



Melody Paradise, Mayor
Russell Brewster, Mayor Pro Tem

AGENDA

TOWN COUNCIL

March 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 Personnel Vacancies
 - Update on Social Media
 - Update on the Dinetech Contract
 - Update on the Peak Energy Contract
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 February 24, 2014
 - Acceptance of Minutes of Boards and Commissions:
 - PEDC minutes from February 12, 2014
 - Planning and Zoning minutes from November 4, 2013

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

- Proclamation Poison Prevention Week
- Proclamation Multiple Myeloma Month

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.

PUBLIC HEARING

5. Public Hearing, discuss, and consider action on an ordinance amending the 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 the 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.

RESOLUTIONS

6. Discuss and consider action on a Resolution regarding an Interlocal Agreement with the City of Fort Worth for Animal Control.

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

7. Discuss, direct, and consider action regarding the hiring of an event planner for PantegoFest 2014.
8. Discuss and direct staff on the relocation of the utilities on West Park Row.
9. Discuss, direct, and consider action regarding the hiring of a contractor for Municipal Court collections.

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 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells
 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 Van Hoosier
 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 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, March 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.



AGENDA BACKGROUND

AGENDA ITEM: City Managers Report

Date: March 10, 2014

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

City Manager's Report on topics concerning the Town.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

City Manager's Report



City Manager's Report

To: Mayor Paradise and Members of the Town Council

From: Matt Fielder, City Manager

Date: March 10, 2014

Update on Road Projects

The Contractor is currently working to complete the final punch list tasks on Country Club Court and Peachtree. These include re-pouring sections of curbs that did not pass inspection, as well as making some irrigation repairs. He has stated his deadline for doing so as March 7th. Once complete, the Contractor will do a final clean-up of the job site to the Town's satisfaction.

Update on Personnel Vacancies

At this time, the Town has two vacancies in the Police Department and two in the Fire Department due to resignations in each department. One vacancy in the Fire Department will be addressed with return of Michael Reynolds from his military service. Interviews for the Public Works Director Position have been scheduled for the week of March 10th – 17th.

Update on the Town Facebook Page

Staff has begun the process of re-creating the Town Facebook page. In addition, Staff has researched the PEDC Facebook page and found that currently, only the Shop Pantego page exists. The original PEDC Facebook page became the Town's Facebook page.

Update on Denitech Contract

Staff met with the sales representative from Denitech to discuss the overages in printing and copying costs. Denitech is going to make recommendations regarding amending the contract to address the actual printing levels versus the ones projected in the contract. These recommendations will include strategies for reducing printing, as well as proposing amended contract terms to cover the actual printing amounts. In addition, Denitech will propose set annual increases in the contract amount to replace the current 15% cap on increases to better allow the Town to budget for future printing costs.

Update on Peak Energy Contract

Staff has contacted Peak Energy and requested that they complete an assessment of the performance of their equipment and submit a report to the Town Council. Peak has requested information from Staff to complete the report and we are working to assist them with that.



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: March 10, 2014

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 Reports
Community Development Reports
Municipal Court Reports
Utilities Reports



**Town of Pantego
Monthly Investment Report
As of February 28, 2014**

Book Value of Pool Account, February 1, 2014 \$ 5,287,132

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	2/1/2014	\$ 4,379,823	2/28/2014	0.03%	\$ 1.00
Certificate of Deposits	2/29/2012	\$ 900,000	2/28/2014	0.44%	\$ 900,000

Security	Beginning Book Value	Beginning Market Value	Net Change In Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 4,379,823	\$ 4,379,998	\$ 354,125	\$ 4,733,934	\$ 4,734,123
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
Total	\$ 5,287,132	\$ 5,287,307	\$ 354,125	\$ 5,641,243	\$ 5,641,432

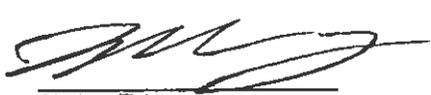
**Pantego Economic Development Corp.
Monthly Investment Report
As of February 28, 2014**

Book Value of Pool Account, February 1, 2014 \$ 298,755

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	2/1/2014	\$ 298,755	2/28/2014	0.02%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change In Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 298,755	\$ 298,767	\$ (89,009.16)	\$ 209,749	\$ 209,758
Total	\$ 298,755	\$ 298,767	\$ (89,009.16)	\$ 209,749	\$ 209,758

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


Ariel Carmona
Finance Director

Pool Information

Location: 79038
TOWN OF PANTEGO

TexPool

Average monthly rate for February	0.0283%
Average monthly allocation factor for February	0.000000776
Information as of	March 3, 2014
Current Interest Rate ⁽³⁾	0.0291%
Allocation Factor	0.000000798
7 day Net Yield	0.03%
Current Pool Balance	\$17,717,162,831.65
Current Weighted Average Maturity ⁽¹⁾	44 days
Current Weighted Average Maturity ⁽²⁾	76 days
Market Value per Share	1.00005

Interest Distribution Report

Generated: 03/05/2014
Settlement Date: 02/28/2014

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
449/TexPool	7903800001	GENERAL FUND	\$99.82	\$4,733,933.88
449/TexPool	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$5.10	\$209,749.45
TexPool Totals:			\$104.92	\$4,943,683.33
Locations Totals			\$104.92	\$4,943,683.33

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.

TOWN OF PANTEGO
CASH & INVESTMENTS REPORT
AS OF: FEBRUARY 28TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	335,264.34				
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				1,462,188.06	
<u>TOTAL 100-GENERAL FUND</u>		<u>336,264.34</u>	<u>252,755.95</u>	<u>0.00</u>	<u>1,462,188.06</u>	<u>2,051,208.35</u>
<u>LONG TERM DEBT FUND</u>						
<u>TOTAL 150-LONG TERM DEBT FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>FIXED ASSETS FUND</u>						
<u>TOTAL 175-FIXED ASSETS FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	123,094.90				
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				626,259.50	
<u>TOTAL 200-WATER AND SEWER FUND</u>		<u>123,094.90</u>	<u>251,751.37</u>	<u>0.00</u>	<u>626,259.50</u>	<u>1,001,105.77</u>
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				132,277.53	
<u>TOTAL 300-CAPITAL PROJECTS FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>132,277.53</u>	<u>132,277.53</u>
<u>INTEREST & 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	FHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				260,929.54	
<u>TOTAL 400-INTEREST & SINKING FUND</u>		<u>0.00</u>	<u>100,700.51</u>	<u>0.00</u>	<u>260,929.54</u>	<u>361,630.05</u>
<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	FHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				323,113.27	
<u>TOTAL 500-STREET IMPVMT CONST FUND</u>		<u>0.00</u>	<u>251,751.37</u>	<u>0.00</u>	<u>323,113.27</u>	<u>574,864.64</u>
<u>PARK ROW PROJ FUND</u>						
550-0-000-204.00	TEXTPOOL				1,407,000.00	
<u>TOTAL 550-PARK ROW PROJ FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,407,000.00</u>	<u>1,407,000.00</u>

CASH & INVESTMENTS REPORT
AS OF, FEBRUARY 28TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>TRUST & 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 DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				114,842.15	
TOTAL 650-TRUST & AGENCY FUND		14,052.20	0.00	0.00	114,842.15	128,894.35
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				128,513.52	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	128,513.52	128,513.52
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				142,468.96	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	142,468.96	142,468.96
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	745.73				
TOTAL 777-PAYROLL IMPREST FUND		745.73	0.00	0.00	0.00	745.73
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				39,076.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	39,076.31	39,076.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #3			0.00		
825-0-000-204.00	TEXPOOL				39,504.75	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	39,504.75	39,504.75
<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 DISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				33,417.26	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	33,417.26	83,767.50

TOWN OF PANTEGO
 CASH & INVESTMENTS REPORT
 AS OF: FEBRUARY 28TH, 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>		0.00	0.00	0.00	24,342.73	24,342.73
<u>PEDC INTEREST & SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				83,346.40	
<u>TOTAL 901-PEDC INTEREST & SINKING</u>		0.00	0.00	0.00	83,346.40	83,346.40
<u>PEDC BOND RESERVE FUND</u>						
<u>TOTAL 902-PEDC BOND RESERVE FUND</u>		0.00	0.00	0.00	0.00	0.00
<u>PEDC OPERATING FUND</u>						
903-0-000-102.00	CASH	3,547.84				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				126,403.05	
<u>TOTAL 903-PEDC OPERATING FUND</u>		3,547.84	0.00	0.00	126,403.05	129,950.89
<u>PEDC ADMIN EXPENDITURE</u>						
<u>TOTAL 904-DORMANT</u>		0.00	0.00	0.00	0.00	0.00
<u>PEDC REDEMPTION FUND</u>						
<u>TOTAL 905-DORMANT</u>		0.00	0.00	0.00	0.00	0.00
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
<u>TOTAL 906-PEDC SALES TAX REVENUE</u>		0.00	0.00	0.00	0.00	0.00
<u>ACCOUNTS PAYABLE IMPREST</u>						
<u>TOTAL 999-DORMANT</u>		0.00	0.00	0.00	0.00	0.00
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ALL FUNDS TOTAL		481,273.90	907,309.44	0.00	4,943,683.33	6,332,266.67
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TOTAL CASH AND INVESTMENTS		481,273.90			5,850,992.77	
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*** END OF REPORT ***

TOWN OF PANTEGO GENERAL FUND REVENUE REPORT FEBRUARY 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	\$ 101,434.70	\$ 100,000.00	\$ 1,434.70	\$ 806,595.41	\$ 755,000.00	\$ 51,595.41	\$ 660,000	8%
Sales Tax	138,744.48	138,000.00	744.48	592,477.83	558,492.25	33,985.58	1,281,969	54%
Franchise Fee - Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee - Communications	25,078.34	25,000.00	78.34	49,775.28	47,600.00	2,175.28	90,000	45%
Franchise Fee - Electricity	-	-	-	-	-	-	175,000	100%
Franchise Fee - Cable	-	-	-	-	-	-	14,000	100%
Franchise Fee - Water & Sewer	2,084.00	2,083.33	0.67	10,420.00	10,416.69	3.31	25,000	58%
Mixed Beverage Tax	-	-	-	9,341.56	5,500.00	3,841.56	11,000	15%
Warrant Charges	12,259.20	8,333.33	3,925.87	46,864.20	41,666.69	5,197.51	100,000	53%
FTA / City (Omni Base)	864.00	708.33	155.67	3,464.25	3,541.69	(77.44)	8,500	59%
Court Fines and Penalties	36,786.95	32,916.67	3,870.28	144,841.42	164,583.31	(19,741.89)	395,000	63%
Special Expense Fee	34,071.30	22,916.67	11,154.63	124,870.15	114,583.31	10,286.84	275,000	55%
Police Accident Reports	26.00	83.33	(57.33)	277.10	416.69	(139.59)	1,000	72%
Civil Justice Fee	0.01	-	0.01	(0.02)	-	(0.02)	-	NA
Child Safety Guard Program	434.90	833.33	(398.43)	3,125.00	4,166.69	(1,041.69)	10,000	69%
Traffic Fees	550.00	666.67	(116.67)	2,760.00	3,333.31	(573.31)	8,000	66%
City Judicial Fee	249.60	250.00	(0.40)	1,142.40	1,250.00	(107.60)	3,000	62%
City Arrest Fees	1,550.40	1,541.67	8.73	7,624.50	7,708.31	(83.81)	18,500	59%
10% Serv Fee from T&A	-	-	-	9,733.66	12,500.00	(2,766.34)	25,000	61%
Time Payment Fee	-	-	-	13,193.62	8,750.00	4,443.62	17,500	25%
Planning and Zoning Fees	-	875.00	(875.00)	-	2,875.00	(2,875.00)	9,000	100%
Plan Review Fees	694.98	583.33	111.65	1,940.49	2,916.69	(976.20)	7,000	72%
Building Permits	3,357.50	3,916.67	(559.17)	24,370.95	19,583.31	4,787.64	47,000	48%
Liquor Licenses	-	166.67	(166.67)	725.00	833.31	(108.31)	2,000	64%
Contractor Registration Fee	1,150.00	916.67	233.33	4,480.00	4,583.31	(103.31)	11,000	59%
Certificates of Occupancy	660.00	541.67	118.33	3,400.00	2,708.31	691.69	6,500	48%
Clean & Show	-	25.00	(25.00)	-	125.00	(125.00)	300	100%
Dog Tag Revenue	10.00	20.83	(10.83)	10.00	104.19	(94.19)	250	96%
NSF Check Fees	-	2.08	(2.08)	-	10.44	(10.44)	25	100%
Ambulance Revenue	15,442.48	12,500.00	2,942.48	52,618.59	50,000.00	2,618.59	120,000	56%
Fire Inspections	2,300.00	500.00	1,800.00	6,205.00	2,500.00	3,705.00	6,000	-3%
Park Rental Revenue	310.00	300.00	10.00	700.00	480.00	220.00	2,500	72%
Gas Royalty Revenue	1,001.50	541.87	459.63	3,954.77	2,708.31	1,246.46	6,500	39%
Copy Fees	-	4.17	(4.17)	-	20.81	(20.81)	50	100%
Sale Of Assets	-	-	-	4,000.00	4,000.00	-	8,000	50%
Interest Revenue	99.82	500.00	(400.18)	934.96	2,500.00	(1,565.04)	6,000	84%
Other Revenue	1,223.22	1,200.00	23.22	16,647.89	18,200.00	(1,552.11)	20,000	17%
Transfers In	38,596.24	38,597.25	(1.01)	192,981.20	192,986.25	(5.05)	451,667	57%
Total	\$ 418,979.62	\$ 394,524.34	\$ 24,455.28	\$ 2,139,475.21	\$ 2,046,643.87	\$ 92,831.34	\$ 4,065,261	

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT FEBRUARY 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	\$ 63,541.32	\$ 67,607.19	\$ 4,065.87	\$ 293,430.44	\$ 334,480.10	\$ 41,049.66	\$ 729,194	60%
Public Works	39,745.10	49,651.97	9,906.87	227,923.20	250,132.38	22,209.18	588,784	61%
Police	81,807.75	89,736.79	7,929.04	488,808.78	534,707.96	45,899.18	1,217,967	60%
Fire	68,184.42	75,307.75	7,123.33	379,602.27	401,992.03	22,389.76	970,030	61%
Municipal Court	25,425.23	27,801.16	2,375.93	155,885.19	162,039.87	6,154.68	368,523	58%
Community Relations Board	-	-	-	5,727.81	5,775.00	47.19	10,500	45%
Special Events	747.24	-	(747.24)	8,620.94	5,000.00	(3,620.94)	5,000	-72%
Total	\$ 279,451.06	\$ 310,104.86	\$ 30,653.80	\$ 1,559,998.63	\$ 1,694,127.34	\$ 134,128.71	\$ 3,889,998	

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT FEBRUARY 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	\$ 32,540.69	\$ 35,000.00	\$ (2,459.31)	\$ 181,013.77	\$ 193,510.29	\$ (12,496.52)	\$ 520,000	65%
Water Tap Fees	-	25.00	(25.00)	-	125.00	(125.00)	300	100%
Sewer Service Charge Fee	30,097.88	30,000.00	97.88	150,589.76	159,041.07	(8,451.31)	375,000	60%
Sewer Tap Fees	-	20.83	(20.83)	-	104.19	(104.19)	250	100%
Trash Collections	7,619.92	7,500.00	119.92	37,744.11	37,500.00	244.11	90,000	58%
Sales Tax on Trash Collections	628.33	708.33	(80.00)	3,116.46	3,541.69	(425.23)	8,500	63%
Recycling	2,034.08	2,416.67	(382.59)	10,783.08	12,083.31	(1,300.23)	29,000	63%
Sales Tax on Recycling	156.04	266.67	(110.63)	836.58	1,333.31	(496.73)	3,200	74%
Penalties	1,710.31	1,250.00	460.31	11,185.84	6,250.00	4,935.84	15,000	25%
N.S.F. Check Fees	-	33.33	(33.33)	150.00	166.69	(16.69)	400	63%
Adm. Serv. Charge / Sewer Impact	820.00	416.67	403.33	4,680.00	2,083.31	2,596.69	5,000	6%
Interest Revenue	-	50.00	(50.00)	279.05	487.50	(208.45)	750	63%
Other Revenue	1,705.94	2,250.00	(544.06)	8,621.93	12,395.33	(3,773.40)	28,000	69%
Trash Contract Payable	(7,619.92)	(7,500.00)	(119.92)	(37,744.11)	(37,500.00)	(244.11)	(90,000)	58%
Sales Tax on Trash Collections Payable	(628.33)	(708.33)	80.00	(3,116.46)	(3,541.69)	425.23	(8,500)	63%
Recycling Contract Payable	(2,034.08)	(2,416.67)	382.59	(10,783.08)	(12,083.31)	1,300.23	(29,000)	63%
Sales Tax on Recycling Payable	(156.04)	(266.67)	110.63	(836.58)	(1,333.31)	496.73	(3,200)	74%
Transfers Out	(29,014.00)	(29,014.00)	-	(202,070.00)	(202,070.00)	-	(405,176)	50%
Total	\$ 37,660.82	\$ 40,031.83	\$ (2,171.01)	\$ 154,450.35	\$ 172,093.38	\$ (17,643.03)	\$ 539,524	

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT FEBRUARY 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	\$ 24,940.06	\$ 27,500.00	\$ (2,559.94)	\$ 126,078.80	\$ 137,500.00	\$ (11,421.20)	\$ 330,000	62%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT FEBRUARY 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	\$ 15,934.45	\$ 16,633.32	\$ 698.87	\$ 84,161.57	\$ 95,070.83	\$ 10,909.26	\$ 290,835	71%
Sewer Expense	33,205.96	33,834.18	628.22	79,203.09	89,785.45	10,582.36	294,605	73%
Total	\$ 49,140.41	\$ 50,467.50	\$ 1,327.09	\$ 163,364.66	\$ 184,856.28	\$ 21,491.62	\$ 585,440	



PANTEGO PUBLIC SAFETY



PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- February 2014

Personnel

Officer Robin Wall agreed to tender his resignation during his training/probationary phase of employment. There are now two openings in the police department. Reserve Officer Chris Watson will assume a part-time status until we are able to fill our open positions.

Firefighter Chris Rossing has resigned his position with the town, for a position with the Benbrook Fire Department. We will utilize part time staff to supplement overtime until the position is filled. Chris is an excellent employee and one of our top performers; he will be missed.

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 Transition Skills.

Police Operational Issues

Nothing to report.

Fire Operational Issues

Quint-1's turbo and turbo actuator were replaced under warranty.

Public Relations & Education

Nothing to report.

EMS Billing

Staff, including myself, Chief Coker, Finance Officer Carmona and Secretary Arrington, met with our Intermedix representative to discuss enhancing our collections methods and improving our rate of return. Several ideas were uncovered that will hopefully increase our future revenues.

Respectfully submitted,

A handwritten signature in blue ink that reads "Thomas D. Griffith, Jr.".

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

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

February, 2014

Citations/Traffic Stops

Officer	Citations	Traffic Stops	Citations YTD
Griffith	1	3	1
Reeves	1	1	11
Moore	70	60	105
Bruton	42	46	143
Wall	31	73	86
Meinke	44	39	119
Marquez	4	5	61
Alvarez	169	120	353
Cisneros	143	80	279
Open Position			
McCann	19	16	47
Whitwell	0	0	0
Watson/ Reserve	0	0	10
TOTALS	524	443	1658

Vehicle Crashes

Crash Type	Quantity.	YTD
Minor	8	15
Major	3	4
Hit & Run	3	5
TOTALS	14	24
Crashes reported to State	11	16

Incident Activity

Officer	Total Calls	Dispatch	Self- Initiated	Arrests	Ytd/ arrests
400 Griffith	20	13	7	0	0
600 Reeves	32	20	12	0	1
610 Whitwell	14	4	10	0	0
620 Moore	203	51	152	9	13
602 Bruton	218	36	182	11	22
603 Wall	287	48	239	19	30
604 Meinke	193	48	144	9	24

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	287	49	238	2	9
606	Alvarez	275	70	205	8	15
607	Cisneros	315	40	275	25	50
609	McCann	262	55	207	0	2
710	Alexander	24	4	20	1	6
711	Hopkins	26	1	25	5	13
602	Watson	0	0	0	0	0
Totals		2,156	439	1,716	89	185
Average Response Time	2:03					

PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



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

Offenses Received	Quan.	YTD
Assault	2	2
Assault Family Violence	1	3
Burglary/Building	1	2
Burglary/Coin-op	0	0
Burglary/Vehicle	1	1
Burglary/Residence	1	1
Delivery Marijuana	0	0
Criminal Mischief	0	1
DWI	3	6
DWLI	3	7
Evading or Resisting Arrest/Detention	1	5
Failure to ID	1	2
Fraud	1	4
Graffiti	0	0
Poss. Controlled Subst.	2	4
Poss. Marijuana	8	12
Robbery	0	0
Theft	6	13
Theft of Motor Vehicle	1	1
Other	10	14
Total Received	42	78

Case Dispositions of Above Totals	Month	YTD
Cases Active	11	20
Cases Cleared	31	54
Cleared Cases Filed with DA	7	14
Cases Suspended-Pending Leads	0	4

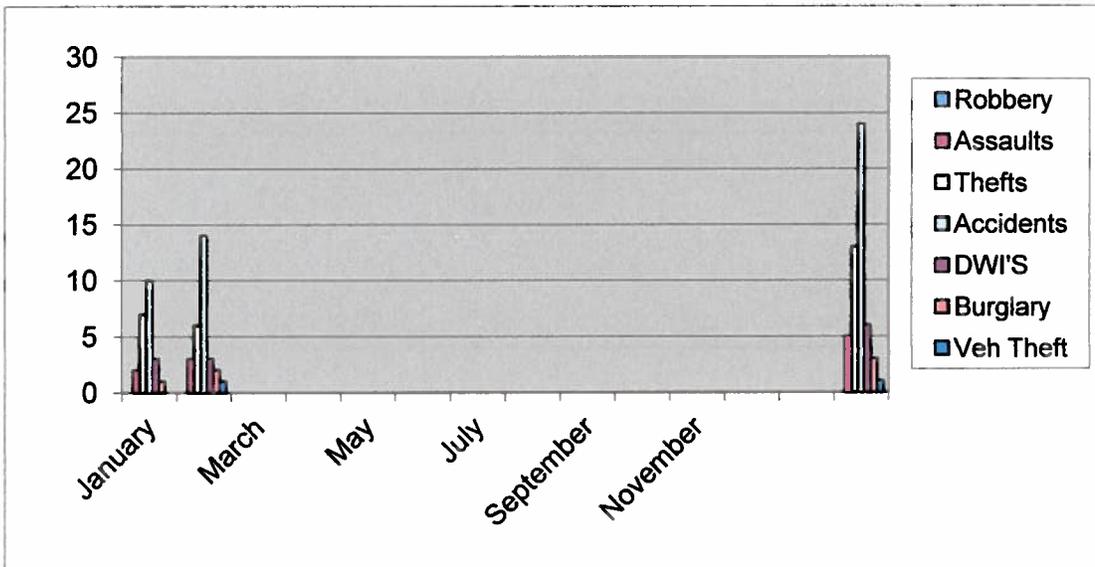
Cases Filed with DA from Previous Report Periods	8	8
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Respectfully submitted,

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	0	3	6	14	3	2	1
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	0	5	13	24	6	3	1



PANTEGO FIRE RESCUE
MONTHLY ACTIVITY SUMMARY
28-Feb-14



FIRE RESPONSES	PANTEGO			AFD		
	MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD
TYPE OF INCIDENT						
Fire						
Structure		1			2	2
Outside				1	1	
Natural Vegetation Fire	1	1		1	2	
Vehicle						
Trash		1				
Cooking Fire, Contained to container						2
Fire Other						
Hazardous Condition						
Arcing - Shorted Electrical Equip.				1	1	1
Equip. Malfunction						
Power Lines		1				
Hazmat						
Hazardous Condition, Other			2		1	5
Heat From Short Circuit, Wiring	1	1				
Overheated Motor						
Gas/Fuel Spill						
Natural Gas Leak	1	2	1			1
Chemical Spill or Leak						
Carbon Monoxide						
Service Call						
Water or Steam Leak			2		1	
Assist Invalid	7	13	8		1	9
Unauthorized Burning					1	2
Rescue						
Utilities						
Smoke Removal						2
Person in Distress, Other	1	2			1	
Service Call, Other		1				
Lock Out						1
Animal Rescue						
Ring or jewelry removal						
Assist PD	1	1		1	1	
Good Intent Call						
Good Intent Call Other	2	11		2	8	7
Dispatched & Cancelled En Route			2	6	6	8
Wrong Location						
No Incident Found On Arrival	1	1	2	1	2	
Investigation						
Cancelled On Scene				8	24	14
Smoke scare, Odor of smoke						
Hazmat Invest, No Hazmat						
False Alarm & False Call						
Unintentional Transmission of Alarm					2	2

Smoke Detector Activation - No Fire		1				1
Bomb Scare - No Bomb						
System Malfunction			1	1	1	1
False Alarm or False Call, Other	1	4	3	3	6	1
CO Detector Activation, Malfunction		1			1	1
Sprinkler Activation, no fire						
Special Incident Type						
Citizen Complaint						
Special Incident Type, Other						
Mutual Aid						
TOTAL FIRE INCIDENTS		16	42	21	25	53
AVERAGE FIRE RESPONSE TIME - PANTEGO		3				
AVERAGE FIRE SCENE TIME - PANTEGO		41.3				
AVERAGE FIRE SCENE TIME - ARLINGTON		14.12				

PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
28-Feb-14							
EMS RESPONSES		PANTEGO		AFD			
TYPE OF INCIDENT	MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD	
MEDICAL EMERGENCIES							
Abdominal Pain	3	4	3				
Allergic Reaction							
Animal Bite							
Assault		1	1				
Back Pain	1	1	2				
Burns	1	1					
CO Poison							
CPR							
Cardiac	2	3	4				
Chest Pains	3	4	6				
Childbirth/Possible Childbirth							
Choking							
DOS							
Drowning							
Diabetic	1	1	1				
Dizziness	1	1	2				
Electrocution							
Eye Injury							
Falls	8	11	4				
Fire/Hazmat							
GSW/Stab							
Heat/Cold							
Hemorrhage							
Medical	7	9	8	20	58	63	
Nausea	1	1					
Other	1	2	4				
Overdose	1	2					
Psych		3	1				
Respiratory	1	4	6				
Seizures	3	5					
Stroke		1	5				
Syncope		2	1				
Trauma	2	5	3				
Unconscious	1	3	5				
Unknown	1	3	4				
MVA - Injury	1	2	1	2	3	3	
MVA - Non-injury				2	3	5	
MVA-Auto Ped				1		1	
MVA - Extrication							
TOTAL PANTEGO EMS CONTACTS	42	72	71	24	64	72	
Mutual Aid to AMR Transports	3	11	10				
Mutual Aid to AMR Cancelled	2	2	6				
Mutual Aid to AMR Total	5	13	16				
AVERAGE EMS RESPONSE TIME - PANTEGO 2.41							
AVERAGE EMS SCENE TIME - PANTEGO 22.68							

PANTEGO FIRE RESCUE						
MONTHLY ACTIVITY SUMMARY						
28-Feb-14						
FIRE TRAINING						
CLASS SUBJECT	HOURS	YTD				
TOTAL HOURS						
EMS TRAINING						
CLASS SUBJECT	HOURS	YTD				
Transition Skills	4					
TOTAL HOURS (Per person)		8				
PUBLIC EDUCATION	MONTH	YTD	MONTH	MONTH	MONTH	YTD
			ADULTS	YTD	CHILDREN	YTD
Fire Extinguisher Class						
School Presentations						
B-day parties						
Spray Downs						
Station Tours		1	2	2	1	1
Special Events	1	1	51	51	11	11
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
TOTAL CONTACTS	1	2	53	53	12	12
BUSINESS INSPECTIONS	MONTH	YTD				
Initial	94	137				
Re-Inspections	8	55				
Plans Review Completed						
C.O Issued	4	11				





PUBLIC WORKS AND COMMUNITY DEVELOPMENT MONTHLY REPORT – FEBRUARY 2014

STREETS & DRAINAGE

Peachtree Lane/Country Club Court

The final walk through of the project was held on February 24, 2014. A punch list was created from that meeting that outlined needed repairs to complete the project. These repairs include some backfill, replacement of curb areas that were damaged or not properly placed originally, irrigation system repairs, general clean up, and a few other items. These items should be completed by the second week in March.

Street Sweeping

The Public Works Department used the new Bobcat sweeper attachment to clean-up the Country Club Court and Peachtree Lane construction areas on February 19th and 26th. The sweeper was successful in removing a lot of the loose dirt, but the area will need to be cleaned further by the contractor.

Sidewalk Repairs

A damaged section of sidewalk at 2304 Stockbridge Court was removed and replaced by the Public Works crew.

WATER

10" Water Line Repair

Public Works crew repaired a leaking section of pipe on Superior Drive. The leak occurred at a coupling that reduced the 10" water line from Pioneer Parkway to the 8" water line on Superior Drive. A new section of pipe, megalug connection and gland were installed on the 10" side of the coupling.

PARKS

Fertilization

Staff fertilized all park areas in preparation for the spring.

Tree Maintenance

Staff removed mistletoe from the reachable areas of the trees throughout the park. Staff is acquiring prices to remove the unreachable areas.

CONTINUING EDUCATION

Juan Longoria attended the Water Distribution Course held by Texas A&M Engineering Extension Services in North Richland Hills.

Josh Brown attended the Customer Service Inspector Course held by Harden and Associates in Midlothian.

Simon McCurley passed the D-Water Operator examination and received his certification.

Chad Joyce passed the International Code Council Commercial Electrical Inspector exam and received certification. This was the last of nine exams required to achieve the Certified Building Official designation with the International Code Council.

WORK HOUR ALLOCATION FOR PUBLIC WORKS STAFF

<u>Department</u>	<u>Percentage of Hours</u>
Water	36%
Wastewater	1%
Administration	16%
Park	16%
General Maintenance	15%
Streets & Drainage	15%
Animal Control	1%

PLANNING AND ZONING

Zoning Ordinance Update

Jacobs Engineers will present the final draft of the Zoning Code Update at the Planning and Zoning Commission meeting on March 3, 2014.

Colonial Savings Electronic Message Center

This Special Use Permit was removed from the agenda. Further investigation into the application revealed that the requested Electronic Message Center was less than 20% of the total sign area and was therefore allowed by code.

CONSTRUCTION AND DEVELOPMENT

303 Median Beautification Project

This project is near completion. TxDOT is still working with the contractor to finish the project. Once all parties are satisfied with the installation, the project will be turned over to the Town.

Colonial Savings

Construction is ongoing for the façade and parking lot improvements on the Colonial Savings at 1605 S Bowen Road. Plans have also been submitted, and are under review, to remodel the interior of this building.

Texas Fitt

The Dance Company space at 1539 S Bowen Road has been taken over by Texas Fitt. Additional work is in progress to construct openings between the two suites.

Mad Mike's Ice Cream

Construction is ongoing 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

The demolition at this address is complete and permits have been approved to remodel the space. The building will house individual executive offices.

Smith Barry Farms Subdivision

- Construction of a 3,153 square foot single-family residential building at 2607 Melbourne Court is complete.
- 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 is ongoing.

CERTIFICATES OF OCCUPANCY

Issued

1. Texas Drug Testing, LLC – 3630 W Pioneer Pkwy #126 – Drug Testing – New Business
2. Semaj Mgmt Corp. – 2202 Raper Blvd (C) – Rental Mgmt – New Business
3. Dake Construction – 2200 Smith Barry Rd #150 – Construction – Business Relocation
4. Professional Framers – 2910 W Park Row Dr – Framing – Business Update
5. Zingem LLC – 3610 W Pioneer Pkwy #103&105 – Software Consulting – New Business
6. Mary Roth Staff Training Programs – 3610 W Pioneer Pkwy #102-108 – Insurance Training – Business Expansion
7. Texas FITT – 1535 S Bowen Rd – Gym – Business Expansion
8. El Chico – 1549 S Bowen Rd – Restaurant – New Owner
9. Paperwerks – 3630 W Pioneer Pkwy #118 – Tax Services – 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. Vihiga International Group – 2101 W Arkansas Ln #3 – Office – New Business
4. AroundJoy at the Hoopshack – 2320 Superior Dr (C&D) – Dance/Fitness – Business Expansion
5. Millco Tax Consulting Services – 3610 W Pioneer Pkwy #206 – Tax Services – New Business
6. Precision Motorsports – 2103 W Pioneer Pkwy #313 – Automotive Repair – Business Relocation
7. Uncle Buck's Automotive – 2101 W Pioneer Pkwy #113 – Automotive Repair – New Business
8. Hairs 2 U – 2400 W Pioneer Pkwy #122 – Beauty Salon – Business Expansion
9. A New Beginning 888.inc – 3279 W Pioneer Pkwy – Healthcare Office – New Business

INSPECTIONS

	JAN TOTAL	YTD TOTAL
BUILDING INSPECTION	3	31
CERTIFICATE OF OCCUPANCY	14	51
CUSTOMER SERVICE INSPECTION	0	2
ELECTRICAL INSPECTION	2	32
MECHANICAL INSPECTION	3	18
PLUMBING INSPECTION	1	35
REINSPECTION	15	61
CODE ENFORCEMENT INSPECTIONS	1	19
TOTAL INSPECTIONS	39	249

CONSTRUCTION VALUES

	JAN TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$450,000.00
EXISTING RESIDENTIAL REMODEL	\$36,027.16	\$184,900.16
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$190,220.00	\$455,755.00
TOTAL VALUE	\$226,247.16	\$1,090,655.16

FEEES COLLECTED

	JAN TOTAL	JAN FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	8	\$660.00	43	\$3,480.00
ZONING FEES	0	\$0.00	0	\$0.00
PLAN REVIEW	2	\$694.98	8	\$1,940.49
BUILDING PERMIT	20	\$3,357.50	92	\$23,870.95
CONTRACTOR REGISTRATION	12	\$1,150.00	48	\$4,480.00
TOTAL FEES		\$5,862.48		\$33,771.44



MUNICIPAL COURT



Municipal Court Collections/ February 2014

On-Time Citations

Fines- \$34,924.30
Fees- \$16,907.80
Total- \$51,832.10

Warrants

Fines- \$61,703.06
Fees- \$22,693.64
Total- \$84,396.70

Court Security Fund- \$1,425.00

Court Technology Fund- \$1,893.00

Accident Reports- \$31.00

Gross Total Revenue- \$136,228.80
Less State Fee's- \$ 39,601.44
Net Revenue- \$ 96,627.36

Presented by: Thressa Householder





AGENDA BACKGROUND

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

DATE: March 10, 2014

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 March 10, 2014:

Professional Services:

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

Purchase Orders:

- 1561 – The Lawn Brigade
 - 1562 – The Lawnmower Place
 - 1563 – Cowser Tire and Service
-

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval
3/10/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Jim Jeffrey	\$3,500.00	February 2014 Legal Fees
Sara Jane del Carmen	\$1,300.00	February 2014 Magistration Services
C.A. Magnuson	\$1,300.00	February 2014 Prosecution Services
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1561 - The Lawn Brigade	\$8,221.00	Completion of Retaining Wall on Country Club Ct.
1562 - The Lawnmower Place	\$1,249.99	Rescue Saw
1563 - Cowser Tire and Service	\$1,451.24	Replacement Tires for Quint
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,201.50	February 2014 Trash Removal
Duncan - Recycling	\$2,063.10	February 2014 Recycling Removal
Voyager Fleet Systems	\$4,513.55	February 2014 Oil & Gas Expense
Gexa Energy (Formerly Direct Energy)	\$16,855.36	Electricity Billing Thru 2/13/14
Ft. Worth Water Department	\$20,687.40	January 2014 Wastewater Services
Commerce Bank	\$2,355.02	February 2014 Credit Card Statement
City of Arlington	\$7,259.32	January 2014 Wastewater Services
City of Arlington	\$1,131.00	March 2014 Radio Lease
Iwerk - TX	\$18,879.25	January 2014 Tech Support Services
Intermedix	\$1,802.93	February 2014 Ambulance Collection Service
Fort Worth Animal Control	\$1,465.00	Quarterly Rabies Control Billing

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

2/27/2014
Account No.: 9.01.06
Invoice # 21739

Legal services
February 1, 2014 – February 27, 2014

Total Hours:	20.20	
(.20 at no charge)		
Hourly Rate:	\$175.00	
Total for Services:		\$ 3,500.00
Expenses:		\$ --
TOTAL BALANCE DUE:		\$3,500.00
Nolan County land issue		\$ 0

MAGISTRATION SERVICE FOR THE MONTH OF FEBRUARY 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**

PROSECUTOR SERVICE FOR THE MONTH OF FEBRUARY 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

TOWN OF PANTEGO

1614 S. BOWEN
 PANTEGO, TEXAS 76013

No. 1561

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
 Ently I.D. #75-1291097

TO LAWN BRIGADE

SHIP
 TO

DATE		ACCT #	DEPT.			
2/26/14		500-5-000-478.10	PUBLIC WORKS			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
		RETAINING WALL COMPLETION @ COUNTY CIVIC COURT (TOTAL PROJECT \$16,355.00)	8221	00		8221 00
					TOTAL	8221 00

CM

[Signature]

APPROVED BY



February 22, 2014

Mr. Chad Joyce
Interim Public Works Director
Town of Pantego
1614 S. Bowen Road
Pantego, Texas 76013

Re: Final Pay Application
From Lawn Brigade
Pantego, Texas

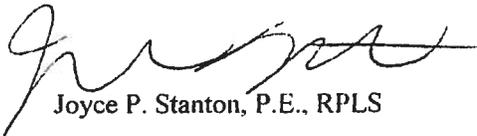
Dear Mr. Joyce,

Attached is the final pay request from The Lawn Brigade for the retaining walls on Country Club Court in the amount of \$8,221.00. This is consistent with his change order dated January 30, 2014.

I recommend this final payment. Feel free to contact me at 817-275-3361 or via email at jstanton@dterry.com with any questions.

Sincerely,

Di Sciullo-Terry, Stanton & Associates, Inc.



Joyce P. Stanton, P.E., RPLS

Cc: Cherie Charboneau

Attachments

The Lawn Brigade

2008 HUNTER GLADE LN
ARLINGTON, TX 76012

Invoice

Date	Invoice #
2/14/2014	30

Bill To
TOWN OF PANTEGO 1614 S. BOWEN RD PANTEGO, TX 76013

Due Date	Remittance
3/14/2014	

Service Date	Description	Amount
2/14/2014	RETAINER WALL INSTALLATION AT COUNTRY CLUB CT- PANTEGO, TX Sales Tax	8,221.00 0.00
We appreciate your business!		Total \$8,221.00



**COMMERCIAL/RESIDENTIAL
LANDSCAPE MAINTENANCE**

(817) 226-3898

**2008 Hunter Glade Lane
Arlington, TX 76012**

(817) 226-3896

**TO: Stanton & Assoc.
908 W. Main St.
Arlington, TX. 76004**

Revised: January 30, 2014

RE: Retaining wall installation @ Country Club Ct. w/ wall along inside of sidewalk on east side of road. This includes #7, 8, 23 & one median on Country Club Ct.

OBJ: To install a retaining wall as discussed with Mrs. Stanton. The wall will include the following:

1748 Pavestone Windsor stones with soil retention fabric

423 Pavestone Windsor wall caps w/ adhesive

The price for this service will be \$16,355.00. If you have any questions regarding this bid please feel free to give us a call.

Note #1) Price includes the following:

- **Burying one course of wall below grade on a (3"-4") compacted decomposed granite footer**
- **Hauling off excavation for wall & footer**

Note #2) Price does not include the following:

- **Repairs to the sprinkler systems disturbed in wall construction.**
- **Demo & haul off of sidewalk**
- **Excavation & haul off of soil outside the perimeter of proposed wall**

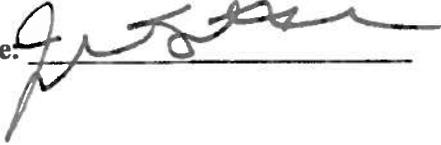
- **Because sod is a perishable product, it is only guaranteed to be in good condition upon installation. No other warranties will apply.**
- **The Lawn Brigade, Inc. will be responsible for marking and protecting any commercial phone, gas, electric and cable lines to the private meters ONLY. Private lines between the meters and the house or any other private lines such as gas grills, yard lights, etc...will be the responsibility of the owner.**

The Lawn Brigade will not be responsible for any damages and /or repairs to any private or improperly marked commercial lines.

- **Bid price is valid for 30 days**
- **Payment terms: Due upon completion**

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

A handwritten signature in black ink, appearing to be "Justin", written over a horizontal line.

Date: _____

1/31/2014

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1562

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 The Lawnmower Place.
1204 North Fielder Rd.

SHIP TO Fire Dept.

DATE		ACCT #	DEPT.			
3-4-13		100-5-150-480.00	Fire.			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
1		MS 4161 R Rescue. Saw	1,249.	99		1249.99
* Budgeted *						
					TOTAL	1249.99

Robert Cohen

[Signature]
APPROVED BY



Pantego Fire Department

Memo# 000

To: City Manager Matt Fielder
From: Assistant Chief Robert Coker
Through: Public Safety Chief Thomas Griffith
Subject: Request to expend funds

Release Date: 03-04-2014

Sir I am requesting to expend budget funds for the purchase of a STIHL chain saw. The purchase of this saw will replace one saw that is over 10 years old. Please see the attached P.O.

This purchase was approved in the 2013-2014 budget.

Cc: A. Carmona

MS 461 R Rescue

Rescue Saws

20 in. Bar : \$1,249.99

Distributor Suggested Retail Price

All pricing on this site is Distributor Suggested Retail Price. This site strives to maintain accurate and current suggested retail pricing. However, dealers' actual prices may vary or change. Please confirm pricing with your dealer.



A proven professional chain saw redesigned exclusively for fire, rescue and emergency service work, the MS 461 R Rescue has what it takes — just ask the Virginia Beach, VA Fire Department who helped us design it. Lightweight and high-powered, even at mid-speed range, this chain saw can cut through even the toughest jobs using its specially designed saw chain in those urgent situations.

Standard Features

- Common Features for Chain Saws

[View](#) the features common to many STIHL chain saws.

Specifications

DISPLACEMENT	76.5 cc (4.7 cu. in.)
ENGINE POWER	4.5 kW (6.0 bhp)
POWERHEAD WEIGHT	7.0 kg (15.4 lbs.)
GUIDE BAR LENGTHS* (Recommended ranges)	40 to 63 cm (16" to 25")
FUEL CAPACITY	800 cc (27.1 oz.)
CHAIN OIL CAPACITY	325 cc (11.0 oz.)
OILOMATIC® CHAIN	3/8" RDR Rescue Chain (RDR)

STIHL recommends (3944) 36RDR-72 STIHL RAPID™ DURO Rescue saw chain in combination with the 20" 3003 000 9421 or the RDR saw chain in combination with the optional depth limiter kit that includes the special 3003 002 9421 guide bar in 20" length. Depth Limiter Kit consists of depth limiter and special 20" guide bar (3003 002 9421) which must be used. Maximum depth of cut with depth limiter is 7.8 in. (20 cm). The actual listed guide bar length can vary from the effective cutting length depending upon which power head it is installed.

Important Information

* The actual listed guide bar length can vary from the effective cutting length depending upon which power head it is installed.

