



Melody Paradise, Mayor
Russell Brewster, Mayor Pro Tem

AGENDA

TOWN COUNCIL

January 27, 2014

COUNCIL MEMBERS:
Charlie Price
Don Funderlic
Jane Barrett
Don Surratt

Matthew Fielder, 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 Server Upgrade
- Update on Road Projects
- Update on Personnel Vacancies
- Update on Recycling Services
- Update on Salary & Benefits Analysis
- Update on the Town Facebook Page
- Update on PEDC Applications

2. 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.

3. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- 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

Acceptance of Minutes of Boards and Commissions:

- 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
- PEDC minutes from January 8, 2014

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Julie Arrington, City Secretary

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

HONORS AND RECOGNITIONS

- Recognition of Silver Leaf Resorts for their continued years of community service
- Oath of Office to Matthew Fielder, City Manager
- Reception to honor Silver Leaf Resorts and to welcome Matthew Fielder

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

4. Discussion and possible action on engaging a Festival Organizer for PantegoFest
5. Discussion on the upcoming Municipal Elections and changes in legislation.
6. Discuss and take action upon an ordinance calling for the General Election of Town Council Places 1, 2, and 3 for the Town of Pantego to be held on Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.
7. Discuss and take action upon an ordinance calling for the Special Election of Town Council Place 5 for the Town of Pantego to be held on Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.

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 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells
 2. 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 Hoosier
 3. 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
 4. Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property
 5. 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.
 6. 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

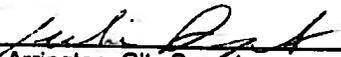
COUNCIL INQUIRY

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 24, 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.



AGENDA BACKGROUND

AGENDA ITEM: City Manager Report

DATE: January 27, 2014

PRESENTER:

Thomas Griffith, Interim City Manager

BACKGROUND:

The City Manager's report on topics concerning the town.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

City Manager's Report



City Manager's Report

To: Mayor Paradise and Members of the Council

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

Date: January 27, 2014

IT Issues

Our IT contractor, iWerks is, completing the final file transfer for PD and Court and then emails will be moved. The project is expected to be complete by the end of January.

Road Projects

Pavement Services is scheduled to pour concrete for the sidewalk/ramps on January 23rd, weather permitting. Our Engineer Joyce Stanton will be present at the meeting to answer questions and discuss the current status of the projects. It is expected that both projects will be completed by the end of January.

Personnel Issues

The Police Department is in the process of interviewing for the one vacant position and the Fire department is still expecting Firefighter Michael Reynolds, currently deployed to Afghanistan with the Army, to return home in March.

Recycling Services Issues

Staff placed another reminder to our residents in the January 22nd utility bill. We have not received any additional serious complaints since our last report.

Salary & Benefit Analysis

Staff is diligently working on the analysis of salary and benefits and a full report to should be available as of March 10th.

Facebook Page

Staff will soon begin revision of the Town's Facebook page, which will be attached to the general email address, info@townofpantego.com. The PEDC page should be reactivated by January 27th.

PEDC Applications

I have spoken with two individuals who have expressed interest in becoming members of the PEDC and presented them with applications for membership.



AGENDA BACKGROUND

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

DATE: January 27, 2014

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 27, 2014

Professional Services:

- Bill Lane
- Di Scullo-Terry, Stanton & Assoc.

Purchase Orders:

- 1532 – CAG Technical Services, LLC
- 1533 – Square One Business Machines
- 1534 – Silsbee Ford
- 1535 – Blackboard Connect
- 1537 – VistaCom
- 1538 – Tyler Technology
- 1541 – Stewart & Stevenson

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval
1/27/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Bill Lane, Attorney	\$1,837.50	December 2013 Invoice
Di Sciuillo-Terry, Stanton & Assoc.	\$3,913.75	December 2013 Professional Services
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1532 - CAG Technical Services, LLC	\$5,469.50	Emergency Repair of Generator
1533 - Square One Business Machines	\$1,500.00	Annual Service Maintenance Agreement
1534 - Silsbee Ford	\$20,174.00	2014 Ford F-150 Supercab
1535 - Blackboard Connect	\$5,353.50	Annual Agreement for Emergency Service
1537 - VistaCom	\$2,534.00	Annual Agreement for Sventide Recorder
1538 - Tyler Technology	\$6,844.86	Annual Agreement for Incode System
1541 - Stewart & Stevenson	\$4,023.50	Emergency Repair of Engine 1
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Verizon Wireless	\$1,958.35	January 2014 Cell Phone Bill
City of Arlington	\$1,131.00	January 2014 Radio Lease
Time Warner Cable	\$2,203.05	Telephone Bill Thru 2/16/14
TML Intergovernmental	\$18,391.24	February 2014 Employee Insurance
Iwerk - TX	\$17,580.00	December 2013 Tech Support Services

BILL LANE

1110 Tennon Road
Azle, Texas 76020
Phone 817-276-4709

DATE: December 18, 2013

Bill To:
VIA FACSIMILE 817-261-4538

Tom Griffith
Interim City Manager
Town of Pantego
1614 S Bowen Road
Pantego, Texas 76013

DESCRIPTION	AMOUNT
Court Services for Januaruy 2014	\$1,837.50
TOTAL	\$ 1,837.50

Make all checks payable to **BILL LANE**
If you have any questions concerning this invoice, contact **Alma Roden 817-276-4710**



DI SCIULLO-TERRY,
STANTON & ASSOCIATES, INC.

PO BOX 506

Arlington, Tx 76004

RECEIVED
4/13/14

Invoice

Date 1/7/2014	Invoice # 13-386
------------------	---------------------

500-5-000-241.00

8

Town Of Pantego
1614 South Bowen Road
Pantego, TX 76013
ATTN: ACCOUNTS PAYABLE

Description	P.O. No.		Project
	Quantity	Rate	Amount
RE: TOWN OF PANTEGO - PROFESSIONAL SERVICES COUNTRY CLUB COURT RECONSTRUCTION PEACHTREE DRAINAGE (WAGONWHEEL & ARROWHEAD) CITY COUNCIL DECEMBER 2013			
1. COUNTRY CLUB COURT RECONSTRUCTION			
(a) Principal Registered Engineer and Surveyor	15.25	135.00	2,058.75
(b) Registered Professional Engineer	3.5	125.00	437.50
(c) Civil/Survey Senior Technician	1.5	90.00	135.00
Subtotal			2,631.25
2. PEACHTREE DRAINAGE (WAGONWHEEL & ARROWHEAD) CONSTRUCTION ADMINISTRATION			
(a) Principal Registered Engineer and Surveyor	7.5	135.00	1,012.50
Subtotal			1,012.50
3. CITY COUNCIL			
(a) Principal Registered Engineer and Surveyor	2	135.00	270.00
Subtotal			270.00
SEE ATTACHED SHEETS FOR FURTHER HOURLY BREAKDOWN OF TIME.			
DTS EID #75-16151473			Total \$3,913.75

Phone # 817-275-3361

Fax # 817-275-8920

DI SCIULLO-TERRY, STANTON & ASSOCIATES, INC.
Time by Name Detail

December 2013

Date	Item	Duration	Notes
	COBBS, JENNIFER M		
	Pantego, Town Of (2);Co Club Ct Reconstruction		
12/30/2013	Time Items:Const Administration	2.50	Country Club Rd/ Country Club Ct. intersection improvements- Pre-pour inspection of street, gutter,
12/31/2013	Time Items:Const Administration	1.00	Site visit to verify proper construction and curing (Country Club and Peachtree)
	Total Pantego, Town Of (2);Co Club Ct Reconstruction	3.50	
	Total COBBS, JENNIFER M	3.50	
	MALONE, CHARLES E.		
	Pantego, Town Of (2);Co Club Ct Reconstruction		
12/13/2013	Time Items:Site Engineering	1.50	Sidewalk Sketch
	Total Pantego, Town Of (2);Co Club Ct Reconstruction	1.50	
	Total MALONE, CHARLES E.	1.50	
	STANTON, JOYCE P		
	Pantego, Town Of (2);City Council		
12/09/2013	Time Items:Misc	2.00	To discuss Peachtree and Country Club Construction
	Total Pantego, Town Of (2);City Council	2.00	
	Pantego, Town Of (2);Co Club Ct Reconstruction		
12/10/2013	Time Items:Misc	2.00	meeting with City Staff, site visit and coordination with contractor
12/12/2013	Time Items:Site Visit	1.50	Met with Contractor and discussed project
12/13/2013	Time Items:Site Plan	1.00	Met with Retaining Wall contractor and home owner to select retaining wall color
12/16/2013	Time Items:Misc	1.00	Site Visit to Peachtree and Country Club and coordination
12/17/2013	Time Items:Misc	3.00	Site Visit to Country Club and Peachtree to review forms and schedule
12/18/2013	Time Items:Misc	1.50	Site Visit and coordination with Contractor to complete sidewalks on Peachtree
12/19/2013	Time Items:Misc	3.00	Coordinate construction of sidewalks with contractor and other items.
12/20/2013	Time Items:Misc	1.25	Review and summary letter for Peachtree intersection bids and Site Visit
12/23/2013	Time Items:Site Visit	0.50	Site Visit to direct contractor to leave in order for holidays
12/26/2013	Time Items:Misc	0.50	Review of pay request from retaining wall contractor and summary letter
	Total Pantego, Town Of (2);Co Club Ct Reconstruction	15.25	
	Pantego, Town Of (2);Peachtree Dmg (Wagonwheel & Arrowhead):Construction Administration		
12/03/2013	Time Items:Site Visit	2.00	
12/05/2013	Time Items:Site Visit	1.50	Site Visit to Peachtree and return later in the day to meet with contractor at Country Club
12/12/2013	Time Items:Site Visit	1.00	
12/13/2013	Time Items:Misc	3.00	Reviewed Pay App for contractor and recommended corrections, also obtained bids for drive approach
	Total Pantego, Town Of (2) Peachtree Dmg (Wagonwheel & Arrowhead):Co...	7.50	
	Total STANTON, JOYCE P.	24.75	
	TOTAL	29.75	

