



Melody Paradise, Mayor
Russell Brewster, Mayor Pro Tem

AGENDA

TOWN COUNCIL

March 24, 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 the Denitech Contract
 - Update on the Peak Energy Contract
 - Update on the North Trinity Groundwater Conservation District
 - Update on the Boat and RV Parking Ordinance
 - Update on the Zoning Ordinance
 - Update on the Public Utility Commission Telecommunication Access Line Rate Increase
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
 - PEDC minutes from February 26, 2014
 - Planning and Zoning minutes from November 4, 2013
 - Zoning Board of Adjustment minutes from May 30, 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
- Proclamation Mayors Day of Recognition for National Service
- Recognition of Firefighter Reynolds for his Military Service

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.

RESOLUTIONS

5. Discuss and consider action on a Resolution regarding an Interlocal Agreement with the City of Fort Worth for Animal Control.
6. Discuss and consider action on a Resolution authorizing the City Manager to enter into a contract with Neopost for Postal Services.

ORDINANCES

7. Discuss, direct, and consider action on the acceptance of the Certificate of Unopposed Candidates by the City Secretary.
8. Discuss, direct, and consider action on an ordinance of the Town of Pantego declaring unopposed candidates in the May 10, 2014 General Election of the Town of Pantego, Texas; cancelling the election for Council Members Place 1, 2, and 3; providing for a severability clause; and providing for an effective date.
9. Discuss, direct, and consider action on an ordinance of the Town of Pantego declaring unopposed candidates in the May 10, 2014 Special Election of the Town of Pantego, Texas; cancelling the election for Council Members Place 5; providing for a severability clause; and providing for an effective date.

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

10. Discuss, direct, and consider action regarding the hiring of an event planner for PantegoFest 2014.
11. Discuss and direct staff on the relocation of the utilities on West Park Row.

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
5. 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 – Anything Goes.

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

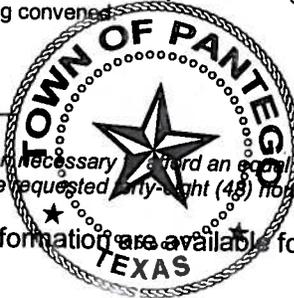
Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, March 21, 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 24, 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 24, 2014

Update on Road Projects

Work on Country Club Court and Peachtree is substantially complete. There are a few minor items staff has identified that require correction before the project can be considered final.

Update on Personnel Vacancies

At this time, the Town has two vacancies in the Police Department and one vacancy in the Fire Department. A letter of resignation has been submitted in the Fire Department by Fire Fighter Shannon McGill that is effective March 25th.

Update on Denitech Contract

Staff has met with Denitech and they are developing a proposed amendment to the agreement that would better incorporate our actually printing and copying needs. When that is complete, it will be submitted to Council for consideration. In addition, staff is implementing options to be more frugal with copying and printing.

Peak Energy Contract

Peak Energy requires that we provide information from our SCADA system that we do not have the technical ability to generate. As such, they are unable to provide a report on the efficiencies created by the equipment. Attached is a attempt to quantify our energy usage in the last year, as compared to the year previous to that. The equipment was installed in April 2013, and the test period was to be for ninety days (the highlighted areas). While we did see a reduction in those months on the two buildings, we also reductions in the prior months before the equipment was installed, as well as increases afterwards. Due to the significant difference in well usage from year to year, a comparison is not valid at those sites. As a result, staff was unable to draw any conclusions from the data.

Groundwater Conservation District

The Texas Legislature created the Northern Trinity Groundwater Conservation District with the passage of House Bill 40128 in 2007. The District's boundaries are the same as Tarrant County, and the Board of Directors are appointed by the Commissioner's Court. The Legislation authorized the District to impose a fee on groundwater production up to \$0.20 per 1,000 gallons. The current fee of \$0.10 per 1,000 gallons was established in 2011. The Town's budget includes funds to cover this fee, but up to this point, there has been no engagement of the District, and the fee has not been paid. Staff proposes to meet with representatives of the District and discuss bring the Town into compliance with their regulatory and financial requirements.

Boat and RV Parking

Staff will be presenting the information collected at Council's request regarding the Boat and RV Parking Ordinance at the April 14th meeting. Staff will present options for Council in several areas of the ordinance that include enforcing the existing provisions of the ordinance, repealing certain areas, or amending it to lessen the requirements.

Updated Zoning Ordinance

The Planning and Zoning Commission reviewed the proposed revisions to the Zoning Ordinance at their March 3rd meeting. After discussion, they requested that it be placed on their April 7th agenda for action.



City Manager's Report

Should they approve it, it will be provided to Council for review well in advance of it being placed on an agenda to give you time to fully review it.

Update on the Public Utility Commission Telecommunication Access Line Rate Increase

The Town has received correspondence from the Public Utility Commission proposing to raise the maximum access line rates (franchise fees on telephone service) in accordance with action taken by the Town in 2013. The increase is tied to the Consumer Price Index (CPI). The Town has the opportunity to decline the increase by April 30th. Should the Council desire to further discuss this matter, it can be placed on the April 14th meeting agenda.

LOCATION:

1614 S. Bowen Rd.
 City Hall & Fire Station
 Meter # 111117069LG

	2011	2012	2013	% Increase (Decrease) from PY	2012 Monthly \$	2013 Monthly \$
	KWh	KWh	KWh			
January	10,720	11,940	10,740	-10%	\$ 1,228.29	\$ 1,158.94
February	9,738	10,500	10,380	-1%	1,135.28	1,140.45
March	10,179	12,300	10,140	-18%	1,263.55	1,114.13
April	12,006	15,360	12,060	-21%	1,501.44	1,279.69
May	16,065	16,440	14,160	-14%	1,585.61	1,435.65
June	19,791	22,260	20,820	-6%	2,040.48	1,939.20
July	28,716	24,360	22,620	-7%	2,210.02	2,067.12
August	28,440	25,620	24,120	-6%	2,340.02	2,230.92
September	24,960	23,340	25,200	8%	2,178.53	2,267.77
October	19,080	16,020	18,960	18%	1,586.74	1,790.39
November	14,220	12,960	11,940	-8%	1,344.08	1,248.20
December	11,340	10,980	17,280	57%	1,176.20	1,799.74
Total KWh usage	205,255	202,080	198,420	-2%	19,590.24	19,472.20

LOCATION:

2600 Miller Lane
 Police Station, Jail and Municipal Court
 Meter # 111120252LG

	2011	2012	2013	% increase (decrease) from PY	2012 Monthly \$	2013 Monthly \$
	KWh	KWh	KWh			
January	9,072	9,480	8,760	-8%	\$ 881.58	\$ 839.28
February	7,932	8,080	9,040	12%	783.57	866.30
March	8,532	9,280	9,120	-2%	873.12	864.71
April	10,176	11,080	10,080	-9%	1,001.13	975.33
May	13,290	11,800	11,440	-3%	1,060.92	1,071.99
June	14,340	15,800	16,280	3%	1,352.07	1,423.46
July	19,910	16,000	16,840	5%	1,379.77	1,477.58
August	17,720	16,400	16,000	-2%	1,414.95	1,410.72
September	17,040	15,840	16,760	6%	1,379.99	1,460.63
October	13,480	11,880	13,200	11%	1,098.37	1,194.76
November	10,000	10,160	10,720	6%	953.71	1,004.92
December	9,360	9,200	17,440	90%	870.72	1,614.57
Total KWh usage	150,852	145,000	155,680	7%	13,049.90	14,204.25

LOCATION:

Stolper Well Site #1
 1701 1/2 Dickerson
 Meter# 115181617LG

	2011	2012	2013
	KWh	KWh	KWh
January	4,992	4,896	2,285
February	10,464	6,000	6,865
March	4,128	4,416	16,003
April	7,968	1,248	19,761
May	8,448	1,776	10,623
June	10,272	3,696	505
July	13,680	3,600	4,308
August	9,888	6,288	4,684
September	9,072	7,345	8,688
October	1,440	3,870	2,816
November	864	1,355	4,514
December	144	661	838
Total KWh usage	81,360	45,151	81,890

LOCATION:

303 Well Site #2
 2007 W. Pioneer Pkwy
 Meter # 111552479LG

	2011	2012	2013
	KWh	KWh	KWh
January	32,720	34,880	5,920
February	47,472	18,880	22,080
March	25,120	2,080	43,040
April	56,256	960	55,040
May	61,744	1,120	32,160
June	71,360	5,600	2,240
July	92,271	32,960	12,960
August	68,800	48,160	14,400
September	60,160	23,520	2,700
October	13,120	11,200	7,840
November	8,640	4,160	25,920
December	640	1,600	34,080
Total KWh usage	538,303	185,120	258,380

LOCATION:

Nora Well Site #4
 1604 Nora Drive
 Meter# 115181626LG

	2011	2012	2013
	KWh	KWh	KWh
January	8,472	8,376	415
February	17,928	14,856	279
March	22,008	19,968	7,076
April	8,496	8,520	21,945
May	11,256	15,648	19,342
June	13,008	9,240	12,915
July	25,608	25,608	18,687
August	19,512	3,336	18,700
September	14,064	13,848	3,228
October	15,288	17,112	44
November	14,520	2,782	133
December	6,648	2,528	684
Total KWh usage	176,808	141,822	103,448

LOCATION:

Lift Station
 3613 Shady Valley Drive
 Meter# 107271814LG

	2011	2012	2013
	KWh	KWh	KWh
January	5,480	9,120	3,200
February	4,728	4,680	2,880
March	4,392	5,000	2,880
April	4,169	4,360	2,880
May	5,496	3,400	3,040
June	4,280	3,400	3,200
July	4,537	3,080	2,720
August	3,720	3,400	2,560
September	4,040	2,920	2,720
October	4,200	2,440	2,560
November	3,880	2,600	2,720
December	4,680	3,080	4,800
Total KWh usage	53,602	47,480	36,160



Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

2014 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

March 12, 2014

PURPOSE

This letter is to notify you that your city's 2014 maximum access line rates have increased by 0.78% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777)

DEFAULT RATES FOR 2014: INCREASE

Based on the choices made by your city in April 2013, your city's 2014 rate will either be adjusted for inflation, or will remain the same as your 2013 rate. According to our records, when similar CPI adjustments were made in April 2013, your city chose the MAXIMUM allowable CPI-adjusted rates. Therefore, your 2014 rates will reflect an increase of 0.78% from your 2013 rates. You have the option to decline this increase in rates by taking the action explained below.

