION 1:**           Renamed Street.

The entire length of Emma Street, from Wilson Steet to its intersection at Redbud Street is hereby renamed Roquemore Street, and shall also retain the name of Emma Street as a secondary name.

**SECTION 2:**           Repealer.

All ordinances or parts of ordinances inconsistent with the terms of this Ordinance are hereby repealed, provided, however, that such repeal shall be only to the extent of such inconsistency and, in all other respects, the subject matter covered by this Ordinance shall continue to be in effect.

**SECTION 3:**           Severability.

If any provision, exception, section , subsection, paragraph, sentence, clause or phrase of the Ordinance or the application of same to any person or set of circumstances shall for any reason be held unconstitutional, void or invalid, such invalidity shall not affect the validity of the remaining provisions of this Ordinance or their application to other persons or sets of circumstances and, to this end, all provisions of this Ordinance are declared to be severable.

***SECTION 4:*** Open Meeting.

It is hereby found that this Ordinance was adopted at an Open Meeting as required by law.

***SECTION 5:*** Effective Date.

This Ordinance shall take effect on July 9, 2024.

**CONSIDERED AND PASSED** with this first reading on the 18 day of June, 2024.

**PASSED AND APPROVED** with this first reading on the 9 day of July, 2024.

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J. W. Fullen, Mayor  
City of Henderson, Texas

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Cheryl Jimerson, City Secretary  
City of Henderson, Texas



# City Council

## Agenda Item # 8.

**SUBJECT:** Consideration and possible action upon the appointment of a search committee and selection process on the appointment of a HEDCO Executive Director. (Mayor)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** Administration

**CONTACT:**

---

**RECOMMENDED CITY COUNCIL ACTION:**  
**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:** None



# City Council

## Agenda Item # 9.

**SUBJECT:** Consideration and possible action upon Resolution 2024-07-01 entering into the 2024 Joint November Election Services Contract with the Rusk County Election Administrator as the County Election Officer. (Jimerson)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** City Secretary

**CONTACT:**

---

**RECOMMENDED CITY COUNCIL ACTION:**  
**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. Joint Election Contract with Rusk County
2. RESOLUTION FOR City of Henderson JOINT ELECTION 2023-WOC



**November 5, 2024  
General Joint Election  
Contract for Election Services**

**City of Henderson**

---



# November 5, 2024 General Joint Election

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| I.....   | Duties and Services of Contracting Officer                  |
| II.....  | Duties and Services of Participating Political Subdivisions |
| III..... | Cost of Election                                            |
| IV.....  | General Provisions                                          |

## Exhibits

|                |                                     |
|----------------|-------------------------------------|
| Exhibit A..... | Early Voting Schedule and Locations |
| Exhibit B..... | Election Day Polling Locations      |
| Exhibit C..... | Cost of Services                    |



**THE STATE OF TEXAS  
RUSK COUNTY**

**CONTRACT FOR  
ELECTION SERVICES**

**§**

**CITY OF HENDERSON**

**BY THE TERMS OF THIS CONTRACT** made and entered into by and between the CITY OF HENDERSON hereinafter referred to as "Participating Political Subdivisions" and SHANNON BROWN, Elections Administrator of Rusk County, Texas, hereinafter referred to as "Contracting Officer," pursuant to the authority in Subchapter D, Section 31.092, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the November 5, 2024 General Election.

**THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

**I. DUTIES AND SERVICES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The Contracting Officer shall arrange training and compensation of all election judges, alternate judges, clerks, and the Early Voting Ballot Board.

a. The Contracting Officer shall be responsible for notifying each Election Day and early voting election judge and alternate judge of his or her appointment. The presiding election judge of each polling place will use his/her discretion to determine when additional workers are required.

b. Election judges, alternate judges, and clerks shall all attend the Contracting Officer's training course(s). (Date and location to be determined)

c. Election judges shall be responsible for picking up election supplies from and returning supplies to the Contracting Officer.

d. The Contracting Officer shall compensate each election judge and election worker. Each worker that attends training class shall receive up to 2 hours of pay per election. All other required and additional expenses by law shall be paid. (i.e.: FICA, Medicaid, etc.)



- B. The Contracting Officer shall procure, prepare, and distribute voting machines, election kits and all election supplies.
- a. The Contracting Officer shall prepare, program, and test the electronic voting equipment required for early voting and Election Day.
  - b. The Contracting Officer shall secure election kits which include the legal documentation required to hold an election.
  - c. The Contracting Officer shall secure all tables required to hold an election.
  - d. The Contracting Officer shall provide all lists of registered voters for use on Election Day and for the early voting period as mandated by law. Electronic pollbooks shall be used to qualify voters for the early voting period and on Election Day.
  - e. The Contracting Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.
- C. The Contracting Officer, Shannon Brown, shall be appointed the Early Voting Clerk by the "Participating Political Subdivisions."
- a. The Contracting Officer shall supervise and conduct Early Voting by mail and in person.
  - b. Dates and locations for Early Voting by personal appearance for the "Participating Political Subdivisions" are attached in Exhibit "A" and incorporated by reference into this contract.
  - c. All applications for an Early Voting mail ballot shall be received and processed by the Rusk County Elections Administration Office.
    - 1. Application for mail ballots erroneously mailed to the "Participating Political Subdivisions" shall immediately be faxed to the Contracting



Officer for timely processing. The original application shall then be forwarded to the Contracting Officer for proper retention.

2. Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:

Rusk County Elections - PO Box 668, Henderson, Texas 75653

Or faxed to (903)-657-0319

Or email a scanned copy of signed application to [sbrown@ruskcountytexas.gov](mailto:sbrown@ruskcountytexas.gov)

*(If faxed or emailed: mail original within 4 days)*

Application for ballot by mail must be received no later than close of business on Friday, October 25, 2024

3. All Federal Post Card Applicants (FPCA) and Annual Mail Ballot Applicants will be sent a mail ballot with required notices.
- d. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for count by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The presiding judge of this Board shall be appointed in the same manner as presiding election judges (Section 87.002b).

D. The Contracting Officer shall arrange for the use of all Election Day polling places. The Election Day polling locations are attached in Exhibit "B" and incorporated by reference into this contract.

E. The Contracting Officer shall be responsible for establishing and overseeing the tabulation of the early voting and Election Day voted ballots by the Central Counting Station Personnel. Ballots shall be tabulated in accordance with Section 127.001 of the Texas Election Code and of this agreement.

- a. The Contracting Officer shall prepare, test, and run the county's tabulation system in accordance with statutory requirements and policies. The tabulation system shall be used on Election Night at the Elections Office.



- b. The Public Logic and Accuracy Test (L &A) of the electronic voting system shall be conducted. Contracting Officer will publish required notice in local newspaper (Henderson Daily News) of time and place as required by the election code.
- c. Election night reports will be available to the "Participating Political Subdivisions" at 7 P.M. on election night on the Rusk County website ([www.co.rusk.tx.us](http://www.co.rusk.tx.us)). Any provisional ballots shall be tabulated after election night in accordance with law.
- d. The Contracting Officer shall prepare the unofficial canvass report after all precincts have been counted for election day, provisional ballots, and any overseas ballots that will be tallied after the final deadline to count ballots. This report shall be sent to the "Participating Political Subdivisions" for their canvass.
- e. The Contracting Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
- f. The Contracting Officer shall conduct a partial manual count as prescribed by Section 127.201 of the Texas Election Code.

## **II. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISIONS.**

The "Participating Political Subdivisions" shall assume the following responsibilities:

- A. The "Participating Political Subdivisions" shall prepare the election orders, resolutions, notices, official canvass, and other pertinent documents for adoption by the appropriate office or body. The "Participating Political Subdivisions" shall handle the candidate filing process and packets that are required by law. The "Participating Political Subdivisions" assume the responsibility of posting required notices and likewise promoting the schedules for Early Voting and Election Day.
- B. The "Participating Political Subdivisions" shall provide the Contracting Officer with an updated map and street index of their jurisdiction in an electronic or printed format as soon as possible, if any changes have occurred since the last election the county has held for your entity.



- C. The "Participating Political Subdivisions" shall procure and provide the Contracting Officer with the ballot layout and Spanish interpretation in an electronic format (e.g. Word.doc)
- a. The "Participating Political Subdivisions" shall deliver to the Contracting Officer after ordering the election, any proposition wording in English and Spanish. Candidate names shall be given after the drawing. **Required information shall be received no later than Friday, August 30, 2024**
- b. The "Participating Political Subdivisions" shall comply with all deadlines set by the office of the Secretary of State and the vendor responsible for ballot printing and programming.
- c. The "Participating Political Subdivisions" shall approve the ballot format prior to printing.
- D. The "Participating Political Subdivisions" shall post the publication of the "Election Order" and "Election Notice" by the proper methods with the proper media in accordance with the Texas Election Code.
- E. The "Participating Political Subdivisions" shall compensate the Contracting Officer for any additional verified cost incurred in the process of running this election or for a manual recount this election may require, or for a required runoff election consistent with charges and rates shown on Exhibit "C" for required services.
- F. The "Participating Political Subdivisions" shall submit this signed contract and pay the Contracting Officer a deposit of 75% of the estimated cost to run the said election prior to the start of early voting. The Contracting Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.



The deposit and signed contract shall be delivered within the mandatory time frame to:

**Rusk County Elections  
Attn. Shannon Brown  
PO Box 668  
Henderson, Texas 75653**

Made payable to: "Rusk County Elections" with the note "for election services" included with check documentation.

- G. The "Participating Political Subdivisions" shall pay any additional cost and/or remaining final cost of conducting said election or any required runoff elections pursuant to the Texas Election Code, Section 31.100, within 30 days from the date final billing is received.

### **III. COST OF SERVICES. See Exhibit "C"**

- A. All actual shared cost incurred in the conduct of the election will be divided by the "Participating Political Subdivisions" contracting with the Contracting Officer to hold the said election. If one of the "Participating Political Subdivisions" cancels their election, the full cost of the election will be the responsibility of the remaining "Participating Political Subdivisions".
- B. If a Runoff Election is required, additional cost shall be billed to the "Participating Political Subdivisions".



#### **IV. GENERAL PROVISIONS.**

- A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the November 5, 2024 General Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- B. The "Participating Political Subdivision" hereby agrees to indemnify and hold harmless the Contracting Officer; including all officers, officials, and employees from and against any loss, including claims, demands, and causes of action and which loss, claim, demand, or cause of action resulted from the performance or non-performance of the "Participating Political Subdivision" pursuant to the terms of this agreement.
- C. If a "Participating Political Subdivision" cancels their election pursuant to the Texas Election Code, the Contracting Officer shall be notified in writing as soon as "Participating Political Subdivision" has approved it in council meeting. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the November 5, 2024 General Election.



WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
Shannon Brown  
Elections Administrator  
Rusk County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2024

By: \_\_\_\_\_  
City of Henderson

\_\_\_\_\_  
Printed Name and Title



## Exhibit “A”

### General Joint Election November 5, 2024 Early Voting



#### **Henderson Early Voting Location:**

Rusk County Elections Office  
204 N. Main Street  
Henderson, TX 75652

**October 21<sup>st</sup> thru Nov. 1<sup>st</sup>**

|                            |            |                             |            |
|----------------------------|------------|-----------------------------|------------|
| Monday 21 <sup>st</sup>    | 8am to 5pm | Monday 28 <sup>th</sup>     | 7am to 7pm |
| Tuesday 22 <sup>nd</sup>   | 8am to 5pm | Tuesday 29 <sup>th</sup>    | 7am to 7pm |
| Wednesday 23 <sup>rd</sup> | 8am to 5pm | Wednesday 30 <sup>th</sup>  | 7am to 7pm |
| Thursday 24 <sup>th</sup>  | 8am to 5pm | Thursday 31 <sup>st</sup>   | 7am to 7pm |
| Friday 25 <sup>th</sup>    | 8am to 5pm | Nov. Friday 1 <sup>st</sup> | 7am to 7pm |
| Saturday 26 <sup>th</sup>  | 7am to 7pm |                             |            |
| Sunday 27 <sup>th</sup>    | 9am to 3pm |                             |            |

#### **Kilgore Early Voting Location:**

Kilgore Chandler Street Church of Christ  
2700 Chandler Street  
Kilgore, TX 75662

|                            |            |                             |            |
|----------------------------|------------|-----------------------------|------------|
| Monday 21 <sup>st</sup>    | 8am to 5pm | Monday 28 <sup>th</sup>     | 8am to 5pm |
| Tuesday 22 <sup>nd</sup>   | 8am to 5pm | Tuesday 29 <sup>th</sup>    | 8am to 5pm |
| Wednesday 23 <sup>rd</sup> | 8am to 5pm | Wednesday 30 <sup>th</sup>  | 8am to 5pm |
| Thursday 24 <sup>th</sup>  | 8am to 5pm | Thursday 31 <sup>st</sup>   | 8am to 5pm |
| Friday 25 <sup>th</sup>    | 8am to 5pm | Nov. Friday 1 <sup>st</sup> | 8am to 5pm |
| Saturday 26 <sup>th</sup>  | 7am to 7pm |                             |            |
| Sunday 27 <sup>th</sup>    | 9am to 3pm |                             |            |



## Exhibit "B"

### November 5, 2024 General Joint Election

#### Election Day Polling Locations

|                                      |                                               |
|--------------------------------------|-----------------------------------------------|
| OVERTON COMMUNITY CENTER             | 505 Meadowbrook, Overton, TX                  |
| CHANDLER ST. CHURCH OF CHRIST        | 2700 Chandler St., Kilgore, TX                |
| NEW LONDON COMMUNITY CENTER          | 125 Tyner St., New London, TX                 |
| CENTRE PRESBYTERIAN CHURCH           | 8531 FM 2011, Longview, TX                    |
| STEWART                              | 13606 FM 782 N., Henderson, TX                |
| SHERMAN R. SMITH COMMUNITY CENTER    | 231 N. Hood St., Tatum, TX                    |
| HENDERSON CIVIC CENTER               | 1005 HWY 64 W., Henderson, TX                 |
| MINDEN                               | CR 317 & FM 1798, Minden, TX                  |
| MT. ENTERPRISE COMMUNITY CENTER      | 300 W 2 <sup>nd</sup> St., Mt. Enterprise, TX |
| S. MAIN CHURCH OF CHRIST MULTI. BLDG | 402 S Main, Henderson, TX                     |
| CARLISLE                             | 2541 HWY 42 S, Price, TX                      |
| COUNTY BARN PCT #4                   | 13612 FM 1798 W, Henderson, TX                |

**NOTE: All locations will be open from 7:00 A.M. - 7:00 P.M.**



## Exhibit "C"

### November 5, 2024 General Joint Election

#### Estimate Sheet

**NOTE: A cost estimate shall be provided only after all entities participating in the election are identified.**

**RESOLUTION 2024-07-01**  
**FOR JOINT ELECTION**

**WHEREAS**, the CITY of Henderson, Texas, desire to enter into a 2024 Joint November Election Services Contract with the Rusk County Election Administrator as the County Election Officer.; and

**WHEREAS**, the CITY of Henderson has also called an election for Tuesday, November 5, 2024; and

**WHEREAS**, the CITY of Henderson has expressed its desire for a joint election with the County; and

**WHEREAS**, state law allows local governments holding elections on the same day to do so jointly, thereby making voting more convenient; and

**WHEREAS**, the Rusk County Elections Administrator will provide all election services for the County and the CITY of Henderson, as agreed upon by the Rusk County Elections Administrator and each entity through separate contract; and

**WHEREAS**, the Texas Election Code allows for an agreement in accordance with Section 271.002, whereby the County and the CITY of Henderson agree to hold a joint election on November 5, 2024.

**NOW AND THEREFORE BE IT RESOLVED BY THE COMMISSIONERS COURT OF  
RUSK COUNTY, TEXAS, THAT:**

Said Commissioners Court authorizes the CITY of Henderson to share the countywide polling places and any voting equipment necessary to conduct such election. Terms and conditions of the election will be identified by the election services contract between John Fullen, representative for CITY of Henderson and Shannon Brown, Rusk County Elections Administrator.

**PASSED AND APPROVED, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Commissioner, Precinct 1

\_\_\_\_\_  
Commissioner, Precinct 2

\_\_\_\_\_  
Commissioner, Precinct 3

\_\_\_\_\_  
Commissioner, Precinct 4

**AGREEMENT TO CONDUCT JOINT ELECTION WITH THE COUNTY OF RUSK,**

**APPROVED THIS 9th DAY OF JULY, 2024.**

**City of Henderson**

---

John Fullen, Mayor  
300 W Main Street  
Henderson, TX 75652

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.**

**Elections Administrator**

---

Shannon Brown  
Rusk County  
P.O. Box 668  
Henderson, TX 75652



# City Council

## Agenda Item # 10.

**SUBJECT:** Consideration and possible action upon Resolution 2024-07-02 updating the Master Fee Schedule, changing rates for the Civic Center and Syrup Festival. (S.Kimbrell)

**MEETING DATE:** July 9, 2024

**DEPARTMENT:** City Secretary

**CONTACT:**

---

**RECOMMENDED CITY COUNCIL ACTION:**  
**ITEM SUMMARY:**

**BACKGROUND INFORMATION:**

**SPECIAL CONSIDERATIONS:**

**SUPPORTING MATERIALS:**

1. 2024-07-02 Master Fee Schedule Resolution 2024 Rates
2. Master Fee Schedule 2024 Attachment A

**RESOLUTION # 2024-07-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HENDERSON, TEXAS AMENDING THE MASTER FEE SCHEDULE  
CREATED AND ADOPTED ON JULY 9, 2024, AND MAINTAINED  
WITHIN THE OFFICE OF THE CITY SECRETARY; AND  
ESTABLISH AN EFFECTIVE DATE.**

**WHEREAS**, the City of Henderson has adopted by resolution a Master Fee Schedule containing the various Fees for Service charged by the City of Henderson; and

**WHEREAS**, The City Council of the City of Henderson finds that from time to time, it is necessary to amend that Master Fee Schedule to reflect changes to, and/or the creation of, new Fees for Service provided to citizens, property owners and parties doing business within the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
HENDERSON, TEXAS:**

**SECTION 1.**

Such Master Fee Schedule is amended to include under the heading Civic Center and Syrup Festival having changes in fees.

**See Attachment A**

**SECTION 2.**

This Resolution is effective immediately upon passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HENDERSON,  
TEXAS ON THIS THE 9th DAY OF JULY 2024.**

SIGNED:

\_\_\_\_\_  
John (Buzz) Fullen, Mayor

ATTESTED:

\_\_\_\_\_  
Cheryl Jimerson, City Secretary

## Attachment A

**Master Fee Schedule 2024****ADMINISTRATION**

*The Open Records Section of the office of the Attorney General (OAG) discharges the mandates set out in Government Code, Chapter 552, Subchapter A, Section 552.009, Subchapter D, Section 552.205; and Subchapter F, Sections 552.261 through 552.274.*

|                              |          |         |
|------------------------------|----------|---------|
| Common Copy Charges:         |          |         |
| Standard-size Paper          | per page | \$0.10  |
| Oversize Paper               | per page | \$0.50  |
| DVD                          |          | \$3.00  |
| Personnel Fee per hour       |          | \$15.00 |
| Return Check Fees            |          | \$25.00 |
| Overhead charge 25% of total |          |         |

**SYRUP FESTIVAL**

|              |                 |          |
|--------------|-----------------|----------|
| Space Rental | 10' x 10' space | \$110.00 |
|              | 10' x 20' space | \$220.00 |
|              | 10' x 30' space | \$330.00 |

**MUNICIPAL COURT**

|                        |                 |         |
|------------------------|-----------------|---------|
| Technology Fund        | per ticket      | \$4.00  |
| Building Security Fund | per ticket      | \$4.90  |
| Truancy Fund           | per ticket      | \$5.00  |
| Jury Fund              | per ticket      | \$0.10  |
| Arrest Fee             | per ticket      | \$5.00  |
| Local Traffic Fine     | per ticket      | \$3.00  |
| Court Payment Plan Fee | per arrangement | \$15.00 |
| Return Check Fee       |                 | \$25.00 |
| Truancy Fee            | If applicable   | \$50.00 |
| Warrant Fee            | If applicable   | \$50.00 |
| Marriage in Court Room |                 | \$75.00 |

**BALL FIELDS and PARKS**

|                                               |                  |          |
|-----------------------------------------------|------------------|----------|
| Softball Registration Fees-Church             | per team         | \$220.00 |
| Ball Field Rental-day (w/o lights)            | per hour         | \$20.00  |
| Ball Field Rental-after dark (w/lights)       | per hour         | \$35.00  |
| Ball Field Rental all day                     | daylight to dark | \$80.00  |
| Advertising Banners (Vendor purchases banner) | per year         | \$100.00 |
| Lake Forest Plaza                             | per day          | \$350.00 |
| Lake Forest Park Pavillion Rental             | per 2 hours      | \$20.00  |
| Lake Forest Gazebo Rental                     | per 2 hours      | \$20.00  |
| Yates Park Pavillion Rental                   | per 2 hours      | \$20.00  |
| Fair Park Pavillion Rental                    | per 2 hours      | \$20.00  |

**LAKEWOOD CEMETERY**

|                                 |  |            |
|---------------------------------|--|------------|
| Cemetery Spaces - Flat Markers  |  | \$800.00   |
| Cemetery Space - Sections K & L |  | \$1,200.00 |
| Columbarium                     |  | \$1,200.00 |
| Internment Fee                  |  | \$200.00   |

| ANIMAL CENTER                                                      |               |  |          |
|--------------------------------------------------------------------|---------------|--|----------|
| Adoption-Dogs                                                      |               |  | \$100.00 |
| Adoption-Cats                                                      |               |  | \$80.00  |
| Adoption-Others                                                    |               |  | \$50.00  |
| Impound \$10.00 a day + rabies reclaim                             | 1st Occurance |  | \$25.00  |
| Impound \$10.00 a day + rabies reclaim                             | 2nd Occurance |  | \$50.00  |
| Impound \$10.00 a day + rabies reclaim                             | 3rd Occurance |  | \$75.00  |
| Impound \$10.00 a day + rabies reclaim                             | 4th Occurance |  | \$100.00 |
| <i>Impound Increasing by double each time after 4th occurrence</i> |               |  |          |
| Rabies Testing                                                     |               |  | \$100.00 |
| Quarantine                                                         |               |  | \$200.00 |
| Microchip                                                          |               |  | \$10.00  |
| Euthanizing                                                        |               |  | \$80.00  |
| Surrender of animal from incorporated areas outside city           | per animal    |  | \$10.00  |
| Yearly registration fee for dangerous dogs                         |               |  | \$50.00  |
| Return Check Fee                                                   |               |  | \$25.00  |

| CIVIC CENTER                             |                      |  |          |
|------------------------------------------|----------------------|--|----------|
| Entire Civic Hall - Deposit              |                      |  | \$500.00 |
| Entire Civic Hall - Deposit with Alcohol |                      |  | \$600.00 |
| 4 Hour Rental Fee                        |                      |  | \$450.00 |
| 8 Hour Rental Fee                        |                      |  | \$650.00 |
| All Day (8 a.m.-midnight)                |                      |  | \$800.00 |
| 2/3 Civic Hall - Deposit                 |                      |  | \$400.00 |
| 2/3 Civic Hall - Deposit with Alcohol    |                      |  | \$500.00 |
| 4 Hour Rental Fee                        |                      |  | \$350.00 |
| 8 Hour Rental Fee                        |                      |  | \$450.00 |
| All Day (8 a.m.-midnight)                |                      |  | \$600.00 |
| 1/3 Civic Hall - Deposit                 |                      |  | \$300.00 |
| 1/3 Civic Hall - Deposit with Alcohol    |                      |  | \$400.00 |
| 4 Hour Rental Fee                        |                      |  | \$250.00 |
| 8 Hour Rental Fee                        |                      |  | \$350.00 |
| All Day (8 a.m.-midnight)                |                      |  | \$400.00 |
| Reception Room - Deposit                 |                      |  | \$100.00 |
| 4 Hour Rental Fee                        |                      |  | \$125.00 |
| 8 Hour Rental Fee                        |                      |  | \$200.00 |
| Conference Room - Deposit                |                      |  | \$50.00  |
| 4 Hour Rental Fee                        |                      |  | \$75.00  |
| 8 Hour Rental Fee                        |                      |  | \$125.00 |
| Kitchen Rental Fee - warming             |                      |  | \$50.00  |
| Kitchen Rental Fee - cooking             |                      |  | \$100.00 |
| Certified Caterer Annual Fee             |                      |  | \$75.00  |
| Non Certified Caterer Annual Fee         |                      |  | \$100.00 |
| Piano Rental                             |                      |  | \$150.00 |
| Up-Lights Rental (4)                     | per light            |  | \$50.00  |
| Security Officer                         | per hour/per officer |  | \$35.00  |
| Holiday Rental (1.5 x times normal rate) |                      |  |          |

