



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### January 13, 2014

#### COUNCIL MEMBERS:

Charlie Price  
Don Funderlic  
Jane Barrett  
Don Surratt

Thomas Griffith, Interim City Manager

**Work Session 6:30 p.m.**  
**Regular Session 7:30 p.m.**  
**Council Chamber**  
**1614 South Bowen Road**

#### WORK SESSION 6:30 P.M.

**REVIEW AND DISCUSS ITEMS ON THE REGULAR AGENDA, AND CONSIDER PLACING APPROVED ITEMS ON CONSENT AGENDA.**

*All consent agenda items are considered to be routine by the Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member so requests, in which event, the item will be removed from the general order of business and considered in its normal sequence.*

1. City Manager Report
  - Update on IT Issues
  - Road Projects Update
  - Update on Personnel Vacancies
  - Insurance Services Office (ISO) Update
  - Report on Transition of Recycling Service
  - Salary & Benefit Analysis Update
  - TAD Board Election Results
  - Social Media Update
2. Monthly Staff Reports
  - Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water and Sewer Variance Analysis.
  - Public Safety: Public Safety Monthly Activity Report, Officer Activity Report, Criminal Investigation Report, Crime Statistics, Fire Department Monthly Activity Summary, Letters of Appreciation.
  - Public Works Department: Director's Update.
  - Community Development: Certificate of Occupancies, Building Permits, Inspections, Construction Values, Contractor Registrations.
  - Municipal Court: Citations Issued, Warrants Issued, Monies Received.
  - Utilities: Water and Sewer Billing Analysis, Garbage and Recycle Billing Analysis.
3. Approval of Bills Payable and Purchase Orders in excess of \$1,000.  
*A summary of invoices, purchase orders, and applicable copies are included in the agenda packet.*
4. Approval of Town Council Minutes and Acceptance of Minutes of Boards and Commissions.
  - Town Council minutes from October 28, 2013
  - Town Council minutes from November 11, 2013
  - Town Council minutes from November 25, 2013
  - Town Council minutes from December 9, 2013
  - PEDC minutes from September 11, 2013
  - PEDC minutes from September 25, 2013
  - PEDC minutes from October 23, 2013
  - PEDC minutes from November 13, 2013
  - PEDC minutes from December 11, 2013

#### REGULAR SESSION 7:30 P. M.

#### CALL TO ORDER/WELCOME

INVOCATION BY: Interim City Manager Tom Griffith

#### PLEDGE OF ALLEGIANCE

#### MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

## RECOGNITIONS AND AWARDS

- The Pantego Lions Club for their service to the Town in 2013
- Residential Christmas Light Contest Winners
  - Traditional Decorations
    - 1604 Stagecoach Dr. – Kari and Blake Bowman
    - 1811 Nora Dr. – Bill and Wendy Ponder
  - Spirit of the Season
    - 27 Lacosta Court – Jim Staples
    - 1812 Nora Dr. – Sarah and Smokey Garrett
  - Whimsical
    - 3407 Country Club Rd – Barbara Johnson
    - 2702 Peachtree Lane – Ronald Kruse
  - Honorable Mention
    - 2303 Stockbridge Ct. – Keith and Starla Dalton
- Business Christmas Light Contest Winners
  - Best Theme The Cookie Machine, owned by Tanya Terrell
  - Best Traditional All Paws, owned by Margie Marcos
  - The Griswold Award Elgan's Salon, owned by Gloria Elgan
- Recognition of Service
  - Marissa McCann 5 years of Service
  - Christopher Whitwell 5 years of Service
  - Shannon Story 5 years of Service
- Departmental Employee of the Year Awards
  - Administration Jennifer Pauley
  - Public Works Joshua Brown
  - Fire Department Brandon Guess
  - Police Department Marissa McCann
  - Dispatch Christine Hubbell
  - Court Shannon Story
- Town of Pantego Employee of the Year Award
  - To Be Announced

## RECEPTION HONORING RECOGNITIONS AND AWARDS

### COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

### PEDC REPORT

### CITIZENS OPEN FORUM

This is a time for the public to address the Town Council on any subject not on this agenda. However, in accordance with the Open Meetings Act Section 551.042, the Town Council cannot discuss issues raised or make any decisions on that subject at this time. The Town Council or an appropriate Town official may make a statement of factual information or policy on the subject in response to an inquiry by a member of the public. Issues raised may be referred to Town Staff for research and possible future action.

### APPROVAL OF CONSENT AGENDA ITEMS

Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations and all votes on final reading will be recorded as reflected on first reading unless otherwise indicated. Public comment will be accepted on items, with the exception of those items on which a public hearing has been held and closed by Council.

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

5. Discussion on the 2014 PantegoFest.

### SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.074, to discuss the position of City Manager, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The position of City Manager.

2. Pursuant to Government Code Section 551.074, to discuss the appointment of a PEDC Director, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The appointment of a PEDC Director.
3. Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property
4. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells
5. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hooser
6. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Monica S Cooper, et al v. Pantego Camp Thurman, Inc., et al

Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

#### COUNCIL INQUIRY

If a member of the Council makes a spontaneous inquiry about a subject not on this agenda, then the Town Council or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the Town Council cannot discuss issues raised or make any decisions on that subject at this time. Issues raised may be referred to Town Staff for research and possible future action.

#### ADJOURNMENT

#### CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code, I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, January 10, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
\_\_\_\_\_

Julie Arrington, City Secretary

*Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at (817) 548-5852.*

Complete Council Agenda and background information are available for review at the City Secretary's Office and on the Town's website: [www.townofpantego.com](http://www.townofpantego.com).

**NOTICE  
of  
POTENTIAL QUORUM**

**NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE PANTEGO COMMUNITY RELATIONS BOARD OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE TOWN COUNCIL.**

**January 13, 2014**

**TOWN COUNCIL CHAMBER  
1614 SOUTH BOWEN ROAD  
PANTEGO, TEXAS**

**BEGINNING AT 7:30 P.M.**

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, January 10, 2014 and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary

**NOTICE  
of  
POTENTIAL QUORUM**

**NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE PANTEGO ECONOMIC DEVELOPMENT CORPORATION OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE TOWN COUNCIL.**

**January 13, 2014**

**TOWN COUNCIL CHAMBER  
1614 SOUTH BOWEN ROAD  
PANTEGO, TEXAS**

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\_\_\_\_\_  
Julie Arrington, City Secretary



# City Manager's Report

**To:** Mayor Paradise and Members of the Council

**From:** Thomas Griffith, Chief of Public Safety/Interim City Manager

**Date:** January 13, 2014

## **IT Issues**

Due to unexpected difficulties with transitioning data to the new servers the completion date has been extended to mid to late January.

Attached to this report are the statistics regarding Town website visits for the month of December 2013.

## **Road Projects**

Town Engineer Joyce Stanton has obtained an updated schedule for completion from the contractor and it is attached to this report. Ms. Stanton will be present at the meeting to answer questions and discuss the current status of the project. It is expected that the projects will be completed within two weeks.

## **Personnel Issues**

The two prior Police Officer vacancies have been filled by Officers Robin Wall and Chris Bruton. Another position has opened after the resignation of Officer Frank Lawrence to pursue a career outside of law enforcement.

The Fire department is expecting Firefighter Michael Reynolds, currently deployed to Afghanistan with the Army, to return home in March and to duty soon after.

PEDC Board Member Karen Kuczek submitted her resignation citing unavailability due to personnel matters. Ms. Kuczek's presence on the Board will be missed.

## **Insurance Services Office (ISO) Update**

I have been advised by the Texas Department of Insurance that our new Class 2 rating will become effective on June 1, 2014. Insurance rates for our residents and businesses should be affected as of that date. Statistically the Town of Pantego is now in the 0.7% category of communities with a Class 2 rating.

## **Recycling Services Issues**

The transition of recycling services from CWD To republic Services occurred on December 18<sup>th</sup>. Since that time our primary complaint received from citizens is in regards to the change of recycling pickup days. We will post an additional announcement on the marquees as well as what we have already done.

## **Salary & Benefit Analysis**

Staff is diligently working on the analysis of salary and benefits and I am planning to present a full report to Council at the January 27<sup>th</sup> meeting.

## **TAD Board Election**

Attached to this report are the results of the Tarrant Appraisal District's Board of Directors election.

## **Facebook Page**

Staff has been struggling to obtain access to the PEDC and Town Facebook pages without much success at this point. Much of the obstacles are due to the pages being tied to former employee's Town or personal email addresses. One deciding point is whether to create one page for the entire town or separate PEDC and Town pages. One option is to employ a social media person to manage or Facebook pages. Staff also recommends that all future social media pages be created using a generic address such as info@townofpantego.com.



Jeff Law  
Executive Director  
Chief Appraiser

December 20, 2013

Mr. Sean Fox  
Town Manager  
Town of Pantego  
1614 S. Bowen Road  
Pantego, Texas 76013

Dear Mr. Fox:

Ballots have been received from the entities entitled to vote in the election of Tarrant Appraisal District Board of Directors. A total of 4,356 votes have been counted with the following results:

Mr. David Averitt	251	Mr. Mike Leyman	326
Mr. Johnny Bennett	689	Mr. John Molyneaux	667
Mr. John Deithloff	79	Mr. Michael O'Donnell	472
Mr. John Eubanks	1,070	Mr. Joe Potthoff	802

The following nominees are elected and will begin a two-year term January 1, 2014.

Mr. Johnny Bennett	Mr. Michael O'Donnell
Mr. John Eubanks	Mr. Joe Potthoff
Mr. John Molyneaux	

Thank you for your cooperation in returning the ballot to us, enabling the prompt report of the results. If you need further information, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Law", is written over a circular blue stamp or seal.

Jeff Law  
Executive Director  
Chief Appraiser

JL:mm

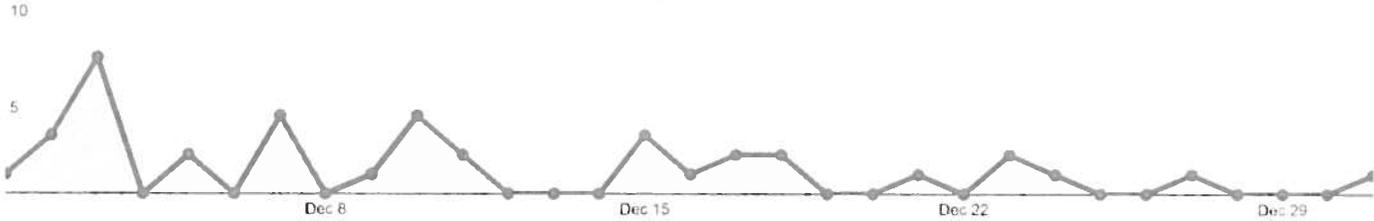
Dec 1, 2013 - Dec 31, 2013

## Audience Overview



### Overview

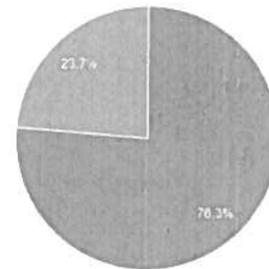
● Visits



### 33 people visited this site



■ New Visitor ■ Returning Visitor



Language	Visits	% Visits
1. en-us	37	97.37%
2. en	1	2.63%



Town of Pantego  
 Monthly Investment Report  
 As of December 31, 2013

Book Value of Pool Account, December 1, 2013 \$ 4,965,035

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	12/1/2013	\$ 4,010,856	12/31/2013	0.03%	\$ 1.00
Certificate of Deposits	2/29/2012	\$ 900,000	2/15/2014	0.44%	\$ 900,000

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 4,059,614	\$ 4,059,736	\$ (48,759)	\$ 4,010,856	\$ 4,010,977
Certificate of Deposits	905,299	905,299	1,004.58	906,304	906,304
Total	\$ 4,964,913	\$ 4,965,035	\$ (47,755)	\$ 4,917,160	\$ 4,917,281

Pantego Economic Development Corp.  
 Monthly Investment Report  
 As of December 31, 2013

Book Value of Pool Account, December 1, 2013 \$ 266,695

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	12/1/2013	\$ 267,615	12/31/2013	0.03%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 266,695	\$ 266,703	\$ 920.14	\$ 267,615	\$ 267,623
Total	\$ 266,695	\$ 266,703	\$ 920.14	\$ 267,615	\$ 267,623

The above investment information is in compliance with Chapter 3.08 of the Pantego Municipal Code, the Public Funds Investment Act and conforms to Generally Accepted Accounting Principles.

Tom Griffith  
 Interim City Manager

  
 Abel Carmona  
 Finance Director



# Interest Distribution Report

Deposit Reports	Withdrawal Report Scheduler	Transfer Report Access	Multi Transaction Statements	Vendor Payment Inquiry	Maintenance Change Location
			Help / Contact Us	Update Profile	Logout

## Interest Distribution Report

Interest Distribution Report  
 Generated: 01/07/2014  
 Settlement Date: 12/31/2013

Location: 79038  
 Location Name: TOWN OF PANTEGO

Only Accounts earned interest during the past month will show on this report. Those account balances can be viewed on the Summary Statement available under the Statements tab.

Pool Number/Name	Account Number	Account Name	Interest Earned	Month End Balance
14/TexPool	7012100000	GENERAL FUND	2126.47	24,010,856.00
14/TexPool	7012100002	PANTEGO ECONOMIC DEVELOPMENT FUND	28.63	217,415.44
<b>TexPool Totals:</b>			<b>2155.10</b>	<b>24,228,271.44</b>
<b>Local Gov Totals:</b>			<b>2155.10</b>	<b>24,228,271.44</b>

### Pool Information

Location: 79038  
 TOWN OF PANTEGO

#### TexPool

Average monthly rate for November	0.0446%
Average monthly allocation factor for November	0.000001222
<b>Information as of</b>	<b>January 1, 2014</b>
Current Interest Rate <sup>(3)</sup>	0.0318%
Allocation Factor	0.000000870
7 day Net Yield	0.03%
Current Pool Balance	\$15,933,929,606.07
Current Weighted Average Maturity <sup>(1)</sup>	51 days
Current Weighted Average Maturity <sup>(2)</sup>	78 days
Market Value per Share	1.00003

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: DECEMBER 31ST, 2013

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	275,832.14				
100-0-000-102.10	PETTY CASH	1,000.00				
100-0-000-202.00	CERT OF DEPOSIT		252,475.79			
100-0-000-203.00	DISC NOTE #1			0.00		
100-0-000-204.00	TEXPOOL				1,060,688.50	
TOTAL 100-GENERAL FUND		276,832.14	252,475.79	0.00	1,060,688.50	1,589,996.43
<u>LONG TERM DEBT FUND</u>						
TOTAL 150-LONG TERM DEBT FUND		0.00	0.00	0.00	0.00	0.00
<u>FIXED ASSETS FUND</u>						
TOTAL 175-FIXED ASSETS FUND		0.00	0.00	0.00	0.00	0.00
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	333,959.03				
200-0-000-102.10	PETTY CASH	0.00				
200-0-000-202.00	CERTIFICATE OF DEPOSIT		251,472.32			
200-0-000-203.00	DISCOUNT NOTE #1			0.00		
200-0-000-204.00	TEXPOOL				420,096.14	
TOTAL 200-WATER AND SEWER FUND		331,959.03	251,472.32	0.00	420,096.14	1,005,527.49
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				149,792.07	
TOTAL 300 CAPITAL PROJECTS FUND		0.00	0.00	0.00	149,792.07	149,792.07
<u>INTEREST &amp; SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,588.89			
400-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				188,666.41	
TOTAL 400-INTEREST & SINKING FUND		0.00	100,588.89	0.00	188,666.41	289,255.30
<u>STREET IMPVMT CONST FUND</u>						
500-0-000-102.00	CASH	0.00				
500-0-000-202.00	CERT OF DEPOSITS		251,472.32			
500-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				324,128.96	
TOTAL 500-STREET IMPVMT CONST FUND		0.00	251,472.32	0.00	324,128.96	575,601.28
<u>PARK ROW PROJ FUND</u>						
550-0-000-204.00	TEXTPOOL				1,407,000.00	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,407,000.00	1,407,000.00