ACTION BY CITY: TO REFUSE THE INCREASE

(1) You do not have to respond to accept the increased access line rates. (2) Respond ONLY if you want to DECLINE the increase in access line rates. (3) To decline, notify the PUC using page 2 of this letter no later than April 30, 2014. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2014?

If a city does not respond by April 30, 2014, the rates for your city will increase from 2013 levels. The next opportunity to adjust your rates will be September 1, 2014.

WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2014.

FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2014, you will receive a similar letter in March 2015.

See over...

Town of Pantego

SECTION 1: Your 2013 city preferred rates are as follows:

Residential: \$1.34 Non-Residential: \$2.97 Point-to-Point: \$4.50

SECTION 2: Your default rates for 2014 are as follows. Note: These are higher than the 2013 rates due to the CPI inflation adjustment.

Residential: \$1.36 Non-Residential: \$3.00 Point-to-Point: \$4.54

To decline your default increase in rates, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in Section 2, no action is required.

I _____, Title _____, am an authorized representative for the City/Town/Village of _____. The City declines to accept the default rates indicated in Section 2 above. Instead, we choose the following rates:
Residential _____; Non-Residential _____; Point-to-Point _____.

Date: _____ Signature: _____

Other Comments:

HOW TO RESPOND

Mail: Stephen Mendoza
Public Utility Commission
P.O. Box 13326
Austin, Texas 78711-3326

INQUIRIES

Inquiries only. NOT for sending your response.
HB1777@puc.texas.gov
Phone No: 512-936-7394

OR FAX TO Stephen Mendoza at: 512-936-7428

CITY CONTACT INFORMATION

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1 (817) 274-1381

Phone No. 2 (817) 548-5854

Fax No: (817) 265-1375

Email: _____

ADDRESS

DOUG DAVIS CITY MANAGER
or current city official responsible for right-of-way issues
TOWN OF PANTEGO
1614 S BOWEN RD
PANTEGO TX 76013



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: March 24, 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


Arfel Camrona
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
<hr/>						
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,

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

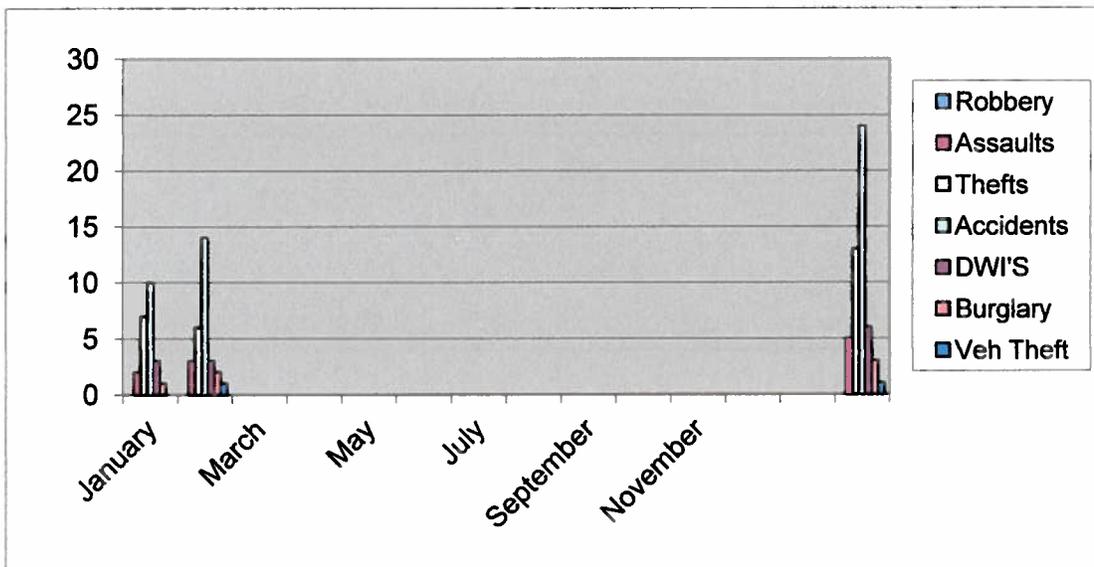
Cases Filed with DA from Previous Report Periods	8	8
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Respectfully submitted,

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	63
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						
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

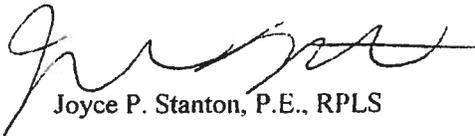
Dear Mr. Joyce,

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:

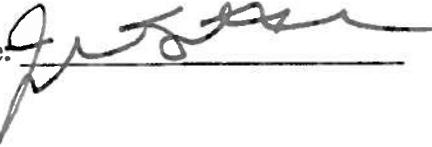
- **Repairs to the sprinkler systems disturbed in wall construction.**
- **Demo & haul off of sidewalk**
- **Excavation & haul off of soil outside the perimeter of proposed wall**

- **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:  _____

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		1,249.99
* Budgeted *						
					TOTAL	1,249.99

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 \(http://reviews.stihlusa.com/7817d-en_us/ms461rescue/writereview.htm?campaignId=BV_RATING_SUMMARY\)](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%27C%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/)

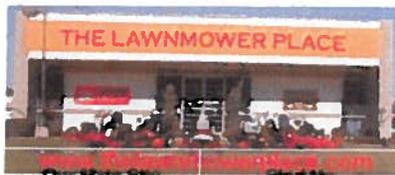


Oils & Lubricants

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



Our Dealership



(<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



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[And-Work-Wear/\)](#)

[Oils, Lubricants And](#)

[Fuels \(/Products/Oils-
Lubricants-And-Fuels/\)](#)

[Battery Accessories](#)

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Accessories/\)](#)

[STIHL OUTFITTERS™](#)

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



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



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

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TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1523

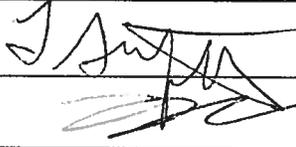
INSTRUCTIONS TO VENDOR

1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
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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										
								TOTAL	1451	24

 Robert Coker

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

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1572

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
Emergency Equipment of North Texas

SHIP
TO Fire Dept.

DATE		ACCT #	DEPT.			
3-19-14		100-5-150-356.00	Fire			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
		Generator Remove M-2 place in M-1 Install New Generator, in M-2. Parts and Labor	7,400	00		7,400.00
		Retrofit 2005 Ford Ambulance (M-2) with updated Air Conditioner Place Good AC unit out of M-2 into M-1 Return the Lower to Emergency Equipment of North Texas, Parts and Labor	4,700			4,700 4,700
Budgeted.						
TOTAL						12,100 00

Robert Coker *[Signature]*

[Signature]

APPROVED BY



Pantego Fire Department

Memo# 000

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

Release Date: 03-19-2014

Sir I am requesting to expend budget funds in the amount of \$12,100.00 for the purchase of a new air conditioner and generator for the Ambulance. The price includes removing the generator and A/C units that are in M-2 and installing them in M-1 and new units in M-2. The A/C unit that will be installed into M-2 will be an upgraded unit. The change to the new A/C unit needs to be done for the following reason. The type of unit we have at this time can no longer be repaired and needs to be switched to the new style. The other issue is the air conditioner currently in M-1 belongs to Emergency Equipment of North Texas and needs to be returned to the owner.

The amount requested is less than what was approved in the 2013-2014 budget.

Cc: A. Carmona

Emergency Equipment of North Texas

751 Truman Circle
Springtown, Texas 76082

JOB ESTIMATE

(817)475-6039

TO:

Town of Pantego
1614 South Bowen
Pantego, Texas 76013

(817)617-3713

JOB DESCRIPTION
Retrofit 2000 Ford Ambulance with Updated 5.5 Generator Air Conditioner Medic 1

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
Generator Fuel Tank Generator Door Misc. Cables, Wiring, Fuel Hoses, Fuel Pump Assembly & Insulation	5,400.00
Labor: Remove Old Generator - Electrical & Fuel Lines Install Fuel Tank, New Door, Fuel Pump, & Extra Supports for Weight Install New Generator into Medic 2 and the '05 Generator into Medic 1	2,000.00
TOTAL ESTIMATED JOB COST PER TRUCK	\$7,400.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Bill Leath

PREPARED BY

1/22/2014

DATE

Emergency Equipment of North Texas

751 Truman Circle
Springtown, Texas 76082

JOB ESTIMATE

(817)475-6039

TO:

Town of Pantego
1614 South Bowen
Pantego, Texas 76013

(817)617-3713

JOB DESCRIPTION

Retrofit 2005 Ford Ambulance with Updated Air Conditioner Medic 2

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

Air Conditioner	\$2,810.00
Interior Panels for relocating return air grille	200.00
Exterior Door and rear Panels Painted	290.00
Return Air Grille, Thermostat, Exhaust Grille, Plemun, Duct, and Register	450.00
Labor including the relocating good A/C to Medic 1	950.00

TOTAL ESTIMATED JOB COST PER TRUCK \$4,700.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Bill Leath

PREPARED BY

1/22/2014

DATE



FINANCIAL SERVICES

V-10875

ENTERED

Invoice Total	1,588.04
Due Date	03/06/2014

Customer No	4100052136
Invoice No	24649770
Invoice Date	02/09/2014



Important Information

THIS INVOICE INCLUDES AMOUNTS DUE FOR PROPERTY TAXES RECENTLY ASSESSED FOR YOUR CONTRACT(S)

