



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### February 10, 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 the Road Projects
- Update on Server Upgrade
- Update on the SCADA Software
- Update on the Compensation Study
- Update on the Arch Sign Lighting
- Update on the Park Row Project
- Update on the Snow Cone Stand

#### 2. Monthly Staff Reports

- Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water and Sewer Variance Analysis.
- Public Safety: Public Safety Monthly Activity Report, Officer Activity Report, Criminal Investigation Report, Crime Statistics, Fire Department Monthly Activity Summary, Letters of Appreciation.
- Public Works Department: Director's Update.
- Community Development: Certificate of Occupancies, Building Permits, Inspections, Construction Values, Contractor Registrations.
- Municipal Court: Citations Issued, Warrants Issued, Monies Received.
- Utilities: Water and Sewer Billing Analysis, Garbage and Recycle Billing Analysis.

#### 3. Approval of Bills Payable and Purchase Orders in excess of \$1,000.

*A summary of invoices, purchase orders, and applicable copies are included in the agenda packet.*

#### 4. Approval 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
- Town Council minutes from January 13, 2014
- Town Council minutes from January 20, 2014
- Town Council minutes from January 27, 2014

Acceptance of Minutes of Boards and Commissions:

- Community Relations Board Minutes December 3, 2013

#### 5. Discuss the impact to the Town of Pantego public safety communications system as a result of the new digital radio system the City of Arlington plans to implement November 2014.

#### 6. Discuss and direct staff regarding the impoundment of uninsured motor vehicles.

REGULAR SESSION 7:30 P. M.

## CALL TO ORDER/WELCOME

INVOCATION BY: The Community Development Director Chad Joyce

## PLEDGE OF ALLEGIANCE

## MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

## RECOGNITION/RECEPTION

## 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

7. Discuss and direct staff on matters relating to 2014 PantegoFest
8. Discuss , consider and take action on canceling of the March 10, 2014 Council meeting due to the Spring Break holiday

## RESOLUTIONS

9. Discuss and take action on a resolution authorizing the City Manager to provide Commerce Bank with an updated authorized list of representatives.
10. Discuss and take action on Resolution 14-01; a resolution authorizing the City Manager to provide the Texas Local Government Investment Pool (Texpool) with an updated authorized list of representatives.

## ORDINANCES

11. Discuss and take action on the second and final reading of 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.
12. Discuss and take action upon the second and final reading of 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 551.074, to discuss the appointment of a PEDC Director, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The appointment of a PEDC Director.
  2. Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property
  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 Wells
  4. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hoosier

5. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation  
Monica S Cooper

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

#### COUNCIL INQUIRY

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

#### ADJOURNMENT

#### CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, February 7, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary

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

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



# AGENDA BACKGROUND

**AGENDA ITEM:** City Manager Report

**Date:** February 10, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

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

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

City Managers Report



# City Manager's Report

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

**From:** Matt Fielder, City Manager

**Date:** February 5, 2014

## **Update on Road Projects**

The sidewalks on Country Club have been completed. The remaining items include the correction of the asphalt pavement at the intersection of Country Club Court and Country Club Drive, the completion of the retaining wall, which is underway, the repair of the irrigation systems and landscaping, and the final cleanup. On Peachtree, the only remaining items are the completion of the irrigation systems and landscaping, as well as the final cleanup. The City Engineer, Joyce Stanton, will be at the meeting to answer any questions from Council regarding the status of the project.

## **Update on Server Projects**

Our IT Contractor, iwerks, has reported completing the server migration. E-mail was disrupted on Saturday, February 1<sup>st</sup>, but the issue has been corrected. The only remaining items are the removal of older servers, the clean-up of the former server room in the Town Hall, and the troubleshooting of problems that develop as the new servers are tested.

## **Update on SCADA Software**

The SCADA software that remotely controls the Town's six water wells has been found not to be compatible with the current version of Windows 7 Operating System. Staff is investigating options to correct the issue while continuing to use it with the Windows XP Operating System separate from our server.

## **Update on Compensation Study**

Staff has been unable to obtain data from two adjacent communities for the compensation study and is working to do so. It is anticipated that the study will be provided at the February 24<sup>th</sup> Council Meeting.

## **Update on Arch Sign Lighting**

This item will be included for discussion on the PEDC agenda for February 12<sup>th</sup>.

## **West Park Row Project**

Staff will be meeting with CMA Architects and ONCOR staff on February 19<sup>th</sup> to discuss conflicts between the lighting and landscaping design and the aerial utility lines. The actual construction of the project is anticipated to take up to six months, and it will have to be scheduled around PantegoFEST.

## **Update on Anniefreeze Snow Cone Stand**

Staff met with the owner of Anniefreeze Snow Cone Stand and she has agreed to store it out of sight behind the shopping center no later than Tuesday, February 11<sup>th</sup>.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** February 10, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff reports on departmental activities on a monthly basis.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the reports as presented.

**ATTACHMENTS:**

Finance Department Reports  
Public Safety Reports  
Public Works Department Reports  
Community Development Reports  
Municipal Court Reports  
Utilities Reports



Town of Pantego  
 Monthly Investment Report  
 As of January 31, 2014

Book Value of Pool Account, January 1, 2014 \$ 4,917,160

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	1/1/2014	\$ 4,010,856	1/31/2014	0.02%	\$ 1.00
Certificate of Deposits	2/29/2012	\$ 900,000	2/15/2014	0.44%	\$ 900,000

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 4,010,856	\$ 4,010,977	\$ 369,021	\$ 4,379,823	\$ 4,379,998
Certificate of Deposits	906,304	906,304	1,005.44	907,309	907,309
Total	\$ 4,917,160	\$ 4,917,281	\$ 370,027	\$ 5,287,133	\$ 5,287,307

Pantego Economic Development Corp.  
 Monthly Investment Report  
 As of January 31, 2014

Book Value of Pool Account, January 1, 2014 \$ 267,815

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	1/1/2014	\$ 267,615	1/31/2014	0.02%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 267,815	\$ 267,823	\$ 31,144.08	\$ 298,755	\$ 298,767
Total	\$ 267,815	\$ 267,823	\$ 31,144.08	\$ 298,755	\$ 298,767

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

  
 Matthew Fielder  
 City Manager

  
 Ami Carmona  
 Finance Director



## Interest Distribution Report

**Interest Distribution Report**

Generated: 02/04/2014  
Settlement Date: 01/31/2014

Location : 79038  
Location Name : TOWN OF PANTEGO

Only accounts earning interest during the prior month will show on this report. Those account balances can be viewed on the Summary Statement available under the Statements tab.

Pool Number/Name	Account Number	Account Name	Interest Amount	Month End Balance
444/TexPool	7901000001	GENERAL FUND	\$100.11	\$4,379,823.28
444/TexPool	7901000002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$6.87	\$148,755.11
TexPool Totals:			\$107.00	\$4,528,578.41
Location Totals:			\$107.00	\$4,678,578.41

Only accounts earning interest during the prior month will show on this report. Those account balances can be viewed on the Summary Statement available under the Statements tab.

### Pool Information

Location: 79038  
TOWN OF PANTEGO

### TexPool

Average monthly rate for January	0.0273%
Average monthly allocation factor for January	0.000000748
<b>Information as of</b>	February 3, 2014
Current Interest Rate <sup>(3)</sup>	0.0242%
Allocation Factor	0.000000662
7 day Net Yield	0.02%
Current Pool Balance	\$18,506,318,619.32
Current Weighted Average Maturity <sup>(1)</sup>	42 days
Current Weighted Average Maturity <sup>(2)</sup>	69 days
Market Value per Share	1.00004

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: JANUARY 31ST, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	374,357.87				
100-0-000-102.10	PETTY CASH	1,000.00				
100-0-000-202.00	CERT OF DEPOSIT		252,755.95			
100-0-000-203.00	DISC NOTE #1			0.00		
100-0-000-204.00	TEXPOOL				1,283,566.27	
TOTAL 100-GENERAL FUND		375,357.87	252,755.95	0.00	1,283,566.27	1,911,680.09
<u>LONG TERM DEBT FUND</u>						
TOTAL 150-LONG TERM DEBT FUND		0.00	0.00	0.00	0.00	0.00
<u>FIXED ASSETS FUND</u>						
TOTAL 175-FIXED ASSETS FUND		0.00	0.00	0.00	0.00	0.00
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	238,947.30				
200-0-000-102.10	PETTY CASH	0.00				
200-0-000-202.00	CERTIFICATE OF DEPOSIT		251,751.37			
200-0-000-203.00	DISCOUNT NOTE #1			0.00		
200-0-000-204.00	TEXPOOL				539,767.49	
TOTAL 200-WATER AND SEWER FUND		238,947.30	251,751.37	0.00	539,767.49	1,030,466.16
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				141,586.98	
TOTAL 300-CAPITAL PROJECTS FUND		0.00	0.00	0.00	141,586.98	141,586.98
<u>INTEREST &amp; SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				250,681.39	
TOTAL 400-INTEREST & SINKING FUND		0.00	100,700.51	0.00	250,681.39	351,381.90
<u>STREET IMPVMT CONST FUND</u>						
500-0-000-102.00	CASH	0.00				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				304,050.43	
TOTAL 500-STREET IMPVMT CONST FUND		0.00	251,751.37	0.00	304,050.43	555,801.80
<u>PARK ROW PROJ FUND</u>						
550-0-000-204.00	TEXTPOOL				1,407,000.00	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,407,000.00	1,407,000.00

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: JANUARY 31ST, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	OISC NOTES	TEXPOOL	FUND TOTAL
<u>TRUST &amp; AGENCY FUND</u>						
650-0-000-102.00	CASH	14,052.20				
650-0-000-202.00	CERT OF DEPOSITS		0.00			
650-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				79,616.47	
TOTAL 650-TRUST & AGENCY FUND		14,052.20	0.00	0.00	79,616.47	93,668.67
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				121,847.52	
TOTAL 700 WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	121,847.52	121,847.52
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				117,528.90	
TOTAL 750 W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	117,528.90	117,528.90
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	553.69				
TOTAL 777-PAYROLL IMPREST FUND		553.69	0.00	0.00	0.00	553.69
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				39,476.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	39,476.31	39,476.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				36,941.53	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	36,941.53	36,941.53
<u>PANTEGOPEST</u>						
850-0-000-102.00	CASH	3,568.89				
850-0-000-204.00	TEXPOOL				0.00	
TOTAL 850-PANTEGOPEST		3,568.89	0.00	0.00	0.00	3,568.89
<u>SHAMBURGER MEMORIAL FUND</u>						
875-0-000-102.00	CASH	0.00				
875-0-000-202.00	CERT OF DEPOSITS		50,350.24			
875-0-000-203.00	FHML MTG OISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				33,417.26	
TOTAL 875-SHAMOURGER		0.00	50,350.24	0.00	33,417.26	83,767.50

TOWN OF PAITEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: JANUARY 31ST, 2014

FUND ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>CARTWRIGHT LIBRARY FUND</u>						
880-0-000-102.00	CASH	0.00				
880-0-000-202.00	CERT OF DEPOSITS		0.00			
880-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
880-0-000-204.00	TEXPOOL				24,342.73	
<u>TOTAL 880-CARTWRIGHT LIBRARY FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,342.73</u>	<u>24,342.73</u>
<u>PEOC INTEREST &amp; SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				193,755.43	
<u>TOTAL 901-PEOC INTEREST &amp; SINKING</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>193,755.43</u>	<u>193,755.43</u>
<u>PEOC BOND RESERVE FUND</u>						
<u>TOTAL 902-PEOC BOND RESERVE FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEOC OPERATING FUND</u>						
903-0-000-102.00	CASH	42,290.79				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				104,999.70	
<u>TOTAL 903-PEOC OPERATING FUND</u>		<u>42,290.79</u>	<u>0.00</u>	<u>0.00</u>	<u>104,999.70</u>	<u>147,290.49</u>
<u>PEOC ADMIN EXPENDITURE</u>						
<u>TOTAL 904-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEOC REDEMPTION FUND</u>						
<u>TOTAL 905-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEOC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
<u>TOTAL 906-PEOC SALES TAX REVENUE</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>ACCOUNTS PAYABLE IMPREST</u>						
<u>TOTAL 999-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>						
ALL FUNDS TOTAL		674,770.74	907,309.44	0.00	4,678,578.41	6,260,658.59
		*****	*****	*****	*****	*****
TOTAL CASH AND INVESTMENTS		674,770.74			5,585,887.85	
		*****			*****	

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

TOWN OF PANTEGO GENERAL FUND REVENUE REPORT JANUARY 2014  
General Fund Variance Analysis

Revenues	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Property Tax	\$ 379,898.04	\$ 380,000.00	\$ (101.96)	\$ 705,160.71	\$ 655,000.00	\$ 50,160.71	\$ 880,000	20%
Sales Tax	101,605.90	100,000.00	1,605.90	453,733.35	420,492.25	33,241.10	1,281,969	65%
Franchise Fee - Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee - Communications	85.95	100.00	(14.05)	24,696.94	22,600.00	2,096.94	90,000	73%
Franchise Fee - Electricity	-	-	-	-	-	-	175,000	100%
Franchise Fee - Cable	-	-	-	-	-	-	14,000	100%
Franchise Fee - Water & Sewer	2,084.00	2,083.33	0.67	8,336.00	8,333.36	2.64	25,000	67%
Mixed Beverage Tax	4,860.82	2,750.00	1,910.82	9,341.56	5,500.00	3,841.56	11,000	15%
Warrant Charges	9,280.90	8,333.33	947.57	34,605.00	33,333.36	1,271.64	100,000	65%
FTA / City (Omni Base)	700.25	708.33	(8.08)	2,600.25	2,833.36	(233.11)	8,500	69%
Court Fines and Penalties	31,155.89	32,916.67	(1,760.78)	108,054.47	131,666.64	(23,612.17)	395,000	73%
Special Expense Fee	23,413.40	22,916.67	496.73	90,798.85	91,666.64	(867.79)	275,000	67%
Police Accident Reports	56.10	83.33	(27.23)	251.10	333.36	(82.26)	1,000	75%
Civil Justice Fee	0.01	-	0.01	(0.03)	-	(0.03)	-	NA
Child Safety Guard Program	524.10	833.33	(309.23)	2,690.10	3,333.36	(643.26)	10,000	73%
Traffic Fees	588.00	666.87	(78.87)	2,210.00	2,666.64	(456.64)	8,000	72%
City Judicial Fee	226.20	250.00	(23.80)	892.80	1,000.00	(107.20)	3,000	70%
City Arrest Fees	1,517.10	1,541.67	(24.57)	6,074.10	6,166.64	(92.54)	18,500	67%
10% Serv. Fee from T&A	4,699.55	6,250.00	(1,550.45)	9,733.86	12,500.00	(2,766.34)	25,000	81%
Time Payment Fee	5,927.10	4,375.00	1,552.10	13,193.62	8,750.00	4,443.62	17,500	25%
Planning and Zoning Fees	-	875.00	(875.00)	-	2,000.00	(2,000.00)	9,000	100%
Plan Review Fees	665.93	583.33	82.60	1,245.51	2,333.36	(1,087.85)	7,000	82%
Building Permits	3,997.50	3,916.67	80.83	21,013.45	15,666.64	5,346.81	47,000	55%
Liquor Licenses	637.50	166.67	470.83	725.00	666.64	58.36	2,000	64%
Contractor Registration Fee	1,050.00	916.67	133.33	3,330.00	3,666.64	(336.64)	11,000	70%
Certificates of Occupancy	560.00	541.87	18.13	2,740.00	2,166.84	573.16	6,500	58%
Clean & Show	-	25.00	(25.00)	-	100.00	(100.00)	300	100%
Dog Tag Revenue	(50.00)	20.83	(70.83)	-	83.36	(83.36)	250	100%
NSF Check Fees	-	2.08	(2.08)	(365.65)	8.36	(374.01)	25	1583%
Ambulance Revenue	12,418.72	12,500.00	(81.28)	37,176.11	37,500.00	(323.89)	120,000	69%
Fire Inspections	1,830.00	500.00	1,330.00	3,905.00	2,000.00	1,905.00	6,000	35%
Park Rental Revenue	180.00	180.00	-	390.00	180.00	210.00	2,500	84%
Gas Royalty Revenue	1,180.12	541.67	638.45	2,953.27	2,166.64	786.63	6,500	55%
Copy Fees	-	4.17	(4.17)	-	16.84	(16.84)	50	100%
Sale Of Assets	-	-	-	4,000.00	4,000.00	-	8,000	50%
Interest Revenue	380.29	500.00	(119.71)	635.14	2,000.00	(1,364.86)	6,000	86%
Other Revenue	13,092.32	12,000.00	1,092.32	15,790.32	17,000.01	(1,209.69)	20,000	21%
Transfers In	38,596.24	38,597.25	(1.01)	154,384.96	154,389.00	(4.04)	451,667	66%
Transfers out	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 640,961.93</b>	<b>\$ 635,679.34</b>	<b>\$ 5,282.59</b>	<b>\$ 1,720,495.59</b>	<b>\$ 1,652,119.54</b>	<b>\$ 68,376.05</b>	<b>\$ 4,065,261</b>	