TOWN OF PANTEGO  
CASH & INVESTMENTS REPORT  
AS OF DECEMBER 31ST, 2013

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>TRUST &amp; AGENCY FUND</u>						
650-0-000-102.00	CASH	13,802.20				
650-0-000-202.00	CERT OF DEPOSITS		0.00			
650-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				118,599.42	
TOTAL 650 TRUST & AGENCY FUND		13,802.20	0.00	0.00	118,599.42	152,401.62
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				115,181.52	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	115,181.52	115,181.52
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				91,425.16	
TOTAL 750 W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	91,425.16	91,425.16
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	1	2.05			
TOTAL 777 PAYROLL IMPREST FUND		1	2.05	0.00	0.00	2.05
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				39,956.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	39,956.31	39,956.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				34,797.41	
TOTAL 825 COURT TECHNOLOGY FUND		0.00	0.00	0.00	34,797.41	34,797.41
<u>PANTEGOPEST</u>						
850-0-000-102.00	CASH	20,951.00				
850-0-000-204.00	TEXPOOL				( 17,417.11)	
TOTAL 850 PANTEGOPEST		20,951.00	0.00	0.00	( 17,417.11)	3,533.89
<u>SHAMBURGER MEMORIAL FUND</u>						
875-0-000-102.00	CASH	0.00				
875-0-000-202.00	CERT OF DEPOSITS		50,294.44			
875-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				33,598.78	
TOTAL 875-SHAMBURGER		0.00	50,294.44	0.00	33,598.78	83,893.22

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: DECEMBER 31ST, 2013

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>CARTWRIGHT LIBRARY FUND</u>						
880-0-000-102.00	CASH	0.00				
880-0-000-202.00	CERT OF DEPOSITS		0.00			
880-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
880-0-000-204.00	TEXPOOL				24,342.73	
<u>TOTAL 880-CARTWRIGHT LIBRARY FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,342.73</u>	<u>24,342.73</u>
<u>PEDC INTEREST &amp; SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				153,113.70	
<u>TOTAL 901-PEDC INTEREST &amp; SINKING</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>153,113.70</u>	<u>153,113.70</u>
<u>PEDC BOND RESERVE FUND</u>						
<u>TOTAL 902-PEDC BOND RESERVE FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEDC OPERATING FUND</u>						
903-0-000-102.00	CASH	25,666.49				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				114,501.41	
<u>TOTAL 903-PEDC OPERATING FUND</u>		<u>25,666.49</u>	<u>0.00</u>	<u>0.00</u>	<u>114,501.41</u>	<u>140,167.90</u>
<u>PEDC ADMIN EXPENDITURE</u>						
<u>TOTAL 904-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEDC REDEMPTION FUND</u>						
<u>TOTAL 905-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
<u>TOTAL 906-PEDC SALES TAX REVENUE</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>ACCOUNTS PAYABLE IMPREST</u>						
<u>TOTAL 999-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>						
<u>ALL FUNDS TOTAL</u>		<u>671,208.81</u>	<u>906,303.76</u>	<u>0.00</u>	<u>4,278,471.41</u>	<u>5,855,983.98</u>
<hr/>						
<u>TOTAL CASH AND INVESTMENTS</u>		<u>671,208.81</u>			<u>5,184,775.17</u>	
<hr/>						

\*\*\* END OF REPORT \*\*\*

TOWN OF PANTEGO GENERAL FUND REVENUE REPORT DECEMBER 2013  
 General Fund Variance Analysis

Revenues:	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Property Tax	\$ 230,830.09	\$ 180,000.00	\$ 50,830.09	\$ 325,262.67	\$ 275,000.00	\$ 50,262.67	\$ 880,000	63%
Sales Tax	117,450.22	100,000.00	17,450.22	352,127.45	320,492.25	31,635.20	1,281,969	73%
Franchise Fee - Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee - Communications	38.46	1,000.00	(961.54)	24,610.99	22,500.00	2,110.99	90,000	73%
Franchise Fee - Electricity	-	-	-	-	-	-	175,000	100%
Franchise Fee - Cable	-	-	-	-	-	-	14,000	100%
Franchise Fee - Water & Sewer	2,084.00	2,083.33	0.67	6,252.00	6,250.03	1.97	25,000	75%
Mixed Beverage Tax	-	-	-	4,680.74	2,750.00	1,930.74	11,000	57%
Warrant Charges	8,852.00	8,333.33	518.67	25,324.10	25,000.03	324.07	100,000	75%
FTA / City (Omni Base)	688.00	708.33	(20.33)	1,900.00	2,125.03	(225.03)	8,500	78%
Court Fines and Penalties	26,469.01	32,916.67	(6,447.66)	76,898.58	98,749.97	(21,851.39)	395,000	81%
Special Expense Fee	21,912.10	22,916.67	(1,004.57)	67,385.45	68,749.97	(1,364.52)	275,000	75%
Police Accident Reports	45.00	83.33	(38.33)	195.00	250.03	(55.03)	1,000	81%
Child Safety Guard Program	611.00	833.33	(222.33)	2,165.96	2,500.03	(334.07)	10,000	78%
Traffic Fees	495.00	666.67	(171.67)	1,622.00	1,999.97	(377.97)	8,000	80%
City Judicial Fee	207.60	250.00	(42.40)	666.60	750.00	(83.40)	3,000	78%
City Arrest Fees	1,456.10	1,541.67	(85.57)	4,557.00	4,624.97	(67.97)	18,500	75%
10% Serv. Fee from T&A	-	-	-	5,034.11	6,250.00	(1,215.89)	25,000	80%
Time Payment Fee	-	-	-	7,266.52	4,375.00	2,891.52	17,500	58%
Planning and Zoning Fees	-	875.00	(875.00)	-	1,125.00	(1,125.00)	9,000	100%
Plan Review Fees	-	583.33	(583.33)	579.58	1,750.03	(1,170.45)	7,000	92%
Building Permits	855.50	3,916.67	(3,061.17)	17,015.95	11,749.97	5,265.98	47,000	64%
Liquor Licenses	-	166.67	(166.67)	87.50	499.97	(412.47)	2,000	96%
Contractor Registration Fee	580.00	916.67	(336.67)	2,280.00	2,749.97	(469.97)	11,000	79%
Certificates of Occupancy	800.00	541.67	258.33	2,180.00	1,624.97	555.03	6,500	66%
Clean & Show	-	25.00	(25.00)	-	75.00	(75.00)	300	100%
Dog Tag Revenue	50.00	20.83	29.17	50.00	62.53	(12.53)	250	80%
NSF Check Fees	-	2.08	(2.08)	-	6.28	(6.28)	25	100%
Ambulance Revenue	6,581.75	5,000.00	1,581.75	24,757.39	25,000.00	(242.61)	120,000	79%
Fire Inspections	800.00	500.00	300.00	2,075.00	1,500.00	575.00	6,000	65%
Park Rental Revenue	-	-	-	210.00	-	210.00	2,500	92%
Gas Royalty Revenue	470.37	541.67	(71.30)	1,773.15	1,624.97	148.18	6,500	73%
Copy Fees	-	4.17	(4.17)	-	12.47	(12.47)	50	100%
Sale Of Assets	-	-	-	4,000.00	4,000.00	-	8,000	50%
Interest Revenue	126.65	500.00	(373.35)	89.20	1,500.00	(1,410.80)	6,000	99%
Other Revenue	217.95	1,666.67	(1,448.72)	2,698.00	4,999.97	(2,301.97)	20,000	87%
Transfers In	38,596.24	38,597.25	(1.01)	115,788.72	115,791.75	(3.03)	451,667	74%
Transfers out	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 460,217.04</b>	<b>\$ 405,191.01</b>	<b>\$ 55,026.03</b>	<b>\$ 1,079,533.66</b>	<b>\$ 1,016,440.16</b>	<b>\$ 83,093.50</b>	<b>\$ 4,065,261</b>	

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT DECEMBER 2013  
 General Fund Variance Analysis

Expenses:	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
General & Administrative	\$ 45,395.41	\$ 52,308.20	\$ 6,912.79	\$ 167,034.43	\$ 194,992.47	\$ 27,958.04	\$ 729,194	77%
Public Works	33,109.81	43,220.79	10,110.98	150,574.76	154,762.27	4,187.51	588,784	74%
Police	84,987.27	92,087.58	7,100.31	298,533.16	334,560.80	36,027.64	1,217,967	75%
Fire	56,610.65	62,742.17	6,131.52	235,848.89	247,501.49	11,652.60	970,030	76%
Municipal Court	25,905.04	26,969.91	1,064.87	92,571.07	96,290.55	3,719.48	368,523	75%
Community Relations Board	1,323.21	1,300.00	(23.21)	5,633.25	5,675.00	41.75	10,500	46%
Special Events	6,495.80	3,583.33	(2,912.47)	7,491.55	5,000.00	(2,491.55)	5,000	-50%
<b>Total</b>	<b>\$ 253,827.19</b>	<b>\$ 282,211.98</b>	<b>\$ 28,384.79</b>	<b>\$ 957,687.11</b>	<b>\$ 1,038,782.58</b>	<b>\$ 81,095.47</b>	<b>\$ 3,889,998</b>	

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT DECEMBER 2013  
 Water and Sewer Fund Variance Analysis

Revenue	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Sale of Water	\$ 28,402.24	\$ 30,000.00	\$ (1,597.76)	\$ 118,288.43	\$ 128,510.29	\$ (10,221.86)	\$ 520,000	77%
Water Tap Fees	-	25.00	(25.00)	-	75.00	(75.00)	300	100%
Sewer Service Charge Fee	26,545.91	28,000.00	(1,454.09)	91,098.98	99,041.07	(7,942.09)	375,000	76%
Sewer Tap Fees	-	20.83	(20.83)	-	62.53	(62.53)	250	100%
Trash Collections	7,582.17	7,500.00	82.17	22,484.23	22,500.00	(15.77)	90,000	75%
Sales Tax on Trash Collections	626.60	708.33	(81.73)	1,858.16	2,125.03	(266.87)	8,500	78%
Recycling	2,268.40	2,416.67	(148.27)	6,708.62	7,249.97	(541.35)	29,000	77%
Sales Tax on Recycling	177.31	266.67	(89.36)	523.97	799.97	(276.00)	3,200	84%
Penalties	2,022.22	1,250.00	772.22	7,048.53	3,750.00	3,298.53	15,000	53%
N.S.F. Chock Fees	30.00	33.33	(3.33)	150.00	100.03	49.97	400	63%
Adm. Serv. Charge / Sewer Impact	1,120.00	416.67	703.33	3,060.00	1,249.97	1,810.03	5,000	39%
Interest Revenue	-	62.50	(62.50)	-	187.50	(187.50)	750	100%
Other Revenue	1,907.83	2,512.00	(604.17)	2,394.61	5,395.33	(3,000.72)	28,000	91%
Trash Contract Payable	(7,582.17)	(7,500.00)	(82.17)	(22,484.23)	(22,500.00)	15.77	(90,000)	75%
Sales Tax on Trash Collections Payable	(626.60)	(708.33)	81.73	(1,858.16)	(2,125.03)	266.87	(8,500)	78%
Recycling Contract Payable	(2,268.40)	(2,416.67)	148.27	(6,708.62)	(7,249.97)	541.35	(29,000)	77%
Sales Tax on Recycling Payable	(177.31)	(266.67)	89.36	(523.97)	(799.97)	276.00	(3,200)	84%
Transfers Out	(29,014.00)	(29,014.00)	-	(144,042.00)	(144,042.00)	-	(405,176)	64%
<b>Total</b>	<b>\$ 31,014.20</b>	<b>\$ 33,306.33</b>	<b>\$ (2,292.13)</b>	<b>\$ 77,998.55</b>	<b>\$ 94,329.72</b>	<b>\$ (16,331.17)</b>	<b>\$ 539,524</b>	

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT DECEMBER 2013  
 Water and Sewer Fund Variance Analysis

Revenue:	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Infrastructure Improvements	\$ 24,184.38	\$ 27,500.00	\$ (3,315.62)	\$ 75,035.00	\$ 82,500.00	\$ (7,465.00)	\$ 330,000	77%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT DECEMBER 2013  
 Water and Sewer Fund Variance Analysis

Expenses	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Water Expense	\$ 19,214.33	\$ 23,566.67	\$ 4,352.34	\$ 50,184.20	\$ 61,435.84	\$ 11,251.64	\$ 290,835	83%
Sewer Expense	8,565.33	9,833.76	1,268.43	33,023.41	42,851.15	9,827.74	294,605	89%
	<b>\$ 27,779.66</b>	<b>\$ 33,400.43</b>	<b>\$ 5,620.77</b>	<b>\$ 83,207.61</b>	<b>\$ 104,286.99</b>	<b>\$ 21,079.38</b>	<b>\$ 585,440</b>	



# PANTEGO PUBLIC SAFETY



## **PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- December 2013**

### **Personnel**

Firefighter Mike Reynolds contacted us to advise that he should be back in country as of March 2014. Mike said that he is just ready to get home and get back to work.

Both Officer Chris Bruton and Officer Robin Wall have started their employment with the Department. They are one month into their training and doing a great job thus far. Officer Bruton will be introduced to the Council at the next meeting on the 13<sup>th</sup>.

Officer Frank "Pokey" Lawrence has tendered his resignation to pursue a career outside of Law Enforcement. Pokey has worked for the Town since 2005. His years of service is appreciated and we wish him the very best.

### **Training**

#### **Police Department Training**

- Officer Eric Alvarez attended Tactical Survival.
- Dispatcher Christine Hubbell attended Communications Training Officer.

#### **Fire Department Training**

EMS training, conducted by Tarrant County College, was on the subject of hematology. Due to scheduling conflicts and workload there was no fire training in December. Fire training will resume in January.

### **Police Operational Issues**

- The new 2014 Chevy Tahoe was picked up and is in service.
- A position for Police Officer has been posted on the TML website for Officer Lawrence's vacancy. We have already received applications and are in the process of reviewing them for the next phase in the process.

### **Fire Operational Issues**

Engine one is scheduled to have the tank-to-pump valve replaced as approved in the budget.

### **Public Relations & Education -Police**

Pantego Cops for Kids campaign was a huge success. With a partnership from Silverleaf Resorts and GST Public Safety Supply, we collected over 850 toys for Cook Children's Hospital in Ft. Worth. Silverleaf Resorts collected 29 bicycles that were given to Mission Arlington. Additional thanks go out to the patrol officers for diligently doing their job while keeping the streets safe by stopping and handing out numerous warning flyers for the toy drive.

**ISO Classification**

Our new Class-2 rating is set to become effective on June 1, 2014; at that time the Texas Department of Insurance will officially list our rating as Class-2. Until that time insurance rates will not be affected and will still reflect our previous Class-4 rating.

Respectfully submitted,



Thomas D. Griffith, Jr., Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

December, 2013

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	0	0	17
Reeves	6	4	71
Moore	48	42	1,449
Bruton	4	4	4
Wall	8	4	8
Meinke	24	25	916
Marquez	26	25	580
Alvarez	42	44	1,742
Cisneros	130	125	1,112
Lawrence	39	30	1,371
McCann	22	28	575
Whitwell	3	2	11
Watson/ Reserve	2	1	848
Ex-Officer(s)			139
<b>TOTALS</b>	<b>354</b>	<b>334</b>	<b>8,843</b>
<b><u>Vehicle Crashes</u></b>			
<b>Crash Type</b>	<b>Quantity.</b>		<b>YTD</b>
<b>Minor</b>	9		96
<b>Major</b>	3		35
<b>Hit &amp; Run</b>	1		25
<b>TOTALS</b>	13		156
<b>Crashes reported to State</b>	4		68

## Incident Activity

<b>Officer</b>	<b>Total Calls</b>	<b>Dispatch</b>	<b>Self- Initiated</b>	<b>Arrests</b>	<b>Ytd/ arrests</b>
400 Griffith	10	6	4	0	0
600 Reeves	27	4	23	1	22
610 Whitwell	10	1	9	0	4
620 Moore	174	13	161	7	167
602 Bruton	105	8	97	0	0
603 Wall	81	3	78	4	4

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

604	Meinke	174	18	156	2	95
605	Marquez	261	11	250	7	144
606	Alvarez	139	14	125	4	97
607	Cisneros	476	13	463	13	185
608	Lawrence	288	22	266	5	83
609	McCann	165	13	152	9	108
710	Alexander	21	1	20	4	42
711	Hopkins	22	1	21	9	60
602	Watson	12	2	10	0	98
Ex-Officers						41
<b>Totals</b>		<b>1,833</b>	<b>416</b>	<b>1,414</b>	<b>65</b>	<b>1,165</b>

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**Average**     **2:02**  
**Response**  
**Time**

# PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



This report includes cases received in CID for the month of December, 2013 including cases filed with the District Attorney's office, active cases, and offenses cleared.