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1532

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. Municipally Tax Exempt
Entity I.D. #75-1291097

TO CAG Technical Services LLC.
1027 N. Saginaw Blvd
Saginaw, TX 76179

SHIP TO PW

DATE		ACCT #	DEPT.			
Jan. 9, 2014		200-5-202-354.00	PW			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		"Emergency" Repair of Generator at Lift Station			5469	50
					TOTAL	5469 50

J. [Signature]

RECEIVED
1/10/14

APPROVED BY



PUBLIC WORKS MEMO

To: Tom Griffith, Interim City Manager
From: Joshua Brown, Foreman of Public Works
Date: January 9, 2014
Re: Lift Station Generator

I am requesting approval of this purchase order for CAG Technical Services for an emergency repair of the Duetz generator at the lift station.

Josh Brown

From: CAG Technical Services LLC. [cagtech@live.com]
Sent: Thursday, January 09, 2014 1:59 PM
To: Josh Brown
Subject: RE: Generator

Josh,

Here is a detailed synopsis of the generator service call for the lift station. We responded to your service call request to troubleshoot why the unit failed to start during an op-test. We troubleshot the unit and were having difficulty keeping the unit running smoothly indicating a fuel issue. Our first response to any fuel issue is to check all hoses and clamps for air leaks or cracks. We also check fuel filters and fuel quality. We found a large amount of dirt in the fuel which was expected. That as you know stems from the flood several years ago and dirty water entering the fuel tank. The contaminated tank was pump down and filled with fresh fuel but some sediment still remains in that tank. At this time the technician replaced the rubber fuel hoses and the filter. He also removed a specialty hose between the lift pump and fuel rail and had a new one made by a third party out of fort worth. After putting the unit back together we were able to get the unit running but still suspected a fuel issue and continued to monitor the unit. After the unit failed to start again we really started to suspect the fuel injectors may be clogged due to the fuel quality. We removed the injectors and delivered to third party for testing. They determined the injectors were good. They also cleaned them and replaced the tips at this time. After this point we immediately removed the injector pumps and prime lift pump to be tested. Unfortunately these Deutz engines are extremely rare in the united states and we were unable to find anyone who had the test bench needed to test them. The fuel valve on one of the injector pump was extremely hard to move and was the suspected culprit. At this time our only option was to order a replacement and install it. We also replaced the fuel pressure relief valve just to be safe because it appeared to be passing more fuel than it should have been. After installation we were able to start the unit but could not keep the unit running smoothly. We observed the fuel actuator moving erratically. Only two possibilities for this, the magnetic pickup was faulty or the ECM on the engine was. We removed the ECM and dropped off to a third party for testing. After being told the ECM tested good we ordered the magnetic pickup. The next day we installed the mag p/u and again the actuator was erratic. We talked to third party who tested the ECM and they only verified it powered up. We then sent the ECM to someone who was able to troubleshoot further and he determine the unit was faulty. At this time we ordered the replacement ECM from Deutz and had it programmed for our application. After installation we verified correct operation of unit and performed the annual PM at this time. We believe the the sticking fuel valve on the injection pump was forcing the actuator to work harder and draw more amps from the ECM and ultimately causing the failure. The sticking fuel valve likely helped the actuator find a spot that allowed the unit to run and when the new one was installed and that resistance was no longer their that allowed the actuator to move erratically. As we discussed on the phone, these engines are extremely rare and unlike other common generators where we have all the resources and testing ability, we are limited on what we are able to do with these units. Generac who is the manufacturer that installed the Deutz engine in these units, cannot offer any technical support or parts for them. We must go directly through Deutz. Unlike your other units at the Police Station and Fire Station where we have access to testing capabilities, technical resources and parts within 24 hours, the unit at the Lift Station will likely always have an extended down time during repairs. Please let me know if you have any other questions concerning this matter. Thank you.

Conrad Wareham
CAG Technical Services, LLC.
1029 N. Saginaw Blvd. Ste #F10-228
Saginaw, Texas 76179
(817) 422-8587 c
(817) 236-7800 p
(817) 439-2041 f
cagtech@live.com
TECL #25605

Subject: Generator
Date: Tue, 7 Jan 2014 15:38:17 -0600
From: jbrown@townofpantego.com
To: cagtech@live.com

Conrad & Brett
Thanks for all your hard work!



Joshua Brown
Public Works Foreman
Direct: 817-617-3721
Fax: 817-265-1375
1614 South Bowen Road
Pantego, TX 76013
E-mail: jbrown@townofpantego.com
Website: www.townofpantego.com

CONFIDENTIALITY NOTICE

Information in this communication is confidential and is intended only for the use of the individual or entity to which it is addressed. It may contain information that is privileged, confidential, for law enforcement purposes, and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that you are not authorized to read, review, distribute or duplicate the information contained herein, and that any disclosure, distribution or duplication is strictly prohibited. If you have received this information in error, please notify the sender immediately at the above address.



CAG TECHNICAL SERVICES LLC.

1029 N. SAGINAW BLVD.
 STE F10-228
 SAGINAW, TX 76179
 TECL #25605

Invoice

Date	Invoice #
1/3/2014	8978

Bill To
Town of Pantego Attn: A/P Dept. 1614 South Bowen Road Pantego, TX 76013

P.O. No.	Terms	Due Date	Project
	Net 15	1/18/2014	

Quantity	Description	Rate	Serviced	Amount
	FACILITY: LIFT STATION EQUIPMENT: GENERAC DIESEL GENERATOR LOCATION: 3612 SHADY VALLEY DR. PANTEGO, TEXAS 76013			
	SERVICE CALL REQUESTED TO TROUBLESHOOT STANDBY GENERATOR NOT STARTING DURING OPERATIONAL TESTING. (SERVICE CALL CHARGE WAIVED)	0.00	10/21/2013	0.00
8	[WORK PERFORMED DURING NORMAL BUSINESS HOURS] TROUBLESHOOT UNIT. REMOVE AND REPLACE FUEL SUPPLY AND RETURN HOSES. HAVE SPECIALTY BRAIDED FUEL HOSE FABRICATED AT THIRD PARTY. REPLACE FUEL FILTER. DELIVER FUEL INJECTORS AND MECHANICAL LIFT PUMP TO THIRD PARTY FOR TESTING AND CLEANING. NO TEST FACILITY AVAILABLE FOR INJECTION PUMPS. REMOVE AND REPLACED SUSPECTED FAULTY INJECTION PUMP. REMOVE AND REPLACE MAGNETIC PICKUP. DELIVER ENGINE CONTROL MODULE TO THIRD PARTY FOR TESTING. REMOVE AND REPLACE COOLANT TEMP SENSOR AS PER DUETZ DEALER. DELIVER ECM TO DUETZ DEALER FOR FURTHER TESTING. HAVE REPLACEMENT ECM PROGRAMMED BY DUETZ. REMOVED AND REPLACED FAULTY ECM. VERIFIED CORRECT OPERATION OF UNIT.	95.00		760.00
1	ENGINE CONTROL UNIT (PART #5212207)	2,812.00		2,812.00
1	INJECTOR PUMP (PART #2112860)	991.50		991.50
1	MAGNETIC PICKUP (PART #1182834)	143.00		143.00
1	TEMP SENSOR (PART #4213839)	64.40		64.40
1	RELIEF VALVE (PART #2111519)	55.40		55.40
1	FUEL FILTER (PART #33358)	17.00		17.00
1	BRAIDED HOSE	19.15		19.15
	MISC. MATERIAL	30.50		30.50
	THIRD PARTY CHARGES	418.00		418.00
	FREIGHT CHARGE	158.55		158.55

Please remit payment to the address above. For questions concerning your invoice call (817)236-7800.	Total	\$5,469.50
--	--------------	-------------------

Regulated by the Texas Department of Licensing and Regulation, Box 12157, Austin, TX 78711, (800) 803-9202, (512) 463-6599, website: www.license.state.tx.us/complaints .	Payments/Credits	\$0.00
---	-------------------------	---------------

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1533

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 SquareOne Business Machines
222 Las Colinas Blvd
Ste 1650
Irving, Tx 75039

SHIP TO Public Works

DATE		ACCT#	DEPT.		
Jan 9, 2014		200-5-201-234.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Annual Service Maintenance Agreement			1500.00
		* Budgeted *			
				TOTAL	1500.00

RECEIVED
1/10/14

[Handwritten Signature]

APPROVED BY



PUBLIC WORKS MEMO

To: Tom Griffith, Interim City Manager
From: Joshua Brown, Foreman of Public Works
Date: January 9, 2014
Re: Annual Maintenance Agreement

I am requesting approval of this purchase order for SquareOne for the annual service agreement for the folder inserter machine.