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT JANUARY 2014  
General Fund Variance Analysis

Expenses	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
General & Administrative	\$ 62,854.69	\$ 71,860.36	\$ 9,025.67	\$ 229,889.12	\$ 266,872.87	\$ 36,983.75	\$ 729,194	68%
Public Works	37,603.34	45,718.30	8,114.96	188,178.10	200,480.45	12,302.35	588,784	68%
Police	108,467.87	110,410.41	1,942.54	407,001.03	444,971.17	37,970.14	1,217,967	87%
Fire	75,568.96	79,182.75	3,613.79	311,417.85	326,684.28	15,266.43	970,030	68%
Municipal Court	37,888.89	37,948.16	59.27	130,459.96	134,238.71	3,778.75	368,523	65%
Community Relations Board	94.56	100.00	5.44	5,727.81	5,775.00	47.19	10,500	45%
Special Events	382.15	-	(382.15)	7,873.70	5,000.00	(2,873.70)	5,000	-57%
<b>Total</b>	<b>\$ 322,860.46</b>	<b>\$ 345,239.98</b>	<b>\$ 22,379.52</b>	<b>\$ 1,280,547.57</b>	<b>\$ 1,384,022.48</b>	<b>\$ 103,474.91</b>	<b>\$ 3,889,998</b>	

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT JANUARY 2014  
Water and Sewer Fund Variance Analysis

Revenue	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Sale of Water	\$ 30,184.65	\$ 30,000.00	\$ 184.65	\$ 148,473.08	\$ 158,510.29	\$ (10,037.21)	\$ 520,000	71%
Water Tap Fees	-	25.00	(25.00)	-	100.00	(100.00)	300	100%
Sewer Service Charge Fee	29,392.90	30,000.00	(607.10)	120,491.88	129,041.07	(8,549.19)	375,000	68%
Sewer Tap Fees	-	20.83	(20.83)	-	83.36	(83.36)	250	100%
Trash Collections	7,639.96	7,500.00	139.96	30,124.19	30,000.00	124.19	90,000	67%
Sales Tax on Trash Collections	629.97	708.33	(78.36)	2,488.13	2,833.36	(345.23)	8,500	71%
Recycling	2,040.38	2,416.67	(376.29)	8,749.00	9,666.64	(917.64)	29,000	70%
Sales Tax on Recycling	156.57	266.67	(110.10)	680.54	1,066.64	(386.10)	3,200	79%
Penalties	2,427.00	1,250.00	1,177.00	9,475.53	5,000.00	4,475.53	15,000	37%
N.S.F. Check Fees	-	33.33	(33.33)	150.00	133.36	16.64	400	63%
Adm. Serv. Charge / Sewer Impact	800.00	416.67	383.33	3,860.00	1,666.64	2,193.36	5,000	23%
Interest Revenue	279.05	250.00	29.05	279.05	437.50	(158.45)	750	63%
Other Revenue	4,521.38	4,750.00	(228.62)	6,915.99	10,145.33	(3,229.34)	28,000	75%
Trash Contract Payable	(7,639.96)	(7,500.00)	(139.96)	(30,124.19)	(30,000.00)	(124.19)	(90,000)	67%
Sales Tax on Trash Collections Payable	(629.97)	(708.33)	78.36	(2,488.13)	(2,833.36)	345.23	(8,500)	71%
Recycling Contract Payable	(2,040.38)	(2,416.67)	376.29	(8,749.00)	(9,666.64)	917.64	(29,000)	70%
Sales Tax on Recycling Payable	(156.57)	(266.67)	110.10	(680.54)	(1,066.64)	386.10	(3,200)	79%
Transfers Out	(29,014.00)	(29,014.00)	-	(173,056.00)	(173,056.00)	-	(405,176)	57%
<b>Total</b>	<b>\$ 38,590.98</b>	<b>\$ 37,731.83</b>	<b>\$ 859.15</b>	<b>\$ 116,589.53</b>	<b>\$ 132,061.55</b>	<b>\$ (15,472.02)</b>	<b>\$ 539,524</b>	

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT JANUARY 2014  
Water and Sewer Fund Variance Analysis

Revenue	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Infrastructure Improvements	\$ 26,103.74	\$ 27,500.00	\$ (1,396.26)	\$ 101,138.74	\$ 110,000.00	\$ (8,861.26)	\$ 330,000	69%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT JANUARY 2014  
Water and Sewer Fund Variance Analysis

Expenses	CURRENT MONTH			YEAR TO DATE			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Water Expense	\$ 18,042.92	\$ 17,001.67	\$ (1,041.25)	\$ 68,227.12	\$ 78,437.51	\$ 10,210.39	\$ 290,835	77%
Sewer Expense	12,973.72	13,100.00	126.28	45,997.13	55,951.27	9,954.14	294,605	84%
<b>Total</b>	<b>\$ 31,016.64</b>	<b>\$ 30,101.67</b>	<b>\$ (914.97)</b>	<b>\$ 114,224.25</b>	<b>\$ 134,388.78</b>	<b>\$ 20,164.53</b>	<b>\$ 585,440</b>	



# PANTEGO PUBLIC SAFETY



## **PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- January 2014**

### **Personnel**

Both Officer Chris Bruton and Officer Robin Wall have completed their first phase of Field Training. They are in the middle of phase two and both are progressing on schedule.

Currently, the Police Department has one opening in Patrol. We had very little success in the first round of applications. The positions will be posted again with hopes of getting new applications.

### **Training**

#### **Police Department Training**

No training was attended this month due to staff shortage.

#### **Fire Department Training**

EMS training, conducted by Tarrant County College, was on the subject of cardiac scenarios. In January Lieutenant Mitchell and Firefighters Slater and Rossing all attended a Texas Commission on Fire Protection Fire Instructor certification course.

### **Police Operational Issues**

No issues to report.

### **Fire Operational Issues**

Engine-1 is in the process of having the repairs performed at this time. Repairs include the replacement of fuel injectors, the replacement of a bent lifter arm and replacement of the air conditioning compressor that was found to be seized. Estimated costs are at \$7,000.

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

The Department did not take part in any Public Relations events in January.

### **Public Relations & Education -Fire**

The Department did not take part in any Public Relations events in January.

**ISO Classification**

We have received official notification from the Texas Department of Insurance recommending that our ISO classification be decreased to Class-2 as of June 1, 2014. I have included a letter from the TDI and a summary of our scoring. We are continuing to cooperate with local insurance agencies who request letters from us verifying our future rating.

Respectfully submitted,



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

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

January, 2014

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	0	1	0
Reeves	10	7	10
Moore	35	53	35
Bruton	101	73	101
Wall	55	63	55
Meinke	75	63	75
Marquez	57	45	57
Alvarez	184	156	184
Cisneros	136	90	136
Open Position			
McCann	28	25	28
Whitwell	0	0	0
Watson/ Reserve	10	7	10
<b>TOTALS</b>	<b>691</b>	<b>583</b>	<b>691</b>

## Vehicle Crashes

<b>Crash Type</b>	<b>Quantity.</b>	<b>YTD</b>
<b>Minor</b>	7	7
<b>Major</b>	1	1
<b>Hit &amp; Run</b>	2	2
<b>TOTALS</b>	<b>10</b>	<b>10</b>
<b>Crashes reported to State</b>	<b>5</b>	<b>5</b>

## Incident Activity

<b>Officer</b>	<b>Total Calls</b>	<b>Dispatch</b>	<b>Self- Initiated</b>	<b>Arrests</b>	<b>Ytd/ arrests</b>
400 Griffith	17	12	2	0	0
600 Reeves	38	13	23	1	1
610 Whitwell	27	9	17	0	0
620 Moore	298	55	240	4	4
602 Bruton	282	50	229	11	11
603 Wall	275	74	199	11	11
604 Meinke	259	38	205	15	15

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	289	51	237	7	7
606	Alvarez	280	59	217	7	7
607	Cisneros	381	48	333	25	25
609	McCann	271	67	203	2	2
710	Alexander	35	2	33	5	5
711	Hopkins	46	2	44	8	8
602	Watson	19	0	19	0	0
<b>Totals</b>		<b>2,517</b>	<b>480</b>	<b>2,481</b>	<b>96</b>	<b>96</b>
<b>Average Response Time</b>	<b>2:16</b>					

# PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



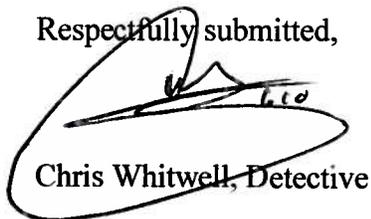
This report includes cases received in CID for the month of January, 2014 including cases filed with the District Attorney's office, active cases, and offenses cleared.

<b>Offenses Received</b>	<b>Quan.</b>	<b>YTD</b>
Assault	0	0
Assault Family Violence	2	2
Burglary/Building	1	1
Burglary/Coin-op	0	0
Burglary/Vehicle	0	0
Burglary/Residence	0	0
Delivery Marijuana	0	0
Criminal Mischief	1	1
DWI	3	3
DWLI	4	4
Evading or Resisting Arrest/Detention	4	4
Failure to ID	1	1
Fraud	3	3
Graffiti	0	0
Poss. Controlled Subst.	2	2
Poss. Marijuana	4	4
Robbery	0	0
Theft	7	7
Theft of Motor Vehicle	0	0
Other	4	4
<b>Total Received</b>	<b>36</b>	<b>36</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	10	10
Cases Cleared	23	23
Cleared Cases Filed with DA	7	7
Cases Suspended-Pending Leads	3	3

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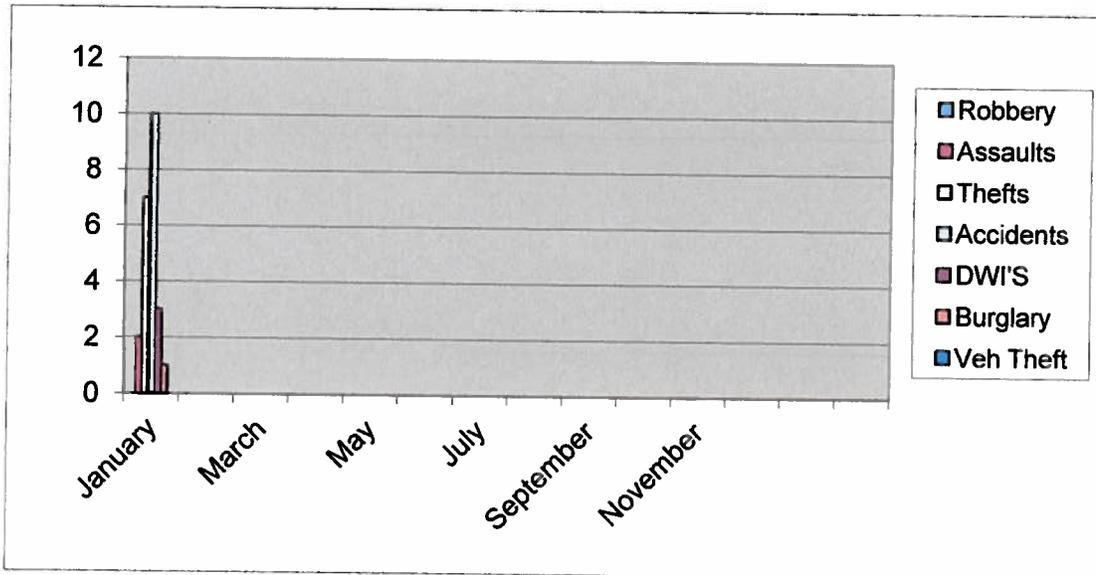
Respectfully submitted,



Chris Whitwell, Detective

2013 Crime Stat's (3)

2014 Monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	0	2	7	10	3	1	0
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals							





Bomb Scare - No Bomb							
System Malfunction				1			1
False Alarm or False Call, Other	3	3	1	3	3		
CO Detector Activation, Malfunction	1	1		1	1		
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint							
Special Incident Type, Other							
Mutual Aid							
<b>TOTAL FIRE INCIDENTS</b>	<b>26</b>	<b>26</b>		<b>37</b>	<b>37</b>		<b>32</b>
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>		<b>3:07</b>	<b>3:06</b>				
<b>AVERAGE FIRE SCENE TIME - PANTEGO</b>		<b>18:18</b>	<b>12:55</b>				
<b>AVERAGE FIRE SCENE TIME - ARLINGTON</b>		<b>14:27</b>					

**PANTEGO FIRE RESCUE**  
**MONTHLY ACTIVITY SUMMARY**  
**31-Jan-14**



EMS RESPONSES TYPE OF INCIDENT	PANTEGO			AFD		
	MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD
<b>MEDICAL EMERGENCIES</b>						
Abdominal Pain	1	1	2			
Allergic Reaction						
Animal Bite						
Assault	1	1	1			
Back Pain			2			
Burns						
CO Poison						
CPR						
Cardiac	1	1	1			
Chest Pains	1	1				
Childbirth/Possible Childbirth						
Choking						
DOS						
Drowning						
Diabetic			1			
Dizziness			2			
Electrocution						
Eye Injury						
Falls	3	3	3			
Fire/Hazmat						
GSW/Stab						
Heat/Cold						
Hemorrhage						
Medical	2	2	4	38	38	35
Nausea						
Other	1	1	3			
Overdose	1	1				
Psych	3	3	1			
Respiratory	3	3	3			
Seizures	2	2				
Stroke	1	1	3			
Syncope	2	2				
Trauma	3	3	2			
Unconscious	2	2	1			
Unknown	2	2	3			
MVA - Injury	1	1	1	1	1	2
MVA - Non-injury				1	1	1
MVA-Auto Ped			1			
MVA - Extrication						
<b>TOTAL PANTEGO EMS CONTACTS</b>	<b>30</b>	<b>30</b>	<b>43</b>	<b>40</b>	<b>40</b>	<b>38</b>
Mutual Aid to AMR Transports	8	8	5			
Mutual Aid to AMR Cancelled			4			
Mutual Aid to AMR Total	8	8	9			
<b>AVERAGE EMS RESPONSE TIME - PANTEGO 3.00</b>						
<b>AVERAGE EMS SCENE TIME - PANTEGO 18.50</b>						

**PANTEGO FIRE RESCUE  
MONTHLY ACTIVITY SUMMARY  
31-Jan-14**



<b>FIRE TRAINING CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>
Mitchell, Slater, Rossing Fire Instructor	40	

**TOTAL HOURS**

<b>EMS TRAINING CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>
Cardiac scenarios	4	

**TOTAL HOURS (Per person) 4**

<b>PUBLIC EDUCATION</b>	<b>MONTH</b>	<b>YTD</b>	<b>MONTH ADULTS</b>	<b>YTD</b>	<b>MONTH CHILDREN</b>	<b>YTD</b>
Fire Extinguisher Class						
School Presentations						
B-day parties						
Spray Downs						
Station Tours	1	1	2	2	1	1
Special Events	1	1	50	50	10	10
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
<b>TOTAL CONTACTS</b>	<b>2</b>	<b>2</b>	<b>52</b>	<b>52</b>	<b>11</b>	<b>11</b>

<b>BUSINESS INSPECTIONS</b>	<b>MONTH</b>	<b>YTD</b>
Initial	43	43
Re-Inspections	47	47
Plans Review Completed		
C.O Issued	7	7



## Texas Department of Insurance State Fire Marshal's Office

Mail Code 112-FM, 333 Guadalupe • P.O. Box 149221, Austin, Texas 78714-9104  
512-305-7900 telephone • 512-305-7359 fax • [www.tdi.texas.gov](http://www.tdi.texas.gov)

January 15, 2014

Mr. Tom Griffith  
Fire Chief of Pantego  
1614 Bowen Road  
Arlington, Texas 76013

Place Codes: Tarrant: 43957

Dear Mr. Griffith:

Insurance Services Office (ISO) has submitted a recommendation concerning your community's Public Protection Classification (PPC). Currently, the Community's Public Protection Classification rating is a Class 4.

**Insurance Services Office is recommending the classification be changed to a Class 2, with an effective date of 06/01/2014.** The recommendation is based on a review of your community performed on 08/08/2013 and does include application of the Texas Addendum.

With a single class rating of **2** all class-rated properties will use **Class 2**.

Public Protection Classifications range from 1 (best) to 10 (worst).

We have reviewed the information provided and believe it is sufficient to grant approval. Enclosed is a PPC Submittal sheet indicating the point totals for the major areas associated with the review. The Insurance Services Office will be notified of our approval of their recommendation and the 06/01/2014 effective date.