WARNING! Improper use of any power tool may cause serious or fatal injury. Read, understand and follow carefully the operating and safety instructions in your instruction manual before using such products.

STIHL products sold through U.S. STIHL dealers are for distribution in the United States only.

The Lawnmower Place (/)

Authorized Independent STIHL Dealer

Account Login (<https://thelawnmowerplace.stihldealer.net/products/chain-saws/rescue-saws/ms461rescue/?login>)



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MS 461 R Rescue - \$1,249.99 DSRP

★★★★★ 4.7 / 5

[Read all 3 reviews](#) [Write a review](http://reviews.stihlusa.com/7817d-en_us/ms461rescue/writereview.htm?campaignId=BV_RATING_SUMMARY)

Zoom

Distributor Suggested Retail Price

20 IN. BAR DSRP: \$1,249.99

QUANTITY:

1

RESERVE NOW

Reserve Now for In-store Pick Up



A powerful and well-balanced saw that is designed exclusively for fire, rescue and emergency work service.

A proven professional chain saw redesigned exclusively for fire, rescue and emergency service work, the MS 461 R Rescue has what it takes — just ask the Virginia Beach, VA. Fire Department who helped us design it. Lightweight and high-powered, even at mid-speed range, this chain saw can cut through even the toughest jobs using its specially designed saw chain in those urgent situations.

Share

(http://www.addthis.com/bookmark.php?v=300&winname=addthis&pub=ra-4fce3c977115e63f&source=lbx32-300&lng=en&s=google_plusone_share&url=http%3A%2F%2Fthelawnmowerplace.stihldealer.net%2Fproducts%2Fchain-saws%2Frescue-saws%2Fms461rescue%2F&title=MS%20461%20R%20Rescue%20Saws%20-%20Arlington%2C%20TX%20%7C%20STIHL%20Dealer&ate=AT-ra-4fce3c977115e63f/-/530b8a2b65fa47ee/2&frommenu=1&uid=530b8a2b4f5db874&ct=1&pre=http%3A%2F%2Fthelawnmowerplace.stihldealer.net%2Fsearch%2F%3Fsearch%3Dfire%2Bdepartments&tt=0&captcha_provider=nucaptcha)

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Important Information

WARNING! Improper use of any power tool may cause serious or fatal injury. Read, understand and follow carefully the operating and safety instructions in your instruction manual before using such products.

STIHL products sold through U.S. STIHL dealers are for distribution in the United States only.

* The actual listed guide bar length can vary from the effective cutting length depending upon which power head it is installed.

Click to view the STIHL Limited Warranty Time Periods (<http://www.stihlusa.com/information/warranty-service-info/limited-warranty/>)

Are you ready for a STIHL?



(/products/protective-and-work-wear/chain-saw-protective-apparel/)



(/products/chain-saws/saw-chains/)



Oils & Lubricants

(/products/oils--lubricants-and-fuels/oils-and-lubricants/)



Our Dealership



Our Main Site Find Us

(<http://www.thelawnmowerplace.com/>)
Store Info

1204 North Fielder Road
Arlington, TX 76012
(817) 261-1105



STIHL Products

Chain Saws

(/Products/Chain-Saws/)

Trimmers & Brushcutters

(/Products/Trimmers-And-Brushcutters/)

Edgers

(/Products/Edgers/)

Blowers & Shredder Vacs

(/Products/Blowers-And-Shredder-Vacs/)

Hand Tools

(/Products/Hand-Tools/)

Lawn Mower

(/Products/Lawn-Mower/)

Cut-Off Machines

(/Products/Cut-Off-Machines/)

Concrete Cutters

(/Products/Concrete-Cutters/)

Augers & Drills

(/Products/Augers-And-Drills/)



STIHL News



(/WebContent/FileLibraries/Distributor2/Files/promos_lionrebate_BME)

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[Battery Accessories](#)

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Accessories/\)](#)

[STIHL OUTFITTERS™](#)

[\(/Products/Stihl-
Outfitters/\)](#)



<http://www.youtube.com/watch?v=...>



<https://www.stihl.com/usablog.com/>

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TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

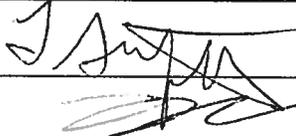
No. 1523

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 Cowser Tire and Service
1700 NE Loop 820
Ft Worth, TX 76105

SHIP TO Fire Dept.

DATE		ACCT #	DEPT.					
2/28/14		100-5-150-356.00	Fire					
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT		
ORDERED	RECEIVED							
2		Dunlop 281 425/65R22.5 Load Range L	1401	24	2	1401	24	
1		Service Call	50	00	ea	50	00	
Budgeted								
 Robert Coker						TOTAL	1451	24

APPROVED BY



Pantego Fire Department

Memo# 000

To: City Manager Matt Fielder
From: Assistant Chief Robert Coker
Through: Public Safety Chief Thomas Griffith
Subject: Request to expend funds

Release Date: 03-04-2014

Sir I am requesting to expend budget funds to replace the front tires on Quint 1. Please see the attached P.O. The requested funds of \$1,451.24 is the cost of the tires and the service call. This is the lower of the two quotes that I received.

This purchase was approved in the 2013-2014 budget.

Cc: A. Carmona



AGENDA BACKGROUND

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

Date: March 10, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

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

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Town Council Minutes from February 24, 2014

PEDC minutes from February 12, 2014

Planning and Zoning minutes from November 4, 2013

Town Council Minutes
February 24, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 24th day of February 2014 with the following members present:

Melody Paradise
Jane Barrett
Don Surratt
Don Funderlic
Charlie Price

Mayor
Council Members

constituting a quorum. The following staff members were present:

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

City Manager
City Secretary
City Attorney
Financial Director
Community Development Director
Chief of Public Safety
Assistant Police Chief
Assistant Fire Chief
Court Administrator

Also in attendance:

Joyce Stanton
Fred Adair

City Engineer
PEDC Secretary

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:33 p.m.

Mayor, Council, and Staff discussed the following consent agenda items:

1. City Manager Report

Ms. Stanton informed Council she met with the contractor and the cleanup will be complete next Monday. The following Monday the concrete will be finalized. There are a few sprinklers that need to be repaired.

Council inquired if Mr. Joyce or Ms. Stanton has spoke to some of the neighbors regarding the project and how their responses were. Mr. Joyce stated both he and Ms. Stanton had spoken to the neighbors and they seemed pleased with the project.

Council asked if the sod has been replaced. Ms. Stanton stated the sod was replaced and the residents were informed to water; however, some of the sod is getting dry. She requested staff to get the word to the residents to continue to water. Council expressed concerns regarding the watering ability in the middle median area and the cost of a sprinkler system to be installed.

Town Council Minutes
February 24, 2014

Council inquired about change orders and the budget of the project. Ms. Stanton stated she is still sorting through the change orders. There was discussion on the ability of the handicap ramp to drain.

Mr. Fielder updated Council on the various open positions within the city. Assistant Chief Reeves has re-posted the open patrol position. The results from the first post did not produce any acceptable candidates. Firefighter Reynolds will remain on active duty through March. Resumes are being received for the Public Works Director.

Mr. Fielder informed Council the issue with the PEDC Facebook page has been resolved. Due to the Town Facebook page being left without an administrator, this issue cannot be resolved. The old page is still visible but not active. Mr. Fielder proposed a cut and paste option for transferring the information from the old page to a new page. In addition there will be a Social Media policy drafted and presented to Council in the near future that will outline the procedures for who is allowed to administer the pages and what happens when an administrator of the page leaves.

Mr. Fielder told Council not all bids have been received for the lighting of the Arch on Park Row and the PEDC Board will discuss this issue in more detail on Wednesday.

Mr. Fielder made Council aware Fire Engine 1 was brought back to the station repaired and in service. The Quint turbo and actuator were repaired under warranty. The Town paid the deductible for the repairs.

Mr. Fielder has spoke to Iwerks regarding the SCADA software. They believe they have a solution but they need to speak with the SCADA developer to discuss the solution.

Mr. Fielder informed Council he was still researching the Peak Energy information. It has been a difficult task with four new employees in Town Hall since July. Council asked if staff can create the information needed. Mr. Joyce informed Council only some of the information can be created by staff. Council asked staff to get Iwerks to create the data needed since they are working on the software issue with the SCADA software. Council was informed this is not an Iwerks issue but a SCADA software issue and the unit is a basic unit. There was discussion on the capabilities of Iwerks. Council requested staff to have the Peak Energy representative come before the Council and help with the issues. There was some discussion on the water well meters and the amount of power used for each well.

Mr. Fielder notified Council he has research the Dinetech contract and verified the charges were within the contract. He went on to explain the contract is written to allow for an increase of 15% each year for the life of the contract, the past overages were left out of the prior Council packets, and the usage reported in the contract does not correspond with the actual monthly usage. Council discussed the cost for copies, the number of copies on average, the difference in black and white copies and color copies. There was also discussion regarding the discrepancies in the presentation given to Council by Dinetech last year.

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

Council discussed the invoice for dirt removal and the purpose for the removal. Council discussed the original construction plan was to remove the dirt from Country Club and use it on Peachtree. There was discussion on the provisions in the contract. Mr. Joyce informed Council there was a purpose to the removal to allow for drainage at the location of the site.

Council discussed the property tax billed on the Avaya invoice and if there was a bill from the State of Texas on the property tax. Ms. Carmona informed Council due to the lease the Town is to pay the property tax. Council requests to see the actual invoice from the taxing authority. The invoice was pulled to allow Ariel time to obtain the backup information for the invoice.

Town Council Minutes
February 24, 2014

Council inquired if Ms. Stanton is reviewing the subdivision regulations or the Zoning ordinance. Mr. Joyce informed Council this is part of the Zoning ordinance update that is currently with Jacobs Engineering. These regulations are being reviewed to eliminate duplication within the Zoning ordinance.

Council inquired if the Town is vacating an easement located at the Pantego Christian Academy. Mr. Joyce informed Council there was a fire easement that was involved in the gated drive approach. Pantego Christian Academy is removing the gates and the fire easement update needs to follow.

3. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- Town Council minutes from February 3, 2014
- Town Council minutes from February 10, 2014

There were some minor changes made to the minutes of February 3rd and 10th, 2014. Council stated they have noticed an improvement in the minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from January 22, 2014

There was not any discussion on the PEDC Minutes.

Mayor Paradise adjourned the work session at 7:33 p.m.

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

Mayor Paradise called the regular session to order at 7:48 p.m.

City Secretary Julie Arrington led the invocation which was immediately followed by the Pledge of Allegiance

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Councilmember Price welcomed everyone to the Council meeting.

Councilmember Barrett welcomed everyone to the Council meeting.

Councilmember Funderlic welcomed everyone to the Council meeting.

Councilmember Surratt welcomed everyone to the Council meeting.

Mayor Paradise informed everyone Mayor Pro Tem Brewster is out sick.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett told Council there has not been a CRB meeting since the last Council meeting. The next meeting of the CRB will be on Tuesday, March 4th. Mayor Paradise informed Councilmember Barrett to expect a new person at the next meeting. Bridgette Potter had expressed interest in becoming a member of the Board to the Mayor.

Pantego Youth Leadership Council

Town Council Minutes
February 24, 2014

Mayor Paradise informed Council the last meeting discussed customer service, performed some role playing especially in a municipality, and talked about social media options, methods, and venues for the targeted audience. The Spring Break trip will be on March 13th and Ms. Arrington is working on the details. It may change to Friday March 14th. The group will visit the Perot Museum, have lunch at El Fenix, and visit Klyde Warren Park.

PEDC REPORT

Councilmember Surratt informed Council PEDC met on February 12th. They continued discussions regarding the Arch lighting at Park Row. PEDC is purchasing more Shop Pantego signs and discussed VIP Grooming, the 2013 Annual Report and the 2014 Strategic Plan. There was discussion on the attendance of the PEDC meeting.

CITIZENS OPEN FORUM

None

APPROVAL OF CONSENT AGENDA ITEMS

Mayor Paradise reminded Council item number 4 was moved up to the Consent Agenda, there were some changes to the minutes and the Avaya invoice was pulled.

Councilmember Surratt made a motion to approve the Consent Agenda items 1 thru 4 and also the Avaya invoice to be pulled while staff researches the invoice and to include any changes discussed on the minutes. Councilmember Price seconded.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nays: None

Abstention: None

Mayor Paradise declares the vote passed unanimously.

ORDINANCES

- 4. Discuss and consider action on an ordinance amending the Town of Pantego Municipal Code: Chapter 14- Zoning: Article 14.02 Zoning Ordinance; Division 11 Special Standards; Part II Sign Requirements; Section 14.02.667 Classifications; Subsection b. Temporary Signs; (6) Political Signs (j) to remove" Town Hall"; Containing a Savings Clause; Repealing all Ordinances in Conflict Herewith; and Declaring an Effective Date.**

This item was discussed during the work session. The Mayor informed Council this is for discussion only and any ordinance or agenda item that involves Zoning must first go to the Planning and Zoning Commission. We are here to discuss if we want to send this to the Planning & Zoning and to educate ourselves of the changes. Mr. Jeffries informed Council Ms. Arrington found out there had been some changes to the State Law on electioneering that affects our ordinance. There was discussion on what our Zoning Ordinance states regarding political signs and what the new law states regarding electioneering. Mr. Jeffries advised Council he recommends making the change so the ordinance is in compliance with the statute. There was discussion on the 100 foot rule of electioneering in regards to private property. Mr. Jeffries informed Council the statute on the 100 foot rule has been in place for a very long time. If the Town's 100 foot mark is on private property the owner can still put up signs in his yard just on the other side of the 100 foot line.

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

5. Discuss and consider action regarding the 2013 Financial Audit by George, Morgan, and Sneed

Daniel Hungerford with George Morgan and Sneed presented the audit to Council. Council had questions on the sales tax, franchise tax, and the large difference in some of the revenue line items as compared to last year. Mr. Hungerford explained there was some back pay from Oncor this year, PantegoFest ticket sales, and more. There was discussion on the depreciation table and accounts. There was discussion on the collectible receivable amounts being 60% of the outstanding balances. There was discussion on the Gatsby 68 and it will not affect the Town this fiscal year. Per the Auditor's there will need to be more research and training for Ms. Carmona and the Auditors on this issue. Council discussed a policy for the sale and disposition of assets. Ms. Carmona informed Council she is working on this policy.

Councilmember Price made a motion to accept the 2013 Financial Audit by George, Morgan, and Sneed as presented. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nays: None

Abstentions: None

Mayor Paradise declared the vote unanimous.

6. Discuss and consider action on the 2014 Compensation Study

Mr. Fielder presented this item explaining the issues with the comparisons of the other communities and with the understanding Council is not being asked for raises across the board. He explained the town cannot fundamentally address all issues. Administrative raises are not a necessity. He feels the Fire Department and Police Department are necessities. He recommends looking at the more chronic issues first. He suggested offering a disability insurance explaining if a firefighter or police officer is injured on the job because there is not disability coverage in place the employee will not have a choice but to sue the Town. Mr. Fielder informed Council the Fire Department is required to have three men on shift at all times and they must be Firefighter Paramedics to be able to handle the town's needs. If the department is short handed then the department must pay overtime. They cannot work a man down. There was discussion regarding the pay of the Firefighter and the Patrol Officer and the difference in pay versus overtime pay. He recommends an incentive pay or certification pay for Public Works training. Mr. Fielder informed Council at this time the first posting of the patrolman position did not result in any good candidates for the position. It has been re-posted. He explained to Council the wages are not competitive enough to bring in the qualified candidate. There was discussion regarding the changes the increase of income would have on the applicants. There was discussion in starting the budget process earlier to allow for the timely discussions of compensation.

Council discussed the comparison of the Pantego employees to other neighboring cities. They feel it is up to staff to come up with sustainable goals to gain revenue and increase our economic development dollars to cover the increased compensation. Council also would like the salary to match the qualification of the employee. Council discussed doing away with Social Security benefits to raise the money for increased wages. There was discussion on the selection of cities in the study. Council directed staff to find ways to increase the Economic Development and to come back to Council with a range of options for revenue and payment of wages. Staff was also asked to look into other health insurance options besides TML.

7. Discuss and consider action regarding the 2013 Annual Racial Profile Report

Town Council Minutes
February 24, 2014

Mr. Griffith presented the Racial Profile Report for 2013 from del Carmen Consulting, LLC as required by State Law. All recommendations by Dr. del Carmen from 2012 were implemented in 2013.

Councilmember Price made a motion to accept the 2013 Annual Racial Profile Report as submitted. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Price

Nays: None

Abstentions: None

Mayor Paradise declared the vote unanimous.

Mayor Paradise recessed the regular session at 7:58 p.m.

Mayor Paradise called the executive session to order at 8:00 p.m.

SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
 1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Wells
 2. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Monica S Cooper
 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 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. – VIP Grooming.

Mayor Paradise adjourned the Executive Session at 8:35 p.m.

Mayor Paradise reconvened into Regular Session at 8:36 p.m.

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

Mayor Paradise opened discussion for Executive Session Item #4. There was no discussion. Councilmember Price made a motion to approve the PEDC recommendation for \$20,000 of help to VIP Grooming in the form of a grant in the amount of \$3,000 and a loan in the amount of \$17,000 with no interest with 24 equal payments to start on the 13th month of the loan. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Funderlic, Barrett, and Price

Nays: Surratt

Abstentions: None

Mayor Paradise declared the vote passed 3-1.

Town Council Minutes
February 24, 2014

Councilmember Surratt informed the Mayor he tends to weigh the factor of location into his decision. He supports VIP Grooming and their principle and approves of their business but cannot support the monetary amount.

COUNCIL INQUIRY

Councilmember Price informed Council he believes the minutes contain too much detail. As compared to the City of Dallas, Fort Worth, and Arlington the Town's minutes are as long as the bigger cities.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:42 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

Pantego Economic Development Corporation
February 12, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 12th day of February 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Don Surratt	Director
Arsalan Gittiban	
Barbara Rogers	
Paul Mayo	
Danny Lakey	

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director

Also in attendance:

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

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

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

INVOCATION

Pastor Mark Burkhart, Lake House Church led the invocation which was followed by the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE
PRESIDENT'S COMMENTS

President Brown welcomed Danny Lakey as a Director on the PEDC Board and welcomed the new City Manager, Matt Fielder.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

The Directors have nothing to report at this time.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder introduced himself to the board and gave some of his professional back ground information.

2. Approval of PEDC Minutes

- **January 22, 2014**

Director Mayo made a motion to approve the minutes as written. Treasurer Gittiban seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- February 12, 2014

The Board inquired about the Milk House Heater.

Director Mayo made a motion to approve the Financials as submitted contingent upon an explanation of the invoice for the Milk House Heater. Director Surratt seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously

CITIZEN'S OPEN FORUM

None at this time.

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

4. Discuss and consider action on the lighting on the Arch on Park Row

Mr. Fielder informed the board the estimated cost of the lights for the Arch is \$2,000 to \$3,000 to have the lights placed on the Arch. Mr. Joyce is still working on obtaining proposals for a permanent solution. There was discussion on the proposals including the total job costs.

5. Discuss and consider action on ordering more Shop Pantego Business signs

Mrs. Mundo informed the Board the cost last year for the signs was \$3.50 each. She is attempting to obtain the static cling signs. She currently has an estimate of \$700 for 200 signs which is a 5 cent increase from last year. There was discussion on the number of signs needed.

Director Mayo made a motion to order 200 business signs for a total of \$700. Secretary Adair seconded the motion.

The vote was as follows:

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

Nayes: None
Abstention: None

President Brown declared the vote passed unanimously.

6. Discussion on the organizing and planning of a Spring event for March

Ms. Mundo reminded the Board at the last meeting there was discussion on using a shopping card with the logos of the participating stores placed on the cards. The shopper will get the card stamped or signed by the store and once the card is full they will drop the card off at Town Hall to be entered into a \$25 drawing. She has designed 3 cards with 12-15 businesses on each card. Ms. Mundo presented the Board with estimates for the cost of the cards as follows: \$120 a one-time set up fee and the printing of the first 100 cards for \$49 a piece.

There was discussion on the size of the cards, the distribution of the cards, and the turnaround for the order of the cards. Ms. Mundo verified the cards are a ½ sheet of card stock and will be distributed by the store to the shopper. The turnaround for ordering more cards is 1-2 business days. The Board believes this is a way to promote Shop Pantego; the businesses must have a logo to promote shopping, and gives identity to the Town.

There was discussion on the prizes and who provides the \$25 for the drawing. It was decided the participating businesses will donate \$25 worth of gift certificates or free merchandise. The businesses are required to send staff a sample of their stamp for the cards to ensure validity of the card for the drawing.

The Board inquired about the direction for tonight's discussion. Ms. Mundo stated she needs a budget and would like to start talking to the businesses in March. There was direction to have this item on the next meeting to discuss the timeframe and further organization of the event.

7. Discuss and direct staff on the 2013 Annual Report

Ms. Mundo gave a rough draft copy of the report to the Board. There was discussion on the differences between the 2013 Strategic Plan and the 2013 Annual Report and the achievements made in 2013. Ms. Mundo requested a more current graphic from Mr. Fielder.

The Board achieved 9 Meet and Greets in 2013, implemented the Shop Pantego website, increased marketing and attended trade shows. Ms. Mundo requested information on the Dog Days of Summer, Holiday of Lights contest, and a list of the Certificate of Occupancy's for 2013.

There was discussion on a way to evaluate the impact the PEDC Board has on the decision for businesses to open in Pantego and to measure the success of the board. There was discussion on the best option to measure an intangible would be possibly through survey's. President Brown informed the Board when he attends the tradeshow's with Ms. Mundo they hand out information regarding Pantego and what the town can offer the businesses but he is unaware of what they do with this information. Ms. Mundo pointed out the Board helped the Towers renovate the shopping center completely but there is not a way to prove the impact the PEDC Board had on the revenue.

Ms. Mundo will add the ribbon cuttings to the report. Secretary Adair would like to see the Easter event on the report due to PEDC's involvement in the businesses at the Easter Event. The Board was directed to inform Ms. Mundo of any other items they would like to have added to the report.

8. Discussion and make recommendations for the 2014 Strategic Plan.

There was discussion on the number of Meet and Greets set as the goal for 2014. Ms. Mundo informed the Board the attendance has dropped over the last three months. The Board likes the

**Pantego Economic Development Corporation
February 12, 2014**

Meet and Greet for feedback and networking purposes. The goal was set at 6 meet and greets for 2014.

Ms. Mundo informed the Board there will be a speaker on healthcare at the next Meet and Greet at Waterford on February 20th.

Discussion was had to add a procedure to the Certificate of Occupancy. Once the Certificate of Occupancy is issued the owner will receive a survey regarding their decision to open a business in Pantego. Ms. Arrington will be given the information to set up the ribbon cutting and will pass all information to Ms. Mundo once the survey is returned and the ribbon cutting is finalized.

The Board requested Ms. Arrington to invite all PEDC Board members to every PantegoFest meeting.

President Brown recessed the regular session at 8:06 p.m.
President Brown called the executive session to order at 8:10 p.m.

SCHEDULES EXECUTIVE SESSION

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

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

President Brown adjourned the executive session at 8:43 p.m.

President Brown reconvened the regular session at 8:44 p.m.

Secretary Adair made a motion to recommend to Town Council a grant in the amount of \$3,000 and a loan in the amount of \$17,000 with the first payment due in 13 months with a total of 24 payments. The motion was seconded by Director Gittiban.

The vote was as follows:

Ayes: Adair, Lakey, Brown, Rogers, Mayo, and Gittiban

Nays: Surratt

Abstention: None

President Brown declared the vote passed with a majority vote of 6-1.

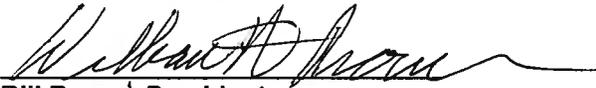
PEDC MEMBER INQUIRY

None

ADJOURNMENT

President Brown adjourned the regular session at 9:34 p.m.

APPROVED:



Bill Brown, President

ATTEST:



Fred Adair, Secretary

Planning and Zoning Commission
Minutes November 4, 2013

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Planning and Zoning Commission of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, on the 4th day of November 2013 with the following members present:

Stephen Smith	Chairman
Fred Adair	
John Richards	
John Kushma	
William Holland	

constituting a quorum. Staff present was:

Chad Joyce	Community Development Director
Chelsea Nelson	P&Z Secretary

(The following items were considered in accordance with the official agenda posted on the 1st day of November 2013.)

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Chairman Smith called the regular session to order at 6:59 PM.

PLEDGE OF ALLEGIANCE

Invocation by Chelsea Nelson. The Pledge of Allegiance was given.

APPROVAL OF MINUTES

1. Commissioner Kushma made a motion to approve the minutes from October 7, 2013. The motion is seconded by Commissioner Richards. The motion passes with two modifications that include listing Commissioner Nolen and detailing approval of case Z-196. The motion passes unanimously.

NEW BUSINESS

1. Public Hearing and consider any recommendation 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.

Nathan Love was present representing El Chico. Commissioner Richards made a motion to approve Zoning Case Z-198, Commissioner Holland seconds and the motion passes unanimously.

Planning and Zoning Commission
Minutes November 4, 2013

ADJOURNMENT

Chairman Smith declared the meeting adjourned at 7:08 p.m.


Stephen C. Smith 3-3-14
Stephen Smith, Chairman

ATTEST:


Chelsea Nelson
Chelsea Nelson, Planning & Zoning Secretary



AGENDA BACKGROUND

AGENDA ITEM: Recognition/Reception

Date: March 10, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The North Texas Poison Control Center and the a Multiple Myeloma representative will be in attendance for the proclamations.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Proclamation for Poison Prevention Week
Proclamation for Multiple Myeloma Month



Proclamation

- WHEREAS,** our society has become increasingly dependent on household chemicals to perform labor-saving, time-saving miracles; and on medicine to provide health-giving, life-sustaining benefits; and
- WHEREAS,** these products, when not used as intended or directed, may be hazardous, particularly if children have access to them; and
- WHEREAS,** over the past 52 years, the nation has been observing Poison Prevention Week to call attention to these hazards and how proper handling and disposal of these substances and proper use of safety packaging can help eliminate them; and
- WHEREAS,** the efforts of our community organizations, complemented by the efforts of the North Texas Poison Center have reduced childhood poisonings in Pantego, Texas; and
- WHEREAS,** the North Texas Poison Center, a regional poison center, located at Parkland Health & Hospital System, provides the ultimate in human service programming, immediate, accessible emergency information to save lives of victims of poison-related emergencies; and
- WHEREAS,** these programs must continue as long as even one child swallows a household product or medicine by mistake.

NOW, THEREFORE, I, MELODY PARADISE, MAYOR OF THE TOWN OF PANTEGO ALONG WITH THE ENTIRE TOWN COUNCIL, URGE ALL CITIZENS TO JOIN ME IN DECLARING:

**THE WEEK OF MARCH 16-22, 2014
POISON PREVENTION WEEK**

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 10TH DAY OF MARCH 2014.

**MELODY PARADISE
MAYOR**



Proclamation

- WHEREAS,** Multiple Myeloma (or Myeloma), the second most common blood cancer worldwide, is a cancer of plasma cells in the bone marrow. It is called “multiple” because the cancer can occur at multiple sites; and
- WHEREAS,** Multiple Myeloma currently affects more than 100,000 people in the United States, with an estimated 20,000 new cases diagnosed each year and 10,000 losing their battle each year; and
- WHEREAS,** once primarily a disease of the elderly, it is now being found in increasing numbers of people under 65; and
- WHEREAS,** because Myeloma is a rare disease there can be a delayed diagnosis, leading to a delayed treatment. For this reason an increased awareness of Myeloma for clinicians and the general public will lead to an earlier diagnosis allowing people to live longer; and
- WHEREAS,** continued investment and innovation is critical to achieve early diagnosis and implement the most effective and safest treatments for Myeloma patients; and
- WHEREAS,** although we have seen important advances in the last decades there is still no cure for Myeloma; and thus, the Town of Pantego is committed to finding a cure and supports the treatment of its citizens that suffer from Myeloma and encourages private efforts to enhance reasearch funding and education programs.

NOW, THEREFORE, I, MELODY PARADISE, MAYOR OF THE TOWN OF PANTEGO ALONG WITH THE ENTIRE TOWN COUNCIL, URGE ALL CITIZENS TO JOIN ME IN DECLARING:

**THE MONTH OF MARCH, 2014
MULTIPLE MYELOMA AWARENESS MONTH**

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 10TH DAY OF MARCH 2014.

**MELODY PARADISE
MAYOR**



AGENDA BACKGROUND

AGENDA ITEM: Public Hearing, discuss, and consider action on an ordinance amending the 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 the 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.

Date: March 10, 2014

PRESENTER:

Tom Griffith, Chief of Public Safety

BACKGROUND:

This is an ordinance allowing for a police officer to tow a vehicle as a result of a Failure to Maintain Financial Responsibility violation.

FISCAL IMPACT:

Increase of revenue by \$25 per citation.

RECOMMENDATION:

Staff recommends the approval of this ordinance as presented

ATTACHMENTS:

A Memo from Tom Griffith and the Ordinance



**PANTEGO POLICE
DEPARTMENT**

MEMO #: 000

To: Matthew Fielder, City Manager
From: Chief Thomas Griffith 
Subject: Towing Ordinance for FMFR Fee
Release Date: February 25, 2014
Effective:

I have revised the ordinance per Council's request to include a Public Safety Fee only for those police pulls that result from a Failure to Maintain Financial Responsibility (FMFR). The amount of time for collection of those fees, from the towing company, has been reduced from 90 to 30 days as well. I have also addressed the concerns of Council regarding the inadvertent stranding of motorists due to the removal of their vehicle from the roadway through the issuance of written policy and we will reinforce policy through additional verbal instruction.

Our attorney, Mr. Jeffrey, has reviewed and approved these changes. I request that this topic be placed on the March 10, 2014 agenda for a public hearing and first and final reading for adoption. Please let me know if you have any questions.

Cc: B. Reeves

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 **resulting from failure to maintain financial responsibility**, which shall be collected by the designated towing service and shall be paid to the town within **30** 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 due to Failure to Maintain Financial Responsibility

The registered owner of each vehicle subjected to a police pull for failure to maintain financial responsibility, shall be assessed a public safety fee of \$25.00 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 of the provisions of any ordinances affecting oil, gas and hydrocarbon exploration, production, treatment, transportation and other development that have 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



AGENDA BACKGROUND

AGENDA ITEM: Discuss and consider action on a Resolution regarding an Interlocal Agreement with the City of Fort Worth for Animal Control

Date: March 10, 2014

PRESENTER:

Chad Joyce, Community Development Director

BACKGROUND:

The City of Fort Worth provides the Town with limited rabies control service and impound and quarantine facilities for animals.

FISCAL IMPACT:

\$6,000 annually

RECOMMENDATION:

Staff recommends Council approve the Resolution and Interlocal Agreement as presented

ATTACHMENTS:

Resolution 14-xxx
Interlocal Agreement with Fort Worth

RESOLUTION NO. 14-xx

A RESOLUTION OF THE TOWN COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH AND BETWEEN THE CITY OF FORT WORTH, TEXAS FOR RABIES CONTROL.

WHEREAS, the Town Council has determined to renew the interlocal agreement with the City of Fort Worth for Rabies Control in the Town of Pantego; and

WHEREAS, the City of Fort Worth agrees to provide Pantego with limited rabies control services in the Town of Pantego, and further that the City of Fort Worth agrees to provide impoundment and quarantine facilities for animals pursuant to this Agreement for the benefit of Pantego.

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

Section 1: the Town Council authorizes the City Manager to enter into an interlocal agreement with the City of Fort Worth, Texas for rabies control in the Town of Pantego.

Section 2: the Town Council agrees and accepts the terms and conditions of the interlocal agreement as presented by the City of Fort Worth in "Exhibit A."

Section 3: this resolution is effective immediately upon passage.

PASSED AND APPROVED this the 10th day of March 2014, at a regular meeting of the Town Council of the Town of Pantego, Texas, by a vote of __ ayes, __ nays and __ abstentions.

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVED AS TO FORM:

James T. Jeffrey, Jr., City Attorney

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

INTERLOCAL AGREEMENT FOR RABIES CONTROL

THIS AGREEMENT is made and entered into by and between the City of Fort Worth, a home-rule municipal corporation situated in Tarrant, Denton, Parker, and Wise Counties, Texas, acting by and through its duly authorized Assistant City Manager (hereinafter referred to as "City"), and the Town of Pantego, a Type A General Law municipal corporation located in Tarrant County, Texas, acting by and through its duly authorized City Manager (hereinafter referred to as "Pantego").

WITNESSETH:

WHEREAS, Chapter 791 of the Texas Government Code authorizes the formulation of interlocal cooperation agreements between and among municipalities and counties for the performance of governmental functions; and

WHEREAS, Chapter 826 of the Texas Health and Safety Code, also known as the Rabies Control Act of 1981 (hereinafter referred to as the "Act"), requires governing bodies of each municipality to designate a local rabies control authority to enforce the Act and minimum standards for rabies control adopted by the Texas Department of State Health Services; and

WHEREAS, Section 826.016 of said Act authorizes a municipality to enter into agreements with public entities to carry out activities required or authorized under the Act; and

WHEREAS, Pantego wishes to participate in an interlocal agreement with City for the purpose of limited rabies control in the City of Pantego; and

WHEREAS, Pantego and City mutually desire to be subject to the provisions of Chapter 791 of the Texas Government Code, also known as the Interlocal Cooperation Act.

NOW, THEREFORE, it is agreed as follows:

1.
PURPOSE

The purpose of this Interlocal Agreement is to enter into an agreement between the City and Pantego whereby, subject to the terms and conditions hereinafter set forth and for the consideration specified below, City agrees to provide Pantego with limited rabies control services in the Town of Pantego, and City agrees to provide impoundment and quarantine facilities for animals pursuant to this Agreement for the benefit of Pantego.

2.
DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

ACT shall mean the Rabies Control Act of 1981, codified as Chapter 826 of the Texas Health and Safety Code.

ANIMAL shall mean any living, vertebrate creature, domestic or wild, other than homo sapiens.

ANIMAL CARE AND CONTROL CENTER shall mean the facility located at 4900 Martin Street, Fort Worth, Texas, which is operated by the City for the purpose of impounding and caring for animals as prescribed by law.

BITE shall mean a bite or scratch capable of transmitting rabies, which is inflicted by an animal on a human.

CAT shall mean a commonly domesticated member of the Felidae (feline) family, other than a lion, tiger, bobcat, jaguar, panther, leopard, cougar, or other prohibited animal.

DANGEROUS DOG shall mean a dog that makes an unprovoked attack on a person or other animal that causes bodily injury and occurs in a place other than an enclosure in which the dog is being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or a dog that commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

DAY shall mean a calendar day or any part thereof.

DOG shall mean canis familiaris.

QUARANTINE shall mean the strict confinement of a biting animal, in accordance with the Act and the Rules.

RABIES shall mean an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

RULES shall mean the rules adopted by the Texas Department of State Health Services for rabies control and eradication under 25 TAC § 169.21 et seq.

STRAY shall mean roaming with no physical restraint beyond the premises of an animal's owner or keeper.

3.
TERM

The term of this Agreement is for a period of one (1) year commencing on October 1, 2013 and ending on September 30, 2014.

4.
SERVICES BY CITY

- A. Hours
City agrees to perform the services annotated in Subsection B below, for Pantego between the hours of 9:00 a.m. and 5:00 p.m. only, Tuesday thru Saturday, excluding holidays, with no after hours service provided.
- B. Rabies Response
In the manner and to the extent that it deems appropriate and in accordance with the Rules and the Act, City will either hold for the 72 hour holding period or euthanize and process for rabies testing bite animals which are presented by Pantego to the City.
- C. Impoundment of Animals
City will board animals delivered to the City's Animal Care and Control Center by Pantego officials.

5.
DUTIES OF PANTEGO

- A. Pantego agrees that it will retain all responsibility for enforcement of all aspects of the Act not covered in Section 4 of this Agreement, including criminal enforcement.
- B. Pantego agrees that it will pursue, at its discretion, the issuance and execution of warrants or other court orders necessary for the seizure of animals requiring quarantine or testing under Section 4 of this Agreement, whose owners have failed or refused to place them for quarantine or testing. Pantego further agrees that City is not required to pursue the issuance and execution of such warrants.

6.
IMPOUNDMENT, QUARANTINE AND DISPOSITION OF ANIMALS

- A. A live, stray animal impounded by the City under this Agreement shall be held for a period of not less than 72 hours unless released earlier to its owner. A quarantined animal shall be held or presented for testing according to the Act and the Rules. Pantego shall provide in writing to the City the date of the bite incident and the animal's date of release from quarantine.

- B. Prior to the expiration of the impoundment period, the City may destroy an impounded animal if the Superintendent of the Animal Care and Control Division or the Animal Care and Control Center's veterinarian recommends and approves such action.
- C. Impounded and/or quarantined animals will be released to their owners upon:
 - (1) Proof of identification;
 - (2) Receipt or other proof of payment to Pantego of kenneling fees;
 - (3) Purchase of a City license tag if the animal is a dog or cat and the owner resides within the City; and
 - (4) Arranging for rabies vaccination for the animal if the animal is a dog or a cat and its vaccination is not current and the animal's owner resides within the City.
- D. The ownership of impounded animals that have not been released to their owners on the expiration of the impoundment period reverts to the City, and the animals may be placed for adoption or euthanized, at the sole discretion of the City.
- E. All quarantined animals from Pantego not reclaimed by their owner will be euthanized, and Pantego will be billed for the cost of quarantine, euthanization and disposal as applicable.

7.
EXCLUSIONS

- A. Nothing in this Agreement shall be deemed as designating the City or an officer or employee of the City as the "local health authority" or "local rabies control authority" of the Town of Pantego as those terms are defined or used in Title 10 of the Texas Health and Safety Code.
- B. Nothing in this Agreement shall be deemed as requiring the City to investigate reports of dangerous dogs, to register dangerous dogs, or otherwise regulate dangerous dogs in the Town of Pantego under the authority of Chapter 822 Subchapter D. of the Texas Health and Safety Code.
- C. Nothing in this Agreement shall be deemed as requiring the City to quarantine or present for testing domestic animals that have been bitten by or directly exposed by physical contact to a rabid animal or its fresh tissues.
- D. **City shall not impound stray animals if Pantego fails to enact and maintain rules or ordinances pursuant to Sections 826.015 and 826.033 of the Texas Health and Safety Code that require animals to be restrained at all times.**

8.
RESPONSIBILITY FOR EMPLOYEES

City employees who provide services under this Agreement are deemed to be City employees when providing such services. City will exercise complete control over the hiring,

training, supervision, and conduct of such employees. City will be responsible for all wages and applicable payroll deductions, unemployment taxes, workers' compensation, insurance, vacations, holidays, and fringe benefits for such employees and for all uniforms, vehicles, and equipment used by such employees for providing services under this Agreement. Pantego shall have no direct supervisory authority over such employees except in emergency situations where the exercise of supervision by Pantego becomes necessary for the resolution of the emergency.

9.

CONSIDERATION

- A. As fair compensation for the services rendered by City to Pantego from October 1, 2013 through September 30, 2014, Pantego agrees to pay City for its services based on the schedule attached hereto as Attachment A, as pertinent, which is hereby incorporated as a part of this Agreement as if it were set forth at length. City may adjust any fee listed in Attachment A during the term of this Agreement by giving Pantego 120 days written notice.
- B. The number of boarding days, for billing purposes, will begin on the day that the animal is impounded and continue as long as the animal is held. In addition to boarding fees, a quarantine fee will be charged on all animals placed into quarantine, and an administrative fee will be charged on all animal impoundments. Euthanasia and disposal fees and head and shipment preparation fees shall be as described in Attachment A.
- C. Pantego will not pay City more than \$ 6,000, in total, for services rendered during the term of this Agreement. This amount shall herein constitute a **not to exceed** limitation placed upon this Agreement, and when such amount is reached, City will cease providing such services. City agrees to provide the City of Pantego with an itemized quarterly bill. Pantego agrees to promptly pay such bills upon presentation by the City, such payments to be made from current revenues available to Pantego, within thirty (30) days of receipt. In the event of the termination of this Agreement, City shall bill Pantego for any outstanding balance, regardless of the amount, and Pantego agrees to promptly pay such bill, within thirty (30) days of receipt.
- D. Pursuant to the requirements of Section 791.011(d)(3) of the Texas Government Code, the amount due City under subparagraph A. above shall be paid from revenues available to Pantego in fiscal year October 2013 through September 2014.

10.
LIABILITIES

- A. To the extent permitted by law, Pantego shall be responsible for all work-related deaths, injuries or diseases of Pantego employees, and, for property damage, personal injury or death caused by Pantego employees or volunteers relating to work provided pursuant to this Agreement.
- B. To the extent permitted by law, City shall be responsible for all work-related deaths, injuries or diseases of City employees, and, for property damage, personal injury or death caused by City employees or volunteers relating to work provided pursuant to this Agreement.
- C. Pantego shall be responsible for all property damages, personal injuries and death arising from the use of Town and Pantego equipment and vehicles caused by Pantego employees or volunteers pursuant to this Agreement. Furthermore, Pantego shall be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen caused by Pantego employees or volunteers during the provision of services hereunder.
- D. City shall be responsible for all property damages, personal injuries and death arising from the use of City equipment and vehicles caused by City employees or volunteers pursuant to this Agreement. City shall also be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen caused by City employees or volunteers during the provision of services hereunder.

11.
IMMUNITY & THIRD PARTIES

- A. It is expressly understood and agreed that, in the execution of this Agreement, neither City nor Pantego waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.
- B. Nothing in this Agreement shall be construed to benefit any third party other than an employee or officer of Pantego or City while in the performance of this Agreement. This Agreement may not be construed to expand the liability of City or Pantego beyond the scope of Chapter 101 of the Texas Civil Practice and Remedies Code, unless specifically stated herein.

12.
TERMINATION

It is further agreed by and between City and Pantego, that City and Pantego shall each have the right to terminate this Agreement upon thirty (30) days' written notice to the other party.

13.
ENTIRETY

This Agreement contains all commitments and agreements of the parties hereto, and no other oral or written commitments shall have any force or effect if not contained herein.

14.
MODIFICATION

This Agreement may be modified by the mutual agreement of the parties, if the modification is in writing and signed by City and Pantego.

15.
SEVERABILITY

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

16.
AUTHORITY

This Agreement is made for City and Pantego pursuant to Chapter 791 of the Texas Government Code.

17.
AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto, and each party hereby certifies to the other that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

18.
FORCE MAJEURE

It is expressly understood and agreed by the parties to this Agreement that if the performance of any obligations hereunder is delayed by reason of war; civil commotion; acts of God; inclement weather; governmental restrictions, regulations, or interferences; fires; strikes; lockouts, national disasters; riots; material or labor restrictions; transportation problems; or any other circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated or not, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay.

19.
FISCAL FUNDING LIMITATION

If for any reason, at any time during any term of this Agreement, the Fort Worth City Council fails to appropriate funds sufficient for the City to fulfill its obligations under this Agreement, the City may terminate this Agreement to be effective on the later of (i) thirty (30) days following delivery to Pantego of written notice of the City's intention to terminate or (ii) the last date for which funding has been appropriated by the City Council for the purposes set forth in this Agreement.