| FIRE AND POLICE                                                              |  |        |
|------------------------------------------------------------------------------|--|--------|
| Accident Reports                                                             |  | \$6.00 |
| Fire Reports                                                                 |  | \$3.00 |
| Wrecker Service <i>(not charged by city, but charged by wrecker service)</i> |  | \$0.00 |

| WATER and SEWER<br>Inside and Outside City Limits |                   |          |
|---------------------------------------------------|-------------------|----------|
| Utility Deposit Residential                       |                   | \$200.00 |
| Utility Deposit Commercial                        |                   | \$300.00 |
| Service Call to Turn Water On/Off                 | M - F 8:00-4:00   | \$10.00  |
| Service Call to Turn Water On/Off                 | After Hours       | \$25.00  |
| Water Disconnect Charges                          | M - F 8:00-4:00   | \$25.00  |
| Water Disconnect Charges                          | After Hours       | \$45.00  |
| Water Taps 3/4" (inside city limits)              |                   | \$600.00 |
| Water Taps 3/4" (outside city limits)             |                   | \$600.00 |
| Water Taps - Large                                | Materials + Labor | TBD      |
| Meter/Box Without Tap (inside city limits)        |                   | \$140.00 |
| Meter/Box Without Tap (outside city limits)       |                   | \$140.00 |
| Relocating Fire Hydrant                           | Materials + Labor | TBD      |
| Sewer Taps 4" (inside city limits)                |                   | \$550.00 |
| Sewer Taps 4" (outside city limits)               |                   | \$550.00 |
| Sewer Taps 6" (inside city limits)                |                   | \$600.00 |
| Sewer Taps 6" (outside city limits)               |                   | \$600.00 |
| Larger than 6" Tap (Material + Labor)             |                   | TBD      |
| Linear Foot Charge for Curb Repair                |                   | \$25.00  |
| Any road bore cost will be at requestor's expense |                   | TBD      |
| Returned Check Fee                                |                   | \$25.00  |

| COMMUNITY DEVELOPMENT                                  |             |          |
|--------------------------------------------------------|-------------|----------|
| MISCELLANEOUS                                          |             |          |
| Alcohol                                                | TABC        | Website  |
| Board of Adjustment Meeting                            |             | \$150.00 |
| Certificate of Occupancy                               |             | \$100.00 |
| Re-inspection fee                                      |             | \$35.00  |
| Communication and/or Microwave Tower Wind Turbine      |             | \$495.00 |
| Demolition of Building (asbestos report required)      | Residential | \$50.00  |
| Demolition of Building (asbestos report required)      | Commercial  | \$100.00 |
| Driveway Permit (no permit needed-inspection required) |             | no fee   |
| Fire Flow Verification                                 |             | \$50.00  |
| Food Service License (charged by # of tables)          |             | \$150.00 |
| 0-5                                                    |             | \$225.00 |
| 6-20                                                   |             | \$300.00 |
| 21-35                                                  |             | \$350.00 |
| 36-55                                                  |             | \$400.00 |
| 55 & up                                                |             | \$50.00  |
| Late Fee                                               |             | \$50.00  |
| Day Care                                               |             | \$75.00  |
| Temporary Vendor                                       | per day     | \$50.00  |
| Foundation Repair                                      |             | \$35.00  |

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| Gas Permit/Gas Test                                        | \$35.00           |
| If test fails - re-inspection                              | \$35.00           |
| Irrigation Inspection (Backflow license and test required) | \$35.00           |
| Mobile Homes (must meet current zoning requirements)       | \$100.00          |
| Signs: less than 50 sq.ft.                                 | \$35.00           |
| Over 50 sq.ft.                                             | \$35 + .20 sq.ft. |
| Special Temporary Signs                                    | \$30.00           |
| Standard Temporary Signs                                   | \$30.00           |
| Trailer or portable signs                                  | \$25.00           |
| Minor Plat Application                                     | \$50.00           |
| Building moving fee - Residential or Commercial            | \$150.00          |
| Planning & Zoning Meeting                                  | \$150.00          |
| Plan Review                                                | 1/2 bldg permit   |
| Site Plan Application                                      | 1/3 bldg permit   |
| Underground tanks (removal or install)                     | \$50.00           |
| Vendor                                                     | per day \$25.00   |
| Vendor                                                     | per week \$100.00 |
| Solicitor permit                                           | per year \$15.00  |

### RESIDENTIAL CONTRUCTION

|                                                                                                         |                    |                       |
|---------------------------------------------------------------------------------------------------------|--------------------|-----------------------|
| New Home, single family, Duplex, Townhome<br>(Includes garages, carports, porches & covered walkways)   | up to 2000 sq. ft. | \$600.00              |
| New Homes, single family, Duplex, Town Home<br>(Includes garages, carports, porches & covered walkways) | over 2000 sq.ft    | \$600 + .20 per sq ft |
| Remodel existing structure/room                                                                         |                    | \$125.00              |
| Additions to existing residential structure                                                             |                    | \$125.00              |
| Roofing - Residential                                                                                   | re-decking + \$50  | \$50.00               |
| Roofing - Commercial                                                                                    | re-decking + \$50  | \$100.00              |
| Replacement Windows- 4 or more                                                                          |                    | \$55.00               |
| Fencing- Block, Wood, Chainlink                                                                         |                    | \$35.00               |
| Retaining walls over 4' high                                                                            |                    | \$100.00              |
| Prefabricated patio covers & carports                                                                   |                    | \$50.00               |

### ASSESSORY STRUCTORS

|                                                        |                 |                   |
|--------------------------------------------------------|-----------------|-------------------|
| Storage Buildings less than 200 sqft - permit required | Permit Required | no fee            |
| Storage Buildings 201 to 300 sq. ft.                   |                 | \$50.00           |
| Buildings over 301 sq ft (Garages, shops, carports)    |                 | \$50 + .20 sq.ft. |
| Prefabricated carports                                 |                 | \$50.00           |
| Decks, patio, pergola or gazebos                       |                 | \$.20 sq.ft.      |

### MECHANICAL PERMIT FEES

| Building Size                         | Change Out | New Construction |
|---------------------------------------|------------|------------------|
| 0 - 1500 sq.ft.                       | \$70.00    | \$90.00          |
| 1501 - 2500 sq.ft.                    | \$80.00    | \$100.00         |
| 2501 - 3500 sq.ft.                    | \$90.00    | \$110.00         |
| 3501 - 5000 sq. ft.                   | \$100.00   | \$120.00         |
| 5001 or larger                        | \$110.00   | \$130.00         |
| RE-inspection Fee                     |            | \$35.00          |
| Commercial kitchen hood and duct work |            | \$35.00          |

### COMMERCIAL CONSTRUCTION

|                                                    |                             |
|----------------------------------------------------|-----------------------------|
| New Apartments or Additions to existing apartments | \$.32 per sq. ft.           |
| New Industrial Structures or Additions to Existing | \$.32 per sq. ft.           |
| New Commercial Structure or Addition to Existing   | \$.40 per sq. ft.           |
| New Commercial Shell or Tenant Finish Out          | 50% of new construction fee |
| Commercial Alterations or Remodels to Existing     | 50% of new construction fee |
| Commercial or Multi-family Plan Review             | 1/2 of building permit fee  |

## SWIMMING POOLS

|                                                    |                 |          |
|----------------------------------------------------|-----------------|----------|
| Above ground pools less than 24" deep              | No permit       | no fee   |
| Above ground pools over 24" deep - permit required | Permit Required | \$50.00  |
| Inground pools - permit required                   | Permit Required | \$200.00 |

## ZONING FEES

|                                           |          |
|-------------------------------------------|----------|
| Minor Plat                                | \$50.00  |
| Board of Adjustment                       | \$150.00 |
| Replat                                    | \$100.00 |
| Final Plats                               | \$100.00 |
| Site Plan Preliminary Plat                | \$150.00 |
| Site Plan Final Plat                      | \$150.00 |
| Planned Unit Development Preliminary Plat | \$150.00 |
| Planned Unit Development Final Plat       | \$150.00 |
| Special Use Exemption                     | \$150.00 |

## RESIDENTIAL ELECTRICAL PERMIT FEES

|                                                     |                        |            |
|-----------------------------------------------------|------------------------|------------|
| Minimum Permit up to 1500 sq.ft. under roof         |                        | \$35.00    |
| Over 1500 sq.ft.                                    | Plus \$2 ea 100 sq.ft. | \$35 + \$2 |
| Temporary Service Pole                              | each                   | \$35.00    |
| Outlet & Switches and Light fixtures                | each                   | \$1.00     |
| Swimming pool electrical permit                     |                        | \$50.00    |
| Re-wire House 1500 sq.ft. or less                   |                        | \$35.00    |
| 1501 sq.ft. or more                                 | Plus \$2 ea 100 sq.ft. | \$35 + \$2 |
| Meter Loop (up to 200 amp)                          |                        | \$35.00    |
| Residential Electric Service Charge                 |                        | \$35.00    |
| Re-inspection fee                                   |                        | \$35.00    |
| Electric Range, Cook Top, Oven, Dryer, Water heater | each                   | \$2.00     |

## COMMERCIAL ELECTRICAL PERMIT FEES

|                                                     |                 |          |
|-----------------------------------------------------|-----------------|----------|
| Meter Loop (200 amp to 1000 amp)                    |                 | \$45.00  |
| Outlet & Switches and Light fixtures/fans 110 volts | each            | \$1.00   |
| Outlet & Switches and Light fixtures/fans 220 volts | each            | \$2.00   |
| Electric Motors                                     | 1st motor       | \$30.00  |
| Electric Motors                                     | each additional | \$15.00  |
| Sign Circuit                                        |                 | \$35.00  |
| Miscellaneous Items Not Listed Above                |                 | \$10.00  |
| Reinspection fee                                    |                 | \$100.00 |

## FIRE PREVENTION FEES

|                                                         |               |              |
|---------------------------------------------------------|---------------|--------------|
| Fire Sprinkler System Permit (Plan Review & Inspection) | \$150 minimum | \$.08 sq.ft. |
| Fire Alarm Permit (Plan Review & Inspection)            | \$50 minimum  | \$.08 sq.ft. |
| Special Fire Department Permits or Inspections          |               | \$150.00     |

## PLUMBING PERMIT FEES

|                                                        |                     |                  |
|--------------------------------------------------------|---------------------|------------------|
| Issuing permit                                         |                     | \$35.00          |
| Each fixture, floor drain or trap                      |                     | \$5.00           |
| New construction (includes plumbing and gas permit     | up to 10,000 sq.ft. | \$.02 per sq.ft. |
| New construction (includes plumbing and gas permit     | over 10,000 sq.ft.  | \$.03 per sq.ft. |
| Water heater (Gas or Electric)                         |                     | \$35.00          |
| Water filtration system                                |                     | \$35.00          |
| Grease or sand trap                                    | each                | \$50.00          |
| Yard sprinklers and backflow prevention devices        |                     | \$45.00          |
| Hot tub, jacuzzi and spa (if connected to water/sewer) | + permit fee        | \$15.00          |
| Re-inspection Fee                                      |                     | \$35.00          |

