

**Town Council minutes
November 26, 2012**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 26th day of November 2012 with the following members present:

**Melody Paradise
Don Surratt
Jane Barrett
Russell Brewster
Don Funderlic
Charlie Price**

**Mayor
Mayor Pro Tem
Council Members**

constituting a quorum. The following staff members were present:

**Sean Fox
Lindsay Wells
Jim Jeffrey
Tom Griffith
Barry Reeves
Robert Coker
Chad Joyce**

**City Manager
City Secretary
City Attorney
Chief of Public Safety
Assistant Chief of Police
Assistant Fire Chief
Community Development Director**

Also in attendance:

Fred Adair

Planning & Zoning Commissioner

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:30 p.m.

1. City Manager Report

- Police Vehicle Financing Update – After discussion at the previous Council meeting, staff researched additional financing options for new police vehicles. Frost Bank offered 2.4% interest over four years saving more than \$2,000 over the life of the loan. Finance Director Fitzhugh Newsome has already issued a check to purchase the vehicles.
- Annual Christmas Party – The Annual Volunteer Christmas party is scheduled to be held December 8, 2012 at Pantego Christian Academy beginning at 6:00 p.m. and Town Council, Boards, and volunteers have been invited.

Council discussed issues including Council attendance at the Christmas party.

2. Approval of Bills Payable and Purchase Orders in Excess of \$1,000

Council discussed issues including an invoice from the auditing firm of George, Martin, & Sneed and Time Warner Cable.

**3. Minutes: Zoning Board of Adjustments – July 19, 2012
 Town Council – November 12, 2012**

Council discussed changes to Council minutes with City Secretary Lindsay Wells.

**Town Council minutes
November 26, 2012**

4. Consider any action on a resolution approving the Town's Investment Policy, Investment Strategies, and an approved list of brokers.

City Manager Sean Fox stated that the Town's investment policy is supposed to be approved annually by Council and was last approved in 2009. There are no changes being presented at this time.

Council discussed issues including researching Laserfiche to find other annually reviewed policies, obtaining financial training for the City Manager and Finance Director, and approving the financial trainers.

Council directed staff to review the proposed broker, Coastal Securities.

Council decided to table the issue until more information on training, trainers, and an updated list of brokers can be discussed.

5. Consider any action on a first and final reading of a proposed ordinance approving the recycling service rate increase by Community Waste Disposal.

Robert Medigovich from Community Waste Disposal stated that he is coming before Council for the annual market adjustment and stated that the proposed increase is due to higher CPI and fuel costs.

Council discussed issues including what is included in the CPI price, last rate adjustment, CPI areas of comparison, contract terms, and recyclable materials.

Mayor Paradise asked that contract amendments be included in future council packets.

Council next discussed agenda item #6 regarding non profits and tax implications. City Manager Sean Fox stated that this is unrelated to the recent Salvation Army Special Use Permit agenda item. Mr. Fox stated that staff was directed to research information on implications of non profit organizations and how it pertains to the tax roll. Mr. Fox explained how tax exempt status is granted by the Tarrant Appraisal District as well as presented a current list of non profits within the Town and what their taxable value is.

Council discussed issues including tax exempt approval, building use, and Special Use Permit requirements.

Council next discussed agenda item #7 regarding the Town Employee Handbook. City Manager Sean Fox stated that the handbook approved in November of last year provided a good foundation and staff has now had time to test most policies. Mr. Fox explained the proposed changes including FLSA - Fair Labor Standards Act, annual pay raise effective date, and Town holidays.

Council discussed issues including financial software limitations, Town holidays and ensuring Council is aware of the holiday schedule,

Council directed staff to leave the annual pay raise effective date as scheduled.

Mayor Paradise adjourned the work session at 7:37 p.m.

REGULAR SESSION 7:30 P.M.
CALL TO ORDER/WELCOME

Mayor Paradise called the regular session to order at 7:37 p.m.

INVOCATION BY:

Chief of Public Safety Tom Griffith

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Brewster thanked the staff for their continued hard work and stated that the Candy Train and Tree Lighting Event was a success. Councilmember Funderlic echoed Councilmember Brewster's comments and thanked Santa Claus for making an appearance at the Candy Train and Tree Lighting Event.

