



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

December 8, 2014

Work Session 6:30 p.m.  
Regular Session 7:30 p.m.  
Council Chamber  
1614 South Bowen Road

### COUNCIL MEMBERS:

Fred Adair  
Don Funderlic  
Jane Barrett  
Don Surratt

Matthew Fielder, City Manager

### 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

- Introduction of Humberto Marquez, Public Works Superintendent
- Personnel Vacancies
- IT Upgrades
- Alan Plummer Invoice Update
- Alan Plummer Lane Well update
- TCEQ Lead and Copper Monitoring Program Violations
- Water bill update for 1617 Hilltop

#### 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 November 11, 2014

Acceptance of Minutes of Boards and Commissions:

- None

#### 5. Discussion with Flair Events regarding the strategy for PantegoFest 2015.

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

#### CALL TO ORDER/WELCOME

INVOCATION BY: Lt. Jennifer Jones of the Salvation Army

#### PLEDGE OF ALLEGIANCE

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

#### HONORS/RECOGNITIONS

- Salvation Army presentation by Lt. Jennifer Jones to kick off the Red Kettle Challenge celebration.

#### COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

## PEDC REPORT

### CITIZENS OPEN FORUM

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

### APPROVAL OF CONSENT AGENDA ITEMS

Approval of the Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations and all votes on final reading will be recorded as reflected on first reading unless otherwise indicated. Public comment will be accepted on items, with the exception of those items on which a public hearing has been held and closed by Council.

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

6. Discuss, direct, and consider action on an update from CMA regarding the Park Row Streetscape Project.
7. Discuss, direct and consider action on approving the acquisition of 0.167 acres of right-of-way on West Park Row from Farrell Property Company Limited.
8. Discuss, direct, and consider action on an interlocal agreement with Tarrant County for paving, striping, and crosswalks associated with the Park Row Project.
9. Discuss, direct, and consider action on authorizing the City Manager to pay the routine and anticipated monthly bills for the remainder of December 2014 due to the cancellation of the second December Council meeting.

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

  
Julie Arrington, City Secretary

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

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





# City Manager's Report

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

**From:** Matt Fielder, City Manager

**Date:** December 8, 2014

## **Introduction of Humberto Marquez, Public Works Superintendent**

New employee Humberto "Junior" Marquez will be present to be introduced to the Council. He has assumed the reclassified foreman position in the Public Works Department.

## **Personnel Vacancies**

Personnel vacancies remain in the Police Department for a police officer and dispatcher.

## **IT Upgrades**

iWerks has obtained a quote for an "air fiber" system, which would establish a radio connection between the Town Hall and Police Department. They quote is for \$3,698.25. They are still waiting on a quote to replace the existing fiber line. Once we receive that information, we will place it on a Council agenda for your consideration.

## **Alan Plummer Invoice Update**

Questions were raised regarding an invoice labeled the Lane Well project at the last Council meeting. After reviewing with Alan Plummer, the invoice was for work that was performed under the original contract, before it was expanded into a wider scope with the second contract. The amount is included under the \$21,004 cap in the second contract. It was included in the \$5,353.99 billed to date amount. The study is being billed to the line item for "Lane Well Investigation and Rehabilitation" that is being funded through infrastructure fees. This item was identified as a high priority project in the 2010 Plummer Water Study.

## **Alan Plummer Lane Well update**

Staff was informed that the Alan Plummer team working on the Lane Well investigation is still waiting on information on the previous motor failures from Franklin Motors. Franklin had to clear their direct communication with them through their distributor and installer, but have now begun providing the information requested.

## **TCEQ Lead and Copper Monitoring Program Violations**

The Town is required by TCEQ to obtain and turn in water samples from ten individual residences to test for lead and copper during specific periods of time. The primary purpose seems to be to monitor the quality of individual residence's plumbing systems, and not our utility system. It has no bearing on the quality of water that we are producing. This was supposed to occur between January 2012 and December 2014. However, the contractor TCEQ hired to perform the lab testing would only accept samples through September 30<sup>th</sup>. Public Works became aware that the requirement had not been previously fulfilled just days before the deadline. The TCEQ staff that run this program told Public Works that the samples would not be accepted after that date for the current monitoring period, and that the penalty would be to include a statement about it in the annual water quality report. We would have to submit the samples next summer when the next round of monitoring would begin. However, we have been notified by the TCEQ Water Supply Division that we must provide written notification to every customer of our water system that the testing did not occur prior to February 10, 2015. They have provided the mandatory language for the notice. In addition, they have informed us that we must send the notification every ninety days until the violation is corrected. Public Works has contacted them and explained that the violation cannot be corrected until next summer, as they (TCEQ) will not accept our



# City Manager's Report

samples until then. The TCEQ response was to tell us that we only need to send the notification once. Staff requested that in writing, but has not yet received it.

## **Water bill update for 1617 Hilltop**

Staff investigated the issue raised by the resident at 1617 Hilltop during the Citizen Open Comments at the previous Council meeting. It was determined that there was a staff error in transposing the meter reading for the September bill that was corrected the meter was read for the October bill. The total two-month usage was consistent with the account's history. The error did not affect the other fees that are based on average use, so the resident chose to pay it.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** December 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 November 30, 2014**

Book Value of Pool Account, November 1, 2014 \$ 5,385,909

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	11/1/2014	\$ 4,478,600	11/30/2014	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	\$ 4,478,600	\$ 4,478,868	\$ (51,625)	\$ 4,426,977	\$ 4,427,243
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 5,385,909</b>	<b>\$ 5,386,177</b>	<b>\$ (51,625)</b>	<b>\$ 5,334,287</b>	<b>\$ 5,334,552</b>

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

Book Value of Pool Account, November 1, 2014 \$ 401,111

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	11/1/2014	\$ 401,111	11/30/2014	0.03%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change In Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 401,111	\$ 401,135	\$ 41,739	\$ 442,848	\$ 442,874
<b>Total</b>	<b>\$ 401,111</b>	<b>\$ 401,135</b>	<b>\$ 41,739</b>	<b>\$ 442,848</b>	<b>\$ 442,874</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