**Attachment "A"**  
**Master Fee Schedule Update (2024-07-02)**

| <b>CIVIC CENTER</b>                      |                      |            | <b>Previous</b> |
|------------------------------------------|----------------------|------------|-----------------|
| Entire Civic Hall - Deposit              |                      | \$500.00   |                 |
| Entire Civic Hall - Deposit with Alcohol |                      | \$600.00   |                 |
| 8 Hour Rental Fee                        |                      | \$800.00   | \$650.00        |
| All Day (8 a.m.-midnight)                |                      | \$1,000.00 | \$800.00        |
| 2/3 Civic Hall - Deposit                 |                      | \$400.00   |                 |
| 2/3 Civic Hall - Deposit with Alcohol    |                      | \$500.00   |                 |
| 8 Hour Rental Fee                        |                      | \$550.00   | \$450.00        |
| All Day (8 a.m.-midnight)                |                      | \$750.00   | \$600.00        |
| 1/3 Civic Hall - Deposit                 |                      | \$300.00   |                 |
| 1/3 Civic Hall - Deposit with Alcohol    |                      | \$400.00   |                 |
| 8 Hour Rental Fee                        |                      | \$425.00   | \$350.00        |
| All Day (8 a.m.-midnight)                |                      | \$500.00   | \$400.00        |
| Reception Room - Deposit                 |                      | \$100.00   |                 |
| Reception Room - Deposit with Alcohol    |                      | \$200.00   | <b>new</b>      |
| 8 Hour Rental Fee                        |                      | \$250.00   | \$200.00        |
| 4 hour Rental Fee                        |                      | \$125.00   |                 |
| Conference Room - Deposit                |                      | \$50.00    |                 |
| Conference Room - Deposit with Alcohol   |                      | \$100.00   | <b>new</b>      |
| 8 Hour Rental Fee                        |                      | \$125.00   |                 |
| 4 Hour Rental Fee                        |                      | \$75.00    |                 |
| Kitchen Rental Fee - cooking             |                      | \$100.00   |                 |
| Certified Caterer Annual Fee             |                      | \$75.00    |                 |
| Non Certified Caterer Annual Fee         |                      | \$100.00   |                 |
| Piano Rental                             |                      | \$150.00   |                 |
| Up-Lights Rental (4)                     | per light            | \$25.00    | \$50.00         |
| Security Officer                         | per hour/per officer | \$35.00    |                 |
| Holiday Rental (1.5 x times normal rate) |                      |            |                 |

| <b>SYRUP FESTIVAL</b> |                        |          |            |
|-----------------------|------------------------|----------|------------|
| Space Rental          | 10' x 10' Corner space | \$150.00 | <b>new</b> |
|                       | 10' x 10' space        | \$125.00 | \$110.00   |
|                       | 10' x 20' space        | \$250.00 | \$220.00   |
|                       | 10' x 30' space        | \$375.00 | \$330.00   |
| Electricity           |                        | \$25.00  | <b>New</b> |



## HENDERSON FIRE DEPARTMENT



June 6<sup>th</sup> & June 26<sup>th</sup>, the Henderson Fire Department attended the Depot Museum and the Rusk County Library Sponsered “Touch a Truck” events. The events were held at the Depot Museum on June 6<sup>th</sup> and Expo Center on June 26<sup>th</sup>. There were several different local fire department trucks, local businesses such as wrecker service and electric companies vehicle attending the event. The event gave the children a chance to view the large trucks and meet with those that drive the trucks. Positive contact was made with those attending the events.

\*\*\*\*\*

June 8<sup>th</sup>, B-shift was invited to attend Fun Day at Sandra’s Sno-Ball. The children that attended were able to crawl in the fire truck and meet the firefighters. The Mayor gave a speech and welcomed all in attendance. It was a fun time and the Sno-Balls weren’t bad either.

\*\*\*\*\*

June 15<sup>th</sup>, Chief Sonny Ybarra and C-Shift attended the Juneteenth Parade and gathering. The firefighters were able to show the truck to the children present and were able to enjoy some good cooking. Chief’s highlight was meeting Charles Helton’s son, Tyree Wilson.

### June 2024

#### Call Log

- |                  |     |
|------------------|-----|
| • Fire Calls:    | 90  |
| • Medical Calls: | 28  |
| • Total Calls:   | 118 |
| • Inspections:   | 31  |
| • Hydrants:      | 328 |

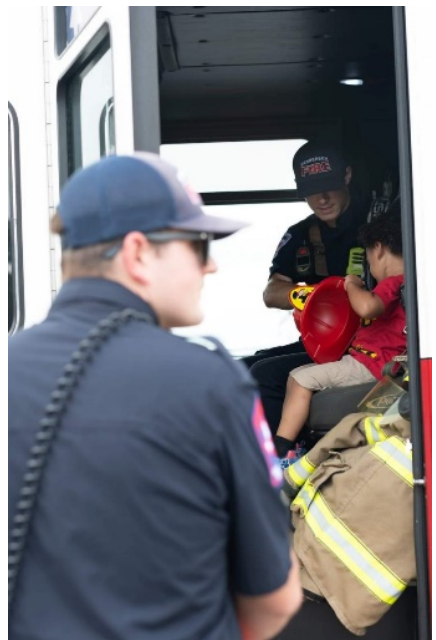
June 18<sup>th</sup>, Henderson Collision Center sponsored a Meet and Greet with the Hispanic Community. C-shift attended and had the firetruck available for people to see and meet the firefighters. We were also treated to a food truck.

\*\*\*\*\*

### TRAINING

- Assistant Chief, Jeff Stoddard, got his Advanced Fire Inspector, Advanced Fire Investigator and Fire Marshal State Certifications
- Lt. Dane Krohn got his Officer I & II State Certifications
- Captain Patrick Lewis got his Fire Marshal State Certification
- Captain Chris Denison got his Intermediate Fire Inspector, Advanced Fire Investigator and Fire Marshal State certifications
- Firefighter Patrick Kelly got his Fire Inspector I State Certification and took his Fire Instructor I & II Skills and is the process of getting the state test scheduled.
- Firefighter Bryce Tomlin passed his Driver/Operator skills and is in the process of getting the state test scheduled.
- Firefighter Austin Lee passed his skills for Fire Inspector and will be taking his state test in July.

June 2024





# HENDERSON FIRE DEPARTMENT

401 West Main St.  
Henderson, Texas 75654  
903-657-6551

Rusty Chote, Fire Chief  
Sonny Ybarra, Deputy Fire Chief

## MONTHLY REPORT FOR JUNE 2024

| <u>TYPE OF CALL</u>                       | <u>CITY</u>  | <u>COUNTY</u> |
|-------------------------------------------|--------------|---------------|
| <i>OTHER FIRES (Industrial/other)</i>     | 0            | 0             |
| <i>STRUCTURE FIRES</i>                    | 0            | 1             |
| <i>VEHICLE FIRES</i>                      | 2            | 0             |
| <i>GRASS FIRES</i>                        | 1            | 0             |
| <i>ELECTRICAL FIRES</i>                   | 0            | 0             |
| <i>COOKING FIRES (KITCHEN)</i>            | 0            | 0             |
| <i>POWER LINES</i>                        | 4            | 1             |
| <i>SMOKE CHECKS</i>                       | 5            | 1             |
| <i>ACCIDENTS (JAWS)</i>                   | 0            | 0             |
| <i>MVC'S (No Extrication)</i>             | 5            | 9             |
| <i>AIRCRAFT STAND-BY</i>                  | 0            | 1             |
| <i>FUEL SPILLS/GAS LEAKS</i>              | 1            | 1             |
| <i>RESCUE</i>                             | 0            | 0             |
| <i>MEDICAL CALLS</i>                      | 24           | 4             |
| <i>ALARM MALFUNCTIONS</i>                 | 7            | 0             |
| <i>FALSE ALARMS</i>                       | 7            | 0             |
| <i>DISPATCHED AND CANCELED ENROUTE</i>    | 5            | 6             |
| <i>UNAUTHORIZED BURNING</i>               | 7            | 0             |
| <i>CONTROL BURN (COUNTY ONLY)</i>         | 1            | 1             |
| <i>ASSIST OTHER DEPARTMENTS</i>           | 0            | 3             |
| <i>MISCELLANEOUS CALLS/PUBLIC SERVICE</i> | 9            | 12            |
| <b>TOTAL</b>                              | <b>78</b>    | <b>40</b>     |
| <b>MILEAGE</b>                            | <b>216.2</b> | <b>279.1</b>  |
| <b>MANHOURS</b>                           | <b>128.5</b> | <b>84.5</b>   |

|                       |              |
|-----------------------|--------------|
| <b>TOTAL CALLS</b>    | <b>118</b>   |
| <b>TOTAL MILEAGE</b>  | <b>495.3</b> |
| <b>TOTAL MANHOURS</b> | <b>213</b>   |

|                                 |                       |              |                 |
|---------------------------------|-----------------------|--------------|-----------------|
| <b>TRAINING</b>                 | <b>Paid 51 Vol 28</b> | <b>Total</b> | <b>79</b>       |
| <b>INSPECTIONS</b>              |                       |              | <b>31</b>       |
| <b>FIRE PREVENTION PROGRAMS</b> |                       |              | <b>0</b>        |
| <b>PUBLIC RELATIONS EVENTS</b>  |                       |              | <b>4</b>        |
| <b>HYDRANT MAINTENANCE</b>      |                       |              | <b>328tonya</b> |
| <b>WATER USAGE</b>              |                       |              | <b>200</b>      |

|                              | May  | June | July | Aug | Sept | Oct  | Nov  | Dec | Jan | Feb | Mar  | April | May  | June | July | Aug  |      | Oct  |
|------------------------------|------|------|------|-----|------|------|------|-----|-----|-----|------|-------|------|------|------|------|------|------|
|                              |      |      | 2022 |     |      |      |      |     |     |     |      | 2023  |      |      |      |      |      |      |
| <b>CALLS FOR SERVICE</b>     | 1176 | 1160 | 1139 | 988 | 1001 | 1037 | 1030 | 975 | 991 | 970 | 1092 | 1047  | 1077 | 1102 | 1133 | 1150 | 1180 | 1057 |
| <b>OFFICER INITIATED CFS</b> | 486  | 484  | 414  | 388 | 289  | 362  | 295  | 321 | 299 | 371 | 364  | 331   | 304  | 362  | 424  | 432  | 514  | 460  |
| <b>DISPATCHED CFS</b>        | 690  | 676  | 725  | 600 | 712  | 675  | 735  | 654 | 692 | 599 | 728  | 716   | 773  | 740  | 709  | 718  | 666  | 597  |
| <b>TRAFFIC CITATIONS</b>     | 59   | 53   | 58   | 71  | 51   | 58   | 48   | 25  | 42  | 53  | 94   | 29    | 74   | 64   | 73   | 117  | 96   | 133  |
| <b>WRITTEN WARNINGS</b>      | 286  | 274  | 182  | 234 | 168  | 240  | 152  | 185 | 187 | 231 | 241  | 134   | 185  | 170  | 225  | 224  | 285  | 178  |
| <b>ARREST</b>                | 23   | 31   | 35   | 21  | 31   | 38   | 35   | 25  | 30  | 31  | 31   | 28    | 27   | 38   | 23   | 37   | 38   | 31   |
| <b>ACCIDENTS</b>             | 21   | 28   | 29   | 21  | 37   | 19   | 44   | 35  | 50  | 35  | 39   | 41    | 39   | 46   | 37   | 28   | 30   | 35   |
| <b>DWI ARREST</b>            | 4    | 3    | 0    | 2   | 1    | 2    | 3    | 2   | 3   | 1   | 1    | 1     | 0    | 1    | 2    | 1    | 2    | 0    |
| <b>(included above)</b>      |      |      |      |     |      |      |      |     |     |     |      |       |      |      |      |      |      |      |
| <b>INCIDENT REPORTS</b>      |      |      |      |     |      |      |      |     |     |     |      |       |      |      |      |      |      |      |
| <b>SENT TO CID</b>           | 226  | 230  | 181  | 204 | 231  | 229  | 249  | 212 | 247 | 179 | 240  | 204   | 233  | 280  | 212  | 206  | 191  | 202  |
| <b>ASSIGNED</b>              | 226  | 230  | 181  | 204 | 231  | 229  | 249  | 212 | 247 | 179 | 240  | 204   | 233  | 280  | 212  | 206  | 191  | 202  |
| <b>SUSPENDED</b>             | 75   | 86   | 98   | 78  | 53   | 126  | 90   | 71  | 86  | 59  | 120  | 141   | 59   | 141  | 117  | 174  | 110  | 72   |
| <b>CLEARED</b>               | 95   | 109  | 56   | 145 | 135  | 121  | 112  | 80  | 84  | 55  | 111  | 102   | 89   | 70   | 127  | 107  | 105  | 95   |
| <b>BURGLARY</b>              | 5    | 5    | 2    | 19  | 15   | 7    | 14   | 17  | 14  | 3   | 7    | 10    | 23   | 15   | 13   | 6    | 13   | 12   |
| <b>ROBBERY</b>               | 1    | 4    | 0    | 0   | 0    | 0    | 1    | 3   | 0   | 0   | 2    | 1     | 1    | 0    | 1    | 2    | 1    | 2    |
| <b>ASSAULT</b>               | 10   | 31   | 22   | 19  | 32   | 28   | 27   | 31  | 26  | 15  | 41   | 29    | 32   | 28   | 21   | 31   | 27   | 26   |
| <b>POCS / POM*</b>           | 3    | 3    | 4    | 2   | 0    | 3    | 0    | 1   | 2   | 3   | 2    | 2     | 1    | 2    | 1    | 6    | 8    | 4    |
| <b>SEXUAL ASSAULT</b>        | 1    | 1    | 0    | 0   | 0    | 4    | 0    | 0   | 0   | 2   | 0    | 3     | 2    | 3    | 1    | 1    | 1    | 0    |