<b>Offenses Received</b>	<b>Quan.</b>	<b>YTD</b>
Assault	2	8
Assault Family Violence	0	8
Burglary/Building	2	9
Burglary/Coin-op	0	1
Burglary/Vehicle	0	8
Burglary/Residence	0	3
Delivery Marijuana	0	4
Criminal Mischief	3	17
DWI	2	53
DWLI	5	103
Evading Arrest/Detention	0	10
Failure to ID	1	17
Fraud	0	4
Graffiti	0	0
Poss. Controlled Subst.	2	28
Poss. Marijuana	2	43
Robbery	0	2
Theft	2	87
Theft of Motor Vehicle	0	1
Other	1	66
<b>Total Received</b>	<b>22</b>	<b>472</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	6	119
Cases Cleared	16	349
Cleared Cases Filed with DA	2	231
Cases Suspended-Pending Leads	0	4

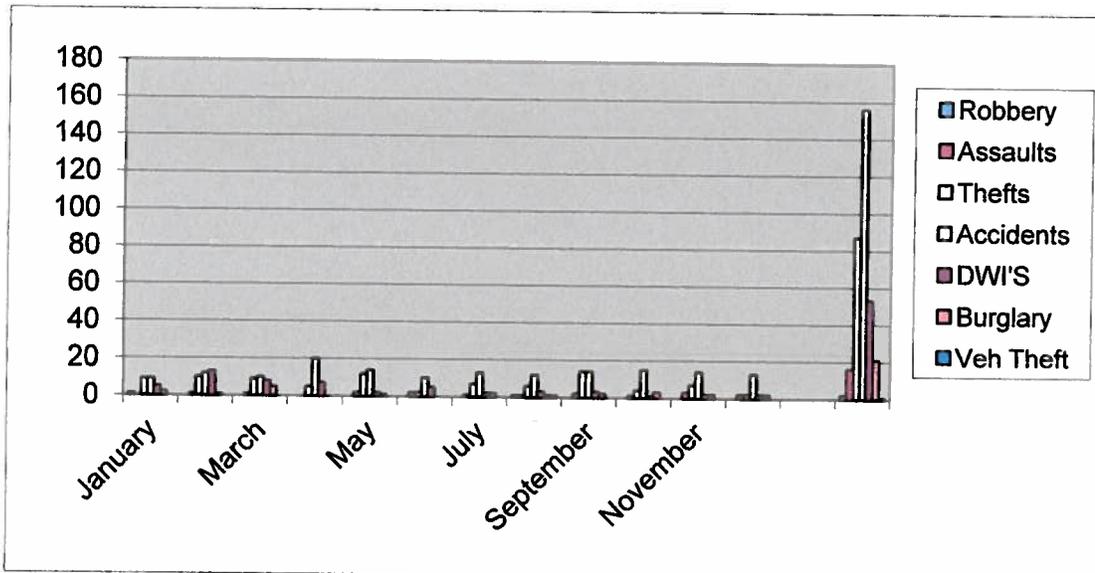
<b>Cases Filed with DA from Previous Report Periods</b>	<b>7</b>	<b>65</b>
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Respectfully submitted,

Chris Whitwell, Detective

### 2013 Crime Stat's (3)

2013 monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	1	0	9	9	5	2	0
February	0	1	10	12	13	1	0
March	0	1	9	10	8	5	0
April	0	0	5	20	7	0	0
May	0	2	12	14	2	1	0
June	0	2	2	10	5	0	0
July	0	1	7	13	2	2	0
August	1	1	6	12	3	1	1
September	0	2	14	14	3	2	0
October	0	1	4	15	1	3	0
November	0	3	7	14	2	2	0
December	0	2	2	13	2	2	0
<b>Totals</b>	<b>2</b>	<b>16</b>	<b>87</b>	<b>156</b>	<b>53</b>	<b>21</b>	<b>1</b>



<b>PANTEGO FIRE RESCUE</b> <b>MONTHLY ACTIVITY SUMMARY</b> <b>31-Dec-13</b>						
<b>FIRE RESPONSES</b>  <b>TYPE OF INCIDENT</b>	<b>PANTEGO</b>			<b>AFD</b>		
	<b>MONTH</b>	<b>13 YTD</b>	<b>12 YTD</b>	<b>MONTH</b>	<b>13 YTD</b>	<b>12 YTD</b>
						
<b>Fire</b>						
Structure			3	2	11	10
Outside		3		1		3
Natural Vegetation Fire		1			3	4
Vehicle			3	1	2	3
Trash		1	2		1	4
Cooking Fire, Contained to container					2	1
Fire Other		1	1	1	1	1
<b>Hazardous Condition</b>						
Arcing - Shorted Electrical Equip.		1	3		4	9
Equip. Malfunction				1		
Power Lines		1	1	1	1	8
Hazmat						
Hazardous Condition, Other	3	6	3	2	12	11
Heat From Short Circuit, Wiring		1	5	2	1	3
Overheated Motor					2	4
Gas/Fuel Spill				1		
Natural Gas Leak		3	2		4	1
Chemical Spill or Leak						1
Carbon Monoxide						
<b>Service Call</b>						
Water or Steam Leak			9	5		3
Assist Invalid	5	46	59		20	25
Unauthorized Burning					3	8
Rescue						
Utilities						
Smoke Removal		1	1		3	
Person in Distress, Other		9			2	2
Service Call, Other		10	2	1	2	3
Lock Out		1	1		4	4
Animal Rescue						
Ring or jewelry removal						
<b>Good Intent Call</b>						
Good Intent Call Other	2	13	15	6	47	38
Dispatched & Cancelled En Route		5	1	3	66	54
Wrong Location					1	
No Incident Found On Arrival	1	9	8	1	12	45
Investigation						
Cancelled On Scene		1	1	7	86	125
Smoke scare, Odor of smoke					14	
Hazmat Invest, No Hazmat	1					
<b>False Alarm &amp; False Call</b>						
Unintentional Transmission of Alarm		1	2	1	8	4
Smoke Detector Activation - No Fire		1	3	1	5	13

Bomb Scare - No Bomb							
System Malfunction		2	1		4	4	
False Alarm or False Call, Other	2	10	6	1	20	6	
CO Detector Activation, Malfunction					1	4	
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint							
Special Incident Type, Other			1			1	
Mutual Aid			4			2	
<b>TOTAL FIRE INCIDENTS</b>	<b>14</b>	<b>150</b>	<b>133</b>	<b>33</b>	<b>376</b>	<b>404</b>	
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>		<b>3:30</b>					
<b>AVERAGE FIRE SCENE TIME - PANTEGO</b>		<b>16:04</b>					
<b>AVERAGE FIRE SCENE TIME - ARLINGTON</b>		<b>22:23</b>					



<b>PANTEGO FIRE RESCUE</b>									
<b>MONTHLY ACTIVITY SUMMARY</b>									
<b>31-Dec-13</b>									
									
<b>FIRE TRAINING</b>									
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>						
none									
<b>TOTAL HOURS</b>			<b>180</b>						
<b>EMS TRAINING</b>									
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>						
Hematology - (Medical) , 4.0 hrs.		4							
<b>TOTAL HOURS (Per person)</b>			<b>42</b>						
<b>PUBLIC EDUCATION</b>									
		<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>
				<b>ADULTS</b>		<b>CHILDREN</b>			
Fire Extinguisher Class			1		30				
School Presentations			2		53				233
B-day parties			2		21				28
Spray Downs			11						
Station Tours			6	16	45	16			99
Special Events			8	100	2768	150			531
Home Inspections									
Public Safety Forums									
Fall Risk Assessment									
<b>TOTAL CONTACTS</b>		<b>0</b>	<b>23</b>	<b>116</b>	<b>2975</b>	<b>166</b>			<b>891</b>
<b>BUSINESS INSPECTIONS</b>									
		<b>MONTH</b>	<b>YTD</b>						
Initial		70	604						
Re-Inspections		33	147						
Plans Review Completed		0	7						
C.O Issued		12	69						

December 25, 2013

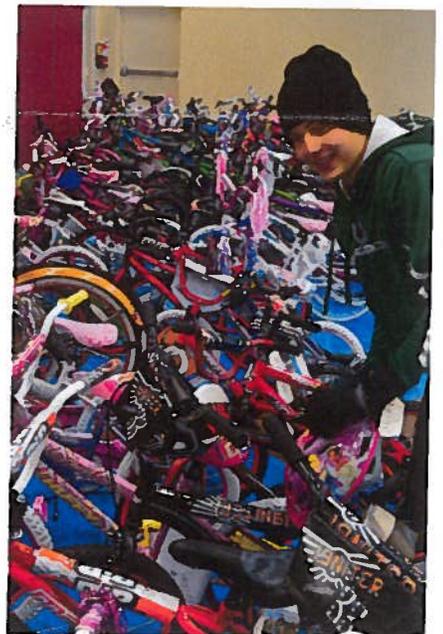
Pantego Police Department  
Attn: Barry Reeves, Assistant Chief  
1614 S Bowen Rd  
Pantego TX 76013-3336

Dear Barry and Friends:

We want to thank you for all the work and love you have given as you dedicated yourself to providing bicycles for the children and youth. We have so many requests from families for bicycles.

One 12 year old boy went to his apartment church Pastor and said, "I know you gave me a bicycle last year and I took real good care of it, but it was stolen. Could I please have another bike? You see, I don't just use the bike to play, I use it to get my brothers to school and it's a long way. They are 5 and 7 years old and we are late almost every day." The Pastor said, "Would it be okay with you if we were able to give you and your brothers a bike and you could all get to school on time?" The young boy started jumping up and down and saying, "Now we get to be on time at school like everyone else!"

You have done a wonderful thing by giving the bicycles and we are so grateful for you.



Barry -  
You are super  
Thank you  
for getting the  
bikes for us  
No greater gift  
for a kid -  
Bless you

God bless you,

*Tillie Burgin*

Tillie Burgin

TB/ta



January 10, 2014

Barry Reeves, Assistant Chief of Police

Pantego, TX

Dear Assistant Chief Reeves,

I write to thank the Pantego Police Department for helping with my "dog issue". Officer Lawrence listened to my concerns, and was very supportive. He encouraged me to call the Police Department when the dog was unleashed, and I did. I was overwhelmed by your response! I was/am very grateful that 4 members of your Police Department saw the dog (Tomboy) unleashed, and how threatening the dog can be. Up to that point I was just "a complaining old Grammy", but when your officers saw the dog and how scary she is, I was so grateful! Thank you very much for your immediate response.

Since your officers came that day, December 23, the dog has been unleashed most of the time. There have been many occasions that she has been unleashed. I have had no further interaction with the dog. However, if the dog ever comes after me again, or comes after my grandsons, I will be calling the Police. I will use the non-emergency number. I am hoping that this will not be necessary.

I am so grateful for your help. Thank you very much.



Kathie Savini

7 Rogers Court

Pantego, TX 76013-3167

817-794-0793

*KSAVINI@SBCGLOBAL.NET*



## PUBLIC WORKS AND COMMUNITY DEVELOPMENT MONTHLY REPORT – DECEMBER 2013

### STREETS & DRAINAGE

#### **Country Club Court/Peachtree Lane**

Tarrant County has completed all asphalt work and has moved off the project.

#### **Peachtree Lane**

The concrete work from the original contract on Peachtree Lane is complete, and most of the backfill has been installed. A sub-contractor has been chosen to ensure that all irrigation systems that have been damaged are returned to working order, and this work will be done in the beginning of January.

Pavement Services has been chosen by the Town Engineer to complete the valley gutter and associated sidewalks at Peachtree Lane and Wagonwheel Trail. This work is scheduled to begin on January 17, 2013 and should take about a week to complete.

#### **Country Club Court**

The driveway for 8 Country Club Court has been completed. The valley gutter at the entrance to Country Club Court and associated sidewalk are still in progress. The remaining work to be done from the original contract includes the installation of this concrete, backfill and clean-up work. The change order for this part of the project will include the removal of dirt from #8 and a portion of #7 Country Club Court. The installation of sidewalks directly behind the curb and the installation of a retaining wall will follow. The sub-contractor for the retaining walls has made progress on the walls on the central median and at #22 & #23 Country Club Court. These walls will be completed when the wall at #8 Country Club Court is installed. Backfill, clean-up and irrigation repair should begin as soon as the remaining concrete is poured from the original contract. At the time of this report, the contractor was unable to give us a feasible timeline for completion.

#### **Icy Roads**

The Public Works Department was hard at work during the ice storm sanding intersections and putting out de-icer.

#### **Pothole Repairs**

Freezing temperatures, moisture and street surfaces do not mix well. Multiple potholes have been repaired since the December ice storm and crews are continuing to find and repair more.

### WASTEWATER

#### **Fats, Oils and Grease (FOG)**

Fats, Oil and Grease are a major issue for wastewater mains at all times of the year, but especially in the cold months. Public Works crews have been working to clean mains and complete other preventative maintenance in order to minimize the FOG effects on the collection system and to the public.

### PARKS

#### **Bridge Repairs**

Concrete work was completed by the public works crew to repair trip hazards at the entrances to the pedestrian bridges. The sidewalks leading up to the bridges had sunk down over the years and a few sections were re-poured.

The guard rails along the vehicle bridges at Smith Barry Road and at Wagonwheel Trail were repainted.

**Tree Removal**

Two large, dead trees were removed by a contractor to ensure the safety of the pedestrians in the park and also nearby homes.

WORK HOUR ALLOCATION FOR PUBLIC WORKS STAFF

<u>Department</u>	<u>Percentage of Hours</u>
Water	25%
Wastewater	6%
Administration	20%
Park	25%
General Maintenance	10%
Streets & Drainage	13%
Animal Control	1%

PLANNING AND ZONING

**Zoning Ordinance Update**

The initial work sessions with the Planning and Zoning Commission are complete. The final drafting of the special districts and final revisions have taken longer than expected, but should be done soon. Jacobs Engineers will be presenting the updated code to the Planning and Zoning Commission at an upcoming meeting.

CONSTRUCTION AND DEVELOPMENT

**Tramco Building Façade Improvements**

The façade improvements on the Tramco Building at 2425 W. Pioneer Pkwy are near completion. The improvements include new windows, porches, stone and stucco work.

**Shisha Café Covered Patio**

The owner of Shisha Café, at 2301 W. Pioneer Pkwy., has made application to construct a 1,800 square foot covered patio area in the front of their building. The property does not have enough available parking to meet the required parking in the Town Zoning Code. The restaurant will need to create an agreement with an adjacent property owner or apply for a variance.

**2424 W. Pioneer Pkwy.**

Construction of a tax office, Liberty Tax, at 2424 W. Pioneer Pkwy. (B) is near completion.

**303 Median Beautification Project**

This project is now projected to be complete by the end of January. As of the end of this month, decomposed granite and planting soil have been installed on the median noses. The noses will be completed with some larger aggregate and the planting of knock-out roses. All irrigation has been installed and the trees and bushes are on-site.

**Lovely Nail & Spa**

Construction is underway for a new nail spa at 2304 W. Park Row Drive #14.

**Dance Company**

Construction is near completion for the remodel of 1539 S Bowen Road. This previously vacant space will house a dance instruction company that was previously located in Arlington.

### **Colonial Savings**

Construction is ongoing for the façade and parking lot improvements on the Colonial Savings at 1605 S Bowen Road.

### **Texas Fitt**

Construction of the new Texas Fitt location at 1535 S Bowen Road is nearly complete.

### **Mad Mike's Ice Cream**

A building permit application has been received for the remodel of the suite at 2304 W Park Row Drive #16. This suite will become a new ice cream shop that will house onsite production of ice cream and a retail area with some seating. The plans are under review by Town Staff.