20.
HOMELAND SECURITY

If the United States Department of Homeland Security issues a **Level Orange or Level Red Alert**, City, in its sole discretion, may terminate the Agreement immediately.

EXECUTED in triplicate this _____ day of _____, 20__, in Tarrant County, Texas.

CITY OF FORT WORTH

TOWN OF PANTEGO

Charles W. Daniels
Assistant City Manager

BY: _____
ITS: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

Arthur N. Bashor
Assistant City Attorney

City Attorney

ATTEST:

ATTEST:

Mary J. Kaysar
City Secretary
M&C C-26547

City Secretary

"EXHIBIT A"
SCHEDULE OF FEES TO BE PAID BY PANTEGO

DAILY BOARD FEE

Kenneling (per dog, cat or other small animal)	\$15.00 per day
Quarantine (per animal)	\$20.00 per day
Quarantine fee (per animal)	\$100.00

HEAD PREPARATION AND SHIPMENT

Per Animal Head	\$100.00
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EUTHANIZATION AND DISPOSAL

Per animal	\$50.00
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ADMINISTRATIVE FEE (per impoundment)	\$50.00
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AGENDA BACKGROUND

AGENDA ITEM: Pantego Fest 2014 Event Planner

Date: March 5, 2014

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

Council directed staff to pursue the idea of utilizing an event planner for the upcoming Pantego Fest in order that they bring an expertise in marketing, planning, and coordinating the event to make it more successful than it has been in past years.

Staff incorporated guidance from the Council into a Request for Proposals (RFP) and sent it to five different firms that claimed expertise in festival planning. These included Sponsor Bureau, Brandera, Event Production Services, Flair Events, and NRG Event Productions. Two responded that they could not produce the event at the budget that was provided, and two others were unable to submit a proposal due to scheduling conflicts. The proposal from Flair Events is provided for consideration by the Council.

FISCAL IMPACT:

\$16,350

RECOMMENDATION:

Staff recommends requesting Flair Events to provide a presentation at the next Council meeting and considering approval to engage them at that time.

ATTACHMENTS:

Request for Proposals
Flair Events Proposal



Pantegofest

Marketing and Coordination Proposal

April Coltharp

2014



1040 Falcon Creek Dr
Kennedale, TX 76060

817-614-5530
april@flairftworth.com
www.flairftworth.com

February 28, 2014

Matt Fielder
City Manager
1614 South Bowen Rd
Pantego, Texas 76013

Re: Pantegofest Event Marketing and Coordination

Dear Mr. Fielder,

Flair Events is pleased to submit a proposal for event consulting, marketing and coordination for the 2014 Pantegofest. Our experience in events spans a variety of events in the area including participation as a key player and committee member for Art In The Park in the City of Kennedale. We were also responsible for creating a festival style fundraiser from its inception for a local non-profit in which the key goal was to bring the schools, local businesses and residents together to gain a strong small town community spirit.

We believe we are the best event firm for the project because we are a local company that is familiar with local businesses. We are positioned so that we can partner with the Town of Pantego to assist with public relations between the Town of Pantego/Pantegofest and local businesses, community groups and schools. We will be visible in the community and we will be available for personable face to face meetings with business owners, community groups, or schools that will help build community spirit and the feeling of partnership with the community and the festival.

We are excited about the prospect to work with the Town of Pantego on this project. We look forward to discussing this project with you in the near future. If you have any questions or concerns, please feel free to contact me at 817-614-5530 or april@flairftworth.com.

Sincerely,

April Coltharp
President
Flair Events



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Qualifications and experience

1. Briefly introduce your firm, providing a summary of the positions and names of the core management team which will undertake this engagement.

Who is Flair Events?

Flair Events is a full service event planning company based in the Dallas/Ft Worth area. The company began March 2008 with a focus on wedding planning and coordination, but in January 2011 broadened their focus to encompass social events, corporate events, fundraisers and festivals.

We are a small company that prides itself on personalized service that can be reactive to our client's needs. We keep our business local and believe in building relationships with our clients. This allows for us to be on hand and a face in the community when building sponsorship programs and developing relationships with local businesses while coordinating and planning for festivals.

We will apply our teams event planning experience of designing an event from a to z in creating the business plan from implementation to training, organizing volunteers, exit evaluations, booking vendors and obtaining pre-commitments from sponsors for the next year's event. We want to set up your festival for success, not only this year, but for years to come.



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Qualifications and experience

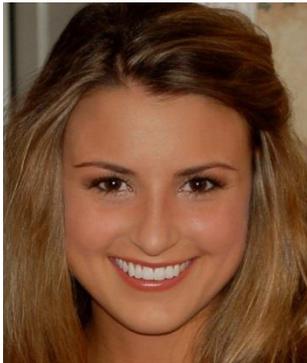
Our Event Team



April Coltharp is the President of Flair Events. April has a degree from the University of Texas at Arlington in Business marketing. She will be the overall project manager and key contact. She has a certification in Wedding and Event Planning and Certification pending in Festival and Event Management.



Kelley Hunt is the Resource Manager. Kelley has a degree from the University of Texas at Arlington in Business marketing. She has over 20 years of experience in events, and will bring her strength of obtaining vendors, entertainment and sponsor opportunities to our team.



Erin Verrett is the Marketing Specialist. Erin has a degree from Baylor University in Communications. She brings a fresh perspective and knowledge of the latest marketing trends, content management and social media.



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Qualifications and experience

2. Describe the experience of the firm in the last thirty six (36) months in performing services in similar size and scope.

Flair Events has been a part of a number of different varieties of events. Listed below are the events that would be considered festivals that have similar goals to Pantegofest and the Town of Pantego. We are excited to show that we have repeat business.

Art In The Park City of Kennedale

Planning Term: September 2013 – Present
2nd year

Art In The Park is a three day festival that is similar in size and scope to Pantegofest. Flair Events primary role in Art In The Park is Sponsorship and Fundraising Coordinator. We consulted with the City Manager acting as Festival Chair and Festival Operations Manager to devise a plan of businesses to target for fundraising, designed the introductory letter, and initial mailing to past and potential sponsors, and developed the sponsorship platform based on current goals, previous experience and success. We apply for grants, make contacts with the targeted businesses and cultivate partnerships with the community.

Flair Events played a secondary role as a part of the Scholarship Auction Fundraiser and arranged for a secondary fundraiser to take place prior to the festival. Flair Events is part of the planning committee that meets once or twice per month and plays an active role sharing ideas and experience with the planning team.

Flair Events was on site as part of the festival management team during the festival in 2013 and plans to do the same in 2014. We played a role in vendor set up and check in, set up of hospitality, help with orchestrating opening and closing ceremonies, vendor checks throughout the festival, greeting and recognizing sponsors during the festival and assist with the VIP reception on closing day.





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**KEF Tailgate Fundraiser
Kennedale Educational Foundation**

**Term: May 2013 - September 2013
2nd year**

The KEF Tailgate Fundraiser is a festival like event in which the entire festival set up, activities and tear down takes place in one evening. April Coltharp, as an unpaid volunteer, played the role as Vice President of Events on the Kennedale Educational Foundation (KEF). KEF has four events per year in which April managed each event. Most planning periods overlapped while all KEF events planning periods were simultaneous to events for Flair Events.



The Tailgate Fundraiser was planned from its inception in the fall semester of 2012 entirely by April and the VP of Business Development, Ann Beck. All aspects from the business plan, site plan, financial plan, sponsorships, plans for activities, tickets, marketing, safety plan, décor, arranging for rentals, vendors, volunteer coordination, and set up and tear down were all managed by April.

**Georgetown Commons Picnic
Georgetown HOA**

**Term: August 2013 – October 2013
1st year**

The Georgetown Commons Picnic is a Homeowners Association ran picnic that has been in place for over 25 years. The picnic was traditionally volunteer driven, but with the decline and age of volunteer resources, the HOA hired Flair Events to plan and manage the event. Flair Events developed a plan, budget, site plan, arranged for catering, activities for all ages, live entertainment, rentals, décor, set up and tear down and directed volunteers.

This event is much smaller in scale; however, the entire event was planned in a very short amount of time and few resources. Flair Events helped the HOA stay under budget and not without the challenge of rain.



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Rates and expenses

1.

Provide a proposed fee schedule. Such schedule should be expressed in a not-to-exceed Maximum amount. Separate costs for travel and related expenses may be expressed Separately, with a total estimated amount included.

Fee Schedule

Flair Events will dedicate our team members' expertise and focus to this project during the time frames outlined on the schedule. We propose to perform the scope of work for a maximum not to exceed amount of \$15,975 based upon the estimated hours shown in the table below.

Task	April \$30 / hour	Kelley \$25.00 / hour	Erin \$25 / hour
Two meetings / month with Town of Pantego (6 months)	24		
Festival Plans and strategies (April 11-May 9)	40	20	8
Event Marketing (May 16 - September 19)			57
Vendor development (May 9 - August 29)	16	32	
Sponsor development (May 9 - August 29)	16	32	
Entertainment development (May 9 - August 29)	16	32	
Volunteer development (May 9 - August 29)	16		
Activities plan and scheduling (May 9 - August 29)	32	16	
Operations (May 9 - August 29)	48		
Operations (August 29 - Sept 25)	60		
Vendors, Sponsors, Entertainment (August 29 - Sept 25)	8	40	
Volunteer management (August 29 - Sept 25)	4		
Festival Weekend	30	30	
Total hours	310	202	65
Total labor	\$9,300.00	\$5,050.00	\$1,625.00
Total labor fee	<u>\$15,975.00</u>		



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Rates and expenses

2.

Expenses not specifically listed will not be considered reimbursable

Expenses

Flair Events shall be reimbursed for the following projected company expenses relating specifically with Pantegofest. Expenses directly related with marketing, operations, rentals etc for the festival have not been determined due to lack of information such as a business plan and strategy. These specific expenses shall be determined during the festival planning and strategy stage in the first four weeks of planning. The following expenses are business expenses Flair Events expects to incur due to Pantegofest:

Mileage – billed according to the current IRS mileage rate	\$250.00
Printing – secondary printing. Primary are expected to be budgeted in the festival budget. Expected to be nominal.	\$50.00
Postage – secondary postage. Primary is expected to be budgeted in the festival budget. Expected to be nominal.	\$25.00



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Project time-line

- Proposals must include a time-line that includes as a minimum, each decision point and milestones for each step of the process.
- Proposals must provide chronological time-line of each task or event and the estimated Time required to complete the engagement.

Flair Events work plan is based on identifying the project goals and setting firm timelines and meeting those timelines. Key decision points and milestones are as follows:

Decision Point/milestone	April EOM	May EOM	June EOM	July EOM	August EOM	September by date
Event Services/Operations						
Business Plan, Strategies & Budget	75%	100%				
Orders for Infrastructure requirements		75%			90%	5th
Site Plan	50%		75%		90%	5th
Safety Plan	50%		100%			
Permits		30%	75%	100%		
Coordinate Permits with food vendors					100%	
Electrical plan	25%		50%		90%	5th
Traffic Plan - Pantego	50%	75%	100%			
Master Festival Schedule			50%	75%	100%	
Marketing						
Branding, Marketing Material	25%	50%	75%		100%	
website updates		monthly	monthly	monthly	monthly	
Marketing Direct Mail / Letter drops					100%	
Media / Press Release / ad placements		20%	40%	60%	80%	
Banners / Signage					100%	
Social media		monthly	monthly	monthly	weekly	weekly



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Project time-line						
Vendors		30%	60%	100%		
Local vendors contact/deadline		50%	100%			
all other vendors		30%	60%	100%		
Finalized and notices out					100%	
Activities						
Community supporters identified	100%					
Marketing for Participants		25%	50%	75%	100%	
Entrants for contests Deadline						12th
Live Entertainment						
Bands		20%	80%	100%		
School Groups / Studios		20%	40%	60%	100%	
Sound & Lighting secured		90%			100%	
Sponsors						
Targets identified	100%					
Letters mailed		100%				
Commitments			50%	100%		
Invited to participate					100%	
Volunteers						
Groups identified	100%					
Applications			20%	50%	90%	15th
Establish needs			100%			
Scheduled						15th
Training						21 st – 24th



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Methodology Including Technical Approach and Scope

1. Proposals must indicate a clear understanding of the scope of the work, including detailed project plan for this engagement outlining major tasks and responsibilities, time frames, and staff assigned for each category of the scope of work identified above.

A. Business Plan & Goals Review

Flair Events will dedicate our team member's expertise and focus to this project during the time frames outlined on the schedule. To enable all parties to understand the role of each team member, as well as project schedule and scope, Flair Events will begin the project with a comprehensive meeting which opens a line of communication among both parties to review the updated business plan, feasibility studies, and evaluations from past years or recent response heard at the Town Council meeting in February 2014. If a business plan has not been created, then Flair Events can be contracted in addition to this contract to help create one. The collaborative effort at this stage ensures that all parties are on the same page and plans are formed and strategies in place to expedite the completion of each task in a shortened event planning time of 5 months (April 15 – September 26).

Flair Events will prepare the detailed plan for which we will follow based on the business plan, goals and market research the client discovered in the initial meetings. In the initial month, the event management plan is established and shall include the following strategies:

- Financial Management
- Marketing Plan
- Event Services and Operations
- Community Engagement
- Risk Management
- Evaluations



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Methodology Including Technical Approach and Scope

B. Financial Management

Flair Events will collaborate with the client to develop a budget as a planning tool based upon goals, the last year's financial statements as a starting point and establish all of the systems to be implemented in order to adhere to the expenditure limits and revenue goals for the festival. During this collaboration we will determine and set priorities, decide on clear guidelines and processes.

The budget developed is somewhat flexible until we have bids and items are firmed up as expenses and revenues are determined. Continuous budget evaluation will be put into place. As expenses are known and contracts begin to be put into place, Flair Events will create a cash flow calendar or spreadsheet to assist with a visual.

Flair Events President, April Coltharp will negotiate with suppliers and present contracts to the City Manager. Flair Events does not enter into any contracts on behalf of the client. The client shall be responsible for the financial bookkeeping according to the federal and statewide requirements for the festival.

Part of financial management is helping to manage revenue producing opportunities. A sponsorship program is an important aspect and can help defray costs of the festival. Flair Events has a strong team in this regard. April Coltharp and Kelley Hunt have a history as a team as well as individually of raising money for clients and as non-profit volunteers. We will put systems in place that have proven successful in past fundraising efforts.

A sponsorship program will be developed within the first month that fits the event culture and goals. The sponsorship strategy will include a consultation with the City Manager in order to establish targeted businesses and individuals to contact and how they will be contacted. Flair Events will assist in obtaining sponsors by implementing a campaign to include a letter, calls, emails, and personal visits as established in the strategy. This is one of the strong advantages Flair Events can provide in that we are familiar with Pantego and surrounding communities and we are in a position to be able to meet with potential sponsors. Sometimes building the relationships and good will with local businesses takes personal contact, and a face to face meeting is the best way to form those relationships. Expenses that may come into play in obtaining sponsorships may be mileage to Pantego (or surrounding communities), and printing and postage to put together a nice packet for presentation as a sponsorship proposal.



1040 Falcon Creek Dr
Kennedale, TX 76060

817-614-5530
april@flairftworth.com
www.flairftworth.com

Methodology Including Technical Approach and Scope

C. Marketing Plan

Branding and the ability for the community to connect with the event is an important aspect of marketing. We will establish the brand for Pantegofest and assist with creative efforts in order to help deliver a brand that is sustainable and used year to year. Flair Events Marketing Manager, Erin Verrett will identify advertising opportunities and negotiate with local media outlets to draw attention to the Town of Pantego and Pantegofest.

In an effort to develop partnerships with the vendors and sponsors that are a part of Pantegofest, we will develop a co-marketing campaign asking participating vendors or sponsors to advertise Pantegofest at their place of business, websites, newsletters and social media. On the other hand, local businesses can be advertised on Pantegofest webpage and spotlighted on social media or blog.

D. Event Services and Operations

Flair Events will coordinate the overall event details that entail the operations, site management and scheduling. A festival program and required resources will be developed based upon the business plan and goals determined in the first meetings with the client.

Strategies and Resources such as:

- Festival Insurance
- Food & Beverage
- Businesses/Vendor Booths
- Alcohol Management
- Communications Plan
- Entertainment
- Site Plan
- Security Plan
- Toilets
- Waste Plan

Flair Events will utilize checklists like the one to the right so that we are sure to cover all the details for each vendor and supplier that is required by the city and state regulations.

Food and Beverage Vendor Checklist

- Complete Food Vendor Application
- Food Safety Supervisor appointed
- Reference check of food vendors
- Vendors confirmed in writing/ contracts developed
- Copies of vendors insurance certificate of currency obtained
- Vendors sent site plan, passes, conditions, payment, power, water supplies etc
- Vendors reminded/confirmed prior to event
- Vendor set up supervisor
- Vendor monitoring, issues management
- Vendor strike supervisor
- Follow up as required

Checklists Provided



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Methodology Including Technical Approach and Scope

D. Event Services and Operations continued

The Town of Pantego shall oversee traffic management, parking, signage and permitting as pertains to the festival site and traffic flow and notification to the residents and local businesses alerting them to the change of traffic patterns and parking limitations.

E. Community Engagement

The primary focus of Pantegofest is for the festival to help establish an identity separate and apart from other communities in the area with a goal to help advertise local businesses and restaurants and introduce new consumers to Pantego. Flair Events will design the event activities and participation to engage the local businesses, churches, schools, and community groups so that these entities will be highlighted.

Flair Events will develop the vendor and sponsor program so the local businesses are viewed as a partner of the festival rather than a “casualty” during the festival weekend. We will approach local businesses for food, beverage and vendor opportunities in such a way that they will be given first choice. Our strategy will give local businesses a separate deadline from other vendors so that we will be able to fill slots by local businesses before we confirm applications with vendors in their category.

The festival can help spotlight local businesses with festival activities as has been done in the past. Flair Events will attempt to engage the local businesses either to have a booth, sponsor an activity or assist with the execution of the activity. Flair Events is not aware of the history or success or failure of past activity type events. In our initial strategy meetings once contracted, we will review the feasibility along with revenue goals and make more firm suggestions.

Suggested Activities

- *5K & Fun Run (The Runner and Run Time)*
- *Hands on Art Experience (Creative Hands and Art Smart)*
- *Homebrew Contest (HomeBrew Supply)*
- *Wine Tasting (Mom’s Liquor)*
- *Photo Booth (Southern Flair Photography)*
- *Chili cookoff (Lion’s Club or Grocery Store)*

Engaging community service groups can help make the festival a community event as well. We can make contact with the local Lion’s Club, Rotary or other service organizations to ask them to



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Methodology Including Technical Approach and Scope

E. Community Engagement continued

volunteer, have a booth for membership or their own fundraisers, and enter into contests such as a chili cook-off for bragging rights! Flair Events will work at involving students from Pantego Christian Academy or AISD schools that Pantego feeds into for festival entertainment as well as volunteers. Students look for volunteer hours and Pantegofest will be a nice opportunity for them to be involved in their community.

Involving school groups in entertainment is also a sure way to get families to the festival and drive attendance. The sidebar recognizes some opportunities for school based entertainment.

Engaging festival sponsors whether they have business or not in Pantego can be involved in the festival programing, VIP treatment at the festival by having a set time that we have some sort of hospitality for them, asking them to Emcee or be a part of opening or closing ceremonies.

E. Risk Management

Flair Events will do a risk assessment and write a safety plan for the festival weekend. We will also have a first aid kit on hand for minor cuts and scrapes. We will train volunteers and make sure they know what to consider an emergency and what to do in case of an emergency or bad weather.

Festival guest safety as well as volunteers will be considered and planned for.

STUDENT BASED LIVE ENTERTAINMENT

PANTEGO CHRISTIAN ACADEMY

- Elementary music
- Band
- Choir
- Theatre Arts
- Visual Arts
- Dance
- Cheerleading

UNITED DANCE AND/OR LEAP OF FAITH DANCE STUDIO

- Dance performances

ARLINGTON SCHOOL OF SELF DEFENSE AND/OR ABA ACADEMY

- Self Defense exhibition
- Karate



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Methodology Including Technical Approach and Scope

F. Evaluations and Sustainability

Flair Events will help design and coordinate each step of planning with the goal for the festival to continue each year without the need to reinvent the wheel each year. Evaluations are a function of sustainability.

Evaluations to question vendors, sponsors, volunteers, schools and local businesses will be designed and put into place to help improve year to year. It is good to know what did we do right and even more important, in what areas do we need to improve. The evaluations will be given to the Town of Pantego for their records when planning the next year's event.

2.

Proposals shall identify progress reports that will be made available during the process and key decision points.

The key to a project's success is communication with the client throughout the planning process. April Coltharp will be the key person to communicate with Matt Fielder, City Manager. With frequent communication, we will be able to adapt and make changes quickly and as necessary.

Communication will be clear and consistent across the planning life cycle. Flair Events will use the following approach to communication effectively during the months leading up to the festival date.

- Face to face meetings on the 1st and 3rd Thursday of the month. These meetings will be approximately 1-2 hours.
- A phone call briefing on the 2nd and 4th Thursday of the month.
- A "quick glimpse" progress report will be emailed each Friday with key decision points, any needed budget approvals, contracts signed or issues that may arise each week.



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Methodology Including Technical Approach and Scope

3. Proposals shall clearly distinguish the Firms' duties and responsibilities and those of the Town.

Flair Events will conduct the duties and responsibilities as outlined above. The Town of Pantego will be responsible for the business plan and feasibility studies as mentioned herein. Should a formal plan or studies need to be made, Flair Events will be available to be contracted to assist with these plans.

The Town of Pantego will be responsible for traffic management and control and parking needs for the festival site and any permitting or permissions required for the event site. The Town will need to provide all signage and staff to ensure safe travel and a safe festival site.

Flair Events will not enter into any contracts on behalf of the Town. All contracts are between the Town of Pantego and the vendor. Flair Events will review and negotiate contracts, but ultimately the decision and financial responsibility is between the Town of Pantego and the contractor.

It may be useful and most economical to use resources the Town of Pantego may already have in place. Examples of such resources are: business listings, contacts and addresses of registered businesses in the community, printing and mailing.



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References

1. Provide references for similarly successful projects from three similar projects, including at least one public agency. Please provide the name of the client, contact name, telephone and email address.

Client: City of Kennedale
Project: Art In The Park
Contact: Bob Hart, City Manager
bhart@cityofkennedale.com
817-985-2102

Client: City of Kennedale
Project: Art In The Park
Contact: Kelly Cooper, Human Resources
kcooper@cityofkennedale.com
817-985-2106

Client: Kennedale Educational Foundation
Project: Tailgate Fundraiser
Contact: Doug Deel, KEF Board Director
dougdeel@sbcglobal.net
817-994-2936

Client: Georgetown Commons HOA
Project: Georgetown Commons Picnic
Contact: Jim Bitencs
817-822-5790

Insurance

Flair Events will provide documentation of required insurance should we be selected.



AGENDA BACKGROUND

AGENDA ITEM: Discuss and direct staff on the possibility of relocating overhead utilities that are in conflict with the Park Row Project.

DATE: March 10, 2014

PRESENTER:

Chad Joyce, Community Development Director

BACKGROUND:

Staff and CMA Architects have met twice with the local utility companies to discuss possible solutions for ensuring that there are no conflicts between the existing utility infrastructure and proposed Park Row Project infrastructure. At a minimum, some of the overhead lines will need to be raised to allow clearance for the new light poles. There may also be the desire to relocate some of the existing poles for the overhead lines in order to allow for the new sidewalks to be as functional and aesthetically pleasing as possible. No funds were included in the original budget to raise or relocate utilities. Funds may be required to investigate the best solutions for mitigating the conflicts with existing utilities, and will definitely be required to mitigate those conflicts. Plans have been included to represent where existing utility and light poles are located, as well as the proposed locations of new lighting.

The purpose of this agenda item is to make Town Council aware of these conflicts and to ask for discussion and guidance on the following points:

- 1) Do we want to pursue expending funds to the utility companies in order to investigate possible conflict solutions?
- 2) Do we want to limit the scope of those investigations to conflicts with the new infrastructure, or also investigate aesthetic conflicts?
- 3) Should we consider increasing the budget and/or decreasing the scope of the project in order to address the conflicts?

Lastly, the existing traffic signal poles where the project intersects at Bowen Road and at Milby Street are located such that they will be in the middle of the accessibility ramps when the project is complete. The conflict of these poles should not make the ramps illegal from an ADA or functional standpoint, but will look cluttered and congested as they sit. The costs associated with replacing these poles are projected at over \$100,000 per intersection. Once again, these funds were not included in the initial budget, but should be considered.

ATTACHMENTS:

Park Row Project Plans

Director's Review: _____ City Manager's Review: <u>MDF</u>

REVISIONS		
NO.	DATE	DESCRIPTION

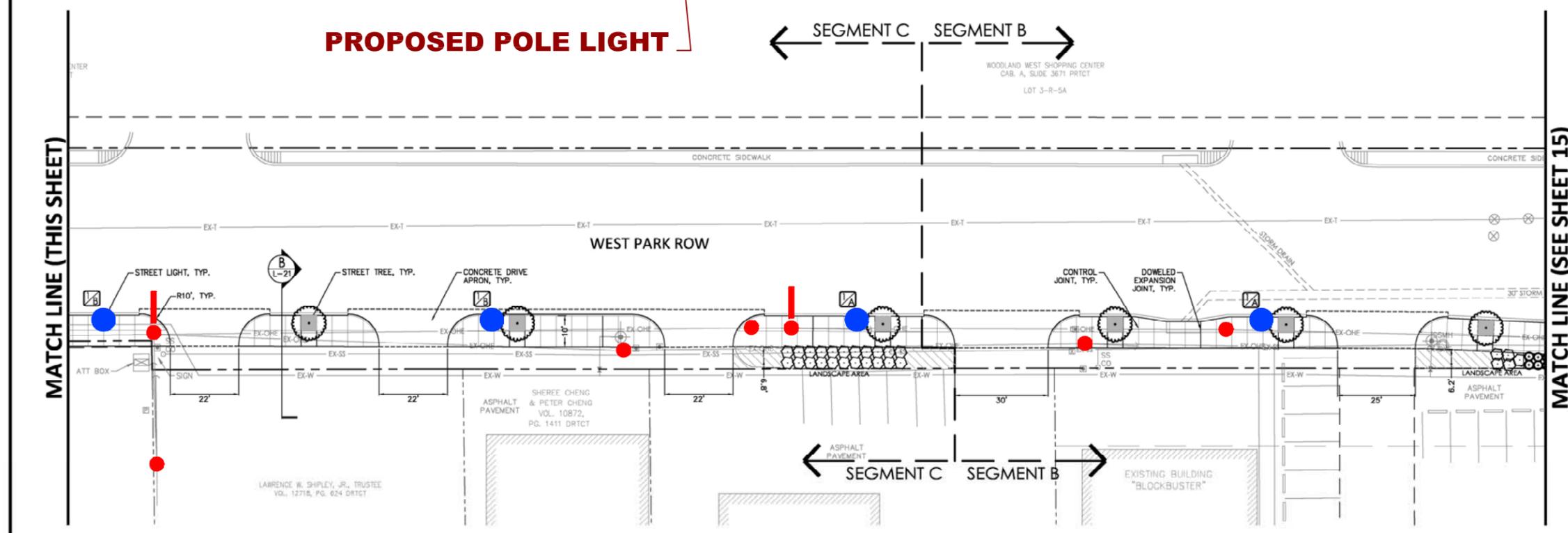
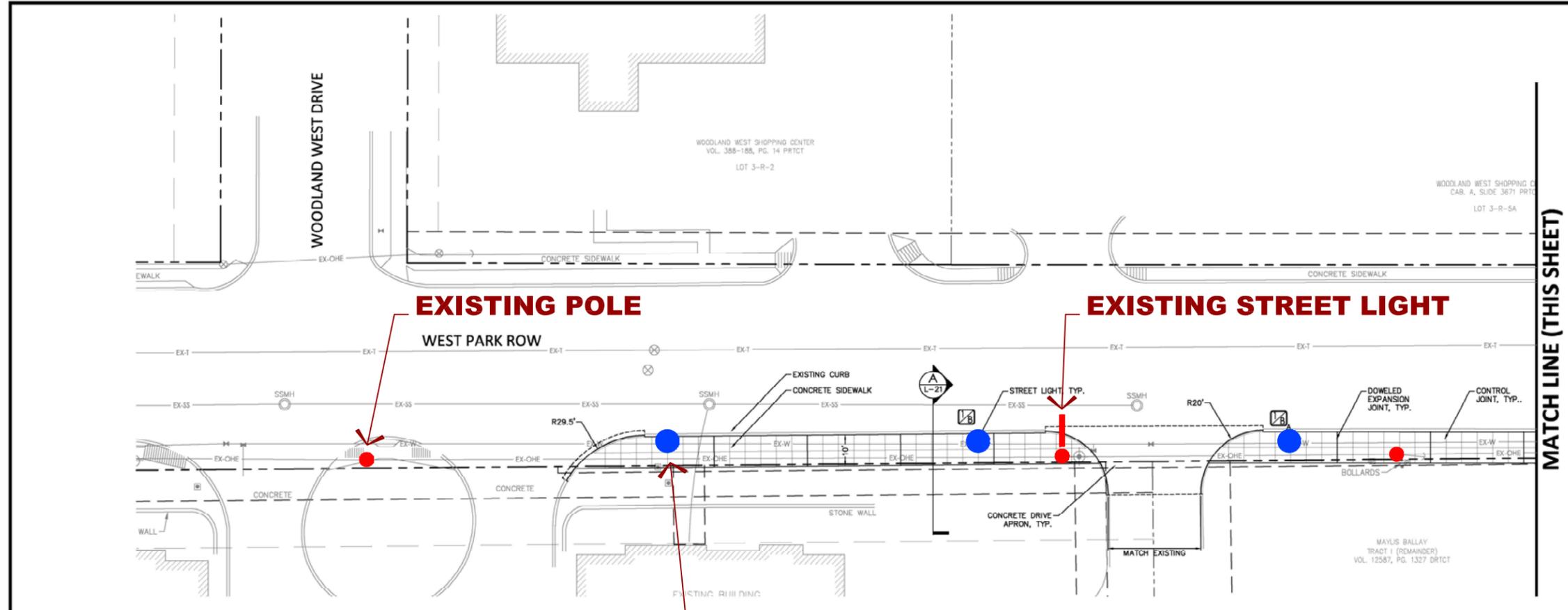
UTILITY NOTE:
 THE EXISTING UTILITIES SHOWN ON THE PLANS WERE COMPILED FROM VARIOUS SOURCES AND ARE INTENDED TO SHOW THE GENERAL EXISTENCE AND LOCATION OF UTILITIES IN THE AREA OF CONSTRUCTION. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE UTILITY INFORMATION SHOWN ON THE PLANS. THE CONTRACTOR SHALL CONTACT A UTILITY LOCATING SERVICE 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITY. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL EXISTING UTILITIES AND DETERMINE IF THERE ARE ANY CONFLICTS WITH THE PROPOSED FACILITIES. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY WHEN CONFLICTS WITH EXISTING UTILITIES ARE DISCOVERED.

LEGEND

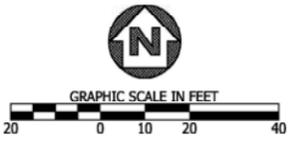
- FIXTURE FOOTING
- STREET LIGHT
- EXISTING TREE

PLANT SCHEDULE

- | TREES | BOTANICAL NAME |
|---------------|--------------------------------|
| | LAGERSTROEMIA INDICA 'NATCHEZ' |
| | QUERCUS RUBRA |
| | QUERCUS VIRGINIANA 'CATHEDRAL' |
| | TAXODIUM DISTICHUM |
| | ULMUS CRASSIFOLIA |
| SHRUBS | BOTANICAL NAME |
| | ILEX CORNUTA 'NANA' |
| | MISCANTHUS SINENSIS |
| | RHAPHIOLEPIS INDICA |
| GROUND COVERS | COMMON NAME |
| | BIG BLUE LILYTURF |
| | ASIAN JASMINE |



PRELIMINARY FOR REVIEW ONLY
 These documents are for Design Review and not intended for Construction, Bidding or Permit Purposes. They were prepared by, or under the supervision of:
 Adam G. Browder
 L.A.#2297



CMA
 architecture • planning • interior design

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 6060 N. CENTRAL EXPY., SUITE 830
 DALLAS, TX 75206-5294
 PHONE: (214) 466-1192
 FAX: (214) 466-1197
 E-MAIL: general@cmatx.com
 CONTACT: STEVE ELLIOT
 selliot@cmatx.com

DUNAWAY
 550 Bailey Avenue • Suite 400 • Fort Worth, Texas 76107
 Tel: 817.335.1121 • Fax: 817.335.7437
 (TX REG. F-1114)

TOWN OF PANTEGO
PARK ROW DRIVE IMPROVEMENTS
STREETSCAPE PLAN - PLAN 1

DESIGNED: AGB	PROJECT NO:	SHEET:
DRAWN: AGB	DATE: 09-30-2013	14 of 28
CHECKED: AGB		

FILE PATH: \\s01\office\pantego\production\2013\09\09\130909\130909.dwg
 PLOT DATE: 09/30/2013 10:28:28 AM
 PLOT BY: A.G.B.
 PLOT SCALE: 1"=20'-0"
 PLOT SHEET: 14 of 28



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action regarding the hiring of a contractor for Municipal Court collections.

Date: March 10, 2014

PRESENTER:

Thressa Householder, Court Administrator

BACKGROUND:

The Municipal Court has a backlog of uncleared warrants. This will allow a third party contractor to help obtain the revenue owed to the Town for the outstanding warrants.

FISCAL IMPACT:

N/A; unless a purchase of the Incode software is required (\$1,300)

RECOMMENDATION:

N/A

ATTACHMENTS:

Proposals from : Municipal Recovery Group
Perdue, Brandon, Fielder, Collins, & Mott
Linebarger, Goggan, Blair, and Sampson
McCreary, Veselka, Bragg, & Allen
Graves, Humphrey's, & Stahl, Ltd
T.M.I.

Memo

To: Matt Fielder, City Manager

From: Thressa Householder

CC:

Date: 3/05/14

Re: Collection Companies

I have met with and interviewed representatives from the following Collection Companies:

- Municipal Recovery Group (MGR);
- Netplea;
- Perdue, Brandon, Fielder, Collins & Mott;
- Linebarger, Goggan, Blair & Sampson;
- McCreary, Veselka, Bragg & Allen (MVBA);
- Graves Humpries & Stahl, Ltd (GHS);
- T.M.I.

I found each company delivers similar services and benefits. All the collection companies will charge the defendant a 30% collection fee on all warrants from June 18th, 2003 to present. They will not charge a fee to collect on any warrants that are older. They will assist with the Warrant Round up by sending out mailers and making phone calls. The mailers will be printed in English and Spanish and they will have call centers with interpreters. Each company is bonded and has a certificate of liability insurance.

I have narrowed down the companies to include:

- Municipal Recovery Group (MGR);
- Perdue, Brandon, Fielder, Collins & Mott;
- Linebarger, Goggan, Blair & Sampson;
- McCreary, Veselka, Bragg & Allen (MVBA);
- T.M.I.

Graves Humpries & Stahl, Ltd (GHS) was not considered because they are attempting to sell a new court software program. They stated they wanted full access to the Court's computer software, which would allow them to make any changes in the warrant file, which would deem our server system unsecure.

After meeting with the Netplea representative they were not considered. I was unclear what services they were going to provide and none of my questions were actually answered.

Each Collection company has submitted a proposal for Council to review. The proposals are contained in the Council Packet.

Some of the differences and the benefits between each of these companies are include in the following:

MBVA, Linebarger, Goggan, Blair & Sampson, Municipal Recovery Group (MRG) and Perdue Brandon Fielder Collins & Mott have a secure website that the Court can access to see live and up to date progress on each warrant reducing any errors.

MBVA has agreed to pay for our Collections module with Incode and the first year's annual fee of \$1,275.00. They are located in Round Rock.

Perdue Brandon Fielder Collins & Mott stated they will provide and install credit card scanners and a laptop for the warrant vehicle. They are located in Arlington.

Linebarger Goggan, Blair & Sampson is the largest collection company I spoke with. They have over 33 offices, with 30 being in the State of Texas. They are doing collections for our neighboring cities and have great feedback from those Cities. They offer the services of an Office of Court Administrations Audit Team. They are also familiar with the use of Incode. They are open to negotiate any service or enhancement of services. They are located in Ft Worth.

T.M.I. and Municipal Recovery Group (MGR) are small but a growing company in the Collections field.

It is imperative to ensure the warrants are closed out and cleared when working with a third party collection company. Failure to have this as the highest priority may cause undue liability for the Town and an arrest on an individual causing a 4th Amendment violation; unlawful arrest, search and seizure.

The decision to go with a collection company has not been entered into without some concern to the added workload to current staff. Utilizing any collection company will result in frequent, daily communications between the Court employees and the collection company to clear or lower owed fines on an individual's warrants. This will increase the amount of phone calls, emails, and walk-in payments to the Court. In turn, Police Dispatch must be contacted to lower or clear the warrant daily to insure all files are kept up to date.

We are requesting guidance from council in choosing the two to three companies to invite for presentations.

Thank you,

Thressa Householder

Court Administrator

MRC municipal
recovery
group

DEBT COLLECTION SERVICES

Phone : (800) 897-7508

Fax : 888.252.7940

5353 Alpha Rd. ste 210

Dallas, TX 75240

e: info@municipalrecoverygroup.com

www.municipalrg.com

**RECOVER LOST REVENUE OWED TO THE CITY
WITH A ZERO COST CUSTOM COLLECTION PROGRAM.**

Put money back in the bank

Collect from Delinquent Debtors!

about mrg

with over 15 years of specializing in municipal debt ... we are perfect!

We are a collection firm built specifically for municipal debt collection. We understand that this type of debt is not the same as collecting commercial debt, there are laws and regulations. We have built an effective collection program that is fully compliant and delivers results.

Municipal Recovery Group was established to specialize in the management and collection of Municipal and County accounts receivable, warrants and governmental issuances. It is this particular specialization that sets us apart from our competition. Our sensitivity to our client's needs, along with the continual pursuit of innovative methods of operation have resulted in the development of systems and procedures that have established Municipal Recovery Group as an outstanding leader in the governmental collection industry.

Our firm flourishes in performing an effective Government Collections program. We exhibit unrivaled knowledge regarding this special kind of service. It's in our best interest to meet the requirements specified by the municipality to ensure an effective working relationship.

"We built a system that WILL find those who owe your court. We WILL recover for you."

Services Included:
Nationwide Skip-Tracing
Mailing Collection Notices
Call Center (Inbound and Outbound Calls)
Professional Collection Staff
Establishing and Monitoring Payment Plans
Reporting to Credit Bureaus
Payment Processing

our customized services

we are good at what we do because we are VERY efficient with a strong tech advantage.

Our firm handles all of the municipalities collectables, but the following are in HIGH DEMAND for all municipalities who contract us. So, we wanted to high-



Traffic Tickets

Millions of dollars in outstanding traffic fines remain unpaid each year. Our collection staff is specifically trained in collecting this type of debt for your court. Our results are proven and our methods are effective. Let us recoup your lost revenue.



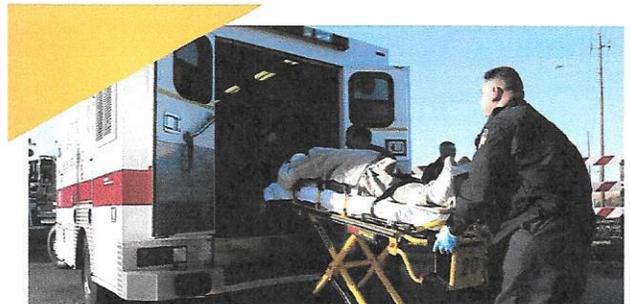
Unpaid Utility Accounts

Water usage fees represent a big part of municipal revenue. Most of the outstanding revenues from unpaid water accounts are a result of a resident moving away. Our staff is capable of locating debtors with their date of birth and last known address.



Code Enforcement

Code Enforcement Violations: Trash pickup, high grass, illegal storage, graffiti, junk motor vehicles, garage sales, mandatory watering guidelines. We can recover a majority of missing revenues by reporting delinquent accounts to all three major credit bureaus.



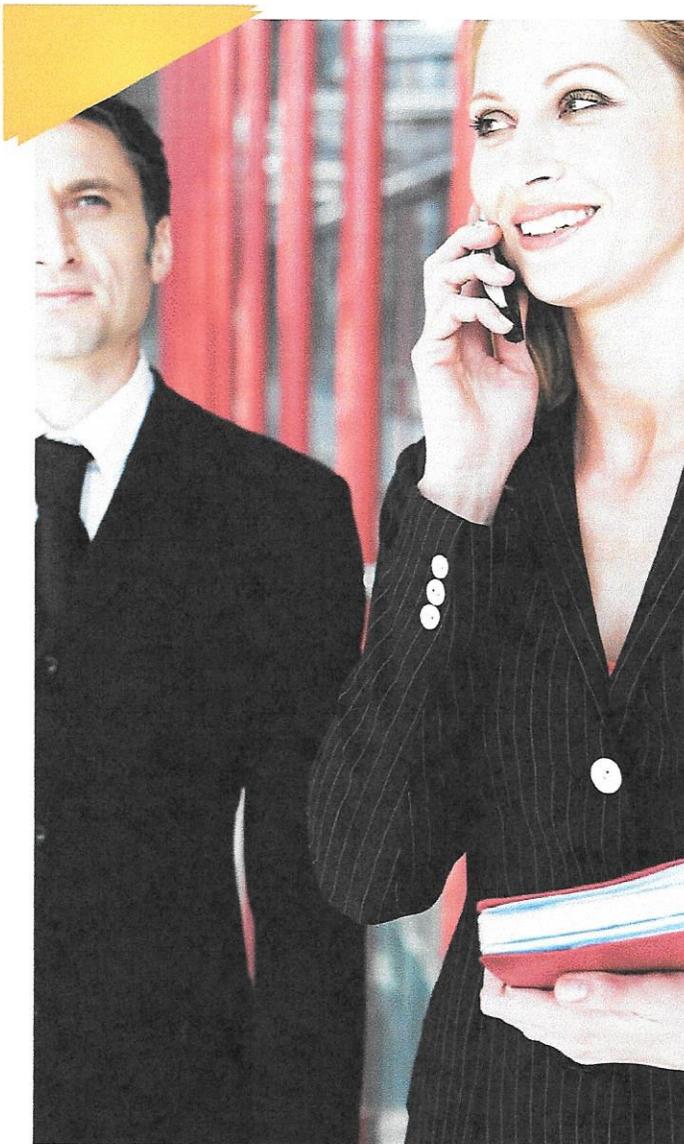
Emergency Medical Services

Fire runs and Emergency Medical Services all play a vital role in providing services to local residents. Today the handling of medical documents and personal information is highly regulated. Fully HIPPA compliant we follow ALL requirements and regulations.

our unique skill set

our skills, talents, and abilities to collect will deliver results

We exhibit unrivaled knowledge regarding this special kind of service. It's in our best interest to meet any requirements specified by the municipality to ensure an effective working relationship.



with a professional management team we constantly keep on methods that will bring in the quickest results

data transfer made simple

We make the process of transferring data from a municipality to a third party debt collector is easier than ever. We can accept many formats produced by data management software used in most municipalities. Establishing working relationships with major software vendors has enabled us to effectively transfer accounts or cases to our office seamlessly with little burden discharged to the municipal staff. We can accept accounts any way the city desires, magnetic tape, electronic files, PDF, DAT file, printouts or physical copies. We First have to determine which data format we will be importing into our CDS collection software. We can accept any and all forms of data.

a snapshot

→ Data Transferring / Data Integration

→ Collection Letters

→ Telephone Calls

→ Skip Tracing

→ Reports

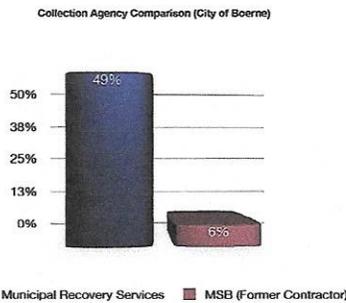
→ Payment Plans

→ Acknowledgments

recent results

here are some of the results we have delivered for our clients

unlike others, our process speaks for itself



Source : City of Boerne Court Administration Reports

approx \$127,000.00 collected!