222 Las Colinas Blvd W,
Ste 1650
Irving, TX 75039

Date	Invoice #
1/7/2014	7149

Bill To

Town of Pantego
Shawn Fox
1614 South Bowen Road
Pantego, TX 76013

Ship To

Town of Pantego
Shawn Fox
1614 South Bowen Road
Pantego, TX 76013

P.O. No.	Terms	Due Date	Rep
	Net 15	1/22/2014	

Item	Description	Qty	Rate	Amount
Maintenance	Annual Maintenance Agreement Hasler M5000 Folder Inserter 1/24/14 thru 1/24/15	1	1,500.00	1,500.00
	Sales Tax (8.25%)			\$0.00

Thank you for your continued business!

Balance Due	\$1,500.00
--------------------	-------------------

Phone #	Fax #	E-mail	Web Site
972-501-1480	972-782-9804	customerservice@squareonebiz.com	www.squareonebiz.com

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1534

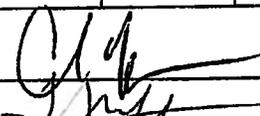
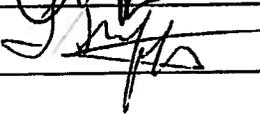
INSTRUCTIONS TO VENDOR

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 SILSBEE FORD

SHIP
TO

DATE		ACCT #	DEPT.		
1/9/14			PUBLIC WORKS		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		2014 FORD F-150 SUPER CAB	20,174.00		20,174.00
* BUDGETED AS 4 YR LEASE *					
				TOTAL	20,174.00



 APPROVED BY

RECEIVED
 1/10/14



COMMUNITY DEVELOPMENT MEMO

Date: January 9, 2014
To: Tom Griffith, Interim City Manager
From: Chad Joyce, Community Development Director
Subject: Purchase Order for Ford F-150

I am requesting approval for the purchase of a 2014 Ford F-150 Supercab as was requested and budgeted for this fiscal year. This truck will replace the 2003 F-250 that is presently being auctioned. The purchase will be made through Silsbee Ford as part of the HGAC Buy group in which we participate. The purchase will be a lease-purchase to be paid over a four year period.

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1535

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 Blackboard
Dept 2A 23628
Pasadena, CA 91185-3628

SHIP
TO

DATE		ACCT #	DEPT.		
12-26-13		100-5-101-234.20	6A		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		Year BC-CARE-CYNA Connect Care Fee Dec 2013 - Dec 2014	500.00	yr	500.00
1		Year BC-STND-CYNA Connect Service City Dec 2013 - Dec 2014	2,353.50	yr	2,353.50
1		Year BC-WEATHER Connect Auto Weather Alerts Dec 2013 - Dec 2014	2,500.00	yr	2,500.00
Budgeted					
TOTAL					5,353.50

Justin [Signature]
APPROVED BY

RECEIVED
1/13/14



AGENDA BACKGROUND

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

DATE: January 13, 2014

PRESENTER:

Thomas Griffith, Interim City Manager

BACKGROUND:

Black Board Connection System allows quick information to be passed to citizens and employees

FISCAL IMPACT:

Budgeted

RECOMMENDATION:

N/A

ATTACHMENTS:

Invoice from Black Board for annual services



Blackboard

Blackboard Inc
650 Massachusetts Avenue N.W.
6th Floor
Washington, DC 20001-3796
United States

INVOICE

Invoice Date:	Dec 16, 2013
Invoice Number:	1146949
Customer No:	333513
Customer PO:	
Payment Terms:	Net 30
Due Date:	Jan 15, 2014

Bill To

Town of Pantego
Zenk, Norma
1614 S. Bowen Road
Pantego TX 76013
United States

Billing Questions

Phone: 800.424.9299 .2347
Email: BillingOps_Connect@blackboard.com

Tax ID:

FEIN (USA): 52-2081178
GST (CANADA): 86533 4619 RT0001;BC PST10163504

Please Remit

Checks:

Blackboard
Dept LA 23628
Pasadena, CA 91185-3628

Wire Transfers:

Silicon Valley Bank
3003 Tasman Drive
Santa Clara, CA 95054
ABA # 121140399
For Credit to: Blackboard
Account No. 3300710630
Swift Code: SVBKUS6S

Quantity	UOM	Product Code	Description	Net Amount
1.00	YR	BC-CARE-CYNA	CONNECT CARE FEE CTY <i>Dec 10, 2013 - Dec 09, 2014</i>	500.00
1.00	YR	BC-STND-CYNA	CONNECT SERVICE CTY <i>Dec 10, 2013 - Dec 09, 2014</i>	2,353.50
1.00	YR	BC-WEATHER	CONNECT AUTO WEATHER ALERTS <i>Dec 10, 2013 - Dec 09, 2014</i>	2,500.00

Subtotal: USD 5,353.50

Amount Due: USD 5,353.50

For a copy of the Blackboard Inc W-9 form, please go to: <https://secure.blackboard.com/legal/BBInc/W9/>
Please indicate your institution name and invoice number(s) on remittance to ensure proper application of payment.
Failure to comply with this request may result in returned payment.



TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1537

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 Vista Com
9772 Whithorn Dr.
Houston, TX 77095

SHIP
TO

DATE		ACCT #	DEPT.	PRICE		PER	AMOUNT		
ORDERED	RECEIVED	STOCK NUMBER / DESCRIPTION							
1-14-14		100-5-140-234-00	PD				2,534	00	
		Maintenance Agreement Vista Com - Senticide Recorder							
							TOTAL	2,534	00

Budgeted Item

[Signature]
APPROVED BY



Pantego Police Department

Memo

To: Interim City Manager Tom Griffith
From: Assist. Chief Barry Reeves
CC:
Date: January 15, 2014
Re: Maintenance Agreement (voice recorder)

I am requesting the budgeted payment to VistaCom for the annual maintenance agreement of \$2,534.00 for the dispatch voice recorder. The original budgeted amount was for \$2,691.00. I was able to get the amount reduced by \$157.00.

A handwritten signature in black ink that reads "Barry Reeves". The signature is stylized and cursive.

Barry Reeves

Assistant Chief of Police



9772 Whithorn Drive
Houston, TX 77095

Vista Com Maintenance Invoice

Date	Invoice #
1/15/2014	2954

Bill To
Town of Pantego Purchasing Department City Hall 1614 S. Bowen Pantego, TX 76013

Ship To
Pantego Police Department Joel McKinney 2600 Miller Pantego, TX 76013

P.O. Number	Terms	Due Date
	Net 30	2/28/2014

Quantity	Item Code	Description	Price Each	Amount
1	Eventide Maintenan...	Annual maintenance contract for your Eventide server serial #740000526 -Maintenance on your recording server effective 3/1/2014-2/28/2015	2,534.00	2,534.00
			State and Local Sales Taxes (0.0%)	\$0.00
			Total	\$2,534.00

This invoice is a continuation of the maintenance contract in effect per agreement of your organization and Vista Com. This invoice is for the new period beginning midnight of the due date of this invoice. Failure to receive payment by the date due will result in an expired contract whereby you may be subjected to loss of coverage or coverage for time and materials per service event. Continuation of maintenance coverage after an expiration period may also result in an onsite re-inspection of the recording system at the customer expense.

Please contact Vista Com Service 30 days prior to contract expiration if you wish to alter the terms of the contract.

