



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### October 13, 2014

**COUNCIL MEMBERS:**  
Fred Adair  
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 PantegoFest 2014
  - Update on the Storm Damage
  - Update on the TML Conference
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, Water Billing Reports
  - 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 September 22, 2014Acceptance of Minutes of Boards and Commissions:
  - PEDC minutes from August 27, 2014
  - PEDC minutes from September 10, 2014
  - CRB minutes from September 2, 2014

#### RESOLUTION

5. Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas on a Policy for Certification Pay for all Public Works Employees; Providing for an Effective Date.

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

#### CALL TO ORDER/WELCOME

INVOCATION BY: Councilmember Adair

#### PLEDGE OF ALLEGIANCE

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

#### 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.

### RESOLUTION

6. Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas, Authorizing the City Manager to Enter into an Agreement for the Remount of Medic 1; Providing for an Effective Date.

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

7. Discuss, direct, and consider action on an update from Alan Plummer & Associates regarding the Park Row Project.
8. Discuss, direct, and consider action on a proposed Zoning Ordinance review schedule.
9. Discuss, direct, and consider action on PantegoFest 2015.
10. Discuss, direct, and consider action on the Analysis of the Town's Utility Billing Process.

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

### SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hoosier.

### 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

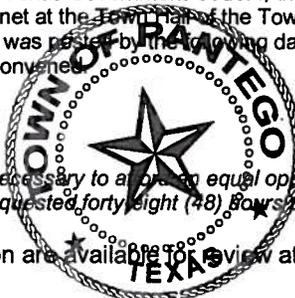
### CERTIFICATION

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, October 10, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary

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

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





# City Manager's Report

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

**From:** Matt Fielder, City Manager

**Date:** October 13, 2014

## **Update on PantegoFest 2014**

The PantegoFest 2014 was successfully completed with an estimated 9,800 attendees. In addition, we had fifty (50) vendors, and two-thirds as many runners in the 5K race as the previous year. April Coltharp, with Flair Events, will be on hand to present the budget and give a more detailed report.

## **Update on the Storm Damage**

Cleanup from the storm that occurred on 10/2 continues. A written summary of the impact of the storm, and the Town's activities during, and in response to, is attached.

## **Update on the TML Conference**

I attended the 2014 TML Annual Conference held in Houston from 10/1 to 10/3, along with Council Members Surratt and Adair, Assistant Police Chief Barry Reeves, City Secretary Julie Arrington, Community Development Director Chad Joyce, and Public Works Director Scott Williams. Scott was elected President of the Texas Municipal Utilities Association for the upcoming year.



Pantego Fest 2014  
Revenues Expenses

Event Planner					\$15,975.00	\$16,518.75
Entertainment						
	Stage				\$3,000.00	\$3,450.00
	Electric for stage				\$1,000.00	in electric quote
	Sound				\$4,000.00	\$2,250.00
	Lighting				\$1,000.00	included in sound
	Bands				\$14,000.00	\$15,100.00
	Promoter				\$0.00	\$0.00
Logistics						
	Tents				\$5,000.00	\$2,660.00
	Table & Chairs				\$1,000.00	\$1,161.00
	Lights				\$200.00	\$780.00
	Fire Extinguishers/saftey package				\$250.00	inlcuded with tents
	Golf Carts				\$200.00	\$195.00
	Porta Potties				\$4,000.00	\$3,832.30
	Handwash Sta					
	Delivery					
	3 Services					
	Fencing					
	Panels					
	Sandbags					
	Electrical				\$7,000.00	\$4,700.00
	Republic					
	Trash disposal			0	\$0.00	\$0.00
	Recycling			0	\$0.00	\$0.00
	Radio rental				\$600.00	\$600.00
	Kid Zone - Inflatables (85% of proceeds to rides)				\$7,000.00	\$5,375.00

Pantego Fest 2014  
Revenues Expenses

	Game Truck					\$1,400.00
	Balloons					\$300.00
	Hospitality/VIP				\$1,000.00	\$200.00
Marketing						
	Billboards		2,800.00	\$1,400.00		\$0.00
	Social Media		500	\$0.00		\$1,000.00
	Banners/signs		400	\$1,000.00		\$1,050.00
	Ads/Radio			\$2,000.00		\$3,250.00
	Door hangers/Direct Mail			\$700.00		\$808.00
	Photography					\$350.00
	Printing expenses					\$430.80
	Variable Change Signs					\$1,100.00
	Promo Items for BBB					\$365.00
	Print Ads					\$500.00
Volunteers						
	Camp Thurman			\$0.00		\$500.00
Miscellaneous				\$2,500.00		
	Ice					\$110.00
	Security					\$0.00
	ID Cards					\$80.00
	Postage					\$40.42
	Copies					\$80.68
	mileage					\$833.28
	flags					\$80.00
	Tablecloths					\$120.00
	Counters					\$15.00
	Certificates					\$5.00
	TABC					\$231.00
			Total expenses	\$72,825.00		\$69,471.23
			Total revenues			\$90,955.00
			Net			\$21,483.77



## PANTEGO PUBLIC SAFETY



**MEMO #: 000**

**To:** Matt Fielder, City Manager  
**From:** Chief Thomas Griffith  
**Cc:** Robert Coker, Barry Reeves, Scott Williams, Julie Arrington  
Therese Householder, Chad Joyce  
**Subject:** Storm Damage Assessment and Related Incidents  
**Release Date:** October 3, 2014

The following information is based upon an ongoing damage assessment related to the high wind related storm that occurred on October 2, 2014 at approximately 16:00 hours. This assessment is not intended to be all inclusive, but is based upon reports from the public and visual observations by emergency personnel.

### **Damage to Structures and Power Lines**

The following locations were responded to by emergency personnel and mitigated to the best of our abilities at the time of arrival. Many of these locations sustained moderate to severe damage.

#### **2600 Miller**

Communications antenna, on top of tower, was bent at a slight angle. Communications were not impacted. DFW Communications was contacted to assess damage.

#### **1616 Robin Road**

Large tree down in backyard impacting the residential power service. Power was not cut to home, but the line was in danger of snapping from the weight of the limb. The roof sustained minor damage from the pulling of the electrical weather head from the roof. Emergency services were unable to assist due to live voltage existing.

#### **1708 Robin Road**

Large tree fell on electrical service line and pulled weather head from roof much as at 1616 Robin. Unable to assist due to live electrical line. ONCOR notified.

#### **1704 Cresthaven**

Large tree down in backyard. No power. ONCOR notified.

#### **1801 Cresthaven**

Tree limbs impacting electrical feed to pole which powers street light. No danger. Location placed on ONCOR trimming list.

1602 Oakridge

Power lines down. ONCOR notified.

2621 Peachtree

Large tree down across fence and power lines, which feeds homes on Kidd. Power pole pulled down and ONCOR notified.

1817 Roosevelt

Garage door was blown inward. No injuries. Police barrier tape was placed across garage opening.

1900 Block Roosevelt

Large tree fell into roadway blocking most of the road. Public Works removed tree.

2220-A W. Park Row

Brick façade on north side of occupancy was blown down. Business is vacant.

2304-1-7 W. Park Row, Lakewood Center

Roof façade on entire building was blown off and landed in parking lot. Business owner gathered roof material with assistance of maintenance workers prior to our arrival. No injuries.

2500 W. Park Row, CVS Pharmacy

A portion of the façade on the northwest corner of the building was peeled away.

Hollis Cemetery

Two large trees fell. PFD placed barrier tape around area as a warning.

**Storm Related Medical Emergencies**

1808 Stolper

Maintenance worker fell from roof of residence while trimming trees. PPD and PFD responded to assist. AMR and AFD contacted for assistance. AMR transported. This is the Barbara Rogers residence.

1698 Dickerson

Patient is oxygen dependent. PFD responded to assist with breathing treatment. Patient was transported to PFD station and housed until his oxygen supplier could deliver supplies to his residence.

1607 Trail Glen, October 3, 2014 (day after storm)

Patient experiencing chest pains and is oxygen dependent. Patient had been without oxygen for approximately five hours when we were called to assist. Patient was transported by AMR.

## 1600 Newsom

Patient is oxygen dependent. PFD loaned three bottles of oxygen until patient could arrange to purchase generator for oxygen machine. PFD assisted homeowner with placement of generator on October 3<sup>rd</sup>.

## **Operational Issues**

### Telephones

Telephones at PPD were down due to Time Warner power loss. Tom Golden was contacted and phones transferred to Sergeant's phone then to various dispatcher phones. Decision was made to transfer phones to PFD Hazmat Unit phone so that it could remain on one phone number at all times. Number is 817-832-1268.

### Radio System

Radio system remained operational initially after the storm until approximately 22:00 hours when the system crashed. DFW Communications was contacted at 08:00 hours the following day due to a delay in the decision process. DFW stated that both sides of the connection, Pantego and Arlington, were in order, but a loss of power at the library located across the street on Park Row was preventing the fiber network connection from working. This does not make logical sense because power was off prior to 22:00 and the system was operational. It is recommended that we contact Arlington and determine the veracity of this statement and take steps to prevent communications loss in the future.

### Server Network

Servers crashed due to the power loss. iWerks was contacted and after an onsite visit determined that the amount of power needed for the servers would exceed the generator output of the station's emergency generator. It is unknown how this was determined. The power outlets in the server room are on the emergency backup generator. It is recommended that we investigate the capability of the generator and upgrade to the required size if necessary.

Also, the email server crashed and even though it is located at Town Hall it will still not function as long as the police station servers are inoperative.

### Special Needs Patients

PPD has been charged with determining the location of all patients, who are dependent upon electrical power or transportation for medical needs. It is recommended that advertisement take place through Blackboard Connect and water bill inserts to solicit those individuals. A list will be compiled and maintained in the communications center for reference. PPD will begin this process immediately.

## **Summary**

In general staff was able to handle all emergencies which arose. At one point we attempted to contact AFD for assistance and we were advised that they were not being dispatched to any power line down calls. We did receive assistance from them on the Stolper incident; however, this reinforces the fact that in times of Town or Citywide emergencies we cannot always depend on assistance from outside. It is recommended that we perform a tabletop exercise at the earliest convenience to find any holes in our procedures. It is also recommended that we conduct a debriefing with senior staff to determine areas that we need to tighten up.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** October 8, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff reports on departmental activities on a monthly basis.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the reports as presented.

**ATTACHMENTS:**

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

Director's Review: *JCA*  
City Manager's Review: MDF



Town of Pantego  
 Monthly Investment Report  
 As of September 30, 2014

Book Value of Pool Account, September 1, 2014 \$ 5,727,061

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	9/1/2014	\$ 4,819,752	9/30/2014	0.03%	\$ 1.00
Certificate of Deposits	2/28/2014	\$ 900,000	2/27/2015	0.23%	\$ 900,000

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 4,819,752	\$ 4,820,041	\$ (45,387)	\$ 4,774,368	\$ 4,774,654
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 5,727,061</b>	<b>\$ 5,727,350</b>	<b>\$ (45,387)</b>	<b>\$ 5,681,677</b>	<b>\$ 5,681,963</b>

Pantego Economic Development Corp.  
 Monthly Investment Report  
 As of September 30, 2014

Book Value of Pool Account, September 1, 2014 \$ 319,705

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	9/1/2014	\$ 319,705	9/30/2014	0.03%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 319,705	\$ 319,724	\$ 35,527	\$ 355,230	\$ 355,251
<b>Total</b>	<b>\$ 319,705</b>	<b>\$ 319,724</b>	<b>\$ 35,527</b>	<b>\$ 355,230</b>	<b>\$ 355,251</b>

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

Matthew Fielder  
 City Manager

Ariel Carmona  
 Finance Director



## Interest Distribution Report

Interest Distribution Report

Generated: 10/01/2014  
 Settlement Date: 09/30/2014

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/	7903800001	GENERAL FUND	\$131.89	\$4,774,367.69
449/	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$8.51	\$355,229.52
TexPool Totals:			\$140.40	\$5,129,597.21
Locations Totals			\$140.40	\$5,129,597.21

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.



# Welcome to TexConnect

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

## Pool Information

Location: 79038  
TOWN OF PANTEGO

### TexPool

Average monthly rate for August	0.0353%
Average monthly allocation factor for August	0.000000968
<b>Information as of</b>	September 30, 2014
Current Interest Rate <sup>(3)</sup>	0.0281%
Allocation Factor	0.000000771
7 day Net Yield	0.03%
Current Pool Balance	\$12,309,812,276.28
Current Weighted Average Maturity <sup>(1)</sup>	48 days
Current Weighted Average Maturity <sup>(2)</sup>	76 days
Market Value per Share	1.00009

### TexPool Prime

Average monthly rate for September	0.0582%
Average monthly allocation factor for September	0.000001594
<b>Information as of</b>	September 30, 2014
Current Interest Rate <sup>(3)</sup>	0.0476%
Allocation Factor	0.000001305
7 day Net Yield	0.05%
Current Pool Balance	\$1,005,736,170.63
Current Weighted Average Maturity <sup>(1)</sup>	46 days
Current Weighted Average Maturity <sup>(2)</sup>	49 days
Market Value per Share	1.00002

### Contact Information

Participant Services 1-866-839-7665

Performance data quoted represents past performance which is no guarantee of future results. Investment return will fluctuate. The value of an investment when redeemed may be worth more or less than the original cost. Current performance may be higher or lower than performance stated.

TOWN OF PANTRGO  
CASH & INVESTMENTS REPORT  
AS OF: SEPTEMBER 30TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	65,970.05				
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				1,525,474.00	
<u>TOTAL 100-GENERAL FUND</u>		<u>66,970.05</u>	<u>252,755.95</u>	<u>0.00</u>	<u>1,525,474.00</u>	<u>1,845,200.00</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	79,235.92				
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				629,117.28	
<u>TOTAL 200-WATER AND SEWER FUND</u>		<u>79,235.92</u>	<u>251,751.37</u>	<u>0.00</u>	<u>629,117.28</u>	<u>960,104.57</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 #3			0.00		
300-0-000-204.00	TEXPOOL				0.00	
<u>TOTAL 300-CAPITAL PROJECTS FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>INTEREST &amp; SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				136,803.91	
<u>TOTAL 400-INTEREST &amp; SINKING FUND</u>		<u>0.00</u>	<u>100,700.51</u>	<u>0.00</u>	<u>136,803.91</u>	<u>237,504.42</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				369,039.27	
<u>TOTAL 500-STREET IMPVMT CONST FUND</u>		<u>0.00</u>	<u>251,751.37</u>	<u>0.00</u>	<u>369,039.27</u>	<u>620,790.64</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>

TOWN OF PANTEGO  
CASH & INVESTMENTS REPORT  
AS OF: SEPTEMBER 30TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>TRUST &amp; AGENCY FUND</u>						
650-0-000-102.00	CASH	68,213.55				
650-0-000-202.00	CERT OF DEPOSITS		0.00			
650-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				118,353.20	
TOTAL 650-TRUST & AGENCY FUND		68,213.55	0.00	0.00	118,353.20	186,566.75
<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				123,727.42	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	123,727.42	123,727.42
<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				319,108.38	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	319,108.38	319,108.38
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	93,251.72				
TOTAL 777-PAYROLL IMPREST FUND		93,251.72	0.00	0.00	0.00	93,251.72
<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				36,078.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	36,078.31	36,078.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITE		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				48,734.06	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	48,734.06	48,734.06
<u>PANTEGOPEST</u>						
850-0-000-102.00	CASH	42,201.18				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				4,066.88	
TOTAL 850-PANTEGOPEST		42,201.18	0.00	0.00	4,066.88	46,268.06
<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				32,522.24	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	32,522.24	82,872.48

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: SEPTEMBER 30TH, 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 OP DEPOSITS		0.00			
880-0-000-203.00	FIML MTG DISC NOTE #1			0.00		
880-0-000-204.00	TEXPOOL				24,342.73	
<u>TOTAL 880-CARTWRIGHT LIBRARY FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,342.73</u>	<u>24,342.73</u>
<u>PEDC INTEREST &amp; SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				201,259.60	
<u>TOTAL 901-PEDC INTEREST &amp; SINKING</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>201,259.60</u>	<u>201,259.60</u>
<u>PEDC BONO RESERVE FUND</u>						
<u>TOTAL 902-PEDC BOND RESERVE FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEDC OPERATING FUND</u>						
903-0-000-102.00	CASH	10,863.10				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				153,969.92	
<u>TOTAL 903-PEDC OPERATING FUND</u>		<u>10,863.10</u>	<u>0.00</u>	<u>0.00</u>	<u>153,969.92</u>	<u>164,833.02</u>
<u>PEDC ADMIN EXPENDITURE</u>						
<u>TOTAL 904-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEOC REDEMPTION FUND</u>						
<u>TOTAL 905-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
<u>TOTAL 906-PEDC SALES TAX REVENUE</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>ACCOUNTS PAYABLE IMPREST</u>						
<u>TOTAL 999-DORMANT</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>						
ALL FUNDS TOTAL		360,735.52	907,309.44	0.00	5,129,597.20	6,397,642.16
		-----	-----	-----	-----	-----
TOTAL CASH AND INVESTMENTS		360,735.52			6,036,906.64	
		-----			-----	