Mayor Pro Tem Surratt also thanked the staff and the Community Relations Board for their work in the Candy Train and Tree Lighting Event. Mayor Pro Tem Surratt mentioned the recent TML conference and educational sessions that he attended including a session discussing the TMRS retirement system and one titled "Rethinking Youth Involvement" from the City of Frisco, Texas. He stated that daughter is looking forward to participating in the PYLC program next year.

Mayor Paradise stated that the TML conference was held locally in Grapevine, Texas and well attended and also stated that the Candy Train and Tree Lighting Event was great this year.

City Manager Sean Fox acknowledged the Public Works Department for their hard work on the Tree Lighting, the Community Relations Board for their work at the park, and stated that Lt. Darren Burkhardt did a wonderful job leading the Candy Train from the fire truck. Mr. Fox also extended well wishes to Finance Director Fitzhugh Newsome as he recovers from recent neck surgery and informed Council that the Fire Department will help him get transported home from the hospital.

COUNCIL LIAISON TO BOARD REPORT

- **Community Relations Board**

Councilmember Barrett informed Council that the Community Relations Board met on Tuesday, November 20, 2012 to stuff 600 stockings and 100 dog treat bags to be passed out along the Candy Train and there were so many volunteers there to help that everything was completed in 45 minutes.

- **Pantego Youth Leadership Council**

Mayor Paradise stated that PYLC had many participants in the Candy Train. At their last meeting held November 13, 2012 the new PYLC Mayor and Council were sworn in and they hired key city staff. The PYLC will next meet on Tuesday, December 11, 2012 and will focus on non-profit organizations and the Mayoral Red Kettle Challenge with the Salvation Army.

PEDC REPORT

Mayor Pro Tem Surratt stated that three new members will be sworn in at the next PEDC meeting scheduled to be held Wednesday, November 28, 2012 and looks forward to a full PEDC board.

CITIZENS OPEN FORUM

None at this time

APPROVAL OF CONSENT AGENDA ITEMS

Mayor Paradise stated that agenda item #4 has been tabled to a future meeting once additional information has been received.

Mayor Pro Tem Surratt moved to approve Agenda Items 1, 2, 3, and 5 on consent as discussed. Councilmember Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Brewster, Funderlic and Price

**Town Council minutes
November 26, 2012**

Nays:
Abstentions:

Mayor Paradise declared the motion passed unanimously.

NEW BUSINESS FOR DISCUSSION, REVIEW, APPROVAL AND / OR DIRECT STAFF

6. Discuss and consider non profits and tax roll implications.

This item was discussed during work session. No action was necessary.

7. Discuss and consider proposed revisions to the Town Employee's Handbook.

This item was discussed during work session. City Manager Sean Fox presented changes including FMLA - Family Medical Leave Act and Human Resources notifications.

Council discussed issues including floating holidays versus Columbus Day holidays, holiday and overtime pay, FMLA, and maternity leave.

Council agreed to approve a floating holiday and to annually manage the meeting schedule in October.

Mr. Fox confirmed the changes approved by Council discussed both in work session and regular session included complying with FLSA standards of overtime for police employees set at 171 hours in a 28 day cycle, annual pay raise effective date, if any, being discussed during annual budget work sessions, changing verbiage regarding maternity leave, deleting reference to FMLA, and notifying Human Resources of any administrative action.

Councilmember Brewster made a motion to approve a resolution revising the Town's Employee's Handbook with changes as discussed. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, Brewster, Funderlic and Price
Nays:
Abstentions:

Mayor Paradise declared the motion passed unanimously.

COUNCIL INQUIRY

None at this time.

ADJOURNMENT

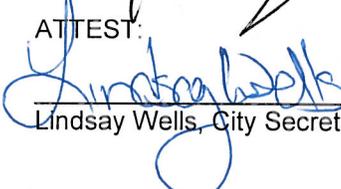
Mayor Paradise adjourned the regular session at 8:27 p.m.

APPROVED:



Melody Paradise, Mayor

ATTEST:



Lindsay Wells, City Secretary