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: NOVEMBER 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	314,414.58				
100-0-000-102.10	PETTY CASH	500.00				
100-0-000-102.20	CHANGE FUND - COURT	300.00				
100-0-000-102.30	CHANGE FUND - CITY HALL	105.00				
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				1,172,102.42	
<b>TOTAL 100-GENERAL FUND</b>		<b>315,319.58</b>	<b>252,755.95</b>	<b>0.00</b>	<b>1,172,102.42</b>	<b>1,740,177.95</b>
<u>LONG TERM DEBT FUND</u>						
<b>TOTAL 150-LONG TERM DEBT FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>FIXED ASSETS FUND</u>						
<b>TOTAL 175-FIXED ASSETS FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	238,779.94				
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				584,325.86	
<b>TOTAL 200-WATER AND SEWER FUND</b>		<b>238,779.94</b>	<b>251,751.37</b>	<b>0.00</b>	<b>584,325.86</b>	<b>1,074,857.17</b>
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				0.00	
<b>TOTAL 300-CAPITAL PROJECTS FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>INTEREST &amp; SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				144,959.05	
<b>TOTAL 400-INTEREST &amp; SINKING FUND</b>		<b>0.00</b>	<b>100,700.51</b>	<b>0.00</b>	<b>144,959.05</b>	<b>245,659.56</b>
<u>STREET IMPVMT CONST FUND</u>						
500-0-000-102.00	CASH	0.00				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				416,614.11	
<b>TOTAL 500-STREET IMPVMT CONST FUND</b>		<b>0.00</b>	<b>251,751.37</b>	<b>0.00</b>	<b>416,614.11</b>	<b>668,365.48</b>

CASH & INVESTMENTS REPORT  
AS OF: NOVEMBER 30TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>PARK ROW PROJ FUND</u>						
550-0-000-204.00	TEXPOOL				1,407,000.00	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,407,000.00	1,407,000.00
<u>TRUST &amp; AGENCY FUND</u>						
650-0-000-102.00	CASH	72,173.95				
650-0-000-202.00	CERT OP DEPOSITS		0.00			
650-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				92,364.50	
TOTAL 650-TRUST & AGENCY FUND		72,173.95	0.00	0.00	92,364.50	164,538.45
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OP DEPOSITS		0.00			
700-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				97,143.43	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	97,143.43	97,143.43
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OP DEPOSITS		0.00			
750-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				369,671.00	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	369,671.00	369,671.00
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	6,044.14				
TOTAL 777-PAYROLL IMPREST FUND		6,044.14	0.00	0.00	0.00	6,044.14
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OP DEPOSITS		0.00			
800-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				38,055.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	38,055.31	38,055.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OP DEPOSITS		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				51,755.16	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	51,755.16	51,755.16
<u>PANTEGOPEST</u>						
850-0-000-102.00	CASH	29,825.19				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				0.00	
TOTAL 850-PANTEGOPEST		29,825.19	0.00	0.00	0.00	29,825.19

CASH & INVESTMENTS REPORT  
AS OF: NOVEMBER 30TH, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>SHAMSBURGER MEMORIAL FUND</u>						
875-0-000-102.00	CASH	0.00				
875-0-000-202.00	CERT OP DEPOSITS		50,350.24			
875-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				32,116.68	
<u>TOTAL 875-SHAMSBURGER</u>		<u>0.00</u>	<u>50,350.24</u>	<u>0.00</u>	<u>32,116.68</u>	<u>82,466.92</u>
<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	FHML MTG DISC NOTE #1			0.00		
880-0-000-204.00	TEXPOOL				20,869.54	
<u>TOTAL 880-CARTWRIGHT LIBRARY FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,869.54</u>	<u>20,869.54</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 BOND 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	3,843.50				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				241,588.07	
<u>TOTAL 903-PEDC OPERATING FUND</u>		<u>3,843.50</u>	<u>0.00</u>	<u>0.00</u>	<u>241,588.07</u>	<u>245,431.57</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>PEDC 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				
906-0-000-206.10	TEXPOOL				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/>						
<u>ALL FUNDS TOTAL</u>		<u>665,986.30</u>	<u>907,309.44</u>	<u>0.00</u>	<u>4,869,824.73</u>	<u>6,443,120.47</u>
<u>TOTAL CASH AND INVESTMENTS</u>		<u>665,986.30</u>			<u>5,777,134.17</u>	

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



# Interest Distribution

<b>Deposit</b>	<b>Withdrawal</b>	<b>Transfer</b>	<b>Multi Transaction</b>	<b>Vendor P</b>
<b>Reports</b>	<b>Report Scheduler</b>	<b>Report Access</b>	<b>Statements</b>	<b>Inqui</b>
			<b>Help / Contact Us</b>	<b>Update P</b>

## Interest Distribution Report

Interest Distribution Report

Generated: 12/01/2014  
Settlement Date: 11/28/2014

Location : 79038  
Location Name : TOWN OF PANTEGO

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

Pool Number/Name	Account Number	Account Name	Interest Amount	Month End Balance
449/	7903800001	GENERAL FUND	\$104.51	\$4,426,977.06
449/	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$9.79	\$442,847.67
TexPool Totals:			\$114.30	\$4,869,824.73
Locations Totals			\$114.30	\$4,869,824.73

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



## Pool Information

Location: 79038  
TOWN OF PANTEGO

### TexPool

Average monthly rate for November	0.0286%
Average monthly allocation factor for November	0.000000782
<b>Information as of</b>	November 30, 2014
Current Interest Rate <sup>(3)</sup>	0.0308%
Allocation Factor	0.000000843
7 day Net Yield	0.03%
Current Pool Balance	\$12,140,515,894.42
Current Weighted Average Maturity <sup>(1)</sup>	47 days
Current Weighted Average Maturity <sup>(2)</sup>	71 days
Market Value per Share	1.00006