Client
City of Boerne (Texas)

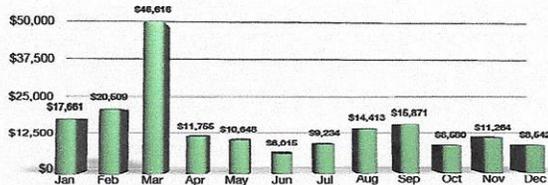
Website
www.ci.boerne.tx.us

we collected 9x MORE than the previous guys!

Source :
City of Boerne Court Administration Reports

In less than a period of 12 months, we collected 9x MORE than the previous contractor. The truest measure of our success is based solely upon undeniable results. The effective managerial staff of Municipal Recovery Group has instituted a collection policy that enables our staff to operate and thrive. Our business has been established to function with ethical and moral principles that insure that we maintain the highest standards of business and professional conduct.

City of Lakeway 2009 Collection Results



Total Dollar Amount Collected 2009
\$181,109.09

over \$181,000.00 collected!

Client
City of Lakeway (Texas)

Website
www.cityoflakeway.com

we collected over \$46,000 in ONE Month for this client!

Totaling over \$181,000.00 the City would have NEVER recouped without Municipal Recovery Group...

The truest measure of our success is based solely upon undeniable results. The effective managerial staff of Municipal Recovery Group has instituted a collection policy that enables our staff to operate and thrive.

So, you see the choice is simple for your collections.

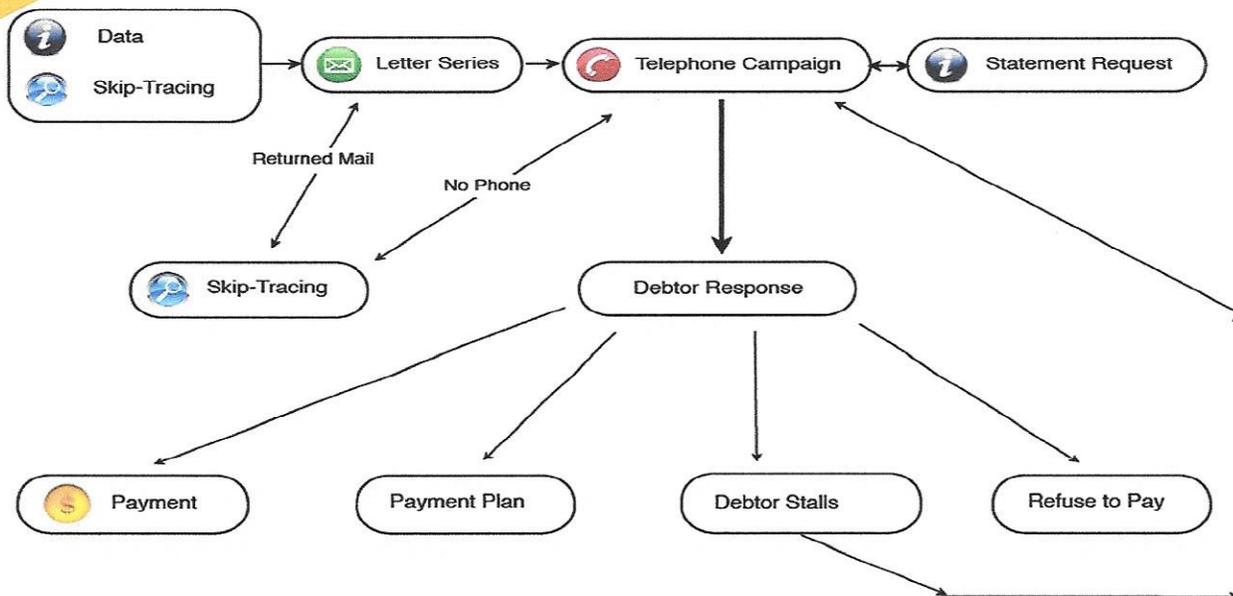
Get your lost revenue recouped Today!

our expert strategy (well, part of it)

we call this “the immediate response” we are perfect for your court!

After we receive the data, the process starts! The first of the letter series would be within 24 hours depending on volume. Following this will be a diligent record of contact and excellent customer service to make payment options very easy.

Collection Workflow Chart



➔ **Data processed;
we start in 24 hrs**

As soon as we get the data we will process the collection records and get the process rolling it is in our best interest to get a quick start to this!

➔ **14 Day contact
with defendant**

We strongly believe in constant contact. We employ all methods of consistent contact and follow up to ensure the best results for your court.

➔ **Track our progress
with online portal**

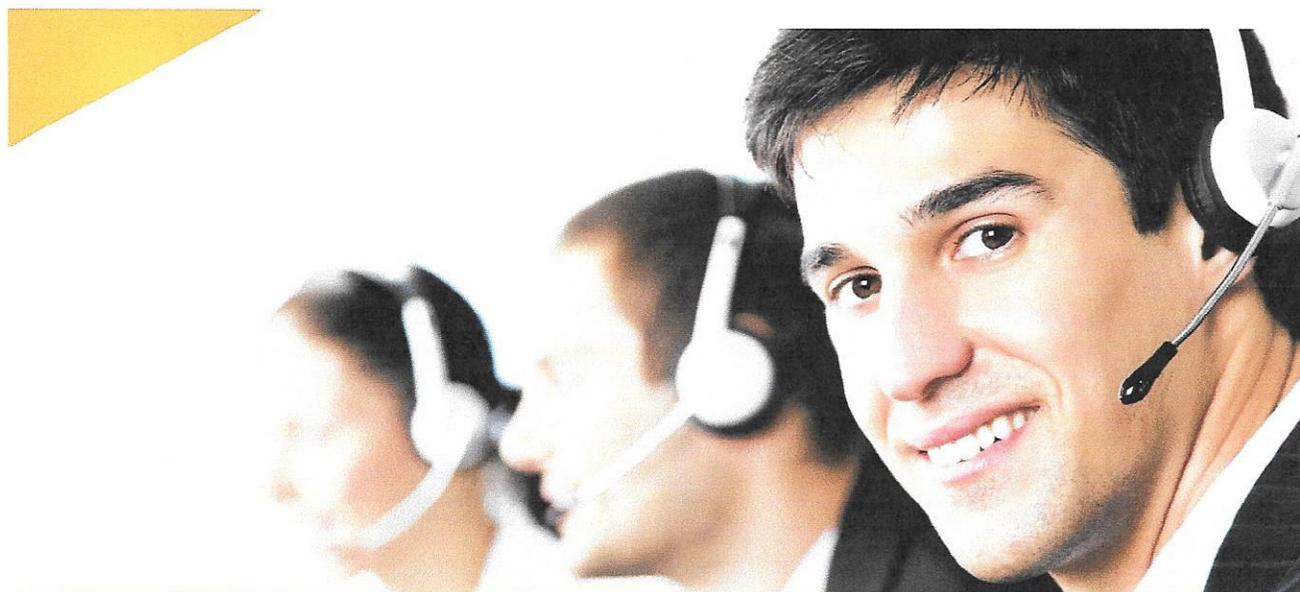
Every court will have online access to our municipal portal so that you track our progress in real time. We send regular reports, but this is the extra that we do!

our Security and Service

when dealing with court records, our security is TOP NOTCH!



The security of your records is a primary concern at MRG. We employ the most up to date methods to keep all court records and documents secure. Our corporate collection office located in Dallas, TX is locked down with the best security measures; complete with restricted access and video monitoring. Unused data is scrubbed and discarded properly along with the proper shredding and disposal of printed materials no longer needed to collect on your debt. We are VERY serious when it comes to the security of your court records.



➔ Our First Class Customer Service

At MRG we pride ourselves in the level of service we give our clients. From collection reports to progress calls, we make ourselves available to our municipalities on demand. We staff the most professional and efficient reps to handle the close day to day relationship that we want to have with our clients.

We believe that the collection process should be seamless, and to aide in this we provide several payment options in conjunction with the city. Being able to be fluid keeps up at the top of the performance chain. We want our clients to be able to relax and leave the collection of delinquent accounts to us!



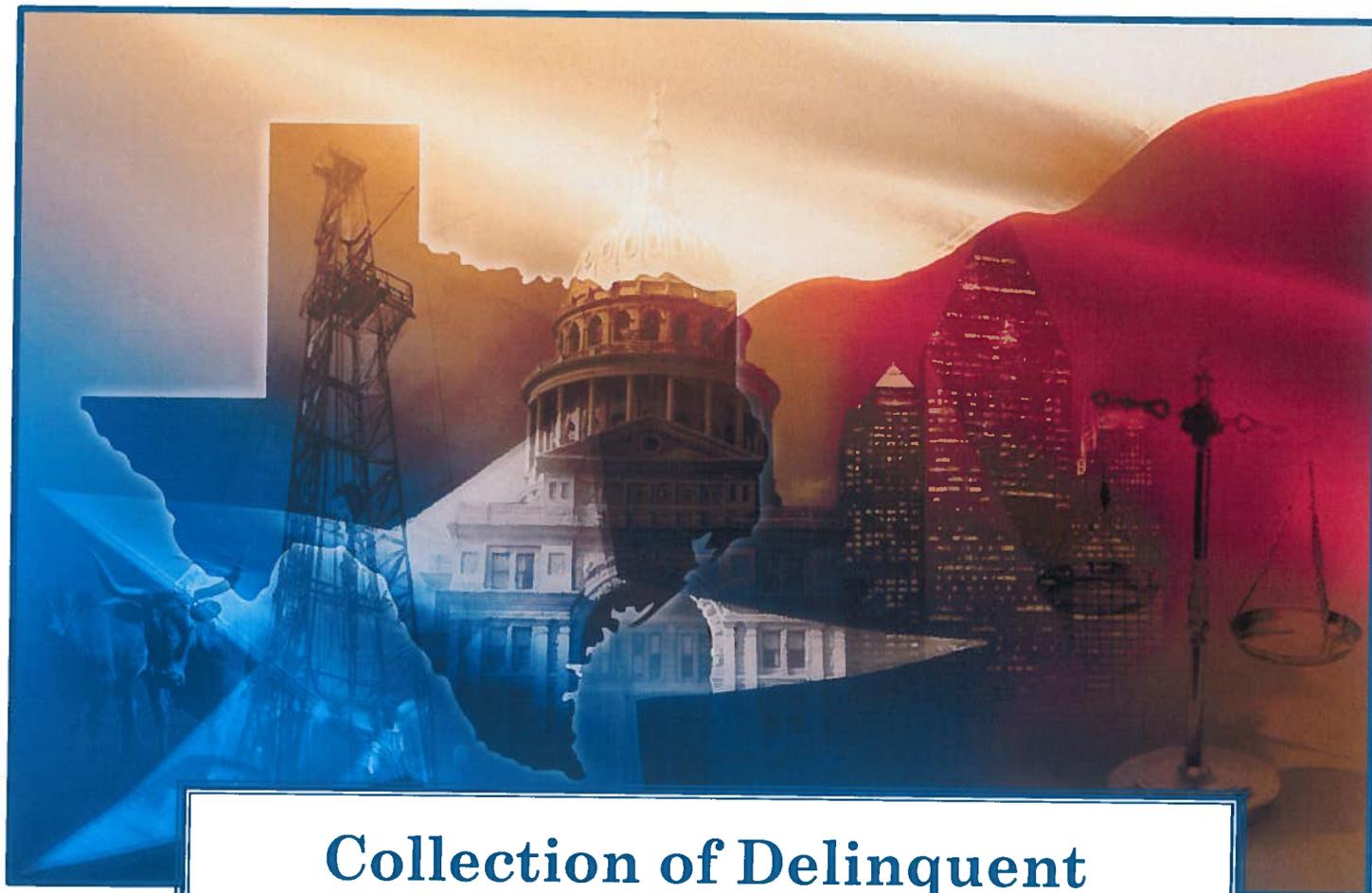
We are perfect for your court!



5353 Alpha Rd. ste 210
Dallas, TX 75240

Phone : (800) 897-7508
Fax : 214.853.5227
Email: info@municipalrecoverygroup.com

web: www.municipalrg.com



Collection of Delinquent Fines and Fees for the Town of Pantego

Proposal by

PerdueBrandonFielderCollins&MottLLP
ATTORNEYS AT LAW



4025 Woodland Park Blvd, Suite 300
Arlington, Texas 76013

817-461-3344

Contact: Charles Brady, Partner

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March, 2014

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March 4, 2014

Theresa Householder, Court Administrator
Town of Pantego Municipal Court
2600 Miller Lane
Pantego, Texas 76013

RE: Municipal Court Collection Services

Dear Ms. Householder:

Perdue Brandon Fielder Collins & Mott, LLP thanks you for the opportunity to submit a proposal for collecting the delinquent fines and fees for the Town of Pantego. Perdue Brandon is bonded and qualified with extensive experience and resources in debt collection services. ***We can begin immediately to decrease the debt owed to you and your citizens.***

Perdue Brandon is a statewide law firm dedicated to the representation of governmental entities in providing collection services for past due fines and fees and other receivables owed our clients, including delinquent ad valorem taxes and other types of accounts receivables. Founded in 1970, our Firm has grown to 11 fully-staffed offices in Texas with more than 50 attorneys and 400 employees. We are financially sound. ***Collecting the delinquent accounts will be a top priority, and we will do it with professionalism, integrity and courteous treatment of your citizens.***

Our proposal includes a list of our 233 city and county clients for the collection of delinquent fines and fees. These clients represent 331 courts. Please investigate our reputation and ethics.

The Arlington office of Perdue Brandon will handle the Town of Pantego accounts. All staff work is under the ***direct supervision of attorneys*** licensed by the Supreme Court of Texas and regulated by the State Bar of Texas. Our attorneys and qualified employees receive continual training on collection techniques, rules of ethics and updated information regarding the Fair Debt Collection Practices Act. Our commitment to professional conduct extends to all of our staff and includes detailed and recurrent training conducted by personnel experienced in the collection of delinquent court fines and fees.

Misty Martin, a former Court Administrator with a Level II Certification, will be Perdue Brandon's designated staff member to the Town of Pantego Municipal Court. Misty will be

available to the Court Administrator and staff for a quick response on any question and she will routinely visit the City in person so that all are familiar with her.

We have extensive computer experience in the fines and fees collection business in Texas. Our IT Department works with more than 20 different fine and fee software programs. We are capable of interfacing with your software and have the experience to prove it. Our IT Department will ensure a seamless transition of accounts. Your working relationship with us will yield a seamless, highly efficient and successful collection program. You will receive data updates and collection reports as well as 24/7 access to view your accounts on our website's *Automated Assistant*. It is our understanding that your Officers have access to the internet within their squad cars. We will be happy to provide training on our Automated Assistant program to the Officers so they may be aware of the collection efforts we have made. This can be of assistance in the field.

As a Firm we are constantly engaged in conversations with our Clients and actively seek feedback on our performance and service. As a result of this feedback, we are excited to offer new technological services to the Town of Pantego. Should the Town choose to do so, Perdue will provide credit card scanners to be installed within each squad car so that Officers may accept payments immediately and remotely from their location. These will be installed at our expense. We are also developing technology that will allow our call center to record phone calls when speaking to the Town's violators. This will provide even greater transparency of our operations and provide assurance that your accounts are receiving the best possible customer service.

For court cases covered by Article 103.0031 of the Code of Criminal Procedure, we offer our services *at no cost to the Town of Pantego*. Our fee is the statutory 30% added to the amount due and paid by the defendant. We propose no charge for any old un-adjudicated cases prior to June 18, 2003. Our current clients will confirm that we pursue these older cases with the same intensity as the cases after June 18, 2003, a fact that makes us stand out from other firms.

Thank you once again for your consideration of our proposal to provide the Town of Pantego with superior representation in Municipal Court Collection Services. We are certain that our proposal provides additional information which will support your decision to employ our firm. We are available to meet with you and answer any questions. You can reach me at 817-461-3344 or by email at cbrady@pbfc.com. As a Firm Partner, I am authorized to bind and make representations on behalf of the Firm.

Very truly yours,
PERDUE BRANDON FIELDER COLLINS & MOTT, LLP


Charles Brady, Partner



TEXAS COURT FINE & FEE COLLECTION CLIENTS CONTRACTING WITH PERDUE FIRM SINCE JANUARY 2009

109 Total

City of Floydada (12/2013)	City of Coleman	City of Abernathy
City of Crystal City	Walker County	City of Hale Center
City of Ovilla	City of Encinal	City of San Saba
City of San Marcos	Gillespie County	San Saba County
City of Wichita Falls	Childress County	City of Alton
City of Azle	City of Childress	City of Farwell
City of Kirbyville	City of Texhoma	City of West Columbia
Palo Pinto County	City of Lockney	City of Sweeny
Colorado County	City of Brenham	Gray County
City of Newton	City of Bovina	Waller County
City of Whitewright	City of Panorama Village	City of La Porte
City of Montgomery	City of Taylor Lake Village	McCulloch County
City of Caldwell	City of Texline	City of Sealy
City of Richwood	Jones County	Reagan County
City of Dayton	Smith County	City of Freeport
City of Troup	City of San Felipe	City of Maud
Henderson County	City of Columbus	City of Como
City of Hamlin	City of Clute	City of Angleton
Presidio County	City of Spearman	City of Seabrook
City of Lytle	City of Burton	Fisher County
City of Edcouch	City of Lone Oak	City of Cleveland
King County	City of Stagecoach	City of Nooday
City of Chilicothe	City of Magnolia	City of Anna
City of Mount Pleasant	City of Fritch	City of Crowell
City of Caddo Mills	City of Wellington	Shackelford County
City of Poth	City of New Deal	Foard County
City of Brazoria	City of Seymour	City of Post
Uvalde County	City of Morgan's Point	City of Sonora
City of Pecos	City of Oak Ridge North	City of Kenedy
City of Lake Jackson	City of Haslet	City of Seagraves
City of Maypearl	City of Richmond	City of Lubbock
Washington County	City of Keene	City of Hawkins
Young County	Wichita County	City of Tatum
City of Graham	Floyd County	City of Tomball
Sherman County	Coleman County	(1/2009) City of Anson
City of La Joya	City of Bellaire	
City of Carrizo Springs	Hansford County	

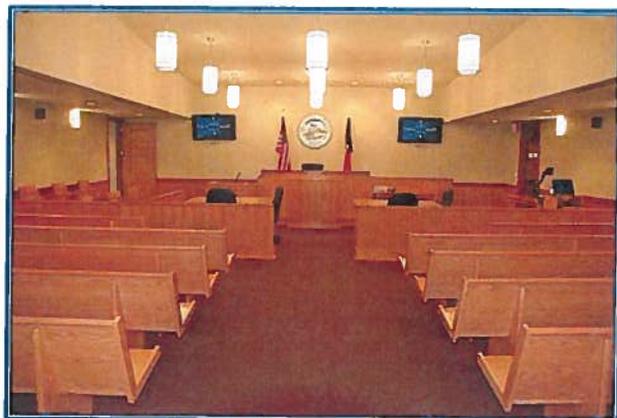
Introduction

Perdue Brandon Fielder Collins & Mott, L.L.P. (Perdue Brandon) is a law firm devoted to the collection of delinquent government receivables. Founded in 1970 in Amarillo, Perdue Brandon has offices in 11 Texas cities. We are one of the largest law firms in the state for our type of practice. We have a solid history of professional and ethical conduct, and our success is due to a simple and steadfast refusal to alter the values maintained since our inception. *Our continuous motivation lies in exceeding the expectations of each client.*

Our in-depth experience, statewide resources and proven collection record combine to deliver superior results. We have the ability to *customize a collection plan* that will increase the collections of your delinquent fines and fees. Our *“hands-on,” personal approach* to collecting delinquencies with our team of attorneys and experienced collection staff ensures that we are accurate, aggressive and persistent yet empathetic and sensitive when appropriate. Our considerable investment in our *technological infrastructure* enhances our capacity to exceed the demands of our clients. We pioneered the use of specialized collection software and continue to utilize the most advanced tools in the industry.

These strengths, combined with the procedures that we have refined in our *43 years of experience*, create an effective collection system for increasing your recovery of outstanding fines. We initiate contact with the debtor to stress consequences of failing to pay the amount due. In addition to increasing the collection of your delinquencies, we provide *professional legal representation to you*. As attorneys at law, we are bound by a code of conduct and subject to professional disciplinary measures if we are less than diligent and ethical.

**As your partner,
Perdue Brandon will
collect delinquent fines
and fees to help you
with needed revenue.
We hope that you will
join our list of 233 fine
and fee clients.**



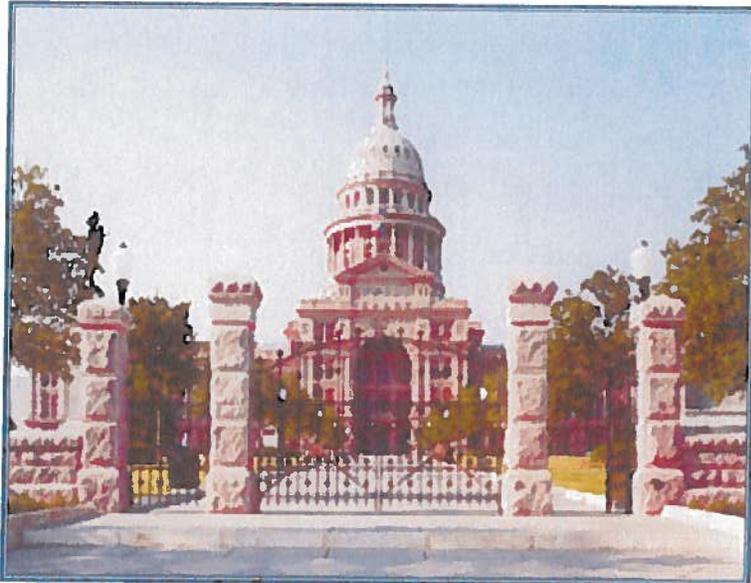
The following is a description of our organization and procedures that make us a *leader* in the State of Texas in recovering delinquent fines and fees.

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Perdue Brandon's History

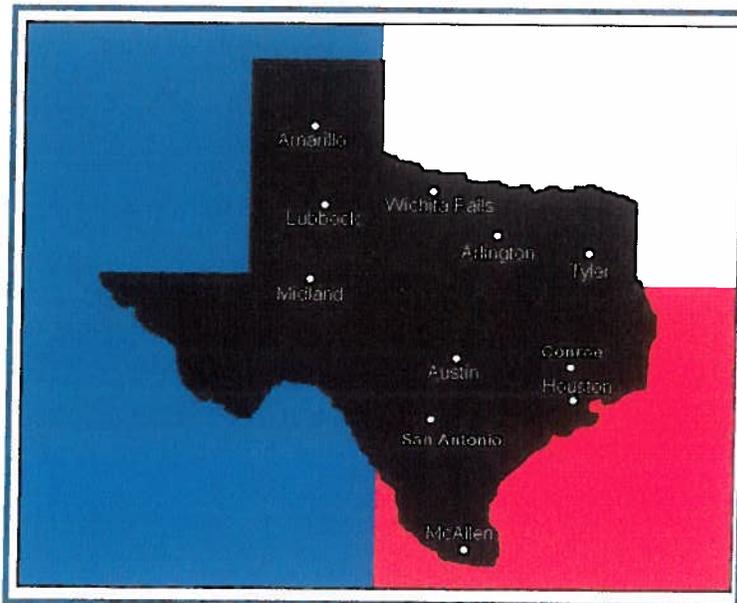
Perdue Brandon has provided our clients with comprehensive legal representation since 1970. We collect delinquent receivables *for more than 2,000 local government clients throughout Texas.*



We pioneered the use of computer technology in our industry. Our fine and fee clients are counties and cities.

Our tax clients include counties, cities, school districts, appraisal districts, special districts, community colleges and hospital districts.

Perdue Brandon has 43 years of collection experience.



Perdue Brandon presently has a staff of *more than 50 attorneys and more than 400 support personnel* in our 11 offices. Our experienced in-house computer department allows us to develop, upgrade and maintain our advanced technology. Our firm is grounded upon integrity and ethical conduct. Throughout the years, we have steadfastly refused to diminish our standards.

Our clients are the best reference regarding our experience, reputation and collection results.

Statewide Presence

Perdue Brandon operates 11 offices that span Texas, from Amarillo to McAllen and Midland to Tyler, including an office in our state capitol.

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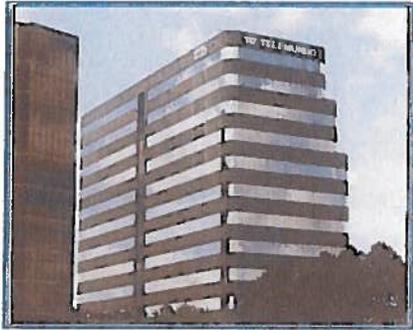
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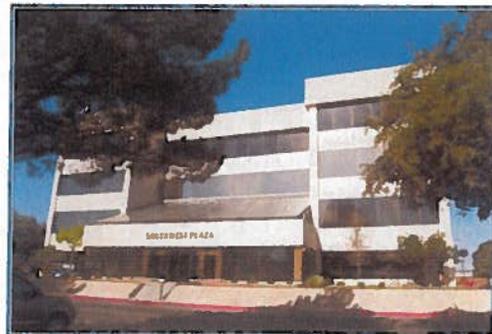
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866-208-3110 Toll-free

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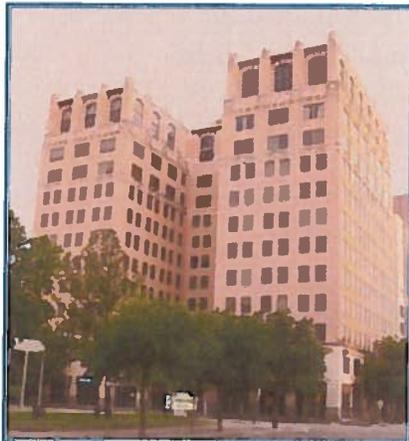


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While we have the *resources of a large firm*, our *responsiveness and accountability* set us apart from our competitors. Our professionalism, integrity and courteous treatment of your citizens will remain constant.

Extensive Services Offered

Delinquent Fine & Fee Collections

- Specialized collection software programs
- Verbal contacts with violator
- Computerized mass mailings
- Follow-up correspondence
- Ability to accept payment by credit card and electronic check
- Extensive address research capabilities
 - ❖ Computerized nationwide phone search
 - ❖ Department of Public Safety records
 - ❖ Current tax rolls statewide
 - ❖ Voter registration rolls
 - ❖ Social Security records
 - ❖ Utility records
 - ❖ Credit bureaus
 - ❖ Internet subscription services, including Lexis-Nexis, Westlaw, PublicData, Peoplefind, Autotrack and Accurint
- Professional legal representation
- Miscellaneous local government collections
- Assistance with Warrant Round-Up Program

Perdue Brandon assists its clients in any way possible, including help in conducting *Warrant Round-Up programs*. We arrange for law enforcement just prior to the initiation of a round-up, with debtor information obtained through our research. For example, we provide law enforcement with cases where addresses are known to be valid. We sort fines by certain parameters, such as balances owed to maximize the effectiveness of the process by targeting the largest cases first. To the right is a sample public service ad for local media.

Got a warrant for your arrest?

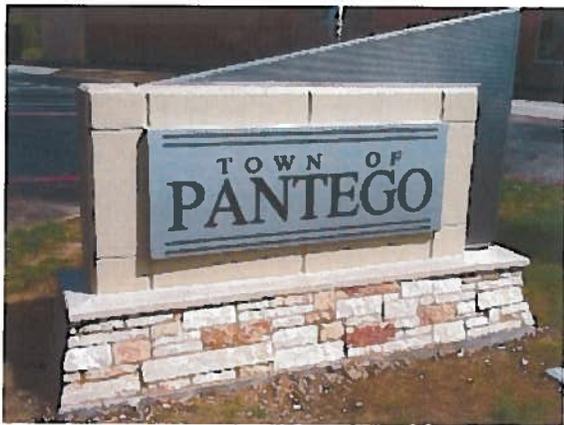
**Time to pay it or find yourself in the
CLIENT NAME Warrant Round-Up.**

**Pay by (DATE) your outstanding
fines, most are traffic related.**



Warning: Pay your fine or risk going to jail.

Public Service Announcement



Perdue Brandon has developed a strategy that increases the recovery of delinquent fines and fees while being flexible and specifically tailored for our clients.

Perdue Brandon has:

- *Legal expertise*
- *Proven results*
- *Multilingual staff*
- *Training in both legal & collection requirements*
- *Toll-free numbers*
- *Effective notices in English & Spanish*
- *Payments options*
- *Website links*
- *State of the art collection software*
- *Customized elements to client specifications*
- *No cost to client*



Fine and Fee History

Due to our success in delinquent property tax collections and the demand from many existing clients, we entered the fine and fee collection arena in 2000 with a commitment to provide the same high level of service and intensity which we have dedicated to our delinquent property tax collection efforts. Our endeavor has been a tremendous success and continues to grow. ***We currently represent 233 cities and counties across Texas, working with 331 courts, in the recovery of delinquent court fines and fees.***



This area of focus was a natural addition to our practice as we have decades of experience collecting delinquent government receivables. Many of our attorneys have served as County Attorneys, District Attorneys, Assistant City Attorneys and Municipal Prosecutors. Others came from private firms with broad experience in civil and criminal matters. The knowledge acquired from serving in all of these capacities is an invaluable asset for recovering delinquent accounts. ***Our attorneys are familiar with the legal distinctions of each type of case and warrant submitted for collection effort.***

Our success is based on two distinct services. First, we provide personnel and our numerous resources to assist the judges, clerks and their staff. Second, we utilize our professional staff, extensive resources and considerable experience to contact individuals who have not paid their debts.

We partner with our clients to supplement the efforts of the courts to increase collections. Our collection system is enhanced by our technology infrastructure, effective contact methods, processes to simplify and expedite payments, proven research techniques and a detailed reporting process.

We can provide historical collection figures from our clients to assist you in forecasting results. We ask that you let us know what parameters will be used to refer delinquent accounts to us. For example, will all accounts be immediately referred after becoming 60 days past due, or will referrals be limited to older accounts, out of state offenders or bad addresses? Once we have such information, we can provide statistics so that you can have a valid basis to predict results.

Cost and Contract

COST

We propose a collection fee in the amount of 30% of the fine and fee amounts we collect. Such fee is in accordance with Article 103.0031 of the Texas Code of Criminal Procedure. We also offer to collect *at no charge* for all non-adjudicated offenses committed on or before June 18, 2003, which is the effective date of the statute.

We propose that your governing body authorize the addition of a collection fee of 30% to all fines and fees which are more than 60 days delinquent and are referred to us for collection. (The collection fee cannot be assessed on non-adjudicated fines and fees for offenses committed before June 18, 2003). Most of the outstanding delinquent fines and fees will be subject to the assessment of a collection fee, should your governing body choose to impose it. With the assessment of a collection fee, *the offender pays for our services and the courts collect 100% of the delinquent fines and fees.*

CONTRACT

We propose a contract that may be terminated by either party, at any time, upon written notice of 30 days. We do not ask for a long-term commitment and offer an easy right of termination because we have confidence that you will be pleased with our service and will not choose to end our relationship.

**Our 30-day contract puts our service
on the line, day-in and day-out.**

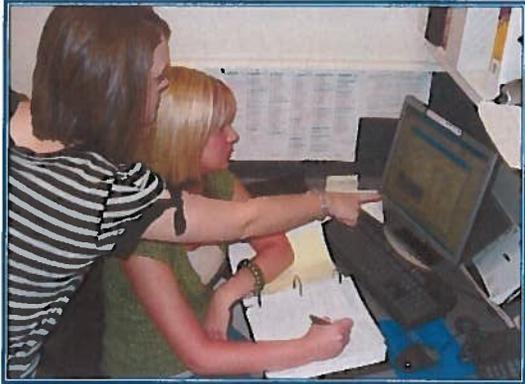
Exhibit 2 is a sample contract. Please note that the contract is a sample and that the terms and conditions are negotiable.

**When you pay for our
services, such payment
is based solely upon
the dollars that you
have actually received.**



Trained, Experienced Personnel

Our greatest asset is our *fully trained and equipped staff*. We are ready to serve you in a professional, effective manner without placing a demand on your budget for additional staff, computers, training, etc. Our focus is on locating the debtor, making contact regarding the obligation and stressing the importance of resolving the matter.



From our inception, we have continued to develop, refine and update our collection techniques to maximize the recovery for our clients. Our staff is *trained weekly* on issues that arise in

collections, including constitutional as well as statutory rights of defendants. We review our procedures to assure effectiveness and efficiency.

Perdue Brandon uses a *multi-level team approach*, proven to be extremely successful in collecting delinquent amounts in an efficient, professional manner. Our attorneys are at the top of their respective fields, all having to do with collecting government owed debt. Together with our experienced staff of collection experts and computer programmers, we expect to get off the ground quickly and successfully implement a collection program for you.

Our *attorneys constantly monitor and review* the collection process. Management and technology staff seek to improve our services. As we are an extension of your courts and governance, our utmost priority is being respectful and courteous to all defendants.

Perdue Brandon pledges a commitment to employment, training and promotion policies which do not discriminate on the basis of race, creed, religion, sex, age or national origin. Such matters have no place in our evaluation of a candidate for employment, promotion, transfer, recruitment, compensation, selection for training, demotion or separation.

Our firm *encourages and supports minority business enterprise*. We are committed to an equal employment opportunity. Our attorneys, including the partners, derive from many cultural and ethnic backgrounds. Such diversity enhances our ability to serve our clients and work with debtors throughout this great state.



Advanced Computer Infrastructure

Perdue Brandon was one of the earliest Texas law firms, specializing in the collection of government receivables, to design and utilize computer software in our practice. We remain committed to utilizing the most *advanced collection tools* in the industry. Our considerable investment in technological capabilities and in-house computer department provides us with the ability to exceed the demands of our clients. An in-depth description of our hardware will be provided upon request.



The firm uses *custom software* which has been designed in-house specifically for our fines and fees collection program. We can supplement our software with commercial products where appropriate. Our software was written in Visual Basic and works in conjunction with the Microsoft SQL Server database. Our IT department has *experience with more than 20 different collections software used by our clients* and can accept data in any format, including but not limited to Microsoft Access databases, dBASE, Microsoft Excel, delimited text, fixed-width text, HTML, SQL tables and XML.

Flexibility is the key result of our experienced IT staff.

Our software enables us to transmit information to and from our clients with ease. We are able to generate *customized extensive reports* on the status of collections and individual accounts, as requested by each client. It also allows our staff to identify, prioritize and monitor the accounts turned over to us for collection. Our system is secure and is updated as often as data is available. We offer our *Automated Assistant*, our on-line website access to our collection activities in real time.

Perdue Brandon provides access to your accounts with our *Automated Assistant* through our website, www.pbfcm.com. Your designated staff may log on to a secured site with password protection to view your accounts 24/7 on our system and see our activity, progress and the latest information.

Using *Automated Assistant* is simple and requires only access to the Internet. Our menu-drive system is easy to navigate. The following Web screenshot illustrates the type of information available for accounts.

The screenshot displays a web portal interface for PerdueBrandonFielderCollins&Mott LLP. The header includes the firm's name and '40 Years of Service'. The main content area is titled 'Account Activity Detail' and shows information for account '1 - Act: 20974'. A sidebar on the left contains navigation links: HOME, CHANGE SEARCH CRITERIA, NEW SEARCH, and LOGOUT. The account information includes a 'Current Due: \$288.60' and a list of docket items with columns for Docket, Date, Description, Warrant, and Amount. Below this is a table for vehicle information with columns for Yr, Make, Model, Type, State, Plate, and VIN, followed by an 'Activity' log with columns for Date and Activity. A 'Back to search results' button is located at the bottom of the main content area.

Docket	Date	Description	Warrant	Amount
60046555-01	09/14/2010	FAIL TO MAINTAIN FINANCIAL RES	<input checked="" type="checkbox"/>	\$486.20
60046555-02	09/14/2010	NO VALID INSPECTION CERTIFICAT	<input checked="" type="checkbox"/>	\$288.50
60046555-01	08/23/2011	Payment Received At Court	<input checked="" type="checkbox"/>	(\$486.20)

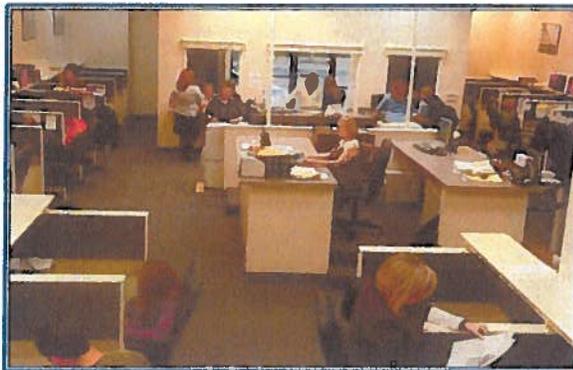
Yr	Make	Model	Type	State	Plate	VIN	Date	Activity
00	2005 CHRY SEBR	SUV SIL		TX			09/01/2011	DEF CALLED AND SAID SHE HAS ALREADY PD THIS TOLD HER TO GT THE COURT INFO ON BASE IS GOOD
							08/26/2011	Letter Printed to AMARILLO, TX 791
							08/23/2011	Transaction record added for Docket 60046555-01-> (\$486.20)
							08/10/2011	NO NEW NUM FOUND PER ACC
							07/22/2011	Letter Printed to AMARILLO, TX 791
							07/13/2011	805-3
							06/23/2011	PER ACC SAME ADD AS ON BASE
							06/22/2011	Letter Printed to AMARILLO, TX 791
							06/22/2011	Debtor status changed from HL To FP
							06/16/2011	Transaction record added for Docket 60046555-02-> \$288.60

Our process is flexible and can be tailored to your needs.



Proven Collection Methodology

Our collection procedure begins with receipt of your delinquent accounts. We can receive accounts by magnetic media (in several formats), email or manual entry. Our IT specialists oversee the technical details of the setup to ensure a seamless transfer. We only ask you to ***provide delinquent accounts on a regular basis and a contact person to answer questions*** when needed.



After receiving your delinquent accounts, we immediately start work. ***Contact with the debtor*** is one of the most crucial first steps of the collection process. We verify the debtor's phone number and address. Many accounts become delinquent because the court has an outdated or incomplete address. We document our activities in real time on our system.

After determining the correct location of the debtor through our research, we ***simultaneously mail out demand letters and initiate verbal contact***. Our customized demand letters include a detailed listing of all offenses and related charges and are available ***in both English and Spanish*** as needed.

Exhibit 3 is samples of our demand letters, including a State of Texas Warrant Round-Up letter. We can ***customize these letters*** for the courts and with your approval.



Verbal contact with the debtor is a very successful collection method. We utilize a bilingual collection staff, so language is not a barrier in our efforts.

Our customized letters and telephone communications stress consequences of continued failure to pay. ***Many debtors recognize our letterhead.***

Some know our reputation as a Texas law firm devoted to collecting what our clients are owed.

Experience shows that our demand letters are a significant incentive in motivating individuals to satisfy their obligations after routine notices from

the court have failed to generate a response. Once we locate the debtor, **letters and telephone calls** are important collection components and serve to increase your courts' collections and decrease backlogs.

We repeat **address searches** for those we were unable to contact with the first demand letter. Debtors often move without a forwarding address. We renew efforts for verbal and written contact with any new search results.

If our demand for payment is received but ignored, we do not cease work on the account but aggressively continue with our efforts. Our **resourcefulness and persistence** separate us from credit card collection agencies and other law firms. We continue to emphasize consequences of failure to pay. Follow-up letters reflect the seriousness of continued inaction. While our tone is amplified, we never forget our professional and ethical standards.

Perdue Brandon provides **toll-free telephone numbers** so debtors may contact our collectors with any questions. Our offices are staffed with **bilingual staff members** to assist debtors. We insist that our staff members conduct themselves according to high standards of professionalism and ethics befitting a law firm representing courts and governmental entities. In the event a staff member encounters an unruly or abusive citizen, an attorney is sought for assistance.

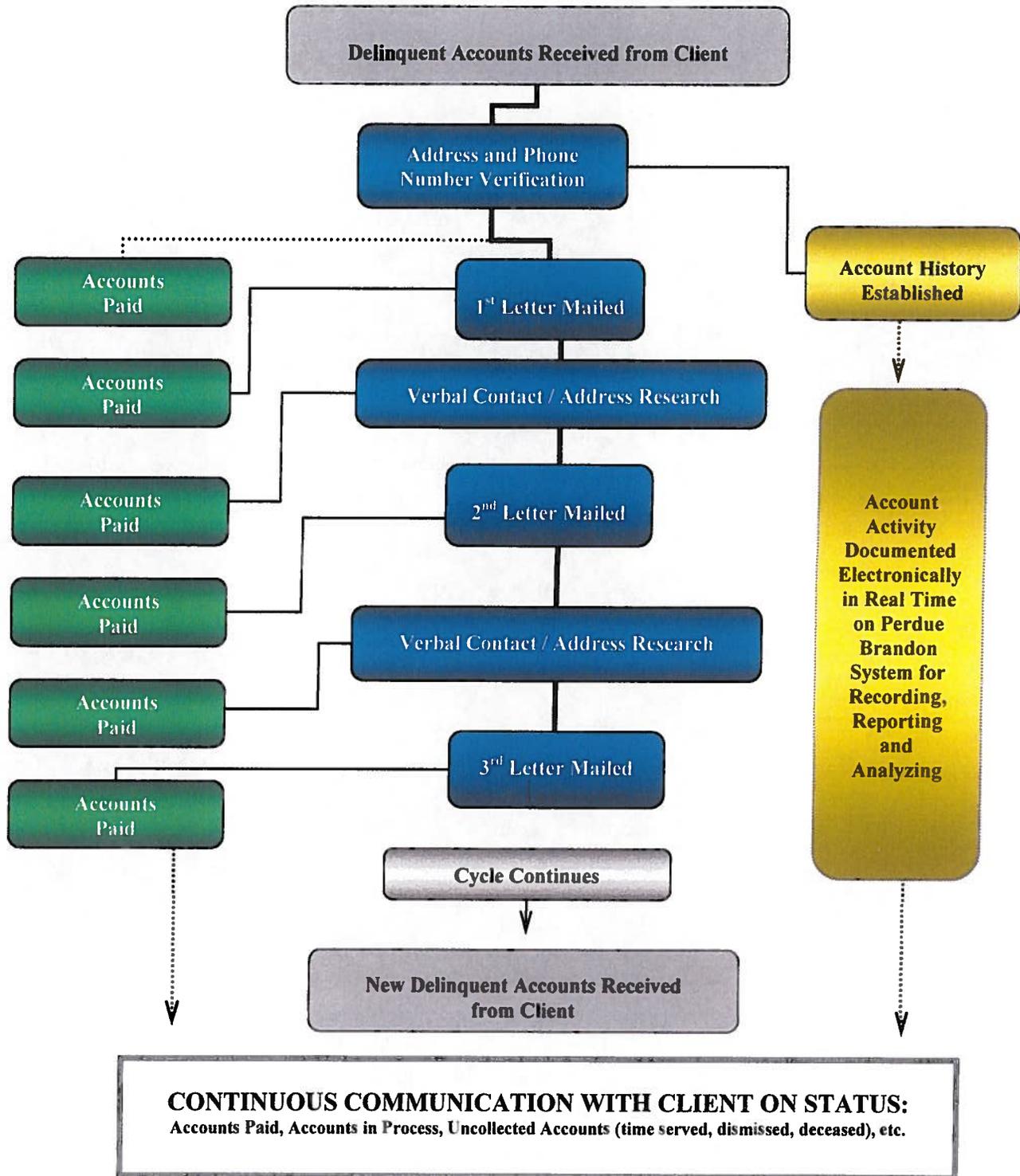
We keep you updated on our progress. We report on accounts paid or disposed by the courts, those in process and any we do not believe are collectible. Throughout this cycle, we welcome any questions that may arise.