We accept Checks, Visa, MasterCard, and American Express

Phone # (800) 708-6423

accounts@vistacomtx.com

www.vistacomtx.com

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1538

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 Tech
P.O. Box 203556
Dallas TX 75320

SHIP TO PANTEGO MUNICIPAL COURT
2600 MILLER LANE
PANTEGO, TX 76013

DATE		ACCT #	DEPT.			
1/16/14		100.5-160-234.00	Court			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
	1	INCODE COURT CASE MANAGEMENT	2,277.80		2,277.80	
	1	Secure SIGNATURES	334.27		334.27	
	1	BRAZOS INTERFACE - PDC	682.50		682.50	
	1	INTERFACE - COURT	682.50		682.50	
	1	BRAZOS RDC Software	1470.00		1470.00	
	1	BRAZOS Citation Device	1364.91		1364.91	
	1	ACU Corp	32.82		32.82	
					TOTAL	6844.86

BUDGETED

Jessie Houeholder

[Signature]

APPROVED BY



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				
	Core Financials	1	1,999.50	1,999.50
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Court Case Management	1	2,277.86	2,277.86
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Secure Signatures	1	334.27	334.27
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Brazos Interface to Public Safety	1	682.50	682.50
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015			
	Brazos Interface to Court	1	682.50	682.50
	Brazos Interface to Court			
	Brazos Interface to Court			
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015			
	Fixed Assets	1	418.13	418.13
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Enhanced Utility Bill Printing	1	334.27	334.27
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Brazos RDC Software Maintenance	1	1,470.00	1,470.00
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015			
	Brazos Citation Issuing Device Interface - Maintenance	1	1,364.91	1,364.91
	Maintenance Start: 01/Feb/2014, End: 31/Jan/2015			
	AcuCorp Run Time	1	32.82	32.82
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	AcuCorp AcuServer	1	870.30	870.30
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			
	Forms Overlay	1	502.01	502.01
	Maintenance: Start: 01/Feb/2014, End: 31/Jan/2015			

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	10,969.07
Sales Tax	0.00
Invoice Total	10,969.07

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1541

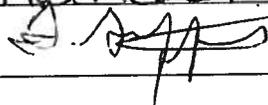
INSTRUCTIONS TO VENDOR

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 Stewart + Stevenson
1631 Chalk Hill Rd Dallas, Tx 75212.

SHIP TO Five Dept.

DATE		ACCT #	DEPT.		
1-20-18		100-5-150-356.00	Fire.		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1	1	Diagnostic	260.	00	260.00
1		To pack Injectors 1 Injector Rocker 1 Injector Rocker Arm, Fuel Filter's Valve Cover Gasket, Oil, Oil Filters Seal's and Rings	2700.	30	2700.30
		all parts	780.	00	780.00
		Labor	31.	20	31.20
		Mez Waste	52.	00	52.00
		Ship Freight.	200.	00	200.00
Emergency					
TOTAL					4,023.50

Robert Carter

 APPROVED BY



Pantego Fire Department

Memo# 000

To: Chief Griffith, Interim City Manager
From: Assistant Chief Coker
Through:
Subject: Request to expend funds
Release Date: 01-20-2014

Chief,

The attached P.O. is for approval to expend funds.

This is a request for emergency repairs to engine one. Sir as you know the engine had to be towed to Stewart & Stevenson last week because the motor was locked up. After the truck arrived to the repair facility they performed the diagnostic on it and found that the motor was hydrostatic locked. The injectors are leaking fuel into the cylinders and into the oil. We also need to replace one of the injector rockers that failed. The total estimated price with shipping is \$4,023.50. Chief as you know this is an estimate the price could change if any other problems are discovered as the work is performed. At this time we do not foresee any problems.

If you have any questions for me please ask.

Cc: A. Carmona



Stewart & Stevenson Power Products - Dallas

1631 Chalk Hill Road Dallas, Texas 75212
Phone: (800) 460-7711



Case Number: 912862 - Repair Order Number: 3694917 - Purchase Order Number: n/a

Service Writer: Felder, Vickie - Case Date: 01/17/14 12:38 pm CST

Town Of Pantego	Unit #: E-1
Address: Town Of Pantego 1614 South Bowen Road PANTEGO, TX 76013 Phone: (817) 274-1381 Fax: Cust #: 218257	Asset: 1996 PIERCE QUANTIM Miles: 14,948 Serial #: WA000292 VIN: 4PCT02P3WA000292 Engine: S-60 Engine Hours: 3339

Complaint: Unit locked up - Possible Hydrostatic lock Code 44 - Engine Coolant Temp High Code 56 - Data Link Failure

Item ID	Operation:	Complaint:	Cause:	Correction:	Labor	Parts	Total
2027240	VIP3 Visual Inspection				\$0.00	\$0.00	\$0.00
2027301	Engine Miss - Diagnostic	UNIT LOCKED UP - POSSIBLE HYDROSTATIC LOCK			\$260.00	\$0.00	\$260.00
2027844	INJECTOR FAILURE Parts: (1) 6 PACK INJECTOR, (1) INJ ROCKER, (1) INJECTOR ROCKER ARM, (1) INJECTORS 6 PACK, (1) PRYM FUEL FILTER, (1) S/O PRIMSRY FUEL FILTER, (1) S/O SECONDARY FUEL FILTER, (1) SEC FUEL FILTER, (1) V/C GASKET, (1) VALVE COVER GASKET (GRAY), (10) 15W 40 OIL (GAL), (10) 1540 BULK OIL, (2) OIL FILTER, (2) OIL FILTERS, (6) BOLT, (6) IMJECTOR HOLD DOWN BOLTS, (6) RETRO SEALS (SET), (6) SEAL RING, (6) SEAL RING				\$780.00	\$2,700.30	\$3,480.30

Parts: \$2,700.30
Labor: \$1,040.00
Haz Waste: \$31.20
Shop: \$52.00
Freight: \$0.00
Tax: \$229.64

TOTAL: \$4,053.14

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED

BY: _____ DATE: ___/___/___



AGENDA BACKGROUND

AGENDA ITEM:

Approval of Town Council Minutes and Acceptance of Minutes of Boards and Commissions

Date:

January 27, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

Minutes from Town Council and Pantego's various Boards and Commissions

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

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
PEDC Minutes from January 8, 2014

**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 11th day of September 2013 with the following members present:

Bill Brown
Paul Mayo
Fred Adair
Karen Kuczek
Don Surratt
Arsalan Gittiban

President
Vice-President
Secretary
Treasurer
Directors

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

Thomas Griffith
Jesse Elizondo
Fitzhugh Newsome
Ron Edwards
Chad Joyce

Interim Executive Director
City Secretary
Finance Director
Public Works Director
Community Development Director

also in attendance:

Pam Mundo

Economic Development Coordinator

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

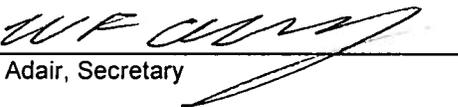
President Brown adjourned the regular session at 11:04 p.m.

APPROVED:



Bill Brown, President

ATTEST:



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 25th day of September 2013 with the following members present:

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

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

Jesse Elizondo	City Secretary
Fitzhugh Newsome	Finance Director
Ron Edwards	Public Works Director

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

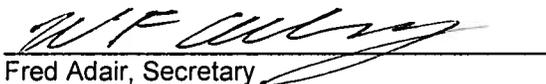
President Brown adjourned the regular session at 9:41 p.m.

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 23rd day of October 2013 with the following members present:

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

Constituting a quorum. The following staff members were present:

Thomas Griffith	Interim Executive Director
Chelsea Nelson	Interim City Secretary
Ron Edwards	Public Works Director
Chad Joyce	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 7:01 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 6th-8th, 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 13th day of November 2013 with the following members present:

William Brown	President
Paul Mayo	Vice President
Fred Adair	Secretary
Don Surratt	Directors
Arsalan Gittiban	
Barbara Rogers	

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

Chelsea Nelson	Interim City Secretary
Ariel Carmona	Finance Director
Chad Joyce	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 11th day of December 2013 with the following members present:

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

Constituting a quorum. Staff present was:

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

Also in attendance:

Pam Mundo	Economic Development Coordinator
------------------	---

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 14th 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 Kuczek seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown Declared the motion passed unanimously

The Board discussed award presentations to the Residential winners. The Residential awards will be presented at the next Council Meeting on January 13th. The Residential judging will be Sunday, December 15th 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 28th of December.

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

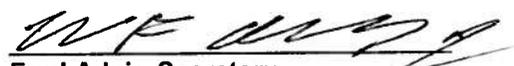
ADJOURNMENT

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

APPROVED:


Bill Brown, President

ATTEST:


Fred Adair, Secretary

Pantego Economic Development Corporation
January 8, 2014

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 8th day of January 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Don Surratt	Director
Arsalan Gittiban	

Constituting a quorum. Staff present was:

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

Also in attendance:

Pam Mundo	Economic Development Coordinator
-----------	----------------------------------

REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Bill Brown called the meeting to order at 7:04 p.m.

INVOCATION

Community Development Director Chad Joyce gave the invocation.

PLEDGE OF ALLEGIANCE
PRESIDENT'S COMMENTS

President Brown thanked Mr. Griffith and staff for fixing the lights on the Arch located on Park Row.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

The Directors had nothing to report at this time.

The Board discussed with Mr. Joyce the Park Row Project updates regarding the right of way and the bidding timeline on the project.