If you have any questions regarding this change, I may be reached at the address indicated above or by telephone at (512) 305-7941.

*Please make sure all community officials and residents within your district are notified of the new Public Protection Classification rating for your community, and the effective date.*

Sincerely,

Jesse James Williams  
Deputy State Fire Marshal  
PPC Oversight Officer

Texas Department of Insurance  
Approved by

JAN 15 2014

State Fire Marshal



# Texas Department of Insurance State Fire Marshal's Office

Mail Code 112-FM, 333 Guadalupe • P.O. Box 149221, Austin, Texas 78714-9104  
512-305-7900 telephone • 512-305-7359 fax • [www.tdi.texas.gov](http://www.tdi.texas.gov)

## PPC SUBMITTAL

Municipality:	Pantego	County:	Tarrant	Population:	2683
Surveyed:	08/08/2013	Total Credit:	83.61	Class:	2
Submitted:	01/03/2014	Effective Date:	06/01/2014		
Place Code:	43957	Addendum Applied:	08/08/2013		

## SUMMARY OF ASSIGNED CREDIT

Feature	Assigned Credit	Addendum Credit	Maximum Credit
Receiving and Handling Fire Alarms	9.40		10.00
Water Supply	35.96		40.00
Fire Department	35.33		50.00
Texas State Training (CTT)		0.70	3.26
Texas Addendum Credit (CTX)		5.79	6.50
* Divergence:	< 3.57 >		
<b>Total Points:</b>	<b>77.12</b>	<b>6.49</b>	<b>106.50</b>

The Public Protection Class is based on the total percentage credit as follows:

Texas Department of Insurance  
Approved by

*Chris Combs*

JAN 15 2014

**State Fire Marshal**

Class	Percentage %
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0 to 9.99

Divergence is a reduction in credit to reflect a difference in the relative credits for the Fire Department and Water Supply.

The difference in protection provided by the fire department and the water supply prevents the better feature from being utilized to its fullest extent. Therefore, an adjustment (divergence) is made to reflect any difference between these two features. Because of the difference in the total weights assigned to the two features, the total for the Fire Department is adjusted to make the comparison reflect the relative adequacies of the two features.

Divergence = 50% (100% water supply credit – 80% of fire department credit)



## PUBLIC WORKS AND COMMUNITY DEVELOPMENT MONTHLY REPORT – JANUARY 2014

### STREETS & DRAINAGE

#### **Peachtree Lane**

Final backfill, landscaping and some irrigation work still remain on this part of the project. The irrigation contractor has completed most of the irrigation repairs, but is working to make contact with the last of the affected properties.

Pavement Services has completed the valley gutter and associated sidewalks at Peachtree Lane and Wagonwheel Trail.

#### **Country Club Court**

All concrete work is now complete on this part of the project. The remaining items are now the retaining wall installation, irrigation repair, backfill, landscaping and clean-up.

Pavement Services will be repairing the asphalt hump at the entrance to Country Club Court. This work has not been scheduled at the time of this report.

#### **Street Sweeping**

The Public Works Department put the new Bobcat sweeper attachment to use cleaning the areas where sand was deposited during the icy weather in December. The new piece of equipment works great for small area clean-up.

#### **Creek Cleaning**

Staff has been working to remove any trash and vegetation in the creek and directly adjacent areas.

### WATER

#### **Nora Well Site Repairs**

The Nora Well electrical upgrades are complete. The amperage fluctuations have been fixed by the upgraded system and the well is back in service.

### PARKS

#### **Cemetery Clean-up**

Staff completed work to mulch leaves and do general clean-up at the cemetery.

### CONTINUING EDUCATION

Josh Brown and Juan Longoria attended the Basic Animal Control Officer Course.

Samuel Boggess and Simon McCurley attended the Basic Water Course in preparation for their D-Water License Test.

## WORK HOUR ALLOCATION FOR PUBLIC WORKS STAFF

<u>Department</u>	<u>Percentage of Hours</u>
Water	31%
Wastewater	2%
Administration	18%
Park	18%
General Maintenance	16%
Streets & Drainage	8%
Animal Control	7%

## PLANNING AND ZONING

### Zoning Ordinance Update

Staff is reviewing the latest Zoning Code update from Jacobs Engineers. When the review is complete, the presentation to the Planning and Zoning Commission will be scheduled.

### Colonial Savings Electronic Message Center

Colonial Savings is having a new sign installed that they would like to include a time and temperature message center. They have applied for a Special Use Permit that will be presented at the March 3, 2014 Planning and Zoning Meeting.

## CONSTRUCTION AND DEVELOPMENT

### 2424 W. Pioneer Pkwy.

The construction of a tax office, Liberty Tax, at 2424 W Pioneer Pkwy (B) is complete. The business is now open.

### 303 Median Beautification Project

This project is near completion. Final punch list items are being completed prior to the final inspection by TxDOT. Town staff has met with the TxDOT inspector and will do a final walk through as well. Once all parties are satisfied with the installation, the project will be turned over to the Town.

### Pure Zen Nail & Spa

Construction is complete for the new nail spa at 2304 W. Park Row Drive #14.

### Dance Company

Construction is complete for the remodel of 1539 S Bowen Road. The Dance Company is now open for business.

### Colonial Savings

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

### Texas Fitt

Construction of the new Texas Fitt location at 1535 S Bowen Road is complete. The new space is open for business.

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

Construction has begun for the remodel of the suite at 2304 W Park Row Drive #16. This suite will become a new ice cream shop that will house on-site production of ice cream and a retail area with some seating.

### **2505 Miller Lane**

A demolition permit was approved for the remodel of the interior of the old Red Oven building. The property owner has met with staff to discuss preliminary plans to finish out the building as an office rental facility. Construction plans have yet to be submitted.

### **Smith Barry Farms Subdivision**

- Construction of a 3,153 square foot single-family residential building at 2607 Melbourne Court is ongoing.
- Construction of a 2,638 square foot single-family residential building at 2608 Melbourne Court is ongoing.
- Construction of a 3,187 square foot single-family residential building at 2610 Melbourne Court has begun.

## **CERTIFICATES OF OCCUPANCY**

### **Issued**

1. Liberty Tax Service – 2424 W Pioneer Pkwy (B) – Accounting Office – New Business
2. RJK-Vending – 2211 Duluth Dr #106 – Vending Machine Repair – New Business
3. The Dance Company – 1539 S Bowen Rd – Dance Studio – New Business
4. Sew Fabricated, LLC – 2899 W Pioneer Pkwy – Retail – New Business
5. Hairs 2 U – 2400 W Pioneer Pkwy #124 – Beauty Salon – Business Name Change
6. Tuscan Villa – 3273 W Pioneer Pkwy – Banquet Hall – New Owner
7. Arlington Financial Services – 2111 W Arkansas Ln #207 – Insurance – New Business
8. Texas FITT – 1535 S Bowen Rd – Gym – New Location
9. Perez Rack – 2111 W Arkansas Ln #103 – Commercial Rack Company – New Business
10. Pure Zen Nail & Spa – 2304 W Park Row Dr #14 – Nail Salon – New Business
11. Keith's Motorplex – 2405 W Arkansas Ln (D) – Storage – New Business

### **Pending**

1. Carss – 2211 Duluth Dr #108 – Auto Repair – New Business
2. Grand Start Learning Academy – 2304 W Park Row Dr #25 – Day Care – New Business
3. El Chico – 1549 S Bowen Rd – Restaurant – New Owner
4. Texas Drug Testing, LLC – 3630 W Pioneer Pkwy #126 – Drug Testing – New Business
5. Semaj Mgmt Corp. – 2202 Raper Blvd (C) – Rental Mgmt – New Business
6. Vihiga International Group – 2101 W Arkansas Ln #3 – Office – New Business
7. Zingem LLC – 3610 W Pioneer Pkwy #103 & 105 – Software Consulting – New Business
8. AroundJoy at the Hoopshack – 2320 Superior Dr (C&D) – Dance/Fitness – Business Expansion

## INSPECTIONS

	JAN TOTAL	YTD TOTAL
BUILDING INSPECTION	14	28
CERTIFICATE OF OCCUPANCY	16	37
CUSTOMER SERVICE INSPECTION	1	2
ELECTRICAL INSPECTION	14	30
MECHANICAL INSPECTION	5	15
PLUMBING INSPECTION	8	34
REINSPECTION	28	46
CODE ENFORCEMENT INSPECTIONS	2	18
TOTAL INSPECTIONS	88	210

## CONSTRUCTION VALUES

	JAN TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$250,000.00	\$450,000.00
EXISTING RESIDENTIAL REMODEL	\$17,802.00	\$148,873.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$68,400.00	\$265,535.00
TOTAL VALUE	\$336,202.00	\$864,408.00

## FEEES COLLECTED

	JAN TOTAL	JAN FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	8	\$640.00	35	\$2,820.00
ZONING FEES	1	\$500.00	1	\$500.00
PLAN REVIEW	5	\$665.93	6	\$1,245.51
BUILDING PERMIT	18	\$3,497.50	72	\$20,513.45
CONTRACTOR REGISTRATION	11	\$1,050.00	36	\$3,330.00
TOTAL FEES		\$6,353.43		\$28,408.96



MUNICIPAL COURT

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## Municipal Court Collections/ January 2014

On-Time Citations

Fines- \$26,774.81  
Fees- \$15,402.70  
Total- \$42,177.51

Warrants

Fines- \$40,631.04  
Fees- \$17,644.59  
Total- \$58,275.63

Court Security Fund- \$1,159.00

Court Technology Fund- \$1,584.00

Accident Reports- \$56.10

Gross Total Revenue- \$100,453.14  
Less State Fee's- \$ 33,047.29  
Net Revenue- \$ 67,405.85

Presented by: Thressa Householder



# Memo

To: Matthew Fielder, City Manager

From: Thressa Householder

**cc:**

Date: February 4<sup>th</sup> 2014

Re: Warrant Round-up

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The multi-jurisdictional Warrant Round-Up will take place this year on March 1<sup>st</sup> and will extend until March 9<sup>th</sup> 2014. A total of 300 law enforcement agencies will be participating from throughout Central Texas. Dallas will hold a news conference on February 14<sup>th</sup> 2014 at 10:00 a.m. to announce and answer any questions on the Round-up.

Pantego's Warrant Officer, Freddie Alexander will be coordinating the Warrant Round-up effort for the Town of Pantego. As part of the Warrant Round-up a mass mailing will be sent out the week of February 17<sup>th</sup> and posters for local businesses to hang in windows will be distributed on February 15<sup>th</sup>. The Warrant Officers Freddie Alexander and Robert Hopkins will be in attendance at the news conference in Dallas to show Pantego's continued support of the Warrant Round-up.

I have attached the 2014 Great Texas Warrant Round Up Time line for Council, but we will not go public until Friday, February 14<sup>th</sup>, 2014.

Thanks,

Thressa Householder

Town of Pantego

Municipal Court Administrator

# 2014 Great Texas Warrant Round Up

## March 1, 2014

Deadline to submit participation form	Friday, January 17, 2014 (form on: <a href="http://www.austintexas.gov/court">www.austintexas.gov/court</a> ) (submit to: <a href="mailto:roundup@austintexas.gov">roundup@austintexas.gov</a> )
Mail notices	Friday, February 14, 2014 (later o.k., please not earlier more than a day or so)
Press Conferences	Various places <ul style="list-style-type: none"><li>• Austin – 9:30 a.m., Police Headquarters Please gather at the Court, 700 E. 7<sup>th</sup> St, Austin, Texas 78701 Contact: Rebecca Stark (<a href="mailto:Rebecca.stark@austintexas.gov">Rebecca.stark@austintexas.gov</a>) (Media Alert to be sent Wed., Feb 12, 2014)</li><li>• Metroplex – 10:00 a.m. at Dallas Police Headquarters (2<sup>nd</sup> floor media room) 1400 S. Lamar Street, Dallas, Texas 75215 Please arrive by 9:30 a.m. Contact: Paul Hansen (<a href="mailto:paul.hansen@dallascityhall.com">paul.hansen@dallascityhall.com</a>)</li><li>• Houston area – 9:45 a.m. at Herbert W. Gee Municipal Courthouse 1400 Lubbock Street, Houston, TX 77002 (courtroom #5) Contact: Gwendolyn Goins, <a href="mailto:Gwendolyn.Goins@houstontx.gov">Gwendolyn.Goins@houstontx.gov</a></li><li>• If there will be others, please let me know.</li></ul>
First news release	Friday, February 14, 2014 (Provide at press conference and then fax/email to those that didn't appear)
Begin keeping statistics	Statistics from Sat. February 15 <sup>th</sup> – March 9 <sup>th</sup> (Please use form - to be provided)
2 <sup>nd</sup> News release	Thursday, February 27, 2014 (“Tomorrow is last chance before arrests”)
Actual Round Up (arrests begin)	<b>Saturday, March 1, 2014</b> (please do not start earlier but can conduct for several days or at a later date but no later than Sunday, March 9, 2014 for this round up)
Last day to collect statistics	Through Sunday, March 9, 2014
Deadline to submit statistics	Friday, March 21, 2014 (2 weeks) <a href="mailto:roundup@austintexas.gov">roundup@austintexas.gov</a> or <a href="mailto:Rebecca.Stark@austintexas.gov">Rebecca.Stark@austintexas.gov</a>

\* For more information or questions, please contact Rebecca Stark at (512) 974-4690



# AGENDA BACKGROUND

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

**DATE:** February 10, 2014

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**PRESENTER:** Matthew Fielder, 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 February 10, 2014

Professional Services:

- Jim Jeffrey
- Sara Jane del Carmen
- Craig Magnuson

Purchase Orders:

- 1547 – Tyler Technologies, Inc.
- 1548 – Costco
- 1549 – Harris Custom Counters

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
2/10/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Jim Jeffrey	\$2,865.60	January 2014 Legal Fees
Sara Jane del Carmen	\$1,300.00	January 2014 Magistration Services
C.A. Magnuson	\$1,300.00	January 2014 Prosecution Services
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1547 - Tyler Technologies, Inc.	\$1,215.51	Maintenance Renewal for Payroll Software
1548 - Costco	\$3,119.94	Court Workstations / Desks
1549 - Harris Custom Counters	\$1,900.00	Front-Window Court Workstations
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Denitech	\$2,550.88	Contract Overage Charges 10/24/13 to 1/23/14
Duncan - Garbage	\$8,223.29	January 2014 Trash Removal
Duncan - Recycling	\$2,069.93	January 2014 Recycling Removal
Voyager Fleet Systems	\$4,671.26	January 2014 Oil & Gas Expense
Direct Energy	\$17,498.65	Electricity Billing Thru 1/13/14
Ft. Worth Water Department	\$17,538.40	December 2013 Wastewater Services
Commerce Bank	\$3,582.93	January 2014 Credit Card Statement
City of Arlington	\$7,220.32	November 2013 Wastewater Services
City of Arlington	\$7,321.97	December 2013 Wastewater Services

**LAW OFFICES OF JIM JEFFREY**

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

Page 1

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

2/2/2014  
Account No.: 9.01.06  
Invoice # 21734

Legal services  
January 1, 2014 – January 31, 2014

Total Hours:	15.90	
Hourly Rate:	\$175.00	
Total for Services:		\$ 2,845.00
Expenses:		\$ 20.10
<b>TOTAL BALANCE DUE:</b>		<b>\$2,865.60</b>
Nolan County land issue		\$ 0

**MAGISTRATION SERVICE FOR THE MONTH OF JANUARY 2014**

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

SERVICES PERFORMED: ARRAIGNMENTS/WARRANTS/MAGISTRATION  
DUTIES

VENDOR # 11022

Sara Jane del Carmen

BLOOD DRAW WARRANTS  
MAGISTRATIONS

TOTAL - \$1,300.00

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

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**PROSECUTOR SERVICE FOR THE MONTH OF JANUARY 2014**

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

SERVICES PERFORMED: PROSECUTOR FOR MUNICIPAL COURT

VENDOR # 10123	CRAIG MAGNUSON	\$1,300.00
----------------	----------------	------------

BILLING ADDRESS: CRAIG MAGNUSON  
6000 WESTERN PLACE #200  
FT WORTH, TEXAS 76103

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# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1547

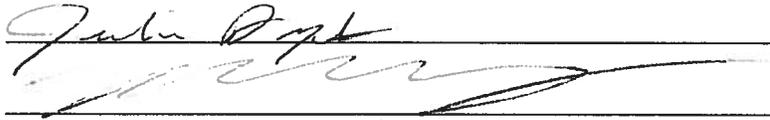
**INSTRUCTIONS TO VENDOR**

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

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

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

DATE		ACCT #	DEPT.			
01-29-14		100-5-101-234.30 44177	6A			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
1		Tyler Technologies, Inc. Contract for Payroll/Personnel Software	1215	51	1	1215 51
* Budgeted *						
					TOTAL	1215 51

*Julia Dept*  


APPROVED BY



G/A MEMO

---

To: Cherie, Charboneau, Accounts Payable

From: Julie Arrington, City Secretary

Date: January 29, 2014

Re: Tyler Technologies

Tyler Technology, Inc. currently holds the maintenance contract for our payroll/personnel software. Their contract is up for renewal on March 1, 2014. I have attached the invoice #025-86882 in the amount of \$1,215.51 to extend the Contract between the Town of Pantego and Tyler Technologies from March 1, 2014 to February 28, 2015.