Our contact with debtors is always conducted with the highest degree of professionalism and respect.

By offering **several payment options**, we encourage receipt of payments. Subject to the preference of the court and/or collection staff, we customize our letters and telephone contacts to request the desired payment method. All of our mailings, notices and staff direct that **payment be made to the respective court**. Letters include a perforated payment coupon directing payment to the court. The coupon includes the necessary information to expedite processing by the court when payment is received.

In the event a payment is sent directly to our office, we promptly forward it to the court. We direct debtors who request payments over time to the respective court staff or address the request as directed by your policies.

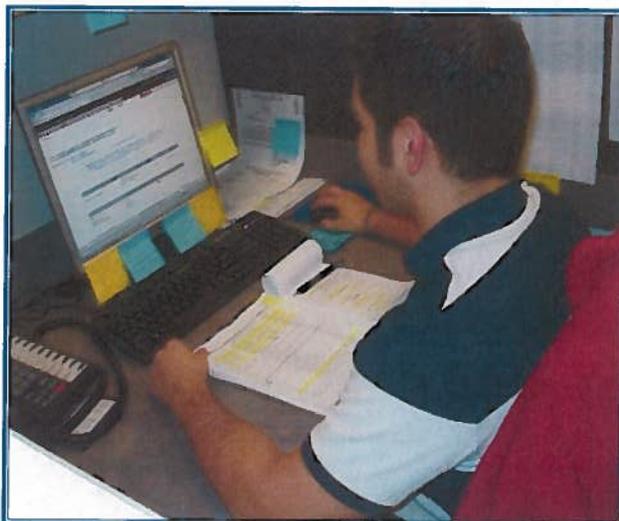
This flowchart summarizes our collection activities. We can suspend account activity immediately at the request of the Court at any point in this process.





In-Depth Research Methods

The most effective collection tool is useless if the contact does not reach the intended party. Our extensive *research efforts* match our experience and expertise in collecting delinquent accounts.



We devote a large portion of our investment, in time and resources, to address research using an array of resources, including but not limited to nationwide drivers' license records, voter registration, current tax rolls, utility records, credit bureau agencies, paid subscription services such as LexisNexis, Accurant and others and local, regional and nationwide telephone records. When an account also includes a social security number, we have additional tools for address research.

All of our *activities are documented in real time on our system*, backed up daily for an up-to-date history and communicated to the courts.

**Without extensive research, debtors
do not get contacted and delinquent
accounts remain uncollected.
The offender evades justice.**

The courts and collection staff do not have the personnel, time or resources to devote to the extensive research necessary to locate defendants on aged cases. Our research staff excels in this area. *Our diligence and investment in our staff sets our efforts apart from other firms.*

Customized Collection Reports

In privatizing delinquent collections, some judges and collection staff fear that they will lose control of their dockets to some degree. Our *reporting procedures and communication* with the court and collection staff ensure that *control always remains with the client*. It is neither our desire nor purpose to supplant the authority of the judges and clerks we represent.

We place a *high priority on keeping our clients informed of the progress* of our efforts. By customizing our collection efforts to each court, we can provide reports however requested. Each report is detailed and designed to meet desired data content and frequency of the report as requested by our client. Our reporting allows our clients transparent access to each account, its status, progression and result.



Perdue Brandon is committed to client satisfaction and can produce any report imaginable at no cost to the client.

Specific Reasons to Choose Perdue Brandon

Some of the *advantages of using Perdue Brandon* to collect your delinquent fines and fees are:

- Nationwide address research capability;
- Experienced, highly trained staff;
- Procedures designed to methodically work accounts to increase collection percentages;
- Increased client revenue;
- Reduction of case backlogs;
- Increased productivity of court staff to devote more time to other tasks;
- Highly effective and cost efficient for the client;
- Fees paid by the delinquent debtors;
- Professional legal advice;
- 30-day termination contract clause;
- Debtor motivation to pay when contacted by a law firm;
- Funds from delinquent collections deposited within the same budget period;
- Experience with the DPS vendor Omnibase;
- Legal expertise with state-of-the-art technology;
- Daily work with large numbers of delinquent accounts;
- Toll-free numbers for easy access;
- Bilingual staff to resolve problems and answer questions;
- Attorney oversight of collection activities;
- Attorneys who are directly responsible to you and your courts;
- Attorneys licensed and regulated by the State Bar of Texas;
- Fee based on you getting your money;

- All collection costs, including mass mailings, national data bases, personnel, software development and maintenance, postage and telephone contacts paid by our firm;
- In-house software for customized, extensive reports on the status of collections and individual accounts;
- Online access to view activity on any of your accounts;
- Active monitoring of each account by firm;
- Assistance with Warrant Round-Up Program;
- Continually review of our performance and service to you; and
- An excellent reputation and commitment to protecting credibility among state and local government officials and local citizens.

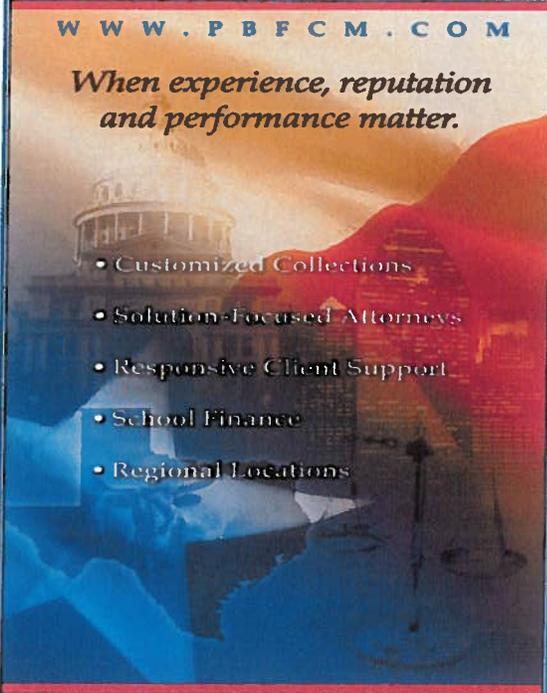
**Perdue Brandon
has developed an
impeccable
reputation and a
solid history of
professional and
ethical conduct.**



WWW.PBFCM.COM

*When experience, reputation
and performance matter.*

- Customized Collections
- Solution-Focused Attorneys
- Responsive Client Support
- School Finance
- Regional Locations



Our Commitment to You

When you *choose Perdue Brandon* to collect your delinquent fines and fees, we commit to:

- Conduct our delinquent fine and fee collections in compliance with applicable federal, state and local laws;
- Assist in establishing procedures for an efficient and effective collection program;
- Assist in training staff in the preparation and documentation required for referral of accounts;
- Conduct all invoicing, follow-up collection activity, reporting and payments to the client within requested time frames and in a consistent manner;
- Maintain adequate records for inspection and audit;
- Consult as requested with all affected departments and assist with Warrant Round-Up Program;
- Maintain the highest standards of service and professionalism in dealing with the public while striving to maximize recovery of your delinquent fines and fees.

IN SUMMARY

We appreciate the opportunity to submit this statement of qualifications for the collection of your delinquent fines and fees. We will be happy to provide any additional information that you require.

Exhibits

Exhibit 1. Perdue Brandon's Fine and Fee Client List

Exhibit 2. Sample Contract

Exhibit 3. Sample Demand Letters



Cities

Client/Court	Address	City	State	Zip	Contact	Phone
Abernathy	P.O. Box 310	Abernathy	TX	79311	Krista Adames	(806) 298-2546
Alvarado	104 W College St	Alvarado	TX	76009	Vicki Green-McNatt	(817) 790-3223
Amarillo	P.O. Box 1971	Amarillo	TX	79105	Michelle Bonner	(806) 378-4209
Angleton	121 S Chenango St	Angleton	TX	77515	Dana DeBerry	(979) 849-2471
Anna	P.O. Box 776	Anna	TX	75409	Laura Reeves	(972) 924-3325
Anson	1314 Commercial Ave	Anson	TX	79501	Bryan Grimes	(325) 823-2411
Archer City	P.O. Box 367	Archer City	TX	76351	Judge James Whalen	(940) 574-4570
Atlanta	310 N Louise	Atlanta	TX	75551	Judge LaJuan Cross	(903) 796-2192
Azle	613 SE Parkway	Azle	TX	76020	Misty Martin	(817) 444-2541
Bellaire	7008 S Rice Ave	Bellaire	TX	77401	Linda Symank	(713) 662-8251
Big Spring	305 S Johnson	Big Spring	TX	79720	Jeanne Wilson	(432) 264-2530
Bloomburg	P.O. Box 198	Bloomburg	TX	75556	Carol Solley	(903) 728-5323
Borger	600 N Main St	Borger	TX	79008	Judge Jack Worsham	(806) 273-0975
Bovina	P.O. Box 720	Bovina	TX	79009	Judge Donna Mitchell	(806) 251-1116
Brazoria	201 S Main St	Brazoria	TX	77422	Kenneth Corley	(979) 798-2489
Breckenridge	120 W Elm	Breckenridge	TX	76424	Judge Stella Sanders	(254) 559-2160
Brenham	P.O. Box 1059	Brenham	TX	77834	Rhonda Kuehn	(979) 337-7500
Bullard	P.O. Box 107	Bullard	TX	75757	Diana Folmar	(903) 894-7263
Burkburnett	208 E Fourth St	Burkburnett	TX	76354	Judge Daniel Tompkins	(940) 569-7331
Burton	P.O. Box 255	Burton	TX	77835	Judge Patti Schultz	(979) 289-3402
Cactus	P.O. Box 365	Cactus	TX	79013	Judge Barbara Mulunax	(806) 966-5458
Caddo Mills	2313 Main St	Caddo Mills	TX	75135	Katie Thomas	(903) 527-3116
Caldwell	1105 Commerce	Caldwell	TX	77836	Catina Pineda	(979) 567-7197
Canton	P.O. Box 245	Canton	TX	75103	Judge Lilia Durham	(903) 567-1700
Canyon	301 16th St	Canyon	TX	79015	Randy Criswell	(806) 655-5000
Carrizo Springs	P.O. Box 329	Carrizo Springs	TX	78834	Judge Francisco R. Ponce	(830) 876-2476
Childress	P.O. Box 1087	Childress	TX	79201	Judge Carter Reed	(940) 937-6943
Chillicothe	P.O. Box 546	Chillicothe	TX	79225	Marsha Jo Stone	(940) 852-5211
Clarendon	P.O. Box 828	Clarendon	TX	79226	Judge Tommy Waldrop	(806) 874-1448
Cleveland	226 Peach St	Cleveland	TX	77327	Arlene Hutchinson	(281) 592-5639
Clute	PO Box 997	Clute	TX	77531	Sarah Oakes	(979) 265-2541
Cockrell Hill	4125 W Clarendon Dr	Dallas	TX	75211	Luis Carrera	(214) 330-6333



Cities

Client/Court	Address	City	State	Zip	Contact	Phone
Coleman	PO Box 592	Coleman	TX	76834	Judge Lisa Smith	(325) 625-5114
Columbus	P.O. Box 705	Columbus	TX	78934	Kaylee Brune	(979) 732-3981
Como	P.O. Box 208	Como	TX	75431	Jerry Radney	(903) 488-3434
Crosbyton	221 W Main St	Crosbyton	TX	79322	Judge Harla House	(806) 675-2301
Crowell	P.O. Box 250	Crowell	TX	79227	Judge Beverly Kay Marlow	(940) 684-1722
Crystal City	101 E Dimmit St	Crystal City	TX	78839	Alex Zepeda	(830) 374-3222
Dalhart	P.O. Box 2005	Dalhart	TX	79022	Judge Coy Gergen	(806) 244-5511
Dayton	111 N Church St	Dayton	TX	77535	Chris Contreras	(936) 258-2642
Dumas	124 E 7th	Dumas	TX	79029	Judge Barbara Mulunax	(806) 935-4101
Electra	101 N Main St	Electra	TX	76360	Judge Diane Gribble	(940) 495-3536
Encinal	107 N Tejas	Encinal	TX	78019	Sylvano Sanchez	(956) 948-5226
Estelline	P.O. Box 69	Estelline	TX	79233	Judge Sherry Manley	(806) 888-1762
Farwell	P.O. Box 395	Farwell	TX	79325	Judge Pat Howard	(806) 481-3620
Freeport	200 W 2nd St	Freeport	TX	77541	Ursula Reyes	(979) 871-0101
Friendswood	1600 Whitaker Dr	Friendswood	TX	77546	Pat Riffle	(281) 996-3252
Friona	105 W 7th	Friona	TX	79035	Judge Deborah Campbell	(806) 250-2198
Fritch	104 N Robey	Fritch	TX	79036	Judge Cindy Irwin	(806) 857-3143
Graham	429 Fourth Street	Graham	TX	76450	Larry Fields	(940) 549-3322
Greenville	3000 Lee Street	Greenville	TX	75401	Karen Armstrong	(903) 457-3129
Hale Center	702 Main	Hale Center	TX	79041	Yolanda Gaitan	(806) 839-2411
Hamlin	P.O. Box 157	Hamlin	TX	79520	Judge William Guernsey	(325) 576-3212
Haskell	P.O. Box 1003	Haskell	TX	79521	Judge Linda St John	(940) 864-2903
Haslet	101 Main St	Haslet	TX	76052	Shirley Archer	(817) 439-5931
Hawkins	P.O. Box 329	Hawkins	TX	75765	Judge Dona Jordan	(903) 769-2224
Hawley	P.O. Box 649	Hawley	TX	79525	Regina Thompson	(325) 537-9528
Henrietta	215 W Gilbert St	Henrietta	TX	76365	Judge Jim Humphrey	(940) 538-4316
Hereford	P.O. Box 2277	Hereford	TX	79045	Judge Jennifer Eggen	(806) 363-7127
Holliday	P.O. Box 508	Holliday	TX	76366	Jerri Ayers	(940) 586-1313
Iowa Park	P.O. Box 190	Iowa Park	TX	76367	Mike Price	(940) 592-2131
Jacksboro	112 W Belknap St	Jacksboro	TX	76458	Shawna Dowell	(940) 567-6321
Jefferson	102 N Polk St	Jefferson	TX	75657	Judge Toni Cox	(903) 665-2432
Joshua	101 S Main St	Joshua	TX	76058	Carla Bonham	(817) 558-7447



Cities

Client/Court	Address	City	State	Zip	Contact	Phone
Keene	100 N Mockingbird Ln	Keene	TX	76059	Alicia Watts	(817) 645-7822
Kenedy	303 W Main St	Kenedy	TX	78119	Judge Kathy Stewart	(830) 583-3641
Kirbyville	105 S Elizabeth Ave	Kirbyville	TX	75956	Judge Lela N. Odom	(409) 423-5953
Knox City	P.O. Box 128	Knox City	TX	79529	Sam Watson	(940) 658-3313
La Joya	P.O. Box H	La Joya	TX	78560	Mike Alaniz	(956) 581-7002
La Porte	3005 N. 23rd St	La Porte	TX	77571	Mary Ann Harrison	(281) 842-0401
Lake Jackson	25 Oak Dr	Lake Jackson	TX	77566	Dottie Zavala	(979) 415-2400
Levelland	P.O. Box 1010	Levelland	TX	79336	Judge Norma Garza	(806) 894-7975
Littlefield	P.O. Box 1267	Littlefield	TX	79339	Judge Betty Jacobs	(806) 385-5161
Lockney	P.O. Box 302	Lockney	TX	79241	Judge Kelly Dunbar	(806) 652-3622
Log Cabin	14387 Alamo Rd	Log Cabin	TX	75148	Alisa Corn	(903) 489-2195
Lone Oak	P.O. Box 127	Lone Oak	TX	75453	Judge Lisa Brown	(903) 662-5116
Lubbock	P.O. Box 2000	Lubbock	TX	79457	Lee Ann Dumbauld	(806) 775-2016
Lytle	14916 Main St	Lytle	TX	78052	Josie Campa	(830) 709-3692
Magnolia	18111 Buddy Riley Blvd	Magnolia	TX	77354	Victoria Hanson	(832) 934-0605
Maud	P.O. Box 100	Maud	TX	75567	Brandi Gibson	(903) 585-2294
Maypearl	P.O. Box 400	Maypearl	TX	76064	Angie Smith	(972) 435-2380
Mineola	P.O. Box 179	Mineola	TX	75773	Sherry Vann	(903) 569-6603
Monahans	112 W 2nd St	Monahans	TX	79756	Judge Lori Asbury	(432) 943-6361
Montgomery	PO Box 708	Montgomery	TX	77356	Rebecca Lehn	(936) 597-6434
Morgan's Point	1415 E Main St	La Porte	TX	77571	Judge J.L. Jay	(281) 471-2171
Mount Pleasant	501 N Madison Ave	Mount Pleasant	TX	75455	Adolfo Martinez	(903) 575-4010
Muleshoe	215 1st St	Muleshoe	TX	79347	Judge Juana Shelburne	(806) 272-7586
Needville	P.O. Box 527	Needville	TX	77461	Susan Brent	(979) 793-4253
New Deal	P.O. Box 126	New Deal	TX	79350	Debbie James	(806) 746-6399
Newton	101 North St	Newton	TX	75966	Judge Ricky Simmons	(409) 379-5065
Nocona	100 Cooke St	Nocona	TX	76255	Judge Christie Halbardier	(940) 825-3282
Noonday	16662 C.R. 196	Tyler	TX	75703	Judge Dona Jordan	(903) 561-3351
Oak Ridge North	27424 Robinson Rd	Conroe	TX	77385	Michelle Buchanan	(281) 292-8736
Olney	P.O. Box 66	Olney	TX	76374	Judge Stan Mahler	(940) 564-5001
Ovilla	105 S Cockrell Hill Rd	Ovilla	TX	75154	Cyndy Powell	(972) 617-7262
Palmview	400 W Veterans Blvd	Palmview	TX	78572	Alida Perez	(956) 432-0300



Cities

Client/Court	Address	City	State	Zip	Contact	Phone
Pampa	P.O. Box 2499	Pampa	TX	79066	Judge Kurt Curfman	(806) 669-5750
Panhandle	P.O. Box 129	Panhandle	TX	79068	Judge Roland McGill	(806) 537-3733
Panorama Village	99 Hiwon Dr	Panorama Village	TX	77304	Ronda Scarborough	(936) 856-2821
Pecos	P.O. Box 929	Pecos	TX	79772	Federico Reyes	(432) 445-2421
Perryton	P.O. Box 849	Perryton	TX	79070	Judge Bruce Julian	(806) 435-4014
Post	106 S Broadway	Post	TX	79356	Judge Angela Massey	(806) 990-3108
Poth	P.O. Box 941	Poth	TX	78147	Judge Hilda Tejada	(830) 484-2521
Presidio	P.O. Box 1899	Presidio	TX	79845	Judge Dan Bodine	(432) 229-4551
Richmond	402 Morton St	Richmond	TX	77469	Judge Evelyn Garza	(281) 342-0578
Richwood	215 Halbert St	Richwood	TX	77531	Peggy Tyler	(979) 265-2082
Rio Vista	P.O. Box 129	Rio Vista	TX	76093	Brenda Marbut	(817) 373-2588
Rollingwood	403 Nixon Dr	Rollingwood	TX	78746	Kelly Heikkila	(512) 327-1838
Rosenberg	P.O. Box 32	Rosenberg	TX	77471	Angelia Hayes	(832) 595-3451
Saint Jo	P.O. Box 186	Saint Jo	TX	76265	Judge Vernie C. McWhirter	(940) 995-2337
San Felipe	P.O. Box 129	San Felipe	TX	77473	Sue Foley	(979) 885-7035
San Marcos	630 E Hopkins St	San Marcos	TX	78666	Susie Garcia	(512) 393-8190
San Saba	500 E Wallace St	San Saba	TX	76877	Judge Leslie Dawson	(325) 372-5746
Seabrook	1700 1st St	Seabrook	TX	77586	Jessica Ancira	(281) 291-5665
Seagraves	P.O. Box 37	Seagraves	TX	79359	Judge Sandra Harper	(806) 387-2593
Sealy	P.O. Box 517	Sealy	TX	77474	Fawn Mackey	(979) 885-6733
Seminole	302 S Main St	Seminole	TX	79360	Judge Tom Keyes	(432) 758-3676
Seymour	P.O. Box 31	Seymour	TX	76380	Conchita Torrez	(940) 889-3148
Shamrock	116 W 2nd St	Shamrock	TX	79079	Judge Rick Walden	(806) 256-3281
Shepherd	P.O. Box 1227	Shepherd	TX	77371	Judge Harris Blanchette	(936) 628-6477
Slaton	130 S 9th St	Slaton	TX	79364	Judge Don Kendrick	(806) 828-2004
Snyder	P.O. Box 1341	Snyder	TX	79550	Judge Dan Cotton	(325) 573-4957
Sonora	201 E Main St	Sonora	TX	76950	Judge James Stephen	(325) 387-5237
Southside Place	6309 Edloe St	Houston	TX	77002	Olga Garza	(713) 668-2341
Spearman	P.O. Box 37	Spearman	TX	79081	Judge Gary Ellsworth	(806) 659-2524
Stagecoach	16930 Boothill Rd	Magnolia	TX	77355	Brenda Rutt	(281) 259-0224
Sunray	P.O. Box 834	Sunray	TX	79086	Judge Sue Sims	(806) 948-5362



Cities

Client/Court	Address	City	State	Zip	Contact	Phone
Sweeny	224 Pecan St	Sweeny	TX	77480	Tammy Odom	(979) 548-5189
Tatum	P.O. Box 1105	Tatum	TX	75691	Rhonda Thompson	(903) 947-2260
Taylor Lake Village	500 Kirby Rd	Taylor Lake Village	TX	77586	Amanda Saenz	(281) 326-2843
Texhoma	P.O. Box 736	Texhoma	TX	73949	Apryl Burleson	(806) 827-7411
Texline	P.O. Box 150	Texline	TX	79087	Rita Little	(806) 362-4849
Tomball	401 Market St	Tomball	TX	77375	George Shackelford	(281) 290-1006
Trinity	P.O. Box 431	Trinity	TX	75862	Jennifer Priddy	(936) 594-2507
Troup	P.O. Box 637	Troup	TX	75789	Gene Cottle	(903) 842-4109
Tulia	P.O. Box 847	Tulia	TX	79088	Judge James G. Hodges	(806) 995-3547
Vega	P.O. Box 470	Vega	TX	79092	Judge Jack Moore	(806) 267-2619
Vernon	1725 Wilbarger St	Vernon	TX	76384	Judge Lori Adams	(940) 552-2581
West Columbia	P.O. Box 487	West Columbia	TX	77486	Kelli Kuban	(979) 345-3123
White Deer	P.O. Box 98	White Deer	TX	79097	Judge Katrina Warminski	(806) 883-4191
Whitewright	P.O. Box 516	Sherman	TX	75091	Beth Woodson	(903) 364-2219
Wichita Falls	1300 7th St	Wichita Falls	TX	76301	Jim Dockery	(940) 761-7615
Winona	P.O. Box 97	Winona	TX	75792	Connie Sexton	(903) 877-3381
Wolfforth	P.O. Box 36	Wolfforth	TX	79382	Debra Youngblood	(806) 866-4215



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Andrews County	Justice of the Peace Pct 1 & 4	215 NW First St	Andrews	TX	79714	Judge Mary J Baeza	(432) 524-1413
Andrews County	Justice of the Peace Pct 2 & 3	215 NW First St	Andrews	TX	79714	Judge Neri Flores	(432) 524-1413
Archer County	Justice of the Peace Pct 4	P.O. Box 24	Scotland	TX	76379	Judge Wayne Lindemann	(940) 541-2250
Archer County	County Clerk	P.O. Box 427	Archer City	TX	76351	Karren Winter	(940) 574-4302
Armstrong County	Justice of the Peace Pct County Wide	P.O. Box 539	Claude	TX	79019	Judge Beatrice Sturkie	(806) 226-2041
Austin County	Justice of the Peace Pct 4	P.O. Box 760	Wallis	TX	77485	Judge Dennis R King	(979) 478-6723
Austin County	Justice of the Peace Pct 3	201 Atchison St	Sealy	TX	77474	Judge Cheryl B Kollatschny	(979) 885-3195
Bailey County	Justice of the Peace Pct County Wide	306 W 2nd St	Muleshoe	TX	79347	Judge Deborah Redwine	(806) 272-3077
Borden County	Justice of the Peace Pct County Wide	P.O. Box 31	Gail	TX	79738	Judge Mary Jane Jones	(806) 756-4380
Brazoria County	District Clerk	111 E Locust St	Angleton	TX	77515	Rhonda Cross Barchak	(979) 864-1264
Brazoria County	Justice of the Peace Pct 1, Place 1	P.O. Box 43	Lake Jackson	TX	77566	Judge Jack Alan Brown	(979) 297-4650
Brazoria County	Justice of the Peace Pct 2, Place 2	111 E Locust St	Angleton	TX	77515	Judge Richard Davis	(979) 864-1402
Brazoria County	Justice of the Peace Pct 4, Place 1	101 E Alabama St	Brazoria	TX	77422	Judge Sharon Fox	(979) 798-7777
Brazoria County	County Clerk	111 E Locust St	Angleton	TX	77515	Joyce G Hudman	(979) 864-1355
Brazoria County	Justice of the Peace Pct 4, Place 2	111 E Locust St	Angleton	TX	77515	Judge Sherry Kersh	(979) 345-2671
Brazoria County	Justice of the Peace Pct 3, Place 1	460 Sherandoe Ln	Alvin	TX	77511	Judge Mike Merkel	(979) 849-5711
Brazoria County	Justice of the Peace Pct 1, Place 2	210 W First St	Freeport	TX	77541	Judge Milan Miller	(979) 233-4700
Brazoria County	Justice of the Peace Pct 3, Place 2	3801 E Pear	Pearland	TX	77581	Judge Gordon Starkenburg	(281) 485-1528
Brazoria County	Justice of the Peace Pct 2, Place 1	7313 Corporate Dr	Manvel	TX	77578	Judge John Vasut	(281) 756-2410
Briscoe County	Justice of the Peace Pct 2	P.O. Box 427	Quitaque	TX	79255	Judge Richard D Ramsey	(806) 455-1456
Briscoe County	Justice of the Peace Pct 1	P.O. Box 67	Silverton	TX	79257	Judge Connie Smith	(806) 823-2253
Burleson County	Justice of the Peace Pct 1	P.O. Box 136	Deanville	TX	77852	Judge James Baldwin	(979) 535-3036



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Burleson County	Justice of the Peace Pct 2	P.O. Box 250	Snook	TX	77878	Judge William J Orsak	(979) 272-3656
Burleson County	Justice of the Peace Pct 3	100 W Buck St	Caldwell	TX	77836	Judge Johnny R Towslee	(979) 567-2301
Burleson County	Justice of the Peace Pct 4	16955 State Hwy 36 S	Somerville	TX	77879	Judge Robert Urbanosky	(979) 596-1412
Carson County	Justice of the Peace Pct 2	P.O. Box 453	Panhandle	TX	79068	Judge Jean Hardman	(806) 537-3722
Carson County	Justice of the Peace Pct 4	P.O. Box 453	Panhandle	TX	79068	Judge Jean Hardman	(806) 537-3622
Carson County	Justice of the Peace Pct 1	P.O. Box 399	Groom	TX	79039	Judge William B Hinson	(806) 248-7444
Castro County	Justice of the Peace Pct County Wide	P.O. Box 985	Dimmitt	TX	79027	Judge Oreda Campbell	(806) 647-2328
Childress County	Justice of the Peace Pct 1	100 Avenue E NW	Childress	TX	79201	Judge Jackie Taylor	(940) 937-6145
Clay County	Justice of the Peace Pct County Wide	P.O. Box 71	Henrietta	TX	76365	Judge Jim Humphrey	(940) 538-6531
Coleman County	Justice of the Peace Pct County Wide	100 W Live Oak St	Coleman	TX	76834	Judge Nance Campbell	(325) 625-4223
Collingsworth County	Justice of the Peace Pct County Wide	800 West Ave	Wellington	TX	79095	Judge Jo Rita Henard	(806) 447-5555
Colorado County	County Clerk	400 Spring St	Columbus	TX	78934	Darlene Hayek/Ty	(979) 732-6860
Colorado County	District Clerk	400 Spring St	Columbus	TX	78934	Harvey Vornsand/Ty	(979) 732-2536
Cooke County	Justice of the Peace Pct 4	P.O. Box 337	Valley View	TX	76272	Judge Jason Brinkley	(940) 726-3539
Cooke County	District Clerk	100 S Dixon St	Gainesville	TX	76240	Susan Hughes	(940) 668-5450
Cooke County	County Clerk	100 S Dixon St	Gainesville	TX	76240	Rebecca Lawson	(940) 668-5420
Cooke County	Justice of the Peace Pct 1	320 CR 451	Gainesville	TX	76240	Judge Dorthy F Lewis	(940) 668-5464
Cottle County	Justice of the Peace Pct County Wide	P.O. Box 307	Paducah	TX	79248	Judge Hank White	(806) 492-3515
Crane County	Justice of the Peace Pct County Wide	P.O. Box 148	Crane	TX	79731	Judge Donna Clack	(432) 558-1108
Crosby County	Justice of the Peace Pct County Wide	201 W Aspen St	Crosbyton	TX	79322	Judge Robert R Forbes	(806) 675-2523
Dallam County	Justice of the Peace Pct County Wide	P.O. Box 9403	Dalhart	TX	79022	Judge Rita Little	(806) 244-4827
Dawson County	Justice of the Peace Pct County Wide	P.O. Drawer 1268	Lamesa	TX	79331	Judge Denise Dyess	(806) 872-3744



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Deaf Smith County	Justice of the Peace Pct County Wide	235 E 3rd St	Hereford	TX	79045	Judge Karen Boren	(806) 364-0999
Dickens County	Justice of the Peace Pct 3	P.O. Box 70	Spur	TX	79370	Judge Norma Roberson	(806) 271-4432
Dickens County	Justice of the Peace Pct 1	P.O. Box 70	Dickens	TX	79229	Judge Gayle Taylor	(806) 623-5233
Donley County	Justice of the Peace Pct 3 & 4	P.O. Box 62	Hedley	TX	79237	Judge Denise Bertrand	(806) 856-5914
Donley County	Justice of the Peace Pct 1 & 2	P.O. Box 828	Clarendon	TX	79226	Judge Connie Havens	(806) 874-2016
Fisher County	Justice of the Peace Pct 1	P.O. Box 306	Roby	TX	79543	Judge Tammy Morton	(325) 776-2482
Floyd County	Justice of the Peace Pct 2 & 3	P.O. Box 302	Lockney	TX	79241	Judge Kelly Dunbar	(806) 652-3622
Floyd County	Justice of the Peace Pct 1 & 4	104 S Main St	Floydada	TX	79235	Judge Tali Jackson	(806) 983-4911
Floyd County	County Clerk	100 S Main St	Floydada	TX	79235	Ginger Morgan	(806) 983-4900
Foard County	Justice of the Peace Pct County Wide	P.O. Box 64	Crowell	TX	79227	Judge Beverly Kay Marlow	(940) 684-1917
Gaines County	Justice of the Peace Pct 2	P.O. Box 755	Seagraves	TX	79359	Judge B W Baucum	(806) 546-2666
Gaines County	Justice of the Peace Pct 1	803 NW Ave G	Seminole	TX	79360	Judge Tammy Clark	(432) 758-5411
Garza County	Justice of the Peace Pct 2	300 W Main St	Post	TX	79356	Judge Dee Justice	(806) 495-4420
Garza County	Justice of the Peace Pct 1	300 W Main St	Post	TX	79356	Judge Gordon L Terry	(806) 495-4410
Gillespie County	District Court Collections Coordinator	125 W Main St	Fredericksburg	TX	78624	Barbara Crenwelge	(830) 990-7567
Gillespie County	Justice of the Peace Pct 1	125 W Main St	Fredericksburg	TX	78624	Judge Louis Rech	(830) 997-6912
Gillespie County	Justice of the Peace Pct 3	125 W Main St	Fredericksburg	TX	78624	Judge Carl Schoessow	(830) 997-9976
Gillespie County	Judge	101 W Main St	Fredericksburg	TX	78624	Judge Mark Stroehrer	(830) 997-9053
Glasscock County	Justice of the Peace Pct County Wide	P.O. Box 67	Garden City	TX	79739	Judge Donna Kay Machicek	(432) 354-2382
Gray County	Justice of the Peace Pct 4	P.O. Box 261	McLean	TX	79057	Judge Mary Ann Carpenter	(806) 779-2721
Gray County	Justice of the Peace Pct 2	P.O. Box 2054	Pampa	TX	79066	Judge Kurt Curfman	(806) 669-8015

Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Gray County	Justice of the Peace Pct 1	P.O. Box 1558	Pampa	TX	79066	Judge Joe Martinez	(806) 669-8032
Hall County	County Clerk	512 W Main St	Memphis	TX	79245	Raye Bailey	(806) 259-2627
Hall County	Justice of the Peace Pct 1, 2 & 3	512 W Main St	Memphis	TX	79245	Judge Sherrie Stone	(806) 259-3116
Hamilton County	County Clerk	102 N Rice St	Hamilton	TX	76531	Debbie Rudolph	(254) 386-3518
Hansford County	Justice of the Peace Pct County Wide	P.O. Box 266	Spearman	TX	79081	Judge Bob Davis	(806) 659-4165
Hardeman County	Justice of the Peace Pct County Wide	501 W Third St	Quanah	TX	79252	Judge Linda Hollenbaugh	(940) 663-5932
Hartley County	Justice of the Peace Pct County Wide	701 Texas Blvd	Dalhart	TX	79022	Judge Edwyna Womble	(806) 244-2939
Haskell County	Justice of the Peace Pct County Wide	One Avenue D	Haskell	TX	79521	Judge Lynn Dodson	(940) 864-2903
Hemphill County	Justice of the Peace	P.O. Box 455	Canadian	TX	79014	Judge Larry Dunnam	(806) 323-5123
Henderson County	Justice of the Peace Pct 2	P.O. Box 43672	Seven Points	TX	75143	Judge Dale Blaylock	(903) 432-4334
Hockley County	Justice of the Peace Pct 5	802 Houston St	Levelland	TX	79336	Judge Jerry Boudreaux	(806) 894-4104
Hockley County	Justice of the Peace Pct 1	P.O. Box 96	Ropesville	TX	79358	Judge Sue S Coker	(806) 562-3531
Hockley County	Justice of the Peace Pct 4	P.O. Box 556	Anton	TX	79313	Judge Rita Conkin	(806) 997-2676
Hockley County	County Clerk	802 Houston St	Levelland	TX	79336	Irene Gumula	
Hockley County	Justice of the Peace Pct 2	802 Houston St	Levelland	TX	79336	Judge Charlotte Trull	(806) 229-2059
Houston County	Justice of the Peace Pct 1	700 S 4th St	Crockett	TX	75835	Judge Clyde Black	(936) 544-2564
Houston County	Justice of the Peace Pct 2	112 E Houston Ave	Crockett	TX	75835	Judge Ronnie L. Jordan	(936) 544-2562
Howard County	Justice of the Peace Pct 2	P.O. Box 346	Coahoma	TX	79511	Judge Quail M Dobbs	(432) 394-4000
Howard County	Justice of the Peace Pct 1, Place 1	P.O. Box 1648	Big Spring	TX	79721	Judge Bennie Green	(432) 264-2226
Howard County	Justice of the Peace Pct 1, Place 2	300 S Main St	Big Spring	TX	79720	Judge Kathryn Wiseman	(432) 264-2228
Howard County	County Clerk	P.O. Box 1468	Big Spring	TX	79721	Donna K Wright	(432) 264-2213
Hutchinson County	Justice of the Peace Pct 1	P.O. Box 640	Stinnett	TX	79083	Judge Shila Hart	(806) 878-4024
Hutchinson County	Justice of the Peace Pct 2	1400 Veta	Borger	TX	79007	Judge Cindy Irwin	(806) 273-0103



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Irion County	County Clerk	P.O. Box 546	Mertzton	TX	76941	Molly Criner	(325) 835-2421
Irion County	District Clerk	P.O. Box 546	Mertzton	TX	76941	Molly Criner	(325) 835-2421
Irion County	Justice of the Peace Pct County Wide	P.O. Box 648	Mertzton	TX	76941	Judge Donna Smith	(325) 835-4141
Johnson County	County Clerk	204 S Buffalo Ave	Cleburne	TX	76033	Backy Williams	(817) 556-6323
Jones County	Justice of the Peace Pct County Wide	P.O. Box 148	Anson	TX	79501	Judge Cheryl D. Guernsey	(325) 823-3741
Karnes County	Justice of the Peace Pct 2	P.O. Box 328	Falls City	TX	78113	Judge Caroline Korzekwa	(830) 254-3226
Karnes County	Justice of the Peace Pct 4	306 N Helena St	Runge	TX	78151	Judge David Sotelo	(830) 239-4459
Karnes County	Justice of the Peace Pct 1	222 Tilden St	Kenedy	TX	78119	Judge Kathy Stewart	(830) 583-2102
Karnes County	Justice of the Peace Pct 3	101 N Panna Maria	Karnes City	TX	78118	Judge Delia Villanueva	(830) 780-4373
Kent County	Justice of the Peace Pct County Wide	P.O. Box 462	Jayton	TX	79528	Judge Mattie Hilton	(806) 237-3646
Kerr County	District Clerk	700 Main St	Kerrville	TX	78028	Robbin Burlew	(830) 792-2287
Kerr County	Justice of the Peace Pct 4	3324-A Junction Hwy	Ingram	TX	78025	Judge William Ragsdale	(830) 367-2245
King County	Justice of the Peace Pct County Wide	P.O. Box 67	Guthrie	TX	79236	Judge Melody Pettiet	(806) 596-4481
Knox County	Justice of the Peace Pct County Wide	P.O. Box 76	Benjamin	TX	79505	Judge Vonnie Ivie	(940) 459-3181
Lamb County	Justice of the Peace Pct 2	100 E Sixth Dr	Littlefield	TX	79339	Judge Christy Clark	(806) 385-4222
Lamb County	Justice of the Peace Pct 1	P.O. Box 798	Olton	TX	79064	Judge Becky DeBerry	(806) 285-7771
Lamb County	Justice of the Peace Pct 4	100 E Sixth Dr	Littlefield	TX	79339	Judge Matt Hanna	(806) 385-4222
Lamb County	County Clerk	P.O. Box 103	Littlefield	TX	79339	Jamee Long	(806) 385-4222
Lamb County	Justice of the Peace Pct 3	100 Sixth Dr	Littlefield	TX	79339	Judge Al Mann	(806) 385-4222
Lynn County	Justice of the Peace Pct 4	P.O. Box 415	Odonnell	TX	79351	Judge Ed L Follis	(806) 428-3711
Lynn County	Justice of the Peace Pct 1	P.O. Box 1256	Tahoka	TX	79373	Judge Nancy E. Guilliams	(806) 998-4222
Martin County	Justice of the Peace Pct 1	P.O. Box 1116	Stanton	TX	79782	Judge Jarrell Hedrick	(432) 756-3711
Martin County	District Clerk	PO Box 1330	Stanton	TX	79782	Sharon Jones	(432) 756-2231



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Martin County	Justice of the Peace Pct 2	P.O. Box 1518	Stanton	TX	79782	Judge Pam McAnally	(432) 756-3445
McCulloch County	Justice of the Peace Pct County Wide	199 Courthouse Sq	Brady	TX	76825	Judge Billy Robinett	(325) 597-0733
Midland County	County Clerk	200 W Wall St	Midland	TX	79701	Cheryl Becker	(432) 688-4403
Midland County	Justice of the Peace Pct 2	707 W Washington	Midland	TX	79701	Judge David Cobos	(432) 688-4722
Midland County	Justice of the Peace Pct 3	200 W Wall St	Midland	TX	79701	Judge Billy Johnson	(432) 688-1148
Midland County	Justice of the Peace Pct 1	400 S Main St	Midland	TX	79701	Judge Joe L Matlock	(432) 688-4741
Midland County	Justice of the Peace Pct 4	707 W Washington	Midland	TX	79701	Judge George D Zimmerman	(432) 688-4724
Montague County	Justice of the Peace Pct 1	P.O. Box 564	Nocona	TX	76255	Judge David Allen	(940) 825-6570
Montague County	County Clerk	P.O. Box 77	Montague	TX	76251	Glenda Henson	(940) 894-2401
Montague County	Justice of the Peace Pct 2	P.O. Box 549	Bowie	TX	76230	Judge Karen Reynolds	(940) 872-2627
Moore County	Justice of the Peace Pct 1	615 E First St	Dumas	TX	79029	Judge Barbara Mulanax	(806) 935-3920
Moore County	Justice of the Peace Pct 2	P.O. Box 250	Sunray	TX	79086	Judge Lonas S. Sims	(806) 948-5362
Motley County	Justice of the Peace Pct County Wide	P.O. Box 346	Matador	TX	79244	Judge Libby Cruse	(806) 347-2204
Nolan County	Justice of the Peace Pct County Wide	100 E 3rd St	Sweetwater	TX	79556	Judge Sharon Gardner	(325) 235-5482
Oldham County	Justice of the Peace Pct County Wide	P.O. Box 370	Vega	TX	79092	Judge Kristy Homfeld	(806) 267-2619
Palo Pinto County	County Clerk	P.O. Box 219	Palo Pinto	TX	76484	Janette Green	(940) 659-1277
Palo Pinto County	Justice of the Peace Pct 5	109 North Oak	Mineral Wells	TX	76067	Bobby J Hart	(940) 325-3201
Palo Pinto County	Justice of the Peace Pct 4	P.O. Box 367	Strawn	TX	76475	Charlie Hodgkins	(254) 672-5381
Palo Pinto County	Justice of the Peace Pct 3	328 FM 2353	Graford	TX	76449	Shawn Humphries	(940) 779-3551
Palo Pinto County	Justice of the Peace Pct 2	P.O. Box 412	Graford	TX	76449	Kevin Shane Long	(940) 664-2212
Parmer County	County Clerk	P.O. Box 356	Farwell	TX	79325	Colleen Stover	(806) 481-3691
Potter County	Justice of the Peace Pct 1	500 S Fillmore	Amarillo	TX	79101	Judge Debbie Horn	(806) 379-2393

Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Potter County	Justice of the Peace Pct 3	P.O. Box 50487	Amarillo	TX	79159	Judge Gary Jackson	(806) 355-3070
Presidio County	Justice of the Peace Pct 2	P.O. Box 900	Presidio	TX	79845	Judge Juanita Bishop	(432) 229-3705
Presidio County	Justice of the Peace Pct 1	P.O. Box 481	Marfa	TX	79843	Judge Cinderela Rice	(432) 729-4831
Reagan County	Justice of the Peace Pct County Wide	P.O. Box 100	Big Lake	TX	76932	Judge Patty Creech	(325) 884-3482
Roberts County	Justice of the Peace Pct County Wide	P.O. Box 315	Miami	TX	79059	Judge Tresa Seuchs	(806) 868-4111
Runnels County	Justice of the Peace Pct 2	P.O. Box 657	Winters	TX	79567	Judge Richard Hamilton	(325) 754-4270
Runnels County	Justice of the Peace Pct 1	613 Hutchings Ave	Ballinger	TX	76821	Judge Glenda Wood	(325) 365-2633
San Jacinto County	Justice of the Peace Pct 2	P.O. Box 1227	Shepherd	TX	77371	Judge Harris Blanchette	(936) 628-6477
San Jacinto County	Justice of the Peace Pct 3	P.O. Box 341	Coldspring	TX	77331	Judge Randy Ellisor	(281) 592-4400
San Jacinto County	Justice of the Peace Pct 4	P.O. Box 63	Pointblank	TX	77364	Judge Greg Magee	(936) 377-2131
San Jacinto County	Justice of the Peace Pct 1	111 State Hwy 150	Coldspring	TX	77331	Judge Beth Sewell	(936) 653-4578
San Saba County	Justice of the Peace Pct County Wide	500 E Wallace St	San Saba	TX	76877	Judge Leslie Dawson	(325) 372-5746
Schleicher County	Justice of the Peace Pct County Wide	P.O. Box 536	Eldorado	TX	76936	Judge James Doyle	(325) 853-2766
Scurry County	Justice of the Peace Pct 1	911 25th St	Snyder	TX	79549	Judge Deborah Boyd	(325) 573-5406
Scurry County	Justice of the Peace Pct 2	632 Dunn Ave	Hermleigh	TX	79526	Judge Julie Culp	(325) 863-2239
Shackelford County	Justice of the Peace	P.O. Box 181	Albany	TX	76430	Judge James Breeden	(325) 762-2232
Sherman County	County Clerk	P.O. Box 270	Stratford	TX	79084	Gina Gray	(806) 366-2371
Sherman County	District Clerk	P.O. Box 270	Stratford	TX	79084	Gina Gray	(806) 366-2371
Smith County	Justice of the Peace Pct 2	15405 Hwy 155 S	Tyler	TX	75703	Judge Gary Alfred	(903) 590-4830
Smith County	Justice of the Peace Pct 1	106 E Elm St	Tyler	TX	75702	Judge Quincy Beavers	(903) 590-2601
Smith County	Justice of the Peace Pct 5	P.O. Box 1075	Lindale	TX	75771	Judge James R Cowart	(903) 882-6136
Smith County	Justice of the Peace Pct 3	P.O. Box 573	Troup	TX	75789	Judge James L Meredith	(903) 842-2661



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Smith County	County Clerk	200 E Ferguson St	Tyler	TX	75710	Karen Phillips	(903) 590-4670
Smith County	Justice of the Peace Pct 4	P.O. Box 62	Winona	TX	75792	Judge Thomas M	(903) 877-3142
Sterling County	Justice of the Peace Pct Cou	P.O. Box 1021	Sterling City	TX	76951	Judge Jim Harrell	(325) 378-3761
Stonewall County	Justice of the Peace Pct County Wide	P.O. Box 389	Aspermont	TX	79502	Judge Mike English	(940) 989-2213
Swisher County	Justice of the Peace Pct County Wide	P.O. Box 73	Tulia	TX	79088	Judge Priscilla A. Sanders	(806) 995-4407
Taylor County	Justice of the Peace Pct 4	P.O. Box 5	Lawn	TX	79530	Judge Frank Cleveland	(325) 583-2341
Taylor County	Justice of the Peace Pct 1, Place 2	301 Oak St	Abilene	TX	79602	Judge A L Deatherage	(325) 674-1267
Taylor County	Justice of the Peace Pct 2	P.O. Box 225	Merkel	TX	79536	Judge Ronny Doan	(325) 928-5114
Taylor County	Justice of the Peace Pct 1, Place 1	802 Graham St	Abilene	TX	79603	Judge Mike McAuliffe	(325) 674-1235
Taylor County	Justice of the Peace Pct 3	P.O. Box 361	Tuscola	TX	79562	Judge Michael D Pueschel	(325) 554-7893
Throckmorton	Justice of the Peace Pct County Wide	P.O. Box 721	Throckmorton	TX	76083	Judge Billy Ray Fowler	(940) 849-3791
Upton County	Justice of the Peace Pct 2	P.O. Box 255	Rankin	TX	79778	Judge Dorie Hord	(432) 693-2919
Upton County	Justice of the Peace Pct 1	P.O. Box 232	Rankin	TX	79778	Judge Paige Hutchens-Lopez	(432) 693-2437
Upton County	Justice of the Peace Pct 4	P.O. Box 482	Rankin	TX	79778	Judge Corina Z Navarrete	(432) 693-2321
Upton County	Justice of the Peace Pct 3	P.O. Box 634	Rankin	TX	79778	Judge Martha Silva	(432) 652-8222
Uvalde County	Justice of the Peace Pct 1	Uvalde County Courthouse	Uvalde	TX	78801	Judge Steven T. Kennedy	(830) 278-3921
Uvalde County	Justice of the Peace Pct 6	Uvalde County Courthouse	Uvalde	TX	78801	Judge Ernesto Luna	(830) 278-8123
Walker County	Justice of the Peace Pct 2	352 Elkins Lake	Huntsville	TX	77340	Judge Mike Countz	(936) 436-4977
Walker County	Justice of the Peace Pct 1	717 FM 2821 Road W	Huntsville	TX	77320	Judge Janie H Farris	(936) 436-4966
Walker County	Justice of the Peace Pct 3	2986 A SH 19	Huntsville	TX	77320	Judge Mark Holt	(936) 436-4988
Walker County	Justice of the Peace Pct 4	P.O. Box 332	New Waverly	TX	77358	Judge James Mature	(936) 344-6119



Counties

Client	Court	Address	City	State	Zip	Contact	Phone
Waller County	Justice of the Peace Pct 2	27388 Field Store Rd	Waller	TX	77484	Judge Delores Hargrave	(936) 372-2193
Waller County	Justice of the Peace Pct 3	836 Austin St	Hempstead	TX	77445	Judge Marian Jackson	(979) 826-3357
Waller County	Justice of the Peace Pct 1	846 6th St # 1	Hempstead	TX	77445	Judge Charles Karisch	(979) 826-7745
Waller County	Justice of the Peace Pct 4	P.O. Box 7	Pattison	TX	77466	Judge Ted Krenek	(281) 375-5233
Ward County	Justice of the Peace Pct 1	P.O. Box 165	Monahans	TX	79756	Judge Pasqual Olibas	(432) 943-7227
Ward County	Justice of the Peace Pct 2	P.O. Box 342	Monahans	TX	79756	Judge Elizabeth Polanco	(432) 943-7237
Washington County	Justice of the Peace Pct 3	100 E Main St	Brenham	TX	77833	Judge Roy W. May	(979) 277-6200
Washington County	Justice of the Peace Pct 1	100 E Main St	Brenham	TX	77833	Judge Douglas R Zwiener	(979) 277-6200
Wheeler County	Justice of the Peace Pct 1	P.O. Box 452	Wheeler	TX	79096	Judge Mark Brown	(806) 826-5768
Wheeler County	Justice of the Peace Pct 2	115 E Texas	Shamrock	TX	79079	Judge Rick Walden	(806) 256-2552
Wichita County	Justice of the Peace Pct 4	2023 SH 25 North	Electra	TX	76360	Judge Judy Baker	(940) 495-2460
Wichita County	Justice of the Peace Pct 1, Place 2	900 Seventh St	Wichita Falls	TX	76301	Judge Mike Little	(940) 766-8143
Wichita County	Justice of the Peace Pct 3	404 N Wall St	Iowa Park	TX	76367	Judge Marc Newman	(940) 592-9388
Wichita County	Justice of the Peace Pct 1, Place 1	900 Seventh St	Wichita Falls	TX	76301	Judge Janice Sons	(940) 766-8141
Wichita County	Justice of the Peace Pct 2	100 W College St Ste 2	Burkburnett	TX	76301	Judge Nancy Viavattene	(940) 569-1140
Winkler County	Justice of the Peace Pct 2	P.O. Box 35	Wink	TX	79789	Judge Glenda Mixon	(432) 527-3450
Winkler County	Justice of the Peace Pct 1	Courthouse First Floor	Kermit	TX	79745	Judge DeLynn Trammell	(432) 586-2671
Yoakum County	Justice of the Peace Pct 2	412 W Fifth St	Denver City	TX	79323	Judge Troy Scott	(806) 592-3963
Yoakum County	Justice of the Peace Pct 1	P.O. Box 532	Plains	TX	79355	Judge Mark Traweek	(806) 456-7491
Young County	Justice of the Peace Pct 3	117 S Grand Ave	Olney	TX	76374	Judge Stan G. Mahler	(940) 564-5001

CONTRACT FOR COURT FINES AND FEES COLLECTION SERVICES

STATE OF TEXAS

§

COUNTY OF TARRANT

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SECTION I. PARTIES TO THE CONTRACT

THIS CONTRACT, hereinafter called "Contract", is made and entered into by and between the **Town of Pantego**, Texas, acting herein by and through its governing body, hereinafter called "City", and **Perdue, Brandon, Fielder, Collins & Mott, L.L.P.**, hereinafter called "Perdue".

THIS CONTRACT supersedes all prior oral and written agreements between the parties, and can only be amended if done so in writing and signed by all parties. Furthermore, this Contract cannot be transferred or assigned by either party without the written consent of all parties.

City agrees to employ and does hereby employ Perdue to enforce the collection of delinquent court fines, fees, and court costs pursuant to the terms and conditions described in this Contract.

NOW, THEREFORE, in consideration of the covenants, conditions and agreements hereinafter set forth, the adequacy of which is hereby acknowledged, City and Perdue agree as follows:

SECTION II. CITY'S COLLECTION OBLIGATIONS

A. City agrees to refer all delinquent accounts, as defined below, to Perdue for collection on or about the first (1st) or the fifteenth (15th) of each month. City shall refer all delinquent accounts by electronic or magnetic medium, if available, or in any other way that is most favorable to City. All delinquent accounts should be in a specified format that will allow Perdue to process the account data.

B. An account is considered delinquent when not paid within sixty (60) days of the scheduled appearance date (if the defendant failed to appear), or from any granted extension, or from the date of conviction or judgment, or other court specified due date.

C. City will provide Perdue with copies of, or access to, the information and documentation necessary to collect the fines, fees, and court costs that are subject to this Contract.

SECTION III. PERDUE'S COLLECTION OBLIGATIONS

A. Perdue agrees to refer all payments and correspondence directly to the court that has assessed or levied the fines, fees, and court costs being collected pursuant to this Contract. Perdue reserves the right to return any accounts not collected within one (1) year of referral by City. Neither party will have any obligation to the other with regard to returned accounts.

B. Perdue agrees to use its best efforts to collect the delinquent accounts received from the City and to comply with all provisions of state and federal law and regulations promulgated pursuant thereto in the rendition of collection services contemplated by this Contract.

C. If requested by the City, Perdue agrees to provide legal advice to the City on its delinquent accounts.

SECTION IV. COLLECTION FEE

City agrees to pay Perdue as follows:

(1) Twenty percent (20 %) of the collected fines, fees, and court costs referred to Perdue by City imposed on all unadjudicated offenses committed on or before June 18, 2003. Should the collection fee exceed the amount that the City is to receive from offenses with the 20% collection fee; the collection fee shall be split equally between Perdue and the City. In no event shall Perdue's fee be greater than money retained by the City in these cases only;

(2) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all adjudicated offenses committed on or before June 18, 2003; and

(3) Thirty percent (30%) of the collected fines, fees, and court costs referred to Perdue imposed on all offenses occurring after June 18, 2003.

The thirty percent (30%) collection fee shall be added to the amount owed by a defendant that is more than 60 days past due pursuant to Article 103.001, Texas Code of Criminal Procedure.

SECTION V. EXCEPTIONS TO THE COLLECTION FEE

Pursuant to Article 103.0031(b), Texas Code of Criminal Procedure, Perdue cannot collect from a defendant the percentages referred to in Section IV. COLLECTION FEE if the defendant has been determined by the court of original jurisdiction to be indigent, or has insufficient resources or income, or is otherwise unable to pay all or part of the underlying fine or costs. The collection fee does not apply to a case that has been dismissed by a court of competent jurisdiction or to any amount that has been satisfied through time-served credit or community service.

The collection fee shall, however, be applied to any balance remaining after a partial credit for time served or community service if the balance is more than 60 days past due.

SECTION VI. METHOD OF PAYMENT

Absent an agreement otherwise, City shall calculate and receive the amount of any collection fee due to Perdue. Said fee shall be paid to Perdue by check on a monthly basis. All compensation shall become the property of Perdue at the time of payment.

SECTION VII. COMMENCEMENT AND TERMINATION OF CONTRACT

This Contract shall commence on the _____ day of _____, 2014, and end when both parties mutually agree; provided, however, that either party to this agreement shall have the right to terminate this agreement by giving the other party thirty (30) days written notice of their desire and intention to terminate this Contract. Upon termination Perdue shall have an additional six (6) months to complete work on all delinquent accounts referred from the City prior to the notice of termination and will be entitled to compensation on such accounts if collected.

SECTION VIII. NOTICES

For purposes of sending notice under the terms of this Contract, all notices from City shall be sent to Perdue by certified United States mail, or delivered by hand or courier, and addressed as follows:

Perdue, Brandon, Fielder, Collins & Mott, L.L.P.

Attn: Charles Brady

BY U.S. MAIL:

P.O. Box 13430

Arlington, Texas 76094

817/461-3344

BY COURIER DELIVERY:

4025 Woodland Park Blvd, Suite 300

Arlington, Texas 76013

All notices from Perdue shall be sent to the City by certified United States mail, or delivered by hand or courier, and addressed as follows:

Town of Pantego

1614 South Bowen Road

Pantego, Texas 76013

817/734-3297

SECTION IX. VENUE AND CONTROLLING LAW

This Contract is made and is to be interpreted under the laws of the State of Texas. Venue for any disputes involving this Contract shall be in the appropriate courts in Tarrant County, Texas.

SECTION X. ACCEPTANCE OF EMPLOYMENT

In consideration of the terms and compensation herein stated, Perdue hereby accepts said employment and undertakes performance of said Contract as set forth above.

SECTION XI. SEVERABILITY

Every provision of this Contract is intended to be severable. If any term or provision hereof is hereafter deemed by a court of competent jurisdiction to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Contract, it being intended that such remaining provisions shall be construed in a manner most closely approximating the intention of the parties with respect to the illegal, invalid, void or unenforceable provision or part thereof.

This Contract is executed on behalf of the Town of Pantego by the presiding officer of its governing body who is authorized to execute this instrument by Ordinance heretofore passed and recorded in its minutes. This Contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles or electronically signed Contracts executed on behalf of City by the presiding officer of its governing body authorized to execute this instrument shall be binding and enforceable.

WITNESS the signature of all parties hereto this _____ day of _____, 2014.

TOWN OF PANTEGO

By: _____
Name

Title

PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P.

By: _____
For the Firm

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective from and after its date of passage.

PASSED AND APPROVED on the ____ day of _____, 2014.

TOWN OF PANTEGO, TEXAS:

ATTEST:

Mayor

APPROVED AS TO FORM:

Secretary



P.O. Box 13458
Arlington, TX 76094-0430
Tel: (817) 861-9113
Toll Free (800) 772-5490
Fax: (817) 860-6509
www.pbfc.com

Thursday, February 07, 2013

ID #90

F/20018/0000090
FORGASON, DANNY RAY
1721 W PLEASANT RUN
LANCASTER, TX 75146

NOTICE TO COLLECT OUTSTANDING CITATION
COURT PHONE NUMBER: (817) 861-9113

You have an outstanding citation filed in the Municipal Court, City Of Maypearl, Texas in the amount listed below. (See reverse side for a detail breakdown of the standard fine). The Court has referred this delinquent fine to our law firm for collection pursuant to Article 103.0031 of the Code of Criminal Procedure. Failure to pay may result in the Court filing additional charges against you. If payment is not made immediately, we will proceed with our collection efforts which could include, but not be limited to, your **ARREST UNDER A WARRANT** issued by this Court. Our review of information received from the court does **NOT** show that you are represented by legal counsel. However, if you **DO** have a lawyer we cannot discuss the case with you and ask that you forward this letter to your lawyer. **All juveniles must be accompanied by a parent or an attorney because of additional State required sanctions.**

If you have failed to enter a plea, you may do so by filling in your plea in the area located on the reverse side of this letter. You have the right to enter a plea of not guilty and have a trial by a judge or jury. If you want a trial, you need to contact the Court immediately. You may contact us at the above number if you have any questions.

Sincerely,

Charles E. Brady
Attorney at Law

IF YOU WOULD LIKE TO PAY BY CREDIT CARD ONLINE, VISIT WWW.CERTIFIEDPAYMENTS.NET (BUREAU CODE 7947542), OR CONTACT US AT (817) 861-9113 OR YOU MAY REMIT THE FINE AND THE COURT COSTS BY MAIL BY CASHIER'S CHECK OR MONEY ORDER PAYABLE BELOW:

Please remit this portion with your payment

PERSONAL CHECKS ARE NOT ACCEPTED

F/20018/0000090
FORGASON, DANNY RAY
1721 W PLEASANT RUN
LANCASTER, TX 75146

Payable to:

Municipal Court, City Of Maypearl
104 E. Second St.
Maypearl, TX 76064

Total Due: \$413.00

Dockets On File
T00006277-01, T00006277-02

Print Date: 2/7/2013

visit us at www.pbfc.com



If you have recently made a payment, please disregard this notice.

FINE DETAIL REPORT

COURT: **Municipal Court, City Of Maypearl**
104 E. Second St.
Maypearl, TX 76064
(817) 861-9113

Date	Docket	Description	Total
7/20/2007	T00006277-01	SPEEDING	\$258.00
7/20/2007	T00006277-02	FAILED TO CHANGE ADDRESS ON DL	\$155.00
Total Due ----->			\$413.00

.....
ANY PAYMENT CONSTITUTES A PLEA OF NO CONTEST AND WAIVER OF YOUR RIGHT TO APPEAR FOR TRIAL.

PLEA

All juveniles must be accompanied by a parent or an attorney because of additional State required sanctions.

Indicate your plea by checking the appropriate option:

- 1) I hereby enter a plea of **GUILTY** and waive appearance for trial.
Enclosed is the full amount of the fines and court costs.
- 2) I hereby enter a plea of **NO CONTEST** and waive appearance for trial.
Enclosed is the full amount of the fines and court costs.

Signature

Drivers License/State

Date



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Thursday, February 07, 2013

ID #90

F/20018/0000090
FORGASON, DANNY RAY
1721 W PLEASANT RUN
LANCASTER, TX 75146

NOTICE PRIOR TO SERVING WARRANT
COURT PHONE NUMBER: (817) 861-9113

You have an outstanding citation filed in the Municipal Court, City Of Maypearl, Texas in the amount listed below. (See reverse side for a detail breakdown of the standard fine). The Court has referred this delinquent fine to our law firm for collection pursuant to Article 103.0031 of the Code of Criminal Procedure. Our review of information received from the court does **NOT** show that you are represented by legal counsel. However, if you **DQ** have a lawyer we cannot discuss the case with you and ask that you forward this letter to your lawyer. **All juveniles must be accompanied by a parent or an attorney because of additional State required sanctions. FAILURE TO PAY MAY RESULT IN THE COURT FILING ADDITIONAL CHARGES AGAINST YOU AND ISSUING A WARRANT FOR YOUR IMMEDIATE ARREST.**

If you have failed to enter a plea, you may do so by filling in your plea in the area located on the reverse side of this letter. You have the right to enter a plea of not guilty and have a trial by a judge or jury. If you want a trial, you need to contact the Court immediately. You may contact us at the above number if you have any questions.

Sincerely,

Charles E. Brady
Attorney at Law

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1721 W PLEASANT RUN
LANCASTER, TX 75146

Payable to:

Municipal Court, City Of Maypearl
104 E. Second St.
Maypearl, TX 76064

Total Due: \$413.00

Dockets On File
T00006277-01, T00006277-02

Print Date: 2/7/2013

visit us at www.pbfcm.com



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FINE DETAIL REPORT

COURT: **Municipal Court, City Of Maypearl**
104 E. Second St.
Maypearl, TX 76064
(817) 861-9113

Date	Docket	Description	Total
7/20/2007	T00006277-01	SPEEDING	\$258.00
7/20/2007	T00006277-02	FAILED TO CHANGE ADDRESS ON DL	\$155.00
Total Due ----->			\$413.00

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PLEA

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Enclosed is the full amount of the fines and court costs.

Signature

Drivers License/State

Date



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Thursday, February 07, 2013

ID #90

F/20018/0000090
FORGASON, DANNY RAY
1721 W PLEASANT RUN
LANCASTER, TX 75146

NOTICE OF ARREST WARRANT
COURT PHONE NUMBER: (817) 861-9113

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Sincerely,

Charles E. Brady
Attorney at Law

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FINE DETAIL REPORT

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Enclosed is the full amount of the fines and court costs.

Signature

Drivers License/State

Date

LINEBARGER GOGGAN BLAIR & SAMPSON, LLP

ATTORNEYS AT LAW
100 THROCKMORTON, SUITE 300
FORT WORTH, TEXAS 76102

817.877.4589
FAX 817.877.0601

March 5, 2014

Thressa Householder
Municipal Court Supervisor
Town of Pantego
2600 Miller Lane
Pantego, Texas 76013

RE: Proposal for Professional Municipal Court Account Collection Services

Dear Ms. Householder:

On behalf of the law firm of Linebarger Goggan Blair & Sampson, LLP (Linebarger Goggan), I am pleased to submit this proposal to provide delinquent municipal court collection services for the Town of Pantego.

Linebarger Goggan has a 38-year track record of providing first-tier collection representation for its clients and is the largest delinquent collections law firm in the nation. Linebarger Goggan currently represents more than 2,200 local and state governmental entities in the collection of delinquent receivables, and we collect approximately \$1 billion annually for these clients. We have combined the disciplines of law, collections, and technology to form a collection program that has achieved unprecedented results for our governmental clients. Our goal is to provide governmental entities with a level of collection services that surpasses the industry standard for collection agencies.

Linebarger Goggan has been part of the Tarrant County community since 1982, when we opened our Fort Worth office, and since then, we have taken great pride in serving numerous communities in Tarrant County. Our Fort Worth office ensures our clients in Tarrant and Denton Counties have direct access to customer service and our attorneys. Today, Linebarger Goggan has 43 offices (30 in Texas) in 12 states and employs almost 1,200 collection professionals, including 101 attorneys and more than 240 collectors. We have gained the respect and loyalty of our clients because they have confidence in our people, our collection methods, and the results we achieve.

In the 1990s, we began the collection of court fines and fees owed to Texas cities and counties. Now, Linebarger Goggan collects delinquent court fines and fees for clients nationwide, including 178 clients in Texas. Our clients include cities of all sizes, from small towns such as Roanoke, Trophy Club and Bedford, to major metropolitan areas such as Fort Worth, Arlington, Dallas, and Houston. We represent many North Texas communities, including Irving, Grapevine, North Richland Hills, Colleyville, Keller, Mansfield and Denton.

Linebarger Goggan believes the Town will benefit from retaining our law firm, rather than a general collection agency, to collect government receivables under this contract. Debtors generally perceive collection notices and phone calls from our law firm as being more serious than those of collection agencies. As such, law firms generally get better results than those of a typical collection agency. As a law firm, we can offer the Town legal advice and legal services and are the only firm in the area which can provide legal experience from a collection perspective as well as a prosecutorial perspective. In addition, as a law firm, we must adhere to the stringent ethical requirements promulgated by the Texas Supreme Court, a condition that typical collection agencies do not have to meet.

Linebarger Goggan strives to not only meet, but to exceed, our clients' expectations. A prime example of our ability and willingness to work to the benefit of our clients is the enactment of Texas Code of

Criminal Procedure, Article 103.0031, the State law being utilized today by Texas governmental entities that authorizes the 30 percent add-on fee to pay for delinquent collection efforts. Our law firm partnered with some of our local government clients during the 77th and 78th sessions of the Texas Legislature to formulate and pass this beneficial piece of legislation.

Beyond the assets mentioned above, Linebarger Goggan provides amenities and value-added services which make us the preferred choice of many cities in the area. Our Fort Worth office will provide your primary collection team consisting of attorneys Glenn Lewis and Corey Fickes along with Fees and Fines Liaison Marisela Navarro. This team will be available to meet and speak with defendants as necessary and to assist your court with an efficient and effective collections program. This team provides a valuable and unique combination of experience: Glenn Lewis is the current municipal court judge in Forest Hill; Corey Fickes is a former municipal prosecutor for many cities in Tarrant County; and Marisela Navarro is the former Court Administrator for the Missouri City and she has extensive experience with court collections.

We also offer the value-added service of an Office of Court Administration (OCA) compliance audit team to assist your court in meeting OCA reporting requirements. This team includes your attorney, Corey Fickes, who will work personally with the Town, along with Karolyn Williams, a former Regional Collections Specialist with OCA. This audit team can provide assistance in ensuring your continued compliance with OCA reporting requirements at no cost to the Town.

We are confident that we can successfully execute a delinquent court fines, costs, and fees collection program to your satisfaction. We are available to answer any questions you may have about our collection program and would be pleased to make a presentation if requested. If at any time during the selection process the Town should revise its criteria, we would welcome the opportunity to negotiate any additional desired services or enhancements with the Town.

Thank you for your time and consideration. Linebarger Goggan would consider it an honor to represent the Town of Pantego in the collection of delinquent utilities and municipal court receivables.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glenn O. Lewis". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Glenn O. Lewis
Capital Partner



Experience and Staff

Linebarger Goggan Blair & Sampson, LLP's (Linebarger Goggan) greatest asset in delivering exceptional service and outstanding results is — and always has been — its people. We invest significant time and resources to recruit, hire, and train collection professionals of the highest caliber.

Our Qualified People

We understand collections: With experience spanning three decades, we fully comprehend the nuances of the collection process. We know how to achieve outstanding results for our clients.

We appreciate the complexities of public service: Because many of our employees have served in the public sector, our firm fully grasps the challenges public servants face in collecting delinquent amounts owed by the citizens they serve.

We train our collectors: Training is an integral part of the firm's activities and is a key to its high productivity and low incidence of complaints. To each employee at every stage of employment, we emphasize not only the letter of the law, but also the intent and spirit behind it.

We know the law: Our lawyers are highly qualified to evaluate the legal basis of the issues presented by our clients and address the vast array of defenses offered by defendants attempting to avoid payment.

Resumes for our key personnel can be found in *Exhibit D*.

A. Project Team

Key Management Personnel

Stephen T. Meeks, Capital Partner, Management Committee Member, and Managing Attorney of our Fort Worth office, was admitted to the Bar in 1975 after receiving his B.B.A. and J.D. from Baylor University where he was President of the Student Bar and a member of Phi Alpha Delta legal fraternity. He was also the recipient of the Abner V. McCall Scholarship while attending Baylor University School of Law. Mr. Meeks joined Linebarger Goggan in 1988 to



Experience and Staff

manage the firm's Tarrant County area tax collection program. His knowledge and experience in *ad valorem* taxation qualifies him to teach "The Texas Property Tax System" an education course designed by the firm and certified by the Texas Education Agency for school board member accreditation. He has practiced law in Tarrant County since 1975.

He is admitted to practice before the U.S. District Court, Northern District of Texas. He is a member of the State Bar of Texas and Tarrant County Bar Association. He resides in Bedford. Mr. Meeks practiced general civil law for 13 years and was involved in numerous civil jury trials. Mr. Meeks has been actively involved in the community including service on the YMCA Board of Directors and the Hurst-Euless-Bedford Independent School District Board of Trustees. He has served on the Board of Directors of the HEB Chamber of Commerce and is currently serving on the Board of Directors for HEB Education Foundation. He has coached both Youth League baseball and football. Mr. Meeks is also very active with the Renaissance Culture Center in Fort Worth, a non-profit organization which strives to help inter-city children, and the National Cowboys of Color Hall of Fame.

Glenn O. Lewis, Capital Partner, has been licensed by the Supreme Court of Texas since 1984. Additionally, he is licensed by the Federal Court in the Northern District of Texas and the United States Court of Appeals, Fifth Circuit. He has appeared in trial courts across the State of Texas, as well the Fifth Circuit Court of Appeals, the Texas Court of Criminal Appeals, and the 2nd and 11th State Courts of Appeal. A native of Fort Worth, Mr. Lewis is a graduate of Paul Laurence Dunbar High School in Fort Worth. He holds an A.A. Degree from Tarrant County College, a B.A. Degree from Texas Wesleyan University, and a Doctor of Jurisprudence Degree from The University of Texas School of Law.

In addition to his active law practice, Mr. Lewis serves as the Presiding Municipal Judge in the City of Forest Hill. He has recently become faculty with the Texas Municipal Court Education Center where he teaches Municipal Judges across the State about 3rd Party Collection Contracts. He has also been a Continuing Legal Education Speaker for the Tarrant County Bar Association and the Tarrant County Criminal Defense Lawyers Association.

From January 1995 to January 2005, Mr. Lewis served Fort Worth and Tarrant County as a member of the Texas House of Representatives. His numerous assignments there included Chairman of the Committee on County Affairs and service on the Select Committee on Public Education Finance and the influential Texas Sunset Review Commission, where he was the first African-American to ever serve.

C. Corey Fickes, Partner, Fort Worth office. He holds a bachelor's of business administration in finance from Texas A&M University in College Station. He



Experience and Staff

earned his doctor of jurisprudence from the Texas Tech School of Law in Lubbock. Mr. Fickes was licensed by the Supreme Court of Texas in 2007 and is also licensed by the United States District Court for the Northern and Eastern Districts of Texas. He joined Linebarger Goggan as an Attorney in 2010 and was promoted to Partner in 2012. Prior to his employment with Linebarger Goggan, Mr. Fickes focused on municipal law including prosecution in municipal courts, delinquent tax collection, and defense litigation for municipalities. Now, Mr. Fickes focuses on legal matters pertaining to the collection of delinquent fines and fees collections for municipal and justice courts. Mr. Fickes is a member of the Tarrant County Bar Association, the Tarrant County Young Lawyer's Association, Northeast Leadership Forum, Keller ISD Education Foundation Board Member, the Texas Aggie Bar, and the Fort Worth/Tarrant County Texas A&M Club.



Mr. Fickes regularly teaches courses for training entities across north Texas including the North Texas Chapter of Municipal Court Clerks. He has taught courses regarding the applicability of Rule 12 provisions for open records in municipal courts along with a Mock Jury Trial class.

Marisela Navarro, Texas Fees & Fines Liaison, has more than 15 years of experience in court operations including fines and fees collections. Prior to joining Linebarger Goggan, Ms. Navarro served as Interim director of Court Services for the City of Missouri City, Texas, after a 12-year history with the City that began as a deputy court clerk. Ms. Navarro's time in Missouri City allowed her to become proficient in all levels of court operations. She prepared and maintained the court budget, trained staff, and managed all aspects of the court system. She was a pivotal member during and after Missouri City's conversion to Incode, allowing her to become highly knowledgeable with the software, and she was able to provide insight to other local users as well as train court staff. Her experience with the operation of a large suburban municipal court using Incode and Linebarger Goggan's collection program ensures that our clients receive knowledgeable and practical service that is unmatched.



Ms. Navarro is a Level II Certified Court Clerk. She has been active in the Texas Court Clerks Association and the Gulf Coast Chapter; having served as President, Vice President, and Education Chair Committee for the chapter.

Karolyn D. Williams, Fees and Fines Liaison, is based in Houston and supports firm members and clients in understanding Office of Court Administration (OCA) requirements and procedures. As prior Regional Collections Specialist at OCA, she has hands-on experience in the inner workings of this agency. She can assist courts with streamlining their processes and helping them to prepare for OCA audits. Currently at Linebarger Goggan, Karolyn is responsible for Fees and Fines court collection services for a number of governmental entities throughout the

Experience and Staff

State of Texas. She also brings a great deal of experience from working in the Harris County District Clerk's Office for over ten years.

Ms. Williams graduated from Sam Houston State University, Huntsville, Texas in 2013 with a Master of Science degree in Criminal Justice Leadership & Management. She also has a Bachelor of Business Administration from Sam Houston State University.



Karolyn is active in many professional organizations including: the Governmental Collectors Association of Texas, the National Governmental Collectors Association, the Correctional Management Institute of Texas – SHSU College of Criminal Justice, the National Center for State Courts, the Texas Municipal Courts Education Center, and the Texas Court Clerks' Association.

Lori Gruver, Capital Partner, received her Bachelor of Science degree from Texas A & M University in 1995 and her Doctor of Jurisprudence degree from Texas Tech University School of Law in 1998. Ms. Gruver began working with Linebarger Goggan in 1991 and clerked for Federal Bankruptcy Judge John Akard, Northern District of Texas, Lubbock Division prior to being licensed and joining the firm as an associate in 1998.



Ms. Gruver has 23 years of experience in collecting delinquent receivables. She is an integral part of the firm's statutory and regulatory compliance for all of our offices nationwide. Through vigilant research of regulatory changes, court opinions and other legal rulings, Ms. Gruver keeps our collection process within the laws of federal, state and local governments. Ms. Gruver directed our bankruptcy operations in Austin and managed several of our large collection clients. She has worked with our firm's Management Committee to establish new collection programs. Once implemented, she has been directly responsible for coordinating at all levels of the collection process and managing and conducting litigation efforts.

John M. Wilson, San Antonio Call Center Director of Operations, joined Linebarger Goggan in November 2003. He graduated from Southern Methodist University in 1976 with a B.S. in Business Administration. He has been in the collection industry for over 30 years.



Mr. Wilson started as a collector with Capital Credit Corporation handling private label receivables. He was promoted through the ranks to Branch Manager and National Training Director. He joined THE Finance Company and Conesco/GreenTree Finance, as the Regional and Collection Manager, overseeing call center operations for auto and mobile home loans. He developed considerable medical receivable experience while working at Creditors Mercantile and

Experience and Staff

Consolidated Accounts Management, holding positions of Audit Specialist, Regional Manager, and ultimately Chief Operating Officer.

Richard H. Pachecano, Director of Fees & Fines, received a B.B.A. in Accounting and Business Data Systems from the University of Texas at San Antonio in 1985 and has been a Certified Information Systems Auditor since 2000. He joined Linebarger Goggan in 1985, and served as Chief Information Officer until 2007, directing the development of our technology infrastructure. Today he leads the firm's fastest growing IT sector, the fees and fines division. His understanding of how technology can interface with collections and legal practices to produce results for Linebarger Goggan's clients positions him to be the perfect candidate to lead this division of the firm.



Prior to joining the firm, Mr. Pachecano served as Deputy Director of Information Systems for Bexar County (San Antonio) and as Applications Manager, responsible for the County's Financial, Tax Collections, and Automobile Registration Systems. He is a member of the Texas Association of Assessing Officers and the Information Systems Audit and Control Association.

Mr. Pachecano has directed the implementation and collection programs for several state clients including California, Illinois and Kansas, as well as some of our largest municipal clients.

Rick Haass, Chief Technology Officer, oversees system management, data security, and office operations for Linebarger Goggan's national Information Technology Group. He is a certified information systems auditor and has led the design and implementation of data transfer protocol for many major clients' account information, including the City of Chicago, the federal government, the Illinois Department of Revenue, and the City of Scottsdale courts.



Prior to assuming the position of Chief Technology Officer for the law firm, Mr. Haass served as the IT operations manager for the firm's Houston office, where he was responsible for preparation and oversight of office budgets and client work plans, in addition to managing local MIS and personal property department. Before moving to our Houston office, Mr. Haass was the Office and Area Manager for the firm's Corpus Christi office.

Mr. Haass earned his Bachelor of Business Administration degree from Texas A&I University in 1990. He is a member of the Information Systems Audit & Control Association (ISACA) and is also part of the local San Antonio/South Texas Chapter. In August 2009, Mr. Haass was awarded the Certified Information Security Manager (CISM) designation.

Experience and Staff

Collection Staff

Professional Collectors

All collectors have undergone extensive training on the applicable laws and regulations, collection techniques and customer service. And, all of our employees undergo criminal background checks and are required to adhere to the firm's policy on maintaining confidential information and a drug-free work environment.

Pre-employment Screening

Prior to employment by our firm, all employees are screened as follows:

- Education: minimum of a high school diploma
- Criminal background checks: no felonies
- All education experience confirmed
- Drug screening
- Work history
- Collection experience preferred
- Three past employer references

Linebarger Goggan's Collector Training Program

Linebarger Goggan's collector training program consists of two parts: new hire training for employees in their first two weeks with the firm; and ongoing training for all employees, regardless of tenure.

New Hire Training

With assistance from senior managers and experienced collectors, Linebarger Goggan's trainers lead newly hired collectors through a rigorous five-phase education and examination process:

Phase 1: Laws and Regulations and Company Policies

New collectors complete intensive instruction in the Privacy Act of 1974; the Fair Debt Collection Practices Act (FDCPA) and law firm security, confidentiality, and file management policies and procedures.

Phase 2: FDCPA, Telephone Techniques, and System Training

Trainees continue their study of the FDCPA using a computer-based training program developed by the American Collectors' Association (ACA). Instructors review final exam results with trainees, fully explaining correct answers to any missed questions.

Two ACA training tools are used to teach collectors appropriate telephone techniques: Professional Telephone Collection Techniques, an interactive software

Experience and Staff

package; and Advanced Telephone Collecting, a DVD package that includes worksheets.

Collectors receive thorough training on the firm's customized computer system, which is based on Columbia Ultimate Business Systems (CUBS). Trainees first take CUBS Computer-Based Training (CBT) lessons with instructors, and then complete on-the-job training (OJT) within their assigned units.

Phase 3: Town-Specific Training

Training that focuses on the Town's unique needs and circumstances ensures compliance with Town procedures and policies, as well as regulations governing the Town's activities and the nature of the delinquencies owed.

Phase 4: Hands-On Collection Training

Each trainee works with a trainer, a manager, and a senior non-management collector in rotation to ensure understanding and use of proper collection techniques. Each trainee is closely monitored to ensure compliance with Linebarger Goggan's standards of operation and FDCPA requirements.

Phase 5: Mentoring

Linebarger Goggan's new employee training concludes with an on-the-job mentoring program. In addition to an immediate supervisor, each new collector is assigned to a senior employee and taken "under his wing" to sharpen skip-tracing skills, telephone techniques, and overall knowledge of the Town's receivables. Such mentoring enhances performance and minimizes complaints.

Ongoing Training

Designated Trainers

At each of Linebarger Goggan's call centers an individual is designated to provide training activities. These include special, frequent sessions on systems upgrades and collection tools enhancements and presentations on collection topics such as regulatory changes.

Educational Materials

Linebarger Goggan maintains membership in many of the industry's professional organizations and uses their videos and other educational materials in its ongoing training programs.

Experience and Staff

External Training

Linebarger Goggan encourages employees to participate in external training opportunities. Employees bring information from such courses and seminars back to the firm for the benefit of managers and collectors alike.

Group Discussions

Periodic, interactive discussions inform collectors and other employees about changes in operating procedures, laws, and regulations.

Monitoring Interaction with Defendants

To ensure that fair treatment of defendants is part of the normal course of business for every Linebarger Goggan collector, we monitor phone calls for compliance and professionalism. We also monitor system actions to ensure collectors follow correct procedures for account documentation. Collectors are generally monitored a minimum of several hours each month.

Onscreen Displays

Onscreen displays reinforce collectors' training while they work by highlighting restrictions, guidelines, and operating procedures specific to a particular client. Such reminders help the collector comply with the laws and regulations of the defendant's state or territory, as well as applicable federal laws.

Regulatory Updates

The firm's attorneys and collection supervisors monitor changes in laws and regulations related to the accounts receivable management industry. They provide regular updates to employees to ensure continued compliance. Our attorneys are constantly seeking out the appropriateness of new defendant contact methods to ensure our practices are legal and the Town is protected.

B. Project-Related Experience

With a client roster that includes cities, counties and states and federal agencies, we are knowledgeable in the complexities of collecting for all levels of government. Since 1976, Linebarger Goggan has recovered billions of dollars for over 2,300 public entities, emerging in the past decade as a leader in government collection services. Linebarger Goggan is set up to provide local service with the presence of a national law firm. Our Fort Worth office will make our representation local for you, but we represent the following entities nationally, which give us a presence which helps your collections:

- The cities of Arlington, Chicago, Dallas, Denver, Fort Worth, Houston, Philadelphia, San Antonio, and St. Louis

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services.*

Experience and Staff

- The counties of Tarrant , Dallas, Harris (Houston, TX), and Los Angeles and the clerk of the courts for Miami-Dade County
- The states of California, Colorado, Delaware, Florida, Illinois, Kansas, North Carolina, Ohio, Oregon, Pennsylvania, Texas, and Vermont

Our national presence allows us to have the resources unavailable to many smaller firms. It also allows us to have local offices with local control over the collections process, which will be targeted to the Town's needs. For the Town of Pantego, the resources of a national firm will help track down defendants for citation resolution, but your court staff will work with our attorneys and collection specialists in Fort Worth.

Linebarger Goggan's History of Success¹

We regularly outperform our competitors working the same contracts. Our customized collection program puts more money in our clients' pockets and elicits fewer complaints from delinquent account holders than do our competitors' efforts. The high quality of our services has produced exceptional customer loyalty, as clients regularly renew our contracts and expand the scope of our work.

Relevant Experience

Linebarger Goggan has extensive experience collecting receivables similar to the outstanding portfolio of the Town of Pantego. For each of the following clients, we developed customized programs for portfolios of delinquent receivables similar in type and volume to the Town's. Drawn from our recent experience, these examples demonstrate our ability to deliver the best available collection program for the Town.