Invoice Detail

Description	Itemized Charge(s)	Amount Due	Sales Tax	Total Due
753-1110762-002	CURRENT CHARGES			
33 MNTH \$1 PUR OPT LEASE	2013 Property Tax	43.08	0.00	43.08
X11076200020	INSURANCE	15.98	0.00	15.98
IP OFFICE (IP500)	PAYMENT 03/06/2014	84.03	0.00	84.03
	<i>pending</i>			
753-1110762-001	CURRENT CHARGES			
36 MNTH \$1 PUR OPT LEASE	2013 Property Tax	557.53	0.00	557.53
X11076200010	PAYMENT 03/06/2014	888.32	0.00	888.32
IP OFFICE (IP500)				
INVOICE TOTAL		1,588.94	0.00	1,588.94

100-5-101-411¹⁰ = 556.¹³
 100-5-140-411¹⁰ = 556.¹³
 100-5-135-411¹⁰ = 238.³⁴
 100-5-150-411¹⁰ = 238.³⁴

Please return this portion with your payment



FINANCIAL SERVICES

ATTN: CUSTOMER SERVICE
P.O. BOX 550599
JACKSONVILLE FL 32255-0599

Invoice Total	1,588.94
Due Date	03/06/2014

Customer No.	4100052136
Invoice No.	24649770
Invoice Date	02/09/2014

MAKE CHECK PAYABLE TO:

0003873 01 MB 0.435 **AUTO 6 0 1286 76013-333614 -CD1-P03876-1



TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO TX 76013-3336



CIT
PO Box 93000
Chicago IL 60673-3000

04100052 11002400 64977000 00001588944

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310241
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13751018
Account #:	13749935-901
Date Complete:	1/9/2014
Original Cost:	\$10,054.17
Assessed Value:	\$8,345.00
Tax Rate:	1.29215 %
Tax Amount:	\$107.83

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310241
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750992
Account #:	13749935-220
Date Complete:	1/9/2014
Original Cost:	\$10,054.17
Assessed Value:	\$8,345.00
Tax Rate:	0.64134 %
Tax Amount:	\$53.52

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310241
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750844
Account #:	13749935-019
Date Complete:	1/9/2014
Original Cost:	\$10,054.17
Assessed Value:	\$8,345.00
Tax Rate:	0.42001 %
Tax Amount:	\$35.05

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310242
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13751018
Account #:	13749935-901
Date Complete:	1/9/2014
Original Cost:	\$9,659.56
Assessed Value:	\$8,017.00
Tax Rate:	1.29213 %
Tax Amount:	\$103.59

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310242
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750992
Account #:	13749935-220
Date Complete:	1/9/2014
Original Cost:	\$9,659.56
Assessed Value:	\$8,017.00
Tax Rate:	0.64139 %
Tax Amount:	\$51.42

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310242
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750844
Account #:	13749935-019
Date Complete:	1/9/2014
Original Cost:	\$9,659.56
Assessed Value:	\$8,017.00
Tax Rate:	0.41998 %
Tax Amount:	\$33.67

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310243
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13751018
Account #:	13749935-901
Date Complete:	1/9/2014
Original Cost:	\$8,827.27
Assessed Value:	\$7,327.00
Tax Rate:	1.29221 %
Tax Amount:	\$94.68

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310243
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750992
Account #:	13749935-220
Date Complete:	1/9/2014
Original Cost:	\$8,827.27
Assessed Value:	\$7,327.00
Tax Rate:	0.64146 %
Tax Amount:	\$47.00

Print Date: 3/12/2014

**TOWN OF PANTEGO
1614 SOUTH BOWEN ROAD
PANTEGO, TX 76013**

Asset Summary	
Asset#:	753-1110762-0012310243
Asset Description:	IP OFFICE (IP500)
Lease #:	753-1110762-001

Tax Bill Summary	
Assessing Jurisdiction:	Tarrant County Appraisal District
Collecting Jurisdiction:	Tarrant County Tax Assessor Collector
Tax Year:	2013
Tax Bill #:	13750844
Account #:	13749935-019
Date Complete:	1/9/2014
Original Cost:	\$8,827.27
Assessed Value:	\$7,327.00
Tax Rate:	0.41995 %
Tax Amount:	\$30.77

Print Date: 3/12/2014



AGENDA BACKGROUND

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

Date: March 24, 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

PEDC minutes from February 26, 2014

Planning and Zoning minutes from November 4, 2013

Zoning Board of Adjustment minutes from May 30, 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
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

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

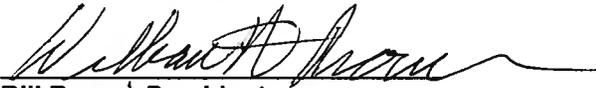
PEDC MEMBER INQUIRY

None

ADJOURNMENT

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

APPROVED:



Bill Brown, President

ATTEST:



Fred Adair, Secretary

Pantego Economic Development Corporation
February 26, 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 26th 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
Chad Joyce	Community Development Director

Also in attendance:

Pam Mundo	Economic Development Coordinator
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

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

INVOCATION

Mr. Joyce led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

None

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Director Surratt inquired about the PEDC Facebook page and the Shop Pantego Facebook page and if there were two pages. President Brown informed him at one time there were two pages but one page was deleted. There was discussion on Town's website page link to the Shop Pantego Facebook page.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board the questions from the financials on the last meeting were resolved. The Subway receipt was a staff meal before the November PEDC meeting and the Milk

House Heater is a space heater used to keep pipes warm. There was discussion on the need for the heater and what was done in the past.

Mr. Fielder told the Board he and Mr. Joyce met with the various contractors involved in the Park Row Project and have options to present to Council on March 10th.

2. Approval of PEDC Minutes

• **February 12, 2014**

Director Surratt made a motion to approve the minutes as written. Director Mayo 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 26, 2014**

The Board inquired about the mineral interest charged by the Tax Assessor. Ms. Carmona informed the Board the Town has been behind since 2011

Director Mayo made a motion to approve the Financials as submitted. Director Adair 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 direct staff on the lighting on the Arch on Park Row

Mr. Joyce informed the Board he has only received one estimate on the lighting from John Wright Associates Lighting Group (JWA). He presented the estimate to the board. There was discussion on the differences in the two estimates. There was discussion on the rope lighting presented and the type of illumination it is capable of. The Board reviewed the samples of lighting included in the proposal. There was discussion on the existing illumination on the arch, the installation of the new lights, and keeping the structural integrity of the arch. The Board requested information on live samples in the metroplex area they can look at.

5. Discuss, direct staff, and consider action on the Sign A Rama printing cost for the order of Shop Pantego Business signs

Mrs. Mundo informed the board there are two estimates one for 250 static cling signs and one for 250 11x17 signs both estimates equal \$875 each. The cost is the same as last years but the quantity available is different and is sold only in a quantity of 250 instead of 200 as presented at the last meeting for the static clings. This will result in an increased cost. There was discussion on the order compared to previous years.

Director Mayo made a motion to amend the authorization as requested and order 250 business signs, static cling and 11x17, for a total of \$875 each. Treasurer Gittiban 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. Discuss, direct staff, and consider action on the order amount, direct mailing to residents, and other possible supplies for the Shopping Card Promotional Event.

Mrs. Mundo informed the Board she has received a lot of feedback regarding interest in the event. There was discussion on the delivery of the cards to the residents; direct mailers versus leaving the cards at the participating businesses. It was decided to have the cards placed at the counters of the participating businesses.

There was discussion on placing a flyer for the event with the monthly newsletter, the size of the flyer, and the amount of notice needed to staff. Mrs. Mundo will have them printed at a vendor then bring the flyers to staff to be placed in the newsletter. The shopping cards will be placed at the participating businesses.

7. Discuss and direct staff on the 2013 Annual Report

There was discussion on the number of printed copies from last year, how many were left, and the cost of the printing. The estimates for the 2013 Annual Report printing will be on the next agenda. There was discussion on the amount of loans and grants given out for 2013.

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

There was not any discussion.

Director Mayo made a motion to approve the plan as presented. Director Rogers 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.

PEDC MEMBER INQUIRY

Mrs. Mundo questioned the board about a presence of business booths at the Easter event again this year. Director Rogers confirmed this was the plan of the CRB.

Pantego Economic Development Corporation
February 26, 2014

President Brown informed the Board he had learned from a meeting with Mr. Fielder of a restaurant passport program. Mr. Fielder informed the Board this will bring people to the Town's restaurants. As they visit the restaurant's the patrons will see what is in the neighboring stores.

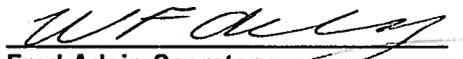
ADJOURNMENT

President Brown adjourned the regular session at 7:57 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

**Zoning Board of Adjustments
Minutes May 30, 2013**

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

The Zoning Board of Adjustments of the Town of Pantego, Texas, met at 7:00 p.m. in the Town Hall Council Chambers, 1614 South Bowen Road, Pantego, on the 30th day of May 2013 with the following members present:

Al Claros
Mr. Shirley Hart
Charles Jones
Randy Siddens

Vice Chairman
Board Members

constituting a quorum. Staff present was:

Chad Joyce
Katy Sutton

Community Development Director
Zoning Board of Adjustments Secretary

(The following items were considered in accordance with the official agenda posted on the 23rd day of May 2013)

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Regular session was called to order at 7:00 pm.

INVOCATION

Board Member Hart gave the invocation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

APPROVAL OF MINUTES

1. Approval of March 26, 2013 Zoning Board of Adjustments Minutes.

Board Member Hart moved to approve the March 26, 2013 Zoning Board of Adjustments Minutes. Board Member Jones seconded the motion and the vote was unanimous. Chairman Claros declared the motion passed.

NEW BUSINESS

2. Consider any action on Zoning Board of Adjustment Variance Case V-116, request of Sam & Joe's Foreign Auto, for a variance from the Town Code of Ordinances, Section 14.02.207 "Fences and Screening Devices", which prohibits any fence to be installed in a front yard. The request is to install a wrought iron fence and gates to replace an existing chain-link fence that is in poor repair. The property is located at 2101 Duluth Drive, Block 3, Lot C of the Three O Three Addition, Pantego, Tarrant County, Texas. The property is generally located on the east side of Duluth Drive between West Pioneer Parkway and Superior Drive.