Empowering people who serve the public\*

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

Invoice

Table with Invoice No (025-86882), Date (02/01/2014), and Page (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

Summary table with columns: Customer No., Ord No., PO Number, Currency, Terms, Due Date

Main invoice table with columns: Date, Description, Units, Rate, Extended Price

\*\*ATTENTION\*\*

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

Summary table with Subtotal (1,215.51), Sales Tax (0.00), and Invoice Total (1,215.51)

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1548

**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 COSTCO

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

DATE		ACCT #	DEPT			
2/4/14		100-5-160-480.00	COURT			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
3		BUSH OFFICE IN AN HOUR DESK SYSTEM	685	99		2057 97
3		BUSH STORAGE/ACCESSORY KIT	353	99		1061 97
BUDGETED ITEM						
Krusa Homeholder					TOTAL	3119 94

APPROVED BY

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1549

**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 HARRIS Custom Counters  
 10128A Crowley Rd  
 Crowley, TX 76030

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

DATE		ACCT #	DEPT.			
2/4/14		100-5-160-480.00	Court			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
2		Remove Existing Cabinets & TOPS. Build & Install new work stations @ front windows				1900.00
BUDGETED Item						
<i>Russa Household</i>					TOTAL	1900.00

APPROVED BY

# Memo

**To:** Matthew Fielder, City Manager

**From:** Thressa Householder

**cc:**

**Date:** February 4<sup>th</sup> 2014

**Re:** Office Desks

---

The following purchase orders are for the new workstations/ desks for the municipal court clerk's office. This is to replace the oversized office furniture and to better accommodate the five employees who work in the court.

The first purchase order from Harris Custom Counters is for the construction of two new workstations located at the front windows in the Municipal Clerks office. This includes the removal of the old workstations and the install of the custom built workstations. This Purchase Order is in the amount of \$1,900.00.

The second purchase order from Costco is for three cubicles. These will be shipped from Costco. They will be installed by court staff. This Purchase Order is in the amount of \$3,119.94.

These two purchase orders are both budgeted and found in the small assets.

Thank you,



Thressa Householder

Municipal Court Administrator

# Harris Custom Counters

10128A Crowley Road  
 Crowley, Texas 76036  
 Office(817)293-5338  
 Fax(817)293-7059

# Bid

DATE	Bid #
2/4/2014	12026

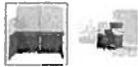
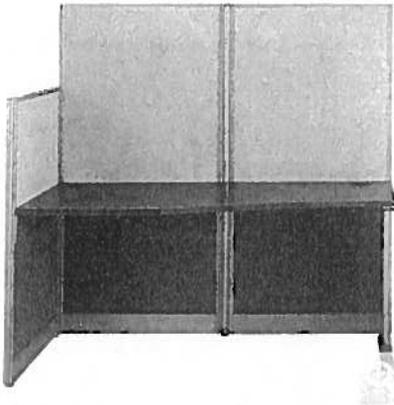
NAME / ADDRESS
Pantego Police Department 2600 Miller Rd Pantego, TX 76013

JOB ADDRESS	COLOR
Same	Milono Blaze

QTY	DESCRIPTION	COST	TOTAL
	Remove Existing Cabinet & Tops Build & Install Laminate Tops & supports Per Drawing	1,900.00	1,900.00
<b>TOTAL</b>			\$1,900.00

Home » Furniture » Office Furniture » Cubicles & Panel Systems »

\$1040 TOTAL EA.



### Bush Office-In-An-Hour Desk System Hansen Cherry

Compare product  
Be the first to write a review.  
Share this Product:

Item #500965

Your Price **\$685.99**

Features:  
Metal Framed,  
Cushioned Acoustical  
Panels, Minimum  
Assembly

Shipping & Handling included \*

Quantity 1

[Add to Cart](#)

Product Video

The estimated delivery time will be approximately 1 - 3 business days from the time of order.

[Add to Wish List](#)  
[Print this Page](#)

#### Members Also Viewed



Office Star Box Office 2 Corner Desk  
**\$1,299.99**



Bush Office-In-An-Hour L-Desk System Hansen Cherry  
**\$1,079.99**

[Product Details](#) [Specifications](#) [Shipping & Terms](#) [Return Policy](#) [Reviews](#)

Office-in-an-Hour provides an all inclusive workstation solution that is quick to assemble and built to withstand 40+ hour work weeks. Multiple units can be grouped together to create multi-unit layouts. Configuration is fixed and cannot be switched to other hand. In the building by 8AM; in your new office by 9AM. Office-In-An-Hour is furniture that's ready when you are. Supremely easy to order and install, this collection creates office space out of empty space.

#### Features:

- Office Desk
- 32-1/4" D x 64-1/2" W x 63" H **Desk size \$686 \$779 \$849**
- Ships In 2 Boxes
- Assembly required (Takes 1 Hour or less)

#### Desk:

- Durable thermally-fused laminate work surface is scratch- and stain-resistant
- Desktop grommet for wire-management
- Hansen Cherry finish

#### Panels:

- Metal frame panels covered by two-tone fabric
- Both short and tall panels are included
- Post connectors include levelers to accommodate uneven floors
- Slotted to accept optional Storage/Accessory Kit (sold separately)

#### Leg(s):

- Removable side panel on metal leg(s) for wire management to hide cords and cables
- Leveling glides help compensate for uneven flooring

#### Accessory Compatibility:

- Bush Storage/Accessory Kit Item #248353 (sold separately)

Model: BSH WC36492A203KT

- Brand: Bush
- Color: Cherry
- Depth: 32.25 in.
- Height: 63 in.
- Model: BSH WC36492A203KT
- Number of Pieces: 1
- Tabletop Material: Woodgrain Laminate
- Width: 64.5 in.

Standard shipping via common carrier.

The estimated delivery time will be 1-4 business days from day of order. Delivery of goods to the front door, first floor for residential dwellings and to the first floor of commercial buildings is included in the quoted price, signature required. Extraordinary delivery requirements may necessitate an additional fee to the carrier. Deliveries are Monday through Friday - standard business hours. Quantity orders may be delivered in separate shipments. Please include a daytime phone number in the shipping information at the time of check out.

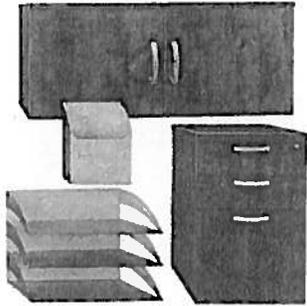
\*Delivery is available to Alaska and Hawaii. An additional Shipping and Handling fee will apply to shipments going to Alaska or Hawaii. This fee will be quoted at checkout. Additional transit time may be required.

Delivery is not available to Puerto Rico.

Please be sure to inspect your order at time of delivery for any issues or damage and if possible note any

Home » Furniture » Office Furniture » Cubicles & Panel Systems »

### Bush Storage/Accessory Kit Hansen Cherry



Compare product  
Be the first to write a review.  
Share this Product:

Item #248353

Your Price **\$353.99**

Features:  
Assembled Hutch,  
3-Drawer File, Metal  
3-Tiered Letter Trays  
and Hanging Pencil  
Holder

Shipping & Handling included\*

QUANTITY 1

Add to Cart

Product Video

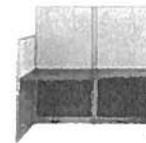
The estimated delivery time will be approximately 1 - 3 business days from the time of order.

Add to Wish List  
[Print this Page](#)

#### Members Also Viewed



Bush Office-In-An-Hour L-Desk System Hansen Cherry  
**\$1,079.99**



Bush Office-In-An-Hour Desk System Hansen Cherry  
**\$685.99**



[Product Details](#) [Specifications](#) [Shipping & Terms](#) [Return Policy](#) [Reviews](#)

- Storage/Accessory Kit
- Storage cabinet and mobile pedestal have durable thermally-fused laminate surfaces that resist scratches and stains
- Storage cabinet mounts to slots in tall wall panels of the Office-in-an-hour workstations
- Lockable mobile pedestal
- Mobile pedestal has
- Hansen Cherry



#### Includes:

- 1- Overhead storage cabinet
- 1- Three-drawer mobile pedestal
- 1- Metal three-tiered letter trays
- 1- Hanging pencil holder

#### Dimensions:

- Storage cabinet: 13-1/2" H x 32" W x 13-5/8" D
- Mobile pedestal: 25-3/8" H x 16" W x 20" D
- Letter tray: N/A
- Pencil holder: N/A

Model: BSH WC3649003

- Brand: Bush
- Color: Cherry
- Model: BSH WC3649003

Standard shipping via UPS Ground is included in the quoted price. The estimated delivery time will be 1-3 business days from the day of order. Please note: Large orders may be shipped using an alternative shipping method which may change the delivery window to 1-4 days.

\*Delivery is available to Alaska, Hawaii and Puerto Rico. An additional Shipping and Handling fee will apply to shipments going to Alaska, Hawaii or Puerto Rico. This fee will be quoted at checkout. Additional transit time may be required.

Orders going to Puerto Rico will be shipped via USPS and not UPS Ground. Estimated delivery time for these orders will be approximately 3-6 business days from time of order.

Please be sure to inspect your order at time of delivery for any issues or damage and if possible note any damage with delivery driver.

Please call 1-888-320-3277 with questions or concerns regarding your order.

Costco.com products can be returned to any of our more than 600 Costco warehouses worldwide.

Membership: We will refund your membership fee in full at any time if you are dissatisfied.

Merchandise: We guarantee your satisfaction on every product we sell with a full refund. The following must be returned within 90 days of purchase for a refund: televisions, projectors, computers, cameras, camcorders, touch screen tablets, MP3 players and cellular phones.

How to Return: For an immediate refund (including shipping and handling), simply return your purchase at any one of our Costco warehouses worldwide. If you are unable to return your order at one of our warehouses, please email customer service or call our customer service center at 1-800-955-2292 for assistance. To



# AGENDA BACKGROUND

**AGENDA ITEM:** Approval and Acceptance of Town Council Minutes and the Minutes of Boards and Commissions

**Date:** February 10, 2014

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Council we are behind on the minutes due to the staff turnover. Below is a list of Minutes that need your acceptance and approval. The City Manager has reviewed them for his approval.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends Council approve the minutes as written

**ATTACHMENTS:**

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
- Town Council minutes from January 13, 2014
- Town Council minutes from January 20, 2014
- Town Council minutes from January 27, 2014

Acceptance of Minutes of Boards and Commissions:

- Community Relations Board Minutes December 3, 2013

**Town Council minutes  
October 28, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO             §**

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

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

**Mayor Pro Tem  
Councilmembers**

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

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

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

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

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

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

**1. City Manager Report.**

Mr. Griffith updated Council on the ongoing server upgrades to Town Hall.

Mr. Edwards updated Council on the current road construction. Council voiced concerns about the extended period of time the construction is taking.

Mr. Edwards gave an overview of the falling mosquito count and environmental investigations. Council inquired about the close of the mosquito season.

Mr. Reeves gave an update on Pantego Cops for Kids. Mr. Griffith informed council of the presentation of school supplies and about the Star Telegram running the story.

Mr. Griffith gave an update on the search for a City Secretary.

Mr. Griffith discussed the possibilities for a joint meeting with all of Council, Commissions, and staff to discuss PantegoFEST 2014.

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

Council questioned the new computer purchase that was in bills payable.

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

- Town Council Meeting October 14, 2013

**Town Council minutes  
October 28, 2013**

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

Representatives from Enervest were present along with Rusty Ward, a representative from Carrizo Oil & Gas, Inc.

Council gave Mr. Griffith direction to investigate the agreement with Enervest and Carrizo Oil & Gas, Inc. and to re-assign existing gas permits.

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

Enervest, Inc. representatives gave confirmation of the agreement from the City Gas Well Attorney Bryn. The Town of Pantego had received copies of the signed agreement.

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

Council directed questions to Ms. Householder in regards to the Texas Work Force Commission service.

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

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

Mr. Edwards led the invocation which was immediately followed by the pledge of allegiance.

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

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

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

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

**PEDC REPORT**

Council Member Surratt gave an update from the most recent PEDC meeting. He mentioned PEDC participation in a trade show and also gave brief details on the upcoming meet and greet and the Town Christmas lights contest.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Council Member Surratt made a motion to approve the consent agenda items one through six, seconded by Council Member Price.

The vote was as follows:

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

Nays: None

Mayor Pro Tem Brewster declared the motion passed unanimously.

**Town Council minutes  
October 28, 2013**

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

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

Council questioned who the comparison pool will be. They also expressed the need to be competitive and suggest extending the pool of comparison to outside Tarrant County.

Mayor Pro Tem Brewster instructed Mr. Griffith to obtain lists from the chosen cities by Council in order to narrow down the comparison pool.

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

Mr. Griffith provided a list of weather statistics for the last 100 years. Council discussed a finalized date. Council Member Price suggested staying with the same dates. Council Member Funderlic suggested the last weekend in September (26,27, and 28). Mayor Pro Tem Brewster directed staff that September 26, 27, and 28 will be the new dates of PantegoFEST.

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

Council Member Price made a motion authorizing Mr. Griffith to provide Commerce Bank with an updated list of representatives, seconded by Council Member Funderlic.

The vote was as follows:

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

Nays: None

Mayor Pro Tem Brewster declared the motion passed unanimously.

Regular session recessed at 9:20 for Scheduled Executive Session.

**SCHEDULED EXECUTIVE SESSION ITEMS**

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

No action was taken on the issues discussed in Executive session.

**COUNCIL INQUIRY**

Council voiced concerns about a dilapidated home located on Whispering Trail and suggested the town take care of maintaining the house or identify who is responsible for up keep of the home.

Council inquired about the Senior Citizen rates on the water rates and it was clarified the rates apply to recycling. Republic typically does not offer any type of rate reductions for Senior Citizens.

Council Member Price requests COLA be on the next agenda.

**ADJOURNMENT**

**Town Council minutes  
October 28, 2013**

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

**APPROVED:**

---

Russell Brewster, Mayor Pro Tem

**ATTEST:**

---

Chelsea Nelson, Support Specialist

**Town Council minutes  
November 11, 2013**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT     §**

**TOWN OF PANTEGO        §**

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

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

**Mayor  
Mayor Pro Tem  
Councilmember's**

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

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

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

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

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

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

**1. City Manager Report.**

- Road Projects Update was given and Mr. Griffith informed Council of the continuation of work on the curbs and gutters. Further information is contained in the Citizens Open Forum.
- West Nile Virus Update was given and the Town of Pantego will continue testing at this time.
- Personnel update was given and Council was informed that the Police Department is making headway on hiring two new police officers although a part-time fire fighter has left.
- Server Upgrades are continuing as planned.

**2. Monthly Staff Reports.**

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

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

Council questioned some legal bills and asked about a summary versus an invoice in the packets. Staff was directed to only upload the summary to the website and into the packet whereas the narrative

**Town Council minutes  
November 11, 2013**

can be uploaded into dropbox.

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

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

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

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

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

Mayor Paradise directed staff to look up the specifics of the contract with Shady Valley Golf Course. Mayor Paradise inquired about the music preference of Council and there was no preference.

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

Council cancelled the December meeting scheduled for December 23, 2013 but will keep all November meetings as scheduled.

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

Mayor Paradise questioned the most efficient way to distribute the Town's Christmas newsletter. Mayor Paradise asked about mail costs and taking the annual Council picture for Christmas.

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

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

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

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

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

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

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

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Council Member Barrett commented on the stocking stuffing and the candy train that CRB is involved in and seeks additional volunteer help for the board.

**Pantego Youth Leadership Council**

Mayor Paradise stated PYLC is currently underway and she also stated anyone is welcome to volunteer to assist with the program.

**Town Council minutes  
November 11, 2013**

**PEDC REPORT**

Mayor Paradise directed questions to President Brown who was in attendance. Mr. Brown acknowledged progress on the Christmas lights competition and the conference that PEDC had attended. Council Member Surratt agreed with the update given by President Brown.

**CITIZENS OPEN FORUM**

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

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

Council asked for assurance on the issues that the residents are concerned over will be addressed and ask Mr. Edwards to communicate with the resident's.

Council voiced discontentment with the work that is being conducted on Country Club and re-iterated the importance of getting the work finished.