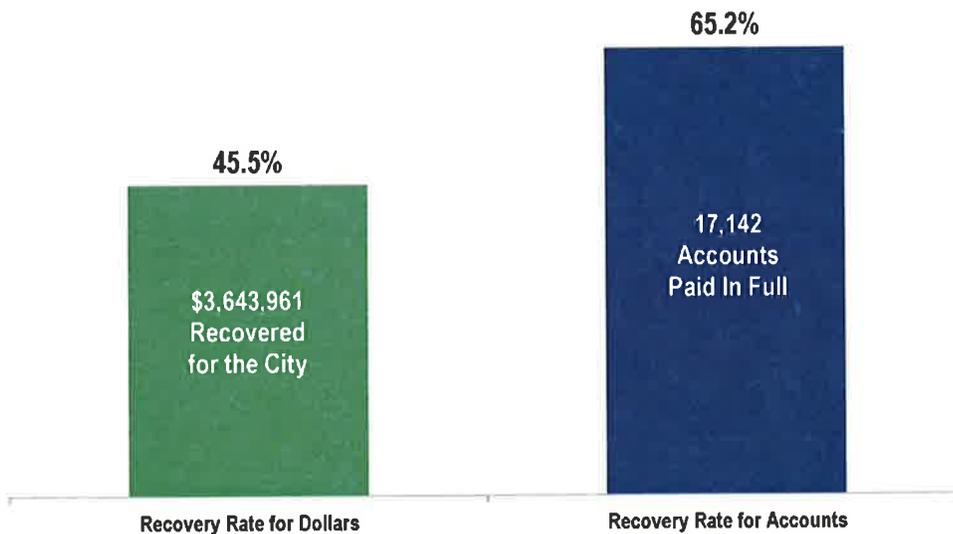
¹ Results obtained depend on the nature of each portfolio of accounts and the facts of each case. Similar results may not be obtained in your case. Past performance is no guarantee of future results.

Experience and Staff

North Richland Hills, Texas Collection Performance

The City of North Richland Hills, Texas, first placed outstanding receivables with Linebarger Goggan in March 2004. As of December 31, 2013, the firm has recovered more than \$3.6 million in delinquent court fees and fines for the City and has achieved an overall recovery rate of 45.5 percent for all dollars placed over the life of the contract. We work hand in hand with the City of North Richland Hills throughout the year to improve the resolution of cases and to help promote their activities, including the Statewide Warrant Round Up.

North Richland Hills (TX) – Delinquent Municipal Court Fees and Fines Cumulative Collection, March 2004 – December 2013



Source: Law firm records.

Note: Recovery rates determined using total amounts (dollars or accounts) collected divided by total amounts (dollars or accounts) referred minus cancellations.

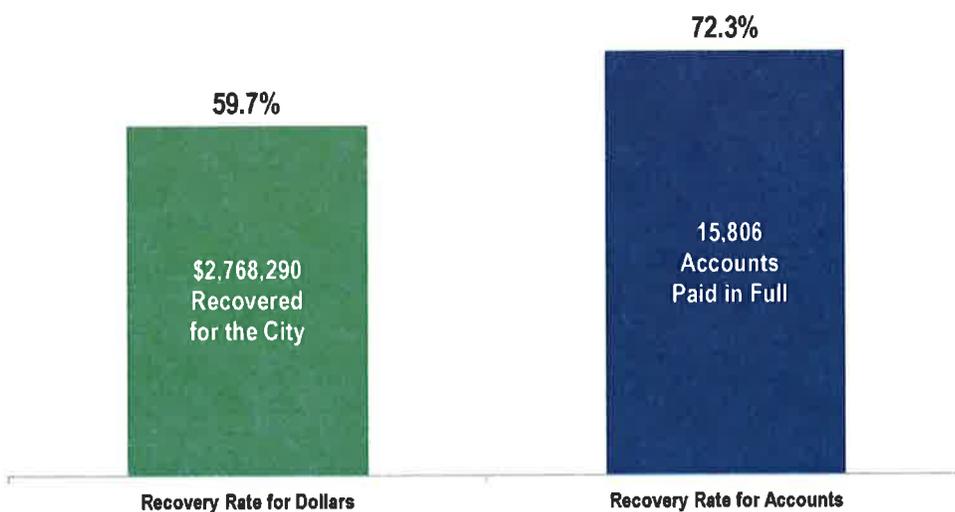
Linebarger Goggan has generated over \$3.6 million in revenue for the City of North Richland Hills over the life of the contract.

Experience and Staff

Red Oak, Texas Collection Performance

Linebarger Goggan began collecting delinquent court fees and fines for the City of Red Oak in March 2007. As of December 31, 2013, the firm has recovered more than \$2.6 million in additional revenue for the City and achieved a recovery rate of 59.7 percent for dollars placed over the lifetime of the contract.

Red Oak (TX) – Delinquent Court Fees and Fines Recovery Rates, March 2005 – December 2013



Linebarger Goggan has recovered over \$2.7 million in additional revenue for the City of Red Oak over the life of the contract.

Source: Law firm records
Note: Recovery rates determined using total amounts (dollars or accounts) collected divided by total amounts (dollars or accounts) referred minus cancellations

Why Choose Linebarger Goggan Blair & Sampson, LLP

At Linebarger Goggan we understand the nature of representing governmental entities. We also excel at collecting municipal court fees and fines. Our staff guarantees we provide customer service at a level that exceeds the expectations of the Town. Our technological capabilities and experience allow us to create and execute a collection program for the Town which will be efficient, effective, and well regarded. For any additional questions please feel free to contact Corey Fickes at 817-317-9556.

MAXIMIZE YOUR DELINQUENT COURT COLLECTIONS

PRESENTATION

Prepared For:

TOWN OF PANTEGO

COLLECTION OF DELINQUENT
MUNICIPAL COURT
FINES AND FEES

Prepared By:

MCCREARY VESELKA BRAGG & ALLEN
ATTORNEYS AT LAW

MVBA

1-800-287-0013
www.mvbalaw.com

MCCREARY VESELKA BRAGG & ALLEN, P.C.
ATTORNEYS AT LAW

700 Jeffrey Way, Suite 100
P.O. Box 1310
Round Rock, Texas 78680

March 4, 2014

Ms. Thressa Householder
Municipal Court Supervisor
Town of Pantego
1614 S Bowen Road
Pantego, Texas 76013

RE: Presentation for Collection of Delinquent Municipal Court Fines and Fees

Dear Ms. Householder:

Maximizing your collections while following appropriate guidelines and policies is MVBA's top priority for Town of Pantego. In addition, we have determined other concerns you may have, such as:

- Vendor Communication with Defendants
- Ever-Increasing Backlog of Cases
- Understanding Vendor Collection Process
- Problems Related to Outsourcing

In MVBA's attached presentation, you will discover a collection program personalized for the Town of Pantego that increases revenue and reduces case backlog, and a vendor in whom you have confidence and a partner relationship.

As a leading provider of collection services to governmental entities, we know that MVBA will be an excellent partner for implementing a collection program tailored to meet your needs and expectations.

Our staff of attorneys and professionals is ready to implement our program. Lisa Mayo, Client Services Coordinator is your point of contact and can be reached at 817-691-0079 or lmayo@mvbalaw.com.

We appreciate this opportunity to present the MVBA Collection Program to Town of Pantego.

Sincerely,



Steven W. Whigham
Director of Collections
1-800-287-0013 Ext. 275
swhigham@mvbalaw.com

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EXECUTIVE OVERVIEW

HOW THIS PRESENTATION CAN BENEFIT TOWN OF PANTEGO

Effective professional collection services are becoming increasingly important to governmental entities. No longer can entities just increase taxes, cut services or discretionary spending to cover budget shortfalls. Instead you must look to alternative revenue sources to meet citizens' service expectations, provide employee benefits, compensation and much more. Further complicating this matter, in the eyes of many entities, professional collection services are viewed as a commodity—sophisticated and complex, yet often indistinguishable from one firm to another.

As a leader in providing collection service solutions, MVBA empathizes with the challenges Town of Pantego faces and the goals you hope to achieve. This document highlights our understanding of your specific objectives. It also summarizes the specific solution we recommend for you. Finally, it describes some of the key differentiators that show why MVBA is the right solution provider for Town of Pantego.

MVBA knows that all clients are not alike. We are committed to helping you collect and resolve your delinquent cases in a consistent, effective way throughout our working relationship.

CONCERNS

With experience gained from providing collection services for over 750 governmental entities, MVBA understands Town of Pantego's challenges. You want to increase revenues while working with existing staffing constraints. Some of the most pressing issues you face are summarized in this section.

WORRY THAT OUTSOURCING WILL RESULT IN ADDITIONAL DISGRUNTLED DEFENDANTS

The court system routinely deals with defendants who are unhappy about their situation. A third party vendor who fails to recognize this and act accordingly can increase the number of disgruntled defendants. Those individuals then turn to an already busy court staff for a resolution. Without knowing how the vendor is carrying out the collection process, resolving and preventing such issues can be difficult.

STRUGGLE WITH EVER-INCREASING BACKLOGS OF OLD DOCKETS

Without adequate resources (time, people, or budget), Town of Pantego quickly develops a large backlog of old dockets. As new cases arrive daily, the backlog continues to grow. This causes a greater docket load and a significant amount of unrealized revenue. Also, justice is not served on the defendants until the fines and costs for their offenses are paid.

NEED TO HAVE FULL UNDERSTANDING OF OUTSOURCED COLLECTION PROCESSES

Even if you use a third party vendor for collections, Town of Pantego needs to fully understand how that vendor is operating. You want to be able to regularly assess the effectiveness and results of the collection program. A vendor who fails to be accountable can introduce new problems, causing frustration and additional work for court staff.

SUSPECT THAT OUTSOURCING MAY CAUSE MORE PROBLEMS THAN IT SOLVES

Third party vendors can help collect outstanding cases, leaving staff free to attend to other matters. However, such vendors need to fit within Town of Pantego's existing framework. If busy court staffs have to spend valuable time accommodating the needs of the vendor, the benefits of outsourcing may be lost.

GOALS

By joining the many cities and counties who benefit from outsourcing, Town of Pantego gains greater efficiencies and increased revenues. You hope to achieve objectives such as the following:

INCREASE REVENUE BY REDUCING BACKLOG OF CASES

Town of Pantego needs to recover outstanding revenue by significantly reducing the backlog of cases. But you want to avoid the expense of hiring additional staff, or the strain of adding pressure to your already overburdened staff. A third party vendor that fits seamlessly into your existing structures is the solution.

HAVE COMPLETE CONFIDENCE IN YOUR THIRD PARTY VENDOR

When you know precisely what your vendor is doing for the court at all times, your confidence, and that of the court, grows. Town of Pantego wants regular reporting on the results of collection efforts. Even more, you want the court to be able to view the collection activity on each case at any time.

ENJOY A PARTNER RELATIONSHIP WITH YOUR VENDOR

Your third party vendor needs to be more than just a contractor. It needs to act as a partner in Town of Pantego's collection operations. A truly cooperative vendor conforms to the policies and procedures of the court, improving on existing efficiencies.

WORK WITH A VENDOR WHO UNDERSTANDS THE SENSITIVE NATURE OF COLLECTIONS

Town of Pantego strives to reach amicable resolutions with defendants, and wants a vendor who shares that approach. A vendor that conducts itself respectfully at all times ensures that collections increase with minimal interference.

RECOMMENDATIONS FOR TOWN OF PANTEGO

You need a collections solution that helps you achieve your highest-priority objectives and minimize your challenges. This section describes the services that MVBA recommends for a solution that meets Town of Pantego's specific needs. We look forward to implementing these solutions for Town of Pantego.

CLIENT VIEW: YOUR CASES AT A GLANCE

Maintaining our accountability to you is important to earning your trust. With Client View, you see through your online portal to MVBA exactly what has been accomplished in Town of Pantego cases—at your convenience. You can review collection activity reports, view call center activity, access individual defendant information, and much more. Security is guaranteed with your secure login.

RESULT ORIENTED COMMUNICATIONS

With MVBA, Town of Pantego receives professional, prompt and consistent communication with your defendants. When done properly, notifying your defendants (in English, Spanish, or another language) increases both the number of cases you resolve and your revenues.

USE WRITTEN COMMUNICATION TO GRAB ATTENTION

In order to receive payment from your defendants, you must first get their attention. A letter on McCreary, Veselka, Bragg and Allen, P.C., Attorneys at Law letterhead tells defendants you mean business. But it's not just about looks, an MVBA letter is professional, concise and understandable.

GET YOUR MAIL OUT QUICKLY

Timely mail notification is important for Town of Pantego to receive the best results. Our expert team delivers your notices in a hurry using two 80,000 square foot mail production facilities. Working proactively with the United States Postal Service, the team resolves mailing issues before they arise.

SUCCEED OVER THE PHONE

Phoning Town of Pantego's defendants encourage them to pay promptly—but only when it's done professionally. MVBA uses only ACA Certified Professional Collection Specialists, who have passed a rigorous exam on collection techniques, laws and ethics.

In addition, we train our specialists to put themselves in the defendant's place. Your defendants are treated respectfully, which is a key to our success.

MAXIMIZE TELEPHONE CONTACT RATES—AND COMPLIANCE

The most recognized, competitive way to maximize defendant contact rate is to use an automated dialing system. MVBA uses Dial Connection Software, recognized by *Collection Advisor* magazine as being “a top collections technology provider”. This complete contact solution is efficient and it gets results.

The Dial Connection system also ensures compliance with FDCPA, FCC, and FTC regulations.

FAST START: GAIN GREAT RESULTS THROUGH GREAT SUPPORT

To implement Town of Pantego’s collection program, MVBA’s experienced team uses our Fast Start Program. Our Client Services Coordinators ensure your needs are considered every step of the way.

The MVBA team has gained wisdom from implementing solutions for hundreds of clients similar to you. We have in-depth knowledge of the software used in offices like yours. This ensures that you receive advice, training and consultation relevant to your situation.

OUR FAST START PROGRAM INCLUDES:

- A planning and implementation meeting
- Facilitating communication with the vendor of the software export program
- End-user training and tips on how to manage and transfer files
- Providing and reviewing with you a comprehensive procedures manual
- Ensuring your staff is comfortable and ready to begin the program

COLLECTION IMPROVEMENT PROGRAM: MAINTAIN STATE COMPLIANCE

All of MVBA’s collections comply with state law. Our program virtually mirrors the requirements of the Office of Court Administration for collection improvement. Our extensive knowledge of the State’s recommended procedures helps you achieve and maintain compliance—and peace of mind.

MULTIPLE PAYMENT OPTIONS: CONVENIENCE INCREASES COLLECTIONS

Experience shows that offering defendants various payment options increases your chances of collecting. Online, your defendants can view their case, determine what they owe, and make a payment. Other convenient options for defendants include paying by phone, MoneyGram, check, credit card or money order.

SKIP TRACING SERVICE: RELIABLY LOCATE DEFENDANTS

With MVBA's Skip Tracing Service, Town of Pantego can increase case resolutions by locating more of your delinquent defendants. Trace defendants whose addresses are considered undeliverable by the United States Postal Service, or who have no valid phone number. Take advantage of both our automated and our interactive capabilities.

BUSINESS STRENGTHS

WHY CHOOSE MVBA?

Town of Pantego needs a collection firm with responsive customer service, professional collection techniques, and superior results. This section describes why MVBA is your best choice for innovative collection and reporting services.

A TOTAL SOLUTION

Only MVBA provides Town of Pantego with a complete collection solution, from initial contact through receiving payment. Whether you are collecting delinquent fines, fees, accounts receivable, or tolls we keep you informed using daily activity reports. Together, we create procedures that fit your needs every step of the way.

CLIENT-FOCUSED SERVICE

You want someone you know and trust to help you resolve issues. MVBA provides a Client Services Coordinator who works closely with Town of Pantego right from the start. Routine follow-up visits ensure the program continues to meet your expectations. With a single, expert point of contact for all your needs, you can expect excellent responsiveness.

QUICK AND CUSTOMIZED IMPLEMENTATION

At MVBA, we don't take a "one size fits all" approach, so you don't have to waste time changing your processes to meet the solution. Your Client Services Coordinator expertly tailors our program to meet your needs. The coordinator implements all aspects of Town of Pantego's program, configuring software and coaching staff on the collection process.

We have a strong track record of rapidly launching collection solutions, even in complicated environments. Your Client Services Coordinator makes sure your program is in place as quickly as possible.

TRACK RECORD OF STABILITY AND LEGAL EXPERTISE

Our customers benefit from the efficiencies, experience, and expertise that MVBA has gained in over 49 years of business. Our foundation is stability—you know we're here for the long term.



PROFESSIONALISM WITH MEASURED RESULTS

When you combine MVBA's professional reputation and trained collection specialists, you get maximum dollars collected in a manner you can be proud of.

COLLECTION MANAGEMENT TEAM

Our management team has an intimate working knowledge of offices like yours. Experienced professionals in their fields, they are ready to work with your staff to create a successful collections program. Key team staff areas for Town of Pantego's project include:

CLIENT SERVICES COORDINATOR

The Client Services Coordinator (CSC) provides day-to-day support for you and your staff. The CSC works closely with you to keep you informed of all progress within the program. You may have more than one CSC working with you.

DATA PROCESSING CONTACT

The Data Processing Contact is responsible for importing Town of Pantego data into the MVBA collections database used to notify the defendants of their obligations. This individual also manages the data used to report the progress of the collection program. This department also initiates any case recalls and cancellations that you request.

ACCOUNTING STAFF

The Accounting staff receives and posts all payments (mail, phone, or web) received for Town of Pantego. They are also responsible for:

- Notifying you daily of payments received for you
- Remitting funds to you at least twice a month

CALL CENTER SUPERVISOR

This team member is a Certified Professional Collection Specialist that coordinates Town of Pantego telephone campaigns and ensures that your cases are regularly processed. The Supervisor meets regularly with our team of collection specialists, ensuring that they are courteous, ethical, and firm.

REFERENCES

SELECTED REFERENCES FOR MVBA

The following clients will attest to the effectiveness and exceptional service of McCreary, Veselka, Bragg & Allen, P.C.'s court fines, fees, and receivables collection program. We will provide you additional references upon request. See client lists in appendices.

City of San Angelo Municipal Court

Judge Allen C. Gilbert
110 S. Emerick
San Angelo, TX 76903
(325)657-4366
(325)657-4566 fax
samc@wcc.net

City of Abilene Municipal Court

Melissa Strickland, Court Administrator
555 Walnut St.
Abilene, TX 79604
(325)676-6302
(325)676-6286 fax
teresa.borcik@abilenetx.com

City of Lewisville Municipal Court

Donna Baron, ACM
1197 West Main
Lewisville, Texas 75067
(972) 219-3436
(972) 219-3708 fax
dbaron@cityoflewisville.com

Town of Hickory Creek Municipal Court

Gayla Martin, Court Administrator
1075 Ronald Reagan Avenue
Lake Dallas, TX 75065
(940)497-2564
(940)497-0578 fax
gmartin@hickorycreek-tx.gov

City of Sugar Land Municipal Court

Georgia M. Salinas, Court Administrator
P.O. Box 110
Sugar Land, TX 77487
(281)275-2555
(281)275-2648 fax
dvaughan@sugarlandtx.gov

Denton County Justice of the Peace Pct 3

Judge Becky Kerbow
190 N. Valley Parkway Suite 100
Lewisville, Texas 75067
(972) 434-4750
(972) 434-4751 fax
becky.kerbow@dentoncounty.com

City of Temple Municipal Court

Dana Karl, Court Administrator
303 W. Ave. B
Temple, Texas 76501
(254)298-5687
(254)298-5365 fax
dkarl@ci.temple.tx.us

City of Hillsboro Municipal Court

Judge Florence Logan
P.O. Box 568 / 115 S. Waco St.
Hillsboro, TX 76645
(254)582-9634
(254)582-3199 fax
dmccleary@hillsborotx.org

City of Belton

Connie Torres, City Clerk
P.O. Box 120
Belton, Texas 76513
(254)933-5838
(254)933-5870 fax
ctorres@ci.belton.tx.us

City of Conroe Municipal Court

Amparo Meza, Court Clerk
700 Old Montgomery Rd
Conroe, Texas 77301
936-522-3381
936-522-3396 fax
ameza@cityofconroe.org

COMPANY OVERVIEW

THE SOLUTION TO ALL YOUR COLLECTION NEEDS®

Established in 1961, McCreary Veselka Bragg & Allen P.C. provides collection services to over 750 governmental entities. MVBA helps clients collect cases quickly. We automate and integrate your processes and increase your employee productivity.

Whether collecting delinquent fines, fees, accounts receivable or tolls, Town of Pantego can rely on MVBA to provide unsurpassed service and quickly collect your unpaid court fines, fees and accounts receivable.

Our employees are dedicated to serving customers at each of our 21 office locations. Our highly qualified team includes executive management team, attorneys, legal assistants, client services coordinators, collection specialists, administrative support staff, programmers, and accountants. MVBA produces exceptional results for governmental entities like yours throughout the United States.

PRINCIPAL OFFICE

MVBA's principal office is located in Round Rock, Texas at 700 Jeffrey Way, Suite 100.

LICENSING

MVBA is licensed in the states requiring a collection license to conduct business.

GSA APPROVED VENDOR

McCreary, Veselka, Bragg & Allen, P.C. is an approved vendor of the federal government under GSA Contract No. GS-23F-0023U and on the Texas CMBL.

PROFESSIONAL ORGANIZATIONS

MVBA's participation in several professional organizations brings additional resources and support to our services. We are members of:

- ACA International—The Association of Credit and Collection Professionals
- American Collectors Association of Texas
- National Association of Court Management
- Texas Municipal League (TML)
- Texas Municipal Courts Association
- Texas Court Clerks Association
- Various other county and municipal government associations



Fee for Collection Services

FINES AND FEES

Article 103.0031, Code of Criminal Procedure provides for the imposition of a collection fee of thirty percent (30%) on all delinquent fines and fees. This collection fee is intended by the Legislature to offset the cost of retaining a firm to assist in the collection of delinquent fines and fees. However, a collection fee may only be charged against Unadjudicated Offenses that occurred subsequent to June 18, 2003, the effective date of the legislation, and Adjudicated Offenses regardless of the date of the offense. Our fee structure is designed to allow you to benefit from the collection fee that the Legislature has authorized. MVBA will provide legal services for the collection of delinquent fines and fees for the following amounts:

1. For those Fines and Fees imposed against Unadjudicated Offenses that occurred before June 18, 2003, there is no fee due (0%) MVBA on the amount collected by the Court on those cases.
2. For those fines and fees imposed against Unadjudicated Offenses that occurred on or **after** June 18, 2003, and Adjudicated Offenses regardless of the date of the offense, our fee is thirty percent (30%) of the amount of the Fines and Fees collected as provided by Article 103.0031 of the Code of Criminal Procedure. ***The MVBA fee is completely offset by the collection fee that is imposed, thus, services are at no cost to Town of Pantego.***
3. In the event any case is disposed of by acquittal or dismissal, or if the fine, costs and/or fees are discharged through performance of community service, credit for jail time served, the discretionary removal of a collection fee by the Court or pursuant to §45.0491 of the Code of Criminal Procedure, no compensation shall be paid to MVBA by Town of Pantego.

We shall remit to Town of Pantego all payments in full, at least twice monthly, along with appropriate documentation to facilitate processing of the payments by the court for paid cases and will include the amount of the fees due the firm.

All fees shall become the property of MVBA at the time of payment. You shall pay to MVBA said fees on a monthly basis by check.

MVBA COMPLETE FINES & FEES CLIENT LIST

Listed below are clients that have contracted with McCreary, Veselka, Bragg & Allen, P. C. for the collection of court fines and fees. We are in various stages of implementing our collection program for these clients. We invite you to contact these clients to inquire as to the results of our collection program:

<u>CITY</u>	<u>DATE OF CONTRACT</u>	<u>TYPE OF COLLECTIONS</u>
Point Comfort	October 14, 2003	Collection of Fines & Fees and Accounts Receivable
Port Lavaca	October 14, 2003	Collection of Fines & Fees and Accounts Receivable
Palestine	November 24, 2003	Collection of Fines & Fees and Accounts Receivable
Clarksville	February 2, 2004	Collection of Fines & Fees and Accounts Receivable
Marfa	March 9, 2004	Collection of Fines & Fees and Accounts Receivable
Giddings	April 6, 2004	Collection of Fines & Fees and Accounts Receivable
The Colony	April 19, 2004	Collection of Accounts Receivable and EMS
Brownfield	July 1, 2004	Collection of Fines & Fees and Accounts Receivable
Navasota	July 27, 2004	Collection of Fines & Fees and Accounts Receivable
Taylor	August 30, 2004	Collection of Fines & Fees and Accounts Receivable
Bogata	September 13, 2004	Collection of Fines & Fees and Accounts Receivable
Grand Saline	September 14, 2004	Collection of Fines & Fees and Accounts Receivable
Baird	September 20, 2004	Collection of Fines & Fees and Accounts Receivable
Elgin	November 2, 2004	Collection of Fines & Fees and Accounts Receivable
Whitney	November 11, 2004	Collection of Fines & Fees and Accounts Receivable
Hickory Creek	November 16, 2004	Collection of Fines & Fees
Lexington	November 16, 2004	Collection of Fines & Fees, Accounts Receivable and EMS
Tye	November 16, 2004	Collection of Fines & Fees and Accounts Receivable
Merkel	November 22, 2004	Collection of Fines & Fees and Accounts Receivable
Gatesville	January 11, 2005	Collection of Fines & Fees
Hillsboro	January 19, 2005	Collection of Fines & Fees and Accounts Receivable
Alice	March 16, 2005	Collection of Accounts Receivable
Schertz	April 4, 2005	Collection of EMS Receivables
San Angelo	May 6, 2005	Collection of Fines & Fees
Crowley	May 19, 2005	Collection of Fines & Fees and Accounts Receivable
George West	July 18, 2005	Collection of Fines & Fees and Accounts Receivable
North Lake	August 11, 2005	Collection of Fines & Fees and Accounts Receivable
Gainesville	September 20, 2005	Collection of Fines & Fees and Accounts Receivable
Belton	October 5, 2005	Collection of Fines & Fees
Marion	October 17, 2005	Collection of Fines & Fees
Temple	October 20, 2005	Collection of Fines & Fees and Accounts Receivable
El Campo	November 8, 2005	Collection of Fines & Fees
Luling	November 10, 2005	Collection of Fines & Fees and Accounts Receivable
Gonzales	November 11, 2005	Collection of Fines & Fees

Hutto	December 20, 2005	Collection of Fines & Fees and Accounts Receivable
Lake Dallas	February 21, 2006	Collection of Fines & Fees
Lockhart	February 21, 2006	Collection of Fines & Fees
Nacogdoches	May 2, 2006	Collection of Fines & Fees
Eagle Lake	July 11, 2006	Collection of Fines & Fees
Alpine	August 2, 2006	Collection of Fines & Fees
Yorktown	September 21, 2006	Collection of Fines & Fees
Victoria	November 22, 2006	Collection of Fines & Fees
Alto	December 29, 2006	Collection of Fines & Fees
Comanche	February 12, 2007	Collection of Fines & Fees
White Settlement	April 10, 2007	Collection of Fines & Fees
College Station	April 23, 2007	Collection of Fines & Fees and Accounts Receivable
Wallis	July 18, 2007	Collection of Fines & Fees and Accounts Receivable
Conroe	July 23, 2007	Collection of Fines & Fees
Sulphur Springs	August 7, 2007	Collection of Fines & Fees
Martindale	September 6, 2007	Collection of Accounts Receivable
Kermit	September 13, 2007	Collection of Fines & Fees
Bryan	October 2, 2007	Collection of Fines & Fees
Moulton	October 15, 2007	Collection of Fines & Fees
New Braunfels	October 24, 2007	Collection of Fines & Fees
Austin Community College	October 29, 2007	Financial Collection Services
Abilene	November 1, 2007	Collection of Fines & Fees
Corrigan	November 20, 2007	Collection of Fines & Fees
Weimar	December 13, 2007	Collection of Fines & Fees
Sabinal	December 13, 2007	Collection of Fines & Fees
Sugar Land	January 14, 2008	Collection of Fines & Fees
Tahoka	February 18, 2008	Collection of Fines & Fees
Lewisville	March 17, 2008	Collection of Fines & Fees
Devine	March 18, 2008	Collection of Fines & Fees
Clyde	July 8, 2008	Collection of Fines & Fees
Nolanville	October 2, 2008	Collection of Fines & Fees
Cross Plains	October 8, 2008	Collection of EMS Receivables
Watauga	October 27, 2008	Collection of Fines & Fees, Accounts Receivable & EMS
Justin	December 8, 2008	Collection of Fines & Fees
Argyle	February 10, 2009	Collection of Fines & Fees
Yoakum	February 10, 2009	Collection of Fines & Fees and Accounts Receivable
Highland Park	February 17, 2009	Collection of Fines & Fees
Wink	February 25, 2009	Collection of Fines & Fees
Teague	March 9, 2009	Collection of Fines & Fees and Accounts Receivable
Bertram	March 10, 2009	Collection of Fines & Fees and Accounts Receivable

Hallsville	March 17, 2009	Collection of Fines & Fees and Accounts Receivable
Kempner	March 24, 2009	Collection of Fines & Fees
Morgan's Point Resort	April 1, 2009	Collection of Fines & Fees and Accounts Receivable
Florence	April 7, 2009	Collection of Fines & Fees and Accounts Receivable
Huntsville	April 7, 2009	Collection of Fines & Fees
Shiner	May 4, 2009	Collection of Fines & Fees
Chandler	May 12, 2009	Collection of Fines & Fees and Accounts Receivable
Wortham	May 12, 2009	Collection of Fines & Fees
Leander	May 21, 2009	Collection of Fines & Fees and Accounts Receivable
Hallettsville	June 1, 2009	Collection of Fines & Fees
Westlake	June 8, 2009	Collection of Fines & Fees and Accounts Receivable
Daingerfield	June 8, 2009	Collection of Fines & Fees and Accounts Receivable
Manor	June 17, 2009	Collection of Fines & Fees and Accounts Receivable
Sour Lake	June 22, 2009	Collection of Fines & Fees
Corinth	June 29, 2009	Collection of Fines & Fees and Accounts Receivable
Lake Worth	July 20, 2009	Collection of Fines & Fees
Dublin	August 10, 2009	Collection of Fines & Fees and Accounts Receivable
Liberty Hill	August 26, 2009	Collection of Fines & Fees
Forest Hill	September 11, 2009	Collection of Fines & Fees
Devine	September 15, 2009	Collection of Accounts Receivable
Salado	September 17, 2009	Collection of Fines & Fees
Kennedale	October 1, 2009	Collection of Fines & Fees
Burleson	November 16, 2009	Collection of Fines & Fees
De Leon	November 24, 2009	Collection of Fines & Fees and Accounts Receivable
Ferris	December 17, 2009	Collection of Fines & Fees
Willis	January 19, 2010	Collection of Fines & Fees
Manvel	January 25, 2010	Collection of Fines & Fees
Jewett	February 8, 2010	Collection of Fines & Fees
Texarkana	February 22, 2010	Collection of Fines & Fees
Weatherford	March 9, 2010	Collection of Fines & Fees
Double Oak	April 5, 2010	Collection of Fines & Fees
Wells	April 14, 2010	Collection of Fines & Fees
Sunnyvale	May 25, 2010	Collection of Fines & Fees
Little Elm	June 18, 2010	Collection of Fines & Fees and Accounts Receivable
Fate	June 22, 2010	Collection of Fines & Fees
Miles	July 6, 2010	Collection of Fines & Fees
Corinth AR	August 1, 2010	Collection of Accounts Receivable
Garrett	August 18, 2010	Collection of Fines & Fees
Onalaska	September 14, 2010	Collection of Fines & Fees
Crystal City	September 16, 2010	Collection of Fines & Fees
Livingston	November 9, 2010	Collection of Fines & Fees
Lacy Lakeview	February 15, 2011	Collection of Fines & Fees and Accounts Receivable

Duncanville	February 15, 2011	Collection of Fines & Fees
Gladewater AR	March 17, 2011	Collection of Accounts Receivable
Fate AR	March 21, 2011	Collection of Accounts Receivable
Lake City	April 15, 2011	Collection for Municipal Utility Authority
Waco	May 11, 2011	Collection of Fines & Fees and Accounts Receivable
Shady Shores	June 23, 2011	Collection of Fines & Fees
Three Rivers	July 18, 2011	Collection of Fines & Fees
Krum	July 21, 2011	Collection of Fines & Fees and Accounts Receivable
Nash	August 8, 2011	Collection of Fines & Fees
Horseshoe Bay	August 22, 2011	Collection of Fines & Fees and Accounts Receivable
Copper Canyon	August 22, 2011	Collection of Fines & Fees
Garden Ridge	September 8, 2011	Collection of Fines & Fees
Pilot Point	September 12, 2011	Collection of Fines & Fees
Thorndale	September 14, 2011	Collection of Fines & Fees
Corsicana	September 20, 2011	Collection of Fines & Fees
El Campo AR	October 18, 2011	Collection of Accounts Receivable
Cedar Park	November 17, 2011	Collection of Fines & Fees
Winnsboro	December 13, 2011	Collection of Fines & Fees
Georgetown	December 19, 2011	Collection of Fines & Fees
Albany	December 21, 2011	Collection of Fines & Fees
Converse	December 30, 2011	Collection of Fines & Fees and Accounts Receivable
Wake Village	January 9, 2012	Collection of Fines & Fees
Sugar Land AR	February 17, 2012	Collection of Accounts Receivable
New Boston	February 21, 2012	Collection of Fines & Fees
Concordia University	March 16, 2012	Financial Collections Services
Decatur	March 26, 2012	Collection of Fines & Fees
Cumby	June 28, 2012	Collection of Fines & Fees
Santa Anna	July 9, 2012	Collection of Fines & Fees
Madisonville	July 9, 2012	Collection of Fines & Fees
Liberty	July 10, 2012	Collection of Fines & Fees
Winfield	July 19, 2012	Collection of Fines & Fees
Hollywood Park	July 24, 2012	Collection of Fines & Fees
Cottonwood Shores	July 25, 2012	Collection of Fines & Fees and Accounts Receivable
Rusk	September 7, 2012	Collection of Fines & Fees
Smithville	September 12, 2012	Collection of Fines & Fees
Hooks	September 27, 2012	Collection of Fines & Fees
*BVSWMA	October 10, 2012	Collection of Accounts Receivable
Rockdale	October 18, 2012	Collection of Fines & Fees
Jonestown	October 19, 2012	Collection of Fines & Fees
Hudson Oaks	October 25, 2012	Collection of Fines & Fees
Buda	October 30, 2012	Collection of Fines & Fees
New Summerfield	November 13, 2012	Collection of Fines & Fees
Woodville	November 26, 2012	Collection of Fines & Fees
Gainesville MC	December 19, 2012	Collection of Fines & Fees
Garrett	January 10, 2013	Collection of Accounts Receivable
Aubrey	January 15, 2013	Collection of Fines & Fees
Highland Park	January 16, 2013	Collection of Fines & Fees and Accounts Receivable
Cleburne	January 29, 2013	Collection of Fines & Fees

Bartlett	January 31, 2013	Collection of Fines & Fees and Accounts Receivable
Honey Grove	February 4, 2013	Collection of Fines & Fees
Round Rock	March 28, 2013	Collection of Fines & Fees
Bangs	April 8, 2013	Collection of Fines & Fees
Lone Star	April 18, 2013	Collection of Fines & Fees and Accounts Receivable
Haltom City	May 31, 2013	Collection of Fines & Fees
Shiner	June 3, 2013	Collection of Fines & Fees and Accounts Receivable
Smithville AR	June 4, 2013	Collection of Accounts Receivable
Mineral Wells	June 4, 2013	Collection of Fines & Fees and Accounts Receivable
Bulverde	August 13, 2013	Collection of Fines & Fees
Cedar Hill	August 27, 2013	Collection of Fines & Fees
Malone	September 11, 2013	Collection of Fines & Fees
Idalou	September 27, 2013	Collection of Fines & Fees, Accounts Receivable and EMS
Bastrop	October 3, 2013	Collection of Fines & Fees and Accounts Receivable
Flatonia	October 15, 2013	Collection of Fines & Fees
Cameron	December 16, 2013	Collection of Fines & Fees and Accounts Receivable
Hutchins	January 2, 2014	Collection of Fines & Fees
Buckholts	January 14, 2014	Collection of Fines & Fees and Accounts Receivable

COUNTY DATE OF CONTRACT COLLECTION DELINQUENT FINES AND FEES

Crockett	October 8, 2001	County and Justice Court
Hill	October 8, 2001	County and Four Justice Courts
Sutton	October 9, 2001	County and Justice Court
Menard	October 16, 2001	County and Justice Court
Comal	May 23, 2002	Four Justice Courts
Guadalupe	July 17, 2003	District and Four Justice Courts
Coryell	August 11, 2003	County and Four Justice Courts
Fayette	August 11, 2003	Two Justice Courts
Callahan	August 25, 2003	Three Justice Courts
Lee	September 8, 2003	County and Three Justice Courts
Calhoun	September 24, 2003	County and Five Justice Courts
Grimes	October 17, 2003	Three Justice Courts
Bowie	November 24, 2003	Two Justice Courts
Gonzales	December 8, 2003	Three Justice Courts
Wilson	January 12, 2004	County and Four Justice Courts
Brewster	April 27, 2004	County and Two Justice Court
Anderson	June 14, 2004	County Courts
Hardin	June 14, 2004	District, County and Six Justice Courts
Bandera	June 24, 2004	County and Four Justice Courts
McMullen	July 12, 2004	County and Justice Court
Mason	August 25, 2004	County, Justice Court and EMS
Terry	October 8, 2004	Justice Court

Jasper	December 13, 2004	District, County and Six Justice Courts
Wilbarger	December 20, 2004	County Court
Polk	February 1, 2005	District, County and Four Justice Courts
Medina	March 4, 2005	County and Four Justice Courts
Atascosa	May 23, 2005	County and Four Justice Courts
Kinney	May 27, 2005	Justice Court
Williamson	May 31, 2005	Two Justice Courts
Cherokee	June 27, 2005	Four Justice Courts
Kenedy	March 13, 2006	Four Justice Courts
Taylor	March 23, 2006	District and County
Kendall	April 26, 2006	Four Justice Courts
Brazos	August 29, 2006	District, County, and Five Justice Courts
Hays	December 5, 2006	Six Justice Courts
Freestone	August 6, 2007	Four Justice Courts
Lavaca	August 27, 2007	District, County and Three Justice Courts
Leon	October 24, 2007	Three Justice Courts
Denton	January 22, 2008	District, County, and Six Justice Courts
Trinity	May 12, 2008	District, County, and Four Justice Courts
Lubbock	April 27, 2009	District, County, and Four Justice Courts
Milam	November 20, 2009	District, County, and Four Justice Courts
Kaufman	December 9, 2011	Two Justice Courts
Dewitt	November 26, 2012	District, County and Two Justice Courts
Parker	May 28, 2013	Four Justice Courts

*Brazos Valley Solid Waste Management Agency, Inc.

MCCREARY, VESELKA, BRAGG, & ALLEN, PC

ATTORNEYS at LAW

DAYS OF OPERATION
MONDAY - FRIDAY

P.O. Box 1310
Round Rock, TX 78680-1310
1-866-955-5455
December 11, 2013

OFFICE HOURS
8:00 AM - 7:00PM
CENTRAL TIME

NOTICE OF OUTSTANDING FINE

According to the SAMPLE MUNICIPAL COURT in the State of Texas, you have an outstanding fine in a case for which you entered a plea of guilty or nolo contendere or have been found guilty by the court. The Court has referred this past due fine to our law firm pursuant to Article 103.0031 of the Code of Criminal Procedure.

Calvin C Testcase

Offense: Driving while License Suspended
Date Filed: 06/19/2012

Docket Number: 80002
Reference Number: 2777931
Total Amount Due: \$408.20

If you are represented in this complaint, please forward this letter to your attorney so that your attorney may contact our firm regarding this matter. If you believe this fine has been paid or otherwise satisfied by deferred disposition, community service, jail time served, or a defensive driving course, or you wish to make payment by credit card or electronic check, please call our office toll-free at 1-866-955-5455 during the business hours listed above. Payment can also be made by accessing www.paymyba.com. You may send a cashier's check or money order for the total amount due payable to MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. **Please return the coupon below with your payment. PERSONAL CHECKS ARE NOT ACCEPTED.**

PLEASE BE ADVISED THAT YOU MAY HAVE ADDITIONAL CASES PAST DUE.

Sincerely,

H.M. Allen
Attorney at Law

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

LT001FF

McCreary Veselka Bragg & Allen P.C.
P.O. Box 1310
Round Rock, TX 78680-1310



Docket Number: 80002
Reference Number: 2777931
Offense: Driving while License Suspended
Date Filed: 06/19/2012

CITY OF SAMPLE A Municiple Court

Total Amount Due
\$408.20

December 11, 2013

MVBA/LT001FF/647042540151 31/000000016/000000001



Calvin C Testcase
123 teststreet
Test town, TX 77054-1234

Make payments payable to MVBA and send to:



MVBA
P.O. Box 1310
Round Rock, TX 78680-1310

DÍAS DE OPERACIÓN
LUNES - VIERNES

HORAS DE OFICINA
8:00AM - 7:00PM
HORARIA DE LA ZONA CENTRAL

AVISO DE MULTA PENDIENTE

Según los datos del SAMPLE MUNICIPAL COURT en el estado de Texas, usted tiene una multa pendiente en un caso en que usted entregó una declaración de culpabilidad o de nolo contendere. El tribunal ha remitido esta deuda vencida a este bufete de abogados según el Artículo 103.0031 del Código de Procedimiento Criminal.

Calvin C Testcase

Deuda: Driving while License Suspende
Delincuencia Desde: 06/19/2012

No. Cuenta: 80002
No. Referencia: 2777931
Saldo Total: \$408.20

Si es representado por un abogado en este asunto, favor de remitirle esta carta y pedirle que nos llame. Si usted cree que esta multa ha sido pagada, o de otra manera satisfecha por Disposición Diferida, el Servicio Comunitario, tiempo de cárcel servido, o un curso de manejo defensivo, o usted desea pagar por tarjeta de crédito o cheque electrónico, favor de llamarnos gratuitamente al 1-866-955-5455 durante las horas de oficina mencionadas más arriba. También puede pagar por la página www.paymvba.com. Puede pagar el saldo total por correo con cheque bancario o giro postal a favor de MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. **Por favor devuelva el cupón de bajo con su pago. NO SE ACEPTAN LOS CHEQUES PERSONALES.**

SEA NOTIFICADO QUE PUEDE TENER OTROS CASOS VENCIDOS.

Sincerely,

H. M. Allen

Attorney at Law

LT001FF

McCREARY, VESELKA, BRAGG, & ALLEN, PC

ATTORNEYS at LAW

P.O. Box 1310
Round Rock, TX 78680-1310
1-866-955-5455
December 11, 2013

DAYS OF OPERATION
MONDAY - FRIDAY

OFFICE HOURS
8:00 AM - 7:00PM
CENTRAL TIME

NOTICE OF OUTSTANDING VIOLATION

According to the SAMPLE MUNICIPAL COURT in the State of Texas, you have an outstanding ticket. The Court has referred this past due matter to our law firm pursuant to Article 103.0031 of the Code of Criminal Procedure.

Earl Testcase

Offense: Display Expired Registration F

Date Filed: 09/22/2012

Docket Number: 80010

Reference Number: 2777939

Total Amount Due: \$493.36

If you are represented in this complaint, please forward this letter to your attorney so that your attorney may contact our firm regarding this matter. If you believe this ticket has been paid or otherwise satisfied by deferred adjudication, community service, jail time served, or a defensive driving course, or you wish to make payment by credit card or electronic check, please call our office toll-free at 1-866-955-5455 during the business hours listed above. Payment can also be made by accessing www.paymvba.com. **You have a right to plead not guilty, post bond and have a trial by jury on any offense charged by contacting the Court either in person or in writing.** You may also enter a plea of guilty or nolo contendere on the form on the reverse side of the payment coupon and send a cashier's check or money order for the total amount due payable to MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. Payment in full by any of the above-listed methods constitutes a plea of nolo contendere pursuant to Article 27.14 of the Texas Code of Criminal Procedure. **Please return the coupon below with your payment. PERSONAL CHECKS ARE NOT ACCEPTED.**

PLEASE BE ADVISED THAT YOU MAY HAVE ADDITIONAL CASES PAST DUE.