### **Smith Barry Farms Subdivision**

- Construction of a 3,153 square foot single-family residential building at 2607 Melbourne Court is ongoing.
- Construction of a 2,638 square foot single-family residential building at 2608 Melbourne Court is ongoing.
- An application for permit to construct a 3,187 square foot single-family residential building at 2610 Melbourne Court has been received and is under review.

## **CERTIFICATES OF OCCUPANCY**

### **Issued**

1. Xtreme Fence – 2211 Duluth Dr #111 – Fence Company – New Business
2. Rosco Boutwell, Jr. – 2026 W Pioneer Pkwy (C4) – Workshop – New Business
3. John J. Narke General Contracting – 2201 Raper Blvd (D) – Construction – New Business

### **Pending**

1. Carss – 2211 Duluth Dr #108 – Auto Repair – New Business
2. Perez Rack – 2111 W Arkansas Ln #103 – Commercial Rack Company – New Business
3. Lovely Nail & Spa – 2304 W Park Row Dr #14 – Nail Salon – New Business
4. Don's Guns – 2230 W Park Row Dr (D) – Retail – New Business
5. Grand Start Learning Academy – 2304 W Park Row Dr #25 – Day Care – New Business
6. El Chico – 1549 S Bowen Rd – Restaurant – New Owner
7. Texas Drug Testing, LLC – 3630 W Pioneer Pkwy #126 – Drug Testing – New Business
8. Tuscan Villa – 3273 W Pioneer Pkwy – Banquet Hall – New Owner
9. Arlington Financial Services – 2111 W Arkansas Ln #207 – Insurance – New Business
10. The Dance Company – 1539 S Bowen Rd – Dance Studio – New Business
11. Semaj Mgmt Corp. – 2202 Raper Blvd (C) – Rental Mgmt – New Business
12. Liberty Tax Service – 2424 W Pioneer Pkwy (B) – Accounting Office – New Business
13. Vihiga International Group – 2101 W Arkansas Ln #3 – Office – New Business
14. Zingem LLC – 3610 W Pioneer Pkwy #103 & 105 – Software Consulting – New Business

## INSPECTIONS

	DEC TOTAL	YTD TOTAL
BUILDING INSPECTION	4	14
CERTIFICATE OF OCCUPANCY	5	21
CUSTOMER SERVICE INSPECTION	0	1
ELECTRICAL INSPECTION	8	16
MECHANICAL INSPECTION	2	10
PLUMBING INSPECTION	13	26
REINSPECTION	4	18
CODE ENFORCEMENT INSPECTIONS	0	16
TOTAL INSPECTIONS	36	122

## CONSTRUCTION VALUES

	DEC TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$200,000.00
EXISTING RESIDENTIAL REMODEL	\$9,213.00	\$131,071.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$1,500.00	\$197,135.00
TOTAL VALUE	\$10,713.00	\$528,206.00

## FEEES COLLECTED

	DEC TOTAL	DEC FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	10	\$800.00	27	\$2,180.00
ZONING FEES	0	\$0.00	0	\$0.00
PLAN REVIEW	0	\$0.00	1	\$579.58
BUILDING PERMIT	13	\$855.50	54	\$17,015.95
CONTRACTOR REGISTRATION	7	\$580.00	25	\$2,280.00
TOTAL FEES		\$2,235.50		\$22,055.53



MUNICIPAL COURT

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## Municipal Court Collections/ December 2013

On-Time Citations

Fines- \$24,621.36  
Fees- \$14,102.37  
Total- \$38,723.73

Warrants

Fines- \$36,069.45  
Fees- \$15,422.55  
Total- \$51,492.00

Court Security Fund- \$1,071.10

Court Technology Fund- \$1,434.00

Accident Reports- \$45.00

Gross Total Revenue- \$90,215.73  
Less State Fee's- \$29,524.92  
Net Revenue- \$60,690.81

Presented by: Thressa Householder





# AGENDA BACKGROUND

**AGENDA ITEM:** Approval of Bills Payable and Purchase Orders over \$1,000.

**DATE:** January 13, 2014

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**PRESENTER:** Tom Griffith, Interim City Manager

**BACKGROUND:**

This agenda item includes a listing of bills payable over \$1,000. Included are copies of invoices for professional services and purchase orders over \$1,000, their attached memo, and invoice copies, if available.

**FISCAL IMPACT:**

Please review report for individual account number.

**RECOMMENDATION:**

Staff recommends the following motion:

Approval of the listing of bills payable over \$1,000 and purchase orders as submitted.

**ATTACHMENTS:**

Expenditure Summary of approval list over \$1,000 and purchase orders for January 13, 2014

Professional Services:

- Sara Jane del Carmen
- C.A. Magnuson
- Jim Jeffrey

Purchase Orders:

- 1527 – Texas Water Products
  - 1528 – Microplex Electric
  - 1530 – Tyler Technologies, Inc.
-

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
1/13/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Sara Jane del Carmen	\$1,300.00	December 2013 Magistration Services
C.A. Magnuson	\$1,300.00	December 2013 Prosecution Services
Jim Jeffrey	\$1,160.72	December 2013 Legal Fees
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1527 - Texas Water Products	\$1,977.80	Replacement Water Meters
1528 - Microplex Electric	\$1,920.00	Installation of New Meter Base
1530 - Tyler Technologies, Inc.	\$3,253.91	Maintenance Agreement Renewals for Town Hall
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan Disposal	\$8,162.92	December 2013 Trash Removal
CWD Recycling	\$2,318.69	December 2013 Recycling Removal
Pantego Water Utilities	\$1,011.04	November 2013 Water Usage
Intermedix	\$1,102.80	December 2013 Ambulance Collection Service
Iwerk - TX	\$8,218.46	November 2013 Tech Support Services
Voyager Fleet Systems	\$4,039.26	December 2013 Oil & Gas Expense
TML Intergovernmental	\$16,968.48	January 2013 Employee Insurance
Direct Energy	\$16,256.64	Electricity Billing Thru 1/5/13
Ft. Worth Water Department	\$17,444.22	November 2013 Wastewater Services
Time Warner Cable	\$2,227.46	Telephone Bill Thru 1/16/13
Commerce Bank	\$4,864.09	December 2013 Credit Card Statement
City of Arlington	\$6,927.13	October 2013 Wastewater Services
Wells Fargo	\$1,445.63	December 2013 Copier Lease Payment

**MAGISTRATION SERVICE FOR THE MONTH OF DECEMBER 2013**

ACCOUNT # 100-5-160-210.00

**INVOICE FOR SERVICES**

**SERVICES PERFORMED: ARRAIGNMENTS/WARRANTS/MAGISTRATION  
DUTIES**

VENDOR # 11022

Sara Jane del Carmen

BLOOD DRAW WARRANTS  
MAGISTRATIONS

TOTAL - \$1,300.00

BILLING ADDRESS: Sara Jane del Carmen  
3051 Trevino  
Grand Prairie, Texas 75054

**PROSECUTOR SERVICE FOR THE MONTH OF DECEMBER 2013**

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

SERVICES PERFORMED: PROSECUTOR FOR MUNICIPAL COURT

VENDOR # 10123	CRAIG MAGNUSON	\$1,300.00
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BILLING ADDRESS: CRAIG MAGNUSON  
6000 WESTERN PLACE #200  
FT WORTH, TEXAS 76103

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**LAW OFFICES OF JIM JEFFREY**

2214 Park Springs Blvd  
Arlington, Texas 76013  
Phone: (817) 261-4640  
Fax: (817) 275-5826  
Federal Tax I.D. # 75-2947449

Page 1

Town of Pantego  
1614 S. Bowen Road  
Pantego, TX 76013

1/2/2014  
Account No.: 9.01.06  
Invoice # 21703

Legal services  
December 1, 2013 – December 31, 2013

Total Hours:	6.60	
Hourly Rate:	\$175.00	
Total for Services:		\$ 1,155.00
Expenses:		\$ 5.72
TOTAL BALANCE DUE:		\$1,160.72
Nolan County land issue		\$ 35.00

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# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1527

**INSTRUCTIONS TO VENDOR**

1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
2. INVOICING. Send invoices in duplicate to:  
 TOWN OF PANTEGO  
 PURCHASING DEPARTMENT  
 CITY HALL  
 PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt Entity I.D. #75-1291097

TO Texas Water Products  
 5825 E. Berry St  
 Fort Worth, Tx 76119

SHIP TO PW

DATE		ACCT #	DEPT.			
12-11-2013		200-5-201-245.00	PW			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
31		5/8 x 3/4 Master Meters	63	80		
*Budgeted*						
					TOTAL	1977 <sup>80</sup>

*[Signature]*  
 APPROVED BY



PUBLIC WORKS MEMO

---

To: Tom Griffith, Interim City Manager  
From: Joshua Brown, Foreman of Public Works  
Date: December 11, 2013  
Re: Water Meters

I am requesting approval of this purchase order for Texas Water Products for new replacement water meters.

# Texas WATER PRODUCTS, INC.

5825 E. Berry St., Fort Worth, Texas 76119  
 P.O. Box 8543, Fort Worth, Texas 76124  
 PH 817-457-9988 Fax 817-654-2007

TO: Town of Pantego

ATTN: Josh Brown

DATE: 12 / 11 / 13

QUOTATION FIRM FOR 15 DAYS

TERMS: All sales and shipments are  
 subject at ALL times to credit  
 approval by Seller

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
1	31 ea	5/8" X 3/4" Bottom Load Multi-Jet Master Meter, USG, Direct Read	\$ 63.80	\$ 1,977.80
<b>Total</b>				<b>\$ 1,977.80</b>

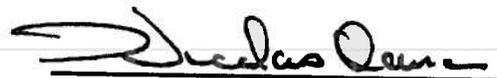
PROJECT OR LOCATION

5/8" X 3/4" BLMJ Meters

Town of Pantego, Texas

Yours Very Truly,

TEXAS WATER PRODUCTS, INC.



# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1528

**INSTRUCTIONS TO VENDOR**

1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
2. INVOICING. Send Invoices in duplicate to:  
 TOWN OF PANTEGO  
 PURCHASING DEPARTMENT  
 CITY HALL  
 PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt  
 Entity I.D. #75-1291097

TO MICROPLEX ELECTRIC

SHIP  
 TO

DATE 1/2/14		ACCT # 200-5-201-354.00			DEPT Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
1		INSTALLATION OF NEW METAL BASE	1920	00		1920	00
		BUDGETED					
						TOTAL	1920 00

*[Handwritten Signature]*

APPROVED BY



## PUBLIC WORKS MEMO

Date: January 3, 2014  
To: Tom Griffith, Interim City Manager  
From: Chad Joyce, Interim Public Works Director  
Subject: Purchase order for meter base installation

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The Town Council recently approved the improvement of electrical supply from Oncor Electric Delivery to the Nora Well Site. At that time, the Oncor representative had offered to furnish a new meter base at no cost, but the Town would need to pay for installation. Microplex Electric has been asked to do the installation, because of their knowledge of the electrical equipment for the Town wells. The attached purchase order is for the installation of the new meter base and associated connections and wiring. This work must be done in conjunction with the Oncor work to enable the Nora Well to run properly.

# MICROPLEX ELECTRIC LLC - TECL# 17785

1039 AVENUE M  
GRAND PRAIRIE, TX 75050  
972-660-2091 FAX 972-660-2092  
E-Mail - [benita@microplexelectric.com](mailto:benita@microplexelectric.com)  
Website - [microplexelectric.com](http://microplexelectric.com)

## QUICK QUOTE

DATE	QUOTE#
10/22/2013	13733

CUSTOMER NAME
TOWN OF PANTEGO PO BOX 13210 PANTEGO, TX 76094 817-548-5860 FAX 817-265-1375

JOB LOCATION
TOWN OF PANTEGO
JOB NAME
OLD METER BASE

DESCRIPTION	TOTAL BID
ELECTRICAL BID FOR TOWN OF PANTEGO AT NORA STREET WELL SIDE PANTEGO, TX. 12/17/13  REMOVE OLD DELTA METER BASE AND INSTALL NEW ONCOR "Y" METER BASE WITH RISER METER BASE AND METER FURNISHED BY ONCOR THEN THERE WILL BE A COUPLE OF DAYS DOWNTIME  BASE BID WITH COPPER WIRE  IF YOU WANT A MAIN DISCONNECT ADD 2800.00 AND INSPECTOR MAY REQUIRE THIS  WE WILL INVOICE IN FULL THE DAY THE JOB BEGINS. BI-WEEKLY DRAW REQUEST AGAINST THE FULL INVOICE AMOUNT WILL BE SUBMITTED BASED ON WORK COMPLETED ON JOBS LASTING MORE THAN 2 WEEKS. UPON COMPLETION OF JOB, ALL INVOICE BALANCES ARE DUE IN FULL.  SPECIAL NOTE: THIS BID IS SUBJECT TO CHANGE WITHIN 7 DAYS DUE TO THE EXTREMELY UNPREDICTABLE WILDLY RISING COST OF WIRE.	1,920.00

\*PLEASE READ THIS ENTIRE BID.  
\*TOTAL PRICE MAY INCLUDE OPTIONS.  
\*WE MAY WITHDRAW THIS BID IF NOT ACCEPTED WITHIN 30 DAYS.  
\*ALL GENERAL EXCLUSIONS AND CONDITIONS ARE A PART OF THIS BID AND ARE INCLUDED ON THE LAST PAGE.

<b>Subtotal</b>
<b>Sales Tax (8.25%)</b>
<b>BID TOTAL*</b>

Regulated by the Texas Department of Licensing & Regulation  
P.O. box 12157, Austin, Tx 78711  
1-800-803-9202 512-463-6599  
Website: [www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)

ACCEPTANCE SIGNATURE & DATE

# MICROPLEX ELECTRIC LLC - TECL# 17785

1039 AVENUE M  
 GRAND PRAIRIE, TX 75050  
 972-660-2091 FAX 972-660-2092  
 E-Mail - benita@microplxelectric.com  
 Website - microplxelectric.com

## QUICK QUOTE

DATE	QUOTE#
10/22/2013	13733

CUSTOMER NAME
TOWN OF PANTEGO PO BOX 13210 PANTEGO, TX 76094 817-548-5860 FAX 817-265-1375

JOB LOCATION
TOWN OF PANTEGO
JOB NAME
OLD METER BASE

DESCRIPTION	TOTAL BID
<p><b>GENERAL EXCLUSIONS &amp; CONDITIONS</b></p> <p>*ALL BRANCH CIRCUIT WIRING IS WITH MC CABLE.</p> <p>*NO NEW SERVICE INCLUDED IN THIS BID.</p> <p>*NO MEP PLANS INCLUDED IN THIS BID.</p> <p>*NO NEW FIRE OR SMOKE ALARMS INCLUDED IN THIS BID.</p> <p>*NO CONCRETE WORK IS INCLUDED IN THIS BID...ALL CONCRETE WORK TO BE PROVIDED BY GENERAL CONTRACTOR.</p> <p>*NO WARRANTY IS GIVEN ON BULBS.</p> <p>*NO OVERTIME FEES ARE INCLUDED IN THIS BID.</p> <p>*NO TXU, ONCORE, OR OTHER UTILITY COMPANY FEES INCLUDED IN THIS BID.</p> <p>*THIS BID DOES NOT INCLUDE ANY BONDING.</p> <p>*THIS CONTRACTOR SHALL NOT BE HELD LIABLE FOR ERRORS OR OMISSIONS IN DESIGNS BY OTHERS, NOR INADEQUACIES OF MATERIALS AND EQUIPMENT SPECIFIED OR SUPPLIED BY OTHERS.</p> <p>*EQUIPMENT AND MATERIALS SUPPLIED BY THE CONTRACTOR ARE WARRANTIED ONLY TO THE EXTENT THAT THE SAME ARE WARRANTIED BY THE MANUFACTURER.</p> <p>*THE CONTRACTOR SHALL NOT BE LIABLE FOR INDIRECT LOSS OR DAMAGE.</p> <p>*UNLESS INCLUDED IN THIS PROPOSAL, ALL BONDING AND/OR SPECIAL INSURANCE REQUIREMENTS ARE SUPPLIED AT ADDITIONAL COST.</p> <p>*IF A FORMAL CONTRACT IS REQUIRED, ITS CONDITIONS MUST NOT DEVIATE FROM THIS PROPOSAL WITHOUT CONTRACTORS PERMISSION.</p> <p>*IF TEXAS STATE SALES TAX HAS BEEN INCLUDED IN THIS BID AND YOU ARE EXEMPT, YOU MUST PROVIDE US WITH A TEXAS STATE SALES TAX RESALE OR EXEMPTION FORM TO HAVE THEM REMOVED.</p> <p>*THIS BID CONSTITUTES THE FULL SCOPE OF WORK TO BE PERFORMED. ANY ADDITIONAL WORK MUST HAVE A "CHANGE ORDER" SUBMITTED IN WRITING PRIOR TO WORK BEING PERFORMED. ANY CHARGES FOR CHANGE ORDER WORK MUST BE PAID AT THE TIME THAT WORK IS COMPLETED.</p>	