Chairman Claros opened the public hearing and recognized the following individual(s):

**Zoning Board of Adjustments
Minutes May 30, 2013**

Joe Masri, 2101 Duluth Drive, Pantego, TX 76013 is the owner of Sam and Joe's Foreign Auto and spoke in favor of V-116. He stated that his business has been in Pantego for over 30 years and his fence has become worn, loose, and vandalized. The business has saved money to replace with a wrought iron fence. He explained that he wants to contribute to giving Pantego a facelift. The fence will be the same height and they will not be increasing the square footage of the fenced in area.

There being no one else to speak, Chairman Claros closed the public hearing.

After discussion between Community Development Director Chad Joyce and the Board Members, Board Member Siddens moved to approve Variance Case V-116 as submitted. Board Member Jones seconded the motion and the vote was unanimous. Chairman Claros declared the motion passed.

ADJOURNMENT

Chairman Claros declared the meeting adjourned at 7:06 p.m.



Al Claros, Chairman

ATTEST:



Katy Sutton
Zoning Board of Adjustments Secretary





AGENDA BACKGROUND

AGENDA ITEM: Recognition/Reception

Date: March 24, 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 for Mayors Day of Recognition for National Service
- Recognition of Firefighter Reynolds for his Military Service



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**



Proclamation

- WHEREAS,** Service to others is a hallmark of the American character, and central to how we meet our challenges; and
- WHEREAS,** the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and
- WHEREAS,** AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and
- WHEREAS,** national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and
- WHEREAS,** national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and
- WHEREAS,** national service participants increase the impact of the organizations they serve with. Both through their direct service and by recruiting and managing millions of additional volunteers; and
- WHEREAS,** national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and
- WHEREAS,** AmeriCorps members and Senior Corp volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and
- WHEREAS,** The Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 1, 2014.

NOW, THEREFORE, I, MELODY PARADISE, MAYOR OF THE TOWN OF PANTEGO DO HEREBY PROCLAIM:

**APRIL 1, 2014
NATIONAL SERVICE RECOGNITION DAY**

AND ENCOURAGE RESIDENTS TO RECOGNIZE THE POSITIVE IMPACT OF NATIONAL SERVICE IN OUR CITY,
TO THANK THOSE WHO SERVE; AND TO FIND WAYS TO GIVE BACK TO THEIR COMMUNITIES.

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 24TH DAY OF MARCH 2014.

**MELODY PARADISE
MAYOR**



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 24, 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 24th 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
--------------------------------------	---------



AGENDA BACKGROUND

AGENDA ITEM: Discuss and consider action regarding the City Manager entering into a contract with Neopost for a new postage meter machine.

DATE: March 24, 2014

PRESENTER:

Matthew Fielder, City Manager

BACKGROUND:

Our current lease expires at the end of the month, and we need to lease replacement equipment.

FISCAL IMPACT:

Based on the specifications matrix attached to this memo, we will be able to decrease our expense for this equipment.

RECOMMENDATION:

Approve the contract agreement that is the most economical and meets our needs.

ATTACHMENTS:

Finance Department Memo
DM500 & DM400 Brochures
Lease Agreement
Contract Instructions and Details
Resolution



Town of Pantego

IN-700 DIGITAL MAILING SYSTEM

- State-of-the-art iMeter™ postage meter connects you to a host of powerful business Apps
- Ergonomic design and whisper-quiet operation that complement any office environment
- Efficiency at your fingertips with a best-in-class color touchscreen interface
- Mixed-size automatic feeder handles varying mail shapes with no manual adjustments
- Exclusive Postal Rate Wizard offers guided selection across 140 USPS® rates and services
- Automatic secure sealing and a built in postage label dispenser enhance productivity

SYSTEM CONFIGURATION

- Mixed size auto-feeding, Color Touch Screen mail base, Processing speed up to 140 LPM
- Ten Lb. capacity remote weigh scale, Auto thickness adjustment up to 5/8" Ink cartridge up to 26,000

INVESTMENT DETAILS

Quote based on Texas State contract 985-L1 - TXSmartBuy - All terms apply

Lease Terms confirmed 3/13/2014

Lease Term*:	60 months	48 months	36 months
Payment / Month:	\$167.86	\$185.79	\$215.23

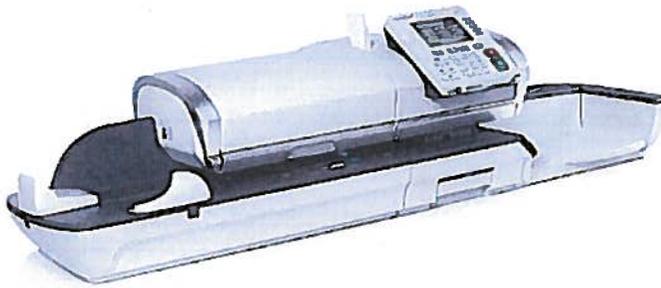
*Includes equipment maintenance, neoFunds "download postage now, pay later" App, Postal Rates App, and our customer satisfaction guarantee

Complete delivery, set-up and full operator training included at no charge

John R. O'Neal
 Sr. Government Account Manager
 214.335.6680 cell; 972.277.6709
 j.oneal@neopost.com



Valid Until:
 12/31/2014



Town of Pantego

IN-600 DIGITAL MAILING SYSTEM

- State-of-the-art iMeter™ postage meter connects you to a host of powerful business Apps
- Ergonomic design and whisper-quiet operation that complement any office environment
- Smart and intuitive control panel with shortcut keys that save time and eliminate keystrokes
- Automatic mail feeder with secure sealing for fast, hands-free batch processing
- Exclusive Postal Rate Wizard offers guided selection across 140 USPS® rates and services
- Built-in postage label dispenser with push-button printing of one or multiple tapes

SYSTEM CONFIGURATION

- Auto letter feed with sealer mail base, Processing speed up to 110 letters per minute
- Ten Lb. capacity remote weight scale. Ink cartridge capacity of up to 19,500 impressions

INVESTMENT DETAILS

**Quote based on Texas State contract 985-L1 - TXSmartBuy - All terms apply
LEASE TERM CONFIRMED 3/13/2014**

Lease Term*:	60 months	48 months	36 months
Payment / Month:	\$112.09	\$123.24	\$141.55

*Includes equipment, meter rental, maintenance, USPS rate updates, "free" meter resets for funding "Price Protected" for term or agreement.

Complete delivery, set-up and full operator training included at no charge

John R. O'Neal
Sr. Government Account Manager
214.335.6680 cell; 972.277.6709
j.oneal@neopost.com



Valid Until:
02/10/2014

Section (A) Dealer Information

Dealer Office Number 6107	Dealer Office Name Neopost Texas District	Phone # 9722432421	Date 03/13/2014
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Section (B) Billing Information

Company Name	Town of Pantego		
DBA			
Billing Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherle Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.c	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Town of Pantego		
DBA			
Installation Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherle Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.com		

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IN600AF	IN Series 600 Base w/ Autofeeder, Sealer & Catch Tray
1	INWP10	IN Series 10 lb Weighing Platform
1	INMODEM	IN Series Modem Attachment
1	INDW10	IN Series 6/7 Base 10lb. Differential Weighing

Section (E) Lease Payment Information & Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i> Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Government Payment in Arrears	Number of Months First 60	Monthly Payment (Plus applicable taxes) \$112.09
	Based on State of Texas TxSmartBuy Contract 985-L1	
	Current Lease Number	
	New Lease Number	

Section (G) Postage Meter & Postage Funding Information

Main Post Office Name Pantego	Post Office 5-Digit Zip Code 76013
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit Attach ACH Authorization Form	Postage Funding Account: <input type="checkbox"/> OMAS / CPU OMAS Agency Code <input type="checkbox"/> USPS CPU Attach USPS CPU Authorization Letter
	Existing Account Number: <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing

Section (H) Services

Rate Protection	<input checked="" type="checkbox"/> Online Postal Rates <input type="checkbox"/> RCP (Shipped Update) <input type="checkbox"/> None	Covered Product: IN600AF
iMeter Apps	<input type="checkbox"/> Online Postal Expense Management <input type="checkbox"/> Online E-Services <input type="checkbox"/> Online E-Services with Electronic Return Receipt	
Software	<input type="checkbox"/> Software Advantage	Covered Product:
Services	<input checked="" type="checkbox"/> Installation/Training <input checked="" type="checkbox"/> Maintenance	Premier Level

Section (F) ACH Direct Debit for Lease Payments (Attach Voided Check)

Bank Name	
Bank Contact Name	
Bank Contact Phone	
Bank City State	
Bank Routing Number	Bank Account Number

Section (I) Approval

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a neoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DirectGovLease-06-13), which are also available at <http://www.neopostusa.com/terms/DirectGovLease-06-13.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____ Purchase Order Required for GSA Contract Leases _____ Print Name and Title _____ Date Accepted _____

Accepted by Neopost USA and its Affiliates _____ Date Accepted _____

Section (A) Dealer Information

Dealer Office Number 6107	Dealer Office Name Neopost Texas District	Phone # 9722432421	Date 03/13/2014
-------------------------------------	---	------------------------------	---------------------------

Section (B) Billing Information

Company Name	Town of Pantego		
DBA			
Billing Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherie Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.c	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Town of Pantego		
DBA			
Installation Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherie Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.com		

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IN600AF	IN Series 600 Base w/ Autofeeder, Sealer & Catch Tray
1	INWP10	IN Series 10 lb Weighing Platform
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Section (E) Lease Payment Information & Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i> Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Government Payment In Arrears	Number of Months First 36 Monthly Payment (Plus applicable taxes) \$141.55
	Based on State of Texas TxSmartBuy Contract 985-L1
	Current Lease Number
	New Lease Number

Section (G) Postage Meter & Postage Funding Information

Main Post Office Name Pantego	Post Office 5-Digit Zip Code 76013
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit	<input type="checkbox"/> OMAS / CPU OMAS Agency Code <input type="checkbox"/> Attach ACH Authorization Form <input type="checkbox"/> Attach USPS CPU Authorization Letter
Postage Funding Account: <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing Existing Account Number:	