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

TOWN OF PANTEGO GENERAL FUND REVENUE REPORT SEPTEMBER 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	\$ 1,922	\$ -	\$ 1,922	\$ 881,236	\$ 880,000	\$ 1,236	\$ 880,000	0%
Sales Tax	228,471	220,492	7,978	1,285,853	1,281,969	3,884	1,281,969	0%
Franchise Fee-Natural Gas	-	-	-	26,631	23,000	3,631	23,000	-16%
Franchise Fee-Communications	6	12,900	(12,894)	77,005	90,000	(12,995)	90,000	14%
Franchise Fee-Electricity	1,969	-	1,969	174,802	175,000	(198)	175,000	0%
Franchise Fee-Cable	-	-	-	20,268	14,000	6,268	14,000	-45%
Franchise Fee-Water & Sewer	-	-	-	25,008	25,000	8	25,000	0%
Mixed Beverage Tax	-	-	-	17,504	11,000	6,504	11,000	-59%
Warrant Charges	6,551	8,333	(1,782)	114,825	100,000	14,825	100,000	-15%
FTA / City (Omni) Base	392	708	(316)	7,900	8,500	(600)	8,500	7%
Court Fines and Penalties	23,674	32,917	(9,243)	375,906	395,000	(19,094)	395,000	5%
Special Expense Fee	24,403	22,917	1,486	295,977	275,000	20,977	275,000	-8%
Police Accident Reports	20	83	(63)	537	1,000	(463)	1,000	46%
Child Safety Guard Program	750	833	(83)	8,650	10,000	(1,350)	10,000	14%
Traffic Fees	534	667	(133)	7,032	8,000	(968)	8,000	12%
City Judicial Fee	202	250	(48)	2,862	3,000	(138)	3,000	5%
City Arrest Fees	1,357	1,542	(185)	19,307	18,500	807	18,500	-4%
10% Serv. Fee from T&A	-	-	-	18,668	25,000	(6,332)	25,000	25%
Time Payment Fee	-	875	(875)	27,197	17,500	9,697	17,500	-55%
Planning and Zoning Fees	-	583	(583)	3,775	9,000	(5,225)	9,000	58%
Plan Review Fees	350	3,917	(1,591)	5,976	7,000	(1,024)	7,000	15%
Building Permits	2,326	167	113	48,980	47,000	1,980	47,000	-4%
Liquor Licenses	280	917	233	1,055	2,000	(945)	2,000	47%
Contractor Registration Fee	1,150	542	98	10,575	11,000	(425)	11,000	4%
Certificates of Occupancy	640	25	(25)	7,280	6,500	780	6,500	-12%
Clean & Show	-	21	9	160	300	(140)	300	47%
Dog Tag Revenue	30	2	(2)	70	250	(180)	250	72%
NSF Check Fees	-	10,000	(2,646)	(366)	25	(391)	25	1563%
Ambulance Revenue	7,354	500	(350)	143,553	120,000	23,553	120,000	-20%
Fire Inspections	150	-	340	9,480	6,000	3,480	6,000	-58%
Park Rental Revenue	340	-	340	3,060	2,500	560	2,500	-22%
Gas Royalty Revenue	1,028	542	486	10,402	6,500	3,902	6,500	-60%
Copy Fees	-	4	(4)	-	50	(50)	50	100%
No Insurance Towing Fees	450	-	450	1,475	-	1,475	-	NA
Sale Of Assets	-	-	-	16,440	8,000	8,440	8,000	-106%
Interest Revenue	132	500	(368)	1,802	6,000	(4,198)	6,000	70%
Other Revenue	91	-	91	11,940	20,000	(8,060)	20,000	40%
Transfers In	-	-	-	463,155	463,167	(12)	463,167	0%
Transfers Out	(13,676)	(13,676)	-	(85,176)	(85,176)	-	(85,176)	0%
<b>Total</b>	<b>\$ 290,895</b>	<b>\$ 306,560</b>	<b>\$ (15,665)</b>	<b>\$ 4,040,805</b>	<b>\$ 3,991,585</b>	<b>\$ 49,220</b>	<b>\$ 3,991,585</b>	<b>-1%</b>

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT SEPTEMBER 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	\$ 49,912	\$ 72,658	\$ 22,746	\$ 697,430	\$ 741,782	\$ 44,352	\$ 741,782	6%
Public Works	49,360	58,782	9,423	509,064	581,228	72,164	581,228	12%
Police	84,790	115,494	30,704	1,121,988	1,199,054	77,066	1,199,054	6%
Fire	90,074	97,787	7,713	962,186	970,290	8,104	970,290	1%
Municipal Court	26,417	32,337	5,920	356,552	371,232	14,680	371,232	4%
Community Relations Board	-	-	-	11,610	12,000	390	12,000	3%
Special Events	-	-	-	8,621	8,621	-	8,621	0%
<b>Total</b>	<b>\$ 300,553</b>	<b>\$ 377,059</b>	<b>\$ 76,506</b>	<b>\$ 3,667,450</b>	<b>\$ 3,884,207</b>	<b>\$ 216,757</b>	<b>\$ 3,884,207</b>	<b>6%</b>

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT SEPTEMBER 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	\$ 51,160	\$ 79,990	\$ (28,829)	\$ 473,976	\$ 520,000	\$ (46,024)	\$ 520,000	9%
Water Tap Fees	-	25	(25)	-	300	(300)	300	100%
Sewer Service Charge Fee	31,585	30,959	626	365,384	375,000	(9,616)	375,000	3%
Sewer Tap Fees	-	21	(21)	-	250	(250)	250	100%
Trash Collections	7,733	7,500	233	91,438	90,000	1,438	90,000	-2%
Sales Tax on Trash Collections	631	708	(77)	7,525	8,500	(975)	8,500	11%
Recycling	2,047	2,417	(370)	25,084	29,000	(3,916)	29,000	14%
Sales Tax on Recycling	157	267	(110)	1,934	3,200	(1,266)	3,200	40%
Penalties	1,589	1,250	339	20,545	15,000	5,545	15,000	-37%
N.S.F. Check Fees	-	33	(33)	240	400	(160)	400	40%
Adm. Serv. Charge / Sewer Impact	620	417	203	7,336	5,000	2,336	5,000	-47%
Interest Revenue	-	-	-	279	750	(471)	750	63%
Other Revenue	120	2,105	(1,984)	21,925	28,000	(6,075)	28,000	22%
Trash Contract Payable	(7,733)	(7,500)	(233)	(91,438)	(90,000)	(1,438)	(90,000)	-2%
Sales Tax on Trash Collections Payable	(631)	(708)	77	(7,525)	(8,500)	975	(6,500)	11%
Recycling Contract Payable	(2,047)	(2,417)	370	(25,084)	(29,000)	3,916	(29,000)	14%
Sales Tax on Recycling Payable	(157)	(267)	110	(1,934)	(3,200)	1,266	(3,200)	40%
Total Revenue before Transfers	\$ 85,075	\$ 114,799	\$ (29,724)	\$ 889,685	\$ 944,700	\$ (55,015)	\$ 944,700	6%
Transfers Out	-	-	-	(405,168)	(405,176)	8	(405,176)	0%

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT SEPTEMBER 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	\$ 25,520	\$ 27,500	\$ (1,980)	\$ 302,718	\$ 330,000	\$ (27,282)	\$ 330,000	8%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT SEPTEMBER 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	\$ 34,835	\$ 35,000	\$ 165	\$ 212,307	\$ 292,887	\$ 80,580	\$ 292,887	28%
Sewer Expense	44,661	45,000	339	294,166	331,605	37,439	331,605	11%
	\$ 79,495	\$ 80,000	\$ 505	\$ 506,473	\$ 624,492	\$ 118,019	\$ 624,492	19%



# PANTEGO PUBLIC SAFETY



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

### **Personnel**

Dispatcher Autumn Prater turned in her resignation. Her last day of employment was October 4<sup>th</sup>. She has accepted a position with the North Central Texas Council of Governments. Autumn will be missed and we wish her much success. Officer Chris Cisneros has also turned in his resignation letter to pursue other options in his career. His last day of employment was October 2<sup>nd</sup>. We also wish him well.

A new dispatcher, Donna Stewart was hired approximately three weeks ago. She has very good experience and has advanced quickly in her training. She is expected to be trained quickly which will reduce the shortage in dispatch.

### **Operational Issues**

Tyler Technology brought in administration with the Municipal Court and I.T. with the City of Mobile Alabama in order to observe how our Police Department and Municipal Courts software interact with one another. We are one of the few cities that have compatible software within both departments. It was expressed by Mobile that they were impressed on the amount of work that is carried out by both Police and Municipal Court since Pantego is a smaller municipality.

The Police Department went through an audit conducted by the Criminal Justice Information Services (CJIS) with the State of Texas. CJIS oversees the security aspects of the Department and how secure information is stored and disseminated. The Department passed the audit without any issues.

### **Training**

Fire department staff participated in training presented by TCC on fundamentals of fire suppression and Airway management and ventilation. We currently have four firefighters taking online classes as approved in the last budget.

Both Officer Hubbell and Morgan are doing well in field training. Officer Hubbell is scheduled to be released from training in about 4 weeks.

### **Grants**

There is still no word on the status of the Assistance to Firefighters Grant application, which was submitted in December 2013.

### **Public Relations & Citizen Education**

The next Public Safety Block Party was scheduled for October 7<sup>th</sup> at Whispering Tr. & Forest. Many are aware of Officer Morgan's actions that saved a dog's life in Arlington. The Department will be recognizing Officer Morgan at the next council meeting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert L. Coker". The signature is written in a cursive style with a large initial 'R'.

Robert Coker  
Assistant Fire Chief

A handwritten signature in blue ink that reads "Barry Reeves". The signature is written in a cursive style with a large initial 'B'.

Barry Reeves  
Assistant Chief of Police

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

September, 2014

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	4	7	10
Reeves	1	5	42
Moore	73	65	767
Bruton	59	75	691
Hubbell	31	38	31
Meinke	109	73	605
Marquez	29	31	437
Morgan	9	10	9
Cisneros	61	57	794
Watson	64	55	514
McCann	52	46	277
Whitwell	0	0	0
Ex-Officers			1055
<b>TOTALS</b>	<b>492</b>	<b>462</b>	<b>5,690</b>

## Vehicle Crashes

<b>Crash Type</b>	<b>Quantity.</b>	<b>YTD</b>
<b>Minor</b>	6	57
<b>Major</b>	2	18
<b>Hit &amp; Run</b>	0	14
<b>TOTALS</b>	8	89
<b>Crashes reported to State</b>	6	51

## Incident Activity

<b>Officer</b>	<b>Total Calls</b>	<b>Dispatch</b>	<b>Self- Initiated</b>	<b>Arrests</b>	<b>Ytd/ arrests</b>
400 Griffith	26	12	14	0	0
600 Reeves	40	15	24	2	10
610 Whitwell	23	9	13	0	2
620 Moore	182	12	166	7	53
602 Bruton	286	19	257	8	81

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

603	Hubbell	243	21	206	9	13
604	Meinke	273	55	218	6	67
605	Marquez	320	32	273	1	60
606	Morgan	145	23	109	0	0
607	Cisneros	195	10	185	11	139
608	Watson	264	48	192	10	41
609	McCann	233	17	213	8	39
710	Alexander	33			4	29
711	Hopkins	32			4	37
Ex-Officers						78
<b>Totals</b>		<b>2295</b>	<b>273</b>	<b>1870</b>	<b>70</b>	<b>739</b>

**Average** 2:27  
**Response**  
**Time**

Respectfully,



Barry Reeves  
Assistant Chief of Police

# PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



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

<b>Offenses Received</b>	<b>Quan.</b>	<b>YTD</b>
Assault	0	5
Assault Family Violence	0	6
Burglary/Building	0	9
Burglary/Coin-op	0	0
Burglary/Vehicle	0	1
Burglary/Residence	0	2
Delivery Marijuana	0	0
Criminal Mischief	0	10
DWI	0	27
DWLI	0	9
Evading or Resisting Arrest/Detention	0	7
Failure to ID	1	9
Fraud	0	10
Graffiti	0	0
Poss. Controlled Subst.	2	17
Poss. Marijuana	2	32
Robbery	0	2
Theft	6	45
Theft of Motor Vehicle	0	3
Other	5	37
<b>Total Received</b>	<b>16</b>	<b>231</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	7	84
Cases Cleared	9	143
Cleared Cases Filed with DA	6	51
Cases Suspended-Pending Leads	0	4

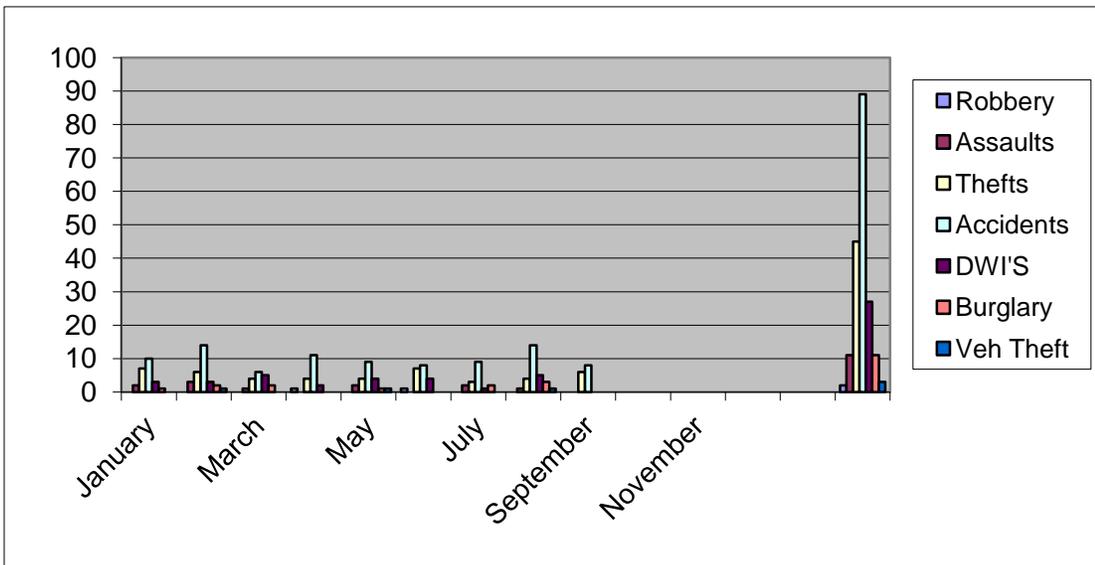
<b>Cases Filed with DA from Previous Report Periods</b>	2	46
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Respectfully submitted,

Chris Whitwell, Detective

2014 Crime Stat's

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	0	1	4	6	5	2	0
April	1	0	4	11	2	0	0
May	0	2	4	9	4	1	1
June	1	0	7	8	4	0	0
July	0	2	3	9	1	2	0
August	0	1	4	14	5	3	1
September	0	0	6	8	0	0	0
October							
November							
December							
Totals	2	11	45	89	27	11	3





**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Assistant Chief Barry Reeves  
Detective Chris Whitwell  
Corporal Marissa McCann

**From:** Chief Thomas Griffith

**Through:**

**Subject:** Commendation Re: Charles Anthony Green Conviction

**Release Date:** October 6, 2014

Please accept my grateful appreciation for the work that all of you accomplished in assisting with the successful prosecution of Charles Anthony Green who sexually assaulted a young woman who was abducted from Pantego in 2004. Your efforts were definitely a team effort requiring coordination and excellent adherence to procedures carried out over three successive administrations of the department and three successive investigators.

Assistant Chief Reeves' decision to conduct surveillance near the home of the suspect resulted in his apprehension. Detective Whitwell's follow through with the case by ensuring that all documentation was accounted for and that a proper visual lineup of the suspect took place enabled the prosecutor to nail the case closed. Corporal McCann's diligence over the property room allowed for crucial evidence in the case to be turned over to prosecutors.

In short, I am gratified that our department has adhered to policies and procedures that have allowed a ten year old case to reach a satisfying outcome for the victim and for society. Each of you is to be congratulated on your law enforcement capabilities and you should rest satisfied that you have removed another dangerous criminal from our streets.

Sincerely,

Thomas D. Griffith, Chief



**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Officer William Morgan  
**From:** Chief Thomas Griffith  
**Through:**  
**Subject:** Commendation Re: Assistance with Animal Rescue  
**Release Date:** October 6, 2014

On September 14, 2014 you were at the home of your sister when you heard the frantic yelping and crying of a dog in the neighboring backyard. You immediately ran to investigate and discovered a young boy attempting to strangle and beat a dog that was tied to a tree. Observing that the animal was in extreme danger you yelled through the fence for the attacker to stop. Immediately the attacker ceased and left the animal alone. As a consequence of your intervention the animal was saved from a possible death or at the least very severe injuries.

Your quick action is to be commended. It is my understanding that the dog is well and did not sustain severe injuries. Your actions have assured me that we made the proper decision when selecting you as our newest officer. I anticipate great happenings from you in the future. Please accept my gratitude and the gratitude of the department. You have brought much needed positive attention to the community of law enforcement.

Sincerely,

Thomas D. Griffith, Chief

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# Star-Telegram

## Convicted rapist sentenced to 50 years for Pantego attack

Posted Monday, Oct. 06, 2014

BY DOMINGO RAMIREZ JR.

[ramirez@star-telegram.com](mailto:ramirez@star-telegram.com)

A 56-year-old Arlington man, who blamed a 2004 rape of a teen in Pantego on his drug use, has been sentenced to 50 years in prison.

Visiting Judge Charles Bleil sentenced Charles Anthony Green late Friday in a Fort Worth courtroom after hearing from Green who testified that he had been clean for three years and had accepted Jesus Christ into his life.

But prosecutors noted to Bleil that part of accepting Christ is taking responsibility and Green has never taken responsibility for the rape.

Green, who was convicted in April by a Tarrant County jury on a charge of aggravated sexual assault, must serve half the sentence before he is eligible for parole.

Green had eluded investigators in the case, but a DNA profile matched Green's in 2012 and he was subsequently charged and indicted on the violent Pantego rape.

Investigators determined that for years Green had lived in Arlington just blocks away from the victim.

"After committing a crime that every woman agrees would be her worst nightmare, this defendant walked the same streets as his victim for 10 years," said Tarrant County Assistant District Attorney Kim D'Avignon who along with Christy Jack prosecuted the case. "Now, thanks to DNA, the hard work of the Pantego Police Department, and this judge's sentence, he will never walk the streets again."

During his sentencing hearing on Friday, prosecutors introduced evidence that Green had committed other sex offenses, admitting on a questionnaire that he had molested a child.

Tests administered by sex offender treatment officials indicated that Green was dangerous, unaccountable for his behavior and had deviant sexual responses to scenarios depicting forceful, angry or sadistic rapes of teenagers.

In the Pantego case, the victim who was 19-years-old at the time, was leaving a Pantego auto parts store in the 2200 block of W. Pioneer Parkway on the afternoon of February 12, 2004 when a stranger grabbed her from behind, forced her into a car, shoved a gun to her side and got behind the wheel.

The woman offered the suspect her purse, but he said that he "just wanted a ride." As they drove around, he asked her for personal information and requested her driver's license.

At one point, the suspect -- later identified as Green -- put a wool cap over the victim's head and raped her at gunpoint.

Green drove to east Fort Worth, got out of the vehicle and told the girl, "Don't let this affect you."

The teen drove to an Arlington hospital where biological evidence was collected.