**\*PLEASE READ THIS ENTIRE BID.**  
**\*TOTAL PRICE MAY INCLUDE OPTIONS.**  
**\*WE MAY WITHDRAW THIS BID IF NOT ACCEPTED WITHIN 30 DAYS.**  
**\*ALL GENERAL EXCLUSIONS AND CONDITIONS ARE A PART OF THIS BID AND ARE INCLUDED ON THE LAST PAGE.**

<b>Subtotal</b>	\$1,920.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>BID TOTAL*</b>	\$1,920.00

Regulated by the Texas Department of Licensing & Regulation  
 P.O. box 12157, Austin, Tx 78711  
 1-800-803-9202 512-463-6599  
 Website: www.license.state.tx.us/complaints

ACCEPTANCE SIGNATURE & DATE

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1530

- INSTRUCTIONS TO VENDOR**
1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
  2. INVOICING. Send invoices in duplicate to:  
TOWN OF PANTEGO  
PURCHASING DEPARTMENT  
CITY HALL  
PANTEGO, TEXAS 76013
  3. TAXES. Municipality Tax Exempt  
Entity I.D. #75-1291097

TO Tyler Technologies, Inc.  
P.O. Box 203556  
Dallas, TX 75320-3556

SHIP  
TO

DATE		ACCT #	DEPT.			
01-06-14		100-5-101-236-30	6A			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1		Core Financials	1999 50	1	1999 50	
1		Fixed Asset	418 13	1	418 13	
1		Forms Overlay	502 01	1	502 01	
1		Enhanced Utility Bill Printing	334 27	1	334 27	
		Budgeted				
					TOTAL	3253 91

*[Signature]*  
*[Signature]*  
APPROVED BY



# AGENDA BACKGROUND

**AGENDA ITEM:**

Approval of Bills Payable and Purchase Orders in Excess of \$1000

**DATE:**

January 6, 2014

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**PRESENTER:**

Thomas Griffith, Interim City Manager

**BACKGROUND:**

Tyler Technologies, Inc. is our Incode Utility Billing, Court, and Police Department software

**FISCAL IMPACT:**

Budgeted

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Invoice from Tyler Technologies, Inc.

**PROCEDURE:**

N/A

---



Empowering people who serve the public®

**Remittance:**  
 Tyler Technologies, Inc.  
 (FEIN 75-2303920)  
 P.O. Box 203556  
 Dallas, TX 75320-3556

# Invoice

Invoice No	Date	Page
025-84926	01/01/2014	1 of 1

**Questions:**

Tyler Technologies - Local Government  
 Phone: 1-800-772-2260 Press 2, then 2  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com



Bill To: Pantego, Town of  
 Attn: Accounts Payable  
 1614 S. Bowen Road  
 Pantego, TX 76013

Ship To: Pantego, Town of  
 Attn: Accounts Payable  
 1614 S. Bowen Road  
 Pantego, TX 76013

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44177	35539		USD	NET30	01/31/2014

Date	Description	Units	Rate	Extended Price
Contract No.: Pantego, Town of				
	<b>Core Financials</b>			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	1,999.50	1,999.50
	Court Case Management			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	2,277.86	2,277.86
	Secure Signatures			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	334.27	334.27
	Brazos Interface to Public Safety			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015	1	682.50	682.50
	Brazos Interface to Court			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015	1	682.50	682.50
	Brazos Interface to Court			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015	1	418.13	418.13
	<b>Fixed Assets</b>			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	418.13	418.13
	<b>Enhanced Utility Bill Printing</b>			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	334.27	334.27
	Brazos RDC Software Maintenance			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015	1	1,470.00	1,470.00
	Brazos Citation Issuing Device Interface - Maintenance			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015	1	1,364.91	1,364.91
	AcuCorp Run Time			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	32.82	32.82
	AcuCorp AcuServer			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	870.30	870.30
	<b>Forms Overlay</b>			
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015	1	502.01	502.01

**\*\*ATTENTION\*\***

Order your checks and forms from  
 Tyler Business Forms at 877-749-2090 or  
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Subtotal	10,969.07
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# AGENDA BACKGROUND

**AGENDA ITEM:**

**DATE:**

---

**PRESENTER:**

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTACHMENTS:**

**Town Council minutes  
October 28, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

**The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 28<sup>th</sup> day of October 2013 with the following members present:**

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

**Mayor Pro Tem  
Councilmembers**

**Constituting a quorum. The following staff members were present:**

**Thomas Griffith  
Chelsea Nelson  
Ariel Carmona  
Jim Jeffrey  
Ronald Edwards  
Chad Joyce  
Robert Coker  
Barry Reeves  
Thressa Householder  
Joyce Stanton**

**Interim City Manager  
Support Specialist  
Finance Director  
City Attorney  
Public Works Director  
Community Development Director  
Assistant Fire Chief  
Assistant Chief of Police  
Municipal Court Supervisor  
Town Engineer**

**WORK SESSION 6:30 P.M.**

Mayor Pro Tem Brewster called the work session to order at 6:30 p.m.

Mayor Pro Tem, Council, and staff discussed the following consent agenda items.

**1. City Manager Report.**

Interim City Manager Griffith updated Council on the ongoing server upgrades to Town Hall.

Public Works Director Edwards updated Council on the current road construction. Councilmember Funderlic voices concerns about the extended period of time that the construction is taking.

Public Works Director Edwards also gave an overview of falling mosquito count numbers and environmental investigations. Councilmember Surratt inquires about the close of the mosquito season.

Assistant Police Chief Reeves an update on Pantego Cops for Kids. Interim City Manager Griffith informs council of the presentation of the school supplies and the story being run by the Star Telegram.

Interim City Manager Griffith gave an update on the search for City Secretary.

Interim City Manager Griffith discusses the possibilities for a joint meeting with all of Council, Commissions, and staff of the Town to discuss PantegoFEST 2014.

**2. Approval of Bills Payable and Purchase Orders in excess of \$1000.**

Addressed question about the new computers being purchased for staff.

**3. Approval and Acceptance of Minutes.**

- Town Council Meeting October 14, 2013

**Town Council minutes  
October 28, 2013**

- 4. Discuss and consider approval for the Interim City Manager to enter into an agreement with Carrizo Oil & Gas, Inc. and Enervest to assign the existing gas well permits to Enervest.**

Representatives from Enervest were present along with Rusty Ward.

Council gives Interim City Manager Griffith to investigate the agreement with Enervest and Carrizo Oil & Gas, Inc. to re-assign existing gas permits.

- 5. Discuss and Consider approval for the Interim city Manager to enter into an agreement with Carrizo Oil & Gas, Inc. and Enervest to assign the existing gas lease agreement for Town properties to Enervest.**

Enervest, Inc. representatives confirmation of agreement from the City Gas Well Attorney Bryn. We had received copies of the signed agreement.

- 6. Discussion and possible approval of a contract with the Texas Workforce Commission for tracking individuals for warrant service.**

Council approves the contract with the Texas Workforce Commission.

**REGULAR SESSION 7:32 P.M.**  
**CALL TO ORDER/WELCOME**

Mayor Pro Tem Brewster welcomed those in attendance and called the regular session to order at 7:35 p.m.

Director of Public Works Edwards led the invocation which was immediately followed by the pledge of allegiance.

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Mayor Pro Tem Brewster and other Council members thank Public Works for their efforts.

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**  
**RECOGNITION/RECEPTION**

- Introduction of Ariel Carmona the Town's new Finance Director
- Recognition of Public Works Director Ron Edwards on 20 years of service to the Town of Pantego

**PEDC REPORT**

Councilmember Surratt gave an update from the most recent PEDC meeting. He mentioned the Trade Show that the PEDC is participating in and also gave brief details on the upcoming meet and greet and the Town christmas lights contest.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Surratt moves to approve consent agenda items and Councilmember Price seconds.

The vote was as follows:

Ayes: Brewster, Funderlic, and Barrett

Nays: None

Mayor Pro Tem Brewster declared the motion passed unanimously.

**Town Council minutes  
October 28, 2013**

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

- 1. Discussion and possible action on selection of cities and towns to include in a salary and benefits analysis for the Town of Pantego.**

Council questions who the comparison pool will be. They also expressed the need to be competitive and their suggestion to extend the pool of comparison to outside Tarrant County. Mayor Pro Tem instructs Interim City Manager Griffith to receive lists of chosen cities by Council in order to narrow down the comparison pool.

- 2. Discussion and possible action on selection of date for PantegoFEST 2014.**

Interim City Manager Griffith provides a list of weather statistics for the last 100 years. Council begins discussion on a finalized date. Councilmember Price suggests staying with the same dates. Councilmember Funderlic suggests the last weekend in September (26,27, and 28). Mayor Pro Tem Brewster directs staff that September 26, 27, and 28 will be the new dates of PantegoFEST.

- 3. A Resolution authorizing the Interim City Manager to provide Commerce Bank with an updated authorized list of representatives.**

Councilmember Price moves to accept directive as is and Councilmember Funderlic seconds.

The vote was as follows:

Ayes: Brewster, Surratt, and Barrett

Nays: None

Mayor Pro Tem Brewster declared the motion passed unanimously.

**SCHEDULED EXECUTIVE SESSION ITEMS**

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property.
  2. Pursuant to Government Code Section 551.074, to discuss the position of City Manager and City Secretary, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The position of City Manager and City Secretary.
  3. The Council will convene in executive session pursuant to Government Code Section 551.071, to obtain advice from the city attorney about pending or contemplated litigation.

Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

**COUNCIL INQUIRY**

Councilmember Surratt voices concerns about a dilapidated home located on Whispering Trail. Suggests that the town take care of maintenance of the house or figure out who is responsible for up keep of the home.

Councilmember Barrett inquires about Senior Citizen rates on water and it was clarified that rates applied to recycling in the past and the Republic typically does not offer any type of rate reductions for Senior Citizens.

Councilmember Price requests COLA be on the next agenda.

**ADJOURNMENT**

**Town Council minutes  
October 28, 2013**

Mayor Pro Tem Brewster adjourned the regular session at 10:20 p.m.

**APPROVED:**

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Russell Brewster, Mayor Pro Tem

**ATTEST:**

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Chelsea Nelson, Support Specialist

**Town Council minutes  
November 11, 2013**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT     §**

**TOWN OF PANTEGO       §**

**The Town Council of the Town of Pantego, Texas, met in Regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 11<sup>th</sup> day of November 2013 with the following members present:**

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

**Mayor  
Mayor Pro Tem  
Councilmember's**

**Constituting a quorum. The following staff members were present:**

**Thomas Griffith  
Chelsea Nelson  
Jim Jeffrey  
Ronald Edwards  
Chad Joyce  
Robert Coker  
Barry Reeves**

**Interim City Manager  
Support Specialist  
City Attorney  
Public Works Director  
Community Development Director  
Assistant Fire Chief  
Assistant Chief of Police**

**WORK SESSION 6:30 P.M.**

Mayor Paradise called the work session to order at 6:36 p.m.

Mayor, Council, and staff discussed the following consent agenda item:

**1. City Manager Report.**

- Road Projects Update was given an Interim City Manager Griffith informed Council of the continuation of work on the curbs and gutters. See Citizens Open forum for further information.
- WNV Update was given and the Town of Pantego will continue testing at this time.
- Personnel update was given and Council was informed that the Police Department is making headway on hiring two new police officers although a part-time fire fighter has left.
- Server Upgrades are continuing as planned.

**2. Monthly Staff Reports.**

- Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water and Sewer Variance Analysis.
- Public Safety: Public Safety Monthly Activity Report, Officer Activity Report, Criminal Investigation Report, Crime Statistics, Fire Department Monthly Activity Summary, Letters of Appreciation. Councilmember Surratt voices concerns over the use of town equipment. Mayor Paradise thanks Chief Reeves and the entire police department for their work.
- Public Works Department: Director's Update. Discussion over the price of Tarrant county paving.
- Community Development: Certificate of Occupancies, Building Permits, Inspections, Construction Values, Contractor Registrations. Councilmember Surratt asked about the Dance Company and the patio at Shisha.
- Municipal Court: Citations Issued, Warrants Issued, Monies Received.
- Utilities: Water and Sewer Billing Analysis, Garbage and Recycle Billing Analysis.

**3. Approval of Bills Payable and Purchase Orders in excess of \$1000.**

Councilmember Funderlic questioned the bills for Jim Jeffreys and asked about summary versus invoice in the packets. Staff directed to only upload the summary to the website and insert into packet

**Town Council minutes  
November 11, 2013**

whereas the narrative can be uploaded into dropbox.

**4. Approval and Acceptance of Minutes.**

- Town Council Minutes September 23, 2013
- Town Council Minutes October 14, 2013
- Town Council Minutes October 28, 2013

**5. Discussion and possible action on the annual Candy Train and Christmas Tree Lighting.**

Mayor Paradise directed staff to please make sure to send out a reminder for the stuffing of the stockings for children and dogs previous to the actual event.

**6. Discussion and possible action on the annual Town Holiday Party.**

Mayor Paradise directs staff to look up the specifics of the contracts with Shady Valley Golf Course. Mayor Paradise also inquired about the music preference of Council and there were no preferences.

**7. Discussion and possible action on the need to cancel Town Council Meetings in November or December.**

Council cancelled the December meeting scheduled for December 23, 2013 but are keeping all November meetings on the schedule.

**8. Discussion and possible action on the Christmas newsletter.**

Mayor Paradise questions the most efficient way to distribute the Town's Christmas newsletter. Mayor Paradise asks about mail costs and taking the yearly Council picture for Christmas.

Mayor Paradise adjourned the work session at 7:29 p.m.

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

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:32 p.m.

Support Specialist Chelsea Nelson led the invocation which was immediately followed by the pledge of allegiance.

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Mayor Paradise and all of the Council members thanked all in attendance and also addressed thanks to the Veterans present.

Mayor Paradise gave a brief explanation of her thanks to Veterans and also mentioned the Mayoral Kettle Competition.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Councilmember Jane Barrett commented on activities that CRB is involved in and seeks additional volunteer help for the board.

**Pantego Youth Leadership Council**

Mayor Paradise stated that PYLC is currently underway and she also offered that anyone is welcome to volunteer if anyone felt led to do so.

**Town Council minutes  
November 11, 2013**

**PEDC REPORT**

Mayor Paradise directed questions to President Brown who was in attendance. Councilmember Surratt agreed with the update given by President Brown.

**CITIZENS OPEN FORUM**

Dwayne Smith at 3412 Peachtree Lane, brought to the attention of Council the street light close to his house has been out for four weeks. Additionally he has noticed that the website lists information for last year's election.

Rachel Spain (11 Country Club), Susan Hill (5 Country Club), Judy and Bob Griffin (2 Country Club) were present at the meeting to voice their complaints over the road work that has been occurring on their street. Ms. Spain voiced concern about the curbs and the port-o-potty that is placed in a median close to her house.

Councilmember Surratt asks for assurance that the issues that the residents are concerned over will be addressed and asks that Ron will communicate with the resident.

Councilmember Funderlic voices his discontentment with the work that is being done on Country Club and re-iterated the importance of getting the work finished.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Funderlic motioned to approve consent agenda items 1, 2, 3, and 4, with the corrections to the wording on the website in regards to the Clean-up Day. Councilmember Price seconded the motion.

The vote was as follows:

Ayes: Brewster, Price, Funderlic, and Surratt

Nays: None

Mayor Paradise declared the motion passed unanimously.