**APPROVAL OF CONSENT AGENDA ITEMS**

Council Member Funderlic made a motion to approve consent agenda items 1, 2, 3, and 4, with the corrections to the wording on the website regarding the Clean-up Day. Council Member Price seconded the motion.

The vote was as follows:

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

Nays: None

Mayor Paradise declared the motion passed unanimously.

**PUBLIC HEARINGS**

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

Council Member Surratt made a motion to approve the Zoning Case Z-198, seconded by Mayor Pro Tem Brewster.

The vote was as follows:

Ayes: Price, Funderlic, Surratt, Brewster, and Barrett.

Nays: None

Mayor Paradise declared the motion passed unanimously.

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

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

Council clarified that currently the index is 70%. Council Member Funderlic voiced concerns about addressing this percentage independently from the benefits package. Council Member Price defended the choice to address the percentages.

**Town Council minutes  
November 11, 2013**

Council Member Price made a motion to approve a decrease in retirement to 30%, there is no second so the motion dies.

Council Member Price made a motion to approve a decrease in retirement to 50%, Council Member Surratt seconded.

The vote was as follows:

Ayes: Price, Barrett, and Surratt

Nays: Funderlic and Brewster

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

Attorney Jeffrey advised there must be a second reading of this agenda item.

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

Council Member Price made a motion to approve allowing Mr. Griffith to provide TexPool with an updated authorized list of representatives, seconded by Council Member Barrett.

The vote was as follows:

Ayes: Brewster, Funderlic, Price, Barrett, and Surratt.

Nays: None

Mayor Paradise declared the motion passed unanimously.

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

**SCHEDULED EXECUTIVE SESSION ITEMS**

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

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

**COUNCIL INQUIRY**

Council Member Surratt questioned Mr. Jeffrey regarding a posting having to be made if Councilmember's are going to meet with Mr. Edwards and resident's regarding the ongoing road project.

Council Member Barrett voiced concerns about her gas meter being unsafe. Mr. Edwards assured her after his meeting with Atmos there would be a follow-up on her gas line and the gas lines in her area.

**ADJOURNMENT**

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

Town Council minutes  
November 11, 2013

**APPROVED:**

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Melody Paradise, Mayor

**ATTEST:**

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Chelsea Nelson, Support Specialist

**Town Council minutes  
November 25, 2013**

STATE OF TEXAS                   §

COUNTY OF TARRANT           §

TOWN OF PANTEGO               §

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 25<sup>th</sup> day of November 2013 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council members**

constituting a quorum. The following staff members were present:

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

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

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

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

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

**1. City Manager Report**

- Mr. Griffith gave Council updates on the server upgrades stating the upgrades should be close to completion after the Thanksgiving holiday.
- Road Projects Update began with comments by Mr. Griffith and was followed by an inquiry from Council to Ms. Stanton in regards to the curbs and sidewalks and what the course of action would be for a resolution to the present problem. Ms. Stanton addressed the issue with assurance that they have a solution to the problem.
- The Town of Pantego has formally ended testing for West Nile.
- Personnel Vacancies: the Police Department hired one police officer and the Fire Department has lost the part time fire fighter that was previously employed. Mr. Griffith is developing a job description for the Public Works Director. Council questioned how to cover the Public Works Director position in Mr. Edward's absence. Additionally would it be worth looking into a third party company filling in as needed, a company such as Collier.
- Mr. Griffith notified Council that Open Carry - Texas made the Police Department aware of their demonstration that they intended on having in the Town of Pantego. The demonstration went on without any problems and was a peaceful exercise.

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

The Taylor and Olsen invoice was removed from the agenda.

Mayor Paradise closed the work session at 7:23.

**Town Council minutes  
November 25, 2013**

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

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

Ms. Nelson led the invocation which was immediately followed by the pledge of allegiance.

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

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

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

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

**Pantego Youth Leadership Council**

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

**Pantego Economic Development Corporation**

Council Member Surratt updated Council on the recent PEDC meeting and detailed Council on the Christmas decoration contest.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Council Member Funderlic made a motion to approve Consent Agenda Items and Mayor Pro Tem Brewster seconded the motion.

The vote was as follows:

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

Nays: None

Mayor Paradise declared the motion passed unanimously.

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

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

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

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

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

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

**Town Council minutes  
November 25, 2013**

Mr. Griffith pulled this item due to incomplete information.

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

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

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

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

**OLD BUSINESS**

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

Council asked about the ticket sales and Mr. Griffith confirmed that the ticket amount was walk up tickets. Council voiced concerns regarding PantegoFEST and would like to have a special session to discuss plans for the next PantegoFEST.

Regular Session was recessed at 7:49 to reconvene after Scheduled Executive Session.

**SCHEDULED EXECUTIVE SESSION ITEMS**

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

**ACTION FROM EXECUTIVE SESSION**

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

Mayor Pro Tem Brewster made a motion to approve the PEDC recommendation, Council Member Price seconded the motion.

The vote was as follows:

Ayes: Funderlic, Brewster, Price, and Barrett

Nays: Surratt

Mayor Paradise declared the motion passed.

**Town Council minutes  
November 25, 2013**

- **VIP Grooming**

Council Member Price made a motion to approve PEDC recommendation, Council Member Barrett seconded the motion.

The vote was as follows:

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

Nays: None

Mayor Paradise declared the motion passes unanimously.

- **Nolan County Property**

Council gave permission to Mr. Griffith and the City Attorney to sell property discussed in Executive Session. No motions were made.

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

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

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

**APPROVED:**

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

**ATTEST:**

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

**Town Council minutes  
December 9, 2013**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 9<sup>th</sup> day of December 2013 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. The following staff members were present:

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

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

**Also in attendance:**

**Bill Brown**

**PEDC President**

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

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

**1. City Manager Report**

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

**Town Council minutes  
December 9, 2013**

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

**2. Monthly Staff Reports**

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

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

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

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

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

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

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

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

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

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

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

**INVOCATION BY:**

Interim City Manager Tom Griffith

**PLEDGE OF ALLEGIANCE**

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

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

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

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

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

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

**Town Council minutes  
December 9, 2013**

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

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

**COUNCIL LIAISON TO BOARD REPORTS**

**Community Relations Board**

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

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

**Pantego Youth Leadership Council**

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

**PEDC REPORT**

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

**RECOGNITIONS/RECEPTION**

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

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

The vote was as follows:

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

Mayor Paradise declared the motion passed unanimously

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

Mayor Paradise administered the Oath of Office to Julie Arrington.

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

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

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

**Town Council minutes  
December 9, 2013**

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

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

Meeting recessed at 8:06 p.m.

Meeting resumed at 8:22 p.m.

**PRESENTATION BY THE SALVATION ARMY**

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

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

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

The Vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

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

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

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

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

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

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

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

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December 9, 2013**

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

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

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously

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

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

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

**OLD BUSINESS**

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

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

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

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

**Town Council minutes  
December 9, 2013**

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

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

The vote was as follows:

Ayes: Price, Surratt, and Barrett

Nays: Brewster and Funderlic

Abstention: None

Mayor Paradise declared the motion passed by a majority vote.

**SCHEDULED EXECUTIVE SESSION ITEMS**

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

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

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

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

No action was taken on the executive session.

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

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

APPROVED:

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

ATTEST:

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

**Town Council minutes  
January 13, 2014**

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 13<sup>th</sup> day of January 2014 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. The following staff members were present:

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

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

Also in attendance:

**Bill Brown  
Cal Kost**

**PEDC President  
CRB Board Member**

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

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

**1. City Manager Report**

- Update on IT Issues – Mr. Griffith explained to Council the completion date has been extended to late January due to difficulties transitioning to the new server.
- Road Projects Update – Mrs. Stanton informed Council of the updated schedule of completion provided by the contractor. Discussion was had regarding a new deadline, issues with the repairs at the corner of Country Club, details in the contract, and the lack of cleanup. Mrs. Stanton explained there is a new contractor that will start on January 15<sup>th</sup> for the work left on Peachtree. Discussion was had on a possible recourse for residents regarding nails in their tires due to the contractor
- Update on Personnel Vacancies – Mr. Griffith explained the Police Department has filled two vacancies. He also received a resignation from another officer. They will begin a search to fill this vacancy. Mr. Griffith informed Council Firefighter Reynolds is expected to be back in the United States in March. PEDC Treasurer Karen Kuczek has resigned from the PEDC Board.

**Town Council minutes  
January 13, 2014**

- Insurance Services Office (ISO) Update – Mr. Griffith advised Council the Texas Department of Insurance states our new class 2 rating will become effective on June 1, 2014.
- Report on Transition of Recycling Service – Mr. Griffith explained the transition occurred on December 18<sup>th</sup>, since then the primary complaint has been from citizens regarding the change in the pickup day. Republic has been very helpful in resolving the issues with the town. The new information will once again be posted on the newsletter, the webpage information will remain up, and information on the marquee will be added. Discussion was had regarding the contract and the complaints received and a pilot program sometime in the next year for carts.
- Salary & Benefit Analysis Update – Mr. Griffith stated town staff is diligently working on the analysis of salary & benefits. A full report is planned for the January 27<sup>th</sup> Council Meeting.
- TAD Board Election Results – Mr. Griffith gave the results of the Tarrant County Appraisal District's Board of Directors election.
- Social Media Update – Mr. Griffith informed Council town staff has been diligently working on obtaining access to the Town's Facebook page without much success. He recommended starting a new Facebook page. Council and Mr. Griffith discussed options the town has and what issues were discovered. Town Staff was requested to try changing the passwords, since the town e-mail of the former City Manager and the former City Secretary were reactivated, and see if this works.

**2. Monthly Staff Reports**

Ms. Carmona answered Council's questions regarding a funds increase in the Water and Sewer Fund resulting from an increase generated from the sales tax received.

Council recognized Assistant Chief Reeves and Silver Leaf Resorts for the bicycles donated to Mission Arlington. The audience was informed a formal recognition to Silver Leaf is scheduled for the January 27<sup>th</sup> Council Meeting and the Lions Club will recognize them on Friday, January 20<sup>th</sup>.

Council inquired about the Zoning Ordinance review and if Jacobs Engineering will be finished prior to the next P & Z meeting. Mr. Joyce stated it will likely be in February or March.

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

No comments

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

- **Town Council Minutes October 28, 2013**
- **Town Council Minutes November 11, 2013**
- **Town Council Minutes November 25, 2013**
- **Town Council Minutes December 9, 2013**
- **PEDC Minutes September 11, 2013**
- **PEDC Minutes September 25, 2013**
- **PEDC Minutes October 23, 2013**
- **PEDC Minutes November 13, 2013**
- **PEDC Minutes December 11, 2013**

The Mayor pulled the minutes from the agenda to give her the opportunity to sit down with Ms. Arrington and go over the minutes.

**Town Council minutes  
January 13, 2014**

**5. Discussion on the 2014 PantegoFest**

This is the same item as number 6. The Mayor pulled this item up from the Regular Session Agenda to allow for discussion to allow for more discussion on the topic.

Discussion was had on the outcome Council desired for PantegoFest 2014. Mr. Griffith made a suggestion to approve a larger budget to help with the planning and organization of the event in advance with the idea of recouping the cost from the actual event. Council discussed the length of the event and possibly making this a one (1) day event for the last two years this event was planned as a three (3) day event. Discussion was had on the feedback received and the impacts the event had on local businesses. There was much discussion on planning and comparing the advantages and disadvantages of PantegoFest 2012 and PantegoFest 2013. Council would like to review the feedback and comments from the previous PantegoFests, hold a work session for further Council discussion, and hold a public forum to hear comments from the public.

Mayor Paradise adjourned the work session at 7:30 p.m.

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

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:40 p.m.

**INVOCATION BY: Interim City Manager Tom Griffith**

**PLEDGE OF ALLEGIANCE**

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

Mayor Pro Tem Brewster thanked staff and Council for working together and thanked the audience for their attendance in tonight's meeting.

Councilmember Barrett stated it was nice to see such a big crowd.

Councilmember Funderlic stated it was nice to see a large crowd out tonight and everyone healthy

Councilmember Surratt – welcomed residents, businesses, and thanked staff for the Christmas party.

Mayor Paradise – stated the goal for Council is to be mindful of their job, provide better services, and seek community involvement. She thanked the staff for their hard work on the Christmas Party, scheduled and re-scheduled due to the ice storm and staff who participated in the Mayoral Kettle Challenge. Pantego raised more money this year than last year and beat all other participants on a per capita basis. She commended the Mayor of Mansfield who raised over \$20,000 for the Mayoral Kettle Challenge. She explained due to the bad weather the participating cities were allowed to expand their locations. She also commended Mansfield Police Department for a job well done on charitable work over the holiday season through the Toys for Tots program. She congratulated Assistant Police Chief Barry Reeves in his Cops for Kids campaign allowing for certain traffic violations to be paid through a donation of an unwrapped toy in lieu of a monetary fine. They collected 850 toys and delivered them to Cooks Children's Hospital who had a shortage of toys due to the ice storms. The Mayor thanked the residents, the police department, and businesses for their contributions.

**RECOGNITIONS AND AWARDS**

- The Pantego Lions Club for their services to the Town in 2013

Mayor Paradise Introduced the Lions Club by briefly explaining their involvement with the community events and the donation of \$1,000 to the Salvation Army at the Mayoral Kettle

**Town Council minutes**  
**January 13, 2014**

Challenge. The Lion's Club normally has their own day to raise donations for the Salvation Army; however, this year they were impacted by an ice storm. Mayor Paradise invited Calvin Kost and Bill Brown to the front of the Chambers to present them an award for their services to the Town of Pantego in 2013. Mr. Kost thanked the Mayor and the Town informing them of the food drive held in November, with Silver Leaf Resorts, was a success and invited the audience to the upcoming Pancake Breakfast.

- Residential Christmas Lights Contest Winners

Mayor Paradise introduced Bill Brown as the PEDC President and the rest of Council. She explained several councilmember's also serve on other boards; such as Jane Barrett on the CRB Board and Don Surratt on the PEDC Board. Mayor Paradise called the individual winners to the front of the Chambers as their contest category was read. Mr. Brown, the Mayor, and Council presented each winner with a gift basket of coupons and free samples from local businesses. The winners were as follows:

  - Whimsical
    - 3407 Country Club Rd. – Barbara Johnson
    - 2702 Peachtree Lane – Ronald Kruse
  - Traditional Decorations
    - 1604 Stagecoach Dr. – Kari and Blake Bowman
    - 1811 Nora Dr. – Bill and Wendy Ponder
  - Spirit of the Season
    - 27 Lacosta Court – Jim Staples
    - 1812 Nora Dr. – Sarah and Smokey Garrett
  - Honorable Mention
    - 2303 Stockbridge Ct. – Keith and Starla Dalton
- Business Christmas Light Contest Winners

Mayor Paradise called each winner to the front of the Chambers as their contest category was called. Mr. Brown, the Mayor, and Council presented each winner with a check from the Pantego Economic Development Corporation.

  - Best Theme                      The Cookie Machine, owned by Tanya Terrell
  - Best Traditional                All Paws, owned by Margie Marcos
  - The Griswold Award            Elgan's Salon, owned by Gloria Elgan
- Recognition of Service

Mayor Paradise called each employee to the front of the chambers and presented them with a plaque for their years of service with the Town

  - Marissa McCann                6 years of Service
  - Christopher Whitwell        5 years of Service
  - Shannon Story                 5 years of Service
- Departmental Employee of the Year

Each Department Head called their employee of the year to the front of the Chambers, introduced them, and presented them with an award.

  - Administration                Jennifer Pauley
  - Public Works                  Joshua Brown
  - Fire Department                Brandon Guess
  - Police Department             Marissa McCann
  - Dispatch                        Christine Hubbell
  - Court                              Shannon Story
- Town of Pantego Employee of the Year Award
  - To Be Announced

**Town Council minutes  
January 13, 2014**

Mayor Paradise requested Shannon Story to remain upfront. Thressa Householder, Court Administrator gave further congratulations and thanks to Mrs. Story for her dedication and hard work this year. Mrs. Story was presented the award for Employee of the Year 2013.

- **RECEPTION HONORING RECOGNITIONS AND AWARDS**

The meeting recessed for the reception at 8:09 p.m.  
The meeting reconvened at 8:42 p.m.

### **COUNCIL LIAISON TO BOARD REPORTS**

#### **Community Relations Board**

Councilmember Barrett explained there was no meeting of the CRB this month. The next meeting is on February 4<sup>th</sup>.

#### **Pantego Youth Leadership Council**

Mayor Paradise informed Council the next meeting is a week from Tuesday. At the students request the discussion topic will be bullying, options for the spring trip, marketing options for a town or business owner, and the tools used for marketing.