In tearful testimony last week, the victim, now 30, testified that the attack has haunted her every day.

*Domingo Ramirez Jr., 817-390-7763 Twitter: @mingoramirezjr*

[Looking for comments?](#)

html

# Star-Telegram

## Pantego rookie officer recognized for stopping animal abuse

Posted Friday, Sep. 19, 2014

**BY SUSAN SCHROCK**

[sschrock@star-telegram.com](mailto:sschrock@star-telegram.com)

The Pantego Police Department is commending the quick actions of a rookie officer who stopped a teenage boy he saw kicking, beating and choking a tied-up dog.

Officer Aaron Morgan said he was visiting an Arlington relative's home after work this month when he heard a dog yelping in pain from the back yard next door. Looking through a hole in the fence, Morgan saw the teen hold a dog in the air by its throat and drop it on the ground. The boy continued to beat the dog, which was tied to a tree with a rope, Morgan said.

"The dog tried to run. He couldn't get away," Morgan said. "The boy started kicking him in the face, stomach and ribs. It was aggravating. Myself and my family are huge animal lovers."

Morgan said he yelled at the boy to stop and pulled out his cellphone to video the abuse for a few moments before calling 911. While Morgan waited for officers to arrive, the teen went inside his family's home.

Morgan provided a statement and the video to the officers.

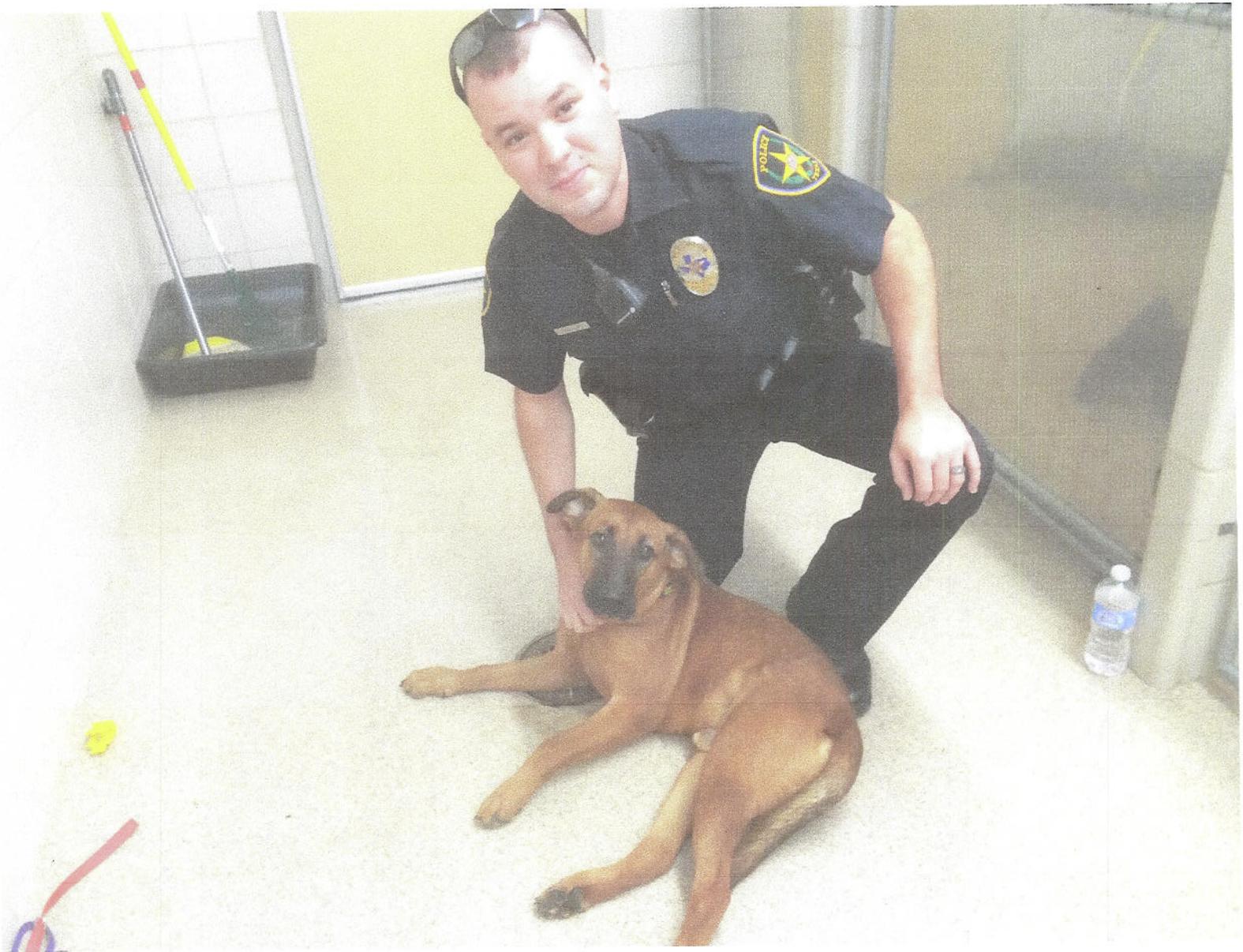
The family of the teen, who is not being identified because he is a juvenile, surrendered the dog to the city, said Mike Bass, assistant director of code compliance services. The teen was arrested Friday on an animal cruelty warrant, Arlington police spokeswoman Tiara Richard said. An animal-cruelty hearing is expected to be held next week.

The Pantego Police Department plans to recognize Morgan for his actions, Chief Tom Griffith said.

"It lets me know we hired the right person. He's obviously someone who cares not just about human life but animals as well," Griffith said. "I'm very proud of him."

*Susan Schrock, 817-390-7639 Twitter: @susanschrock*

[Looking for comments?](#)



## Tom Griffith

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, September 21, 2014 10:30 AM  
**To:** Josh Brown; Barry Reeves; Robert Coker; Chad Joyce; Scott Williams; Tom Griffith; municipalservices@sbcglobal.net  
**Subject:** Online Form Submittal: FixIt Form

The following form was submitted via your website: FixIt Form

Your Name:: sherry heiser

Your Address:: 4105 martin pkwy 76034

Phone Number: (numeric only): 8174808836

Email Address:: [heiserss@sbcglobal.net](mailto:heiserss@sbcglobal.net)

<br>Please Indicate Your Problem by Checking the Appropriate Box: Other

<br>Brief Description (or other problem not listed): I don't know who to send this to, but I want to thank Officer Aaron Morgan for being a hero and taking a stand to do the right thing by saving the dog from a very troubled teenager. I hope the courts insist the boy find help and I want to commend Officer Morgan for showing how valuable our policeman are on duty and off duty. Please feel free to publish this with my name.

Sherry Heiser     Lead Counselor of Trinity High School, Euless, Texas

### Additional Information:

Form submitted on: 9/21/2014 10:29:49 AM

Submitted from IP Address: 99.8.74.198

Referrer Page: <http://www.townofpantego.com/directory.aspx>

Form Address: <http://www.townofpantego.com/Forms.aspx?FID=39>

## Tom Griffith

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**From:** Barry Reeves  
**Sent:** Friday, September 26, 2014 2:32 PM  
**To:** Mir Bahmanyar  
**Cc:** Tom Griffith; Matthew Fielder; Ben Moore  
**Subject:** Re: Police Officer Aaron Morgan

Thank you very much for your kind words. I will pass it along.

Barry Reeves  
Asst. Chief of Police  
Pantego Police Department

> On Sep 26, 2014, at 1:30 PM, "Mir Bahmanyar" <[mbahmanyar@sbcglobal.net](mailto:mbahmanyar@sbcglobal.net)> wrote:  
>  
> Bravo, please extend my congratulations to this officer for helping an animal in distress.  
> Best wishes  
> MirBahmanyar.com

<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
<b>30-Sep-14</b>							
<b>FIRE RESPONSES</b>		<b>PANTEGO</b>					
		<b>MONTH</b>	<b>14 YTD</b>	<b>13 YTD</b>	<b>AFD</b>	<b>14 YTD</b>	<b>13 YTD</b>
<b>TYPE OF INCIDENT</b>							
<b>Fire</b>							
Structure			1			5	8
Outside				3		2	
Natural Vegetation Fire			4	1		2	3
Vehicle			1			2	2
Trash			1	1			1
Cooking Fire, Contained to container							2
Fire Other				1			
<b>Hazardous Condition</b>							
Arcing - Shorted Electrical Equip.				1		2	4
Equip. Malfunction							
Power Lines			3			1	1
Hazmat							
Hazardous Condition, Other		2	2	6		4	12
Heat From Short Circuit, Wiring			1			1	1
Overheated Motor							2
Gas/Fuel Spill			1				
Natural Gas Leak			3	2		1	4
Chemical Spill or Leak							
Carbon Monoxide							
<b>Service Call</b>							
Water or Steam Leak		1	1	9		1	
Assist Invalid		6	37	42		3	18
Unauthorized Burning						2	3
Rescue		1					
Utilities							
Smoke Removal		1	1		1	3	3
Person in Distress, Other		1	2	2		1	
Service Call, Other		2	9	8		3	2
Lock Out		1	2	1		1	4
Animal Rescue							
Ring or jewelry removal							
Assist PD		1	6			1	
<b>Good Intent Call</b>				12			43
Good Intent Call Other		3	23	5	5	41	57
Dispatched & Cancelled En Route			7			26	1
Wrong Location				9			12
No Incident Found On Arrival			4			5	
Investigation				1			80
Cancelled On Scene					10	83	13
Smoke scare, Odor of smoke			1				
Hazmat Invest, No Hazmat							
<b>False Alarm &amp; False Call</b>				1			8
Unintentional Transmission of Alarm				1		5	5



PANTEGO FIRE RESCUE								
MONTHLY ACTIVITY SUMMARY								
30-Sep-14								
								
EMS RESPONSES			PANTEGO			AFD		
TYPE OF INCIDENT			MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD
<b>MEDICAL EMERGENCIES</b>								
Abdominal Pain			2	15	7			
Allergic Reaction					3			
Animal Bite				1	1			
Assault				4	2			
Back Pain				3	4			
Burns				1				
CO Poison								
CPR					1			
Cardiac			1	5	5			
Chest Pains			2	22	30			
Childbirth/Possible Childbirth					1			
Choking								
DOS								
Drowning					1			
Diabetic			1	7	3			
Dizziness			1	11	4			
Electrocution								
Eye Injury								
Falls			3	36	25			
Fire/Hazmat								
GSW/Stab					1			
Heat/Cold								
Hemorrhage					1			
Medical			2	30	32	38	326	276
Nausea				8	3			
Other			2	11	15			1
Overdose				3				
Psych				7	3			
Respiratory				25	28			
Seizures			2	11	9			
Stroke			1	7	9			
Syncope				4	4			
Trauma			1	17	20			
Unconscious				9	10			
Unknown				13	8			
MVA - Injury			1	16	9		7	14
MVA - Non-injury				1	7		12	14
MVA-Auto Ped					1		1	2
MVA - Extrication								
<b>TOTAL PANTEGO EMS CONTACTS</b>			<b>26</b>	<b>284</b>	<b>263</b>		<b>346</b>	<b>302</b>
Mutual Aid to AMR Transports					42			
Mutual Aid to AMR Cancelled					21			
Mutual Aid to AMR Total			7		71			
<b>AVERAGE EMS RESPONSE TIME - PANTEGO</b>				<b>2.91</b>				
<b>AVERAGE EMS SCENE TIME - PANTEGO</b>				<b>18</b>				

<b>PANTEGO FIRE RESCUE</b>						
<b>MONTHLY ACTIVITY SUMMARY</b>						
<b>30-Sep-14</b>						
						
<b>FIRE TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>					
fundamentals of fire protection	4					
Driver training for new firefighters	2					
<b>TOTAL HOURS</b>						
<b>EMS TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>					
Airway management and ventilation	4					
EMS FTO program for 3 new firefighters	8					
<b>PUBLIC EDUCATION</b>						
	<b>MONTH</b>	<b>YTD</b>	<b>MONTH ADULTS</b>	<b>YTD</b>	<b>MONTH CHILDREN</b>	<b>YTD</b>
Fire Extinguisher Class						
School Presentations	1	2		10	75	255
B-day parties						
Spray Downs						
Station Tours	2	4	10	22	50	66
Special Events	1	7	8000	8152	2000	2027
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
<b>TOTAL CONTACTS</b>		<b>13</b>		<b>8184</b>		<b>2348</b>
<b>BUSINESS INSPECTIONS</b>						
	<b>MONTH</b>	<b>YTD</b>				
<b>Initial</b>	21	260				
<b>Re-Inspections</b>	1	72				
Plans Review Completed						
C.O Issued	1	37				



## **PUBLIC WORKS REPORT SEPTEMBER 2014**

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### **PROJECTS/ENGINEERING**

- Alan Plummer Associates is scheduled to speak to Council regarding the Park Row Water Line Project.
- Alan Plummer Associates is preparing a comprehensive well maintenance program and PW will present this program once it has been completed.

### **STREETS**

- Potholes filled on Park Row, Bowen and Wagonwheel.
- Trimmed trees overhanging/blocking limbs at street signs in various locations throughout Town.

### **DRAINAGE**

- Inspected and removed debris from (12) flumes.
- Cleaned and edged the drainage channel at the Park Row bridge.

### **R.O.W./MEDIANS/EASEMENTS/TOWN FACILITIES**

#### **R.O.W./Medians/Easements**

- Mowing, weed-eating, edging, blowing, tree trimming, trash and debris removal. 253,100 sqft. (8 locations x 2/mo.)

### **Town Facilities**

- Mowing, weed-eating, edging, blowing, tree trimming, trash and debris removal. 267,204 sqft. (7 locations x 2/mo.).
- Replaced lighting as needed in Town Hall

### **PARK OPERATIONS**

- Movie Night – “Captain America”, good turn-out (58) people and all went very well.
- PEDC – Park walkthrough, assessing areas in need of maintenance and replacement.
- Trimmed trees and chipped for mulch in the Park and cemetery.

### **UTILITY BILLING**

July Billing for 1192 Accounts \$118,833.58	July Past Due Balances \$10,426.42
July Billed for Garbage \$7,732.81	July Billed for Recycling \$2,047.13

### **WATER UTILITIES: WELLS AND DISTRIBUTION**

<b>July Total Water Production</b>	<b>18,697,000</b>
<b>July Daily Average Produced</b>	<b>623,200</b>
<b>Water Meters Read</b>	<b>1,192</b>
<b>Chlorine Residuals Taken</b>	<b>93</b>
<b>Average Chlorine Residual</b>	<b>.70</b>
<b>Hydrants Flushed</b>	<b>27</b>
<b>Water Main Breaks</b>	<b>0</b>
<b>Water Service Leaks</b>	<b>0</b>
<b>Hydrants Repaired/Replaced</b>	<b>0</b>

- Replaced the low pressure transmitter at Lane Well #2

## **WATER UTILITIES: WASTEWATER**

- Crews cleaned approximately 1,500 ft. of sewer mains that have been identified as problem line segments.
- During the weekly check and run of the generator at the Lift Station, the generator would not start. The determination was the battery was faulty and subsequently replaced. The generator started and ran without issues.
- Cleaned the Lift Station bar screen (8) times for September.

## **PUBLIC WORKS PROJECTS**

- Painted (3) hydrants
- Removed and replaced (2) bollards damaged by a truck.



- Maintained traffic control and ensured the lighting was installed correctly for the archway.

- PantegoFest – cleaned, swept parking lot, filled potholes prior to the event. Set up traffic control barricades, cross-walk before, during and after the event. Maintained full event response for garbage removal, vender ice and all miscellaneous items requiring response. After the event, trash was removed from the grounds of all surrounding parking areas. Removed (30) yards of garbage. All barricades and signage was picked up and stored at the shop.



- Performed (6) requested line locates at various locations, marking the water and wastewater lines for franchise utilities/contractors.
- Reviewed site plans for (4) ROW Permits and subsequent franchise utility work (boring).

## **ANIMAL SERVICES**

- Opossums Relocated from 2713 Whispering and 1505 Cresthaven.
- Skunks (3) from 2614 Smith Barry.

- Two dogs were dropped off at the PW building, they were chipped and their owners were notified. The animals were picked up by their owners (Arlington residents) the following day.



- Public Works was dispatched for two aggressive dogs on Cresthaven. Upon arrival PD was also at the location and the dogs were corralled in the backyard of 1706 Cresthaven. The dogs did not present aggressive behavior and were captured. Their owner was notified and the dogs were held for a few hours until the owners provided proof of their shots and registration. The dogs were released to the care of their owners.
- A dog was dropped off to PW by a resident that found the dog near Pioneer at Smith Barry. The dog was not chipped and did not have a collar. Staff posted the dog on the website and contacted Arlington Animal Services, posting the dog on their lost dog website. The dog was placed in our new and developing fostering program to provide an extended period for the owner to locate their missing pet, or for the animal to be adopted out if the owner is not located. The owner was not located, so the dog (Dixie) is in the process of being adopted by Scott Williams.



## **TRAINING**

- Joe Gillespie attended a three day Wastewater Collections class at NCTCOG.

Department	Totals:
<b>Water</b>	27%
<b>Wastewater</b>	5%
<b>Admin</b>	19%
<b>Maintenance</b>	7%
<b>Streets</b>	29%
<b>Park</b>	10%
<b>Animal Control</b>	2%



ENVIRONMENTAL SERVICES

• **West Nile Testing**

	2600 Miller Lane	1604 Nora Drive	Roaming #1	Roaming #2
9/3	76	20	18 (Hilltop Lane)	
9/10	65	110	74 (Shady Valley Drive)	35 (W Arkansas Lane)
9/17	53	36	72 (Cobble Court)	45 (Preston Trail Court)
9/23	87	99	75 (Park Row Court)	44 (Silverleaf Drive)

Pantego received two positive West Nile Virus samples during the month of September. Overall, Tarrant County has reported ten human cases of West Nile Virus and mosquito pools from Tarrant County have tested positive for WNV in 2014 from the following municipalities:

- Arlington (11)
- Bedford (40)
- Benbrook (1)
- Colleyville (24)
- Edgecliff Village (2)
- Grand Prairie (3)
- Pantego (2)
- Euless (35)
- Fort Worth (23)
- Grapevine (21)
- Hurst (21)
- Keller (11)
- Haltom City (1)
- Watauga (3)
- Mansfield (6)
- North Richland Hills (18)
- Richland Hills (12)
- Southlake (11)
- Burleson (8)
- Kennedale (1)

• **Mosquito Control Spraying**

The Town was sprayed for mosquitoes three consecutive nights, September 15-17, in response to the first WNV positive test. The regularly scheduled spraying on the night of September 25, 2014 was also completed.