REGULAR BUSINESS

1. Executive Director Report

Mr. Griffith had nothing to report at this time.

2. Approval of PEDC Minutes

- October 23, 2013

Pantego Economic Development Corporation
January 8, 2014

The Board requested changes to the discussion on the PantegoFest Budget; correcting the days of the residential and business Christmas light judging; and changing the words Park Row Court to Park Row Project.

Director Gittiban made a motion to approve the minutes from October 23, 2013 with the above changes. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

- **November 13, 2013**

The Board requested changes replacing Park Row Court with Park Row Project; removing the word "The" from item number three and changing the vote on item number two; Summary of Expenditures, to unanimous and correcting the Ayes with the members in attendance. The final change was to add the Motion to the Grand Start Loan item instead of failing for lack of motion there was an actual motion.

Director Surratt made a motion to approve the November 13, 2013 minutes with the changes outlined by the Board. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

- **December 11, 2013**

Secretary Adair made a motion to pass the December 11, 2013 minutes as written. Director Gittiban seconded the motion.

The vote was as follow:

Ayes: Directors Surratt, Adair, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- **January 8, 2014**

The Board questioned the necessity of the tree removal located at the park. Mr. Joyce addressed their concerns. The discussion on the Microplex invoice from the last meeting was continued. Mr. Joyce assured the Board the work was completed according to the invoice. The Board directed staff for future electrical work on all jobs, not involving the water wells, to obtain bids from other electrical contractors prior to using Microplex.

Director Adair made a motion to approve the Vendor Payment List including the Microplex invoice. Director Surratt seconded.

The vote was as follows:

Ayes: Directors Surratt, Adair, 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

4. Discuss and take possible action on the Resignation of Treasurer Karen Kuzcek residential judging.

The Board expressed their sorrow in seeing Ms. Kuzcek's resignation.

Mr. Griffith informed the board there are two people who have expressed interest in the PEDC Board. He stated he would talk with them and inform them there is an opening.

Director Surratt made a motion to accept Treasurer Kuzcek's resignation from the PEDC Board. Director Gittiban seconded the motion.

The vote was as follows:

Ayes: Directors Surratt, Gittiban, and Adair
Nays: None
Abstention: None

President Brown Declared the motion passed unanimously and the board will elect a new Treasurer next meeting.

5. Discuss the Decorating Contest Winners

Ms. Mundo informed the Board she has received six gift baskets from local businesses for the residential winners. This was a donation from a total of 20 businesses, plus Treasurer Kuzcek donated six \$25 savings bonds. There was a correction to the address of the honorable mention residents. Their address is 2303 Stockbridge not Stonebridge. Staff will invite the CRB to the award presentation on January 13th at the Council Meeting. The board discussed the reimbursement to be received by the CRB and how they would like to apply it.

6. Discuss the 2013 Strategic Plan and setting the items to be highlighted in the Annual Report.

Ms Mundo requested an updated report of the Certificate of Occupancy for 2013. The Board looked over the 2012 Annual Report and compared the similarities and differences among the goals and achievements within each goal for 2013. They discussed the information to be included in the 2013 Report for each goal and which corresponding pictures to use. The board

discussed holiday banners and the PEDC Facebook page. Mr. Griffith informed the Board the City has the information technology contractor working on the Facebook situation.

The Board discussed the past grants and loans given out to local businesses. The board made a request of Ms. Carmona to prepare a quarterly report in April for the First Quarter of 2014 containing the updated PEDC grant and loan information.

Ms. Mundo and Town Staff will work together to get the 2013 Annual Report together for the meetings in February. President Brown suggested a work session for the 2014 Strategic Plan.

7. Discussion and Recommendations for the 2014 Strategic Plan.

This item was tabled until the next meeting allowing for a full board discussion.

8. Discussion adding LED lights across the Arch on Park Row and leaving them there full time.

The Board discussed the existing electrical panel and wires used to bring electricity to the existing lights. They also discussed the use of solar power versus electrical power. The Board directed staff to obtain bids and pricing information for the lights and installation of the lights. The Board also requested staff to obtain the information on the electricity cost from the electric provider for the lights.

9. Discuss the meet and greet on January 30th at Texas Fitt and propose a speaker from SBDC

Ms. Mundo informed the Board the speaker scheduled to speak at the Texas Fitt Meet and Greet is from the Small Business Administration (SBA) and will speak on the services the SBA offers small companies. President Brown requested Ms. Mundo to attempt some one-on-one invites to local business to foster good participation.

PEDC MEMBER INQUIRY

The Board discussed the possible re-location of VIP Grooming and the requirement for a re-application due to the owner's needs and/or amount of the loan may change based on the new location. The Board inquired about the reason for the move and why the move was still a possibility and not a guarantee.

Director Surratt informed the Board the City Council has extended an offer to a new City Manager and he has accepted. His start date is January 27th.

Ms. Mundo informed the Board Papillon Nails scheduled their ribbon cutting for January 11th at 11:00 a.m. There was some discussion on the ribbon cutting with Ms. Arrington and the Board regarding the event preparation.

ADJOURNMENT

President Brown adjourned the regular session at 8:40 p.m.

APPROVED:


Bill Brown, President

ATTEST:



Fred Adair, Secretary



AGENDA BACKGROUND

AGENDA ITEM:

Recognition of Silver Leaf Resorts for their continued years of community service

Date:

January 27, 2014

PRESENTER:

Barry Reeves, Assistant Police Chief

BACKGROUND:

None

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

None



AGENDA BACKGROUND

AGENDA ITEM:

Oath of Office for Matthew Fielder, City Manager

Date:

January 27, 2014

PRESENTER:

Melody Paradise, Mayor

BACKGROUND:

None

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Oath of Office

STATEMENT OF ELECTED/APPOINTED OFFICER

(Pursuant to Tex. Const. art. XVI, §1(b), amended 2001)

I, *Matthew Fielder*, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

_____ Date _____
Officer's Signature

City Manager

Town of Pantego

_____ Position to Which Elected/Appointed

_____ City and/or County



In the name and by the authority of

The State of Texas

OATH OF OFFICE

I, Matthew Fielder, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of City Manager of the Town of Pantego, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Matthew Fielder

SWORN to and subscribed before me by Melody Paradise on this 9th day of December 2014.



Melody Paradise, Mayor



AGENDA BACKGROUND

AGENDA ITEM:

Discussion and possible action on engaging a Festival Organizer for PantegoFest

Date:

January 27, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The town held a workshop on the planning of PantegoFest 2014 authorizing staff to find an event planner to work with staff to plan the event

FISCAL IMPACT:

\$5,500 PantegoFest budget

RECOMMENDATION:

N/A

ATTACHMENTS:

Memo from Interim City Manager Griffith
Memo from City Secretary
Information from the Sponsor Bureau, Inc. website



To: Mayor Paradise & Town Council

From: Chief Thomas Griffith

Subject: PantegoFEST Planning

Release Date: January 27, 2014

Effective:

Our Town Secretary has made contact with at least two individuals who are professional event planners. One of those planners, Mr. Kyle Conway, has experience producing festivals for the cities of Grapevine, Irving, Farmers Branch, Fort Worth, Conroe, Dallas, and Bedford. Mr. Conway has provided some preliminary advice regarding the planning of an annual event. One of his recommendations is to conduct a feasibility study to answer several key questions that would enable PantegoFEST to be developed into a lasting and profitable celebration.

Although I am not presenting a recommendation to Council I would offer the following question for consideration; should we consider postponing PantegoFEST until a feasibility study is completed? In the worst case scenario where Council decides to postpone PantegoFEST until 2015 we would not need to be completely without a Town-wide celebration until that time. The Town might consider planning a much smaller, one-evening event such as a street concert with a headliner music group, and a handful of vendors/local restaurants to offer food and beverages.

Mrs. Arrington has compiled a brief narrative of her discussion with Mr. Conway. At this writing we are attempting to secure Mr. Conway's resume as well as the resume of at least one other event planning professional. I enthusiastically support utilizing the services of a professional planner as their insight will provide information that our staff could only hope to acquire after several years of experience. I believe that it is important to get a renewed start at PantegoFEST by laying a good foundation of experience and knowledge of event planning and coordination.

Cc: J. Arrington



G/A MEMO

To: Thomas Griffith, Interim City Manager
From: Julie Arrington, City Secretary
Date: January 22, 2014
Re: PantegoFest 2014

I spoke with Kyle Conway, owner of Sponsor Bureau, Inc.; he comes with a recommendation from the City of Bedford. He currently contracts with the City of Grapevine, the City of Irving, and the Gaylord Texan. He has been involved in the planning of Grapevest for well over ten years. Mr. Conway offered a wealth of beginner's knowledge and was very helpful in explaining some of our strengths and weaknesses that are evident by the information supplied to him. Mr. Conway explained these types of events are a three year commitment building the necessary relationships.