\* Includes marijuana, cocaine, etc.

| Nov  | Dec  | Jan  | Feb | Mar | April | May  |      |
|------|------|------|-----|-----|-------|------|------|
|      |      | 2024 |     |     |       |      |      |
| 1019 | 1218 | 1033 | 974 | 996 | 1134  | 1261 | 1104 |
| 454  | 591  | 393  | 435 | 435 | 418   | 500  | 411  |
| 565  | 627  | 640  | 539 | 561 | 716   | 761  | 693  |
|      |      |      |     |     |       |      |      |
| 152  | 104  | 80   | 78  | 74  | 106   | 113  | 82   |
| 182  | 324  | 244  | 262 | 263 | 245   | 320  | 233  |
|      |      |      |     |     |       |      |      |
| 22   | 42   | 19   | 28  | 34  | 31    | 24   | 25   |
| 21   | 35   | 45   | 23  | 35  | 39    | 36   | 34   |
| 2    | 5    | 2    | 2   | 2   | 1     | 1    | 4    |
|      |      |      |     |     |       |      |      |
|      |      |      |     |     |       |      |      |
| 148  | 197  | 176  | 148 | 159 | 218   | 186  | 190  |
| 148  | 197  | 176  | 148 | 159 | 218   | 186  | 190  |
| 90   | 91   | 85   | 63  | 63  | 87    | 104  | 85   |
| 77   | 103  | 102  | 73  | 74  | 123   | 65   | 83   |
|      |      |      |     |     |       |      |      |
| 10   | 6    | 1    | 10  | 9   | 6     | 7    | 6    |
| 2    | 0    | 0    | 0   | 0   | 4     | 0    | 0    |
| 18   | 26   | 29   | 24  | 23  | 22    | 23   | 32   |
| 5    | 2    | 2    | 5   | 4   | 0     | 3    | 2    |
| 1    | 0    | 0    | 2   | 1   | 3     | 2    | 0    |

**Compatibility Report for Copy of Jan 2022 Monthly Report -  
.xls  
Run on 02/02/2022 16:35**

If the workbook is saved in an earlier file format or opened in an earlier version of Microsoft Excel, the listed features will not be available.

| <b>Minor loss of fidelity</b>                                                                                                                                                | <b># of occurrences</b> | <b>Version</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------|
| Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available. | 17                      | Excel 97-2003  |



# *Henderson Police Department*

800 Lake Forest Parkway  
Henderson, Texas 75652  
Phone: 903-657-3512 Fax: 903-657-3345

*Integrity • Respect • Accountability • Courage • Professionalism • Dedication • Service*

07/02/2024

To: City Council  
From: Chad Taylor, Chief  
Ref: Training Report

## *Training report for the month of June*

Total number of officers with license certification **4**

Total number of officers moved from basic to intermediate – 0

Total number of officers moved to advanced – 0

Total number of officers moved to master- 0

Total number of officers in the cadet program- 0

Total number of Telecommunicators with a temporary license – 0

Total number of Telecommunicators moved from temporary license to basic-0

Total number of Telecommunicators moved from basic to intermediate-0

Total number of Telecommunicators moved from advance to master-0

Total Proficiency level moves - 0

➤ Approximate hours of training hours for the month of June-**225.40**

Information provided by Sgt. Charles Helton – Training/Community Outreach Coordinator

# Open Records Report

5-1-2024 to 5-31-2024

| DATE(S) | Record Requestor                         | HOURS | Charges       |
|---------|------------------------------------------|-------|---------------|
| 4/2/24  | ORR H2311338 TX Farm Bureau              |       | Billed/19.50  |
| 4/15/24 | ORR SUBPOENA 202200638 202200663         |       | Billed/152.00 |
| 5/6/24  | ORR Brian Gutierrez Law. H2403241        |       | Billed 42.00  |
| 5/16/24 | ORR Roberts Law H2402254 No. 6802        |       | 61.50         |
| 5/23/24 | ORR Parker Firm H2303959 No. 6801        |       | 129.40        |
| 6/6/24  | CR3 Budget Inn H2404908 Using CRIS       |       | Completed     |
| 6/6/24  | ORR Animal Center H2405275               |       | Completed     |
| 6/6/24  | CR3 Grant/Flannery H2403959 CRIS         |       | Completed     |
| 6/6/24  | CR3 Nexis Lexis H2403471                 |       | Completed     |
| 6/6/24  | ORR DFPS Bennett H2310088 0089 3227 2997 |       | Completed     |
| 6/6/24  | ORR Walmart H2404993                     |       | Completed     |
| 6/6/24  | ORR HHA Inesia Isabell March-June 2024   |       | Completed     |
| 6/6/24  | ORR Tyler Probation T. Bird              |       | Completed     |
| 6/6/24  | ORR Attorney K. Ortiz cases              |       | Completed     |

| DATE(S) | Record Requestor                          | HOURS | Charges     |
|---------|-------------------------------------------|-------|-------------|
| 6/6/24  | CR3 Arivo Ins H2312129                    |       | Billed 6.00 |
| 6/7/24  | ORR FBINICS L. Patton                     |       | Completed   |
| 6/7/24  | ORR Dallas CSO D. Martinez                |       | Completed   |
| 6/7/24  | ORR Aurora Esquivel Pd. No 6800           |       | 37.80       |
| 6/7/24  | ORR Civilian H2404839                     |       | Completed   |
| 6/7/24  | ORR H2405004                              |       | Completed   |
| 6/10/24 | ORR DFPS Reggie Felicia Jarvis            |       | Completed   |
| 6/10/24 | ORR DFPS Reggie J Alexander               |       | Completed   |
| 6/10/24 | ORR US ARMY Recruiter Z. Maddox           |       | Completed   |
| 6/10/24 | ORR Longview PD K. Winn                   |       | Completed   |
| 6/10/24 | CR3 H2403200                              |       | Completed   |
| 6/12/24 | CR3 H2402238 Refused No. 6803 Void        |       | Completed   |
| 6/14/24 | ORR OAG H2404244                          |       | Completed   |
| 6/14/24 | ORR Parker Firm 202109321                 |       | Completed   |
| 6/14/24 | ORR Raices K. Arteaga                     |       | Completed   |
| 6/14/24 | ORR F. Jones                              |       | Completed   |
| 6/14/24 | ORR CAD 2405744                           |       | Completed   |
| 6/14/24 | CR3 H2404678 No. 6804                     |       | 6.00        |
| 6/12/24 | ORR DFPS H2400010                         |       | Completed   |
| 6/12/24 | CR3 Auto Owners Ins H2403200              |       | Completed   |
| 6/12/24 | ORR Longview PD E. Hewitt                 |       | Completed   |
| 6/12/24 | ORR DFPS Alexander Sanches                |       | Completed   |
| 6/12/24 | CR3 H2405208 Using Cris                   |       | Completed   |
| 6/12/24 | ORR Longview PD J Peterson                |       | Completed   |
| 6/12/24 | CR3 Climar and Beverly Wrong Jurisdiction |       | Completed   |
| 6/12/24 | CR3 H2405210 Using Cris                   |       | Completed   |

DATE(S)

Record Requestor

HOURS

Charges

|         |                                            |  |           |
|---------|--------------------------------------------|--|-----------|
| 6/12/24 | CR3 UT EMS Brian Short                     |  | Completed |
| 6/14/24 | CR3 H2403171 MRB No. 6805                  |  | 5.00      |
| 6/14/24 | CR3 H2404275 LN No. 6806                   |  | 5.00      |
| 6/14/24 | CR3 K. McDonald Wrong Jurisd LN No. 6807   |  | 5.00      |
| 6/14/24 | CR3 CRID 20212566 Wrong Jurisd LN No. 6808 |  | 5.00      |
| 6/14/24 | CR3 H2405020 LN No. 6809                   |  | 5.00      |
| 6/14/24 | CR3 H2404983 LN No. 6810                   |  | 5.00      |
| 6/14/24 | CR3 H2404561 LN No. 6811                   |  | 5.00      |
| 6/14/24 | CR3 George Linton Wrong Jurisd LN No. 6812 |  | 5.00      |
| 6/14/24 | CR3 H2404506 LN No. 6813                   |  | 5.00      |
| 6/14/24 | CR3 H2404715 LN No. 6814                   |  | 5.00      |
| 6/14/24 | CR3 H2404678 LN No. 6815                   |  | 5.00      |
| 6/14/24 | CR3 CRID 199627981 Wrong Juris LN No. 6816 |  | 5.00      |
| 6/14/24 | CR3 H2404442 LN No. 6817                   |  | 5.00      |
| 6/14/24 | CR3 H2404712 LN No. 6818                   |  | 5.00      |
| 6/17/24 | ORR I. Isabell                             |  | Completed |
| 6/17/24 | ORR D Davis 201305438                      |  | Completed |
| 6/17/24 | ORR CBS Media Pages Yates park             |  | Completed |
| 6/18/24 | CR3 H2405180 No. 6820                      |  | 6.00      |
| 6/18/24 | CR3 H2404878 Fleet                         |  | Completed |
| 6/18/24 | ORR 2309112                                |  | Completed |
| 6/18/24 | ORR CR3 H2403471 No. 6819                  |  | 6.00      |
| 6/20/24 | ORR H2404863 Refused to submit request     |  | Completed |
| 6/20/24 | ORR I. Isabell Jan - current 2024          |  | Completed |
| 6/20/24 | CR3 H2405388                               |  | Completed |
| 6/20/24 | CR3 H2405388 No. 6828                      |  | 6.00      |