PLANNING AND ZONING

• **Zoning Ordinance Update**

The recommended changes to the Zoning Code have been distributed to the Town Council for review. Town Council will discuss a timeline for review during the month of October.

• **Farrell Addition Plat**

Ann Farrell has made application to plat the properties at 1704 and 1706 Nora Drive into one lot. The plat submittal is under review and should be placed on the November 3, 2014 Planning and Zoning Commission meeting agenda.

CONSTRUCTION AND DEVELOPMENT

• **Colonial Savings**

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

• **Mistletoe Court Construction**

Construction of a 5,531 square foot single-family residential building at 2917 Mistletoe Court is ongoing.

- **Park Row Court Construction**

Construction of a 3,445 square foot single-family residential building at 14 Park Row Court is ongoing.

- **Smith Barry Farms Subdivision**

- Construction of a 3,187 square foot single-family residential building at 2610 Melbourne Court is ongoing.
- Construction of a 3,180 square foot single-family residential building at 2612 Melbourne Court is ongoing.
- Permits have been approved for the construction of a 2,514 square foot single-family residential building at 1906 Melbourne Drive.

## CERTIFICATES OF OCCUPANCY

### **Issued**

- Security Solutions – 2234 W Park Row Dr (D) – Security Services – New Business
- DK Florals – 3630 W Pioneer Pkwy #126 – Floral Business – New Business
- Mickey Scott Insurance – 2900 W Park Row Dr (A) – Insurance Agency – New Business
- Precision Collision Center – 3640 W Pioneer Pkwy – Collision Center – New Business
- Mad Mike’s Ice Cream – 2304 W Park Row Dr #17 – Ice Cream Parlor – Business Expansion
- The Mansions Boutique & Style – 2706 W Park Row Dr – Boutique/Salon – Business Expansion
- Beauty and Style Salon – 2400 W Park Row Dr (A) – Hair Salon – New Business
- Fabulously Frugale – 2304 W Park Row Dr #24 – Vintage/Antique Items – New Business

### **Pending**

- Grand Start Learning Academy – 2304 W Park Row Dr #25 – Day Care – New Business
- Millco Tax Consulting Services – 3610 W Pioneer Pkwy #206 – Tax Services – New Business
- Arlington Coins – 2230 W Park Row Dr (C) – Coin Shop – New Owner
- Reyes Ballroom, LLC – 3273 W Pioneer Pkwy – Banquet Hall – Name Change
- Sweet Nana’s Granola Co. – 2304 W Park Row Dr #23 – Retail – New Business
- Prachi D. Shah, DDS – 2313 W Arkansas Ln #111 – Dental Office – New Business

## GENERAL INFORMATION

- Chad Joyce attended the Construction Research Advisory Committee meeting on September 10, 2014 which included a seminar by the International Code Council and local Building Officials regarding Special Inspections, Structural Observations and the Roles and Responsibilities of Parties Involved based on the 2012 International Building Code.
- Chad Joyce attended a seminar, Community Outreach Strategies, offered by the NCTCOG.

## INSPECTIONS

	SEPT TOTAL	YTD TOTAL
BUILDING INSPECTION	8	85
CERTIFICATE OF OCCUPANCY	7	110
CUSTOMER SERVICE INSPECTION	0	7
ELECTRICAL INSPECTION	8	79
MECHANICAL INSPECTION	4	42
PLUMBING INSPECTION	9	102
REINSPECTION	10	131
CODE ENFORCEMENT INSPECTIONS	6	69
TOTAL INSPECTIONS	52	625

## CONSTRUCTION VALUES

	SEPT TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$180,000.00	\$1,968,000.00
EXISTING RESIDENTIAL REMODEL	\$80,490.00	\$1,023,346.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$19,000.00	\$872,916.50
TOTAL VALUE	\$279,490.00	\$3,864,262.50

## FEES COLLECTED

	SEPT TOTAL	SEPT FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	8	\$640.00	94	\$7,560.00
ZONING FEES	0	\$0.00	5	\$3,775.00
PLAN REVIEW	6	\$349.83	33	\$5,975.66
BUILDING PERMIT	22	\$2,325.50	240	\$50,047.90
UTILITY RELEASE	0	\$0.00	4	\$160.00
CONTRACTOR REGISTRATION	12	\$1,150.00	114	\$10,575.00
TOTAL FEES		\$4,465.33		\$78,093.56



MUNICIPAL COURT

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## Municipal Court Collections / September 2014

On-Time Citations

Fines- \$29,810.90  
Fees- \$16,065.27  
Total- \$45,876.17

Warrants

Fines- \$29,028.55  
Fees- \$11,670.05  
Total- \$40,698.60

Court Security Fund- \$971.00

Court Technology Fund- \$1,331.00

Accident Reports- \$20.00

Gross Total Revenue- \$86,574.77  
Less State Fee's- \$27,735.32  
Net Revenue- \$58,839.54

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR SEPTEMBER 2014

**TOTAL WARRANTS VALUE CLEARED**-----\$53,921.60

FYTD-----\$966,798.04

**TOTAL PAYMENTS COLLECTED**-----\$41,238.60

FYTD-----\$691,498.84

**TOTAL NON-CASH CLEARED**-----\$12,153.00

FYTD-----\$249,118.80

**WARRANT FEES COLLECTED**-----\$6501.00

FYTD-----\$114,809.10

**BONDS/FORFEITURES**-----\$530.00

<b>TOTAL PHONE CALLS</b> -----	<b>710</b> -282 OUT 191 IN	<b>711</b> - 462 OUT 92 IN	<b>Tot</b> - 744 <b>Tot</b> - 283
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<b>TOTAL POST CARDS</b> -----	<b>710</b> - 69	<b>711</b> - 46	<b>Tot</b> - 115
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**PERSONAL STOPS/ATTEMPS**----- 22

**CONTACTS**-----18

**DOOR HANGERS**-----4

<b>ARRESTS</b> -----	<b>710</b> - 4	<b>711</b> - 4-----	<b>Tot</b> -8
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<b>PAY PLANS</b> -----	<b>710</b> - 19	<b>711</b> - 5 -----	<b>Tot</b> - 26
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<b>BONDS/COURT DATES</b> -----	<b>710</b> - 13	<b>711</b> - 4	
--------------------------------	-----------------	----------------	--

<b>BOND AMOUNT</b> -----	<b>710</b> - \$15,130.20	<b>711</b> - \$ \$4,879.20	
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<b>LETTERS</b> -----	<b>710</b> - 100	<b>711</b> - 125	
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<b>TOTAL WARRANTS CONTACTED</b> ----	<b>710</b> -173	<b>711</b> - 51	
--------------------------------------	-----------------	-----------------	--

<b>TOTAL WARRANTS CLEARED</b> -----	<b>710</b> - 162	<b>711</b> - 46	
-------------------------------------	------------------	-----------------	--

<b>TOTAL VALUE-----</b>	<b>710 - \$53,376.00</b>	<b>711 - \$14,010.20</b>
<b>TOTAL AMOUNT COLLECTED-----</b>	<b>710 - \$11,498.00</b>	<b>711 - \$7,698.20</b>
<b>FUTURE REVENUE-----</b>	<b>710 - \$16,211.50</b>	<b>711 - \$2,446.00</b>

**EXTRA DUTIES FOR SEPTMEBER**

Ofcr. Hopkins was out for 3 1/2 days for doctor appt., ill and personal time. Ofcr. Hopkins also spent 2 hours working on the window speaker system in the Court Clerk's office.

Ofcr. Alexander was out for 1 days vacation/personal

2 ½ days total for court dockets

48 Total Calls for Service

12 Prisoner Services

6 Assists

2 Prisoner Transfers

Additional warrants cleared - 246

**Respectfully submitted,**

**Warrant Officer: Freddie Alexander 710**

**Warrant Officer: Robert Hopkins 711**



# AGENDA BACKGROUND

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

**DATE:** October 13, 2014

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**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

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

**FISCAL IMPACT:**

Please review report for individual account number.

**RECOMMENDATION:**

Staff recommends the following motion:

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

**ATTACHMENTS:**

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

Professional Services:

- Sara Jane del Carmen, Attorney
- C.A. Magnuson, Attorney
- Jim Jeffrey, Attorney
- Flair Events, PantegoFest Planner

Purchase Orders:

- 1410 – Vector Disease Control Int'l.
- 1411 – Franklin Legal Publishing
- 1637 – North Central Texas Council of Gov.
- 1638 – Civic Plus
- 1639 – George, Morgan & Sneed, PC
- 1640 – Diesel Works
- 1641 – Microplex Electric LLC
- 1642 – Del Carmen Consulting
- 1646 – Blackboard Connect

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
10/13/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Sara Jane del Carmen	\$1,150.00	September 2014 Magistration Services
C.A. Magnuson	\$1,300.00	September 2014 Prosecution Services
Jim Jeffrey	\$2,545.70	September 2014 Legal Fees
Flair Events	\$4,412.48	September 2014 PantegoFest Planner & Expenses
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1410 - Vector Disease Control Int'l.	\$2,681.37	September 2014 Mosquito Spraying
1411 - Franklin Legal Publishing	\$1,270.00	Code of Ordinance Codification
1637 - North Central Tx. Council of Gov.	\$1,000.00	2015 FY Membership Dues - Emergency Preparedness
1638 - Civic Plus	\$3,473.19	2014-2015 Website Maintenance Agreement
1639 - George, Morgan & Sneed, PC	\$10,000.00	Progress Billing for Interim Work
1640 - Diesel Works	\$4,693.62	Repairs to Medic 2
1641 - Microplex Electric LLC	\$1,603.00	Provide & Install New Preimum Submonitor
1642 - Del Carmen Consulting	\$1,500.00	Racial Profiling Audit
1646 - Blackboard Connect	\$5,353.50	Annual Support Maintenance for Emergency Alerts
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,317.91	September 2014 Trash Removal
Duncan - Recycling	\$2,077.04	September 2014 Recycling Removal
Voyager Fleet Systems	\$5,569.44	September 2014 Oil & Gas Expense
TML Intergovernmental	\$22,615.80	October 2014 Employee Insurance
Intermedix	\$1,148.69	September 2014 Ambulance Collections
City of Arlington	\$1,131.00	September 2014 Radio Lease Payment
City of Ft. Worth	\$14,372.57	August 2014 Wastewater Services
Pantego Utilities	\$2,235.14	August 2014 Water Consumption
Gexa Energy	\$23,493.57	Electricity Billing Thru 9/08/14
Texas Workforce Commission	\$1,102.58	3rd Quarter Unemployment Taxes
Wells Fargo	\$1,445.54	September 2014 Copier Lease Payment
TML Intergovernmental	\$22,963.00	4th Quarter 2014 Liability & Property Insurance

**MAGISTRATION SERVICE FOR THE MONTH OF SEPTEMBER 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 - \$1,150.00**

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

**PROSECUTOR SERVICE FOR THE MONTH OF SEPTEMBER 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

**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

10/1/2014  
Account No.: 9.01.06  
Invoice # 21811

Legal services

September 1, 2014 – September 30, 2014

Total Hours:	14.30	
Hourly Rate:	\$175.00	
Total for Services:		\$ 2,545.70
Expenses:		\$ 3.20
TOTAL BALANCE DUE:		\$ 2,545.70
Nolan County land issue		\$ 0



Flair Events  
 1040 Falcon Creek Dr.  
 Kennedale, TX 76060

Business Phone: 817-614-5530  
 E-mail: aprik@flairftworth.com  
 www.flairftworth.com

Invoice #: 093014-P

Client: Town of Pantego

Date: September 30, 2014

Balance This Invoice: \$7414.48

Balance Due This Invoice: \$4,412.48 (Based on balance total labor plus reimbursable expenses)

Due Date: 10/15/14

(Hrs per contract)	850-5-000-355.56	3,416.20	} TOTAL \$4,412.48
(Mileage)	850-5-000-355.56	345.52	
(Printing)	850-5-000-355.60	54.76	
(Promotional)	850-5-000-355-59	365.00	
(TABCP Permit)	850-5-000-355.60	231.00	

**Description: Festival Management**

09/02/14	1.18 hours
09/03/14	2.03 hours
09/04/14	5.83 hours
09/05/14	4.83 hours
09/08/14	6.85 hours
09/09/14	2.25 hours
09/10/14	3.6 hours
09/11/14	3.88 hours
09/12/14	2 hours
09/14/14	1.62 hours
09/15/14	8.64 hours
09/16/14	3.67 hours
09/17/14	9.27 hours
09/18/14	4.05 hours
09/19/14	5 hours
09/20/14	3.75 hours
09/22/14	4.53 hours
09/23/14	2.25 hours
09/24/14	6.5 hours
09/25/14	11.26 hours
09/26/14	14.83 hours
09/27/14	9 hours
09/28/14	10.5 hours

Sub-Total billed at \$30/ hour:      127.32 hours:      \$3819.60

**Description: Resource Management**

09/02/14	.5 hours
09/03/14	.75 hours
09/04/14	2.5 hours
09/05/14	2.25 hours
09/08/14	4 hours
09/15/14	.5 hours
09/16/14	6.6 hours
09/17/14	4 hours
09/18/14	5.5 hours
09/19/14	4.5 hours



Flair Events  
1040 Falcon Creek Dr.  
Kennedale, TX 76060

Business Phone: 817-614-5530  
E-mail: april@flairftworth.com  
www.flairftworth.com

09/22/14 4 hours  
09/23/14 1.5 hours  
09/24/14 8.27 hours  
09/25/14 9.07 hours  
09/26/14 15 hours  
09/27/14 13.5 hours  
09/28/14 7 hours

**Sub-Total billed at \$25 / hour: 89.44 hours: \$2236.00**

**Description: Marketing**

09/09/14 1.5 hours  
09/14/14 2.5 hours  
09/16/14 3 hours  
09/18/14 3 hours  
09/22/14 2 hours  
09/23/14 2.5 hours

**Sub-Total billed at \$25/hour: 14.5 hours \$362.50**

**Total festival planning 09/01/14 – 09/30/14 \$6418.10**

**Reimbursable Expenses:**

**Mileage:**

09/03/14 41.0 miles x \$0.56 \$22.96  
09/04/14 20.0 miles x \$0.56 \$11.20  
09/08/14 32.0 miles x \$0.56 \$17.92  
09/09/14 36 miles x \$0.56 \$20.16  
09/10/14 35.0 miles x \$0.56 \$19.60  
09/11/14 29.0 miles x \$0.56 \$16.24  
09/12/14 25.0 miles x \$0.56 \$14.00  
09/15/14 20.0 miles x \$0.56 \$11.20  
09/16/14 33.0 miles x \$0.56 \$18.48  
09/17/14 30.0 miles x \$0.56 \$16.80  
09/19/14 41.0 miles x \$0.56 \$22.96  
09/20/14 37.0 miles x \$0.56 \$20.72  
09/22/14 45.0 miles x \$.056 \$25.20  
09/24/14 32.0 miles x \$0.56 \$17.92  
09/25/14 23.0 miles x \$0.56 \$12.88  
09/26/14 26.0 miles x \$0.56 \$14.56  
09/26/14 21.0 miles x \$0.56 \$11.76  
09/27/14 25.0 miles x \$0.56 \$14.00  
09/27/14 20 miles x \$0.56 \$11.20  
09/28/14 20 miles x \$0.56 \$11.20  
09/28/14 26 miles x \$0.56 \$14.56

**Total Mileage: \$345.52**



Flair Events  
1040 Falcon Creek Dr.  
Kennedale, TX 76060

Business Phone: 817-614-5530  
E-mail: april@flairftworth.com  
www.flairftworth.com

**Reimburse for printing expense:**

09/05/14	Office Depot	\$7.02
09/17/14	Office Depot	\$12.69
09/17/14	Office Depot	\$2.44
09/24/14	Office Depot	\$19.22
09/24/14	Office Depot	\$13.39

**Total Printing:** \$54.76

**Reimburse for Promotional Items:**

09/11/14	Direct Promotionals (Sunglasses)	\$248.00
09/19/14	Rebecca's (Glow Necklaces)	\$117.00

**Total Promotional Items for September 20 BBB Festival:** \$365.00

\*Not within contract expenses. Approved by Matt Fielder

**Reimburse for TABC Temporary Permit:** \$231.00

\*Not within contract expenses. Approved by Matt Fielder

**Total Reimbursable Expenses:** \$996.28

**Balance of Total Invoice for September:** \$7414.48

$\langle 4,412.48 \rangle$   


---

 $\$ 3,002$   


---

 Labor  
above contracted  
 amount

OFFICE DEPOT STORE  
401 SW Plaza Ste 107  
Arlington TX 76016  
(682)201-3233

09/05/2014 14.3.5 12:59 PM  
STR 596 REG20 TRN 7297 EMP 1111

-----  
SALE  
Product ID Description Total  
163061 Impression,BWS  
65 @ 0.10 6.50  
You Pay 6.50SS  
Sales Tax: 0.52  
Total: 7.02  
Visa 6213: 7.02

\*\*\*\*\*  
Shop online at [www.officedepot.com](http://www.officedepot.com)  
\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey  
and receive a coupon for \$10 off your  
next qualifying purchase of \$50 or more on  
office supplies, furniture and more.  
(Excludes Technology. Limit 1 coupon per  
household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback)  
and enter the survey code below.

Survey Code:  
141J QCN6 1P1P

\*\*\*\*\*



22VT9Q4UMRQ3BBBCE@

Copy & Print Depot

Your partner in PRINTING & SHIPPING  
solutions.