Section (F) ACH Direct Debit for Lease Payments (Attach Voided Check)

Bank Name	
Bank Contact Name	
Bank Contact Phone	
Bank City State	
Bank Routing Number	Bank Account Number

Section (H) Services

Rate Protection <input checked="" type="checkbox"/> Online Postal Rates <input type="checkbox"/> RCP (Shipped Update) <input type="checkbox"/> None	Covered Product: IN600AF
iMeter Apps <input type="checkbox"/> Online Postal Expense Management <input type="checkbox"/> Online E-Services <input type="checkbox"/> Online E-Services with Electronic Return Receipt	
Software <input type="checkbox"/> Software Advantage	Covered Product:
Services <input checked="" type="checkbox"/> Installation/Training <input checked="" type="checkbox"/> Maintenance	Premier Level

Section (I) Approval

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a neoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DirectGovLease-06-13), which are also available at <http://www.neopostusa.com/terms/DirectGovLease-06-13.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____ Purchase Order Required for GSA Contract Leases _____ Print Name and Title _____ Date Accepted _____

Accepted by Neopost USA and its Affiliates _____ Date Accepted _____

Section (A) Dealer Information

Dealer Office Number	Dealer Office Name	Phone #	Date
6107	Neopost Texas District	9722432421	03/13/2014

Section (B) Billing Information

Company Name	Town of Pantego		
DBA			
Billing Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherle Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.c	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Town of Pantego		
DBA			
Installation Address	1614 South Bowen Rd		
City State Zip+4	Pantego	TX	76013
Contact Name	Cherle Carboneau	Phone	(817) 617-3708
Contact Title	Accounts Payable	Fax	(817) 617-3726
Email Address	ccharboneau@townofpantego.com		

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IN600AF	IN Series 600 Base w/ Autofeeder, Sealer & Catch Tray
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1	INDW10	IN Series 6/7 Base 10lb. Differential Weighing

Section (E) Lease Payment Information & Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i> Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually Billing Method: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Government Payment In Arrears	Number of Months First 48	Monthly Payment (Plus applicable taxes) \$123.24
	Based on State of Texas TxSmartBuy Contract 985-L1	
	Current Lease Number	
	New Lease Number	

Section (G) Postage Meter & Postage Funding Information

Main Post Office Name Pantego	Post Office 5-Digit Zip Code 76013
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit	Postage Funding Account: <input type="checkbox"/> OMAS / CPU OMAS Agency Code <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> New <input type="checkbox"/> TMS <input type="checkbox"/> Existing Existing Account Number:
Attach ACH Authorization Form	Attach USPS CPU Authorization Letter

Section (H) Services

Rate Protection	<input checked="" type="checkbox"/> Online Postal Rates <input type="checkbox"/> RCP (Shipped Update) <input type="checkbox"/> None	Covered Product: IN600AF
iMeter Apps	<input type="checkbox"/> Online Postal Expense Management <input type="checkbox"/> Online E-Services <input type="checkbox"/> Online E-Services with Electronic Return Receipt	
Software	<input type="checkbox"/> Software Advantage	Covered Product:
Services	<input checked="" type="checkbox"/> Installation/Training <input checked="" type="checkbox"/> Maintenance	Premier Level

Section (F) ACH Direct Debit for Lease Payments (Attach Voided Check)

Bank Name	
Bank Contact Name	
Bank Contact Phone	
Bank City State	
Bank Routing Number	Bank Account Number

Section (I) Approval

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Authorized Signature _____ Purchase Order Required for GSA Contract Leases _____ Print Name and Title _____ Date Accepted _____

Accepted by Neopost USA and its Affiliates _____ Date Accepted _____

Mailing Equipment and Supplies, Contract #985-L1 Special Instructions and Contract Details

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[Weighing System Specifications](#)

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[Engineering/Software Changes](#)

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[Appropriations](#)

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SHIPPING INFORMATION

All shipping shall be F.O.B. destination to the location(s) specified on the purchase order which may include inside deliveries. Prices must include all shipping and handling fees unless stated otherwise.

The Contractor shall be responsible for the following shipping requirements:

Identification of Shipments

In addition to the complete destination address, each delivery must be clearly marked with the purchase order number. Each shipment must be accompanied by a packing slip.

Packaging and Labeling

All items shipped must be properly labeled, with weather resistant labeling, showing the brand name, package quantity, lot number (if applicable) and any other necessary identifying information.

Special Delivery Requirements

Customers may have specific, internal delivery rules and policies. These will be provided on each purchase order issued by the customer. The Contractor will be required to adhere to those requirements.

Hours of Delivery

Delivery shall be made during the hours of 8:00 am to 4:00 pm (CST) unless prior approval for after-hours delivery has been obtained from the Customer. In the event of any approval by the Customer for after-hours delivery, Contract may not invoice any additional charges for that delivery.

Delivery Schedule

Contractor shall deliver all equipment twenty (20) calendar days after receipt of order (ARO), unless an alternate timeframe is agreed to and specified on the Customer's purchase order.

Delivery Delays

If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised on the status of the order. Default in promised delivery (without accepted reasons) or failure to meet specifications authorizes the Customer to purchase goods and services of this RFP elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor. Failure to pay a damage assessment is cause for Contract cancellation and/or debarment or removal of the Contractor from the State's Centralized Master Bidders List (CMBL).

Late Delivery Fee

At the time of invoice payment, the Customer will have the option to deduct any accumulated late delivery fees prior to payment of the invoice. The Customer will have the option to charge the Contractor a fee of \$50 per business day per purchase order for late delivery. Late fees will not be assessed if the Contractor has obtained prior written approval for late delivery from the Customer.

MACHINE PERFORMANCE STANDARDS

- A. Each machine offered must process all size mail accepted by United States Postal Service (USPS) standards.
- B. Each machine offered must seal envelopes and provide a catcher tray.
- C. Each machine offered must work as technically designed with postage meters being proposed. Units proposed that do not allow for postage meter compatibility as provided will not be accepted.
- D. Each State of Texas Agency and field office that uses the Contract shall be provided, at no additional cost, an ad indicia that states:

*Does not
Apply to
City Government*

OFFICIAL
BUSINESS
STATE OF TEXAS
PENALTY FOR
PRIVATE USE

MAILING EQUIPMENT SPECIFICATIONS

1. Mail size specifications:
 - a. Maximum 15" length minimum width 11 ½ for categories VI, VII, and VII
 - b. Maximum 13" length minimum width 10"
 - c. Maximum 12 ¾" length minimum 5"
 - d. Maximum 9 ½" width minimum 3 ½"
 - e. Maximum 3" flap depth minimum 1"
 - f. Maximum ¼" thickness minimum .007
2. Equipment to have automatic or semi-automatic feeder, sealer and meter to load, seal and affix postage to the mail in the same operation.
3. The State prefers to have auto on/off feature controlled by device that senses presence of mail.
4. Must have pressure sensitive automatic roll tape feature or adhesive strip tapes.
5. Must have adjustable wetness capability for envelope flaps for Categories VI, VII, and VII.
6. Must have disposable ink cartridge.
7. Must have thickness adjustment capability.
8. Must have tape sealer dispensers with visible sealer level.
9. Must have ink dispenser with low and out of ink indicators.
10. Mail processing system base electronically interfaced or integrated with scale and postage meter.
11. All units must be digital, USPS and Information Based Indicia Program (IBIP) compliant.
12. All units must operate on 110 Volt AC Power.

13. All units must be ENERGY STAR® compliant.
14. All units must have automatic date change, post-dating and zero postage in addition to manual postage imprinting capability.
15. All units must be new or refurbished (if requested by Customer).
16. There are eight (8) primary categories as listed below. All equipment must comply with the United States Postal Service (USPS) metering requirements. Reference USPS, Quick Service Guide 604c at <http://pe.usps.com/text/qsq300/Q604c.htm>

MAILING EQUIPMENT – CATEGORY I (MINIMUM 30 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY II (MINIMUM 65 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY III (MINIMUM 120 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY IV (MINIMUM 145 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY V (MINIMUM 175 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY VI (MINIMUM 200 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY VII (MINIMUM 240 PIECES PER MINUTE)
MAILING EQUIPMENT – CATEGORY VIII (MINIMUM 290 PIECES PER MINUTE)

WEIGHING SYSTEM SPECIFICATIONS

Equipment weighing systems must meet the following requirements as required by Customer:

1. Capable of handling USPS postcards, letters, flats, parcels and trifold and bifold mail pieces.
2. Maintaining an accuracy of within 0.1 ounce of the true value, with weight increments of 0.5 ounce between 0 and 70 pounds.
3. All weight measurements displayed as a digital readout.

POSTAGE METER SPECIFICATIONS

All equipment metering systems must meet the following requirements:

1. Capable of customer preset mail classes, e.g. Next Day Letters, Next Day Flats, Priority, Express.
2. Capable of adding new refill amounts.
3. Capable of user selection of multiple metering modes to include:
 - a. Selection of First Piece Weighing to allow the first piece of one or more stacks of mail pieces to be weighed and the same postage applied to all pieces in that lot.
 - b. Selection of Individual Piece Weighing which weighs each piece individually and applies the required postage for the weight of the individual mail piece
 - c. Selection of Seal and Count Only which does not apply postage.
4. Capable of following Sealing options:
 - a. Seal with flaps folded over envelope
 - b. Seal with flaps overlapping envelopes
 - c. Applying postage to envelope not requiring sealing or already sealed.

5. Capable of selecting and editing accounts.
6. Capable of changing between imprinted indicia and tape indicia.
7. Capable of providing meter reset through whatever method required by Customer placing each order and allowed by USPS.
8. Having displays for the following:
 - a. Amount of funds available on the meter
 - b. Amount of funds used on the meter
 - c. Total number of pieces metered
 - d. Current batch value
 - e. Current batch count
 - f. Operator identification

ACCOUNTING SYSTEM

1. If required by Customer, machines provided must have integrated postage accounting system with the capability of user established accounts and subaccounts and providing a minimum of the following reports:
 - a. Single day usage for one or more accounts and/or subaccounts
 - b. Monthly usage for one or more accounts and/or subaccounts
 - c. Annual usage for one or more accounts and/or subaccounts
 - d. Ad hoc adjustable dates usage for one or more accounts and/or subaccounts
2. Reports shall contain account name, identifier number, volume metered by class and postage information if required by Customer.
3. Accounting System must have the ability to add/edit accounts and/or subaccounts as required.