Sincerely,

H.M. Allen

Attorney at Law

YOU HAVE THE RIGHT TO PLEAD NOT GUILTY, POST BOND, AND HAVE A TRIAL BY JURY ON ANY OFFENSE CHARGED BY CONTACTING THE COURT.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

LT001FF

McCreary Veselka Bragg & Allen P.C.
P.O. Box 1310
Round Rock, TX 78680-1310



Docket Number: 80010
Reference Number: 2777939
Offense: Display Expired Registration F
Date Filed: 09/22/2012

CITY OF SAMPLE A Municiple Court

Total Amount Due
\$493.36

December 11, 2013

MVBA/LT001FF/647042540235 47/000000024/000000001



Earl Testcase
123 teststreet
Test town, TX 77578-1234

Make payments payable to MVBA and send to:



MVBA
P.O. Box 1310
Round Rock, TX 78680-1310

PLEASE COMPLETE BACK OF FORM AND RETURN THIS PORTION WITH YOUR PAYMENT

DÍAS DE OPERACIÓN
LUNES - VIERNES

HORAS DE OFICINA
8:00AM - 7:00PM
HORARIA DE LA ZONA CENTRAL

AVISO DE MULTA PENDIENTE

Según los datos del SAMPLE MUNICIPAL COURT en el estado de Texas, usted tiene una multa pendiente. El tribunal ha remitido esta deuda vencida a este bufete de abogados según el Artículo 103.0031 del Código de Procedimiento Criminal.

Earl Testcase

Deuda: Display Expired Registration F
Delincuencia Desde: 09/22/2012

No. Cuenta: 80010
No. Referencia: 2777939
Saldo Total: \$493.36

Si es representado por un abogado en este asunto, favor de remitirle esta carta y pedirle que nos llame. Si usted cree que esta multa ha sido pagada, o de otra manera satisfecha por Adjudicación Diferida, el Servicio Comunitario, tiempo de cárcel servido, o un curso de manejo defensivo, o usted desea pagar por tarjeta de crédito o cheque electrónico, favor de llamarnos gratuitamente al 1-866-955-5455 durante las horas de oficina mencionadas más arriba. También puede pagar por la página www.paymvba.com. Usted tiene el derecho de entregar una declaración de inocencia y tener proceso ante jurado en cualquier delito cargado contra usted por comunicarse con el tribunal. Puede entregar una declaración de culpabilidad o de nolo contendere más arriba y enviar cheque bancario o giro postal a favor de MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. **Por favor devuelva el cupón de bajo con su pago. NO SE ACEPTAN LOS CHEQUES PERSONALES.**

SEA NOTIFICADO QUE PUEDE TENER OTROS CASOS VENCIDOS.

Sincerely,

A.M. Allen

Attorney at Law

USTED TIENE EL DERECHO DE ENTREGAR UNA DECLARACIÓN DE INOCENCIA, PAGAR UNA FIANZA, Y TENER PROCESO ANTE JURADO EN CALQUIER DELITO CARGADO CONTRA USTED POR COMUNICARSE CON EL TRIBUNAL.

LT001FF

IN ORDER TO PAY BY MAIL, YOU MUST SIGN EITHER (1) OR (2) BELOW AND RETURN A COPY OF THIS LETTER WITH PAYMENT. PERSONAL CHECKS ARE NOT ACCEPTED. SI PAGA POR CORREO, DEBE FIRMAR EL (1) Ó (2) QUE SE ENCUENTRAN DEBAJO Y REGRESAR ESTE CUPÓN CON SU PAGO. NO SE ACEPTAN CHEQUES PERSONALES.

- 1) I hereby enter a plea of guilty and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaración de culpabilidad y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

- 2) I hereby enter a plea of nolo contendere and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaracion de nolo contendere y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

McCREARY, VESELKA, BRAGG, & ALLEN, PC

ATTORNEYS at LAW

DAYS OF OPERATION
MONDAY - FRIDAY

P.O. Box 1310
Round Rock, TX 78680-1310
1-866-955-5455
December 11, 2013

OFFICE HOURS
8:00 AM - 7:00PM
CENTRAL TIME

NOTICE OF OUTSTANDING VIOLATION

According to the SAMPLE MUNICIPAL COURT in the State of Texas, you have an outstanding ticket. The Court has referred this past due matter to our law firm pursuant to Article 103.0031 of the Code of Criminal Procedure.

Steven Douglas Testcase

Offense: Minor in Poss. Alcohol FTA War
Date Filed: 10/13/2012

Docket Number: 80016
Reference Number: 2777945
Total Amount Due: \$629.86

If you are represented in this complaint, please forward this letter to your attorney so that your attorney may contact our firm regarding this matter. If you believe this ticket has been paid or otherwise satisfied by deferred adjudication, community service, jail time served, or a defensive driving course, or you wish to make payment by credit card or electronic check, please call our office toll-free at **1-866-955-5455** during the business hours listed above. Payment can also be made by accessing www.paymvsba.com. **You have a right to plead not guilty, post bond and have a trial by jury on any offense charged by contacting the Court either in person or in writing.** You may also enter a plea of guilty or nolo contendere on the form on the reverse side of the payment coupon and send a cashier's check or money order for the total amount due payable to MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. Payment in full by any of the above-listed methods constitutes a plea of nolo contendere pursuant to Article 27.14 of the Texas Code of Criminal Procedure. **Please return the coupon below with your payment. PERSONAL CHECKS ARE NOT ACCEPTED.**

PLEASE BE ADVISED THAT YOU MAY HAVE ADDITIONAL CASES PAST DUE.

Sincerely,

H.M. Allen

Attorney at Law

YOU HAVE THE RIGHT TO PLEAD NOT GUILTY, POST BOND, AND HAVE A TRIAL BY JURY ON ANY OFFENSE CHARGED BY CONTACTING THE COURT.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

LT001FF

McCreary Veselka Bragg & Allen P.C.
P.O. Box 1310
Round Rock, TX 78680-1310



Docket Number: 80016
Reference Number: 2777945
Offense: Minor in Poss. Alcohol FTA War
Date Filed: 10/13/2012

CITY OF SAMPLE A Municipale Court

Total Amount Due
\$629.86

December 11, 2013

MVBA/LT001FF/647042540292 59/000000030/000000001



Steven Douglas Testcase
123 teststreet
Test town, TX 77511-1234

Make payments payable to MVBA and send to:



MVBA
P.O. Box 1310
Round Rock, TX 78680-1310

PLEASE COMPLETE BACK OF FORM AND RETURN THIS PORTION WITH YOUR PAYMENT

FF/MC/W/11A

DÍAS DE OPERACIÓN
LUNES - VIERNES

HORAS DE OFICINA
8:00AM - 7:00PM
HORARIA DE LA ZONA CENTRAL

AVISO DE MULTA PENDIENTE

Según los datos del SAMPLE MUNICIPAL COURT en el estado de Texas, usted tiene una multa pendiente. El tribunal ha remitido esta deuda vencida a este bufete de abogados según el Artículo 103.0031 del Código de Procedimiento Criminal.

Steven Douglas Testcase	No. Cuenta:	80016
Deuda: Minor in Poss. Alcohol FTA War	No. Referencia:	2777945
Delincuencia Desde: 10/13/2012	Saldo Total:	\$629.86

Si es representado por un abogado en este asunto, favor de remitirle esta carta y pedirle que nos llame. Si usted cree que esta multa ha sido pagada, o de otra manera satisfecha por Adjudicación Diferida, el Servicio Comunitario, tiempo de cárcel servido, o un curso de manejo defensivo, o usted desea pagar por tarjeta de crédito o cheque electrónico, favor de llamarnos gratuitamente al 1-866-955-5455 durante las horas de oficina mencionadas más arriba. También puede pagar por la página www.paymvba.com. Usted tiene el derecho de entregar una declaración de inocencia y tener proceso ante jurado en cualquier delito cargado contra usted por comunicarse con el tribunal. Puede entregar una declaración de culpabilidad o de nolo contendere más arriba y enviar cheque bancario o giro postal a favor de MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. **Por favor devuelva el cupón de bajo con su pago. NO SE ACEPTAN LOS CHEQUES PERSONALES.**

SEA NOTIFICADO QUE PUEDE TENER OTROS CASOS VENCIDOS.

Sincerely,

H.M. Allen

Attorney at Law

USTED TIENE EL DERECHO DE ENTREGAR UNA DECLARACIÓN DE INOCENCIA, PAGAR UNA FIANZA, Y TENER PROCESO ANTE JURADO EN CUALQUIER DELITO CARGADO CONTRA USTED POR COMUNICARSE CON EL TRIBUNAL.

LT001FF

IN ORDER TO PAY BY MAIL, YOU MUST SIGN EITHER (1) OR (2) BELOW AND RETURN A COPY OF THIS LETTER WITH PAYMENT. PERSONAL CHECKS ARE NOT ACCEPTED. SI PAGA POR CORREO, DEBE FIRMAR EL (1) Ó (2) QUE SE ENCUENTRAN DEBAJO Y REGRESAR ESTE CUPÓN CON SU PAGO. NO SE ACEPTAN CHEQUES PERSONALES.

- 1) I hereby enter a plea of guilty and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaración de culpabilidad y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

- 2) I hereby enter a plea of nolo contendere and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaracion de nolo contendere y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

MCCREARY, VESELKA, BRAGG, & ALLEN, PC

ATTORNEYS at LAW

DAYS OF OPERATION
MONDAY - FRIDAY

P.O. Box 1310
Round Rock, TX 78680-1310
1-866-955-5455
December 11, 2013

OFFICE HOURS
8:00 AM - 7:00PM
CENTRAL TIME

NOTICE OF OUTSTANDING VIOLATION

According to the SAMPLE MUNICIPAL COURT in the State of Texas, you have an outstanding ticket. The Court has referred this past due matter to our law firm pursuant to Article 103.0031 of the Code of Criminal Procedure.

Maria Testcase

Offense: Speeding (school zone) FTA War
Date Filed: 10/01/2012

Docket Number: 80003
Reference Number: 2777932
Total Amount Due: \$620.76

If you are represented in this complaint, please forward this letter to your attorney so that your attorney may contact our firm regarding this matter. If you believe this ticket has been paid or otherwise satisfied by deferred adjudication, community service, jail time served, or a defensive driving course, or you wish to make payment by credit card or electronic check, please call our office toll-free at 1-866-955-5455 during the business hours listed above. Payment can also be made by accessing www.paymvba.com. **You have a right to plead not guilty, post bond and have a trial by jury on any offense charged by contacting the Court either in person or in writing.** You may also enter a plea of guilty or nolo contendere on the form on the reverse side of the payment coupon and send a cashier's check or money order for the total amount due payable to MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. Payment in full by any of the above-listed methods constitutes a plea of nolo contendere pursuant to Article 27.14 of the Texas Code of Criminal Procedure. **Please return the coupon below with your payment. PERSONAL CHECKS ARE NOT ACCEPTED.**

PLEASE BE ADVISED THAT YOU MAY HAVE ADDITIONAL CASES PAST DUE.

Sincerely,

H.M. Allen

Attorney at Law

YOU HAVE THE RIGHT TO PLEAD NOT GUILTY, POST BOND, AND HAVE A TRIAL BY JURY ON ANY OFFENSE CHARGED BY CONTACTING THE COURT.

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

LT001FF

McCreary Veselka Bragg & Allen P.C.
P.O. Box 1310
Round Rock, TX 78680-1310



Docket Number: 80003
Reference Number: 2777932
Offense: Speeding (school zone) FTA War
Date Filed: 10/01/2012

CITY OF SAMPLE A Municiple Court

Total Amount Due
\$620.76

December 11, 2013

MVBA/LT001FF/647042540169 33/000000017/000000001



Maria Testcase
123 teststreet
Test town, TX 75211-1234

Make payments payable to MVBA and send to:



MVBA
P.O. Box 1310
Round Rock, TX 78680-1310

PLEASE COMPLETE BACK OF FORM AND RETURN THIS PORTION WITH YOUR PAYMENT

11/11/11A

DÍAS DE OPERACIÓN
LUNES - VIERNES

HORAS DE OFICINA
8:00AM - 7:00PM
HORARIA DE LA ZONA CENTRAL

AVISO DE MULTA PENDIENTE

Según los datos del SAMPLE MUNICIPAL COURT en el estado de Texas, usted tiene una multa pendiente. El tribunal ha remitido esta deuda vencida a este bufete de abogados según el Artículo 103.0031 del Código de Procedimiento Criminal.

Maria Testcase		No. Cuenta:	80003
Deuda:	Speeding (school zone) FTA War	No. Referencia:	2777932
Delincuencia Desde:	10/01/2012	Saldo Total:	\$620.76

Si es representado por un abogado en este asunto, favor de remitirle esta carta y pedirle que nos llame. Si usted cree que esta multa ha sido pagada, o de otra manera satisfecha por Adjudicación Diferida, el Servicio Comunitario, tiempo de cárcel servido, o un curso de manejo defensivo, o usted desea pagar por tarjeta de crédito o cheque electrónico, favor de llamarnos gratuitamente al 1-866-955-5455 durante las horas de oficina mencionadas más arriba. También puede pagar por la página www.paymvba.com. Usted tiene el derecho de entregar una declaración de inocencia y tener proceso ante jurado en cualquier delito cargado contra usted por comunicarse con el tribunal. Puede entregar una declaración de culpabilidad o de nolo contendere más arriba y enviar cheque bancario o giro postal a favor de MVBA, P.O. Box 1310, Round Rock, TX 78680-1310. **Por favor devuelva el cupón de bajo con su pago. NO SE ACEPTAN LOS CHEQUES PERSONALES.**

SEA NOTIFICADO QUE PUEDE TENER OTROS CASOS VENCIDOS.

Sincerely,

H.M. Allen

Attorney at Law

USTED TIENE EL DERECHO DE ENTREGAR UNA DECLARACIÓN DE INOCENCIA, PAGAR UNA FIANZA, Y TENER PROCESO ANTE JURADO EN CALQUIER DELITO CARGADO CONTRA USTED POR COMUNICARSE CON EL TRIBUNAL.

LT001FF

IN ORDER TO PAY BY MAIL, YOU MUST SIGN EITHER (1) OR (2) BELOW AND RETURN A COPY OF THIS LETTER WITH PAYMENT. PERSONAL CHECKS ARE NOT ACCEPTED. SI PAGA POR CORREO, DEBE FIRMAR EL (1) Ó (2) QUE SE ENCUENTRAN DEBAJO Y REGRESAR ESTE CUPÓN CON SU PAGO. NO SE ACEPTAN CHEQUES PERSONALES.

- 1) I hereby enter a plea of guilty and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaración de culpabilidad y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

- 2) I hereby enter a plea of nolo contendere and waive appearance for trial and trial by jury. Enclosed is the total amount due. Por lo presente entrego una declaracion de nolo contendere y no exijo comparencia al proceso ni proceso ante jurado. Envío adjunto el saldo total de multas y honorarios judiciales.

(Sign Name / Firme Aquí)

EXPLANATION OF REPORTS

New Business Report

MVBA's new business report provides a history of all new cases reported for collection by date, type of case, total number of cases and dollar amount.

Client Inventory Report

MVBA's client inventory report provides a detailed list of cases imported from a client's file(s) and totals the amount assigned to collections, balance due and number of cases. Last payment amount, last payment date and current case status are also provided. This report can be grand totaled by client for any date range and status.

Transaction History Report

MVBA's transaction history report provides the debtor name, agency ID, case number, transaction code, gross dollar amount due, dates paid and posted, reference number and settlement. The report gives the total number and amount of transactions. This is the report that is used to notify the clients on a daily basis of payments taken. This report can either be faxed or emailed. The report can provide all transactions posted that day or only paid in full transactions.

Collection Activity Report

MVBA's collection activity report provides a summary by month of letters mailed, phone calls made, cases referred to collection, the number and amount collected and the percentage represented by those collections. The report further provides the number and dollar amount of the cases cancelled/recalled as well as the total number and dollar amount of cases resolved and the percentage represented by those resolutions. Totals are provided by month, quarter, annual, and year to date.

Invoice

MVBA's invoice provides a detailed list of cases paid in full to the Court and McCreary, Veselka, Bragg & Allen, P. C. (MVBA). Each payment itemized includes the defendant's name, docket number, and date paid, date the payment was posted, date of assignment, money paid to each party, the commission percentage, the corresponding fee, and status. This report can be generated by client for any date range. A copy of the invoice is sent out with each check payment. Payments are sent twice a month. Invoices for the whole month are sent out with an invoice letter at the beginning of the following month.

Statement

Monthly listing of all invoices submitted reflecting the total collections for the month and total of fees due MVBA.

Batch Performance Report

This report shows a breakdown by month of cases submitted and the net recovery in dollars and percentages for the present month and to date.

C-Stat Report

This report provides total number letters mailed, cases referred, dollars referred, cases with collection, dollar amount collected, number cases cancelled/recalled, dollar amount cancelled/recalled, and total cases resolved and total amount resolved. This report can be generated for any desired date range.

Product	DOR	# of Accounts	Dollar Amount
City of	Municipal Court		
Prejudgment Postwarrant	06-03-2005	9471	2,532,963.75
Postjudgment Postwarrant	06-03-2005	5497	1,326,096.16
Postjudgment Postwarrant	06-02-2005	29317	7,042,205.81
Client Totals		44285	\$10,901,265.72
Grand Totals		44285	\$10,901,265.72

Client Inventory Report

Name	Account #	DOA	Assigned	Balance	LP Amount	LP Date	Status
Client: .		Municipal Court					
Product:		prejudgment prewarrant					
Majonirk, Jerry Raymond	5814	05-29-2003	250.00	250.00	0.00	01-01-1901	Active
Downes, Thomas Lee	5818	06-02-2003	250.00	250.00	0.00	01-01-1901	Active
Rodriguez Jr, Domingo Me	5842	06-05-2003	200.00	200.00	0.00	01-01-1901	Active
Howard, Dorothy	5852	06-02-2003	280.00	280.00	0.00	01-01-1901	Active
Roberts, Christina	5872	06-10-2003	280.00	280.00	0.00	01-01-1901	Active
Ray, Dwayne Edward	5894	06-18-2003	250.00	250.00	0.00	01-01-1901	Active
Iselt, Ronnie Wayne	5902	06-24-2003	350.00	350.00	0.00	01-01-1901	Active
Hicks, Christie	5924	07-07-2003	200.00	200.00	0.00	01-01-1901	Active
Hicks, Christie	5925	07-07-2003	250.00	250.00	0.00	01-01-1901	Active
Garcia, Anastasio Tovar	5936	07-29-2003	280.00	280.00	0.00	01-01-1901	Active
Striedel, Lawanda Spence	6161	12-12-2003	280.00	280.00	0.00	01-01-1901	Active
Johnston, Randy Lawrence	6259	03-10-2004	310.00	310.00	0.00	01-01-1901	Active
Minter, Jerry Douglas	6274 A	04-07-2004	280.00	280.00	0.00	01-01-1901	Active
Rodriguez, Salvadore Flor	6309 A	05-12-2004	280.00	280.00	0.00	01-01-1901	Active
Griffin, Elva Castro	6364	07-14-2004	310.00	310.00	0.00	01-01-1901	Active
Harrison, Nancy Lynn	6388 A	08-11-2004	280.00	280.00	0.00	01-01-1901	Active
Product Totals	16 Accounts		\$4,330.00	\$4,330.00			
Product:		postjudgment prewarrant					
Washington, Danny Curil	6014	09-16-2003	310.00	310.00	0.00	01-01-1901	Active
Wuensche, Kevin Wayne	6098	11-03-2003	185.00	185.00	0.00	01-01-1901	Active
Cutler, William Gerold	6226 A	03-10-2004	280.00	280.00	0.00	01-01-1901	Active
Rangel, Claudia Lopez	6257 A	04-07-2004	280.00	280.00	0.00	01-01-1901	Active
Johnston, Chase Thomas	6397 A	09-08-2004	280.00	280.00	0.00	01-01-1901	Active
Product Totals	5 Accounts		\$1,335.00	\$1,335.00			
Client Totals	21 Accounts		\$5,665.00	\$5,665.00			
Grand Totals	21 Accounts		\$5,665.00	\$5,665.00			

MVBA Transaction Report Paid In Full

Run Date: 09-09-2008

0000473 City of

Name	Transaction		Account Number	File Number	Invoicable		Current		Transaction		Status
	Batch Type	Batch Type			Paid	Balance	Entered Date	Entered Date	Description		
SANDERS, BENJAMIN	PU	Paid Us	2105405	1052988	\$180.00	\$0.00	9/9/2008	PIF ACCOUNT PAID IN FULL			
SANDERS, BENJAMIN	PU	Paid Us	6020402	1052810	\$265.00	\$0.00	9/9/2008	PIF ACCOUNT PAID IN FULL			
GREGORY, DARRELL W	PU	Paid Us	6434201	1033931	\$166.40	\$0.00	9/9/2008	PIF ACCOUNT PAID IN FULL			
MOSLEY, CHRISTOPHER B	PU	Paid Us	731881	1051394	\$217.10	\$0.00	9/9/2008	PIF ACCOUNT PAID IN FULL			

McCreary, Veselka, Bragg Allen, P.C.
Collection of Delinquent Court Fines and Fees
for the Municipal Court
Dec 2007 - Dec 2010

Cases referred to MVBA	11,126	
Dollars referred to MVBA	\$3,348,381	
Total Numbers of Letters Mailed	73,435	
Phone Calls made on Lead Accounts <i>Jun 2008 to Present</i>	158,658	
*Cases on which Collections Received	2,791	25.09%
*Dollar Amount Collected	\$682,825	20.39%
Cases Reported to MVBA as Cancelled or Recalled	535	4.81%
Amount Reported to MVBA as Cancelled or Recalled	\$171,741	5.13%
Total Cases Resolved (Paid, Cancelled or Recalled)	2,731	24.55%
Total Amount Resolved (Paid, Cancelled or Recalled)	\$834,276	24.92%

** These figures include partial payments*

McCreary Vesteka Bragg and Allen

P.O. Box 1310
Round Rock, TX 78680

0000193 City of

Name	Account Number	Date of Assignment	Date Posted	Date Paid	Paid to MVBA	Paid To Client	Our Fee	Fee Rate	Balance
GALBREITH, ALBERT L	4268801 Status: Paid In Full	10/26/2007	9/2/2008	9/2/2008	305.50	0.00	70.50	30%	0.00
MURPHY, OMAR S	3964401 Status: Paid In Full	12/4/2005	12/6/2006	11/21/2006	0.00	130.00	30.00	30%	0.00
MURPHY, OMAR S	3964401 Status: Paid In Full	12/4/2005	8/26/2008	8/26/2008	175.50	0.00	40.50	30%	0.00
ODINOT, CHERYL L	40824Y01 Status: Paid In Full	6/24/2006	8/26/2008	8/26/2008	419.90	0.00	96.90	30%	0.00
ODINOT, CHERYL L	4082401 Status: Paid In Full	5/28/2006	8/26/2008	8/26/2008	273.00	0.00	63.00	30%	0.00
Invoice Totals					1,173.90	130.00	300.90		0.00

MVBA Fees Due: \$300.90
Total Collections: \$1,303.90
Our Check Attached for: \$1,173.90

McCreary, Veselka, Bragg & Allen, P.C.
Collection of Delinquent Fines Fees
City of Sample Municipal Court
August 01, 2004 - September 03, 2013

Total Number of Letters Mailed	319,452
Cases referred to MVBA	61,958
Dollars referred to MVBA	\$17,993,531.37
Cases on which Collections Received	37,220
Dollar Amount Collected	\$4,255,580.79
Cases Reported to MVBA as Cancelled or Recalled	15,316
Amount Reported to MVBA as Cancelled or Recalled	\$5,153,968.33
Total Cases Resolved (Paid, Cancelled or Recalled)	29,190
Total Amount Resolved (Paid, Cancelled or Recalled)	\$8,873,658.25

McCreary Veselka Bragg and Allen, P.C.

P.O. Box 1310
Round Rock, TX 78680
1 866-955-5455

0000246 - City of

Municipal Court

Batch Performance Report

Report Date: Sep 3, 2013

Month Year	Placements			Amounts Collected		Recovery % *
	Number	Gross Amount	Net Amount	This Month	To Date	
Aug 2004	138	\$31,505.05	\$30,928.80	\$0.00	\$3,594.20	11.41
Sep 2004	16	\$4,487.05	\$4,487.05	\$0.00	\$0.00	0.00
Oct 2004	214	\$65,220.88	\$63,462.31	\$0.00	\$27,474.40	42.13
Nov 2004	25	\$6,984.90	\$6,984.90	\$0.00	\$1,250.60	17.90
Dec 2004	181	\$48,164.15	\$48,151.90	\$0.00	\$14,776.70	30.68
Jan 2005	802	\$211,390.41	\$208,547.74	\$0.00	\$70,253.01	33.23
Feb 2005	256	\$73,530.28	\$73,475.28	\$0.00	\$48,121.87	65.44
Mar 2005	743	\$166,634.81	\$166,265.06	\$0.00	\$98,167.31	58.91
Apr 2005	816	\$201,095.21	\$200,030.21	\$0.00	\$121,360.40	60.35
May 2005	1,198	\$260,882.79	\$258,947.63	\$0.00	\$150,051.59	57.52
Jun 2005	1,224	\$270,859.14	\$255,321.04	\$0.00	\$136,552.64	50.41
Jul 2005	204	\$63,412.70	\$63,119.70	\$0.00	\$34,845.20	54.95
Aug 2005	58	\$13,114.31	\$11,896.31	\$0.00	\$615.90	4.70
Sep 2005	230	\$75,130.26	\$73,939.16	\$0.00	\$43,957.00	58.51
Oct 2005	75	\$23,175.07	\$21,860.27	\$0.00	\$6,176.50	26.65
Mar 2006	26	\$8,482.50	\$8,482.50	\$0.00	\$0.00	0.00
May 2006	163	\$57,391.10	\$56,939.30	\$0.00	\$24,486.10	42.67
Jun 2006	326	\$110,806.80	\$109,047.69	\$0.00	\$60,899.69	54.96
Sep 2006	190	\$49,391.65	\$44,823.65	\$0.00	\$9,521.60	19.28
Oct 2006	824	\$299,242.58	\$290,315.26	\$0.00	\$144,243.64	48.20
Nov 2006	182	\$66,618.50	\$65,612.00	\$0.00	\$24,350.50	36.55
Jan 2007	111	\$43,120.84	\$40,547.84	\$0.00	\$19,012.78	44.09
Feb 2007	75	\$25,255.10	\$25,475.10	\$0.00	\$11,668.00	46.20
Mar 2007	26	\$10,795.20	\$10,389.60	\$0.00	\$4,709.30	43.62
Apr 2007	151	\$58,827.60	\$59,182.60	\$0.00	\$26,027.40	44.24
Jun 2007	105	\$37,348.40	\$38,014.00	\$0.00	\$14,025.20	37.55
Jul 2007	154	\$58,660.06	\$58,765.56	\$0.00	\$30,914.65	52.70
Oct 2007	123	\$45,805.50	\$45,350.25	\$0.00	\$21,195.95	46.27
Nov 2007	124	\$46,371.00	\$45,673.00	\$0.00	\$22,471.70	48.46
Jan 2008	86	\$32,520.80	\$32,565.80	\$0.00	\$13,964.60	42.94
Feb 2008	145	\$50,649.30	\$50,556.90	\$0.00	\$29,978.00	59.19
Mar 2008	21	\$7,560.80	\$7,560.80	\$0.00	\$2,519.40	33.32
Apr 2008	78	\$30,217.20	\$30,073.00	\$0.00	\$11,545.00	38.21
May 2008	37	\$14,674.70	\$14,285.00	\$0.00	\$7,057.90	48.10
Jun 2008	44	\$18,411.90	\$18,181.40	\$0.00	\$6,907.80	37.52
Jul 2008	28	\$11,230.70	\$11,310.70	\$0.00	\$6,142.50	54.69
Aug 2008	105	\$41,276.30	\$40,614.80	\$0.00	\$13,076.60	31.68
Oct 2008	93	\$38,029.02	\$35,562.02	\$0.00	\$12,401.57	32.61
Nov 2008	80	\$31,385.90	\$30,811.10	\$0.00	\$10,767.90	34.31
Dec 2008	70	\$27,585.03	\$27,630.03	\$0.00	\$10,799.10	39.15
Jan 2009	157	\$62,012.60	\$60,522.10	\$0.00	\$24,380.70	39.32
Feb 2009	74	\$30,422.60	\$29,451.60	\$0.00	\$10,914.25	35.88
Mar 2009	80	\$30,309.50	\$30,344.50	\$0.00	\$12,302.10	40.59

McCreary Veselka Bragg and Allen, P.C.
P.O. Box 1310
Round Rock, TX 78680
1 866-955-5455

0000246 - City of Municipal Court
Batch Performance Report

Report Date: Sep 3, 2013

Month Year	Placements			Amounts Collected		Recovery % *
	Number	Gross Amount	Net Amount	This Month	To Date	
May 2009	131	\$51,923.30	\$51,228.20	\$0.00	\$19,007.37	36.61
Jun 2009	50	\$21,073.00	\$21,098.00	\$0.00	\$5,567.90	26.42
Jul 2009	213	\$86,065.20	\$85,791.00	\$0.00	\$25,979.70	30.19
Aug 2009	70	\$25,285.00	\$24,710.50	\$0.00	\$12,122.80	47.94
Sep 2009	234	\$94,928.60	\$93,369.05	\$0.00	\$35,250.08	37.13
Nov 2009	98	\$38,140.70	\$38,220.70	\$871.00	\$13,573.30	35.59
Dec 2009	81	\$29,416.90	\$28,679.15	\$0.00	\$11,253.10	38.25
Jan 2010	99	\$42,031.60	\$41,928.60	\$0.00	\$13,402.10	31.89
Feb 2010	1	\$299.00	\$299.00	\$0.00	\$299.00	100.00
Mar 2010	150	\$60,632.16	\$59,950.66	\$0.00	\$13,108.60	21.62
Aug 2010	202	\$82,380.53	\$81,335.23	\$0.00	\$26,740.80	32.46
Feb 2011	219	\$92,155.70	\$91,476.80	\$0.00	\$18,219.80	19.77
Mar 2011	500	\$195,957.71	\$194,093.59	\$0.00	\$37,964.49	19.37
Jul 2011	50	\$18,591.30	\$18,616.30	\$0.00	\$4,305.80	23.16
Aug 2011	388	\$155,714.00	\$153,496.80	\$0.00	\$23,923.40	15.36
Jan 2012	34	\$11,532.30	\$11,547.30	\$0.00	\$3,174.60	27.53
Oct 2012	1,013	\$387,825.37	\$387,047.02	\$0.00	\$50,392.80	12.99
Dec 2012	225	\$92,556.10	\$92,421.10	\$0.00	\$11,360.69	12.27
Jan 2013	173	\$72,674.29	\$72,592.49	\$0.00	\$4,272.90	5.88
Mar 2013	13	\$7,114.90	\$7,114.90	\$0.00	\$1,040.00	14.62
Apr 2013	78	\$34,316.10	\$34,084.30	\$0.00	\$1,264.90	3.69
May 2013	74	\$33,365.67	\$33,365.67	\$0.00	\$1,002.04	3.00
Jun 2013	94	\$36,372.70	\$36,377.70	\$227.50	\$2,689.05	7.39
Jul 2013	140	\$56,278.30	\$56,106.30	\$0.00	\$2,019.12	3.59
Aug 2013	179	\$71,873.40	\$71,873.40	\$0.00	\$0.00	0.00
Summary	14,367	\$4,658,494.02	\$4,592,329.22	\$1,098.50	\$1,681,415.59	36.09

THE REIVER GROUP

Since 1982 the professionals of The Reiver Group have been assisting financial institutions locate debtors and recover assets with great success. Our newest division, Texas Municipal Investigations, is expanding upon our thirty years of experience to assist municipalities and courts to recover their non performing assets.

At all times, but especially in this trying economy, no city, county, co-op or jurisdiction can afford to leave any source of funds lying on the table. Texas Municipal Investigations locates debtors and assists the resolution of outstanding warrants, fines, and debts.

TMI understands the needs and concerns of the officials needing these particular types of collections. We strive not only to service these debts within the letter of the law, but to remember that we represent a community every time we are in contact with a debtor. We continue to operate as a family managed business, with individual oversight paid to each client, debtor, and employee in our daily operations.

We believe we have and always will be making a difference in the collections industry. It is our desire that all parties to the resolution, walk away from the table feeling good about the resolution process. Let us show you what a difference we can make for you.

Sincerely,
Chris Armstrong
Operations Manager.

Independent Contractor Agreement

This agreement made the _____ day of _____, 2014 by and between Texas Municipal Investigations a division of The Reiver Group with its principal place of business at 218 Garvon Garland, TX 75043 ("Contractor") and

_____, ("Client"), with its principal place of business at _____, TX _____

Contractor is in the business of locating third party offenders ("Offender") and recovering unpaid accounts receivable, court ordered fines, fees and costs ("Financial Obligation") due Client. Contractor upon receipt of evidence of these Financial Obligations will proceed without judicial process in a manner prescribed by law, to recover upon behalf of the Client the Financial Obligation.

Contractor has knowledge and expertise in this area. and Contractor is willing to make such services available to Client;

In consideration of the material covenants herein contained, the parties agree as follows:

1. TERM AND TERMINATION

This agreement shall commence as of the day and year first written above and shall continue in full force and effect until such time as it is terminated by either party by giving (30) thirty days prior written notice to the other. Notice of termination shall not affect the obligations of the parties which exist at the time of said notice. Upon termination, Contractor shall promptly release to the Client all Financial Obligations due the Client and continue to release all Financial Obligations due the Client received from Offender from any financial arrangement in force prior to the termination. Upon termination the Client will release all fees due the contractor and continue to release all fees due the Contractor from any financial arrangement or efforts of the Contractor prior to termination resulting in payment of Financial Obligations by Offender for (60) sixty days from the date of termination.

2. CLIENT'S OBLIGATION

Client will:

- (a) Represent that as to Financial Obligations to be recovered, Offender is legally indebted to Client for Financial Obligation and Obligation is due and payable to Client.
- (b) Agree that each Financial Obligation is placed exclusively with Contractor.

- (c) Agree to recover Contractor's fees when accepting payment directly from Offender or their designated agent and to promptly notify the Contractor of same.
- (d) Agree that no Financial Obligation shall be cancelled or recalled except under the circumstance that no part of the Financial Obligation is recovered from the Offender, specifically that the Offender is released from the Financial Obligation by being found not guilty, time served, community service, or the Offender is deceased or legally incapacitated or deemed indigent by the court.
- (e) Not release Offender from warrant status until (100%) one hundred percent of the Financial Obligation and the Contractor's state mandated fees are recovered or settled.
- (f) Agree that any Financial Obligation settled for less than (100%) one hundred percent of the amount due the Client, that the Contractor is to receive (30%) thirty percent of the amount recovered from the Offender..

3. CONTRACTOR'S OBLIGATION

Contractor will:

- (a) Utilize its best efforts to recover Financial Obligation for the Client.
- (b) Recover all Financial Obligation according to lawful practices.
- (c) Provide proof of and maintain liability insurance and fidelity bond for the term of the contract and notify Client of any change in status of said policies.
- (d) Utilize information provided to the Contractor for the express purpose of recovering Financial Obligation.
- (e) Will not represent itself as an employee of Client and require same of its agents, contractors and assignees.
- (f) Not settle a Financial Obligation for less than (100%) one hundred percent of the total amount without prior written approval of Client.
- (g) Notify Client immediately of payment in full of a Financial Obligation by Offender or their agent.
- (h) Notify Client daily of recovered funds which fulfill a Financial Obligation all or in part and are due Client.
- (i) Remit funds recovered which fulfill a Financial Obligation all or in part within (10) business days after the monies are recovered. Funds will be deemed recovered when said funds have been deposited to and credited by the banking institution with out risk of recollection. Client authorizes Contractor to endorse in the name of the Client negotiable instruments received by the Contractor for settlement of a Financial Obligation.

4. FEES FOR CONTRACTOR'S SERVICES

Contractor shall be paid for services performed as mandated in the Texas Code of Criminal Procedure – Article 103.0031 in accordance with Schedule A attached.

5. INSURANCE

Contractor, at its sole cost and expense, shall procure and maintain the insurance coverage's described below, naming Client as a certificate holder entitled to a minimum of (30) thirty days notice of cancellation. Contractor will provide certificates of insurance to Client evidencing the following minimum coverage's.

- (a) General Liability Insurance: (Occurrence Policy) One Million Dollars (\$1,000,000).
- (b) Fidelity Bond/Crimes Policy: Two Million Dollars (\$2,000,000)
- (c) Workers Compensation: One Million Dollars (\$1,000,000)

6. INDEMNITY BY CONTRACTOR

Contractor shall defend, indemnify and hold Client harmless from and against any and all expenses (including reasonable attorneys' fees incurred), suits and causes of action arising out of any valid claim related to the Contractor or its agents efforts in recovering Financial Obligations, including but not limited to intentional or negligent acts, breach of the peace, unlawful action, or any other claims arising from or related to the performance of the services.

7. INDEMNITY BY CLIENT

Client shall defend, indemnify and hold Contractor harmless from and against any and all expenses (including reasonable attorneys' fees incurred), suits and causes of action arising out of any valid claim challenging the Client's right to recover Financial Obligation from Offender.

8. REGULATORY COMPLIANCE

Contractor agrees to perform the services in strict compliance with all applicable state, federal and local laws, rules, regulations or ordinances, including all applicable licensing requirements. Contractor represents and warrants that Contractor, its employees, agents and subcontractors are aware of and will comply with all applicable state, federal and local laws, rules, regulations or ordinances governing Contractor's activities hereunder.

9. PRIVACY

For purposes of this agreement, "Information" is defined as any information pertaining to Client or the Offender regarding Financial Obligations. Contractor will not sell, disclose, provide, or exchange Information with any third party other than Contractor's service

providers and only as is necessary for the Contractor's performance of services as described in this agreement. Contractor will implement and maintain safeguards and due diligence to protect the security and confidentiality of Information in accordance with applicable law and from unauthorized access which could result in substantial harm to Client or Offender. Contractor represents and warrants that Contractor's employees, agents, subcontractors, and service providers implement same or similar safeguards and assumes responsibility for acts or failures of said third parties to whom access to Information is given.

10. MISCELLANIOUS

- (a) All notices under this agreement shall be deemed given when either hand delivered or deposited in the U.S. Mail, postage prepaid, by certified mail, return receipt requested, addressed to the other party at the principle place of business listed above.
 - (b) In the event any portion of this agreement is deemed by competent judicial authority to be invalid or unenforceable, it is the intent of the parties hereto that all remaining provisions of the agreement shall remain in full force and effect.
 - (c) This agreement shall be amended only in writing, signed and dated by both parties.
-

City of _____

By: _____

Title: _____

Texas Municipal Investigations a division of The Reiver Group

By: _____

Title: Manager

SCHEDULE A

In accordance with Texas Code of Criminal Procedure – Article 103.0031, Contractor agrees to add the state mandated fee of (30%) thirty percent to the original Financial Obligation. Contractor's services shall be provided at no charge to Client other than the state mandated fee. State mandated fees recovered by Client from Offender pertaining to a Financial Obligation placed by Client with Contractor shall be handled according to only one of the processes described below and approved by both parties to the agreement.

Financial Obligations and state mandated fees recovered by Client shall promptly be reported to Contractor and released to Contractor no later than ten business days from date of recovery.

City of _____

By: _____

Title: _____

Texas Municipal Investigations a division of The Reiver Group

By: _____

Title: Manager

Financial Obligations and state mandated fees recovered by Client shall promptly be reported to Contractor and deducted by Contractor from monies due Client.

City of _____

By: _____

Title: _____

Texas Municipal Investigations a division of The Reiver Group

By: _____

Title: Manager

Payment Plan Request

(Complete and return form with first payment)

City of Godley Municipal Court

Cause Number:

Total Balance: \$

Payment Options (Check One)

- Half of balance included with request remaining half within thirty days
- One payment a month for three months no more than thirty days between payments
- Six bi-weekly payments
- Twelve weekly payments

Payments can be made by check or money order mailed to:

Texas Municipal Investigations

P.O. Box 462451

Garland, TX 75046

Make checks and money orders payable to Texas Municipal Investigations or TMI

Payments can also be made by phone by calling (512) 722-6099 a 3% convenience fee will be assed to all payments made by credit or debit card.

First Name _____ Last Name _____

Primary Number _____ Secondary Number _____

Street Address _____

City _____ State ____ Zip Code _____

Reference: First Name _____ Last Name _____

Relation _____ Phone Number _____

Signature _____ Date _____

Texas Municipal Investigations
218 Garvon
Garland, TX 75040

Forward and Address Correction

Court: City of _____ Municipal Court

Date of letter May 10, 2012

Case# :123456 in house case#
Reference# :Citation/Docket#
Amount due :\$xxx.xx

John Doe
222 Main St
Dallas, Tx 76648

Case Information:

Citation # :123456
Offense :Speeding 10% Over the Limit
D.L. # :12345678
Date :Date of Citation
Fine :\$xxx.xx

You are hereby given notice that the case listed above has been referred to this office for further processing. The Judge assigned to this case may have issued a **WARRANT FOR YOUR ARREST** in accordance with the laws of the State of Texas. If you wish to resolve this matter prior to any further action, you must act immediately.

Return this notice and your payment to:

OR

If you wish to post bond and request a court date, appear in person at:

Texas Municipal Investigations
218 Garvon St
Garland, Tx 75040

City of _____ Municipal Court
123 Main st
City, Tx

DO NOT SEND A PARTIAL PAYMENT

If for any reason you are unable to comply, it is imperative that you contact the investigator listed below. Our telephone number is (214) 774-2732. You may also pay this court ordered fine by telephone. We accept checks, Visa, Master Card, American Express and Discover (a convenience fee will apply).

Sincerely,
Jeremi Jackson
Staff Investigator
Texas Municipal Investigations

PLEA SHEET

Normally, to take care of a case like yours requires you to personally appear in court. In order to save you the time and expense of attending court, please sign this plea sheet and send to the court.

You may either plea Guilty or Nolo Contendere. (If you wish to plea Not Guilty, you will need to sign for a court date and go before the Judge.) Guilty means you admit the offense. Nolo Contendere means you do not want to contest the charge with a trial, but you want the court to dispose of the case. Please check you choice below and return to the court immeadiatly.

I, _____ - , the undersigned defendant, hereby waive my right to either a trial before the Judge or a trial by jury and enter my plea of:

_____ GUILTY and wish the cash bond money be used to pay my fines.

_____ NOLO CONTENDERE and wish the cash bond money be used to pay my fines.

_____ NOT GUILTY and request a setting for a trial by: () Judge or () Jury

to the charge of: # _____

Signature: _____ **Date Signed:** _____

JUDGE J.S.ROBERTS
Godley Municipal Court