OFFICE DEPOT STORE  
401 SW Plaza Ste 107  
Arlington TX 76016  
(682)201-3233

09/17/2014 14.3.5 2:57 PM  
STR 596 REG4 TRN 2616 EMP 668620

-----  
SALE  
Product ID Description Total  
167060 BW SS Letter  
100 @ 0.10 10.00  
Bulk @0.09 -1.00  
You Pay 9.00SS  
861838 CUT MACH PER C 0.75 SS  
167375 20lb Pastel Le  
100 @ 0.02 2.00  
You Pay 2.00SS

Subtotal: 11.75  
Sales Tax: 0.94  
Total: 12.69  
Visa 6213: 12.69

\*\*\*\*\*

Total Office Depot Savings:  
\$1.00

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey  
and receive a coupon for \$10 off your  
next qualifying purchase of \$50 or more on  
office supplies, furniture and more.  
(Excludes Technology. Limit 1 coupon per  
household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback)  
and enter the survey code below.

Survey Code:

141P 74XY CVRC

\*\*\*\*\*



22VTQQ4PUR34RB8ME

Now one company. Now great savings.  
Office Depot, Inc., including its  
subsidiary OfficeMax Incorporated

OFFICE DEPOT STORE  
401 SW Plaza Ste 107  
Arlington TX 76016  
(682)201-3233

09/17/2014 14.3.5 2:56 PM  
STR 596 REG21 TRN 8040 EMP 1111

-----  
SALE  
Product ID Description Total  
162911 Impression,BWS 0.10 SS  
163391 Impression,BWS  
12 @ 0.18 2.16  
You Pay 2.16SS  
Sales Tax: 0.18  
Total: 2.44  
Visa 6213: 2.44

\*\*\*\*\*

Shop online at [www.officedepot.com](http://www.officedepot.com)

\*\*\*\*\*

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey  
and receive a coupon for \$10 off your  
next qualifying purchase of \$50 or more on  
office supplies, furniture and more.

(Excludes Technology. Limit 1 coupon per  
household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback)  
and enter the survey code below.

Survey Code:

A41P 74Y3 R5RF

\*\*\*\*\*



22VT7Q4U5R355B8WE0

Copy & Print Depot

Your partner in PRINTING & SHIPPING

solutions.

OFFICE DEPOT STORE  
401 SW Plaza Ste 107  
Arlington TX 76016  
(682)201-3233

09/24/2014 14.3.5 12:51 PM  
STR 596 REG21 TRN 8113 EMP 1111

-----  
SALE  
Product ID Description Total  
163061 Impression,BWS  
178 @ 0.10 17.80  
You Pay 17.80SS  
Sales Tax: 1.42  
Total: 19.22  
Visa 6213: 19.22

\*\*\*\*\*  
Member #: 1143465902  
There are many ways to earn points. Shop.  
Connect. Recycle. Choose. Visit  
officedepotrewards.com to learn more and  
view your points.  
Shop online at [www.officedepot.com](http://www.officedepot.com)

\*\*\*\*\*  
WE WANT TO HEAR FROM YOU!  
Participate in our online customer survey  
and receive a coupon for \$10 off your  
next qualifying purchase of \$50 or more on  
office supplies, furniture and more.  
(Excludes Technology. Limit 1 coupon per  
household/business.)  
Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback)  
and enter the survey code below.  
Survey Code:  
141R 8B3A 781F

\*\*\*\*\*



22VTGQ4UUR554BRWE^

Copy & Print Depot

Your partner in PRINTING & SHIPPING

solutions.

OFFICE DEPOT STORE  
401 SW Plaza Ste 107  
Arlington TX 76016  
(682)201-3233

09/24/2014 14.3.5 3:08 PM  
STR 596 REG21 TRN 8116 EMP 1111

-----  
SALE  
Product ID Description Total  
163061 Impression,BWS  
4 @ 0.10 0.40  
You Pay 0.40SS  
873905 Impression  
120 @ 0.10 12.00  
You Pay 12.00SS  
Sales Tax: 0.99  
Total: 13.39  
Visa 6213: 13.39

\*\*\*\*\*  
Member #: 1143465902  
There are many ways to earn points.Shop.  
Connect. Recycle. Choose.Visit  
officedepotrewards.com to learnmore and  
view your points.  
Shop online at www.officedepot.com

\*\*\*\*\*  
WE WANT TO HEAR FROM YOU!

Participate in our online customer survey  
and receive a coupon for \$10 off your  
next qualifying purchase of \$50 or more on  
office supplies, furniture and more.  
(Excludes Technology. Limit 1 coupon per  
household/business.)

Visit www.officedepot.com/feedback  
and enter the survey code below.

Survey Code:  
141R 8B3A 784A



22VTGQ4UUR55RBRWEH

Copy & Print Depot

Your partner in PRINTING & SHIPPING

solutions.

**Ariel Carmona**

---

**From:** april@flairftworth.com  
**Sent:** Tuesday, October 07, 2014 12:03 AM  
**To:** Ariel Carmona  
**Subject:** 2nd receipt for glasses

2nd receipt for sunglasses... I can send the order info with the order number to correspond if needed since this does not have any info really associated with it... LMK...

April Coltharp  
Flair Events  
817-614-5530  
[www.FlairFtWorth.com](http://www.FlairFtWorth.com)

----- Original Message -----

**Subject:** Direct Promotionals Customer Receipt/Purchase Confirmation  
**From:** "Direct Promotionals" <[receipts@directpromotionals.com](mailto:receipts@directpromotionals.com)>  
**Date:** Wed, September 10, 2014 12:03 pm  
**To:** "April Coltharp" <[april@flairftworth.com](mailto:april@flairftworth.com)>

[Directpromotionals.com](http://Directpromotionals.com)

**Thank you for your order!**

**Order Information**

**Merchant:** Direct Promotionals  
**Invoice Number:** SGV14090505

**Billing Information**

April Coltharp  
Flair Events  
1040 Falcon Creek Dr  
Kennedale, Texas 76060  
US  
[april@flairftworth.com](mailto:april@flairftworth.com)  
817-614-5530  
Fax: --

**Shipping Information**

April Coltharp  
Flair Events  
1040 Falcon Creek Dr  
Kennedale, Texas 76060  
United States

**Total: US \$176.00**

**Visa**

**Date/Time:** 10-Sep-2014 13:03:45 EDT  
**Transaction ID:** 6486221520

[Directpromotionals.com](http://Directpromotionals.com)

**Ariel Carmona**

---

**From:** april@flairftworth.com  
**Sent:** Tuesday, October 07, 2014 12:02 AM  
**To:** Ariel Carmona  
**Subject:** [FWD: Direct Promotionals Customer Receipt/Purchase Confirmation]

Ok. I found the receipts for the glasses so it is coming as two emails. They only put 200 on the order at first then I had to call and order 100 more, but the good news was both added up to less than what I told council they would be. :)

April Coltharp  
Flair Events  
817-614-5530  
[www.FlairFtWorth.com](http://www.FlairFtWorth.com)

----- Original Message -----

**Subject:** Direct Promotionals Customer Receipt/Purchase Confirmation  
**From:** "Direct Promotionals" <[receipts@directpromotionals.com](mailto:receipts@directpromotionals.com)>  
**Date:** Wed, September 10, 2014 12:48 pm  
**To:** "April Coltharp" <[april@flairftworth.com](mailto:april@flairftworth.com)>

[Directpromotionals.com](http://Directpromotionals.com)

**Thank you for your order!**

Merchant: Direct Promotionals  
Invoice Number: SGV14090505

**Billing Information**  
April Coltharp  
Flair Events  
1040 Falcon Creek Dr  
Kennedale, TX 76060  
[april@flairftworth.com](mailto:april@flairftworth.com)

**Shipping Information**

**Total: US \$72.00**

**Visa**  
Date/Time: 10-Sep-2014 13:48:25 EDT  
Transaction ID: 6486400219

[Directpromotionals.com](http://Directpromotionals.com)

\*\*\*\*\*  
 \* REMIT TO: REBECCA'S SHIPPED FROM: REBECCA'S \*  
 \* PD BOX 1778 233 WEST PIPELINE RD \*  
 \* HURST, TX 76053 HURST, TX, 76053 \*  
 ~~~~~ www.rebeccas.com ~~~~~ (800) 777-2235 ~~~~~  
 ~~~~~

I N V O I C E

DATE ACCT # INVOICE # PAGE  
 09/19/14 11683 246176-00 1

SOLD TO TOWN OF PANTEGO 88  
 ATTN: THRESSA WALLACE  
 2600 MILLER LANE  
 PANTEGO TX 76013

SHIP TO WILL CALL HERE  
 APRIL COLTHARP  
 817-478-7336

CUST ORDER# SHIPPED TERMS SHIP VIA F.O.B.  
 APRIL 09/19/14 CREDIT CARD WILL CALL EULESS, TX  
 CREDIT CARD: EXP: AUTH: SALESREP: 1 HOUSE  
 ENTERED BY: JJN ORGANIZATION: RE

ITEM#/DESCRIPTION	ORDERED	SHIPPED	BACK/ORD	UNIT	PRICE	DISC%	AMOUNT
GPGL022R: 22" RED GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							
GPGL022PR: 22" PURPLE GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							
GPGL022P: 22" PINK GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							
GPGL022B: 22" BLUE GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							
GPGL022G: 22" GREEN GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							
GPGL022O: 22" ORANGE GLOWLIGHT NECK-50CT	1	1	0	TB	19.500		19.50
**GLOW PRODUCTS ARE NON-RETURNABLE**							

ORDER COMMENTS:

PLEASE CALL US PRIOR TO RETURNING ANY MERCHANDISE FOR  
 A RETURN AUTHORIZATION NUMBER AS NO RETURNS ARE ALLOWED  
 WITHOUT AN AUTHORIZATION NUMBER. UP TO A 20% RESTOCK  
 FEE MAY APPLY.

K AUTH 011117

*[Handwritten Signature]*

SUBTOTAL	TAX %	+ TAX	+ FREIGHT	+ MISC	- PAYMENT	AMOUNT DUE
117.00	0.000	0.00	0.00	0.00	0.00	117.00



**Terms and Conditions (Remitter and Payee):**

- \* Please keep this copy for your record of the transaction
- \* The laws of a specific state will consider these funds to be "abandoned" if the Cashier's Check is not cashed by a certain time
  - Please cash/deposit this Cashier's Check as soon as possible to prevent this from occurring
  - In most cases, the funds will be considered "abandoned" before the "Void After" Date
- \* Placing a Stop Payment on a Cashier's Check
  - Stop Payment can only be placed if the Cashier's Check is lost, stolen, or destroyed
  - We may not re-issue or refund the funds after the stop payment has been placed until 90 days after the original check was issued
- \* Please visit a Chase branch to report a lost, stolen, or destroyed Cashier's Check or for any other information about this item

**FOR YOUR PROTECTION SAVE THIS COPY  
CASHIER'S CHECK**

**Customer Copy**

1198210455

09/09/2014

Void after 7 years

**Remitter:** A FLAIR FOR ELEGANCE INC

**\*\* 231.00 \*\***

**Pay To The Order Of:** THE COMPTROLLER OF PUBLIC ACCOUNTS

Memo: \_\_\_\_\_

Note: For information only. Comment has no effect on bank's payment.

Drawer: **JPMORGAN CHASE BANK, N.A.**

**NON NEGOTIABLE**

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1410

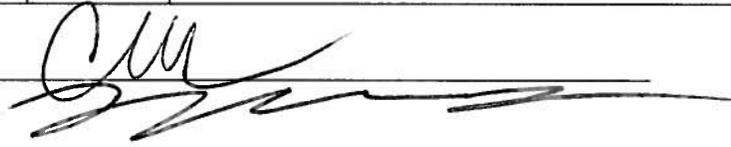
**INSTRUCTIONS TO VENDOR**

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 VECTOR DISEASE CONTROL INT. LLC

SHIP  
TO

DATE		ACCT #	DEPT.		
9/30/2014		100-5-135-526.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
50.8		TRUCK MOUNTED SPRAYING (SEPT 15-17)	39 49	M1	2006 09
17.1		TRUCK MOUNTED SPRAYING (SEPT 25)	39 49	M1	675 28
		* SEPT 2014 CHARGE *			
				TOTAL	2681 37



APPROVED BY



## COMMUNITY DEVELOPMENT MEMO

---

Date: October 6, 2014  
To: Matt Fielder, City Manager  
From: Chad Joyce, Community Development Director *aj*  
Subject: Purchase Order for mosquito spraying

---

I am requesting approval for the payment of the September 2014 Vector Disease Control International invoice for ground spraying. This includes spraying on four separate nights (three for a positive West Nile Virus mosquito sample, one regularly scheduled monthly spraying).

Vector Disease Control International LLC  
 1320 Brookwood Dr., Ste H  
 Little Rock, AR 72202

# INVOICE

DATE	INVOICE #
9/30/2014	14-3489

Phone #	Fax #	E-mail	Web Site
800-413-4445	866-839-8595	dclement@vdcil.net	www.vdcil.net

**BILL TO**  
 Town of Pantego  
 Attn: Chad Joyce  
 1614 S. Bowen Rd  
 Pantego, TX 76013

P.O. NO.	DUE DATE
	9/30/2014

ORDER #	DESCRIPTION	RATE	QTY	AMOUNT
	Truck Mounted Spraying September 15, 16, 17, per mile	39.49	50.8	2,006.09
	Truck Mounted Spraying September 25, per mile	39.49	17.1	675.28
				<i>100-5-135-52600</i>
			<b>Total</b>	<b>\$2,681.37</b>

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. *1411*

**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 *Franklin Legal Publishing*  
*Lubbock, TX 79411*

SHIP TO *Franklin Legal Publish*

DATE		ACCT #	DEPT.		
<i>10-7-14</i>		<i>5-101-211.50</i>	<i>Gen. Adm</i>		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
<i>1</i>	<i>1</i>	<i>Supplement No. 10 Cod of Ordinances</i>	<i>1220 00</i>		<i>1220 00</i>
		<i>61 pages plus 1 CD</i>	<i>50 00</i>		<i>50 00</i>
<i>Budgeted</i>					
				<b>TOTAL</b>	<i>1270 00</i>

*Justin R. [Signature]*  
*[Signature]*

APPROVED BY



G/A MEMO

---

To: Matt Fielder, City Manager  
From: Julie Arrington, City Secretary  
Date: October 7, 2014  
Re: Franklin Legal Publishing

The Town of Pantego contracts with Franklin Legal Publishing to codify the Town's ordinances, provide paper copies, a digital copy, and to update the Town's website. Franklin Legal Publishing has updated all ordinances through July 31, 2014. I have enclosed Invoice number 2003700 in the amount of \$1,270.00. This covers the 61 pages and one CD that has been received and used to update all Code of Ordinance Books.

# FRANKLIN

Legal Publishing

Lubbock, Texas 79411  
 Lubbock, Texas 79411

## Invoice

Date	Invoice #
9/3/2014	2003700

Bill To
Town of Pantego P.O. Box 13210 Pantego, Texas 76094-0210

P.O. No.

Description	Amount
Preparation and printing of Supplement No. 10 to the Code of Ordinances (61 pages @ \$20.00 per page)	1,220.00
Preparation of revised CD-ROM	50.00
Sales Tax	0.00
Thank you for your business.	<b>Total</b> \$1,270.00

P.O.# 1637

\* Non-Budgetary \*

**Cherie Charboneau**

**From:** Matthew Fielder  
**Sent:** Wednesday, October 01, 2014 9:37 AM  
**To:** Cherie Charboneau  
**Cc:** Tom Griffith  
**Subject:** FW: FY15 Membership Dues Notice - Regional Emergency Preparedness Program  
**Attachments:** City Letter.pdf; Pantego.pdf

**Importance:** High

Cherie,

Please include this on the next Council agenda.

Matt

---

**From:** Candice M. Forsyth [<mailto:CForsyth@nctcog.org>]  
**Sent:** Wednesday, October 01, 2014 8:45 AM  
**To:** Tom Griffith; Mayor Paradise; Matthew Fielder  
**Subject:** FY15 Membership Dues Notice - Regional Emergency Preparedness Program  
**Importance:** High



North Central Texas Council of Governments

**From:** Mike Eastland, Executive Director  
**Date:** October 1, 2014

**FY15 Membership Dues Notice – Regional Emergency Preparedness Program**

Regional collaboration is a crucial element in building strong emergency preparedness capabilities. With the population of North Central Texas now larger than that of 39 states, it is even more imperative that we continue to work together to address our diverse needs. The NCTCOG Emergency Preparedness Program facilitates collaborative regional preparedness efforts through improved efficiency, resource sharing, planning coordination, and other supportive member services. Annual membership program dues increase the scope and effectiveness of regional programs and projects, enhance citizen safety, and help protect critical infrastructure in our region.

Attached you will find your Regional Emergency Preparedness Program FY15 dues statement. We look forward to your continued participation in the Program and our region’s efforts to bring the highest standards in emergency preparedness to our area.

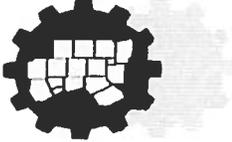
Membership Population Range (Cities and Towns/Other)	Number of EPPC Representatives	Annual Dues
1,000,000 and above	1	\$15,000
750,000-999,999	1	\$12,000
400,000-749,999	1	\$10,500
250,000-399,999	1	\$9,000
170,000-249,999	1	\$8,000
120,000-169,999	2	\$7,000

80,000-119,999	1	\$6,000
50,000-79,999	1	\$5,000
30,000-49,999	3	\$4,000
15,000-29,999	3	\$3,000
5,000-14,999	3	\$2,000
*1-4,999	N/A	\$1,000
*Special Districts	N/A	\$5,000
*DFW Airport	N/A	\$7,000

\* Special categories are eligible for working group representation, but are not eligible for EPPC representation at this time.

Should you have questions or wish to familiarize yourself with our Emergency Preparedness projects, meet our staff or discuss your specific jurisdictional needs, please call (817) 695-9138 to schedule an appointment or to speak to our Emergency Preparedness member services representative. I will also be happy to respond to any questions you may have: (817) 695-9101.