| DATE(S) | Record Requestor                          | HOURS | Charges   |
|---------|-------------------------------------------|-------|-----------|
| 6/20/24 | Wants a CR3 for damage H2405747           |       | Completed |
| 6/20/24 | CR3 H2404920 No. 6827                     |       | 6.00      |
| 6/20/24 | ORR Attorney General H2404244             |       | Completed |
| 6/20/24 | CR3 H2404920 LN No. 6821                  |       | 5.00      |
| 6/20/24 | CR3 H2405180 No. 6822                     |       | 5.00      |
| 6/20/24 | CR3 H2405326 No. 6823                     |       | 5.00      |
| 6/20/24 | CR3 H2404271 No. 6824                     |       | 5.00      |
| 6/20/24 | CR3 H2405362 No. 6825                     |       | 5.00      |
| 6/20/24 | CR3 24781051 Wrong Juris No. 6826         |       | 5.00      |
| 6/20/24 | Lexis Nexis Inv# 624645 ES134244 No. 6829 |       | 5.00      |
| 6/21/24 | ORR Foremost Ins 24010104 Wrong Jurisd    |       | Completed |
| 6/25/24 | ORR RC Probation H2404759                 |       | Completed |
| 6/25/24 | ORR F. Lozoya Clear Record Request        |       | Completed |
| 6/25/24 | CR3 H2405603 No. 6833                     |       | 6.00      |
| 6/25/24 | ORR OAG VC24204139 x3 cases               |       | Completed |
| 6/25/24 | ORR OAG VC24186139 x1 Case                |       | Completed |
| 6/25/24 | CR3 H2403200 No. 6830                     |       | 6.00      |
| 6/25/24 | ORR Civilian H2405892 Media Page Only     |       | Completed |
| 6/26/24 | ORR DFPS Dessesaure x 47 Cases Isabell    |       | Completed |
| 6/26/24 | ORR Centerpoint claims CAD 2309746        |       | Completed |
| 6/26/24 | ORR Naman Howell Smith Lee No Records     |       | Completed |
| 6/26/24 | CR3 H2404983 No. 6831                     |       | 6.00      |
| 6/26/24 | ORR Office Capital Writs                  |       | Completed |
| 6/26/24 | Dallas Co. Probation H2405776             |       | Completed |
| 6/26/24 | ORR DFPS Dessesaure J.Henson              |       | Completed |
| 6/26/24 | CR3 H2312129 NO. 6832                     |       | 6.00      |



**DATE(S)**

**Record Requestor**

**HOURS**

**Charges**

INFORMATION PROVIDED BY STACEY STRONG - RECORDS ADMINISTRATOR

# Balance Sheet

Henderson PD Records

Jun-24

## Balance summary

|                                      |                 |
|--------------------------------------|-----------------|
| No. 6788 Cash                        | \$6.00          |
| No. 6789 CK# 255694111               | \$5.00          |
| No. 6790 Cash                        | \$6.00          |
| No. 6791 CK# 102073                  | \$91.50         |
| No. 6792 CK# 2566169321 Lexis Nexis  | \$5.00          |
| No. 6793 Cash                        | \$6.00          |
| No. 6794 CK# 2566041521 Lexis Nexis  | \$5.00          |
| No. 6795 Cash                        | \$6.00          |
| No. 6796 CK# 2568973822 Lexis Nexis  | \$5.00          |
| No. 6798 CK# 25723665951 Lexis Nexis | \$5.00          |
| No. 6797 CK# 2572594851 Lexis Nexis  | \$5.00          |
| No. 6799 CK# 2569784021 Lexis Nexis  | \$5.00          |
| <b>Balance from May 2024</b>         | <b>\$150.50</b> |
| No. 6800 Cash                        | \$37.80         |
| No. 6801 CK# 12531                   | \$129.40        |
| No. 6802 CK# 4507                    | \$61.50         |
| No. 6803 H2402238 VOID /REFUSED      | \$0.00          |
| No. 6804 Cash                        | \$6.00          |
| No. 6805 CK# 113950873               | \$5.00          |
| No. 6806 CK# 2588816611              | \$5.00          |
| No. 6807 CK# 2590749011              | \$5.00          |
| No. 6808 CK# 2590074662              | \$5.00          |
| No. 6809 CK# 2592096911              | \$5.00          |

|                             |          |
|-----------------------------|----------|
| No. 6810 CK# 2592975511     | \$5.00   |
| No. 6811 CK# 2573319911     | \$5.00   |
| No. 6812 CK# 2575435751     | \$5.00   |
| No. 6813 CK# 2585547061     | \$5.00   |
| No. 6814 CK# 2583378411     | \$5.00   |
| No. 6815 CK# 2579936651     | \$5.00   |
| No. 6816 CK# 2580166951     | \$5.00   |
| No. 6817 CK# 2580921351     | \$5.00   |
| No. 6818 CK# 2581354861     | \$5.00   |
| No. 6819 CK# 2551994361     | \$6.00   |
| No. 6820 Cash               | \$6.00   |
| No. 6821 CK# 2605890051     | \$5.00   |
| No. 6822 CK# 2607863851     | \$5.00   |
| No. 6823 CK# 2598624761     | \$5.00   |
| No. 6824 CK# 2601539651     | \$5.00   |
| No. 6825 CK# 2602027051     | \$5.00   |
| No. 6826 CK # 2598425211    | \$5.00   |
| Turned in to Sara 6/18/2024 | \$497.20 |
| No. 6827 Cash               | \$6.00   |
| No. 6828 Cash               | \$6.00   |
| No. 6829 CK# 01847372       | \$5.00   |
| No. 6833 Cash               | \$6.00   |
| No. 6830 CK# 365020950      | \$6.00   |
| No. 6831 Cash               | \$6.00   |
| No. 6832 CK# 1167           | \$6.00   |
| No. 6834 CK# 2616864851     | \$5.00   |
| No. 6835 CK# 2619745451     | \$5.00   |
| No. 6836 CK# 2619977852     | \$5.00   |
| No. 6837 CK# 2623997051     | \$5.00   |
| No. 6838 CK# 2629564252     | \$5.00   |
| No. 6839 CK# 2630864851     | \$5.00   |
| No. 6840 Cash               | \$6.00   |
|                             |          |

|         |          |
|---------|----------|
|         |          |
|         |          |
|         |          |
|         |          |
|         |          |
| Balance | \$574.20 |

Information Provided by Stacey Strong - Records Administrator





# Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

*Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service*

## June 2024 ORR Revenue

| Description   | Qty | Unit price     | Discount | Total            |
|---------------|-----|----------------|----------|------------------|
| Crash Reports | 27  | \$5.00         |          | \$135.00         |
| Crash Reports | 10  | \$6.00         |          | \$60.00          |
|               |     |                |          |                  |
| ORR Attorney  | 2   | \$129.40/61.50 |          | 190.90           |
| ORR Civilian  | 1   | \$37.80        |          | \$37.80          |
| LexisNexis    | 0   | 0              |          | 0                |
|               |     |                |          |                  |
| <b>Total</b>  |     |                |          | <b>\$ 423.70</b> |

Information provided by Stacey Strong – Records Administrator

REV 2023/SJS



# Henderson Police Department

800 Lake Forest Parkway

Henderson, Texas 75652

Phone: 903-657-3512 Fax: 903-657-3345

*Integrity ° Respect ° Accountability ° Courage ° Professionalism ° Dedication ° Service*

## June 2024 Open Record Report

| Request               | ORR<br>Received | ORR Completed | ORR Open |
|-----------------------|-----------------|---------------|----------|
| OAG Rulings           | 1               | 0             | 1        |
| ORR US Gov.           | 4               | 4             | 0        |
| ORR State Gov.        | 8               | 8             | 0        |
| ORR Local Gov.        | 6               | 6             | 0        |
| ORR Subpoena          | 0               | 0             | 0        |
| ORR Civilian          | 14              | 14            | 0        |
| ORR Attorney          | 6               | 5             | 1        |
| CR-3 Crash Reports    | 50              | 50            | 0        |
| <b>Total Requests</b> | <b>90</b>       | <b>88</b>     | <b>2</b> |

Information provided by Stacey Strong – Records Administrator

# Memo



**To:** Jay Abercrombie, City Manager

**From:** Chad Taylor, Chief of Police

**cc:** Cheryl Jimerson, City Secretary

**Date:** July 1, 2024

**Re:** Henderson Police Department Monthly Report



Attached to this memo please find the monthly activity report from the Police Department for June.

The Henderson Police Department had a steady month for June. We got to interact and visit with our citizens at our Mid-Morning Coffee hosted by L4 Property Group. The Lions club promoted Kid Fish Day for our youth at Lake Forest, where officers stopped by and visited with several of the people we serve. The PD also celebrated Juneteenth with our community and participated in the Juneteenth parade.

**June 1, 2024– Chief Chad Taylor and Sgt. Charles Helton with community members and youth during Kid Fish Day at Lake Forest.**



**June 13, 2024 – Chief Chad Taylor with the newly promoted Lt. Jarrod Finley as our Criminal Investigation Division Lieutenant.**



**June 13, 2024 – Chief Chad Taylor, Sgt. Charles Helton and several other members of the PD at Mid-Morning Coffee hosted by L4 Property Group.**



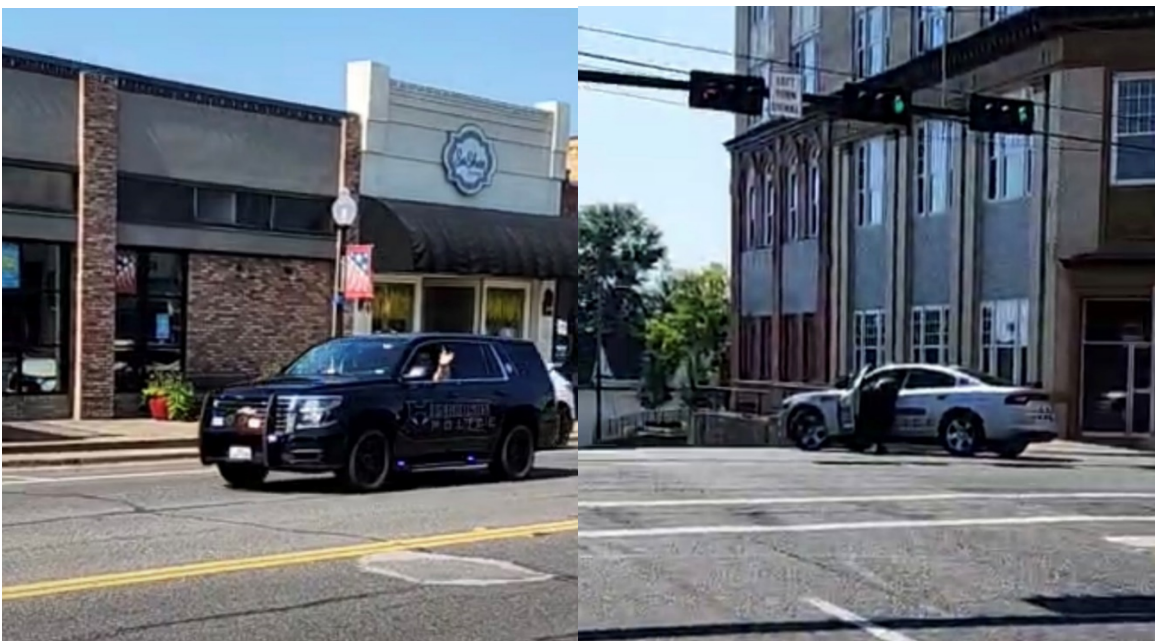
**June 18, 2024 – Officer Tony Villalobos and Officer Joel DeJesus at the Meet & Greet hosted by Henderson Collision and Burl's Collision Center.**



**June 18, 2024 – Cpl. Brittany Dooley winning the Texas Emergency Management Spouse of the Year.**



**June 19, 2024 – Henderson Police Department escorting locals for the Juneteenth Parade in Downtown Henderson.**





## Community Development Department

300 West Main Street

Henderson, Tx 75652

Phone: 903-392-0786

# Monthly Report

To: Mayor and City Council Members

From: Cliff McElfresh/Dennis Williams

RE: Summary for the Month of June 2024

MONTHLY TOTALS BUILDING CONSTRUCTION VALUE: June 2024 \$526,204.00

MONTHLY TOTALS BUILDING CONSTRUCTION VALUE: June 2023 \$5,711,933.61

ANNUAL TOTAL BUILDING CONSTRUCTION VALUE: TO DATE 2024 \$4,024,422.00

ANNUAL TOTAL BUILDING CONSTRUCTION VALUE: Thru June 2023 \$17,886,630.30

### BUILDING INSPECTORS REPORT

### CODE ENFORCEMENT REPORT

|                                            |    |                                                  |          |
|--------------------------------------------|----|--------------------------------------------------|----------|
| Building Inspections                       | 11 | Food Establishment Inspections                   | 23       |
| Electrical Inspections                     | 19 | Food Truck/Trailer Permits                       | 2        |
| Plumbing Inspections                       | 24 | High Grass & Weeds                               | 13       |
| Mechanical Inspections                     | 5  | Junk Vehicles                                    | 3        |
| Stop Work Orders                           | 0  | Illegal Signs                                    | 0        |
| Other-Driveway, slab, etc.                 | 6  | Sub-Standard Structure Inspections/Notifications | 0        |
| Residential Plan Review                    | 0  | Illegal Dumping /Road debris/Illegal storage     | 0        |
| Commercial Plan Review                     |    | Restaurant Grease Trap Inspection                | 0        |
| Sign Permits Review                        | 1  | Abatements                                       | 0        |
| Certificate of Occupancy                   | 3  | Other                                            | 0        |
| <b>Commercial Building Permits Issued</b>  |    |                                                  | <b>2</b> |
| <b>Residential Building Permits Issued</b> |    |                                                  | <b>3</b> |
| <b>Residential Demo Permits Issued</b>     |    |                                                  | <b>0</b> |
| <b>Residential Roof Permits Issued</b>     |    |                                                  | <b>2</b> |
| <b>Commercial Roof Permits issued</b>      |    |                                                  | <b>0</b> |
| <b>Residential Fence Permit Issued</b>     |    |                                                  | <b>1</b> |

Submitted by: Cliff McElfresh, Community Development Mgr.