RATE CHANGES

All USPS postage rate changes are to update metering system through software download or other electronic means and must be included for the duration of the lease or ownership of the equipment.

ENGINEERING/SOFTWARE CHANGES

When a manufacturer of the equipment on Contract releases engineering or software changes at no cost to the general trade that improves the performance of the equipment bid, and while the equipment is still under lease, the Contractor must make the improvements to the equipment unless the Customer declines the improvements. Contractor must maintain and install equipment to include all released engineering changes at a current level at no increase in cost to the State. All safety enhancements must be installed per manufacturer's specifications without option.

MANUALS

Manuals containing operating and service instructions for the equipment shall be delivered with each unit. The manual(s) should be as detailed as possible outlining all operating instructions for each unit delivered. Necessary warnings and safety precautions shall also be included.

CONDITION OF PRODUCTS

Proposed and delivered products shall be new or refurbished (if requested by Customer), of current production, and in first class condition, and include the manufacturer's standard equipment and accessories. Containers must be suitable for shipment and storage.

Refurbished equipment must be certified and clearly noted that it is a refurbished product and must include warranty same as provided for new equipment.

All parts not specifically mentioned which are necessary for the unit to be complete and ready for operation or which are normally furnished as standard equipment will be furnished by the Contractor and included in the lease price. All parts will conform in strength, quality and workmanship to the accepted industry standards.

Contractor guarantees the equipment to be first quality grade in the field and that equipment offered has previously been sold in commercial trade. Contractor further guarantees that product offered is or was of normal production and not a special production item. Refurbished supplies are prohibited.

WARRANTY REQUIREMENTS

Purchased equipment must include at least a standard one year warranty.

MAINTENANCE/SERVICE

Contractor must provide a toll-free help desk phone number and customer service web system.

Neopost USA, Inc.: 1- 800-636-7678 [option 1 for service, option 2 for customer service or postage on call questions]. Customer service website: <http://neopostinc.com/>

Pitney Bowes, Inc.: 1-800-522-0020 for service/support. Customer service website: https://www.pb.com/bv2was/LoginHome.go?lang=en&country=US&request_locale=en_US

1. All broken or defective parts not caused by and directly due to the fault or negligence of the Customer and all necessary machine adjustments occasioned by such defective or broken parts shall be covered by the Contractor during the term of the lease. The Contractor agrees to promptly repair or replace any such parts, or make any such adjustments, on a one-for-one basis without additional cost to the Customer. Contractor will be responsible for pick up and/or delivery of units that require service.

2. While a unit is under a lease agreement, all rate changes and software updates shall be included.
3. Service response time for repair calls on leased units shall not exceed four business hours in urban areas or eight business hours in rural or remote areas if the machine is inoperable. The definition of urban is built on classifications of census blocks established in the 2010 National Census. An urban area is any area of census blocks with a population density of 1,000 people or more per square mile combined with any surrounding census blocks with densities of at least 500 people per square mile. Anything outside an urban area will be considered rural. Service is to be performed during normal working hours, 8:00 am to 5:00 pm (local time), Monday through Friday. Maintenance services must be performed by fully trained and qualified technicians.

LEASE PROVISIONS

Each Customer will be authorized to lease equipment under the Contract by issuance of a purchase order for the term of the lease. The Contractor's lease agreement form will not be used since the Contract and the purchase order will constitute the entire and complete agreement. No signatures will be solicited from the Customer at any time by the Contractor concerning equipment or software leased from this Contract.

- A. Risk of Loss or Damage: The Customer shall be relieved from all risks of loss or damage to equipment leased during the period of transportation, installation, and during the entire time the equipment is in the possession of and being used by the Customer, except when loss or damage is directly due to the fault or negligence of the Customer.
- B. Terms of the Lease:
 1. The Contractor shall lease to the Customer the equipment described on the purchase order for a period of 36, 48 or 60 months. The lease shall continue in force even after the termination of the Contract under which the lease was accepted. The terms and conditions of this Contract will remain in effect throughout the term of the lease even if the lease term continues beyond the termination of this contract (unless and until the Customer terminates the lease).
 2. Lease agreements shall be effective on the date of acceptance of the equipment. The date of acceptance is that date on which the equipment is installed at the agreed upon Customer location, the equipment is certified ready for use by the Contractor and accepted by the Customer as installed and in good working order. The confirmation of equipment acceptance shall be made by the Customer in writing. The Customer shall state the acceptance date on their written confirmation.
 3. Leases shall terminate upon completion of the specified lease term as defined by the Customer's written statement of acceptance date.

4. Upon mutual agreement with the Contractor, the Customer shall have the option to continue leasing the equipment for the same term and rate as the current lease by giving 30 days written notice prior to the end date of the initial lease provided the following conditions are met:
 - a. Prices are equal to or below that specified for like equipment available on State Contract.
 - b. Terms and conditions of the extension must be identical as those of the initial lease.
 - c. Customer may extend lease up to term of the initial lease period. During the extended lease, the Customer may cancel the lease, without cause or penalty, upon 60 days written notice to the Contractor.
5. The Customer will not pay installation or removal charges. Any such charges must be included in the Proposal pricing. It is the sole responsibility of the Contractor to install and remove the equipment from the premises. Equipment must be removed within ten (10) calendar days. The Customer will not be responsible for any damages after this time period.
6. Relocating equipment within the same building shall be performed by the Contractor at no charge. Relocation of equipment within the same complex shall be done at no charge unless the equipment must be trucked to another building – a standard industry charge is allowed and payable under this Contract if a truck is necessary. The Contractor owns the equipment and is responsible for the equipment at all times.
7. For the purpose of this Contract, the following definitions shall apply:
 - a. 36 Month Lease: A 36 consecutive month equipment plan that is not a lease purchase plan which shall terminate on the ending date of the 36 month period as defined above. No termination notice shall be required by either party if the full lease period is uninterrupted.
 - b. 48 Month Lease: A 48 consecutive month equipment plan that is not a lease purchase plan which shall terminate on the ending date of the 48 month period as defined above. No termination notice shall be required by either party if the full lease period is uninterrupted.
 - c. 60 Month Lease: A 60 consecutive month equipment plan that is not a lease purchase plan which shall terminate on the ending date of the 60 month period as defined above. No termination notice shall be required by either party if the full lease period is uninterrupted.

PAYMENT

Payment will be processed upon the satisfactory completion of delivery, installation, training and acceptance.

Payment terms of each lease, may be monthly, quarterly, semi-annually or annually at the Customer's option.

NEOPOST USA, INC. REMIT TO ADDRESS

Customers will make payments to Neopost, USA, Inc. at the following:

VID 1942388825

Neopost USA, Inc.

478 Wheelers Farms Rd.

Milford, CT 06461

PITNEY BOWES, INC. REMIT TO ADDRESS

Customers will make payments to Pitney Bowes at the following:

VID 12013442871

Pitney Bowes Global Financial Services

PO Box 371887

Pittsburg PA 15250-7887

CANCELLATION OR FUNDING OUT

1. Any part of the lease may be cancelled for cause under any of the following circumstances:
 - a. The Contractor fails to make delivery of goods or services as specified in this Contract.
 - b. The Contractor fails to perform any of the provisions of this Contract.
 - c. Equipment fails to perform as represented by Contractor.

2. If cancellation should occur, the awarded Contractor shall refund, in full, any unused portion of the prepaid lease payment.

APPROPRIATIONS

All obligations of the CPA and Customers are subject to the availability of legislative appropriations and, for Customers expending federal funds, to the availability of the federal funds applicable to the Contract. The CPA and the Customers will use all reasonable efforts to ensure that such funds are available. The Contractor agrees that if future levels of funding for the CPA or a Customer are not sufficient to continue operations without any operational reductions, the CPA or the Customer, in its discretion, may terminate the Contract or a pending order under the Contract, either in whole or in part. In the event of such termination, the CPA or the Customer will not be considered to be in default or breach under the Contract, nor shall it be liable for any further payments ordinarily due under the Contract, nor shall it be liable for any damages or any other amounts which are caused by or associated with such termination. The

CPA and the Customer shall make best efforts to provide reasonable written advance notice to the Contractor of any such Contract or order termination. In the event of such a termination, the Contractor shall, unless otherwise mutually agreed upon in writing, cease all work immediately upon the effective date of termination, either on that particular order if an order is being terminated, or the Contract, if the Contract is being terminated. The CPA or the Customer shall be liable for payments limited only to the portion of work the CPA or the Customer authorized in writing and which the Contractor has completed, delivered to the CPA or Customer, and which has been accepted by the CPA or Customer. All such work shall have been completed, per the Contract requirements, prior to the effective date of termination.

LIQUIDATED DAMAGES

The Customer shall notify Contractor in writing, for any default specified herein, and such liquidated damages shall be paid by Contractor within thirty (30) calendar days of the Customer notice. The Contractor's failure to pay the assessed liquidated damages within the designated time frame may be deemed by the state as a breach of Contract.

Liquidated damages for specific instances of noncompliance are:

1. Failure to meet response times for requested repair service calls within four business hours in urban areas and eight business hours in rural areas if the machine is inoperable - one hundred dollars (\$100) per hour.
2. Failure to remove equipment within ten (10) calendar days of a written request – seventy-five (\$75) dollars per day.
3. Failure to have a fully functional toll-free help desk phone number available at implementation - one thousand dollars (\$1,000.00) per day.
4. Failure of the toll-free help desk or customer service web system to be fully functional for a period of three (3) consecutive hours or greater - one hundred dollars (\$100) per hour beyond the three consecutive hours.