**PUBLIC HEARINGS**

- 9. Public Hearing and consider any action on Zoning Case Z-198, a proposed Special Use Permit as requested by Nathan Love, for the permission to sell alcohol (mixed beverage) for on-premise consumption at El Chico, 1549 South Bowen Road, Tract 1A1A, 1A1B &1A5A of the William J Barry Survey, Pantego, Tarrant County, Texas. The property is generally located on the south side of West Park Row Drive between Milby Road and South Bowen Road.**

Councilmember Surratt moves to approve the zoning case and seconded by Mayor Pro Tem Brewster.

The vote was as follows:

Ayes: Price, Funderlic, and Barrett.

Nays: None

Mayor Paradise declared the motion passed unanimously.

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

- 10. Discussion and possible action on a proposed Ordinance providing for amending monthly benefits to retirees based on the Consumer Price Index.**

Councilmember Surratt clarifies that currently the index is 70%. Councilmember Funderlic voices concerns about addressing this percentage independently from the benefits packages is not the best way to continue. Councilmember Price defends his choice to want to address the percentages.

Councilmember Price moves to approve a decrease in retirement to 30%, there is no second so the motion dies.

## Town Council minutes

November 11, 2013

Councilmember Price moves to approve a decrease in retirement to 50%, Councilmember Surratt seconds.

The vote was as follows:

Ayes: Price, Barrett, and Surratt

Nays: Funderlic and Brewster

Mayor Paradise declared the motion carries with three votes for and two against.

Attorney Jeffrey point out that there must be a second reading of this agenda item.

### **11. A Resolution authorizing the Interim City Manager to provide Texas Local Government Investment Pool (Texpool) with an updated authorized list of representatives.**

Councilmember Price moves to approve and seconded by Councilmember Barrett.

The vote was as follows:

Ayes: Brewster, Funderlic, and Surratt.

Nays: None

Mayor Paradise declared the motion passed unanimously.

Regular session closed at 8:29 for scheduled Executive Session.

### SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.074, to discuss the position of City Manager, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The position of City Manager.
  2. Pursuant to Government Code Section 551.074, to discuss the position of City Secretary, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The position of City Secretary.

Regular session reconvened at 10:40 and took no action on the items discussed in Executive session.

### COUNCIL INQUIRY

Councilmember Surratt questions Town Attorney Jeffrey about whether a posting has to be made if Council members are going to be meeting with Public Works Director Edwards and residence about the ongoing road project but not making decisions.

Councilmember Barrett voices concerns about her gas meter being unsafe and Public Works Director Edwards assured Councilmember Barrett that after his meeting with Atmos there would be follow-up on Councilmember Barrett's gas line and the gas lines in her area.

### ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:41 p.m.

### APPROVED:

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Melody Paradise, Mayor

### ATTEST:

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Chelsea Nelson, Support Specialist

**Town Council minutes  
November 25, 2013**

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 25<sup>th</sup> day of November 2013 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council members**

constituting a quorum. The following staff members were present:

**Thomas Griffith  
Chelsea Nelson  
Jim Jeffrey  
Ariel Carmona  
Chad Joyce  
Robert Coker  
Barry Reeves  
Joyce Stanton**

**Interim City Manager  
Support Specialist  
City Attorney  
Finance Director  
Community Development Director  
Assistant Fire Chief  
Assistant Chief of Police  
Town Engineer**

**WORK SESSION 6:30 P.M.**

Mayor Paradise called the work session to order at 6:35 p.m.

Mayor, Council, and staff discussed the following consent agenda items.

**1. City Manager Report**

- Interim City Manager Griffith gives Council server upgrades updates which included the upgrades should be close to completion after the Thanksgiving holiday.
- Road Projects Update began with comments by Interim City Manager Griffith. Councilmember Surratt asked questions of the Town Engineer Joyce Stanton in regards to the curbs and sidewalks and what the course of action would be for the present problem. Town Engineer Stanton spoke to the issue and seemed to have a solution to the problem.
- Mosquitoes and West Nile Virus Update and the town of Pantego has formally ended testing for West Nile.
- Personnel Vacancies: the Police have hired one police officer and the fire department has lost the part time fire fighter that was previously employed. Interim City Manager Griffith is developing a job description for Public Works Director. Councilmember Funderlic questions how we cover the Public Works Director position in the absence of one. Additionally would it be worth looking into a third party company filling in as needed, a company such as Collier.
- Interim City Manager Griffith notified Council that Open Carry- Texas made the police department aware of their demonstration that they intended on having in the Town of Pantego. The demonstration went on without any problems and was a peaceful exercise.

**2. Approval of Bills Payable and Purchase Orders in excess of \$1000**

Taylor and Olsen invoice was removed from the agenda.

Mayor Paradise closes the work session at 7:23.

**Town Council minutes  
November 25, 2013**

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

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:32 p.m.

Support Specialist Chelsea Nelson led the invocation which was immediately followed by the pledge of allegiance.

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Mayor Paradise and Council welcomed everyone and thanked all in attendance.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Councilmember Barrett updates Council on stocking stuffing that will happen and the set-up of the park.

**Pantego Youth Leadership Council**

Mayor Paradise informs Council of what the PYLC is going over in the next meeting which will include addressing specific issues young people face. The next meeting will be a discussion over bullying and there will be a continued commentary on leadership.

**Pantego Economic Development Corporation**

Councilmember Surratt updated Council on the recent PEDC meeting and detailed Council on the Christmas decoration contest and the continued discussion on specifics.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Funderlic moves to approve Agenda Items and Mayor Pro Tem Brewster seconds

The vote was as follows:

Ayes: Paradise, Brewster, Funderlic, Barrett, and Surratt

Nays: None

Mayor Paradise declared the motion passed unanimously.

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

- 1. Presentation by the Pantego Lions Club to the Town of Pantego of an American Flag for Bicentennial Park.**
- 2. Discuss and take possible action on voting for Tarrant Appraisal District representatives.**

Mayor Paradise moves this item to the consent agenda in order to make sure that it is clear that no action was taken.

- 3. Discuss and take possible action on an Inter-local Agreement for Gov Pay.**

Mayor Paradise moves this item to the consent agenda in order to make sure that it is clear that no action was taken.

- 4. Discussion and take possible action on conflicting traffic signage related to truck traffic.**

**Town Council minutes  
November 25, 2013**

Interim City Manager pulled this item due to incomplete information.

**5. Discuss and take possible action on PEDC Loan for Mad Mike's Ice Cream.**

Council may convene into Executive Session to discuss this item, as set forth under Scheduled Executive Session Items.

**6. Discuss and take possible action on PEDC Loan for VIP Grooming.**

Council may convene into Executive Session to discuss this item, as set forth under Scheduled Executive Session Items.

**OLD BUSINESS**

**1. Presentation of preliminary financial report on PantegoFEST 2013.**

Mayor Pro Tem Brewster asked about the ticket sales and Interim City Manager confirms that the ticket amount was walk up tickets. Councilmember Funderlic voices his concerns about PantegoFEST and would like to have a special session discussing what to do for the next PantegoFEST.

**SCHEDULED EXECUTIVE SESSION ITEMS**

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  - Pursuant to Government Code Section 551.074, to discuss the positions of City Manager and City Secretary, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The positions of City Manager and City Secretary.
  - Pursuant to Government Code Section 551.086, to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations – Mad Mike's Ice Cream
  - Pursuant to Government Code Section 551.086, to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations – VIP Grooming.
  - Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property.
  - The Council will convene in executive session pursuant to Government Code Section 551.071, to obtain advice from the city attorney about pending or contemplated litigation.

**ACTION FROM EXECUTIVE SESSION**

- **No action on the first Executive agenda item.**
- **Mad Mike's Ice Cream**

Mayor Pro Tem Brewster moves to approve PEDC recommendation and Councilmember Price seconds.

The vote was as follows:  
Ayes: Funderlic and Barrett  
Nays: Surratt

Mayor Paradise declared the motion passes.

- **VIP Grooming**

**Town Council minutes  
November 25, 2013**

Councilmember Price moves to approve PEDC recommendation and Councilmember Barrett seconds.

The vote was as follows:

Ayes: Funderlic, Surratt, and Brewster

Nays: None

Mayor Paradise declared the motion passes unanimously.

- **Nolan County Property**

Council gives permission to Interim City Manager and City Attorney to sell property discussed in Executive Session.

- **No action on last Executive agenda item.**

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 10:23 p.m.

**APPROVED:**

\_\_\_\_\_  
Melody Paradise, Mayor

**ATTEST:**

\_\_\_\_\_  
Chelsea Nelson, Support Specialist

**Town Council minutes  
December 9, 2013**

**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 9<sup>th</sup> day of December 2013 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. The following staff members were present:

**Tom Griffith  
Julie Arrington  
Jim Jeffrey  
Ariel Carmona  
Barry Reeves  
Chad Joyce  
Joyce Stanton  
Robert Coker**

**Interim City Manager  
City Secretary  
City Attorney  
Finance Director  
Assistant Chief of Police  
Interim Director of Public Works  
City Engineer  
Assistant Fire Chief**

**Also in attendance:**

**Bill Brown**

**PEDC President**

**WORK SESSION 6:30 P.M.**

Mayor Paradise called the work session to order at 6:47 p.m.

**1. City Manager Report**

- Server Upgrades – discussion on the various server issues Town Hall has had in the past week.
- Road Projects Update – Mr. Griffith and Ms. Stanton visited the project on December 3<sup>rd</sup> and believe the Contractor, Engineer, and Town are now all on the same page for completion.
- Transition from CWD to Republic - The Transfer from CWD to Republic for recycling will take place December 18<sup>th</sup> when CWD will pick up the recycling bins and Republic will deliver the new bins. This will be advertised via the website, blackboard, Town Newsletter, and the Marquee. Council voiced concerns with changing the Town's recycling pick up day from Wednesday to Tuesday.
- Personnel Vacancies - there is still one police department vacancy after filling one position. There is still one fire department vacancy. The Fire Department has worked hard and has received an ISO rating of a two from a four. This is an insurance rating given to each fire department and the result is a possible reduction in insurance rates to our citizens. This will be communicated via the marquee and in the Town Newsletter. In order to receive a one rating the Town would need to hire more firemen and there are some other parameters that would need to be met.

**Town Council minutes  
December 9, 2013**

- Christmas Party Update - Town Holiday Party will be December 28<sup>th</sup> at Shady Valley.

**2. Monthly Staff Reports**

Finance Director Carmona answered Council's questions regarding the road projects and Texpool transfers.

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

Council had questions concerning the Di Scullo-Terry, Stanton & Associates invoice and discussed the invoice with Mr. Griffith and Ms. Stanton.

**4. Approval of Town Council Minutes and Acceptance of Minutes of Boards and Commissions**

- **Town Council Minutes September 9, 2013**
- **Town Council Minutes September 23, 2013**
- **Town Council Minutes October 14, 2013**

Council believed these minutes were previously passed with revisions. Ms. Arrington confirmed she did not have any signed minutes or proof they were passed. Council agreed there would be no harm in voting on them again.

**5. Discussion and possible action on the annual Town Holiday Party**

Mayor Paradise advised the December 6, 2013 Town Holiday Party was cancelled due to the weather and has been rescheduled to Saturday, December 28, 2013.

Mayor Paradise adjourned the work session at 7:27 p.m.

**REGULAR SESSION 7:42 P.M.**  
**CALL TO ORDER/WELCOME**

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:42 p.m.

**INVOCATION BY:**

Interim City Manager Tom Griffith

**PLEDGE OF ALLEGIANCE**

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Mayor Pro Tem Russell Brewster thanked the citizens for attending the meeting and commended the Police for recent arrests.

Council Member Price also thanked the citizen's for attending.

Council Member Barrett thanked the Fire Department and Police Department for the success of the Candy Train, and advised that there is a need for more volunteers.

Council Member Funderlic thanked the attendees and the Police Department, Sergeant Moore, and Detective Whitwell on the recent arrest.

Council Member Surratt welcomed the audience, acknowledged and thanked the CRB and Council for supporting the Candy Train. He also thanked Mr. Griffith and Staff for the change in the ISO rating. He

**Town Council minutes  
December 9, 2013**

congratulated Ms. Householder on her accomplishment, and thanked Assistant Police Chief Reeves for his work with Cops for Kids.

Mayor Paradise commented on the success of the Candy Train and Tree Lighting events, and suggested starting at 3:00 p.m. next year to allow the train to complete the route and arrive at the park before dark.

**COUNCIL LIAISON TO BOARD REPORTS**

**Community Relations Board**

Council Member Barrett informed Council that CRB discussed how to improve the Candy Train and Tree Lighting event for next year. Due to the lack of board members, PEDC will be judging the residential Christmas lights this year. The board also discussed how they are going to allocate the remaining budget. Next year they plan on doing more leg work and planning on the events. Their next meeting is January 7, 2014.

Mayor Paradise thanked the Lions Club for assisting the CRB with the Candy Train.

**Pantego Youth Leadership Council**

Mayor Paradise advised that PYLC meets next Tuesday and the focus this month will be on Non-Profits, volunteering, and charitable work.

**PEDC REPORT**

President Bill Brown advised Council that PEDC will discuss the judging of the Christmas lights for the residents and the retail lighting in December and how they will implement the judging.

**RECOGNITIONS/RECEPTION**

- **Appointment of Julie Arrington as City Secretary**

Mayor Pro Tem Brewster made a motion to officially appoint Julie Arrington as City Secretary. Council Member Price seconded the motion

The vote was as follows:

Ayes: Mayor Pro Tem Brewster, Price, Funderlic, Surratt and Barrett  
Nays: None  
Abstention: None

Mayor Paradise declared the motion passed unanimously

- **Oath of Office for Julie Arrington, City Secretary**

Mayor Paradise administered the Oath of Office to Julie Arrington.

- **Oath of Office for Robin Wall, Police Officer**

Mayor Paradise administered the Oath of Office to Robin Wall and welcomed him to the department. Assistant Chief Reeves introduced Officer Wall to the audience and provided Officer Wall with his official Badge.

- **Thressa Householder has been declared a Certified Court Clerk Level II by the Texas Municipal Court Clerks Association, Texas Municipal Courts Association, and in cooperation with Texas State University in San Marcos, Texas.**

**Town Council minutes  
December 9, 2013**

Mayor Paradise recognized Ms. Householder and congratulated her on her achievement of Certified Court Clerk Level II and commented on requirements for such an achievement.

- **RECEPTION to welcome Julie Arrington and Robin Wall, and to honor Thressa Householder**

Meeting recessed at 8:06 p.m.

Meeting resumed at 8:22 p.m.

**PRESENTATION BY THE SALVATION ARMY**

- **Mayoral Red Kettle Challenge Kick-Off**

Mayor Paradise advised that Lt. Patrick Jones could not make tonight's meeting, and presented information on the Fourth Annual Salvation Army Mayoral Kettle Challenge, and invited the community to participate. The event is scheduled for December 21<sup>st</sup> from 8:30 a.m. to 6:30 p.m. at the Walmart in Pantego.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Council Member Funderlic made a motion to approve consent agenda items 1-5. Council Member Barrett seconded the motion.

The Vote was as follows:

Ayes: Mayor Pro Tem Brewster, Price, Barrett, Funderlic, and Surratt

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

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

- 6. Discussion on Conflicting traffic signage related to truck traffic**

Mr. Griffith informed Council that there is a resident who lives on Sarah Street who complains about the amount of truck traffic in that area. He explained the trucks on Sarah have a valid purpose and are typically going to a construction site or making a delivery within the Town. Sometime last year the Town ended up with two conflicting signs regarding truck traffic. Mr. Griffith suggested removing one of the signs as a solution.

Council agreed with Mr. Griffith's solution and no further action was required on this item

- 7. Discussion and possible action on a change order to the Peachtree and Country Club Court street improvement projects.**

Council discussed the State of Texas bid requirements for construction within a Municipality. Council had questions regarding the proper quantity for materials, price of the materials, qualification of contractors, the amount of work left to complete and the timeline of the project, weather delays, and consequences for not meeting the deadlines. Ms. Stanton and Mr. Griffith will work together to address Council's concerns.

Council discussed with staff the best way to move forward to get the project completed including options for holding the contractor accountable for deadlines. In regard to the Peachtree project,

**Town Council minutes  
December 9, 2013**

Council discussed giving the City Manager and City Engineer authorization to enter into negotiations with other contractors to get this construction project completed.