According to Mr. Conway, one of the Town's weaknesses was starting too big. He believes a town festival should start as a one day event and grow from their successes. This allows the town to operate under a smaller budget, to learn what is involved in the preparation of the event, and to build positive relationships. Once this is achieved the town can then move to a two or three day event. Typically a three day event requires a strategic plan complete with a feasibility study, a mission statement, a budget, and goals. The feasibility study will determine a proper location and venue for the event and will show the potential problem areas; each goal is then broken down into smaller goals. Once this plan is in place it is the responsibility of the event planner to execute the plan. Mr. Conway is not considered an event planner but an event organizer. According to Mr. Conway the mistakes we discussed are very common fixable mistakes with time and proper planning. The cost for the feasibility study is \$5,500.

Mr. Conway offered two other options for the Town of Pantego.

SPONSORSHIP SALES

Currently he contracts with the City of Grapevine, the City of Irving, and the Gaylord Texan for events. He is on their websites as their Sponsorship Sales person. He sponsors them in everything they do and everything he does. There is a monthly charge plus 30% of whatever he brings into the city. The monthly charge is based on the amount of work he does for the city and each city is different.

CONSULTING

This is where Mr. Conway will sit down with town staff inform them of what the city can do to be more appealing to their sponsors. The companies he works with for sponsorships to the events are looking at the number of people the event will bring in. This is our challenge due to our size and location. Also, as a result of the previous issues concerning PantegoFest having good attendance number to present to sponsors will be very tough building these types of relationships in a three year process. The Town of Pantego is still considered to be at year one in this process.

Mr. Conway is recommending the Town of Pantego start with a Feasibility study to answer Councils questions. He believes this is the best way for the Town to mend the situation. The study would include meetings between Mr. Conway and town staff to come up with a plan and a budget based on what is preferred by Council. Once finished the study would be presented to Council for review and consideration.

[SEND A MESSAGE](#)

[Home](#) / [About Us](#) / [Client List](#) / [What We Do For You](#) / [Recent News](#) / [Photo Gallery](#) / [Contact Us](#)



214 . 702 . 6411

CLIENT LIST

Contact the Bureau for sell sheets, decks and demographics on the following sponsorship opportunities:



CLIENT OVERVIEW



RESORT HOTEL PROPERTIES

- THE GAYLORD TEXAN RESORT & CONVENTION CENTER ON LAKE GRAPEVINE (DALLAS)
- THE GAYLORD OPRYLAND (NASHVILLE)
- THE GAYLORD PALMS (ORLANDO)
- THE GAYLORD NATIONAL (WASHINGTON DC)



MUNICIPAL GOVERNMENT

- CITY OF GRAPEVINE (TX)
- CITY OF FARMERS BRANCH (TX)
- CITY OF BEDFORD (TX)
- CITY OF IRVING (TX)



OUT OF HOME MEDIA

- NeptuneGAMETIME – high school and college custom radio on campus
- SPLASH RADIO – Texas Water park custom radio

TEXAS FESTIVAL LOCATIONS

- GRAPEVINE, TX
- FORT WORTH, TX
- FARMERS BRANCH (DALLAS), TX
- BEDFORD (DFW), TX
- CONROE (HOUSTON), TX
- DALLAS, TX

- PLANO, TX
- IRVING, TX
- HIDALGO, TX
- HOUSTON, TX

RECENT NEWS

- **The Sponsor Bureau and client Vineyards Campground launch first ever outdoor RV show in an active campground**
- **The Sponsor Bureau adds Grapevine Faith Christian School to high school marketing portfolio**
- **Sponsor Bureau and Clear Marketing Concepts announce partnership**

January 2014

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

« Oct

Copyright & copy; 2011 The Sponsor Bureau, LLC - All rights reserved

SEND A MESSAGE

Home / About Us / Client List / What We Do For You / Recent News / Photo Gallery / Contact Us



214 . 702 . 6411

ABOUT US

Our company exists to provide expert corporate sponsorship counsel to small to mid-sized:

- Live Events
- Municipal and State Governments
- Festivals
- Quality of Life Initiatives

HOW WE DO IT

The Sponsor Bureau understands most events are not planned just for the sake of having an event. Typically, there is a worthy beneficiary of the funds generated by the event. Corporate sponsorships add to those funds and your cause has more money.

Our team spends the time necessary to understand the Why, behind the event, then we craft a strategic game plan to help you realize your goals. That's how we do it.

LEADERSHIP

The Sponsor Bureau is lead by founder Kyle Conway but there is an army of dedicated pros waiting to make you a HERO.

Kyle Conway learned the art of sponsorship sales as a young sales rep at the famed HOST COMMUNICATIONS in their Dallas, Texas operation. One of the top sports marketing firms in the world at the time, Host Communications was the leader in affinity marketing specializing in collegiate and participatory sports.

While at Host Communications, Kyle worked on many properties including the NCAA Final Four®, the NCAA College World Series®, Division 1 Conference Championships, various college football bowl games, the annual Texas vs Oklahoma- Red River Shootout/Rivalry®, as well as other experiential marketing properties like Hoop It Up®. Kyle concluded his career at Host Communications as the Director of Sales for the legendary Dave Campbell's Texas Football® magazine and the Texas Football® Classic, the first-ever, triple header high school football game. For more information on Dave Campbell's Texas Football, www.TexasFootball.com

Kyle took his sponsorship skills to another famous employer in 2001 when he joined the Grapevine (Texas) Convention & Visitors Bureau. Known as one of the most progressive CVBs in the country, Kyle worked in every sales arena in Grapevine including Tourism, Convention Sales and Festivals & Events during his 10 year career in Grapevine. Grapevine events continue to win national and international awards including being named a Top 100 Event in North America the last eight years, and host to over 400,000 event attendees annually. For more information on the Grapevine CVB, www.GrapevineTexasUSA.com.

Kyle and, The Bureau, team are also involved in numerous educational, charitable, civic, and industry related endeavors. Here are some of the many organizations we support

Abilene Christian University <http://www.acu.edu/>, Grapevine Faith <http://fcschool.org/>, Teen Lifeline <http://www.ifellivedbetter.org/>, The Joey Wilkins Foundation <http://joeywilkinsfoundation.org/>, The Gregg Pearson Foundation <http://www.greggpearson.org/index.html>, G.R.A.C.E. <http://www.gracegrapevine.org/>, The University of Kentucky's Sports Marketing Academy <http://www.sportsmarketing.org/>, The Texas Music Project <http://www.texasmusicproject.org/>, and the International Festival & Event Assn. www.IFEA.com

Kyle is an average guitar player but is working on it. Kyle married Susan, his college sweetheart, 20 years ago and their life today is mostly spent getting their three children to the next activity.

We hope you'll consider the Sponsor Bureau team for your next project.

RECENT NEWS

- **The Sponsor Bureau and client Vineyards Campground launch first ever outdoor RV show in an active campground**
- **The Sponsor Bureau adds Grapevine Faith Christian School to high school marketing portfolio**
- **Sponsor Bureau and Clear Marketing Concepts announce partnership**

January 2014

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
« Oct						

Copyright & copy; 2011 The Sponsor Bureau, LLC - All rights reserved

[SEND A MESSAGE](#)

[Home](#) / [About Us](#) / [Client List](#) / **[What We Do For You](#)** / [Recent News](#) / [Photo Gallery](#) / [Contact Us](#)



Working with Properties

Working with Sponsors

214 . 702 . 6411

Auditing

Speaking & Seminars

Entertainment & Celebrities

Marketing and Creative Design

SERVICES WE PROVIDE

The Sponsor Bureau has five core purposes for existence.

1. Find quality events and opportunities for our corporate clients.
2. Find quality sponsors for our event and venue clients.
3. Audit events/venues and offer solutions on making them more attractive to sponsorship.
4. Teaching best practices of the world of sponsorships.
5. Managing sponsorships and sponsor assets owned by our clients.