Date:6/27/2024





# Monthly Report

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**To:** Mayor and City Council Members

**From:** Cheryl Jimerson, City Secretary

**Date:** July 9, 2024

**Re:** June 2024 Monthly Report

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## City Hall

- City Secretary
  - Hosted the City Secretary quarterly meeting here in the Council Chambers with a speaker from the TABC office.
  - There was a holiday and I have been using some sick time for doctor appointments and Physical Therapy.
  - Registered with the Texas Municipal Clerks Association to get my certification.
    - Completed and passed Course 1 and 3 of the certification program.
    - Completed homework for Course 2 Modules 1,2, & 3.
    - Received 12 hours in class hours toward my certification in Lubbock 12, 13 and 14<sup>th</sup>.
  - Received, responded, or corresponded to open records requests.
  - Attended Management Meetings.
  - Attended Council Meeting.
  - Worked with City Attorney office on ordinances and resolutions.
  - Approved and/or entered requisitions and other day to day operations.
  - Answered incoming calls and/or returned calls and met with citizens about various reasons throughout the month.
  - Working to bring Christus Good Shepherd in with a voluntary annexation proposal.
    - Received all documentation from Christus to begin annexation process.As long as all the publication requests are published on time the annexation will be completed and file after the August 20 Council meeting.

- Front Desk Executive
    - Both Cheryl and Ellen have been working on the interior decorating of the Municipal Services Complex and setting watering schedules up for all the live plants.
    - Updating the calendar for the shared conference room and Council Chambers at City Hall.
    - Organized the Fun Food Day menu that is scheduled on the 3<sup>rd</sup> Friday of each month.
    - Organizing City Hall records.
    - Answered and transferred calls that come in for each department.
    - Scan records for electronic storage.
    - Made sure all incoming mail was sent to the appropriate departments.
    - Keeping City Hall supplies ordered and stocked.
    - Place postage on all out-going mail.
    - Entered purchase orders.
    - Enter timesheets.
    - Searched for records pertaining to ordinances and/or resolutions for the City Secretary.
    - Folding and stuffing second notices for water department twice a month
-

## HEDCO SALES TAX RECEIPTS HISTORY

| Sales Month                            | Check          | 1992-1993 | 1993-1994 | 1994-1995 | 1995-1996 | 1996-1997 | 1997-1998 | 1998-1999 | 1999-2000 |
|----------------------------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                        | Received Month |           |           |           |           |           |           |           |           |
| AUGUST                                 | OCTOBER        |           | 38,548    | 36,197    | 37,403    | 43,615    | 43,743    | 45,133    | 43,378    |
| SEPTEMBER                              | NOVEMBER       |           | 58,170    | 59,062    | 53,862    | 54,472    | 61,268    | 67,745    | 60,108    |
| OCTOBER                                | DECEMBER       | 26,898    | 34,289    | 33,121    | 31,637    | 45,934    | 44,271    | 46,166    | 55,469    |
| NOVEMBER                               | JANUARY        | 34,466    | 40,048    | 50,644    | 35,998    | 36,900    | 39,058    | 40,237    | 44,788    |
| DECEMBER                               | FEBRUARY       | 66,400    | 65,598    | 63,055    | 57,486    | 67,599    | 72,385    | 79,705    | 65,828    |
| JANUARY                                | MARCH          | 32,279    | 31,172    | 33,161    | 35,558    | 42,066    | 37,413    | 38,909    | 47,912    |
| FEBRUARY                               | APRIL          | 30,617    | 34,455    | 33,221    | 45,104    | 40,731    | 40,610    | 45,303    | 46,995    |
| MARCH                                  | MAY            | 55,433    | 52,448    | 53,933    | 54,102    | 57,676    | 61,795    | 66,026    | 65,237    |
| APRIL                                  | JUNE           | 35,656    | 36,285    | 35,147    | 40,376    | 42,114    | 50,487    | 48,953    | 46,288    |
| MAY                                    | JULY           | 35,704    | 35,612    | 37,804    | 38,755    | 42,613    | 44,454    | 48,043    | 50,643    |
| JUNE                                   | AUGUST         | 56,455    | 60,479    | 57,700    | 61,328    | 60,099    | 68,203    | 60,864    | 65,906    |
| JULY                                   | SEPTEMBER      | 35,503    | 33,121    | 36,831    | 49,029    | 49,767    | 48,094    | 45,344    | 49,843    |
| TOTAL                                  |                | 409,411   | 520,225   | 529,876   | 540,638   | 583,586   | 611,781   | 632,428   | 642,395   |
| Average Monthly Sales Tax:             |                | 40,941    | 43,352    | 44,156    | 45,053    | 48,632    | 50,982    | 52,702    | 53,533    |
| Annual % Change Over the Previous Year |                |           | 27.07%    | 1.86%     | 2.03%     | 7.94%     | 4.83%     | 3.37%     | 1.58%     |

| Sales Month                            | Check          | 2000-2001 | 2001-2002 | 2002-2003 | 2003-2004  | 2004-2005 | 2005-2006 | 2006-2007 | 2007-2008 |
|----------------------------------------|----------------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|
|                                        | Received Month |           |           |           |            |           |           |           |           |
| AUGUST                                 | OCTOBER        | 49,572    | 58,284    | 48,837    | 56,577     | 54,801    | 82,519    | 85,356    | 87,078    |
| SEPTEMBER                              | NOVEMBER       | 59,757    | 73,834    | 64,109    | 70,315     | 72,264    | 80,573    | 100,384   | 121,188   |
| OCTOBER                                | DECEMBER       | 57,388    | 55,476    | 48,859    | 48,045     | 54,868    | 66,909    | 75,575    | 83,539    |
| NOVEMBER                               | JANUARY        | 47,961    | 48,417    | 46,007    | 48,377     | 55,768    | 75,685    | 72,105    | 88,099    |
| DECEMBER                               | FEBRUARY       | 73,487    | 81,480    | 64,590    | 76,014     | 81,875    | 102,065   | 111,520   | 141,454   |
| JANUARY                                | MARCH          | 48,080    | 42,784    | 44,274    | 51,551     | 51,428    | 67,088    | 71,346    | 57,698    |
| FEBRUARY                               | APRIL          | 46,582    | 46,678    | 44,678    | 50,425     | 62,545    | 77,568    | 77,833    | 84,927    |
| MARCH                                  | MAY            | 66,004    | 65,071    | 63,256    | 70,803     | 80,858    | 91,113    | 112,557   | 113,913   |
| APRIL                                  | JUNE           | 54,487    | 50,901    | 51,519    | 54,893     | 60,060    | 79,527    | 94,809    | 92,131    |
| MAY                                    | JULY           | 54,980    | 49,222    | 49,936    | 51,277     | 61,354    | 82,635    | 90,307    | 110,175   |
| JUNE                                   | AUGUST         | 71,779    | 71,920    | 67,805    | 73,543     | 88,459    | 98,619    | 118,741   | 124,099   |
| JULY                                   | SEPTEMBER      | 53,936    | 51,693    | 58,630    | 52,730     | 63,193    | 72,496    | 81,438    | 105,559   |
| TOTAL                                  |                | 684,013   | 695,760   | 652,500   | \$ 704,550 | 787,473   | 976,797   | 1,091,971 | 1,209,860 |
| Average Monthly Sales Tax:             |                | 57,001    | 57,980    | 54,375    | \$ 58,713  | 65,623    | 81,400    | 90,998    | 100,822   |
| Annual % Change Over the Previous Year |                | 6.48%     | 1.72%     | -6.22%    | 7.98%      | 11.77%    | 24.04%    | 11.79%    | 10.80%    |

## HEDCO SALES TAX RECEIPTS HISTORY

| Sales Month                            | Check<br>Received Month | 2008-2009 | 2009-2010 | 2010-2011 | 2011-2012    | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 |
|----------------------------------------|-------------------------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|-----------|
| AUGUST                                 | OCTOBER                 | 111,268   | 76,298    | 87,499    | \$ 84,071    | 92,147    | 114,011   | 116,949   | 121,718   |
| SEPTEMBER                              | NOVEMBER                | 134,059   | 97,160    | 106,938   | \$ 106,441   | 114,084   | 119,394   | 148,033   | 149,725   |
| OCTOBER                                | DECEMBER                | 128,139   | 74,526    | 85,724    | \$ 85,001    | 93,729    | 99,139    | 119,562   | 120,511   |
| NOVEMBER                               | JANUARY                 | 118,278   | 75,375    | 80,897    | \$ 86,133    | 91,079    | 92,381    | 109,862   | 108,103   |
| DECEMBER                               | FEBRUARY                | 146,434   | 96,298    | 120,034   | \$ 120,338   | 121,444   | 133,265   | 147,853   | 145,156   |
| JANUARY                                | MARCH                   | 101,087   | 72,740    | 73,132    | \$ 83,391    | 83,926    | 93,906    | 106,330   | 101,430   |
| FEBRUARY                               | APRIL                   | 101,860   | 72,550    | 72,002    | \$ 90,348    | 94,535    | 96,345    | 113,852   | 112,599   |
| MARCH                                  | MAY                     | 120,755   | 106,538   | 111,326   | \$ 126,183   | 118,964   | 135,024   | 140,828   | 142,354   |
| APRIL                                  | JUNE                    | 96,023    | 83,877    | 82,698    | \$ 95,591    | 100,456   | 113,739   | 116,123   | 104,961   |
| MAY                                    | JULY                    | 94,426    | 78,745    | 79,889    | \$ 101,797   | 103,080   | 129,549   | 110,049   | 101,897   |
| JUNE                                   | AUGUST                  | 113,557   | 110,237   | 116,504   | \$ 120,043   | 122,602   | 141,380   | 140,858   | 132,394   |
| JULY                                   | SEPTEMBER               | 75,248    | 79,339    | 85,237    | \$ 88,084    | 98,996    | 114,067   | 125,934   | 101,024   |
| TOTAL                                  |                         | 1,341,134 | 1,023,683 | 1,101,880 | \$ 1,187,421 | 1,235,042 | 1,382,200 | 1,496,233 | 1,441,872 |
| Average Monthly Sales Tax:             |                         | 111,761   | 85,307    | 91,823    | \$ 98,952    | 102,920   | 115,183   | 124,686   | 120,156   |
| Annual % Change Over the Previous Year |                         | 0.11      | -23.67%   | 7.64%     | 7.76%        | 4.01%     | 11.92%    | 8.25%     | -3.63%    |