Council Member Funderlic made a motion to authorize the City Manager and the City Engineer to enter into negotiations to complete the additional work on Peachtree in the most expeditious and appropriate manner according to our ordinances and according to the Laws of the State. Mayor Pro Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Mayor Pro Tem Brewster, Funderlic, Barrett, Surratt, and Price

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously

Council Member Funderlic made a motion authorizing the City Engineer and City Manager to enter into the change order with CLLA for improvements to the Country Club project as outlined in the CLLA change order pursuant to discussion not to exceed \$26,000. Council Member Surratt seconded the motion.

The vote was as follows:

Ayes: Mayor Pro Tem Brewster, Price, Barrett, Funderlic, Surratt

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise requested Ms. Stanton to keep Council informed due to the length of time before the next meeting.

**OLD BUSINESS**

**8. Second Reading, discuss, and take possible action on a proposed Ordinance providing for increases in monthly benefits to retirees of 50% based on the Consumer Price Index.**

Mayor Paradise explained this is a second reading of the Ordinance. Council discussed this at the last meeting in November when it received information on 70% and 50% monthly benefits. The motion was passed by a majority vote but required a super majority. The second reading requires a majority vote to pass.

The Council deliberated the effects on the Unfunded Liability section of the budget and the requirements of the auditors on the budget. Council Member Funderlic and Mayor Pro Tem Brewster commented that they believed that this should be looked at during the budget process, allowing for the Interim City Manager to reveal the results of the comprehensive salary survey he is conducting at this time. Further, TMRS bases their rates on several different variables; such as the number of employees, the number of retired employees, and the number of years each employee worked with Pantego. This is a constantly changing number. Council Member Funderlic believes the Town has shown a steady rise in the funded liability and the Unfunded has seen a reduction.

Council Member Price believes this is a negative balance on our Unfunded Liability with a trickledown effect and needs to be dealt with now since it is good business sense for the Town, and one bad year with TMRS could cost the Town money. Furthermore, this needs to be looked

**Town Council minutes  
December 9, 2013**

at like our personal budget with an unfunded liability on our financials. He feels Council owes it to the Constituents to keep the cost down.

Council Member Price made a motion to change the COLA from 70% to 50%. Council Member Surratt seconded the motion.

The vote was as follows:

Ayes: Council Member Price, Surratt, and Barrett

Nays: Mayor Pro Tem Brewster and Council Member Funderlic

Abstention: None

Mayor Paradise declared the motion passed by a majority vote.

**SCHEDULED EXECUTIVE SESSION ITEMS**

City Attorney Jim Jeffrey informed Council of a format issue on the Agenda and needed to advise Council in the Executive Session.

Council Meeting Recessed at 9:15 p.m. for Executive Session

- The Council will convene in the City Manager's office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.074 Personnel Matters, to discuss the position of Public Works Director, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  2. Pursuant to Government Code 551.071 Litigation, The Council will convene into executive session, to discuss pending or contemplated litigation, settlement offers, and other legal matters that implicate the attorney-client privilege.

Mayor Paradise adjourned the executive session at 11:28 p.m. and reconvened into regular session at 11:30 p.m.

No action was taken on the executive session.

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 11:30 p.m.

APPROVED:

\_\_\_\_\_  
Melody Paradise, Mayor

ATTEST:

\_\_\_\_\_  
Julie Arrington, City Secretary



# AGENDA BACKGROUND

**AGENDA ITEM:**

Approval of Pantego Economic Development Corporation Minutes

**DATE:**

January 13, 2014

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**PRESENTER:**

Thomas Griffith, Interim City Manager

**BACKGROUND:**

Minutes from the Pantego Economic Development Meetings up to Date.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

PEDC Minutes from September 11, 2013  
PEDC Minutes from September 25, 2013  
PEDC Minutes from October 23, 2013  
PEDC Minutes from November 13, 2013  
PEDC Minutes from December 11, 2013

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**PEDC Minutes  
September 11, 2013**

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 11<sup>th</sup> day of September 2013 with the following members present:**

<b>Bill Brown</b>	<b>President</b>
<b>Paul Mayo</b>	<b>Vice-President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Karen Kuczek</b>	<b>Treasurer</b>
<b>Don Surratt</b>	<b>Directors</b>
<b>Arsalan Gittiban</b>	

**constituting a quorum. Director Barbara Rogers was absent from tonight's meeting. The following staff members were present:**

<b>Thomas Griffith</b>	<b>Interim Executive Director</b>
<b>Jesse Elizondo</b>	<b>City Secretary</b>
<b>Fitzhugh Newsome</b>	<b>Finance Director</b>
<b>Ron Edwards</b>	<b>Public Works Director</b>
<b>Chad Joyce</b>	<b>Community Development Director</b>

**also in attendance:**

<b>Pam Mundo</b>	<b>Economic Development Coordinator</b>
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**REGULAR SESSION 7:00 P.M.**

President Brown called the meeting to order at 7:00 p.m.

Director Surratt gave the invocation which was immediately followed by the pledge of allegiance.

**PRESIDENT'S COMMENTS**

President Brown welcomed everyone in attendance.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

President Brown asked for comments. The board welcomed and thanked everyone for their attendance.

Director Adair gave a summary of the NTCAR trade show he recently attended.

**REGULAR BUSINESS**

**1. Executive Director Report.**

Interim Executive Director Griffith had no comments at this time.

**2. Approval of PEDC Minutes for August 21, 2013.**

Vice-President Mayo motioned to approve the minutes as written. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

**PEDC Minutes**  
**September 11, 2013**

**3. Summary of Revenues and Expenditures.**

The Board discussed PEDC possibly paying the marketing and advertising proposal for PantegoFEST.

Director Surratt motioned to approve the financials as presented. Treasurer Kuczek seconded the motion.

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

**CITIZEN'S OPEN FORUM**

None at this time.

**DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS**

**4. Discuss, review, and consider any action on application for assistance from Angie Meister for Boutique U.**

Angie Meister, representing Boutique U, gave a background and summary of the previously submitted Boutique U application.

The Board discussed and asked questions on appropriation of funds, business models, sales numbers, advertising strategies, business history, inventory costs, building costs, and loan versus grant options.

**5. Discuss, review, and consider any action on application for assistance from Texas Fitt.**

Clint and Stephanie Springer, representing Texas Fitt, gave a background and summary of the business and outlined their application request.

The Board discussed and asked questions on business history, growth, sales numbers, new building layout, equipment costs, inventory, lease terms, advertising, marketing, and future projections.

**6. Discuss format for trade show panels.**

Economic Development Coordinator Mundo gave background and current state of the trade show booth panels.

The Board discussed Town marketing objectives, panel display pictures, branding, layouts, promotions, mapping, and aimed toward planning a specific long term goal for improving the panels, taking no action on the panels for now.

**7. Discuss, review, and consider any action on PantegoFEST 2013 participation.**

Interim Executive Director Griffith gave an overview of PEDC involvement in PantegoFEST regarding payments and promotions.

The Board discussed last year's involvement, t-shirt designs/colors, sponsorships, business involvement, and community attraction.

Vice-President Mayo motioned to buy 300 t-shirts of each style, purple and grey, that staff would break them down by size and that the order be placed the week of September 16, 2013. Treasurer Kuczek seconded the motion.

**PEDC Minutes**  
**September 11, 2013**

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

**8. Discuss, review, and consider any action on the formation of an Ad-hoc committee to analyze the needs of the business community.**

Interim Executive Director Griffith gave background and proposed organizing a local business committee for valuable input on PEDC matters, to report directly to the PEDC Board.

The Board discussed feasibility, committee structuring, previous committee formations, benefits of the business community's knowledge, proper representation, legal allowances, Council direction, and exhibited a desire to move forward with research into the formation of a committee.

**9. Discuss development of an RFP for Marketing of PEDC activities and the Town of Pantego.**

Interim Executive Director Griffith gave an overview and summary of the need to reach out to marketing firms after developing an RFP for promoting PEDC interests and activities.

The Board discussed RFP development, targeted marketing, community development, synergy and communication between PEDC contracted agencies, and directed staff to collect marketing agency quotes.

**10. Adoption of the 2013/2014 Fiscal Year PEDC Budget.**

Finance Director Newsome gave an overview of the current PEDC Budget for 2013/2014.

Vice-President Mayo motioned to accept the 2013/2014 budget as presented. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

**PEDC MEMBER INQUIRY**

Interim Executive Director Griffith stated he would not be at the next PEDC meeting.

**SCHEDULED EXECUTIVE SESSION**

The PEDC will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session as follows:

- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
  1. The Dance Arts Conservatory Inc.
  2. Texas Fitt

President Brown adjourned the regular session into executive session at 9:32 p.m. and reconvened at 11:02 p.m.

President Brown asked for a motion on executive session item #1. Vice-President Mayo motioned to deny the application from The Dance Arts Conservatory Inc. Secretary Adair seconded the motion.

**PEDC Minutes  
September 11, 2013**

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

President Brown asked for a motion on executive session item #2. Director Surratt motioned to recommend a \$35,000 loan with terms of 3% interest rate, for 48 months, first payment due 12 months after signing, subject to terms and conditions set forth by the PEDC attorney and final approval of Town Council. Director Gittiban seconded the motion.

The vote was as follows:

Ayes: Brown, Mayo, Adair, Kuczek, Surratt, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

**ADJOURNMENT**

President Brown adjourned the regular session at 11:04 p.m.

**APPROVED:**

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Bill Brown, President

**ATTEST:**

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Fred Adair, Secretary

**PEDC Minutes  
September 25, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO             §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 25<sup>th</sup> day of September 2013 with the following members present:**

<b>William Brown</b>	<b>President</b>
<b>Paul Mayo</b>	<b>Vice President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Karen Kuczek</b>	<b>Treasurer</b>
<b>Don Surratt</b>	<b>Directors</b>
<b>Arsalan Gittiban</b>	

**Constituting a quorum. Director Barbara Rogers were absent from tonight's meeting. The following staff members were present:**

<b>Jesse Elizondo</b>	<b>City Secretary</b>
<b>Fitzhugh Newsome</b>	<b>Finance Director</b>
<b>Ron Edwards</b>	<b>Public Works Director</b>

**REGULAR SESSION 7:00 P.M.**

President Brown called the meeting to order at 7:00 p.m.

Director Surratt gave the invocation which was immediately followed by the pledge of allegiance.

**PRESIDENT'S COMMENTS**

President Brown has no comments at the time.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

Vice President Mayo voices concerns over the way that decisions are being made by the Pantego Economic Development Board. Vice President Mayo vocalizes concerns most specifically in regards to the contract with Pam Mundo. Vice President Mayo suggests that the Executive Director mishandled notifying PEDC about the contract with Pam Mundo and he suggests that a request to Council be submitted that a new Executive Director be assigned.

Director Surratt voices clarification on the fact that there has not been any decisions made or discussions had with a quorum therefore no violation has occurred.

**REGULAR BUSINESS**

**1. Executive Director Report.**

No comments at this time.

**2. Approval of PEDC Minutes for September 11, 2013.**

Director Adair moves to approve the minutes from September 11, 2013 and Vice President Mayo seconds the motion.

The vote was as follows:

Ayes: Adair, Kuczek, Surratt, Gittiban, and Mayo

Nays: None

**PEDC Minutes  
September 25, 2013**

President Brown declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

Vice President Mayo moves to approve all revenues and expenditures including necessary memberships for the board. Director Kuczek seconds the motion.

The vote was as follows:

Ayes: Adair, Kuczek, Surratt, Gittiban, and Mayo

Nays: None

President Brown declared the motion passed unanimously.

**CITIZEN'S OPEN FORUM**

Jenny Kiseger (Dog grooming Business owner) inquired about possible loan and President Brown directed her to fill out an application and contact Chad Joyce.

**DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS**

4. Discuss and consider any action on Shop Pantego Bags and participation in PantegoFEST.

Board discussed cost, contents of bags, sponsorships, timing, awareness, and alternative outlets for businesses to participate.

5. Discuss, review, and consider any action on proposed agreement with Mundo and Associates Inc.

Board discussed length of agreement, job duties of EDC versus marketing, terms of agreement, strategic planning, council direction, PEDC procedure/direction, and upcoming PEDC initiatives.

Mayor Paradise vocalizes her recommendation of a month to month contract.

Concerns arise in regards to communication between council, board, contractors, and discussion of a work session for PEDC direction specifically with Mundo and Associates, Inc.

Vice President Mayo moves to extend the current contract but only on a month to month basis that auto renews until the board says. It is the responsibility of the Board to notify Mundo within 30 days if the contract changes. The motion is seconded by Director Surratt.

The vote was as follows:

Ayes: Adair, Kuczek, Surratt, Gittiban, and Mayo

Nays: None

President Brown declared the motion passed unanimously.

**PEDC MEMBER INQUIRY**

Mayor Paradise spoke on the board's parliamentary procedures, EDC knowledge, grant/loan procedure, and the board being the face of the Town's EDC and business community.

**SCHEDULES EXECUTIVE SESSION**

The PEDC will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session as follows:

- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the

**PEDC Minutes**  
**September 25, 2013**

territory of the governmental body and with which the governmental body is conducting economic development negotiations.

- o Boutique U

Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

President Brown adjourned the regular session into executive session at 8:28 p.m. and reconvened at 9:39 p.m.

President Brown asked for a motion. Councilmember Surratt motioned to approve the application. Treasurer Kuczek seconded the motion.

The vote was as follows:  
Ayes: Mayo, Adair, Kuczek, Surratt, Brown and Gittiban  
Nays: None

President Brown declared the motion passed unanimously.

**ADJOURNMENT**

President Brown adjourned the regular session at 9:41 p.m.

**APPROVED:**

\_\_\_\_\_  
Bill Brown, President

**ATTEST:**

\_\_\_\_\_  
Fred Adair, Secretary

**PEDC Minutes  
October 23, 2013**

**STATE OF TEXAS           §**  
**COUNTY OF TARRANT    §**  
**TOWN OF PANTEGO       §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 23<sup>rd</sup> day of October 2013 with the following members present:**

<b>William Brown</b>	<b>President</b>
<b>Paul Mayo</b>	<b>Vice President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Karen Kuczek</b>	<b>Treasurer</b>
<b>Don Surratt</b>	<b>Directors</b>
<b>Arsalan Gittiban</b>	
<b>Barbara Rogers</b>	

**Constituting a quorum. The following staff members were present:**

<b>Thomas Griffith</b>	<b>Interim Executive Director</b>
<b>Chelsea Nelson</b>	<b>Interim City Secretary</b>
<b>Ron Edwards</b>	<b>Public Works Director</b>
<b>Chad Joyce</b>	<b>Community Development Director</b>

**also in attendance:**

<b>Pam Mundo</b>	<b>Economic Development Coordinator</b>
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**REGULAR SESSION 7:00 P.M.**

President William Brown called the meeting to order at 7:01 p.m.

Community Development Director Joyce gave the invocation which was immediately followed by the pledge of allegiance.

**PRESIDENT'S COMMENTS**

President William Brown welcomed and thanked everyone for attending.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

None at this time.

**REGULAR BUSINESS**

**1. Executive Director Report.**

Assessment of PantegoFEST promotional video. Executive Director Griffith proposed an opportunity to PEDC to help pay for the video. PEDC suggested splitting the cost between the PantegoFEST budget and the PEDC Budget, split 50/50. PEDC also suggested that more videos be shot throughout the year of other events enabling a video made up of all of the events put on by the Town of Pantego.

Vice President Paul Mayo moves to pay \$500 for the PantegoFEST video and Treasurer Karen Kuczek seconds.

The vote was as follows:

**PEDC Minutes**  
**October 23, 2013**

Ayes: Adair, Surratt, Gittiban, and Rogers.  
Nays: None

President Brown declared the motion passed unanimously.

**2. Park Maintenance Dates**

PEDC questioned Ron Edwards about how much longer the maintenance will continue at the park for the remainder of the year. Public Works Director Edwards informed PEDC that there is only one more maintenance scheduled and that would most likely be the last for the year.

**CITIZEN'S OPEN FORUM**

None at this time.

**DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS**

**1. Discussion and possible action on how to proceed with strategic planning.**

Economic Development Coordinator Pam Mundo presents the Town of Pantego Mission Statement along with the Town's Strategic Plan. Coordinator Mundo gives input on minor changes and PEDC decides to discuss further changes in the next meeting. Vice President Mayo suggests a special work session to discuss further the strategic plan and to review an annual report.

**2. Discussion and possible action on the deal making NTCAR trade show on November 6<sup>th</sup>-8<sup>th</sup>, 2013 at the Dallas Convention Center.**

The Board addressed the dates and times of the NTCAR trade show. Community Development Director Joyce and President Brown will be setting up and volunteering on Thursday and Friday of the show. Vice President Mayo mentions his intentions to attend.

**3. Discussion and possible action on the SHOP Pantego website.**

The Board asks about how the SHOP Pantego website is doing. Development Coordinator explains how the website works and informs the Board of its' success. The Board asks for the formatting issues to be corrected on the SHOP Pantego website.

**4. Discussion and possible action on Christmas decorating contest.**

The Board encourages the decorating contest be promoted at the Business Meet and Greet for the month of November. The Board decides that for the judging of the contest there will need to be 4 residents on Saturday night to judge the business and 4 business owners Sunday night to judge the residents.

Don Surratt moves that \$1000 be given to the winner of the business decorating, \$750 will be given to the best theme, and \$500 will be given for the Griswold award. Paul Mayo seconds the motion.

The vote was as follows:  
Ayes: Adair, Kuczek, Gittiban, and Rogers.  
Nays: None

President Brown declared the motion passed unanimously.

**PEDC MEMBER INQUIRY**

Treasurer Karen Kuczek inquires about the lack of use of the feather sign. The Board asks questions of staff in regards to the discussion over PantegoFEST. Director Rogers suggests seating and providing some way for families to enjoy PantegoFEST in a sitting area. Interim

**PEDC Minutes**  
**October 23, 2013**

Executive Director Griffith addresses questions and assures the Board that there will be a group discussion on how to improve PantegoFEST.

President Brown addresses Public Works Director Edwards regarding progress on Park Row project. The Public Works Director informs the Board that they are progressing although they are not looking to break ground until after the first of the year.

The Board thanks Pam Mundo for her diligence in asking for donations from Wal-Mart for the movie night.

**ADJOURNMENT**

President Brown adjourned the regular session at 8:39 p.m.

**APPROVED:**

\_\_\_\_\_  
Bill Brown, President

**ATTEST:**

\_\_\_\_\_  
Fred Adair, Secretary

**PEDC Minutes  
November 13, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 13<sup>th</sup> day of November 2013 with the following members present:**

**William Brown  
Paul Mayo  
Fred Adair  
Don Surratt  
Arsalan Gittiban  
Barbara Rogers**

**President  
Vice President  
Secretary  
Directors**

**Constituting a quorum. Director Karen Kuzcek were absent from tonight's meeting. The following staff members were present:**

**Chelsea Nelson  
Ariel Carmona  
Chad Joyce**

**Interim City Secretary  
Finance Director  
Community Development Director**

**also in attendance:**

**Pam Mundo**

**Economic Development Coordinator**

**REGULAR SESSION 7:00 P.M.**

President William Brown called the meeting to order at 7:00 p.m.

Community Development Director Joyce gave the invocation which was immediately followed by the pledge of allegiance.

**PRESIDENT'S COMMENTS**

President William Brown welcomed and thanked everyone for attending.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

Vice President Mayo comments on his NTCAR trade show experience. President Brown also commented on his experience at the NTCAR trade show.

Director Surratt comments on the dance studio that is moving to the Town of Pantego despite being denied a loan from the PEDC.

**REGULAR BUSINESS**

**1. Executive Director Report.**

President Brown directs all questions to Community Development Director Joyce because Interim Executive Director Griffith is absent from the meeting. President Brown directed questions about Park Row Project and when the town plans on breaking ground.

**2. Summary of Revenues and Expenditures**

Vice President Mayo moves to accept the summary as is and Director Surratt seconds the motion.

**PEDC Minutes  
November 13, 2013**

The vote was as follows:

Ayes: Mayo, Adair, Surratt, Rogers, and Gittiban.

Nays: None

President Brown declared the motion passed unanimously.

**CITIZEN'S OPEN FORUM**

None at this time.

**DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS**

**1. Discuss the Christmas lighting for commercial and residential judging.**

The board discussed how judging needed to be conducted and who would be available to judge both the business competition and the residential competition. No set decisions aside from continuing discussion.

**2. Discuss the proper discourse for our Strategic planning**

Economic Development Coordinator Mundo explained advantages to making progressive changes to the Town's strategic plan. No decisions made to the Town of Pantego's strategic plan. Intentions for further discussion and evaluation going into the new year.

**3. Report on the ICSC convention in Dallas.**

President Brown mentioned the lack of retail at the ICSC convention. Social media has become pivotal in the growth of the Town of Pantego.

President Brown closes the regular session at 8:28 to go into a scheduled special session.

**SCHEDULES EXECUTIVE SESSION**

The PEDC will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session as follows:

- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
  - Mad Mike's Ice Cream
  - Grand Start's Learning Academy
  - VIP Grooming

Following the Scheduled Executive Session, the Council will reconvene in public session and may take any and all action necessary concerning the Executive Session.

President Brown reconvenes the regular session to vote on Executive session discussion.

Vice President Mayo made a motion authorizing a loan to Mad Mike's Ice Cream in the amount of \$15,000.00. Director Rogers seconded the motion.

The vote was as follows:

Ayes: Gittiban, Rogers, and Mayo.

Nays: Adair and Surratt

President Brown declared the motion passed.

**PEDC Minutes  
November 13, 2013**

Vice President Mayo made a motion to deny Grand Start's Learning Academy Loan application. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Adair, Mayo, Surratt, Rogers, and Gittiban

Nays: None

President Brown declared the motion passed unanimously.

Director Surratt made a motion authorizing a loan in the amount of \$17,000 and a grant in the amount of \$3,000 for VIP Grooming. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Adair, Gittiban, Rogers, Surratt, and Mayo.

Nays: None

President Brown declared the motion passed unanimously.

**PEDC MEMBER INQUIRY**

None at this time.

**ADJOURNMENT**

President Brown adjourned the regular session at 9:40 p.m.

**APPROVED:**

\_\_\_\_\_  
Bill Brown, President

**ATTEST:**

\_\_\_\_\_  
Fred Adair, Secretary

**Pantego Economic Development Corporation  
December 11, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 11<sup>th</sup> day of December 2013 with the following members present:**

<b>Bill Brown</b>	<b>President</b>
<b>Paul Mayo</b>	<b>Vice President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Karen Kuczek</b>	<b>Treasurer</b>
<b>Barbara Rogers</b>	<b>Directors</b>
<b>Don Surratt</b>	
<b>Arsalan Gittiban</b>	

**Constituting a quorum. Staff present was:**

<b>Tom Griffith</b>	<b>Interim Executive Director</b>
<b>Julie Arrington</b>	<b>City Secretary</b>
<b>Ariel Carmona</b>	<b>Finance Director</b>
<b>Chad Joyce</b>	<b>Community Development Director</b>

**Also in attendance:**

<b>Pam Mundo</b>	<b>Economic Development Coordinator</b>
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**REGULAR SESSION 7:00 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

President Bill Brown called the meeting to order at 7:00 p.m.

**INVOCATION**

Interim Executive Director Tom Griffith gave the invocation.

**PLEDGE OF ALLEGIANCE**  
**PRESIDENT'S COMMENTS**

President Brown welcomed all those in attendance. He informed the audience of the Christmas Party at Texas Fitt from 6:00 pm to 9:00 pm tonight. The Board discussed VIP possibly moving their location and the effects on the recent loan.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

Vice President Mayo informed Town Staff the wreath on the Park Row arch was not centered, Interim Executive Director Griffith informed the Board it was centered this afternoon, Due to the faulty construction when staff re-centered the wreath the lights are no longer working. He advised the Board staff would get it fixed the following day. The Board discussed lighting of the arch on Park Row for the rest of the year.

**REGULAR BUSINESS**

**1. Executive Director Report**

President Brown introduced the new City Secretary, Julie Arrington, to the Board.

**2. Summary of Revenues and Expenditures**

- December 11, 2013

The Board questioned Land Tech as a mowing bill and Microplex for the repair on the gazebo lights. Finance Director Ariel Carmona answered their questions and the board discussed the issue.

Director Surratt made a request to table this bill until next month when the detailed bill could be reviewed and to discuss other options for future electrical repair jobs.

Vice President Mayo made a motion to pay all invoices except Microplex. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Directors Mayo, Surratt, Adair, Rogers, Kuczek, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously

**CITIZEN'S OPEN FORUM**

None at this time.

**DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS**

**3. Discuss the Christmas lighting for commercial and residential judging.**

Pam Mundo with Mundo and Associates informed the board approximately 15 businesses donated prize baskets for the winners. Saturday Night, December 14<sup>th</sup>, the Commercial Lights will be judged from 5:00 p.m. - 8:00 p.m. Directors are needed to volunteer to Judge. Director Mayo, Brown, and Adair volunteered. Ms. Mundo stated they will offer \$1,000 to the first place winner, \$750 to the second place winner, and \$500 to the third place winner. The Board discussed how and when the awards would be presented to the winners.

The Board and Ms. Mundo discussed the awards signs in reference to the difference in last year's signs, the shape, and the size of the signs.

Vice President Mayo made a motion for staff to purchase signs for three awards not to exceed \$200 as directed by the Board for the Commercial Awards. Treasurer Kuzcek seconded the motion.

The vote was as follows:

Ayes: Directors Mayo, Kuzcek, Surratt, Gittiban, Rogers, and Adair

Nays: None

Abstention: None

President Brown Declared the motion passed unanimously

**Pantego Economic Development Corporation  
December 11, 2013**

The Board discussed award presentations to the Residential winners. The Residential awards will be presented at the next Council Meeting on January 13<sup>th</sup>. The Residential judging will be Sunday, December 15<sup>th</sup> from 5:00 p.m. - 8:00 p.m. Ms. Mundo mentioned she has a quote for a 22 passenger bus with a driver for \$97 per hour with a minimum of 4 hours making the total cost \$391. The Board discussed the need and cost of the rental. Director Rogers informed the Board CRB is willing to offer their budgeted expense for this award since PEDC is helping CRB with this task.

Vice President Mayo made a motion to approve the expenditure for the 22 passenger bus from Wayne Motor Coaches for the judging of the residential Christmas lights at a cost of \$391. Treasurer Kuzcek seconded.

The vote was as follows:

Ayes: Directors Gattiban, Mayo, Rogers, Kuzcek, and Adair  
Nays: Surratt  
Abstention: None

President Brown declared the motion passed by a majority vote.

**4. Discuss and take possible action on PEDC Loan for VIP Grooming**

No discussion or action needed

**5. Discuss and take possible action on PEDC Loan for Mike's Ice Cream.**

No discussion or action needed

**PEDC MEMBER INQUIRY**

The Board inquired about the past Minutes. City Secretary Julie Arrington explained they are not completed. Staff is still trying to catch up from a lack of staff earlier in the year.

Director Rogers inquired about the Town Holiday Party and was informed it was rescheduled to the 28<sup>th</sup> of December.

Pam Mundo informed the Board Papillion Nail & Spa will need to schedule a ribbon cutting at the Mayor's earliest convenience.

**ADJOURNMENT**

President Brown adjourned the regular session at 7:50 p.m.

**APPROVED:**

\_\_\_\_\_  
**Bill Brown, President**

**ATTEST:**

\_\_\_\_\_  
**Fred Adair, Secretary**



# AGENDA BACKGROUND

**AGENDA ITEM:**

Recognition of the Pantego Lions Club for their Service to the Town in 2013

**DATE:**

January 13, 2014

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**PRESENTER:**

Thomas Griffith, Interim City Manager

**BACKGROUND:**

Certificate of Appreciation to the Pantego Lions Club for their Service to the Town in 2013

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Copy of the Certificate

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CERTIFICATE OF APPRECIATION

*This certificate is awarded to*

*The Pantego Lions Club*

*For providing Exemplary Service to the Town during the 2013 year*

*The Town of Pantego*

\_\_\_\_\_  
Melody Paradise, Mayor

\_\_\_\_\_  
Date





# AGENDA BACKGROUND

**AGENDA ITEM:** Recognition of the Residential Christmas Light Contest Winners

**DATE:** January 13, 2014

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**PRESENTER:**

Thomas Griffith, Interim City Manager

**BACKGROUND:**

Winners to the Residential Christmas Lighting Contest

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Copy of the residential lights winners list

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**Home & Yard Decorating Contest Results**

*\*All winners in this category are awarded gift baskets prepared by Anything Goes gift shop.*

**Traditional Decorations:** 1604 Stagecoach Drive; 1811 Nora Drive

**Spirit of the Season:** 27 Lacosta Court; 1812 Nora Drive

**Whimsical:** 3407 Country Club Road; 2702 Peachtree Lane

**Honorable Mention:** 2303 Stockbridge Court



# AGENDA BACKGROUND

**AGENDA ITEM:**

Recognition of the Business Christmas Light Contest Winners

**DATE:**

January 13, 2014

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**PRESENTER:**

Thomas Griffith, Interim City Manager

**BACKGROUND:**

Winners to the Business Christmas Lighting Contest

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Copy of the business lights winners list and pictures

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**Light Up Pantego: Holiday Decorating Contest Results**

**Best Theme:** The Cookie Machine, awarded \$1,000 from the Pantego Economic Development Corporation!



**Best Traditional Decorations:** All Paws Grooming, awarded \$750 from the Pantego Economic Development Corporation!



**The Griswold Award:** Elgan's Salon, awarded \$500 from the Pantego Economic Development Corporation!





# AGENDA BACKGROUND

**AGENDA ITEM:** Discussion and possible action on PantegoFEST 2014 planning

**DATE:** January 13, 2014

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**PRESENTER:** Thomas D. Griffith, Chief of Public Safety-Interim City Manager

**BACKGROUND:**

Planning for PantegoFEST 2014 is set to begin quickly. Staff is requesting a discussion with Council to determine how to proceed with determining the format for PantegoFEST 2014.

**FISCAL IMPACT**

None

**RECOMMENDATION:**

None

**ATTACHMENTS:**

Memorandum from Interim City Manager Thomas Griffith

Director's Review: _____ City Manager's Review: _____
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**To:** Mayor Paradise & Town Council

**From:** Chief Thomas Griffith

**Subject:** PantegoFEST Planning

**Release Date:** January 13, 2014

**Effective:**

It is time to begin the planning process for PantegoFEST 2014. Our second attempt at PantegoFEST was something less than a complete success. Some of the shortcomings were due to weather while other difficulties were due to planning; however, there are various concepts that must be discussed before planning can move forward for future events.

During the October 28, 2013 Council meeting a decision was reached by Council to change the date of PantegoFEST to the last weekend in September in the hopes that inclement weather could be avoided as the weather has had a negative impact at both PantegoFEST events. The date for PantegoFEST 2014 is September 26-28.

### **Discussion Points**

A discussion of the characteristics of future PantegoFEST events should, at a minimum, include the following topics:

1. Should PantegoFEST remain as a three-day event?
2. Should the event remain as a street fair?
3. Is the current location the most suitable location?
4. Should we continue to impact our businesses by eliminating vehicle access?
5. Should music remain as the primary focus of the activities?
6. Should the music venue be shortened and/or the genre of music changed?

### **Recommendations**

There are a few changes that are offered for consideration. Among those possible changes are:

1. Reducing the event from three days to two.
2. Reducing the amount of street area that is closed to traffic.
3. Incorporating the cost of activities such as jump events into the entry ticket price and/or clearly advertising our intentions.

4. Consider reducing the music venue from 15 bands to three or less, more popular, music groups.
5. Consider varying ticket prices based upon the popularity of a music headliner appearing at a particular time.
6. Consider hosting an officially sanctioned event such as a chili or BBQ cook-off.
7. Producing an archway banner advertising PantegoFEST at least one month in advance.
8. Consider a larger general fund budget amount for planning purposes. Relying primarily on contributions hampers the planning process due to the uncertainty of available money.

There are many more additional details that can be discussed; hopefully, the above topics will reveal those details in the course of conversation. Staff is ready to begin planning as soon as the format for the event is finalized.