ME:mt



Regional  
Emergency  
Preparedness

Remit to: North Central Texas Council of Governments  
Attn: Accounts Receivable  
P.O. Box 5888, Arlington, Texas 76005-5888

---

<b>Invoice Number:</b>	INV-0000010150	<b>Invoice Date:</b>	2014-10-01
<b>Invoice Amount:</b>	1,000.00	<b>Invoice Due Date:</b>	2014-10-31

**Bill To:**

TOWN OF PANTEGO

Customer ID C-0000002954

1614 S BOWEN RD

PANTEGO TX 76013

---

<b>PROJECT NAME:</b>	Regional Emer Prep Local
<b>DESCRIPTION:</b>	Emer Preparedness Membership Dues 2015
<b>BILL NUMBER:</b>	EP DUES 2015

CUSTOMER REFERENCE

**TOTAL AMOUNT DUE:** \$1,000.00

Terms: Net 30

For inquiries contact Administration at [billings@nctcog.org](mailto:billings@nctcog.org), include the invoice number in the Subject line. Please remit yellow copy of invoice with payment and reference the invoice number on check stub. If your agency is tax exempt, fax your exemption certificate to 817-640-7806. Attn:Accounts Receivable

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1638

**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 Civic Plus  
 317 Houston St., Suite E  
 Manhattan, KS 66502

SHIP TO Civic Plus  
 317 Houston St., Suite E  
 Manhattan, KS 66502

DATE		ACCT #	DEPT.			
10-06-14		880-5-000-231.00	Gen. Adm.			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1		Annual Renewal - Hosting & Support for the Town Website 10-1-14 TO 9-30-15	3,473	19	3,473	19
<i>Budgeted</i>					<b>TOTAL</b>	3,473 19

  
 \_\_\_\_\_  
 APPROVED BY



G/A MEMO

---

To: Matt Fielder, City Manager  
From: Julie Arrington, City Secretary  
Date: October 6, 2014  
Re: Civic Plus Annual Agreement

The Town of Pantego contracts with Civic Plus to host and support the Town's website. The annual agreement for this service is up for renewal and is budgeted within the Cartwright Library Fund. Invoice number 150731 for the 2014-2015 Fiscal Year in the amount of \$3,473.19 is provided. I request to spend the budgeted funds to continue and extend the contract until September 30, 2015.



Remit to:  
317 Houston Street, Suite E  
Manhattan, KS 66502  
P 888-228-2233 ext 291  
F 785-587-8951

**Invoice**

**Invoice #** 150731  
**Date** 10/1/2014  
**Terms** Net 30  
**Due Date** 10/31/2014  
**PO #**  
**Contract Start Date** 10/1/2014  
**Contract End Date** 9/30/2015

**Bill To**  
City of Pantego  
PO Box 13210  
1614 S Bowen Rd  
Arlington TX 76094

Qty	Description	Rate	Amount	Start Date	End Date
1	Annual Fee Renewal (Hosting & Support)	3,473.19	3,473.19	10/1/2014	9/30/2015

**Total** 3,473.19  
**Amount Due** \$3,473.19

**WE ARE MOVING TO OUR NEW LOCATION ON SEP 26, 2014!**

**PLEASE USE THE NEW ADDRESS AFTER SEP 26, 2014.**

**CIVICPLUS**  
302 S 4TH ST STE 500  
MANHATTAN, KS 66502

**QUESTIONS? EMAIL: ACCOUNTING@CIVICPLUS.COM**

A Finance Charge of 2.9% Per Month Will Be Added To Past Due Accounts.

PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1639

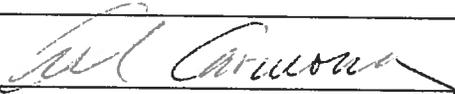
**INSTRUCTIONS TO VENDOR**

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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 George Morgan & Sneed, P.C.  
 1849 Wall Street  
 Weatherford, TX 76086

SHIP  
 TO

DATE		ACCT #	DEPT.			
10/07/14		100-5-101-201.00	G & A			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		Progress Billing for Interim Field Work				\$ 10,000.00
		* Budgeted Item *				
					TOTAL	\$ 10,000.00

  
 APPROVED BY



**To:** Matthew Fielder, City Manager  
**From:** Ariel Carmona, Finance Director  
**Subject:** Progress Billing for Interim 2013/2014 Fiscal Year Audit  
**Date:** October 7, 2014

---

The Town's external auditors, George, Morgan & Sneed, P.C., have completed the interim field work for Fiscal Year 2013-2014. The total contract amount to complete the annual audit is \$21,000. The payment of \$10,000 represents the cost of planning, risk assessment and interim procedures completed in September. Per contract, the remainder amount of \$11,000 will come due after the audit is completed in December.

**George, Morgan & Sneed, P.C.**

1849 Wall Street

Weatherford, TX 76086

Phone: 817-594-2704

Web: [www.gms-cpa.com](http://www.gms-cpa.com)

Town Of Pantego  
P O Box 13210  
Pantego, TX 76013

**ID: 76037**  
Invoice: 37188  
Date: 09/11/2014

For professional service rendered as follows:

Audit services for the year ended September 30, 2014  
Planning, Risk Assessment, Interim Procedures

10,000.00

Billed Time & Expenses

\$10,000.00

**Invoice Total**

\$10,000.00

Please return this portion with payment.

Town Of Pantego  
817-548-5853

**ID: 76037**  
Invoice: 37188  
Date: 09/11/2014

Amount Enclosed: \$ 10,000.00

Amount Due: \$10,000.00

**Balance is due and payable upon receipt.**  
**All invoices more than 30 days old will be assessed a service charge.**  
**There will be a \$25.00 fee for all returned checks.**  
**Thank you for your continued patronage.**

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 11640

- 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 Diesel Works  
5317 Superior Parkway  
#229  
Forthworth, Tx 76106

SHIP  
TO

DATE		ACCT #	DEPT.		
10-5-14		100-5-150-356.00	Fine		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
20		Labor to R&R Head Gaskets	75.00		1500.00
1		Headsworked Resurfaced and Machined	350.00		350.00
2		Ford Head Gaskets	93.98		187.96
1		Fuel pressure regulator Springs	103.98		103.98
1		Head studs	625.98		625.98
1		Bullet proof Diesel Semi Bullet proof Kit	930.98		930.98
1		Sinister Diesel external oil Filtration system with Cockpit Filter.	513.98		513.98
Other as listed on Estimate, - Non-Budgeted			480.74		480.74
				TOTAL	4,693.62

J. Supt Robert Coker

APPROVED BY

# Diesel Works

5317 Superior Parkway  
# 229  
Fort Worth, TX 76106

(817) 925-3551

# ESTIMATE

DATE	ESTIMATE #
10/03/2014	601

### BILL TO:

PANTEGO FIRE RESCUE  
1614 S BROWN RD  
PANTEGO, TX 76013  
USA

### SHIP TO:

PANTEGO FIRE RESCUE  
1614 S BROWN RD  
PANTEGO, TX 76013  
USA

VEHICLE ID NO.	P.O. NUMBER	TERMS	PROJECT	
1FDWF36P35EA96095		Net 15	LIC#887 680/05 FORD F-35C	
QUANTITY	DESCRIPTION		RATE	AMOUNT
1.00	CURRANT MILEAGE:038363 ENGINE HOURS:3954.6		\$0.00	\$0.00
1.00	05 FORD F-350 -- 6.0L		\$0.00	\$0.00
20.00	LABOR TO R&R HEAD GASKETS DUE TO GASKET LEAKING COMPRESSION AND CAUSING IT TO PUSH OUT COOLANT AND BURN COOLANT. WILL NEED TO REPLACE HEAD GASKETS AND HAVE HEADS WORKED IN ORDER TO REPAIR PROBLEM. WOULD RECOMEND THE FALLOWING REPAIRS IN ORDER TO FIX FORDS MAIN PROBLEMS.		\$75.00	\$1,500.00
1.00	HEADS WORKED RESURFACED AND MACHINED		\$350.00	\$350.00
2.00	FORD HEAD GASKETS		\$93.98	\$187.96
1.00	HEAD STUDS		\$625.98	\$625.98
1.00	BULLET PROOF DIESEL SEMI BULLET PROOF KIT		\$930.98	\$930.98
1.00	SINISTER DIESEL EXTERNAL OIL FILTRATION SYSTEM WITH COOLANT FILTER		\$513.98	\$513.98
1.00	FUEL PRESSURE REGULATOR SPRING 65 PSI		\$103.98	\$103.98
8.00	INJECTOR O-RING KITS		\$15.98	\$127.84
1.00	STAND PIPE & OIL RAIL PLUGS		\$149.98	\$149.98
1.00	OIL CHANGE & FUEL FILTER		\$79.98	\$79.98
3.00	COOLANT		\$15.98	\$47.94
1.00	A/C SERVICE		\$65.00	\$65.00
1.00	SHOP SUPPLIES		\$10.00	\$10.00
It's been a pleasure doing business with you.			<b>TOTAL</b>	<b>\$4,956.28</b>



**PANTEGO FIRE  
DEPARTMENT**

**MEMO #: 000**

**To:** City Manager Matt Fielder  
**From:** Assistant Chief Robert Coker  
**Through:** Chief Thomas Griffith  
**Subject:** Request to expend funds  
**Release Date:** 10-06-2014

I am requesting to expend funds in the amount of \$4,693.62 for repairs to Medic 2.

The estimate covers the replacement of both head gaskets and resurfacing of the heads. We are also requesting to have the oil cooler and EGR cooler replaced. The replacement of these parts is to correct Ford design issues with this motor. This will be the second time these parts have failed. The parts that I am requesting to use are manufactured by Bullet Proof Diesel and not made by Ford.

I am requesting to replace the head bolts with studs. It has been recommended to have the head bolts replaced with head studs to prevent gaps between the heads and the block which cause the gaskets to fail.

I also request to have the fuel regulator spring replaced with a 65psi spring. The current spring is set from the factory at 55 psi. With age, the spring loses the ability to hold the fuel pressure at the 55 psi. Currently the fuel pressure is down to 35psi. This can cause injector failure and poor performance.

The injectors will be removed to perform the head gasket replacement. The o-ring on the injectors will need to be replaced prior to reinstallation of the injectors. This will help make sure we do not have leaking injectors.

The repair will also cover having the coolant and oil changed upon completion of installation which is necessary due to the blown head gaskets. The tech will also have to remove parts of the A/C system and evacuate the system to pull the passenger head off the block. The A/C will be reinstalled and serviced at this time.

The service facility recommends installing the Sinister Diesel External Oil Filtration system with coolant filter. This kit will assist with keeping the oil and coolant cleaner preventing the oil cooler becoming stopped up as fast. In the past, we have had this fail.

The attached estimate has tax on it that will be removed prior to payment if approved.

This is not budgeted item from the 2014/15 annual budget.

Cc: A. Carmona

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1641

**INSTRUCTIONS TO VENDOR**

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

TO Microplex Electric LLC  
 1039 Avenue M  
 Grand Prairie, Tx  
 75050

SHIP TO Pantego Public Works

DATE		ACCT #	DEPT.		
10-6-2014		200-5-201-354.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Provide and Install New Premium Submanifold at Nora Well Site			1603 <sup>00</sup>
		*Emergency*			
				TOTAL	1603 <sup>00</sup>

*[Signature]*

APPROVED BY



## PUBLIC WORKS MEMO

---

Date: October 6, 2014

To: Matthew Fielder, City Manager

From: Scott Williams, Public Works Director  
Joshua Brown, Public Works Foreman

Subject: Purchase Order Authorization

The Public Works Department is requesting the approval of a purchase order in the amount of One Thousand, Six Hundred and Three Dollars (\$1603.00) for installation of a new Franklin Premium Sub-Monitor by Microplex Electric LLC.

The current sub-monitor is not letting the well run and is in excess of 5 years old. The typical lifespan on these sub-monitors is around 5 years and due to the unit being outside, this can cause decreased lifespan.

Please find the attached invoice and service report to reflect the requested purchase order amount (\$1603.00) from Acct No: 200-5-201-354.

Scott Williams, Public Works Director

# MICROPLEX ELECTRIC LLC - TECL# 17785

GRAND PRAIRIE, TX 75050  
1039 AVENUE M  
GRAND PRAIRIE, TX 75050  
972-660-2091 FAX 972-660-2092

## QUICK QUOTE

DATE	QUOTE#
9/25/2014	14652

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

JOB LOCATION
NORA WELL
JOB NAME
14652 - NORA WELL PUMP - 9/25/14

DESCRIPTION	TOTAL BID
ELECTRICAL QUOTE AT NORA WELL, PANTEGO, TX 76013 PER REQUEST FROM JOSH BROWN 9/24/14  PROVIDE AND INSTALL NEW FRANKLIN PREMIUM SUB-MONITOR SUBMONITOR IS TO BE MOUNTED INSIDE THE CABINET DISPLAY TO BE MOUNTED OUTSIDE CABINET FOR EASY ACCESS  THIS IS A QUICK QUOTE ONLY AND IS SUBJECT TO CHANGE IF SCOPE OF WORK CHANGES.	1,603.00

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

<b>Subtotal</b>	\$1,603.00
<b>Sales Tax (8.25%)</b>	\$0.00
<b>BID TOTAL *</b>	\$1,603.00

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

ACCEPTANCE SIGNATURE & DATE

---

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1642

**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 DEL CARMEN CONSULTING

SHIP  
 TO

DATE		ACCT #	DEPT.			
10-7-14		100-5-140-525.00	POLICE			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		RACIAL PROFILING AUDIT				1500 <sup>00</sup>
					TOTAL	1500 <sup>00</sup>

*[Handwritten Signature]*

APPROVED BY



## Pantego Police Department

**To:** Matt Fielder, City Manager  
**From:** Barry Reeves, Assistant Chief of Police *BR*  
**Through:** Tom Griffith, Chief of Public Safety  
**Date:** October 6, 2014  
**Re:** Payment for Racial Profiling

---

I am requesting the payment of an approved budget item in the amount of \$1,500.00 to Del Carman Consulting for the annual Racial Profiling Audit.



# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1646

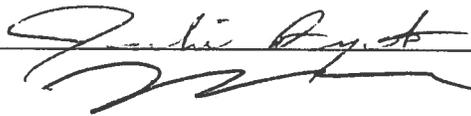
**INSTRUCTIONS TO VENDOR**

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2. INVOICING. Send invoices in duplicate to:  
TOWN OF PANTEGO  
PURCHASING DEPARTMENT  
CITY HALL  
PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt  
Entity I.D. #75-1291097

TO Blackboard Connect  
650 Massachusetts Ave NW  
6th Floor  
Washington, DC 20001

SHIP TO Blackboard Connect  
650 Massachusetts Ave  
6th Floor  
Washington, DC 20001

DATE		ACCT #	DEPT.			
10-8-14		5-101-234.20	General Adm			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
1	1	Connect Service	2,353	50	1	2,353 50
1	1	Annual Support Fee	500	00	1	500 00
1	1	Weather Alerts	2,500	00	1	2,500 00
<i>Budgeted</i>						
<b>TOTAL</b>						<b>5,353 50</b>

  
\_\_\_\_\_

APPROVED BY



G/A MEMO

---

To: Matt Fidler, City Manager

From: Julie Arrington, City Secretary

Date: October 8, 2014

Re: Blackboard Connect Agreement

The Town of Pantego contracts with Blackboard Connect for service to the residents regarding weather alerts, Town emergencies, or any other necessary communication from the Town. The annual agreement for this service is up for renewal and is budgeted within the General Budget. The invoice for the 2014-2015 Fiscal Year in the amount of \$5,353.50 is provided. I request to spend the budgeted funds to continue and extend the contract until December 9, 2015.


**Blackboard Inc.**  
 650 Massachusetts  
 Ave NW  
 6TH Floor  
 Washington DC 20001  
 P +1.202.463.4860  
 F +1.818.450.0425  
**blackboard.com**



September 4, 2014

Client Contact Information	Send Purchase Order (if required to pay invoice) to:
TOWN OF PANTEGO 1614 S BOWEN RD PANTEGO, TX 76013 817-274-1381  Client ID: 333513	Blackboard, Inc. 650 Massachusetts Ave., NW, 6 <sup>th</sup> Floor Washington, DC 20001 818-450-0425 (eFax)  Federal ID # 2081178

**Renewal Period**  
 12/10/2014 – 12/9/2015

Product Description	Terms	Price
Connect Service		\$2,353.50
Annual Support Fee	Annual Support Fee	\$500.00
Weather Alerts	Weather Alerts	\$2,500.00
<b>Total Due</b>		<b>\$5,353.50</b>

The pricing listed here is based on your contract with Blackboard, Inc. and is provided to facilitate generation of purchase orders. An invoice will be issued for payment. This quote is valid for 30 days from date of issue.

If you are able to pay your invoice without a Purchase Order, please respond to **Bettianne Cunningham** at **Bettianne.Cunningham@blackboard.com** with an affirmative response on your renewal and the renewal will be processed and invoiced.



# AGENDA BACKGROUND

**AGENDA ITEM:** Approval of the Town Council minutes and acceptance of Minutes of the various Boards and Commissions.

**Date:** October 13, 2014

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

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

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends the approval of the minutes as presented.

**ATTACHMENTS:**

Town Council minutes from September 22, 2014

PEDC minutes from September 10, 2014

CRB minutes from September 2, 2014

Director's Review: lea  
City Manager's Review: MDF

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 22<sup>nd</sup> day of September 2014 with the following members present:

Russell Brewster  
Jane Barrett  
Don Funderlic  
Fred Adair  
Don Surratt

Mayor Pro Tem  
Council Members

Members absent:

Melody Paradise

Mayor

constituting a quorum. The following staff members were present:

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

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

Also in attendance:

None.

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

Mayor Pro-Tem Brewster called the work session to order at 6:32 p.m.

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

**1. City Manager Report**

Mr. Fielder informed Council, in 2006 the Town was one of several cities that entered into an agreement with Oncor to increase franchise fees. Since the increase was mutual to both parties it was implemented. The Public Utility Commission took action to either nullify it or to decline it. This resulted in litigation between the PUC and Oncor. Since then the court ruling has been overturned on the Franchise Fees and if upheld the Town may have to pay back some of the fees.

He explained there will be a vacancy in Dispatch and there is still one in Public Works. Mrs. Coltharp discussed the layout of PantegoFest, number of booths, volunteer status, advertising and marketing. There was discussion on the beer sales and over flow parking.

The contract for the venue of the Town Christmas party has been executed with Shady Valley.

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

There was discussion on the mechanical work to the Fire Engine, the fiber optic repair invoice, and clarification on Flair Events invoice.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from September 8, 2014

There were minor changes to the format of the minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from August 27, 2014

**RESOLUTION**

**4. Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas, Authorizing the mayor to Release a Lien with the Tarrant County Court Clerk for 1711 Robin Road in Regards to the work performed on the property by the Town.**

Ms. Arrington presented this item explaining this was a formality and the money for the lien has been received by the Title Company. There was some discussion on the process of liens with the City Attorney.