| Sales Month                            | Check<br>Received Month | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020    | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024      |
|----------------------------------------|-------------------------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|----------------|
| AUGUST                                 | <b>OCTOBER</b>          | 108,069   | 99,446    | 113,001   | \$ 94,789    | 119,769   | 136,754   | 163,729   | 172,110        |
| SEPTEMBER                              | NOVEMBER                | 132,067   | 124,141   | 138,028   | \$ 142,246   | 141,434   | 177,944   | 208,295   | 210,169        |
| OCTOBER                                | DECEMBER                | 100,965   | 95,324    | 114,866   | \$ 113,405   | 113,333   | 143,064   | 167,491   | 189,000        |
| NOVEMBER                               | JANUARY                 | 96,254    | 100,353   | 110,701   | \$ 110,843   | 112,738   | 145,911   | 168,489   | 204,304        |
| DECEMBER                               | FEBRUARY                | 123,378   | 147,969   | 139,736   | \$ 141,342   | 161,211   | 185,516   | 227,918   | 198,983        |
| JANUARY                                | MARCH                   | 101,565   | 97,139    | 105,806   | \$ 113,262   | 116,200   | 140,154   | 138,614   | 158,683        |
| FEBRUARY                               | APRIL                   | 97,772    | 102,039   | 102,197   | \$ 106,063   | 99,301    | 127,489   | 169,500   | 163,252        |
| MARCH                                  | MAY                     | 151,778   | 148,855   | 141,682   | \$ 147,519   | 168,499   | 230,335   | 229,210   | <b>209,555</b> |
| APRIL                                  | JUNE                    | 99,509    | 128,332   | 111,569   | \$ 130,329   | 143,875   | 157,730   | 180,538   |                |
| MAY                                    | JULY                    | 98,978    | 111,018   | 118,162   | \$ 150,050   | 147,755   | 155,829   | 206,674   |                |
| JUNE                                   | AUGUST                  | 111,408   | 141,389   | 135,709   | \$ 169,353   | 168,612   | 192,135   | 235,730   |                |
| JULY                                   | SEPTEMBER               | 93,383    | 114,001   | 124,498   | \$ 115,717   | 139,587   | 161,760   | 178,760   |                |
| TOTAL                                  |                         | 1,315,126 | 1,410,006 | 1,455,955 | \$ 1,534,918 | 1,632,314 | 1,954,621 | 2,274,948 | 1,506,057      |
| Average Monthly Sales Tax:             |                         | 109,594   | 117,501   | 121,330   | \$ 127,910   | 136,026   | 162,885   | 189,579   | 188,257        |
| Annual % Change Over the Previous Year |                         | -0.09     | 7.21%     | 3.26%     | 5.42%        | 6.35%     | 19.75%    | 16.39%    | -33.80%        |

## CIVIC CENTER/PAVILION MONTHLY REPORT

**JUNE**

**2024**

### CIVIC CENTER

#### **Rental**

|                |           |                                                                                               |
|----------------|-----------|-----------------------------------------------------------------------------------------------|
| Entire Hall    | 5         | Damian Quince., Castle Wedding, Montelongo Quince., Mitchell Grad Party, Diaz, Suarez,        |
| 1/3 Hall       | 4         | Lockridge Baby Shower, Harris Reunion, Bowman Oil, Doughty/Go Trips,                          |
| 2/3 Hall       | 1         | Lineline Screenings,                                                                          |
| Reception Room | 8         | Howard Birthday Party, Alexander, Wooley, Thomas Reunion, Greer, Gossett, Robison, Case Party |
| Board Room     | 4         | Body Shop Wellness (x2), Duke, Witcher Bridal Shower,                                         |
| <b>TOTAL</b>   | <b>22</b> |                                                                                               |

### PAVILIONS

#### **Rental**

|                    |           |                                                                                                                                   |
|--------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------|
| Yates Park         | 10        | 1st Church of God In Christ, Brown, Starling, Bagley, 1st Methodist Preschool, Church of LDS, Mt. Hebron, Paddie, Anthony, Oliver |
| Fair Park          | 13        | Baxley, Chambless, Provalus, McKamy, Martinez, Hyas, Murillo, Roquemore, Hall, Jordy, Chic Fil A, Leuschner, Crawford             |
| Lake Forest-Lion   | 3         | Trujillo, Smith, Powell,                                                                                                          |
| Lake Forest-Mann   | 1         | Lewis,                                                                                                                            |
| Lake Forest-Azalea |           |                                                                                                                                   |
| Lake Forest-Gazebo |           |                                                                                                                                   |
| Lake Forest-Plaza  | 1         | Inglesia Adventista Del Septimo                                                                                                   |
| <b>TOTAL</b>       | <b>28</b> |                                                                                                                                   |



Mitchell Graduation Party 6/23/24

## FREEDOM FEST

We secured more sponsors than ever for this year's Freedom Festival on July 6. We sent information packets to more than 200 businesses, hand delivered another 50, and followed up with phone calls, emails, and personal visits to secure several thousand more dollars than in past years.

## SYRUP FESTIVAL

We have been fielding calls and emails from prospective Syrup Festival vendors by the dozen each week, with the number increasing. We are preparing the vendor application form to be sent out later in July. I asked a couple of our experienced food vendors to go in person to look at our proposed new food court location and received valuable feedback from both. All the vendor booth spaces have been renumbered to make them easier to locate and rental fees have been finalized, pending council approval. Sponsorship forms and information will go out in July, as well.

## MAIN STREET

I attended the Texas Main Street Program's Main Street Manager Retreat in San Angelo the first week of June. It was a fun and very educational experience and well worth attending. San Angelo has an incredible street art program that I would love to borrow ideas from. Our Jeeps in June Second Saturday event had lower than expected attendance, but we remain hopeful that the Second Saturday events will continue to grow and to draw visitors downtown in ever-greater numbers.

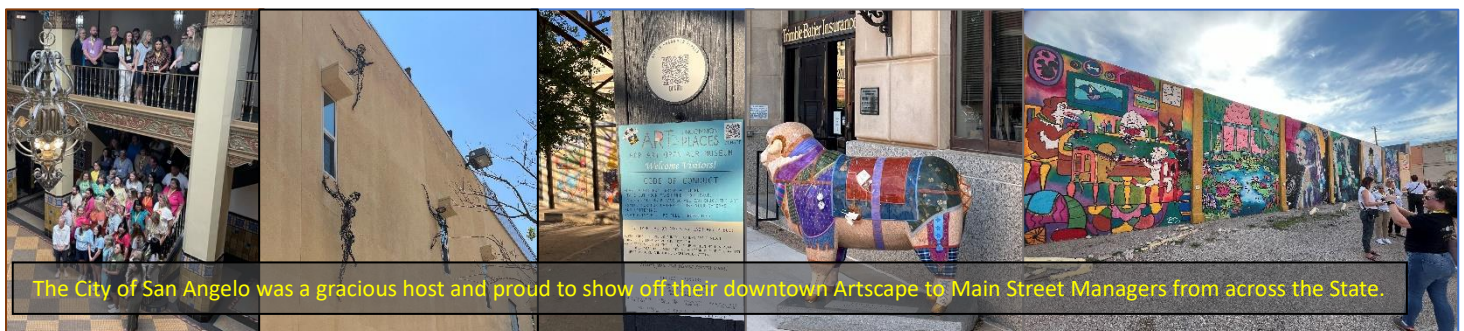
## TOURISM

I have been elected treasurer for the Northeast Texas Tourism Council, which meets around the region every other month. The Council consists of member cities from across Northeast Texas who work together to promote the entire region.

We had multiple meetings with two geofencing data companies this month to see how cell phone data can be used to promote our City and to see what niches need to be filled in Henderson to encourage residents to stay local with their shopping dollars. We are hoping to get other departments to invest in the program with us.

## CALENDAR EVENTS

|      |     |                                                                                           |
|------|-----|-------------------------------------------------------------------------------------------|
| June | 2-7 | TMSP Main Street Manager's Retreat in San Angelo                                          |
|      | 13  | Placer.ai demonstration; Meeting with CBS 19 – Heritage Syrup Festival advertising        |
|      | 20  | Meeting with new HSF food vendor; meeting with Placer.ai                                  |
|      | 21  | Meet with THC Architect about redesigning Heritage Square, improving safety and usability |
|      | 26  | Datafy demonstration                                                                      |
|      | 28  | TMSP Quarterly Report workshop                                                            |



The City of San Angelo was a gracious host and proud to show off their downtown Artscape to Main Street Managers from across the State.

The Board of Adjustments met on the above date at 9:00 a.m. Members present were Chairman Kenneth Orr, Alton Pryor, Allen Stanley, Yuri Elizondo and Cecilia Koch. The members unavailable to attend were Freddie Polk and Micah Johnson.

Laura Farquhar acted as secretary to the board.

Chairman Kenneth Orr called the meeting to order at 9:00 a.m.

Item 2

Citizens Comments: there were no citizens comments.

Item 3

Chairman Kenneth Orr asked for a motion regarding the minutes from the meeting held on May 14, 2024. Alton Pryor made a motion to approve the minutes. The motion was duly seconded by Allen Stanley and with unanimous vote from the Board, the minutes were approved.

Item 4

Vice Chairman Alton Pryor opened a public hearing to consider an application submitted by Donald Thompson requesting a variance to the side yard setback requirements of the General Commercial (C2) district to allow the owner to expand the building at the property described as 701 US Hwy 79 N.

Chairman Kenneth Orr turned the meeting over to Wes Breitenberg, Mr. Donald Thompson, owner of All Pro Automotive has applied for a variance to the side yard setback requirements for the property listed above. He wishes to expand the building to create additional warehousing space for the parts store located on the north side of the property. The side setback requirement in the C2 Zone is 15' for the primary structure. Mr. Thompson is asking for a setback variance to 7.84 feet on the front and to 8.13 feet on the rear of the proposed expansion.

Community Development has consulted with the Fire Department and Engineering staff and there are no objections to the approval of this setback variance request at the time.

Chairman Kenneth Orr asked if there were any questions or comments from the Board or citizens.

Item 5

Chairman Kenneth Orr declared this public hearing closed and asked for a motion.

Chairman Kenneth Orr asked the board to approve or disapprove the variance.

Alton Pryor made a motion to approve the request for the setbacks; duly seconded by Allen Stanley; vote was unanimous.

The meeting was adjourned at 9:07 a.m.

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**HENDERSON MAIN STREET ADVISORY BOARD**

**June 2024**

**Henderson Civic Center Reception Room**

**1500 Lake Forest Parkway**

**Henderson, Texas 75652**

Committee Members:

Kelly Bumgardner

Misty Evans

Bonnie Geddie

Leon Harris

Michael Loosier

Brant Bane

Brooke Dover

Ex-Officio Members:

Alexa Duke, Main Street Coordinator

Stephanie Kimbrell, Civic Center Manager

Jay Abercrombie, City Manager

Cheryl Jimerson, City Secretary

Wes Breitenberg, Community Development

Due to board members' planned absences, the meeting was cancelled as there would be no quorum.

Submitted by: Alexa Duke, Main Street Coordinator

Approved by: \_\_\_\_\_

**HENDERSON HISTORIC LANDMARK PRESERVATION COMMITTEE**

**June 2024**

**Henderson Civic Center Reception Room**

**1500 Lake Forest Parkway**

**Henderson, Texas 75652**

Committee Members:

Kelly Bumgardner

Misty Evans

Bonnie Geddie

Leon Harris

Michael Loosier

Brant Bane

Brooke Dover

Ex-Officio Members:

Alexa Duke, Main Street Coordinator

Stephanie Kimbrell, Civic Center Manager

Jay Abercrombie, City Manager

Cheryl Jimerson, City Secretary

Wes Breitenberg, Community Development

Due to board members' planned absences, the meeting was cancelled as there would be no quorum.

Submitted by: Alexa Duke, Main Street Coordinator

Approved by: \_\_\_\_\_