RECENT NEWS

- **The Sponsor Bureau and client Vineyards Campground launch first ever outdoor RV show in an active campground**
- **The Sponsor Bureau adds Grapevine Faith Christian School to high school marketing portfolio**
- **Sponsor Bureau and Clear Marketing Concepts announce partnership**

January 2014

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

• Oct

Copyright & copy; 2011 The Sponsor Bureau, LLC - All rights reserved



AGENDA BACKGROUND

AGENDA ITEM: Discussion on the May 10, 2014 Elections in regards to changes in the legislation

Date: January 27, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

Ms. Arrington attended a three day seminar regarding the Texas Election Law as part of her Municipal Clerks Certification program.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Memo from Ms Arrington discussing the changes in the Election Law for the State of Texas



G/A MEMO

To: Thomas Griffith, Interim City Manager
From: Julie Arrington, City Secretary
Date: January 22, 2014
Re: Elections 2014

This year The Town of Pantego has two elections in May; a General Election for Places 1, 2, and 3 and a Special Election for Place 5. Each of these elections is required to be handled separately meaning Town Council must Order the General Election and the Special Election; they each have their own publication in the newspaper; and different deadlines; etc. I previously forwarded to Council and all Department Heads the annual TML Legislative Update outlining a complete list of the new laws that were passed by the Texas Legislature in 2013. Some of the new election laws include:

- changes to the Voter ID requirements;
- the age of the election clerk has been lowered to 16 years old;
- Pre-clearance to the Department of Justice has been deemed illegal and is no longer required until further notice;
- Requiring a bilingual election worker at every polling location;
- If a city has a P.O. Box this box must be checked for mail in ballots at 7:00 p.m. Election Day. We can no longer wait until the next business day.
- An application by mail is considered to be filed at the time of its receipt by the appropriate filing authority; not the postmark.
- A candidate has until 5:00 p.m. on the 5th day after the regular filing deadline to withdrawal.
- A candidate's application for placement on the ballot in a Special Election must be filed by 5:00 p.m. on the 62nd day before the election (March 10, 2014) if the election day is on or after the 70th day after the election is ordered (March 1, 2014)
- City Employees are not allowed to work in the Polling Place. However, the City Secretary is required to be in her office from 7:00 a.m. to 7:00 p.m. and accessible to the Election Judge.

- City's that own buildings used as a polling place are prohibited from restricting electioneering during early voting and on Election Day. However, electioneering is still not allowed within 100ft of the polling location.
- A person is ineligible to serve as an election judge or clerk in an election if the person is employed by or related within the second degree to an officer in any precinct in which the offices appears on the ballot and each officer shall be issued a form of identification by the secretary of state to be displayed by the officer during the officer's hours of service at the polling place.

On Thursday, January 23, 2014 I attended the Elections Training meeting held at the Tarrant County Election Administrators office in Fort Worth. The office of the Tarrant County Election Administrator conducts the Town of Pantego's elections. I expect to have a contract for Council in the near future regarding this information.

The Registered Voters of the Town of Pantego will be able to vote at any early voting location within Tarrant County. The closest location is the Center for Community Service Junior League of Arlington located at 4002 West Pioneer Parkway in Arlington. Early Voting begins April 28th and ends May 6th. Election Day is May 10th. The candidates are able to pick up their packets at Town Hall Monday through Friday 8:00 a.m. to 5:00 p.m. All packets for the General Election are required to be turned into the City Secretary by the Close of Business on Friday, February 28, 2014. All packets for the Special Election are required to be turned into the City Secretary by the Close of Business on Monday, March 10, 2014. However, I am not allowed to accept any packets until Wednesday, January 29, 2014.



AGENDA BACKGROUND

AGENDA ITEM:

Discussion and consider action upon an ordinance calling for the General Election of Town Council Places 1, 2, and 3 for the Town of Pantego to be held Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.

Date:

January 27, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

Texas Election Code Sections 3.001, 3.006, 85.004, and 85.007 requires the Mayor to call for the General Election by ordinance authorizing for the election

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Ordinance calling for the General Election
Secretary of State Order of Election for Municipalities

ORDINANCE NO. 14-xxx

AN ORDINANCE OF THE TOWN OF PANTEGO CALLING FOR THE GENERAL ELECTION OF TOWN OFFICERS FOR THE TOWN OF PANTEGO, TEXAS TO BE HELD SATURDAY, MAY 10, 2014 FOR COUNCILMEMBERS PLACES 1, 2 AND 3; PROVIDING FOR PUBLICATION; PROVIDING PROCEDURES FOR THE CONDUCT OF THE ELECTION; AND DECLARING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS:

- SECTION 1:** An election is hereby ordered to be held on Saturday, May 10, 2014, for the purpose of electing three (3) Councilmember's to Places 1, 2 and 3 to be filled for two (2) year terms or until their successors are duly elected and qualified;
- SECTION 2:** For the purpose of said election, the entire Town is hereby constituted as one (1) voting precinct; such election shall be held jointly with the Special Election and the Tarrant County Elections Administration and shall be held at the Council Chambers, 1614 South Bowen Road, Pantego, Texas, between the hours of 7:00 a.m. and 7:00 p.m.;
- SECTION 3:** Qualified persons may file as candidates by filing applications each weekday in the office of the City Secretary during regular office hours of 8:00 a.m. to 5:00 p.m. beginning Wednesday, January 29, 2014 and ending February 1, 2014;
- SECTION 4:** Direct Recording Electronic Voting Machine (DRE) shall be used on the day of the election and shall be used for early voting by personal appearance and electronic equipment shall be used for mail ballots;
- SECTION 5:** The Tarrant County Election Administrators will appoint election officers to serve for the General and Early Voting Ballot Board per the joint election agreement.
- SECTION 6:** Steve Raborn, or his successor, Tarrant County Election Administrator, located at 2700 Premier, Fort Worth, Texas 76111 shall conduct the election and shall be the clerk for early voting of said election.
- SECTION 7:** Applications for ballot by mail shall be mailed to Steve Raborn (or his successor), Early Voting Clerk, P.O. BOX 961011, Fort Worth, Texas 76161-0011. Applications for ballot by mail must be received by mail no later than the close of business on May 1, 2014.
- SECTION 8:** Early Voting by personal appearance will be conducted at the locations designated by the Tarrant County Elections Administration Office and the dates and times are as follows:
- | | | |
|-------------------------|---------------------------|--|
| April 28 – May 2 | Monday – Friday | 8:00 a.m. – 5:00 p.m. |
| May 3 | Saturday | 7:00 a.m. – 7:00 p.m. (Extended Hours) |
| May 4 | Sunday | 11:00 a.m. – 4:00 p.m. (Extended Hours) |
| May 5 – 6 | Monday and Tuesday | 7:00 a.m. – 7:00 p.m. |
- For purposes of processing ballots cast in early voting, the election officers for the early voting ballot board shall be appointed and designated in accordance with the provisions of the election agreement with the Tarrant County Elections Administrator.
- SECTION 9:** All resident qualified electors of the Town shall be permitted to vote at said election. This election shall be held and conducted in accordance with the provisions of the Texas Election Code as required by law.
- SECTION 10:** The City Manager, and or his designee, is hereby authorized and directed to enter into a joint election agreement for said election with Tarrant County, Texas and to execute such election agreement for said election; such agreement will provide for the type of DRE and electronic voting equipment to be used for early voting and election day, the compensation for election judges and clerks, and which may include the locations for and appointment of a Central Counting Station Manager, Steve Raborn (or his successor), Tabulation Supervisor Stephen Vickers, and Tabulation Assistant, Jason Slonaker for

processing of the Early Voting Ballots, and other positions, appointments or requirements as required by law, and any other requirements or appointments necessary for the conduct of said election for and on behalf of the Town. All election materials and proceedings shall be printed in both English and Spanish.

SECTION 11: That this ordinance shall constitute proclamation calling and ordering said election; that notice shall be published in the Fort Worth Commercial Recorder, a newspaper of general circulation in the Town of Pantego, Texas, for one (1) time not less than ten (10) days and no more than twenty five days (25) before the election in accordance with the Election Code.

SECTION 12: The election shall be conducted according to the Texas Election Code and the Texas Constitution.

PASSED AND APPROVED on First Reading this the 27th day of January 2014, by a vote of _ ayes, _____ nays, and _____ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

PASSED AND APPROVED on Second and Final Reading this the 10th day of February 2014, by a vote of __ ayes, _____ nays, and _____ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVE AS TO FORM:

James T. Jeffrey, Jr., City Attorney

ORDER OF GENERAL ELECTION FOR MUNICIPALITIES

An election is hereby ordered to be held on Saturday, May 10, 2014 for the purpose of:

- Electing a Council Member for the Town of Pantego Town Council Place 1
- Electing a Council Member for the Town of Pantego Town Council Place 2
- Electing a Council Member for the Town of Pantego Town Council Place 3

Early voting by personal appearance will be conducted each weekday at:

Center for Community Service Junior League of Arlington
4002 West Pioneer Parkway
Arlington, Tx. 76013

Between the hours of 8:00 a.m. and 5:00 p.m. beginning Monday, April 28, 2014 and ending on Friday, May 2, 2014;

Between the hours of 11:00 a.m. and 4:00 p.m. on Sunday, May 4, 2014;

Between the hours of 7:00 a.m. and 7:00 p.m. on Saturday, May 3, 2014 and Monday, May 5, 2014 thru Tuesday, May 6, 2014

Applications for ballot by mail shall be mailed to:

Tarrant County Elections Administrator
P.O. Box 961011
Fort Worth, TX. 76161-0011

Or Faxed to 817-831-6118

Applications for ballots by mail must be received no later than the close of business on May 1, 2014

Issued this the 27th day of January, 2014.