**5. Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas, Authorizing the City Manager to enter into an Agreement with O.P.E.N. America, Inc. for cleaning of the Municipal Buildings.**

Assistant Police Chief Reeves presented issues with the current cleaning contractor and answered some of Council's questions.

Mayor Pro-Tem Brewster adjourned the work session at 7:41 p.m.

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

Mayor Pro-Tem Brewster called the regular session to order at 7:49 p.m., welcomed everyone, and thanked them for coming out tonight.

Councilmember Adair led the invocation which was immediately followed by the Pledge of Allegiance.

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

Councilmember Adair thanked staff for their hard work on the budget and commented the Beer Bourbon and Brisket event at Panther Island over the weekend was very successful.

Councilmember Surratt thanked staff for their hard work stating PantegoFest puts a lot of stress on staff.

Councilmember Funderlic agreed and asked the Department Heads to pass these comments to their staff.

Councilmember Barrett agreed and stated Mayor Paradise and Mayor Pro-Tem Brewster represented the Town of Pantego very well at Grapefest.

Mayor Pro-Tem Brewster agreed and stated he was impressed with the number of people that asked about PantegoFest at the Bear Bourbon and Brisket Festival.

Assistant Fire Chief Coker challenged Council to wear the Breast Cancer Awareness T-shirts at the Council meetings. The Fire Department is selling them to raise money for Breast Cancer Awareness the month of October.

Assistant Police Chief Reeves informed Council that Officer Morgan will receive an accommodation for his efforts in stopping the dog abuse he witnessed next door to his parents home. He also informed Council the Police Department was contacted by Tyler Technology's to be an onsite demonstration to the Mobile Alabama Police Department due to the size of our facility and the interaction between the Police Department and the Court.

### **COUNCIL LIAISON TO BOARD REPORT**

#### **Community Relations Board**

Councilmember Barrett informed Council the Community Relations Board has not met since the last Council meeting. Mr. Williams informed Council the Movie Night in the Park was successful with 58 people in attendance. The next meeting will be Tuesday, October 7, 2014

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

Councilmember Surratt informed the Council the PYLC group elected their positions and discussed elections. They discussed the role and responsibility of the City Secretary regarding elections and their booth at PantegoFest.

### **PEDC REPORT**

Councilmember Adair informed Council that Pam Mundo with Mundo and Associates gave a briefing of the North Texas Commercial Association of Realtors tradeshow, there are several volunteers that will meet at Texas Fitt to stuff the Shop Pantego Bags for PantegoFest, they discussed the painting of the Park equipment, and the Arch will be lit before PantegoFest and will remain so until after Christmas.

### **CITIZENS OPEN FORUM**

None.

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

Councilmember Adair made a motion to approve the Consent Agenda items 1-5 as discussed. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nayes: None

Abstention: None

Mayor Pro-Tem Brewster declared the vote passed unanimously

### **ORDINANCES**

- 9. Discuss, direct, and consider action on an Ordinance Amending the Code of Ordinances, Town of Pantego, Texas, Chapter 4 – Business Regulations, Article 4.03 – Vendors & Solicitors, Section 4.03.002 Definitions, and Section 4.03.060 Soliciting in Roadway or Public Right of Way, By Adding, Revising, and Deleting Provisions, Containing a Savings Clause; Repealing all Ordinances in Conflict Herewith; and Declaring an Effective Date.**

Mr. Jeffrey presented this item and discussed his changes; such as redefining the inconvenient or unduly distracting. He explained Police Officers are required to make this discretionary judgment daily in their duties.

Councilmember Surratt made a motion to approve Ordinance 14-749 as presented. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Pro-Tem Brewster declared the vote passed unanimously

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

**10. Discuss, direct, and consider action on a request for an adjustment from the utility customer at 2704 W. Park Row.**

Mr. Williams presented his findings since the last council meeting and informed Council the meter has been changed out. He brought a cut away meter for Council to look at and see the intricate details of how the inner components work. Council discussed the average consumption and bill of the business.

Councilmember Funderlic made a motion to instruct staff to adjust the water bill accordingly to the past usage of 25,000 gallons of consumption for July and August and providing a revised bill to the Business. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Pro-Tem Brewster declared the vote passed unanimously

**ORDINANCES**

**6. Discuss, direct, and consider action on an Ordinance of the Town of Pantego, Texas, Amending the Current Budget for the Fiscal Year October 1, 2013 through September 30, 2014 as presented by the City Manager.**

Mr. Fielder explained the discrepancies and changes for clarification on the unidirectional flushing and Valve Location project.

Councilmember Funderlic made a motion to approve Ordinance 14-750. Councilmember Surratt seconded the motion.

The Vote was as Follows:

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

Nays: None.

Abstentions: None

Mayor Pro-Tem Brewster declared the motion passed unanimously.

**7. Discuss, direct, and consider action on Accepting the Pantego Economic Development Budget for Fiscal Year October 1, 2014 through September 30, 2015.**

Mr. Fielder informed Council the PEDC Board has approved this budget and it was reviewed within the workshop session of Council. There was clarification of the Park Maintenance transfers

to the General Administration Budget and on the painting of the park equipment that was not included.

Councilmember Adair made a motion to approve the 2014-2015 PEDC Budget as presented. Councilmember Barrett seconded the motion.

The Vote was as Follows:

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

Nays: None.

Abstentions: None

Mayor Pro-Tem Brewster declared the motion passed unanimously.

**8. Discuss, direct, and consider action on an Ordinance of the Town of Pantego, Texas, Adopting the Budget for Fiscal Year October 1, 2014 through September 30, 2015.**

Mr. Fielder explained this ordinance represents the overall budget with all the changes Council requested through the workshop sessions.

Councilmember Funderlic made a motion to approve Ordinance 14-748 adopting the Fiscal Year Budget beginning October 1, 2014 through September 30, 2015 as submitted. Councilmember Barrett seconded the motion.

The Vote was as Follows:

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

Nays: None.

Abstentions: None

Mayor Pro-Tem Brewster declared the motion passed unanimously.

Councilmember Surratt commented he agrees overall with the budget; however, a few areas cause concern. Since the salary increases are a two year process he is concerned if it will continue with the Council next year, if there are new council members. He thanked staff for their work on the budget. He stated if he remains on Council he will make sure the salary increases remain supported.

**COUNCIL INQUIRY**

Councilmember Funderlic asked Matt to help Flair Events bring down the cost of the beer for the attendees at PantegoFest.

**ADJOURNMENT**

Mayor Pro-Tem Brewster adjourned the regular session at 9:14 p.m.

APPROVED:

\_\_\_\_\_  
Russell, Brewster, Mayor Pro-Tem

ATTEST:

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

Pantego Economic Development Corporation  
September 10, 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 10<sup>th</sup> day of September 2014 with the following members present:

Bill Brown	President
Danny Lakey	Vice-President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Gloria Van Zandt	Director
Stephanie Springer	

**Absent:**

Don Surratt	Director
-------------	----------

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

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director
Scott Williams	Public Works Director

**Also in attendance:**

Jane Barrett	Councilmember
Pam Mundo	Economic Development Coordinator

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

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

**INVOCATION**

Director Springer led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

None.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board PantegoFest has approximately 40-50 vendors and they are still

receiving vendor applications. Most of the vendors are not Pantego businesses. Since the Pantego Businesses are smaller they have a hard time closing their business for 3 days. We are still looking for volunteers for the event and people to help run the Shop Pantego Booth. PYLC has offered to assist PEDC with the booth. The Board shirt color was changed to white due to an ordering issue. There was discussion on the layout and the volunteer schedule. Mr. Joyce informed the Board he expects to have estimates at the next meeting for the Christmas lights to be installed on the Arch prior to PantegoFest. Mr. Fielder informed the Board he met with the Homeowners Association on the North side of Park Row. They were excited Park Row will stay open but voiced concerns on the number of followers for some of the bands.

Mr. Fielder notified the Board a realtor sign permit has been requested by Del Taco. It is expected they will close soon.

Mr. Fielder reported there was a prospect from the Tradeshow that is interested in relocating from Irving to Pantego into a 3,000 square foot location.

Mr. Fielder informed the Board he was invited by the Arlington Chamber of Commerce to be on the Steering Committee for the Governor's Small Business Forum held at the Arlington Convention Center on October 29<sup>th</sup>. This is a trade show for small businesses. The morning of the trade show a representative from the Governor's office will speak, the Steering committee will speak, the Texas Workforce Commission will speak, and the Chamber will speak, then lunch, and then an awards ceremony for small businesses. After that, they will have breakout sessions for everything from marketing to finding capital and veteran owned businesses. The cost is \$40.00 to attend.

## 2. Approval of PEDC Minutes

- **August 27, 2014**

No comments.

Secretary Adair made a motion to approve the August 27, 2014 minutes as presented. Director Van Zandt seconded the motion.

The vote was as follows:

Ayes: Adair, Lakey, Brown, Van Zandt, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

## 3. Summary of Revenues and Expenditures

- **September 10, 2014**

No Comments.

Vice President Lakey made a motion to approve the Expenditures as presented. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Adair, Lakey, Brown, Van Zandt, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

**CITIZEN'S OPEN FORUM**

None.

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

**4. Discuss, direct, and consider action on the Painting of the Park facilities and equipment.**

Mr. Williams presented photos of the structures and equipment at the park demonstrating the rust issues. The Board had a discussion on the surface rust versus the deep metal rust, the items to focus on, the painting, and a timeline for repairs. The Board agreed the bridges and pavilions are priority. The next Board meeting will be at 6:30 p.m. at Bicentennial Park.

**5. Discuss and review the results of the NTCAR Tradeshow.**

Mrs. Mundo informed the Board Matt and she attended the North Texas Commercial Association of Realtors tradeshow in Dallas. This was a successful tradeshow with interested investors and developers more than retailers. There were several opportunities to talk with people who already have an interest in this area; such as the Weitzman Group. They are a long standing Commercial Real Estate Group in the DFW area. Matt was able to interface with an investor who is interested in placing a Dunkin Donuts at the southeast corner of Bowen and Pioneer Parkway in the last end piece and an Investor/Broker that is looking for an apartment complex to be updated and rehabilitated.

**6. Discuss the preparation of the PEDC Shopping Bags for PantegoFest 2014.**

Ms. Mundo scheduled Wednesday, September 24<sup>th</sup> as the day to stuff the PEDC Shopping bags. Director Springer offered to allow this to take place at Texas Fitt at Noon. The Board will have an evaluation card at PantegoFest that must be filled out to receive a bag and the card will be entered into a drawing to receive the left over prizes from the Bingo Card event. A second bag will be available upon request but it will be empty and the bags will not be given to children.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Brown adjourned the regular session at 8:20 p.m.

**APPROVED:**

  
Bill Brown, President

**ATTEST:**

  
Fred Adair, Secretary



Community Relations Board Minutes  
September 2, 2014

STATE OF TEXAS

COUNTY OF TARRANT

TOWN OF PANTEGO

The Community Relations Board of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 6<sup>th</sup> day of September, 2014 with the following members present:

Barbara Rogers  
Chuck White  
Annie Johnston  
Victoria Roemmich  
Bridgett Potter

Chair  
Vice Chair  
Secretary  
Treasurer  
Board Members

The following staff members were present:

Jennifer Pauley  
Steve Smith

Staff Liaison

**REGULAR SESSION 7:00**

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

**PLEDGE OF ALLEGIANCE**

**OLD BUSINESS**

Approval of Minutes: August 5, 2014. Chuck White moves to approve minutes as written and Tori Roemmich seconds the motion. The minutes pass.

**CITIZENS OPEN FORUM**

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

**1. Movie Night in the Park**

The final movie night of the summer will be held on Saturday, September 13 at 9:00pm. The movie shown will be *Captain America: Winter Soldier*.

The board is continuing to look into possible donations and support from local businesses.

**2. Review of Budget**

The board has presented a budget of \$11,500 to Town Council and is awaiting approval.

### 3. Planning for Halloween Carnival

The Halloween Carnival will take place on Saturday, October 25 from 5:30-8:00 pm. Tori Roemmich has volunteered to be the event coordinator.

Set up for this event will begin around 10:00am Saturday morning.

Bridgett will be coordinating the cakewalk. Annie Johnston will be coordinator for all games. Chuck White will coordinate with Green's Produce for getting decorations to the park. Steve Smith will transport supplies from the red barn to the park on the day of the event.

The event will include the haunted house, cakewalk, carnival games, prize spin wheel, costume contest, carved pumpkin contest, and light refreshments.

### 4. Holiday in the park

Planning for this event will be postponed to a later meeting. The event will be held on November 29<sup>th</sup>.

### 5. Options for CRB attire

A few options were discussed for CRB member attire at all events. No decision has been made at this time.

### CRB MEMBER INQUIRY

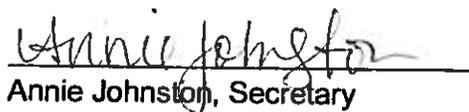
### ADJOURNMENT

Chairperson Rogers adjourned the regular session at 8:35p.m.

APPROVED:

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

ATTEST:

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





# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas on a Policy for Certification Pay for all Public Works Employees.

**Date:** October 13, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

During the budget process, Council appropriated \$21,110 for a Public Works Incentive Pay Program. The attached resolution would adopt a policy outlining the process by which eligible employees would receive additional pay, up to \$200 per month, for holding certain certifications found to be beneficial to the Town and their position.

**FISCAL IMPACT:**

Up to \$21,110 annually

**RECOMMENDATION:**

Staff recommends approval of the resolution adopting an incentive pay policy.

**ATTACHMENTS:**

Resolution  
Proposed Public Works Incentive Pay Policy

Director's Review: SW  
City Manager's Review: MDF

**RESOLUTION NO. 14-21**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, ADOPTING A POLICY REGARDING CERTIFICATION PAY FOR ALL PUBLIC WORKS EMPLOYEES; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Town Council has reviewed the attached Certification Pay Policy for the employees of the Public Works Department; and

**WHEREAS**, the State of Texas provides directives that require a license(s) and certification(s) in order for an employee to perform their duties; and

**WHEREAS**, the Certification Pay Policy provides a uniform standard for defining the policy and criteria for employees to receive certification pay and to encourage the employees to advance their levels of training and education; and

**WHEREAS**, the Town of Pantego encourages its employees to participate in advance training and education, acknowledging that additional training is important to the employees and is an overall benefit to the operation of the Town of Pantego.

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

- Section 1:** the Town Council hereby adopts the attached Certification Pay Policy in "Exhibit A." as the Town's Certification Pay Policy.
- Section 2:** all policies or resolutions in conflict with the provisions of this resolution or which are inconsistent or in conflict with the terms or provisions contained in this resolution are hereby repealed to the extent of any such conflict only. The non-conflicting sections, sentences, paragraphs, and phrases shall remain in full force and effect.
- Section 3:** this resolution shall be in full force and is effective immediately upon passage.

**PASSED AND APPROVED this the 13<sup>th</sup> day of October 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**

## Certification Pay Policy Town of Pantego

### I. OBJECTIVE

The purpose of this Certification Pay Policy is to provide a uniform standard for defining the policy and criteria for employees to receive certification pay. Additionally, it is the policy of the Town of Pantego to encourage its employees to advance their levels of training and education. The State also provides directives that require a license(s) and certification(s) in order for an employee to perform their duties. This policy is subject to and contingent upon Town Council approval of an annual budget that funds these benefits and incentives.

### II. GENERAL

All non-exempt and exempt employees that work in Departments subject to the approved licenses and certificates are eligible to receive pay for their license(s) and certificate(s) for an amount not to exceed two thousand, four hundred dollars (\$2,400) annually. An inventory of approved licenses and certificates will be kept by Department Heads and Human Recourses. It is the sole responsibility of the employee to provide copies of licenses and certificates and to provide copies of renewals. Employees must provide evidence that licenses and certifications are current, in order for compensation to be considered. If a license or certification has expired the related compensation will end. Also, if the license is required by a State of Texas regulatory agency, then loss of the license or certificate may result in disciplinary action, up to and including termination. In no event will retroactive pay be awarded for changes in policy or an employee's failure to provide or maintain proof of current licenses or certifications in his/her personnel file.

- A. All changes to this policy or license/certification payment schedules must be reviewed and approved by Council;
- B. In order to receive compensation, the license(s) or certification(s) must be deemed beneficial to the Town as part of the employee's work responsibilities and must be a minimum requirement for the employee's position;
- C. All requests for license or certification pay must be approved by the Department Head and submitted as a payroll change notice. The payroll change notice must be signed by the Department Head and the City Manager;
- D. The Department will provide and schedule all required training necessary to obtain a license(s) or certification(s) when they are required by a State regulatory agency.

### III. REQUIREMENTS OF RESPONSIBILITY

The following is intended as a guideline for individual Departments in development of policy for a required license(s) or certification(s).

#### A. NEW EMPLOYEE (6 MONTHS INTRODUCTORY)

- (1) *Public Works Maintenance Position*: Possess a Class I Collections or a Class D Water Distribution License within (6) months of employment and obtains a Class C Water Distribution or Class II Collections License within 30 months of employment.
- (2) *Foreman*: Possess a Class C Water Distribution License or Class II Wastewater Collections License and ability to obtain the other license having both licenses within six months of employment.
- (3) *Public Works Field Operations Personnel*: Will be required to obtain an Animal Control License with (6) months of employment.

#### B. NEW EMPLOYEES IN OR BEYOND THEIR SIX MONTHS INTRO PERIOD

All employees that have already began their six months introductory period or have just completed it shall have a new goal reflected on their performance review requiring the same license to be obtained within the next six months of employment with upgrades as noted in item (A) above.

#### C. EXISTING EMPLOYEES WHO HAVE NOT MET THE REQUIREMENTS OF (A) OR (B) ABOVE.

Employees regardless of their job classification who have been employed within the Department for two or more years and have not obtained any or all license required in sections A or B above shall be informed of the new requirement. Employee's time frame for obtaining required licenses shall be determined on employee meeting the State's regulatory requirements of experience, education, and training for the required license(s) or certification(s). Employees meeting the experience and education shall be given specific goals to reflect training requirements and expected date to have license in their possession.