RESOLUTION NO. 14-xx

A RESOLUTION OF THE TOWN COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AND BETWEEN NEOPOST USA, INC. FOR POSTAL SERVICES.

WHEREAS, the Town Council has determined to enter into a new contract with Neopost for Postal Equipment Lease and Services in the Town of Pantego; and

WHEREAS, Neopost USA Inc. agrees to provide Pantego with the proper postal equipment to serve the Town's needs, manuals for such equipment, up to date postal rates, installation and training, maintenance on all equipment, an accounting system that details the usage for each department, a four hour response time for service calls.

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 a contract with Neopost USA Inc. for the lease of Postal Equipment and Postal Services.

Section 2: the Town Council agrees and accepts the terms and conditions of the contract as presented by Neopost USA Inc. in "Exhibit A."

Section 3: this resolution is effective immediately upon passage.

PASSED AND APPROVED this the 24th 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



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on the acceptance of the Certificate of Unopposed Candidates by the City Secretary.

Date: March 24, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The State of Texas Election Code Chapter 2 Section 2.052 authorizes the City Secretary to certify in writing that a candidate is unopposed for election to an office. The certification is to be delivered as soon as possible after the filing deadlines for placement on the ballot.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Certificate of Unopposed Candidates by the City Secretary



Certificate of Unopposed Candidates by the City Secretary

I, Julie Arrington, certify that I am the city secretary of the Town of Pantego and the authority responsible for preparing the ballot for the May 10, 2014 election. I further certify that no person has made a declaration of write-in candidacy, and all of the following candidates are unopposed:

Fred Adair, Place 1
Don Funderlic, Place 2
Jane Barrett, Place 3
Don Surratt, Place 5





City Secretary
Town of Pantego

Dated this 11 day of March, 2014.



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on an ordinance of the Town of Pantego declaring unopposed candidates in the May 10, 2014 General Election of the Town of Pantego, Texas; cancelling the election for Council Members Place 1, 2, and 3; providing for a severability clause; and providing for an effective date. .

Date: March 24, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The State of Texas Election Code Chapter 2 Section 2.053 authorizes the governing body, by order or ordinance, to declare each unopposed candidate elected to the office.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Ord. 14-XXX Declaring Unopposed Candidates for the General Election

ORDINANCE NO. 14-xxx

AN ORDINANCE OF THE TOWN OF PANTEGO DECLARING UNOPPOSED CANDIDATES IN THE MAY 10, 2014 GENERAL ELECTION OF TOWN OFFICERS FOR THE TOWN OF PANTEGO, TEXAS; CANCELLING THE ELECTION FOR COUNCILMEMBERS PLACE 1, 2, 3; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the general city election was called for on the 10th day of February, 2014 for the purpose of electing members to the city council; and

WHEREAS, the city secretary has certified in writing that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the city council to declare the candidates elected to office and cancel the election; 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 Councilmember's 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: The following candidates, who are unopposed in the May 10, 2014 general election, are declared elected to office, and shall be issued certificates of election following the time the election would have been canvassed:

Fred Adair, Council Place 1
Don Funderlic, Council Place 2
Jane Barrett, Council Place 3

SECTION 2: The May 10, 2014 general election is canceled, and the city secretary is directed to cause a copy of this ordinance to be posted on Election Day at each polling place used or that would have been used in the election.

SECTION 3: It is declared to be the intent of the city council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the city council would have enacted them without the valid portion.

SECTION 4: This ordinance shall take effect upon its final passage, and it is so ordained

PASSED AND APPROVED on First Reading this the 24th day of March 2014, by a vote of ___ ayes, ___ nays, and ___ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVE AS TO FORM:

James T. Jeffrey, Jr., City Attorney



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on an ordinance of the Town of Pantego declaring unopposed candidates in the May 10, 2014 Special Election of the Town of Pantego, Texas; cancelling the election for Council Member Place 5; providing for a severability clause; and providing for an effective date. .

Date: March 24, 2014

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The State of Texas Election Code Chapter 2 Section 2.053 authorizes the governing body, by order or ordinance, to declare each unopposed candidate elected to the office.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Ord. 14-XXX Declaring Unopposed Candidates for the Special Election

ORDINANCE NO. 14-xxx

AN ORDINANCE OF THE TOWN OF PANTEGO DELCARING UNOPPOSED CANDIDATES IN THE MAY 10, 2014 SPECIAL ELECTION OF TOWN OFFICERS FOR THE TOWN OF PANTEGO, TEXAS; CANCELLING THE ELECTION FOR COUNCILMEMBER PLACE 5; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the special city election was called for on the 10th day of February, 2014 for the purpose of electing members to the city council; and

WHEREAS, the city secretary has certified in writing that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the city council to declare the candidates elected to office and cancel the election; 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 Councilmember's 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: The following candidates, who are unopposed in the May 10, 2014 special election, are declared elected to office, and shall be issued certificates of election following the time the election would have been canvassed:

Don Surratt, Council Place 5

SECTION 2: The May 10, 2014 special election is canceled, and the city secretary is directed to cause a copy of this ordinance to be posted on Election Day at each polling place used or that would have been used in the election.

SECTION 3: It is declared to be the intent of the city council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the city council would have enacted them without the valid portion.

SECTION 4: This ordinance shall take effect upon its final passage, and it is so ordained

PASSED AND APPROVED on First Reading this the 24th day of March 2014, by a vote of ___ ayes, ___ nays, and ___ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVE AS TO FORM:

James T. Jeffrey, Jr., City Attorney



AGENDA BACKGROUND

AGENDA ITEM: Pantego Fest 2014 Event Planner

Date: March 24, 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. April Coltharp will be on hand to present her proposal.

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



1040 Falcon Creek Dr
Kennedale, TX 76060

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

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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

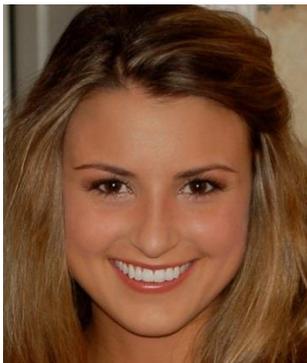
Our Event Team



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

1. Proposals must include a time-line that includes as a minimum, each decision point and milestones for each step of the process.
2. 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.



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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 24, 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:

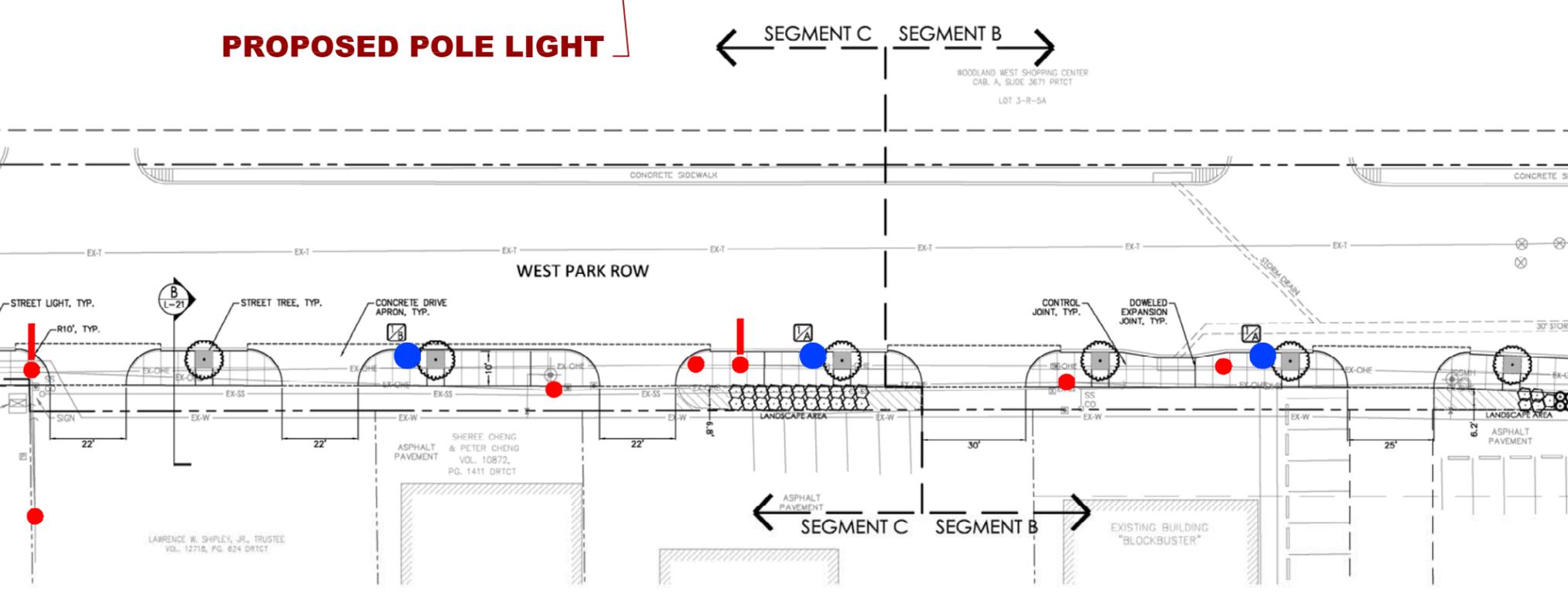
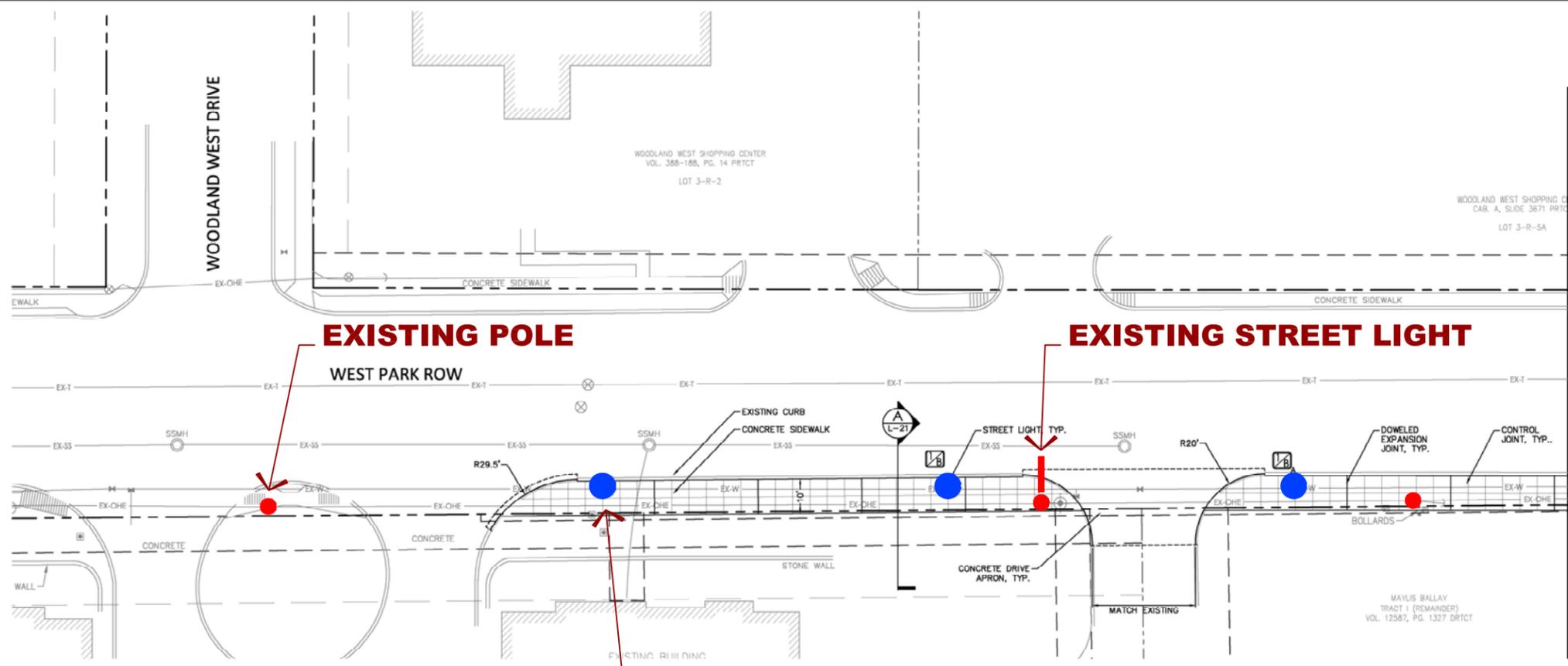
- 1) Do we want to pursue expending funds to the utility companies in order to investigate possible conflict solutions?
- 2) Do we want to limit the scope of those investigations to conflicts with the new infrastructure, or also investigate aesthetic conflicts?
- 3) Should we consider increasing the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