### TexPool Prime

Average monthly rate for November	0.0714%
Average monthly allocation factor for November	0.000001957
<b>Information as of</b>	November 30, 2014
Current Interest Rate <sup>(3)</sup>	0.0740%
Allocation Factor	0.000002028
7 day Net Yield	0.07%
Current Pool Balance	\$1,147,078,534.91
Current Weighted Average Maturity <sup>(1)</sup>	55 days
Current Weighted Average Maturity <sup>(2)</sup>	59 days
Market Value per Share	1.00001

### 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 PANTEGO GENERAL FUND REVENUE REPORT NOVEMBER 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	\$ 59,871	\$ 60,000	\$ (129)	\$ 90,575	\$ 90,000	\$ 575	\$ 950,000	90%
Delinquent Tax Property	1,500	1,417	83	1,500	2,833	(1,333.30)	17,000	91%
Sales Tax	124,068	108,201	15,867	238,749	218,402	22,348	1,298,409	82%
Franchise Fee-Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee-Communications	22,193	15,000	7,193	22,506	15,000	7,506	90,000	75%
Franchise Fee-Electricity	25	-	25	25	-	25	175,000	100%
Franchise Fee-Cable	2,748	2,333	415	2,748	2,333	415	14,000	80%
Franchise Fee-Water & Sewer	-	-	-	-	-	-	25,000	100%
Mixed Beverage Tax	-	-	-	-	-	-	14,000	100%
Warrant Charges	6,896	8,333	(1,437)	14,503	16,667	(2,164)	100,000	85%
FTA / City (Omni Base)	532	708	(176)	1,116	1,417	(301)	8,500	87%
Court Fines and Penalties	21,297	32,917	(11,619)	49,379	65,833	(16,454)	395,000	87%
Special Expense Fee	20,978	22,917	(1,938)	43,282	45,833	(2,551)	275,000	84%
Police Accident Reports	25	67	(42)	53	133	(81)	800	93%
Child Safety Guard Program	682	708	(26)	1,195	1,417	(222)	8,500	86%
Traffic Fees	420	625	(205)	881	1,250	(369)	7,500	89%
City Judicial Fee	175	250	(75)	374	500	(128)	3,000	88%
City Arrest Fees	1,279	1,625	(346)	2,674	3,250	(576)	19,500	86%
10% Serv. Fee from T&A	-	2,083	(2,083)	3,607	4,167	(560)	25,000	86%
Time Payment Fee	-	1,558	(1,558)	5,652	3,117	2,535	18,700	70%
Planning and Zoning Fees	-	625	(625)	-	1,250	(1,250)	7,500	100%
Plan Review Fees	-	583	(583)	316	1,167	(851)	7,000	95%
Building Permits	1,386	3,917	(2,530)	5,244	7,833	(2,589)	47,000	89%
Liquor Licenses	-	167	(167)	-	333	(333)	2,000	100%
Contractor Registration Fee	1,125	917	208	2,325	1,833	492	11,000	79%
Certificates of Occupancy	580	583	(3)	950	1,167	(217)	7,000	86%
Clean & Show	40	25	15	40	50	(10)	300	87%
Dog Tag Revenue	20	17	3	40	33	7	200	80%
NSF Check Fees	-	2	(2)	-	4	(4)	25	100%
Ambulance Revenue	4,522	10,000	(5,478)	12,280	20,000	(7,720)	120,000	90%
Fire Inspections	650	500	150	935	1,000	(65)	6,000	84%
Park Rental Revenue	25	250	(225)	320	500	(180)	3,000	89%
Gas Royalty Revenue	-	667	(667)	781	1,333	(552)	8,000	90%
Copy Fees	-	4	(4)	-	8	(8)	50	100%
No Insurance Towing Fees	-	1,667	(1,667)	-	3,333	(3,333)	20,000	NA
Interest Revenue	105	458	(354)	209	917	(708)	5,500	96%
Other Revenue	1,221	1,667	(445)	1,292	3,333	(2,042)	20,000	94%
<b>Total</b>	<b>\$ 272,364</b>	<b>\$ 280,790</b>	<b>\$ (8,427)</b>	<b>\$ 503,532</b>	<b>\$ 514,247</b>	<b>\$ (10,715)</b>	<b>\$ 3,732,484</b>	<b>87%</b>

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT NOVEMBER 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	\$ 49,177	\$ 51,831	\$ 2,654	\$ 101,311	\$ 106,460	\$ 5,150	\$ 687,445	85%
Public Works	30,679	31,054	374	61,990	67,845	5,855	551,401	89%
Community Development	9,089	9,837	748	17,948	19,732	1,784	126,496	86%
Police	86,444	90,548	4,104	189,471	206,582	17,111	1,275,908	85%
Fire	85,089	85,601	512	156,188	163,737	7,549	1,021,287	85%
Municipal Court	28,182	29,443	1,260	52,910	57,745	4,835	352,441	85%
Community Relations Board	3,357	3,357	(0)	5,694	5,707	13	11,500	50%
Special Events	-	-	-	-	-	-	8,500	100%
<b>Total</b>	<b>\$ 292,018</b>	<b>\$ 301,671</b>	<b>\$ 9,653</b>	<b>\$ 585,510</b>	<b>\$ 627,807</b>	<b>\$ 42,297</b>	<b>\$ 4,034,978</b>	<b>85%</b>