#### **PEDC REPORT**

Councilmember Surratt informed Council of Karen Kuczek's resignation. At the last PEDC meeting discussion was had on the Christmas light contest winners, they postponed the 2014 Strategic Planning, held a discussion and gave direction to staff to leave the Christmas lights on the Park Row Arch fulltime and to obtain bids for making this permanent. The next Meet & Greet will be at Texas Fitt on Thursday, January 30, 2014. The speaker is from the Small Business Administration (SBA) and will be speaking on options the SBA has for helping small businesses.

Mayor Paradise informed Council of the ribbon cutting ceremony that was held at Papillion Nails & Spa on this past Saturday. She thanked Fred Adair, Secretary of PEDC and Councilmember Barrett for their attendance. Councilmember Barrett thanked the business for their service and the great reviews she has received from some citizens.

Councilmember Surratt informed Council VIP Grooming was requested to reapply for the PEDC Loan with their new address.

### **CITIZENS OPEN FORUM**

None at this time.

### **APPROVAL OF CONSENT AGENDA ITEMS**

Mayor Paradise reminded Council the minutes were pulled from the Consent Agenda.

Councilmember Surratt made a motion to approve Consent Agenda items number 1, 2, and 3.  
Mayor Pro Tem Brewster seconded the motion

The Vote was as follows:

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

**Town Council minutes  
January 13, 2014**

Mayor Paradise declared the motion passed unanimously.

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

**6. Discussion on the 2014 PantegoFest**

Discussion was had during the work session. Council directed staff to schedule a Council work session to discuss the planning and organizing of PantegoFest on January 20, 2014 at 7:00 p.m. Council directed Staff to schedule a public forum to be held Monday, February 3<sup>rd</sup> at 6:30 p.m. and to inform the public through the newsletter and website.

**SCHEDULED EXECUTIVE SESSION ITEMS**

**Council Meeting Recessed at 9:02 p.m. for Executive Session**

- **The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:**
  1. **Pursuant to Government Code Section 551.074, to discuss the position of City Manager, and to deliberate the appointment, employment, evaluation, reassign duties, discipline or dismissal of a public officer or employee – The position of City Manager.**
  2. **Pursuant to Government Code Section 551.074, to discuss the appointment of a PEDC Director, and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – The appointment of a PEDC Director.**
  3. **Pursuant to Government Code Section 551.072, to discuss the purchase, exchange, lease, or value of real property – Nolan County Property**
  4. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells**
  5. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hooser**
  6. **Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Monica S Cooper, et al v. Pantego Camp Thurman, Inc., et al**

Mayor Paradise adjourned the executive session at 10:12 p.m. and reconvened into regular session at 10:20 p.m.

1. Mayor Pro Tem Brewster made a motion to authorize Mayor Melody Paradise to execute a contract between the Town of Pantego and Matthew Fielder for the position of City Manager effective January 13, 2014. Councilmember Funderlic seconded the motion.

The Vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the motion passed unanimously.

No action was taken on item numbers 2, 3, 4, 5, and 6 of the executive session.

**Town Council minutes  
January 13, 2014**

**COUNCIL INQUIRY**

None at this time.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 10:22 p.m.

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APPROVED:

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Melody Paradise, Mayor

ATTEST:

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Julie Arrington, City Secretary

**Town Council Minutes  
January 27, 2014**

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

The Town Council of the Town of Pantego, Texas, met in regular session at 7:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 27<sup>th</sup> day of January 2014 with the following members present:

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

**Mayor  
Mayor Pro Tem  
Council Members**

constituting a quorum. The following staff members were present:

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

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

Also in attendance:

**Bill Brown  
Cal Kost**

**PEDC President  
CRB Board Member**

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

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

**1. City Manager Report**

- Update on Server Upgrade – Mr. Griffith introduced Robin Alex with Iwerks and informed Council Iwerks is completing the final transfer for PD and Court. Mr. Alex explained they have experienced some third party vendor issues; the town's upgrade surpassed some of the third party's upgrades. He further explained part of the delay in the project was the ice storm and damage to the server as a result of the storm. Once the upgrades are completed the emails will be moved to the new server. The expected completion date is the end of January. Discussion was had clarifying some of the issues with the third party vendors and the video recording issues in the Council Chambers. Mr. Alex explained the current recording system was not meant for this type of use. Council requested Mr. Alex to generate a list of upgrades needed for the next budget year. Mayor Pro Tem Brewster commented on the remote e-mail server stating it is more user friendly than the older server.
- Update on Road Projects – Mr. Griffith informed Council Pavement Services is scheduled to pour concrete for the sidewalks and ramps on January 23<sup>rd</sup>. The projects are not moving as fast as they need to be but both projects have an expected completion by the end of January. Discussion was had regarding the street closure signs and their removal.

**Town Council Minutes**  
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Ms. Stanton explained the Peachtree road project is complete except for the sprinkler systems and sod. They are waiting for the temperatures to increase before they can finish. The sprinkler contractor noticed some of the homes located at the construction site were not brought up to code with the double check valves. This is an updated code since the original installation of the sprinkler systems and they must be brought up to code prior to the contractor repairing the systems. This will result in a Change Order. Mrs. Stanton and Mr. Joyce explained the need for the change order. Council expressed their disappointment in all the unforeseen circumstances and expenses with the entire project.

Council inquired about repairs in the area where Country Club ties into the old Country Club. Ms Stanton explained the current contractor was provided a sequence of events to follow and he failed to follow them. Ms. Stanton reminded Council the current contractor is not capable of repairing the asphalt and will need to subcontract this work out. Council directed Ms. Stanton to set up Pavement Services and have the asphalt repaired and to evaluate the top of the hill for pavement failures as well.

- Update on Personnel Vacancies - the police department has an interview scheduled for tomorrow for one vacant position. Firefighter Reynolds is in the United States but it will be at least 30 days before he returns to work with the fire department.
- Update on Recycling Services – Mr. Griffith explained there have been some complaints on items missed. Staff has placed another reminder to the residents in the January 22<sup>nd</sup> utility bill. Council asked Mr. Kost, in the audience, if he has had any more issues with the recycle company. He explained he has not since the first two times of service. Discussion was had regarding the contract stating if the recycling is not located inside the green bin it will not be picked up. Ms. Arrington assured Council this issue was addressed with Republic and she was guaranteed this was not the case; the drivers will use their discretion and pick up any recycled materials not in the bins.
- Salary & Benefit Analysis Update – Staff is diligently working on the analysis and a full report should be available as of February 10<sup>th</sup>.
- Update on the Town Facebook Page – Mr. Griffith informed Council staff will soon begin revisions of the Town's facebook page and is expected to be activated by February 10<sup>th</sup>. Council requested staff to research Pantego online and see what turns up and give the former city manager one more try. If these attempts fail then staff is to start over uploading photos and information. All department heads were directed to help the city secretary with these re-creations.
- Update on PEDC Applications – Mr. Griffith informed Council he has spoken with two individuals who expressed interest in the PEDC Board. Nathan Love, the new owner of the El Chico, received his application. Mr. Griffith has not been able to get in touch with the Vice President at Texas Trust regarding her application. Council inquired about Daniel Lackey, with Shirtwerx, application and was informed he has returned the application to the city secretary. Mr. Fielder advised Council he will meet with the President of the PEDC Board next week to obtain a better understanding of their strategic plan and how they operate. After this meeting he will stop by Texas Trust to attempt to meet with the Vice President.

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

Council discussed the DiSciullo-Terry, Stanton & Associates invoice. Mrs. Stanton explained the increase in the invoice was a result of having to supervise the contractor and his mistakes on the road projects.

**Town Council Minutes  
January 27, 2014**

Council thanked Mr. Joyce for getting all the information on the generator issues and inquired about the generator repair, best resolution, and if it was more cost effective to purchase a new generator. Mr. Joyce explained the cost of the new generator was over \$20,000 plus installation and shipping. Council discussed the preventative maintenance and the replacement of the electronics after the flood. Mr. Joyce informed Council the largest bill from the flood was from the transfer switch being completely submerged under water and its replacement. The generator is in working condition at this time but we cannot just call any repair person for future problems due to the size of the generator. Council questioned the daily responsibilities with this generator. Mr. Joyce told Council this generator is checked daily for readings and gas and is run weekly. Council requested Mr. Joyce to look into a replacement cost for the next budget.

Council gave thanks to Mr. Coker for obtaining the information on the engine repairs involved with Engine 1 and having all 6 injectors replaced for preventative measures.

Council inquired about the purchase of the Ford F-150 and the lease agreements in place. Mrs. Carmona explained the process and assured Council this is the lease agreements in the budget.

**3. Approval and Acceptance of Minutes**

- Approval of Town Council Minutes:
  - Town Council Minutes October 28, 2013
  - Town Council Minutes November 11, 2013
  - Town Council Minutes November 25, 2013
  - Town Council Minutes December 9, 2013
- Acceptance of Minutes of Boards and Commissions:
  - PEDC Minutes September 11, 2013
  - PEDC Minutes September 25, 2013
  - PEDC Minutes October 23, 2013
  - PEDC Minutes November 13, 2013
  - PEDC Minutes December 11, 2013
  - PEDC Minutes January 8, 2014

Mayor Paradise explained she has not had a chance to review the Council minutes and request they be pulled from the Consent Agenda. Mayor Paradise informed Council all minutes, including tonight's, will be on the next agenda for approval. Since PEDC approves their minutes she recommended the PEDC minutes receive approval tonight. Council discussion was had regarding parliamentary procedures.

Mayor Paradise adjourned the work session at 7:23 p.m.

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

Mayor Paradise welcomed those in attendance and called the regular session to order at 7:28 p.m.

**INVOCATION BY: JULIE ARRINGTON, CITY SECRETARY**

**PLEDGE OF ALLEGIANCE**

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

Mayor Pro Tem Brewster welcomed the audience, welcomed the new City Manager, and thanked staff and Council for working together. He commented on the Lion's Club Pancake Breakfast attendance. He thanked Silver Leaf Resorts for coming.

**Town Council Minutes  
January 27, 2014**

Councilmember Price welcomed the audience and thanked staff for their work. He commented on the Lion's Club Pancake Breakfast attendance and welcomed Silver Leaf Resorts.

Councilmember Barrett welcomed the audience and the new City Manager.

Councilmember Funderlic welcomed the audience and gave special recognition to Mr. Griffith for his role as Interim City Manager expressing his efforts was well received.

Councilmember Surratt welcomed Mr. Fielder and the audience. He gave thanks to Mr. Griffith for his role as the City Manager not once but twice and stated Mr. Griffith has a wealth of knowledge that was helpful. He feels the Lion's Club did a tremendous job on the Lion's Club Pancake Breakfast.

Mayor Paradise asked Mr. Kost for specifics on the Lion's Club Pancake Breakfast. Mr. Kost explained they sold approximately 300 breakfasts this year. He advised the final calculation has not been made but believes they will be around \$2,300.

**HONORS AND RECOGNITIONS**

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

Assistant Chief Reeves introduced Silver Leaf Resorts and spoke of their various contributions to the Town through the years. He told the audience Silver Leaf Resorts helped the Pantego Cops for Kids raise over 850 toys for children at Cook's Children Hospital. Mr. Reeves believes the Town would not be successful if not for the community coming together and Silver Leaf Resorts does that for us. Several Silver Leaf managers accepted the award expressing their thanks. They also informed Council they enjoy helping Pantego because of the professionalism of the police officers and the firefighters who help them frequently.

- **Oath of Office to Matthew Fielder, City Manager**

Mayor Paradise recognized Mr. Griffith for this dedication and hard work to the town as the Interim City Manager thanking him for his service. She introduced Matt Fielder as the new City Manager for the Town of Pantego explaining he grew up in Arlington and Council has the utmost confidence in him.

Mayor Paradise delivered the Oath of Office to Mr. Fielder. Mr. Griffith presented Mr. Fielder with his official name plate.

Mr. Fielder gave a brief background to his professional experiences, thanked Council, and expressed he was excited to be back working here at home and working with the staff.

Mayor Paradise introduced and thanked the Former City Manager Doug Davis for his work with the Town.

- **Reception to honor Silver Leaf Resorts and to welcome Matthew Fielder**

The Council meeting was recessed for the reception at 7:54 p.m.  
The Council meeting was reconvened at 8:13 p.m.

**COUNCIL LIAISON TO BOARD REPORTS**

- **Community Relations Board**

Councilmember Barrett advised there was not a CRB meeting this month. The next meeting will be Tuesday, February 4<sup>th</sup>.

- **Pantego Youth Leadership Council**

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Mayor Paradise informed Council PYLC discussed marketing, their field trip plans, and fundraising opportunities. She advised Council PYLC members sold raffle tickets for the Lion's Club Pancake Breakfast. Mayor Paradise explained the topic for discussion in February would be marketing, economic development, customer service, and a continuation of the field trip planning. Later in the year she would like to hold mock trials with the members to learn the judicial process.

**PEDC REPORT**

Councilmember Surratt informed Council that PEDC elected a new treasurer Director Gittiban. He notified Council the Board is having a difficult time making a quorum at the last couple of meetings and the board requested VIP Grooming to reapply for their loan with the new address. The Strategic Plan for 2014 was postponed and there will be a work session on this subject.

**CITIZENS OPEN FORUM**

None at this time.

**APPROVAL OF CONSENT AGENDA ITEMS**

Mayor Paradise reminded Council the Council Minutes from item number three (3) was pulled; therefore, this item only deals with the PEDC Minutes.

Councilmember Surratt made a motion to approve the consent agenda items 1, 2, and 3 as discussed with item 3 only applying to the PEDC Minutes. Mayor Pro Tem Brewster seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: none

Mayor Paradise declared the motion passed unanimously.

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

**4. Discussion and possible action on engaging a Festival Organizer for PantegoFest**

Mr. Griffith introduced this item and explained he has no recommendations at this time just questions for Council to think about; such as postponing for a year to complete a study or to even continue the festival.

Ms. Arrington informed Council she had spoken to Kyle Conway who has many years of experience in municipal event sponsorship and planning. He was recommended to her by the Gaylord Texan and the City of Bedford. He has ten years of experience organizing and planning GrapeFest for the City of Grapevine. He has experience with the Bedford Blues Festival, the City of Irving's festival, and many events at the Gaylord Texan. He has recently opened his own business in Sponsorship Sales and still works with the City of Irving, Grapevine, and the Gaylord Texan. He is willing to help the Town of Pantego with PantegoFest and making the event a success for Pantego. Council discussed the many options Mr. Conway presented through Ms. Arrington. The recommended option was a feasibility study to build a strategic plan, evaluate locations and sponsors, to create a list of goals and missions, compare the outcomes, the length of the event, and the type of event. According to Mr. Conway an event planner works the plan outlined in the strategic plan. Ms. Arrington informed Council several other cities she has contacted have an employee in their Parks and Recreation Department whose sole responsibility is to organize the city events.

**Town Council Minutes  
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Ms. Arrington was directed to look into the Levitt Pavillion Events in Arlington and speak to them regarding their planning of the events. She was also directed to contact J. Gilligan's, and many other events named by Council to compare and to find other companies or individuals who perform the same duties as Mr. Conway with municipal experience.

Discussion was had regarding the feasibility study and what was included in the study. Council would rather have staff organize and plan the event. Mr. Griffith explained staff does not have the contacts needed for proper vendors and entertainment. It would take time to develop this list. Mr. Griffith believes this individual knows who to call and can help with this list. Staff was directed to continue to gather information.

**5. Discussion on the upcoming Municipal Elections and changes in legislation**

Ms. Arrington introduced this item and informed Council she had attended a three (3) day seminar on Election Law. This year the town is conducting two elections; a general election and a special election. Ms. Arrington explained this year's municipal election will be conducted as two elections. Each requirement for a general election is also required for the special election; meaning two newspaper postings, two publications, etc. this will create additional expenses. Packets will be accepted January 29<sup>th</sup> through February 28<sup>th</sup> during regular business hours only. There will be an interlocal agreement between the Tarrant County Elections Administrator and the Town allowing the Tarrant County Elections Administrator to conduct the Town's election. Discussion was had over the various changes resulting from the 2013 Texas 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.**

Mayor Paradise read the caption. Ms. Arrington read the caption in detail. Council noticed a typo in the date of the deadline for the Candidate Packets. Ms. Arrington will make the correction on the ordinance.

Councilmember Price made a motion to approve the 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 with the revision to reflect the changes in section 3; a deadline of February 28, 2014 for Candidate Packets. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Price, and Brewster  
Nays: None  
Abstentions: None

Mayor Paradise declared the motion passed unanimously.

**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.**

Councilmember Price made a motion to approve the 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 the administration and procedures for the conduct of the election; and declaring an effective date; as submitted. Councilmember Barrett seconded the Motion.

**Town Council Minutes  
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The vote was as follows:

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

Nays: none

Abstentions: None

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise granted Councilmember Price's request to move the Council Inquiry prior to the Executive Session.