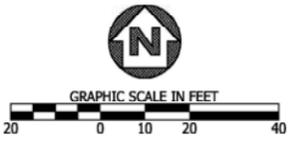
LEGEND

- 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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 selliot@cmatx.com

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 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		

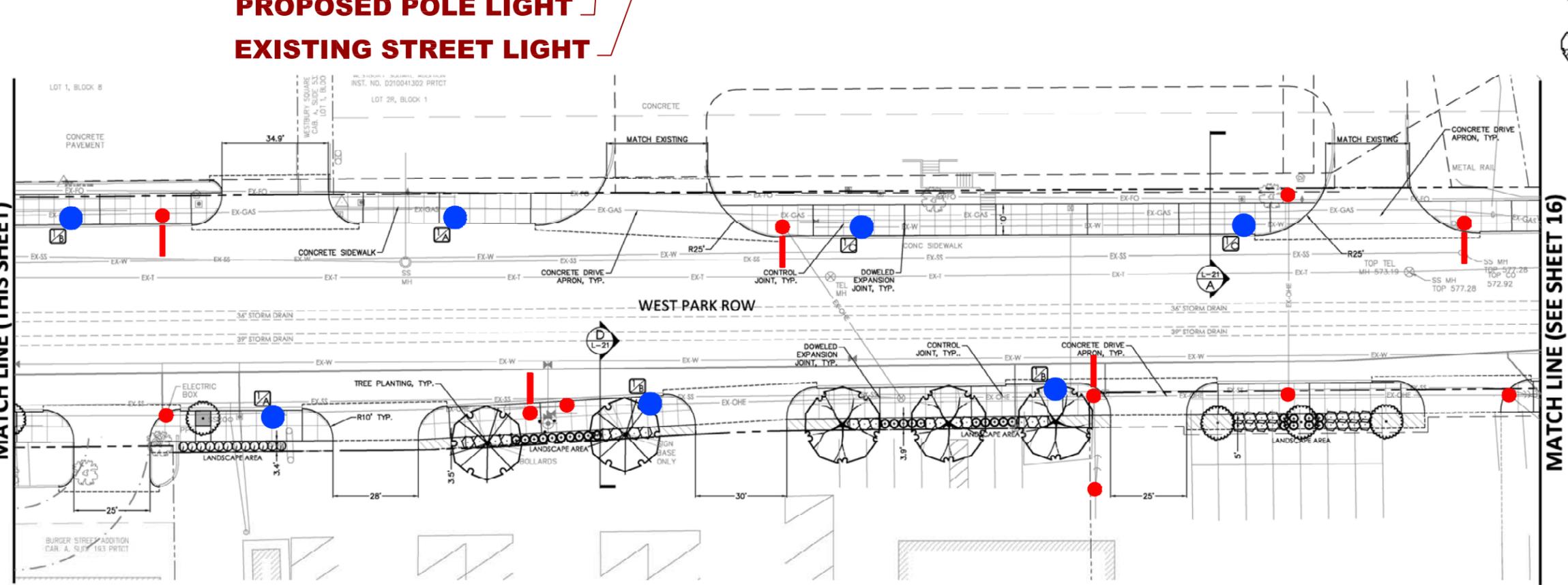
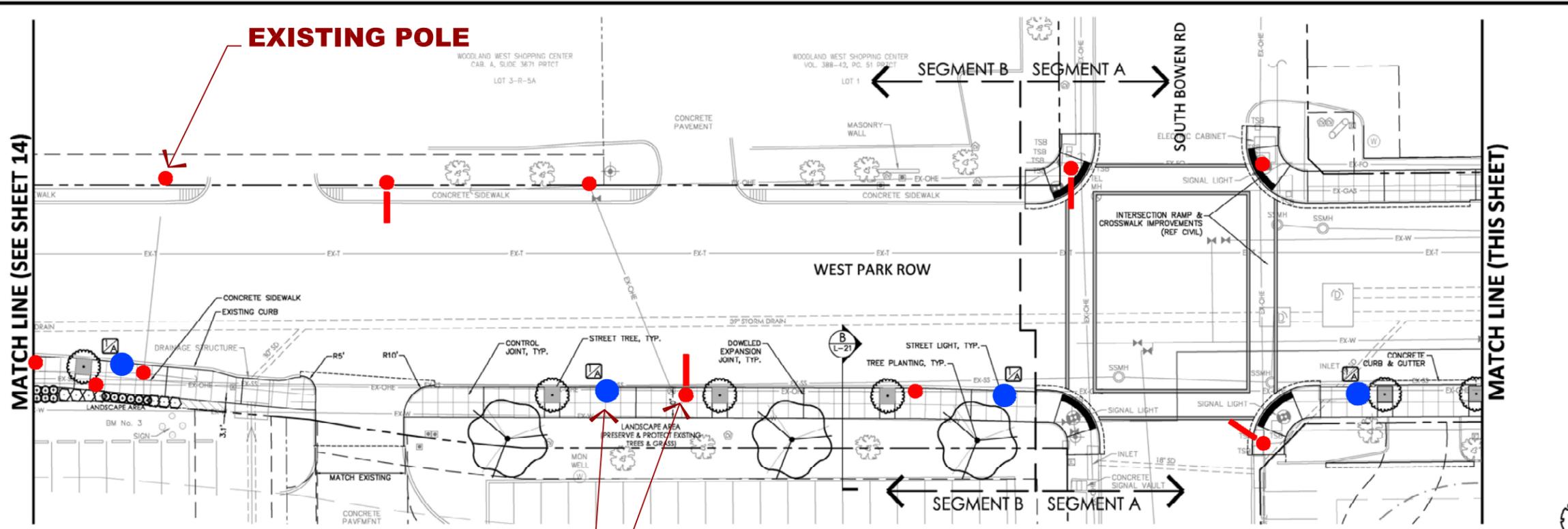
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 PLOT DATE: 09/30/2013 10:28:00 AM
 PLOT TIME: 09/30/2013 10:28:00 AM
 PLOT BY: A.G.B.
 PLOT DEVICE: HP DesignJet 2530

REVISIONS		
NO.	DATE	DESCRIPTION

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- 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 |



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 Adam G. Browster
 L.A.#2297

GRAPHIC SCALE IN FEET
 20 0 10 20 40

DESIGNED: AGB
DRAWN: AGB
CHECKED: AGB

PROJECT NO:
DATE: 09-30-2013
SHEET: 15 of 28

GMA
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TOWN OF PANTEGO
PARK ROW DRIVE IMPROVEMENTS
STREETSCAPE PLAN - PLAN 2

ALL NOTES: 1. All work shall be in accordance with the City of Pantego Ordinance 2013-001. 2. All work shall be in accordance with the City of Pantego Ordinance 2013-002. 3. All work shall be in accordance with the City of Pantego Ordinance 2013-003. 4. All work shall be in accordance with the City of Pantego Ordinance 2013-004. 5. All work shall be in accordance with the City of Pantego Ordinance 2013-005. 6. All work shall be in accordance with the City of Pantego Ordinance 2013-006. 7. All work shall be in accordance with the City of Pantego Ordinance 2013-007. 8. All work shall be in accordance with the City of Pantego Ordinance 2013-008. 9. All work shall be in accordance with the City of Pantego Ordinance 2013-009. 10. All work shall be in accordance with the City of Pantego Ordinance 2013-010.