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT NOVEMBER 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	\$ 41,114	\$ 41,667	\$ (553)	\$ 86,538	\$ 83,333	\$ 3,205	\$ 500,000	83%
Water Tap Fees	-	25	(25)	-	50	(50)	300	100%
Sewer Service Charge Fee	31,969	30,833	1,135	63,997	61,667	2,330	370,000	83%
Sewer Tap Fees	-	21	(21)	-	42	(42)	250	100%
Trash Collections	7,772	7,500	272	15,524	15,000	524	90,000	63%
Sales Tax on Trash Collections	635	819	16	1,268	1,238	31	7,425	83%
Recycling	2,051	2,125	(74)	4,103	4,250	(147)	25,500	84%
Sales Tax on Recycling	157	175	(18)	315	351	(36)	2,104	85%
Penalties	1,448	1,250	198	2,895	2,500	395	15,000	81%
N.S.F. Check Fees	-	33	(33)	30	67	(37)	400	93%
Adm. Serv. Charge / Sewer Impact	520	417	103	1,000	833	167	5,000	80%
Interest Revenue	-	63	(63)	-	125	(125)	750	100%
Other Revenue	1,215	2,333	(1,118)	3,904	4,687	(783)	28,000	86%
Trash Contract Payable	(7,772)	(7,500)	(272)	(15,524)	(15,000)	(524)	(90,000)	83%
Sales Tax on Trash Collections Payable	(635)	(619)	(16)	(1,268)	(1,238)	(31)	(7,425)	83%
Recycling Contract Payable	(2,051)	(2,125)	74	(4,103)	(4,250)	147	(25,500)	84%
Sales Tax on Recycling Payable	(157)	(175)	18	(315)	(351)	36	(2,104)	85%
<b>Total Revenue before Transfers</b>	<b>\$ 76,266</b>	<b>\$ 76,642</b>	<b>\$ (376)</b>	<b>\$ 158,363</b>	<b>\$ 153,283</b>	<b>\$ 5,080</b>	<b>\$ 919,700</b>	<b>83%</b>

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT NOVEMBER 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	\$ 25,245	\$ 27,500	\$ (2,255)	\$ 50,563	\$ 55,000	\$ (4,437)	\$ 330,000	85%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT NOVEMBER 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	\$ 5,073	\$ 5,656	\$ 582	\$ 7,048	\$ 12,139	\$ 5,091	\$ 324,070	98%
Sewer Expense	7,943	8,699	756	8,504	10,897	2,394	373,383	98%
	<b>\$ 13,016</b>	<b>\$ 14,354</b>	<b>\$ 1,338</b>	<b>\$ 15,552</b>	<b>\$ 23,036</b>	<b>\$ 7,484</b>	<b>\$ 697,453</b>	<b>98%</b>



# PANTEGO PUBLIC SAFETY



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

### **Personnel**

The Police Department has one opening for Dispatcher and one opening for Police Officer. Applications are currently being accepted for both positions. Forty-seven applications have been submitted for police officer of whom only 16 are currently certified. Approximately 57 have made application for the dispatcher position since March 2014 and only one application resulted in a successful hiring. Attempts are ongoing to attract qualified applicants for both positions.

Yours truly has accepted a position as an Adjunct Instructor in the School of Criminology, Criminal Justice and Strategic Studies at Tarleton State University. A class on Juvenile Delinquency will be instructed in the Spring semester.

### **Operational Issues**

The Fire Department is working with the ambulance manufacturer, Frazer, to schedule a date for transporting Medic-2 to Houston for its refurbishment.

### **Training**

Officer Christine Hubbell successfully completed all aspects of her field training and has been released for active duty. Dispatchers Marschelle Molina and Donna Stewart have also completed training and are operating independently.

Lieutenant Roy de Leon attended a Traffic Incident Management (TIM) class, which provided techniques on the safe management of vehicle accidents on highways and roadways. Several paramedics attended an Advanced Cardiac Life Support (ACLS) class presented by Medical Center of Arlington staff. Lieutenant Blake Slater and Firefighter Ben Ogletree attended a Rope Rescue Technician class hosted by the Crowley Fire Department. Tarrant County Fire Academy instructors provided onsite training on Fire Investigations. Additional EMS training consisted of various topics including Airway, Breathing & Circulation, Medical topics, Operational tasks, and OB/Pediatrics.

On November 19<sup>th</sup> officers participated in semiannual firearms qualifications. A portion of the qualification was devoted to the annual Top Shot competition. Officer Chris Bruton won the competition this year.

On November 26<sup>th</sup> a few of Pantego's officers joined with the Dalworthington Gardens Police Department in an informal shooting competition that tested the shooters accuracy and speed. Everyone who participated had a great time and enjoyed the camaraderie.

## **Public Relations & Citizen Education**

Pantego Motorcycle Officers Chief Griffith and Assistant Chief Reeves provided an escort for the Pantego Christian Academy football team from PCA to Interstate-20 on their way to playoffs in San Antonio. The PCA staff and families were very appreciative of the escort and it was broadcast on Twitter @PantegoChief. Photographer Matt Sneed provided the accompanying photograph.



The Pantego Cops for Kids program is underway for 2014. Officers are issuing flyers asking for toy donations in lieu of issuing citations for some non-hazardous violations. This year marks the third year for the program, which has proven popular among residents and non-residents alike. Recently, a resident submitted a letter of appreciation for being given a warning in lieu of being issued a citation for running a stop sign. The letter is attached to this report.

## **Grants**

The 2014 Assistance to Firefighters Grant application period opened November 3<sup>rd</sup> and will end December 5<sup>th</sup>. An application to receive funding to support the purchase of a new SCBA compressor and fill station is currently being drafted and will be submitted by the 5<sup>th</sup>.