**COUNCIL INQUIRY**

Councilmember Price inquired about a Special Use Permit that was granted over the summer to the Snow Cone Stand stating the stand would be removed during the winter months. Mr. Joyce confirmed he would look into this. Council directed Mr. Joyce to follow up on the next agenda.

Councilmember Brewster questioned the lights on the Arch on Park Row. He would like to have an update from PEDC on the issue. Councilmember Surratt reassured Council this is still an open agenda item with PEDC and staff has been directed to obtain bids from other contractors to replace the lights and have them remain permanently.

Councilmember Barrett inquired about the schedule for the Park Row Project. Mayor Paradise requested this to be on the next agenda.

**SCHEDULED EXECUTIVE SESSION ITEMS**

**Council Meeting Recessed at 9:03 p.m. for Executive Session**

- **The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:**
  1. **Pursuant to Government Code Section 551.071 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 Hooser**
  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**

Mayor Paradise adjourned the executive session at 11:27 p.m. and reconvened into regular session at 11:32 p.m.

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Mayor Paradise declared no action was taken on Executive Session item numbers 1, 2, and 3.

Mayor Paradise declared no action was taken on Executive Session item number 4.

Mayor Paradise declared no action was taken on Executive Session item numbers 5 and 6.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 11:34 p.m.

APPROVED:

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

ATTEST:

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

**Community Relations Board Minutes  
December 3, 2013**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

The Community Relations Board of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 3<sup>rd</sup> day of December, 2013 with the following members present:

**Barbara Rogers  
Annie Johnston  
Chuck White**

**Chair  
Secretary  
Board Members**

The following staff members were present:

**Jennifer Pauley**

**Staff Liaison**

**REGULAR SESSION 7:00**

Chair Barbara Rogers called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**OLD BUSINESS**

Approval of Minutes: November 5, 2013. Chuck White moved to approve the minutes as written and Barbara Rogers seconded the motion. The minutes passed as written

**CITIZENS OPEN FORUM**

**NEW BUSINESS FOR DISCUSSION, REVIEW, AND APPROVAL**

**1. Recap of the Candy Train/Holiday in the Park Event**

The Candy Train and Holiday in the Park event took place on Saturday, November 30<sup>th</sup> and Annie Johnston was the event coordinator. The Candy Train event went well this year and all the planned activities were very well received by those in attendance. The Lions Club did a great job at keeping the apple cider hot throughout the entire event.

Starbucks had agreed to donate 300 cups of hot chocolate for the event but they never made it out to the park. The Board agreed to start asking for donations earlier next year.

**2. Discuss Residential House Decorating Event**

The annual house decorating event is planned for Sunday December 15<sup>th</sup> this year. The PEDC will judge the Pantego Businesses and local businesses will judge the residential entries. The categories for judging will include a first, second, and third place winner in Traditional, Whimsical, and Spirit of the Season.

At this time, the board has agreed to award first place-\$50, second place-\$30, and third place-\$20 in each of the categories.

### **3. Schedule/Plan for 2014 events- Easter, Memorial Day, Movie Nights, Halloween Carnival, etc**

In order to better plan and coordinate our annual events, the Board discussed each Holiday and event scheduled for 2014 and outlined important details needed to make each one a success.

#### Easter- April 19

Bunny Costume needs to be ordered in January.

Matt O'neill has acted as our Easter Bunny in the past and needs to be contacted for event scheduling

Consider events such as the egg toss again.

#### Memorial Day- May 26

Contact a guest speaker in advance

Contact and reserve a Color Guard in advance; the CRB previously requested the Sea Cadets, a color guard group based out of the NAS JRB in Ft Worth, and had great reviews from the event.

Consider the display of military flags representing each branch of the service.

Attempt to collect data from current for former long-time residents who have served in the armed forces

#### Movie Nights- Second Saturday in June 14, July 12, August 9, September 13

Decide as a Board what movies will be shown each month in order to provide a Summer Movie Schedule before the events begin

Reach out to local businesses early to find a sponsor for our September movie night

Also contact a smaller local business to sell concessions and promote their business for the September movie night.

#### Halloween- October 25

Consider better storage options for our decorations

Improve the scavenger hunt

Advertise for the Spinning Wheel canned food drive or cash donations

Plan the cake walk event in advance and increase the capacity

### **4. Budget Update**

The CRB budget currently shows \$800 from the 2012/13 FY was spent on Halloween this fiscal year. Out of our \$10,500, \$2600 went toward Halloween, \$2000 went toward Christmas.

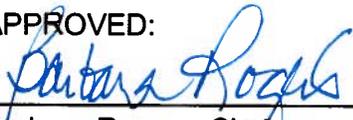
**CRB MEMBER INQUIRY**

No inquiries at this time.

**ADJOURNMENT**

Chairperson Rogers adjourned the regular session at 8:09 p.m.

APPROVED:

  
\_\_\_\_\_  
Barbara Rogers, Chair

ATTEST:

  
\_\_\_\_\_  
Annie Johnston, Secretary



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss and direct staff regarding the impoundment of uninsured motor vehicles

**Date:** February 10, 2014

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**PRESENTER:**

Tom Griffith, Chief of Public Safety

**BACKGROUND:**

One of the most frequently issued citations in Pantego is the Failure to Maintain Financial Responsibility (FMFR) violation. In 2013 Pantego police officers issued 1,326 individual citations which are 20% of the total issued citations. Currently our municipal court allows the violator to receive a ticket, drive off continuing the violation, then provide proof of insurance at their court date.

**FISCAL IMPACT:**

Increase revenue by \$25 per citation.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

**ATTACHMENTS:**

Memo from Mr. Griffith and the ordinance



**To:** Matthew Fielder, City Manager  
**From:** Thomas Griffith, Chief of Public Safety  
**Subject:** Amendment to Town Code; Chapter 12  
**Release Date:** February 4, 2013  
**Effective:**

**The Problem**

One of the continuing and most prevalent violations of the Texas Traffic Law continues to be the failure of individuals to maintain financial responsibility for their vehicles and themselves. Citations for Failure to Maintain Financial Responsibility (FMFR) are one of the most frequently issued citations by our officers. According to the Insurance Research Institute (2011), approximately 14% of drivers in the United States are uninsured at any one time.

Current Texas law allows for the impoundment of an uninsured vehicle, after a second or subsequent violation only upon the order of a county court. A municipal court judge could also order the impoundment of a vehicle under the same State statute; however, this is not a common practice in ours or most other municipal courts. Our municipal court allows a previously uninsured motorist to provide proof of financial responsibility in the form of a six-month policy in order to keep the violation off their driving record.

In 2013 Pantego police officers issued 1,326 individual citations for FMFR out 6,549 citations issued in 2013 or 20% of the total citations issued. The opportunity of contacting an uninsured motorist while driving in Pantego is significant. Presently, our officers issue citations for FMFR; however, the motorist is then allowed to drive away from the traffic stop while committing an additional violation in the presence of the officer.

**The Solution**

Several DFW area cities have imposed similar laws, the largest of which is the City of Dallas. Closer to Pantego, the Cities of Arlington and Dalworthington Gardens have passed similar ordinances allowing their police officers to tow uninsured vehicles. The intent of amending Pantego Town Code Chapter 12.05.004 is to encourage compliance with State law and hopefully reduce the incidence of uninsured motorists from Pantego's roadways thereby reducing the opportunity that our residents might be severely financially impacted.

**Policy Changes**

If Council approves the proposed amendment I am also proposing the addition of a Public Safety Fee to provide for the additional administrative costs associated with towing and impounding vehicles and for the patrol officer's time when he/she is occupied dealing with this issue. The fee would be collected by our current towing service, Cowboy Towing, and forwarded to us within 90 days per the code amendment. I am recommending an assessed fee of \$25. Surrounding cities have considerable higher fees than my recommendation, but I believe that \$25 will cover our costs and will allow for future increases is necessary.

The most positive recommendation to the ordinance is the requirement for vehicle owners to provide proof of financial responsibility at the time they retrieve their vehicle from the impound yard. This ordinance amendment would be meaningless without the aforementioned requirement and it is hoped that this single provision will serve to decrease the number of uninsured motorists on our streets.

Additionally, we will effect changes to police department policy regarding the impoundment of vehicles and how we deal with the resulting stranded motorists. Our policy will reflect the need for our officers to consider such inputs as time of day, weather conditions, and number and type of occupants before deciding whether or not to impound a vehicle. Under the new policy, officers will offer a ride to stranded motorists to a location within one mile of our city or to our station. I have attached the portion of our policy covering the impoundment of vehicles.

### **Ultimate Outcome**

Our goal for recommending this code amendment is to encourage compliance with State law, which will hopefully further reduce the number of uninsured motorists on our streets. By doing our part in this battle the Town of Pantego will be making a contribution to not only reducing the threats to *our* streets, but also to those of our neighboring communities. Please let me know if you have any questions or need additional information.

**ORDINANCE NO. 14-XXX**

**AN ORDINANCE AMENDING TOWN OF PANTEGO MUNICIPAL CODE: CHAPTER 12 – TRAFFIC & VEHICLES; ARTICLE 12.05 PARKING, STOPPING AND STANDING; SECTION 12.05.004 REMOVAL OF VEHICLES, BY ADDING ADDITIONAL PROVISIONS; AND ALSO AMENDING TOWN OF PANTEGO MUNICIPAL CODE APPENDIX A – FEE SCHEDULE ARTICLE A4.000 POLICE AND FIRE DEPARTMENT FEES BY ADDING SECTION A 4.008 PUBLIC SAFETY FEE FOR POLICE PULLS; CONTAINING A SAVINGS CLAUSE; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Pantego, Texas is a Type A General Law municipality located in Tarrant County, Texas, created in accordance with provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the Town Council is empowered under the Texas Local Government Code to adopt ordinances and rules for the orderly and beneficial operation of City government and the welfare of the citizens of Pantego;

**WHEREAS**, Police Officers may encounter situations wherein impoundment of a vehicle may be authorized and within the discretion of the Officer, and in such circumstances expenses and fees may result, and it is in the best interest of the Town and the public to recognize the authority of Police Officers and the Police Chief in such circumstances, and to provide guidelines as to collection of such fees or expenses; and

**WHEREAS**, presentation of this ordinance at a meeting preceding the meeting at which the ordinance is enacted places an undue burden in administrative time and expense to the Town, and as reflected by the vote of two-thirds of the Councilmembers present, the requirements of Section 1.03.035(b) are hereby waived.

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

**SECTION 1:  
ADDITION OF PROVISIONS TO CHAPTER 12**

That Chapter 12, Article 12.05, Division 2 Section 12.05.004 of the Code of Ordinances of the Town of Pantego, Texas, is hereby amended to state as follows:

Sec. 12.05.004 Removal of vehicles

(a) Any police officer is hereby authorized to remove a vehicle from a street or highway to the nearest garage or other place of safety, or to a storage yard or garage designated or maintained by the town, or under any circumstances recognized under state law, or under section 4.04.043 of this Code of Ordinances, or under the circumstances hereinafter enumerated, and such removal also constitutes a “police pull” within the meaning of Section 4.04.001(a) of this Code of Ordinances:

- (1) When any vehicle is illegally parked so as to block the entrance to any private driveway and it is impracticable to move such vehicle from in front of the driveway to another point on the street;
- (2) When any vehicle is found upon a street or highway and a report has been made that such vehicle has been stolen or a complaint has been filed and a warrant thereon issued charging that such vehicle has been embezzled;

- (3) When any such officer has reasonable grounds to believe that any vehicle has been abandoned;
- (4) When a vehicle upon any street or highway is so disabled that its normal operation is impossible or impractical and the person or persons in charge of the vehicle are incapacitated by reason of physical injury or other reason to such an extent as to be unable to provide for its removal or custody, or are not in the immediate vicinity of the disabled vehicle;
- (5) When an officer arrests any person driving or in control of a vehicle for an alleged offense and such officer is by this code or other law required to take the person arrested immediately before a magistrate;
- (6) When, in the opinion of the police officer, the vehicle constitutes a hazard, or interferes with a normal function of a governmental agency, or by reason of any catastrophe, emergency or unusual circumstance the safety of said vehicle is imperiled; or
- (7) The vehicle is stopped by a police officer for an alleged violation of a town or state traffic law or other law applicable to the operation of a vehicle on the roadway and the vehicle's owner or operator fails to show evidence of financial responsibility as required under Chapter 601 of the Texas Transportation Code, as amended.
- (b) A police officer may, at his discretion, with the express written permission of an arrested person, leave an arrested person's vehicle at the scene of the arrest or other location.
- (c) A vehicle removed and towed under this section must be kept at the place designated by the chief of police until application for redemption is made by the owner or the owner's authorized agent, who will be entitled to possession of the vehicle upon payment to the designated towing service of costs of towing, impoundment, and storage, and for operable vehicles, upon showing to the police chief or his designee evidence of financial responsibility as required under Chapter 601 of the Texas Transportation Code, as amended. The chief of police shall assess a public safety fee for every police pull, which shall be collected by the designated towing service and shall be paid to the town within 90 days of the police pull.
- (d) The chief of police or a designated representative may release a vehicle without payment of towage, impoundment, or storage fees under the following circumstances:
- (1) a vehicle was taken into protective custody when the incident did not involve an arrest, violation, or automobile accident;
- (2) a vehicle is owned by or belongs to an individual who is not a citizen of the United States, who does not permanently reside in the United States, and who is entitled to diplomatic immunity;
- (3) subsequent investigation results in a determination that there was no violation of this code or the Texas Motor Vehicle Laws or that the arrested person did not commit a criminal offense; or
- (4) a vehicle is owned by or belongs to the victim of a violent crime and was taken into custody for evidentiary purposes.
- (e) If a vehicle was towed and stored for an evidentiary or examination purpose, the chief of police or a designated representative shall release the vehicle without payment of towage

and storage fees when required to do so under Article 18.23 of the Texas Code of Criminal Procedure, as amended.

- (f) A person commits an offense if he removes or attempts to remove a vehicle from a town pound location without first paying the towage, impoundment, and storage fees that have accrued on the vehicle. An offense under this section is a misdemeanor offense within the meaning of Pantego Municipal Code Section 1.01.009(a).

**SECTION 2:  
ADDITION OF PROVISIONS TO APPENDIX A**

That Appendix A – Fee Schedule, Article A 4000, Police and Fire Department Fees is hereby amended to add a new Section A 4.008 Public Safety Fee for Police Pulls to provide as follows:

**Sec. A4.008 Public Safety Fee for Police Pulls**

The registered owner of each vehicle subjected to a police pull shall be assessed a public safety fee of \$\_\_\_\_\_ as an administrative fee for the administrative expense incurred by the Police Department for the pull.

**SECTION 3:  
PROVISIONS CUMULATIVE**

This ordinance shall be cumulative of all provisions of the ordinances of the Town of Pantego, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

**SECTION 4:  
PROVISIONS SEVERABLE**

That it is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the Town Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 5:  
SAVINGS CLAUSE**

That all rights or remedies of the Town of Pantego, Texas, are expressly saved as to any and all violations that have accrued at the time of the effective date of this ordinance, involving the provisions of any earlier or previous ordinances concerning the subjects of this ordinance, that have already accrued at the time of the effective date of this ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**SECTION 6:  
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law, and it is so ordained.

PASSED AND APPROVED AFTER WAIVER OF THE REQUIREMENTS OF TOWN CODE SECTION 1.03.035(b) THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 2014 BY A VOTE OF \_ AYES, \_ NAYS, AND \_ ABSTENTIONS, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jim Jeffrey, City Attorney

DRAFT



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss the impact to the Town of Pantego public safety communications as a result of the new digital radio system the City of Arlington plans to implement November 2014.

**Date:** February 10, 2014

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**PRESENTER:**

Tom Griffith, Chief of Public Safety

**BACKGROUND:**

The City of Arlington is planning changes to their citywide radio system that will significantly impact our public safety communications in November 2014. They will convert their system from an analog system to a digital system. This will prevent Pantego's analog system from communicating to their digital system.

**FISCAL IMPACT:**

Estimated \$435,000 for equipment and installation.

**RECOMMENDATION:**

Staff recommends meeting with the Finance Director to discuss financing options and to receive authorization from Council to proceed prior to June 1<sup>st</sup>.

**ATTACHMENTS:**

Memo from Mr. Griffith, equipment list, and timeline



**To:** Matthew Fielder, City Manager  
**From:** Thomas Griffith, Chief of Public Safety  
**Subject:** Upgrades to Public Safety Radio System  
**Release Date:** February 4, 2013  
**Effective:**

### The Problem

In late September of 2013 I became aware of changes that the City of Arlington was planning to their city-wide radio system that will significantly impact our public safety communications not only with our own personnel but with surrounding cities. As you are aware, our police and fire departments operate on a radio system that is directly a part of the Arlington communications system. For some time, without our knowledge, the City of Arlington and Fort Worth have been planning to convert their system from analog to digital operation. The primary reason for the conversion is that the current analog equipment has reached its end of life and is no longer serviceable. In fact our current radios can no longer be repaired and we are operating with at least one radio that no longer has a display.