(example; employee with (2) yrs of service and GED/High School Graduate with no license shall attend 60 hours of training and obtain license within (12) month period).

#### D. EMPLOYEES WITH NO GED/HIGH SCHOOL DIPLOMA

Employees not having High School Diploma or GED shall be reminded that working in the Public Works has conditions and compliances of State regulatory agencies, which must be met. Options to grandfather these employees may be considered if the department determines the employee can perform duties that do not require a State regulatory license or certificate.

#### **License and Certification Pay Structure 2014**

D-Water Operator	\$50
C-Groundwater Operator	\$75
B-Groundwater Operator	\$100
A-Waterworks Operator	\$125
Wastewater Collection I	\$50
Wastewater Collection II	\$75
Wastewater Collection III	\$100
Code Enforcement Officer	\$50
International Code Council Certification (each)	\$50
Animal Control	\$50
Customer Service Inspector	\$50
Backflow Prevention Assembly Tester	\$50
Licensed Irrigator	\$50
Licensed Irrigation Inspector	\$50
Certified Floodplain Manager	\$50

\* Regardless of licenses or certifications held, the pay structure is capped at \$200.00/mo.



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on a Resolution of the Town of Pantego, Texas Approving the Purchase Order for the Remount of Medic 1.

**Date:** October 13, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The Fiscal Year 2014-15 Annual Budget included as a project the remounting of the Medic 1 Ambulance, which was originally acquired in 1999. The total budgeted amount of \$121,836 was anticipated to be financed over five years. The Fire Department was able to lower the price to \$110,025 through changes to the specifications and price reductions since the original quote was obtained. The manufacturer, Frazer, Ltd., requires that purchase order be initiated and provided to them prior to scheduling the work to be done. The resolution included here would authorize the issuance of that purchase order.

**FISCAL IMPACT:**

\$110,025

**RECOMMENDATION:**

Staff recommends approval of the resolution approving a purchase order for the remount of the Medic 1 Ambulance.

**ATTACHMENTS:**

Resolution  
Memo from Assistant Fire Chief Robert Coker  
Cost Estimate from Frazer, Ltd.

Director's Review: RC  
City Manager's Review: MDF

**RESOLUTION NO. 14-22**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR THE REMOUNT OF MEDIC 1; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council has determined to enter into an agreement with Frazer for the refurbishing and remounting of Medic 1; and

**WHEREAS**, Frazer agrees to provide Pantego with the proper materials and equipment to serve the Town's needs allowing Medic 1 to remain operational.

**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 agreement with Frazer for the refurbishing and remounting of Medic 1.

**Section 2:** the Town Council agrees and accepts the terms and conditions of Quote #7646D as presented by Frazer in "Exhibit A."

**Section 3:** this resolution is effective immediately upon passage.

**PASSED AND APPROVED this the 13<sup>th</sup> day of October 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**



## PANTEGO FIRE DEPARTMENT

**MEMO #: 000**

**To:** City Manager Matt Fielder  
**From:** Assistant Chief Robert Coker  
**Through:** Chief Thomas Griffith  
**Subject:** Request to expend funds  
**Release Date:** 10-08-2014

I am requesting to expend funds in the amount of \$110,025.00 for remounting Medic 1.

This purchase was approved in the 2014-2015 budget. All work will be performed thru Frazer Ambulance in Houston. The work will start in January the estimated time to complete the work is two months. If approved the work is scheduled to be completed Late March of 2015.

The approved budget amount of \$121,836.00 includes financing charges. The requested amount is lower than the approved amount. This is due in part to some changes in equipment and price changes on others. We have done our due diligences in making sure this is an all encompassing price. The vehicle will be delivered to the facility in Houston in January 2015. The ambulance will then be inspected for any other repairs that are unknown and are necessary. This is the only possibility of overages, we will not be adding any other items to the build.

This is an approved item in the 2014/15 annual budget.

Cc: A. Carmona



Innovating since 1956

October 6, 2014

Robert Coker  
 Assistant Chief  
 Pantego Fire Department  
 Email: rcoker@townofpantego.com

Quote #7646D

Chief Coker,

Per your request we are quoting refurbishing and remounting your Frazer Type I 12' Generator Powered Module, E-998, onto a 2015 Dodge Ram 4500 6.7L diesel chassis 84" CA. For your convenience all pricing has been itemized below.

2015 Dodge Ram 4500 6.7L diesel chassis 84" CA	\$ 42,500.00
Liquid Spring suspension	\$ 9,500.00
Heat shielding for diesel chassis	\$ 1,500.00
Remount of module (see below)	\$ 13,000.00
Optional items (listed below)	\$ 43,525.00
<b>Total</b>	<b>\$ 110,025.00</b>

**Remount of module includes:**

- a) New black grille guard with (4) Whelen M4 series grille & intersect LEDs and (2) Federal Signal AS124 speakers
- b) New console with new Whelen 295SLSA1 siren
- c) Inspect all generator cabling, replace as needed
- d) New boot plate and boot
- e) New mounting rubber
- f) Rewire tail lights
- g) New under hood breakers
- h) Electrical check-out
- i) Add insulation to side and rear entry doors, if applicable
- j) Replace entry door windows with double pane windows, if applicable
- k) New weatherstripping and rivets for compartment and entry doors
- l) Replace all non-skid material on threshold(s)
- m) Stripe new chassis

**Items included in above total:**

Strip, prime, and repaint 12' module Ford white; replace (8) LED marker lights, replace all compartment latches with new, replace windows w/ new double panel insulated style (if needed), replace J channel drip rails, replace riveted corner trim with non-riveted trim, add corner caps, replace rear and side entry doors with new insulated style with powder interior panels, and replace/add compartment bumpers	\$ 5,000.00
Existing items to be discarded due to paint: drip rails, riveted corner trims, side and rear entry doors, powder coated interior panels, and compartment bumpers	\$ Incl.

Furnish and install striping and lettering to match current theme		
Note: This includes printing and layering of graphics as well as replicating the gold leaf material	\$	2,900.00
3M Diamond Grade conspicuity w/ overlay in chevron pattern on rear of module around entry doors (discuss colors)	\$	900.00
3M Diamond Grade 2'x2' white conspicuity squares on inside of side and rear entry doors panels	\$	250.00
Stainless steel wheel covers	\$	450.00
Replace passenger's side vertical trim on rear of module (discard old)	\$	200.00
Furnish and install a new Onan 5.5kW generator w/ non-permeable hoses, emissions canister kit, modify the compartment, replace compartment door and add new fuel tank and fuel pump (discard compartment door)	\$	7,200.00
Replace air conditioner w/ new Dometic self-contained A/C unit and breathe easy plenum with UV germicidal lamp, make necessary interior and exterior modifications to accommodate and mount thermostat at action wall	\$	5,500.00
Remove and reinstall all exterior lighting	\$	Incl.
Remove and reinstall 3M Opticom on front wall (discuss switching)	\$	N/C
Furnish and install Dual aluminum cup holder on front of console	\$	125.00
Replace floor with Alucabond subfloor and Lonseal vinyl floor, replace wood O2 box w/ powder coated aluminum box, replace thresholds and add non-skid tape on top, install new cot plates (discuss current model of cot)	\$	3,400.00
175-4 dual position cot mounts	\$	100.00
Remove and reinstall ramp at rear entry doors (discuss)	\$	N/C
Replace all countertop surfaces w/ powder coated aluminum (discard old)	\$	750.00
Replace lower driver's side wall w/ stainless steel (discard old)	\$	750.00
Replace CPR seat with aluminum box and stainless steel cover (discard old)	\$	650.00
New squad bench stainless steel wrapper w/ hole for trash can in top (discard old)	\$	650.00
Replace interior fluorescent ceiling lights with (8) Grote LEDs (ship old ballasts and bulbs loose)	\$	3,000.00
Replace license plate light with new Cast LED version (discard old)	\$	50.00
Replace 30 amp shore power receptacle twist lock with pigtail (discard old)	\$	150.00
Replace all existing seat belts at CPR seat and squad bench (discard old)	\$	300.00
Replace rear entry door grabbers (discard old)	\$	50.00
Furnish and install cobalt Wise corner trim (discard old)	\$	300.00
Remove existing halogen lights and replace with LED compartment strip lighting and rewire with new switching in front backboard, front I/O, rear storage, long lower, and standup O <sub>2</sub> compartments (discard old halogen lighting)	\$	1,100.00
Add Onan buzzer kill switch at rear entry door	\$	275.00
Furnish and install 3 receptacle 12VDC outlet with a medical diode isolator at action wall	\$	150.00
Furnish and install remote Onan start/stop switch at rear doors	\$	225.00
New Wise captain's chair w/ built-in child safety seat & new swivel base (discuss)	\$	1,275.00
Replace all cabinet doors w/ polycarbonate scratch resistant doors (discard old)	\$	650.00
Modify long lower storage compartment with pan insert, new inner door panel, and door hold open shock	\$	250.00
Furnish & install small acrylic holder at end of action wall cabinet	\$	175.00
New CPR and squad bench seat and back cushions w/ magnetic strips (discard old)	\$	1,500.00
Furnish and install arm rests on console	\$	200.00
Furnish and install IMPACT suction at action wall	\$	650.00
Furnish and install shore power ignition kill switch	\$	225.00
Install your Engel 15 qt. refrigerator w/ 120VAC adapter and locking clasp on stationary portion of laydown O <sub>2</sub> lid	\$	100.00
Install your Knox Medvault in front corner area of module (customer provided)	\$	250.00
Furnish and install Voyager back-up camera w/ color LCD monitor in cab	\$	1,550.00
Furnish and install black nerf bars	\$	450.00
Furnish and install map holder on rear of console	\$	175.00

Furnish and install new oxygen regulator (discuss location)	\$	250.00
Replace rear backboard shock (discard old)	\$	50.00
Furnish and install Zico step for side entry door	\$	1,350.00

#### Terms and Conditions

1. Quote valid for 90 days.
2. All pricing is F.O.B Houston.
3. Payment for the entire purchase is due upon receipt & acceptance of your completed unit.
4. Please remove your Onan generator prior to remount delivery at Frazer.
5. Please remove your A/C prior to remount delivery at Frazer.
6. Per TMVCC we are quoting this through our licensed franchise dealer, Dallas Dodge Chrysler Jeep.
7. Please make your purchase order out to Dallas Dodge, 11550 LBJ Freeway, Dallas, TX 75238. Please email a copy of your purchase order and this quote to Misti Stull with Sterling Dallas Dodge at mdunlap@kag-1.net and to Adam Fischer at sales@frazerbilt.com.
8. Fair condition of module is assumed when quoting paint. Large or excessive dents, deep or excessive scratches and unforeseen body work will require a revision to the quoted paint price.

Thank you for the opportunity to quote this job. If you have any questions please call me at 888-372-9371.

Best Regards,

Laura Richardson  
Frazer, Ltd.



LGR:AD



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on an update from Alan Plummer Associates, Inc. regarding the Park Row Project.

**Date:** October 13, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Brian Wright, with Alan Plummer Associates, Inc., will be present to present to Council the completed plans for the Park Row Water Line Project and to answer questions.

**FISCAL IMPACT:**

Approximately \$700,000

**RECOMMENDATION:**

Staff recommends approval of the plans

**ATTACHMENTS:**

None

Director's Review: \_\_\_\_\_  
City Manager's Review: MDF



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on a proposed Zoning Ordinance review schedule.

**Date:** October 13, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff is seeking guidance from Council on a process to review and consider the revised and updated Zoning Ordinance. The attached memo from Community Development Director Chad Joyce lays out two possible options for doing so.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff requests Council direct a process for considering the proposed Zoning Ordinance.

**ATTACHMENTS:**

Memo from Chad Joyce, Community Development Director

Director's Review: CJ  
City Manager's Review: MDF



## COMMUNITY DEVELOPMENT MEMO

Date: October 8, 2014  
To: Matt Fielder, City Manager  
From: Chad Joyce, Community Development Director  
Subject: Proposed Timeline for Zoning Code Discussions

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### Timeline for Zoning Code Discussions

#### If completed on weeknights

Day 1	14.01 General Provisions	30 min.	
	14.02 Definitions	90 min.	
	14.03 Administration	60 min.	
	14.04 Zoning Regulations	60 min.	4 hours
Day 2	14.05 Zoning Districts Established	30 min.	
	14.06 Residential District Regulations	60 min.	
	14.07 Non-residential District Regulations	120 min.	3.5 hours
Day 3	14.08 Special and Overlay Districts	120 min.	
	14.09 Development Site Plan Review	60 min.	3 hours
Day 4	14.10 Development Standards	150 min.	
	14.11 Adult Entertainment Establishments	60 min.	3.5 hours

#### If completed during day

Day 1	14.01 General Provisions	30 min.	
	14.02 Definitions	90 min.	
	14.03 Administration	60 min.	
	14.04 Zoning Regulations	60 min.	
	14.05 Zoning Districts Established	30 min.	
	14.06 Residential District Regulations	60 min.	
	14.07 Non-residential District Regulations	120 min.	7.5 hours
Day 2	14.08 Special and Overlay Districts	120 min.	
	14.09 Development Site Plan Review	60 min.	
	14.10 Development Standards	150 min.	
	14.11 Adult Entertainment Establishments	60 min.	6.5 hours

#### Possible Dates

Tuesdays Oct 21<sup>st</sup>, 28<sup>th</sup>, Nov 4<sup>th</sup>, 11<sup>th</sup> (18<sup>th</sup> if necessary)

Saturdays Oct 18<sup>th</sup>, 25<sup>th</sup>

If Public Forum is needed a separate date should be chosen.



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on PantegoFest 2015.

**Date:** October 13, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff is seeking direction from Council regarding whether to hold a PantegoFest in 2015, and if so, to address the following issues:

- Date(s)
- Location
- Whether to utilize an event planner

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff requests Council provide direction on the above questions.

**ATTACHMENTS:**

None

Director's Review: \_\_\_\_\_  
City Manager's Review: MDF



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on the Analysis of the Town's Utility Billing Process.

**Date:** October 13, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

During the budget process, questions arose regarding the amount of funds billed for utility service, versus what was collected. The attached chart shows the actual numbers for Fiscal Year 2013-14. The number was lower than what was projected in the spring, primarily due to the watering restrictions placed as a result of the Lane Well failure, as well as receiving more rainfall than in recent years. In addition, a significant portion of the uncollected amount was billed in mid-September, and is not due to be paid until mid-October. The aging report on the same page shows the actual amount not collected.

In addition, staff tested the billing system, and found minor issues requiring updating, but a random test of ten water bills found that the billing system is being done as required by ordinance. A chart showing the amount of water produced versus what is consumed (billed for) is also included. There is a difference, which is probably attributable to a number of factors, including hydrant flushing, water line breaks, old meters, drawing down storage tanks, and the delay in time it takes to read all of the meters (several days).

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Aging Report  
Water Usage Report  
Production vs. Consumption Report

Director's Review: SW  
City Manager's Review: MDF

**WATER AND SEWER AGING ACCOUNTS  
FIVE YEAR ANALYSIS**

**TOTAL ACCOUNTS AGING REPORT**

	AS OF 9/25/14				
	2010	2011	2012	2013	2014
CURRENT	\$ 78,976	\$ 81,485	\$ 85,664	\$ 92,577	\$ 113,904
+1 MONTH	4,969	5,306	5,962	6,823	10,559
+2 MONTHS	763	905	1,125	1,319	2,415
+3 MONTHS	402	538	599	716	1,019
+4 MONTHS	6,958	8,840	10,296	11,051	11,596

**OUTSTANDING**

**TO BE COLLECTED**

AS OF 9/30	\$ 92,069	\$ 97,074	\$ 103,645	\$ 112,486	\$ 139,493
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**DISCONNECTED ACCOUNTS WITH OUTSTANDING BALANCE**

	2010	2011	2012	2013	2014
+1 MONTH	\$ 320	\$ 320	\$ 369	\$ 515	\$ 662
+2 MONTHS	69	216	321	386	467
+3 MONTHS	157	256	446	506	551
+4 MONTHS	6,958	8,840	10,296	11,051	11,294
TOTAL	\$ 7,504	\$ 9,632	\$ 11,431	\$ 12,459	\$ 12,974

% UNCOLLECTABLE	8%	10%	11%	11%	9%
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**AGING REPORT WITHOUT DISCONNECTED ACCOUNT BALANCES**

	AS OF 9/25/14				
	2010	2011	2012	2013	2014
CURRENT	\$ 78,976	\$ 81,485	\$ 85,664	\$ 92,577	\$ 113,904
+1 MONTH	4,649	4,987	5,593	6,308	9,897
+2 MONTHS	694	689	804	933	1,948
+3 MONTHS	245	282	152	210	468
+4 MONTHS	(0)	0	0	(0)	302
TOTAL	\$ 84,564	\$ 87,443	\$ 92,214	\$ 100,027	\$ 126,519

**WATER AND SEWER BILLING/COLLECTIONS  
FOUR YEAR ANALYSIS  
WITH FY 2014 YEAR-END PROJECTIONS**

BILLING:	2010	2011	2012	2013	PROJECTED 2014
Base Charge	\$ 195,937	\$ 196,639	\$ 210,872	\$ 216,548	\$ 216,840
Garbage (includes sales tax)	83,964	87,783	89,829	89,704	91,143
Recycle (includes sales tax)	24,736	25,020	25,631	26,433	25,169
Water	314,307	431,070	309,886	277,484	265,271
Sewer	384,090	392,099	370,453	356,102	367,694
Infrastructure	-	-	207,229	310,281	290,347
<b>TOTAL BILLED</b>	<b>\$ 1,003,035</b>	<b>\$ 1,132,611</b>	<b>\$ 1,213,901</b>	<b>\$ 1,276,551</b>	<b>\$ 1,256,464</b>
<b>TOTAL COLLECTED</b>	<b>\$ 925,210</b>	<b>\$ 1,039,669</b>	<b>\$ 1,088,048</b>	<b>\$ 1,100,270</b>	<b>\$ 1,082,429</b>
<b>TOTAL UNCOLLECTED</b>	<b>\$ 77,825</b>	<b>\$ 92,942</b>	<b>\$ 125,853</b>	<b>\$ 176,281</b>	<b>\$ 174,035</b>
(Outstanding to be collected as of 9/30)					
Outstanding % To be Collected	7.8%	8.2%	10.4%	13.8%	13.9%