Respectfully submitted,

Thomas D. Griffith  
Chief of Public Safety



# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

603	Hubbell	196	34	162	11	38
604	Meinke	263	58	205	1	70
605	Marquez	282	32	250	6	73
606	Morgan	253	41	212	20	30
608	Watson	217	69	148	11	59
609	McCann	241	25	216	6	48
710	Alexander	18			2	25
711	Hopkins	22			1	48
Ex-Officers						217
<b>Totals</b>		<b>2,129</b>	<b>359</b>	<b>1,490</b>	<b>87</b>	<b>899</b>

**Average     2:44**  
**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 November, 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	1	6
Assault Family Violence	0	9
Burglary/Building	1	10
Burglary/Coin-op	0	0
Burglary/Vehicle	4	5
Burglary/Residence	1	3
Manufacture and Delivery	0	5
Criminal Mischief	0	11
DWI	6	38
DWLI	2	11
Evading or Resisting Arrest/Detention	0	7
Failure to ID	0	10
Fraud	1	12
Graffiti	0	0
Poss. Controlled Subst.	4	24
Poss. Marijuana	7	41
Robbery	0	2
Theft	4	53
Theft of Motor Vehicle	0	3
Other	0	41
<b>Total Received</b>	<b>31</b>	<b>291</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	11	99
Cases Cleared	20	188
Cleared Cases Filed with DA	2	69
Cases Suspended-Pending Leads	0	4

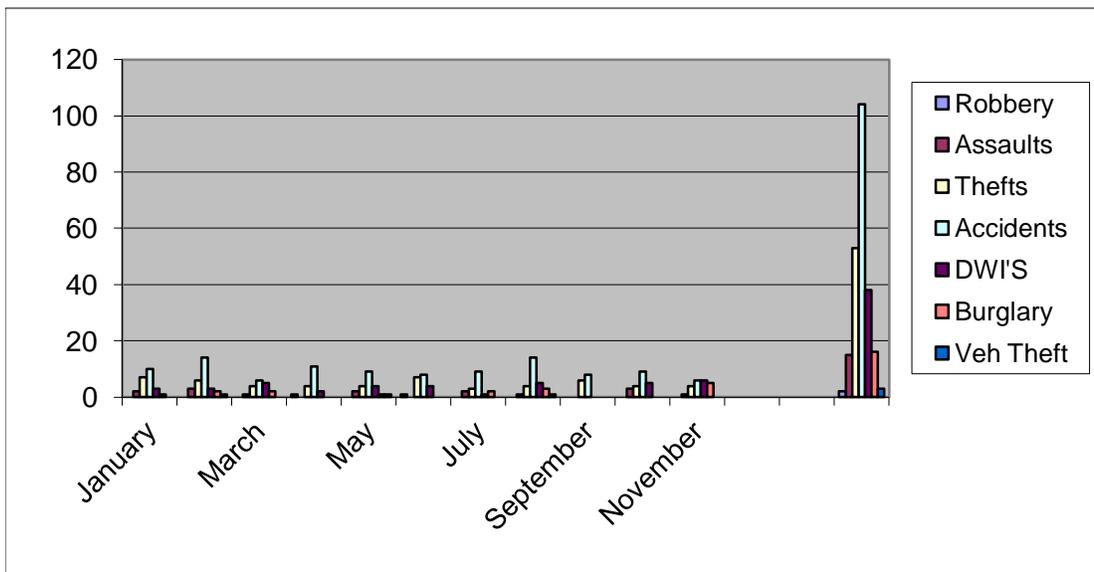
<b>Cases Filed with DA from Previous Report Periods</b>	0	46
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Respectfully submitted,

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	0	3	4	9	5	0	0
November	0	1	4	6	6	5	0
December							
Totals	2	15	53	104	38	16	3





Unintentional Transmission of Alarm	1	1	1	2	7	5	
Smoke Detector Activation - No Fire	1	3		2	7		
Bomb Scare - No Bomb			2			4	
System Malfunction		4	10		4	20	
False Alarm or False Call, Other	2	8		4	18	1	
CO Detector Activation, Malfunction		1			2		
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint		1					
Special Incident Type, Other		1					
Severe weather natural disaster		3					
Mutual Aid		7					
<b>TOTAL FIRE INCIDENTS</b>	<b>28</b>	<b>179</b>	136	<b>44</b>	<b>296</b>	<b>343</b>	
<b>AVERAGE FIRE RESPONSE TIME</b>	<b>3.65</b>						
<b>AVERAGE FIRE SCENE TIME</b>	<b>20.34</b>						

PANTEGO FIRE RESCUE											
MONTHLY ACTIVITY SUMMARY											
30-Nov-14											
EMS RESPONSES			PANTEGO			AFD					
TYPE OF INCIDENT			MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD			
MEDICAL EMERGENCIES											
Abdominal Pain				15	7						
Allergic Reaction				1	3						
Animal Bite				1	1						
Assault			1	5	2						
Back Pain				3	4						
Burns				1							
CO Poison											
CPR			1	1	1						
Cardiac				7	5						
Chest Pains			3	27	30						
Childbirth/Possible Childbirth					1						
Choking											
DOS											
Drowning					1						
Diabetic				7	3						
Dizziness				12	4						
Electrocution											
Eye Injury											
Falls			5	45	25						
Fire/Hazmat											
GSW/Stab			1	1	1						
Heat/Cold											
Hemorrhage					1						
Medical			6	40	32	29	383	337			
Nausea				8	3						
Other			3	15	15			1			
Overdose				3							
Psych			1	9	3						
Respiratory			4	33	28						
Seizures				12	9						
Stroke			1	9	9						
Syncope				4	4						
Trauma			1	20	20						
Unconscious			1	10	10						
Unknown				13	8						
MVA - Injury			1	19	12		11	17			
MVA - Non-injury			1	2	7		12	21			
MVA-Auto Ped			1		1		1	2			
MVA - Extrication						29					
<b>TOTAL PANTEGO EMS CONTACTS</b>			<b>39</b>	<b>349</b>	<b>297</b>		<b>407</b>	<b>373</b>			
Mutual Aid to AMR Transports			8	3	47						
Mutual Aid to AMR Cancelled			2	2	27						
Mutual Aid to AMR Total			10	5	82						
<b>AVERAGE EMS RESPONSE TIME - PANTEGO</b>				<b>3</b>							
<b>AVERAGE EMS SCENE TIME - PANTEGO</b>					20.62						



To whom it may concern,

My name is Tom Heinsah, tonight I was pulled over by an officer after I cheated a stop sign because I was in a rush. (No excuses) The officer had every right to issue me a citation but instead he gave me this flyer. As I was sitting in truck trying to figure out how I'm going to pay for this ticket, being nerve wrecked because I already penny pinch as is a great relief came as he came to the door and explained to me what he was going to do. It reminded me why the world is still a good place, why I should always do the right thing even when I'm in a hurry and why I should always help when I can.