What this conversion means for us is the obsolescence of all current radio equipment. The switch from analog to digital operation is tentatively scheduled for early November 2014 and a large number of cities who operate on either the Arlington or Fort Worth trunk systems will be making the conversion as well. If we do not also make this conversion we will be without radio communications as of November. At first glance the November date may seem to provide plenty of time to address this issue; however, time is of the essence if we are to reach the deadline with a working communications system.

Since being made aware of this change I have maintained close communications with Arlington and Motorola. Motorola is the brand of equipment that both Arlington and Pantego currently utilize and will continue to use into the foreseeable future. Because of Arlington's use of Motorola we have no choice but to also utilize Motorola equipment. The authorized dealer for Motorola in our area, and the dealer that Arlington strictly uses for all purchases and maintenance, is DFW Communications. DFW Communications is a very professional and reliable organization and I recommend that we continue to utilize them for our needs.

To make the switch to digital, within the given timeframe, and still have a viable communications system, we will need to authorize the purchase of equipment at least 120 days in advance of the conversion date in November. This amount of time is needed to ensure that all ordered equipment arrives in time for installation and programming. I have included a timeline provided by DFW Communications outlining the various phases in the process.

### The Options

The options for solving our problem are limited. One option is to split from the Arlington system and abandon the 800 MHz (UHF) communications system for an antiquated VHF system similar to the system we were on prior to joining Arlington. The drawbacks to this option are numerous including:

- The inability to communicate with Arlington or any of our other mutual aid cities.

- We would be required to organize and coordinate the conversion and rely upon much less reliable vendors for installation and maintenance as well as complete a federally mandated narrow banding process at our own expense
- The cost of conversion would be similar to the cost of upgrading to digital

Probably the most significant drawback to abandoning the UHF system would be to take a major leap backwards in terms of progress and abandoning the path that most of the public safety field has taken in the last ten years. The optimal solution to our problem is not one that will come without significant cost; however, the end result will be better and much more efficient and secure communications for our public safety personnel. Some of the advantages we will experience with digital technology include:

- A coverage footprint that will reach almost to Dallas and to the west side of Fort Worth allowing our units flexibility when leaving the district.
- The Fort Worth system is destined to be tied to the Austin and Houston systems providing the ability to communicate with a large number of resources in disaster situations
- Providing better noise rejection and preservation of voice quality over a greater range than analog so that transmissions can be heard more clearly, thereby increasing safety for our public safety personnel
- Making more efficient use of the available Radio Frequency spectrum
- Combining voice and data access in the same device, delivering more information while providing personnel with systems that are more portable, flexible, and easier to use
- Enabling integration and interoperability with surrounding cities for mutual aid and disaster response
- Enabling encryption of public safety communications, thereby eliminating eavesdropping on critical communications
- Enabling flexible and reliable call control and dispatching capabilities
- Providing a modular architecture that will enable future expansion

### **The Cost**

I have received cost estimates from DFW Communications for the equipment we would need to purchase to equip all personnel and dispatch with resources that are comparable to what we now have. Needed equipment includes the replacement of our current Dispatch console as well as all mobile and portable radios now installed in our vehicles and carried by our personnel. Total estimates for all equipment and installation are \$435,000. I have included a spreadsheet with the listed equipment we would need to purchase per department. This pricing is the same given to the City of Fort Worth and Arlington.

We will of course explore funding options including available grants to supplement this large expense. One available grant program, the Radio Assistance Program, is offered through Tarrant County 911. I plan to submit an application for assistance at the earliest possible opportunity. I know that the Arlington Communications Administrator, Rhonda Shipp, is the current President of the committee that reviews applications to the program and I have spoken to her about our need for any and all consideration.

### **Recommendation**

It is imperative that we receive authorization to proceed by July 1, 2014 to ensure we complete the project deadline as established by DFW Communications. Because projects rarely are completed on-time or ahead of scheduled I would recommend that we receive authorization by June 1<sup>st</sup>. I understand that this authorization will require an amendment to our current capital budget so I would also recommend that we meet with our Finance Officer to discuss our financing options and how to proceed from that standpoint. Please let me know if you need additional information or have any questions.

Cc: B. Reeves; R. Coker

## Town of Pantego Equipment List

Budgetary Estimate: \$435,000.00

### Fire Department

<b>QTY</b>	<b>Description</b>
8	APX6500 Mobile Radio
1	APX6500 Mobile Radio - Dual Head
10	APX6000XE Portable Radio (Green Housing)
10	XE Remote Speaker Micophone (Green)
1	Multi-Unit Charger
4	Single Unit Charger
1	Vehicular Charger

### Police Department

<b>QTY</b>	<b>Description</b>
8	APX6500 Mobile Radio
2	APX7500 Motorcycle Radio
18	APX6000 Portable Radio
18	Remote Speaker Microphone
18	Single Unit Charger
3	APX6500 Mobile Radio - For Voice Recorder
1	APX7500 Consolette - Dispatch
1	MCC7500 Dispatch Console

### Public Works

<b>QTY</b>	<b>Description</b>
7	APX4000 Portable Radio
7	Remote Speaker Microphone
7	Single Unit Charger

---

ID	Task Name	Duration	Timeline
1	Contract Award	1d	
2	Project Kick Off	1d	
3	Detailed Design Review	1d	
4	Amend order if needed	10d	
5	Design/Order approval	1d	
6	Place Order	1d	
7	Equipment Build time	30d	
8	Order Ship	6d	
9	Receive and Inventory	5d	
10	Cutover plan development	5d	
11	Installation of Console System	8d	
12	Test system with subscribers	2d	
13	System optimization	10d	
14	Perform ATP	5d	
15	Cutover FNE	1d	
16	Final Inspection with Customer	1d	
17	Punchlist Resolution	5d	
18	Final Documentation	8d	
19	Final Acceptance	1d	
20	Contract Period	120d	



# AGENDA BACKGROUND

**AGENDA ITEM:** Discussion on the 2014 PantegoFEST

**Date:** February 10, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff is looking for direction from the Town Council regarding the date(s), location, and particulars of the 2014 PantegoFEST in order to prepare a scope of work to be used in the solicitation of bids for an event planner.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Memo from City Manager Matt Fielder



# MEMORANDUM

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

**From:** Matt Fielder, City Manager

**Date:** February 5, 2014

**Subject:** **PantegoFEST 2014 Planning**

---

Based on the discussion and public forum the Town Council has recently held, staff is looking to finalize the details of the upcoming PantegoFEST 2014 in order develop a scope of work to solicit an event planner. Staff is seeking guidance from the Council on the following items:

1. Date – Council has previously established the date as the weekend of September 26 - 27. Staff is seeking to confirm that this remains the preferred date.
2. Location – The event has previously been held on Park Row. Bicentennial Park has also been suggested as a possible location, which would require that scope of the entertainment be revisited.
3. Duration – The event has previously been planned over three days. Shortening it to one day was suggested.
4. Alternative events – It has been suggested that the event include some type of “cook off” to attract people during the day, with music following in the evening.
5. Vendors – It has been suggested that a priority be placed on the use of local businesses as vendors.
6. Ticketing – Previous PantegoFEST’s required the purchase of a ticket for entry. During the public forum, it was suggested that no entrance fee be required.

Staff will incorporate the Council’s direction into a scope of work and request bids from qualified event coordinators and present them at a future Council meeting for consideration.



# AGENDA BACKGROUND

**AGENDA ITEM:** Town Council Meeting March 10th

**Date:** February 10, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The Town Council meeting for March 10<sup>th</sup> is scheduled during the week of Spring Break. Several Council members will be out of town.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A



# AGENDA BACKGROUND

**AGENDA ITEM:** A Resolution authorizing the City Manager to provide Commerce Bank with an updated authorized list of representatives.

**DATE:** February 10, 2014

---

**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

To make updates to our active card user list, the bank needs to have on file a resolution advising them of the Town's authorized representatives.

**FISCAL IMPACT:**

The capability to keep our active card users current, eliminates the risk of non-active members having access to our account or making unauthorized changes.

**RECOMMENDATION:**

Staff recommends approval of the bank resolution with the individuals listed as authorized representatives.

**ATTACHMENTS:**

Commerce Bank Resolution

# Commerce Bank

## Corporate Resolution To Obtain Credit Card Account

The undersigned, \_\_\_\_\_ the Secretary of  
Town of Pantego ("Corporation")  
a Type A Texas General Laws Municipal corporation, does hereby certify that the following  
resolutions were duly and regularly passed and adopted by the Board of Directors of this Corporation, at a  
meeting duly called, on the 10th day of February, 2014, and such resolutions are  
still in full force and effect and have not been amended or revoked.

RESOLVED, that any one of the following:

Matthew Fielder  
Ariel Carmona  
Cherie' Charboneau  
\_\_\_\_\_

be and each hereby is authorized directed and empowered to establish credit card accounts  
“(Accounts”) with the Commerce Bank, N.A. (Omaha, Ne.) (herein called “Commerce”) and to  
execute all documents to effectuate this purpose which he/she may deem necessary and proper,  
including without limitation any application and agreement to open the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may  
from time to time request Commerce to issue bank cards to any person in connection with any of  
the Accounts.

FURTHER RESOLVED, that any one of the foregoing named officers of this Corporation may  
from time to time appoint an Administrator to assist Commerce in the administration of the credit  
card program as provided in the Commerce Bank Commercial Card Agreement.

FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written  
notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply  
with equal force and effect to the successors in office of the officers named herein.

The undersigned further certifies that the specimen signatures appearing below are the signature of the  
officers authorized to sign for this corporation by authority of these resolutions.

### SPECIMEN SIGNATURES:

NAME (typed)	TITLE (typed)	Signature
Matthew Fielder	City Manager	
Ariel Carmona	Finance Director	
Cherie' Charboneau	Accounts Payable	

IN WITNESS WHEREOF, I have hereunto set my hand as \_\_\_\_\_ Secretary  
and affixed the corporate seal of this Corporation this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

(SEAL)

SECRETARY: \_\_\_\_\_



# Commerce Bank

## Program Administrator Delegation

Commerce Bank, N.A. ("Commerce") has entered into an agreement to issue credit card accounts to Town of Pantego ("Customer") and its employees. The Resolution or Authority document executed by Customer grants authority to the officers named therein to appoint an Administrator to assist Commerce in the administration of the credit card program.

In accordance with the above, the individuals listed below are designated as Administrator(s), for Customer. Each hereby is authorized to establish credit card accounts "(Accounts)" with Commerce. The undersigned further certifies that these Administrator(s) are authorized to conduct the Program Administration activities listed below for this Customer by authority of this Delegation including, but not limited to, opening new Accounts.

<b>Individual</b>	<b>Signature</b>
Mattnew Fielder	
Ariel Carmona	
Cherie' Charboneau	

Customer hereby acknowledges and agrees that, in addition to any other duties reasonably requested by Commerce, the Administrator shall undertake the following duties on behalf of the Customer:

- a. The Administrator shall have the responsibilities assigned in this Program Administrator Delegation document, including, without limitation, the ability to request that Commerce issue credit cards to any person in connection with the agreement, to increase or decrease credit limits on each credit card, to suspend accounts, to order or block cash advances, wire transfers and convenience checks, and to perform any other maintenance activity.
- b. The Administrator shall be familiar with all aspects of the credit card program, including, but not limited to, program procedures, number and status of credit cards, employment status of employee cardholders, notice requirements, any disputed transactions, employee cardholder credit limits, statement cycles, billing and payment procedures, general program parameters and status of delinquent charges.
- c. The Administrator shall be responsible for notifying Commerce, in writing, about changes in authorization codes.
- d. The Administrator shall advise Commerce of any employee cardholder's termination of employment.
- e. The Administrator shall take all reasonable actions necessary to retrieve credit Cards issued to employee cardholders whose employment has terminated. Such credit cards shall be immediately destroyed.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



# AGENDA BACKGROUND

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

**DATE:** February 10, 2014

---

**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

The current list of authorized representatives was established in November, 2013 during the time that the town was under the direction of the Interim City Manager. This request is to update that listing to replace the Interim City Manager with my placement as City Manager.

**FISCAL IMPACT:**

The capability to keep our bank accounts solvent to pay day-to-day expenses is impacted by our inability to increase our funding through the use of Texpool funds.

**RECOMMENDATION:**

Staff recommends the approval of the resolution with the individuals listed as authorized representatives.

**ATTACHMENTS:**

Town Resolution  
Texpool Resolution

RESOLUTION NO. 13-16

A RESOLUTION OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO PROVIDE TEXPOOL WITH AN UPDATED AUTHORIZED LIST OF REPRESENTATIVES.

WHEREAS, the Town of Pantego is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("TexPool"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

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

Section 1 that Participant shall enter into a Participation Agreement to establish an account in its name in TexPool, for the purpose of transmitting local funds for investment in TexPool.

Section 2 that the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

List the authorized representatives of the Participant. These individuals will be issued Personal Identification Numbers (PIN's) to transact business via the phone with a Participant Services Representative.

1) Matthew Fielder, City Manager  
(817) 617-3705 Office  
(817) 617-3726 Fax  
[mfielder@townofpantego.com](mailto:mfielder@townofpantego.com) Email

2) Ariel Carmona, Finance Director  
(817) 617-3707 Office  
(817) 617-3726 Fax  
[acarmona@townofpantego.com](mailto:acarmona@townofpantego.com) Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

3) Cherie' Charboneau, Payroll-A/P  
(817) 617-3708-1381 Office  
(817) 617-3726 Fax  
[ccharboneau@townofpantego.com](mailto:ccharboneau@townofpantego.com) Email

\_\_\_\_\_  
Signature

List the name the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Ariel Carmona, Finance Director

Section 3 that this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool receives a copy of any such amendment or revocation.

PRESENTED AND PASSED this 10<sup>th</sup> 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.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jim Jeffrey, City Attorney



# RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

WHEREAS, Town of Pantego / 79038  
(Participant Name & Location Number)

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ Texpool *Prime*"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool *Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool *Prime* account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representatives of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Name: Matthew Fielder Title: City Manager  
Phone/Fax/Email: 817-617-3705/817-617-3726/mfielder@townofpantego.com  
Signature: \_\_\_\_\_

2. Name: Ariel Carmona Title: Finance Director  
Phone/Fax/Email: 817-617-3707/817-617-3726/acarmona@townofpantego.com  
Signature: \_\_\_\_\_

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX – REP

3. Name: Cherie' L. Charboneau Title: Accounts Payable  
Phone/Fax/Email: 817-617-3708/817-617-3726/ccharboneau@townofpantego.com  
Signature: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone/Fax/Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name Ariel Carmona

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

5. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone/Fax/Email: \_\_\_\_\_

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 10th day February, 20 14.

**Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

**NAME OF PARTICIPANT:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

Signature

Printed Name

Title

**ATTEST:** \_\_\_\_\_

Signature

Printed Name

Title

**This document supersedes all prior Authorized Representative designations.**

ORIGINAL SIGNATURE AND DOCUMENT REQUIRED

TEX – REP



# 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 28, 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:
- |                         |                           |  |
|-------------------------|---------------------------|--|
| <b>April 28 – May 2</b> | <b>Monday – Friday</b>    | <b>8:00 a.m. – 5:00 p.m.</b>                   |
| <b>May 3</b>            | <b>Saturday</b>           | <b>7:00 a.m. – 7:00 p.m. (Extended Hours)</b>  |
| <b>May 4</b>            | <b>Sunday</b>             | <b>11:00 a.m. – 4:00 p.m. (Extended Hours)</b> |
| <b>May 5 – 6</b>        | <b>Monday and Tuesday</b> | <b>7:00 a.m. – 7:00 p.m.</b>                   |
- 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 27<sup>th</sup> 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 10<sup>th</sup> 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 27<sup>th</sup> 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

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Firma del concejal firma del concejal

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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:
- |                         |                           |  |
|-------------------------|---------------------------|--|
| <b>April 28 – May 2</b> | <b>Monday – Friday</b>    | <b>8:00 a.m. – 5:00 p.m.</b>                   |
| <b>May 3</b>            | <b>Saturday</b>           | <b>7:00 a.m. – 7:00 p.m. (Extended Hours)</b>  |
| <b>May 4</b>            | <b>Sunday</b>             | <b>11:00 a.m. – 4:00 p.m. (Extended Hours)</b> |
| <b>May 5 – 6</b>        | <b>Monday and Tuesday</b> | <b>7:00 a.m. – 7:00 p.m.</b>                   |
- 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 27<sup>th</sup> 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 10<sup>th</sup> 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 27<sup>th</sup> 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.

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