Signature of Mayor

Signature of Councilperson

ORDEN DE ELECCION GENERAL PARA MUNICIPIOS

Por la presente se ordena que se llevará a cabo una elección el 10 de mayo de 2014 con el propósito de:

- Elección a un miembro del Consejo de la ciudad de Pantego Ayuntamiento lugar 1
- Elección a un miembro del Consejo de la ciudad de Pantego Ayuntamiento lugar 2
- Elección a un miembro del Consejo de la ciudad de Pantego Ayuntamiento lugar 3

La votación adelantada en persona se llevará a cabo de lunes a viernes en:

Centro de servicio de comunidad "Junior League of Arlington"
4002 West Pioneer Parkway
Arlington, Texas 76013

Lunes, 28 de abril de 2014 y el viernes, 02 de mayo de 2014 entre las horas de 8:00 a.m. y 5:00 p.m.;

Domingo, 04 de mayo de 2014 entre las horas de 11:00 a.m. y 4:00 p.m.;

Sábado, 03 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Lunes, 05 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Martes, 06 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Las solicitudes para boletas que se votaran en ausencia por correo deberán enviarse a:

Tarrant County Elections Administrator
P.O. Box 961011
Fort Worth, TX. 76161-0011

O por fax al 817-831-6118

Las solicitudes para boletas que se votaran en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el 01 de mayo de 2014

Emitida esta dia 27 de enero de 2014.

Firma del alcalde firma del concejal

Firma del alcalde firma del concejal

Firma del concejal firma del concejal

Firma del alcalde firma del concejal

Firma del concejal firma del concejal

Firma del alcalde firma del concejal



AGENDA BACKGROUND

AGENDA ITEM:

Discussion and consider action upon an ordinance calling for the Special Election of Town Council Place 5 for the Town of Pantego to be held Saturday, May 10, 2014; providing for publication; providing for the administration and procedures for the conduct of the election; and declaring an effective date.

Date:

January 27, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

Texas Election Code Sections 3.001, 3.006, 85.004, and 85.007 requires the Mayor to call for the Special Election by ordinance authorizing for the election

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Ordinance calling for the Special Election
Secretary of State Order of Election for Municipalities

ORDINANCE NO. 14-xxx

AN ORDINANCE OF THE TOWN OF PANTEGO CALLING FOR THE SPECIAL ELECTION OF TOWN COUNCIL PLACE 5 FOR THE TOWN OF PANTEGO, TEXAS TO BE HELD SATURDAY, MAY 10, 2014; PROVIDING FOR PUBLICATION; PROVIDING PROCEDURES FOR THE CONDUCT OF THE ELECTION; AND DECLARING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS:

- SECTION 1:** An election is hereby ordered to be held on Saturday, May 10, 2014, for the purpose of electing one (1) Councilmember to Place 5 to be filled for a one (1) year term or until their successor is duly elected and qualified;
- SECTION 2:** For the purpose of said election, the entire Town is hereby constituted as one (1) voting precinct; such election shall be held jointly with the General Election and the Tarrant County Elections Administration and shall be held at the Council Chambers, 1614 South Bowen Road, Pantego, Texas, between the hours of 7:00 a.m. and 7:00 p.m.;
- SECTION 3:** Qualified persons may file as candidates by filing applications each weekday in the office of the City Secretary during regular office hours of 8:00 a.m. to 5:00 p.m. beginning Wednesday, January 29, 2014 and ending March 10, 2014;
- SECTION 4:** Direct Recording Electronic Voting Machine (DRE) shall be used on the day of the election and shall be used for early voting by personal appearance and electronic equipment shall be used for mail ballots.
- SECTION 5:** The Tarrant County Election Administrators will appoint election officers to serve for the Special and Early Voting Ballot Board per the joint election agreement.
- SECTION 6:** Steve Raborn, Tarrant County Election Administrator, (or his successor) 2700 Premier, Fort Worth, Texas 76111 shall conduct the election and shall be the clerk for early voting of said election.
- SECTION 7:** Applications for ballot by mail shall be mailed to Steve Raborn (or his successor), Early Voting Clerk, P.O. BOX 961011, Fort Worth, Texas 76161-0011. Applications for ballot by mail must be received by mail no later than the close of business on May 1, 2014.
- SECTION 8:** Early Voting by personal appearance will be conducted at the locations designated by the Tarrant County Elections Administration Office and the dates and times are as follows:
- | | | |
|-------------------------|---------------------------|--|
| April 28 – May 2 | Monday – Friday | 8:00 a.m. – 5:00 p.m. |
| May 3 | Saturday | 7:00 a.m. – 7:00 p.m. (Extended Hours) |
| May 4 | Sunday | 11:00 a.m. – 4:00 p.m. (Extended Hours) |
| May 5 – 6 | Monday and Tuesday | 7:00 a.m. – 7:00 p.m. |
- For purposes of processing ballots cast in early voting, the election officers for the early voting ballot board shall be appointed and designated in accordance with the provisions of the election agreement with the Tarrant County Elections Administrator.
- SECTION 9:** All resident qualified electors of the Town shall be permitted to vote at said election. This election shall be held and conducted in accordance with the provisions of the Texas Election Code as required by law.
- SECTION 10:** The City Manager, and or his designee, is hereby authorized and directed to enter into a joint election agreement for said election with Tarrant County, Texas and to execute such election agreement for said election; such agreement will provide for the type of DRE and electronic voting equipment to be used for early voting and election day, the compensation for election judges and clerks, and which may include the locations for and appointment of a Central Counting Station Manager, Steve Raborn (or his successor), Tabulation Supervisor Stephen Vickers, and Tabulation Assistant, Jason Slonaker for

processing of the Early Voting Ballots, and other positions, appointments or requirements as required by law, and any other requirements or appointments necessary for the conduct of said election for and on behalf of the Town. All election materials and proceedings shall be printed in both English and Spanish.

SECTION 11: That this ordinance shall constitute proclamation calling and ordering said election; that notice shall be published in the Fort Worth Commercial Recorder, a newspaper of general circulation in the Town of Pantego, Texas, for one (1) time not less than ten (10) days and no more than twenty five days (25) before the election in accordance with the Election Code.

SECTION 12: The election shall be conducted according to the Texas Election Code and the Texas Constitution.

PASSED AND APPROVED on First Reading this the 27th day of January 2014, by a vote of _ ayes, _____ nays, and _____ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

PASSED AND APPROVED on Second and Final Reading this the 10th day of February 2014, by a vote of __ ayes, _____ nays, and _____ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVE AS TO FORM:

James T. Jeffrey, Jr., City Attorney

ORDER OF SPECIAL ELECTION FOR MUNICIPALITIES

An election is hereby ordered to be held on Saturday, May 10, 2014 for the purpose of:

Electing a Council Member for the Town of Pantego Town Council Place 5

Early voting by personal appearance will be conducted each weekday at:

Center for Community Service Junior League of Arlington
4002 West Pioneer Parkway
Arlington, Tx. 76013

Between the hours of 8:00 a.m. and 5:00 p.m. beginning Monday, April 28, 2014 and ending on Friday, May 2, 2014;

Between the hours of 11:00 a.m. and 4:00 p.m. on Sunday, May 4, 2014;

Between the hours of 7:00 a.m. and 7:00 p.m. on Saturday, May 3, 2014 and Monday, May 5, 2014 thru Tuesday, May 6, 2014

Applications for ballot by mail shall be mailed to:

Tarrant County Elections Administrator
P.O. Box 961011
Fort Worth, TX. 76161-0011

Or Faxed to 817-831-6118

Applications for ballots by mail must be received no later than the close of business on May 1, 2014

Issued this the 27th day of January, 2014.

Signature of Mayor

Signature of Councilperson

ORDEN DE ELECCION ESPECIAL PARA MUNICIPIOS

Por la presente se ordena que se llevará a cabo una elección el 10 de mayo de 2014 con el propósito de:

Elección a un miembro del Consejo de la ciudad de Pantego Ayuntamiento lugar 5

La votación adelantada en persona se llevará a cabo de lunes a viernes en:

Centro de servicio de comunidad "Junior League of Arlington"
4002 West Pioneer Parkway
Arlington, Texas 76013

Lunes, 28 de abril de 2014 y el viernes, 02 de mayo de 2014 entre las horas de 8:00 a.m. y 5:00 p.m.;

Domingo, 04 de mayo de 2014 entre las horas de 11:00 a.m. y 4:00 p.m.;

Sábado, 03 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Lunes, 05 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Martes, 06 de mayo de 2014 entre las horas de 7:00 a.m. y 7:00 p.m.

Las solicitudes para boletas que se votaran en ausencia por correo deberán enviarse a:

Tarrant County Elections Administrator
P.O. Box 961011
Fort Worth, TX. 76161-0011

O por fax al 817-831-6118

Las solicitudes para boletas que se votaran en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el 01 de mayo de 2014

Emitida esta dia 27 de enero de 2014.

Firma del alcalde firma del concejal

Firma del alcalde firma del concejal

Firma del concejal firma del concejal

Firma del alcalde firma del concejal

Firma del concejal firma del concejal

Firma del alcalde firma del concejal