Thank you for this.

Tom Heinsah



## **PUBLIC WORKS REPORT NOVEMBER 2014**

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### **PROJECTS/ENGINEERING**

- Alan Plummer Associates Inc, Patrick Moseley spoke to Council regarding the initial findings and possible determinations for the Lane Well #1 submersible pump issues of the past.
- PW has been in contact with APAI, Patrick Moseley for a follow up presentation, but they are not prepared as they are still working with Franklin-Electric and also determining what caused the radial bearing failure.

### **STREETS and DRAINAGE**

- Potholes filled on Bowen Rd.
- Inspected and removed debris from creek channel and flumes.

### **TOWN FACILITIES**

- Mowing, weed-eating, edging, blowing - Town Hall, Stolper Well Site and Lane Well Site.
- Replaced (7) air filters for Town Hall, Fire Dept, and PW offices.
- Put up the Christmas tree, wreaths and lights for Town Hall

## **PARK OPERATIONS**

- Pumped out the water from the two ponds, cleaned them and refilled them.
- Decorated the Park with Christmas lighting...wrapping trees, bridges and structures.
- Worked with PCA volunteers that helped put lights on the railing in the Park.
- Trimmed trees in the Park.
- Mowed and cleaned the JD Hollis Cemetery.

## **UTILITY BILLING**

November Billing for 1,206 Accounts \$108,943.01	November Past Due Balances \$8,768.15
November Billed for Garbage \$7,771.74	November Billed for Recycling \$2,051.16

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

- Total water produced 11,792,000
- Daily average produced 393,100
- 89 residual samples taken – average chlorine residual (.4)
- 4 total coliform / ecoli samples taken – negative results.
- 1206 meter read.
- 27 dead end hydrants flushed
- Lane Well #1 has been taken out of service due to the low water consumption and in conjunction with the well pump evaluation.

- Lane Well #2 is out of service due to a faulty submonitor. The submonitor is under warranty and has been shipped back to the manufacturer for repair or replacement.
- PW made one emergency repair at the 2" meter for Wal-Mart. One of the two gaskets between the meter and the valve failed and created a large leak that needed repair. The gasket was replaced and Wal-Mart was out of water for approximately 1 ½ hours.



## **WATER UTILITIES: WASTEWATER**

- Crews cleaned approximately 3,200 ft. of sewer mains that have been identified as problem line segments.
- Cleaned the Lift Station bar screen and bagged the solids - (12) times for November.

## **PUBLIC WORKS MAINTENANCE**

- Oil change on two vehicles.
- Serviced gas powered equipment...mowers, blowers, saws, etc.
- Completed parts inventory.
- Provided line locates for franchise utility and general contractors that were scheduled to excavate or bore within the Town.

## **ANIMAL SERVICES**

- Two dogs were picked up on Kidd Dr. and returned to their owner in Arlington.
- One dog was picked up from by PW from 3506 Shady Valley and relocated to Fort Worth Animal Shelter after being scanned for a chip.
- One dog was found in the street at Park Row and Bowen by a passerby, the dog was brought to the PW building, scanned for a chip and relocated to the Fort Worth Animal Shelter.
- One cat was trapped by a resident at #2 Gregory and PW picked the animal up at the resident's request. The cat was scanned and relocated to the Fort Worth Animal Shelter.

## **Additional Items**

- Public Works welcomes a new Foreman - "Junior" Humberto Marquez.
- Ron Johnson attended a Grounds Maintenance Conference in Fort Worth.
- Joe Gillespie attended the West Nile End of Season Meeting at the Tarrant County Health Department.



**ENVIRONMENTAL SERVICES**

• **West Nile Testing**

The West Nile Virus testing season for Tarrant County was completed on November 19, 2014. Due to weather conditions over the first few weeks of November, the Town was unable to collect samples. Therefore, our final testing numbers were concluded at the end of October.

The final numbers for Pantego are as follows:

	Traps Set	Mosquitoes Trapped	Mosquitoes Tested	Positive Mosquitoes	Spray Missions
May	15	84	46	0	1
June	12	229	86	0	1
July	16	1344	526	0	1
August	15	468	298	0	1
September	15	909	448	2	4
October	20	928	506	1	1
Total	93	3962	1640	3	9

• **Storm Water Permit**

The Town of Pantego’s application for a Municipal Separate Storm Sewer Systems (MS4) Phase II Storm Water Discharge permit was approved by the Texas Commission on Environmental Quality (TCEQ). The approval of the permit was published in the Fort Worth Star-Telegram in November as required by law. This permit will last from 2014 to 2018. The updated Storm Water Management Plan is available on the Town website at the following link, <http://www.townofpantego.com/DocumentCenter/View/3683>.

**PLANNING AND ZONING**

• **Zoning Ordinance Update**

Town Council met to discuss the recommended changes to the Zoning Code on November 11, 2014 and November 25, 2014. Town Council has also determined an additional meeting will be held on December 15, 2014 at 6:30 p.m. Additional meetings will be added as needed to complete the review.

- **Farrell Addition Plat**

Town Council approved the application by Ann Farrell to plat the properties at 1704 and 1706 Nora Drive into one lot.

## **CONSTRUCTION AND DEVELOPMENT**

- **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.
- Construction of a 2,514 square foot single-family residential building at 1906 Melbourne Drive is ongoing.

## **CERTIFICATES OF OCCUPANCY**

### **Issued**

- Tax Nation – 2400 W Pioneer Pkwy #132 – Tax Prep – New Business
- Ally Heating & Air Conditioning – 3103 W Pioneer Pkwy (B) – HVAC – New Business
- Dan's Auto/Truck Repair – 2202 Raper Blvd (D) – Auto Repair – Business Expansion
- Dent-B-Gone, LLC – 2211 Duluth Dr #101/102 – Auto Body – New Business
- Sweet Nana's Granola Co. – 2304 W Park Row Dr #23 – Retail – New Business
- RLW Investments – 2407 W Arkansas Ln (A) – Tax Office/Insurance – New Business

### **Pending**

- Brighter Days STEM Academy – 2221 W Arkansas Ln #106 – Learning Center – New Business
- FR Liquidation and Auctions – 2211 Duluth Dr #108/109 – Auctions – New Business
- Pinkston Hollar Roofing – 2887 W Pioneer Pkwy (A) – Commercial Roofing – Business Update
- RTM Realty – 3603 W Pioneer Pkwy (B) – Real Estate – New Business
- Prachi D. Shah, DDS – 2313 W Arkansas Ln #111 – Dental Office – New Business

## **GENERAL INFORMATION**

- Chad Joyce attended the Distribution Operation Course in Fort Worth, TX.

## **INSPECTIONS**

	NOV TOTAL	YTD TOTAL
BUILDING INSPECTION	6	16
CERTIFICATE OF OCCUPANCY	10	16
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	6	14
MECHANICAL INSPECTION	4	7
PLUMBING INSPECTION	13	29
REINSPECTION	17	27
CODE ENFORCEMENT INSPECTIONS	12	23
TOTAL INSPECTIONS	68	132

## **CONSTRUCTION VALUES**

	NOV TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING RESIDENTIAL REMODEL	\$23,600.00	\$67,994.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$17,132.00	\$25,207.00
TOTAL VALUE	\$40,732.00	\$93,201.00

## **FEES COLLECTED**

	NOV TOTAL	NOV FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	7	\$660.00	12	\$1,030.00
ZONING FEES	0	\$0.00	0	\$0.00
PLAN REVIEW	0	\$0.00	1	\$315.90
BUILDING PERMIT	20	\$1,386.45	52	\$5,716.45
UTILITY RELEASE	1	\$40.00	1	\$40.00
CONTRACTOR REGISTRATION	12	\$1,125.00	25	\$2,425.00
TOTAL FEES		\$3,211.45		\$9,527.35



MUNICIPAL COURT



## Municipal Court Collections / November 2014

On-Time Citations

Fines- \$22,352.08  
Fees- \$12,370.30  
Total- \$34,722.38

Warrants

Fines- \$31,678.08  
Fees- \$14,563.98  
Total- \$46,242.06

Court Security Fund- \$940.10

Court Technology Fund- \$1,208.10

Accident Reports- \$25.00

Gross Total Revenue- \$80,964.44  
Less State Fee's- \$26,934.28  
Net Revenue- \$54,030.16

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR NOVEMBER 2014

**TOTAL WARRANTS VALUE CLEARED**-----\$72,389.16

FYTD-----\$162,736.81

**TOTAL PAYMENTS COLLECTED**-----\$45,486.96

FYTD-----\$97,507.41

**TOTAL NON-CASH CLEARED**-----\$25,133.10

FYTD-----\$63,460.30

**WARRANT FEES COLLECTED**-----\$7,145.96

FYTD-----\$14,803.06

**BONDS/FORFEITURES**-----\$1,769.10

<b>TOTAL PHONE CALLS</b> -----	<b>710</b> -210 OUT 155 IN	<b>711</b> - 361 OUT 99 IN	<b>Tot</b> - 571 <b>Tot</b> - 254
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<b>TOTAL POST CARDS</b> -----	<b>710</b> - 65	<b>711</b> - 39	<b>Tot</b> - 104
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**PERSONAL STOPS/ATTEMPS**----- 15

**CONTACTS**-----9

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

<b>ARRESTS</b> -----	<b>710</b> - 2	<b>711</b> - 1	<b>Tot</b> -3
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<b>PAY PLANS</b> -----	<b>710</b> - 27	<b>711</b> - 16	<b>Tot</b> - 43
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<b>BONDS/COURT DATES</b> -----	<b>710</b> - 14	<b>711</b> - 2	
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<b>BOND AMOUNT</b> -----	<b>710</b> - \$12,884.10	<b>711</b> - \$ 2,382.00	
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<b>LETTERS</b> -----	<b>710</b> - 80	<b>711</b> - 100	
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<b>TOTAL WARRANTS CONTACTED</b> ----	<b>710</b> -169	<b>711</b> - 116	
--------------------------------------	-----------------	------------------	--

<b>TOTAL WARRANTS CLEARED</b> -----	<b>710</b> - 165	<b>711</b> - 108	
-------------------------------------	------------------	------------------	--

**TOTAL VALUE----- 710 - \$52,637.90      711 - \$34,054.90**  
**TOTAL AMOUNT COLLECTED----- 710 - \$9,977.40      711 - \$14,922.40**  
**FUTURE REVENUE-----710 - \$24,756.10      711 – \$10,703.40**

**EXTRA DUTIES FOR NOVEMBER**

Ofcr. Hopkins out 2 days vacation.

Ofcr. Alexander was out for 1 days doctor appointments for child

Officers out half day each for firearms training/qualification and records destruction

Office phones down half day

28 Total Calls for Service

11 Prisoner Services

3 Assists

8 Arraignments

Additional warrants cleared - 241

**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:** December 8, 2014

---

**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

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

**FISCAL IMPACT:**

Please review report for individual account number.

**RECOMMENDATION:**

Staff recommends the following motion:

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

**ATTACHMENTS:**

Expenditure Summary of approval list over \$1,000 and purchase orders for December 8, 2014:

Professional Services:

- Sara Jane del Carmen, Magistrate
- C. A. Magnuson, Prosecutor
- Jim Jeffrey, Attorney

Purchase Orders:

- 1660-Taser International
- 1661-Don Davis
- 1662-U.S. Underwater Services, LLC
- 1663-TCEQ
- 1664-Datamatic, Inc.
- 1665-UL
- 1666-DFW Communications

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
12/8/2014**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Sara Jane del Carmen	\$1,250.00	November 2014 Magstration Services
C.A. Magnuson	\$1,300.00	November 2014 Prosecution Services
Jim Jeffrey	\$647.50	November 2014 Legal Fees
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1660-Taser International	\$2,532.83	Police Tasers with Holsters, Battery Packs & Warranty
1661-Don Davis	\$1,052.18	Repairs to Police Unit #42 / Dodge Charger
1662-U.S. Underwater Services, LLC	\$1,185.00	Inspection of Ground & Elevated Storage Tanks
1663-TCEQ	\$2,502.60	Annual Water System Fee for FY 2015
1664-Datamatic Inc.	\$7,456.00	Handheld/Mobile Meter Reading Equipment
1665-UL	\$1,129.50	Annual Ladder Tests
1666-DFW Communications	\$1,095.34	Emergency Lighting Equipment
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,359.45	November 2014 Trash Removal
Duncan - Recycling	\$2,081.58	November 2014 Recycling Removal
Voyager Fleet Systems	\$4,160.48	November 2014 Oil & Gas Expense
TML Intergovernmental	\$23,225.37	December 2014 Employee Insurance
Pantego Utilities	\$1,092.01	November 2014 Water Consumption
City of Ft. Worth	\$14,013.43	October 2014 Wastewater Services
Gexa Energy	\$25,820.60	Electricity Billing Thru 11/08/14
Intermedix	\$1,097.45	November 2014 Ambulance Collections

**MAGISTRATION SERVICE FOR THE MONTH OF NOVEMBER 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 - \$1,250.00**

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

**PROSECUTOR SERVICE FOR THE MONTH OF NOVEMBER 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

11/30/2014  
Account No.: 9.01.06  
Invoice # 21840

Legal services

November 1, 2014 – November 30, 2014

Total Hours:	3.70	
Hourly Rate:	\$175.00	
Total for Services:		\$ 647.50
Expenses:		\$ N/A
TOTAL BALANCE DUE:		\$ 647.50
Nolan County land issue		\$ 0

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1660

- 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 Taser International /  
17800 N. 85<sup>th</sup> St.  
Scottsdale, AZ 85255-9603

SHIP TO

DATE		ACCT #	DEPT.			
12-1-14		100 5-140-486.00	PI)			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
(2)		Taser X26 P			1,747	20
(2)		Black hawk holsters X-26P			103.	50
(2)		4 year warranties			539	90
(2)		Battery pack X26P			123.	90
		Data port download			1.	25
		* Approved Budget item *			17.	25
					TOTAL	2,532

Shipping

*Barry Reed*  
*J. Suppe*  
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:** December 1, 2014  
**Re:** Purchase Request

---

I am requesting the purchase of an approved budget item in the amount of \$2,532.83 for the following items:

- (2) Taser X-29P
- (2) Black Hawk X-29P holsters
- (2) Four year warranties
- (2) Battery packs



Prepared By Kyle Panasewicz Created Date 12/1/2014  
Company Name TASER International Fax (480) 658-0673  
Company Address 17800 N. 85th Street Expiration Date 12/31/2014  
Scottsdale, AZ 85255-9603 US Quote Number 00026143  
Phone (480) 905-2071  
E-mail kylep@taser.com

#### Customer Information

Account Name Pantego Police Dept. - TX Email cwhitwell@townofpantego.com  
Contact Name Chris Whitwell Phone (817) 532-8728  
AX Account Number 135127

#### Shipping and Billing Information

Bill To Name Pantego Police Dept. - TX Ship To Name Pantego Police Dept. - TX  
Bill To 2600 MILLER LANE Ship To 2600 MILLER LANE  
Pantego, TX 76013 Pantego, TX 76013  
US US

Part Number	Product	Quantity	Sales Price	Total Price
11003	HANDLE, YELLOW, CLASS III, X26P	2.00	USD 873.85	USD 1,747.70
11501	HOLSTER, BLACKHAWK, RIGHT, X26P	2.00	USD 51.75	USD 103.50
22013	KIT, DATAPORT DOWNLOAD, USB, X2/X26P	1.00	USD 0.00	USD 0.00
11004	WARRANTY, 4 YEAR, X26P	2.00	USD 269.99	USD 539.98
11010	XPPM, BATTERY PACK, X26P	2.00	USD 61.95	USD 123.90

Notes: \*\*\*To process this order, sign the quote and fax to 480-658-0673, or scan and email to kpanasewicz@taser.com\*\*\*

Subtotal	USD 2,515.08
Total Price	USD 2,515.08
Shipping and Handling	USD 17.75
Grand Total	USD 2,532.83

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's current Sales Terms and Conditions for Direct Sales to End User Purchasers or, in the alternative, TASER's current Sales Terms and Conditions for Direct Sales to End User Purchasers for Sales with Financing if your purchase involves financing with TASER. If your purchase includes the TASER Assurance Plan (TAP), then you are also agreeing to TASER's current Sales Terms and Conditions for the AXON Flex™ and AXON Body™ Cameras TASER Assurance Plan (U.S. Only) and/or Sales Terms and Conditions for the X2/X26P and TASER CAM HD Recorder TASER Assurance Plan (U.S. Only), as applicable to your product purchase. All of the sales terms and conditions, as well as, the TAP terms and conditions are posted at <http://www.taser.com/sales-terms-and-conditions>. If your purchase includes AXON hardware and/or EVIDENCE.com services you are also agreeing to the terms in the EVIDENCE.com Master Service Agreement posted at <http://www.taser.com/serviceagreement0213>. The sale of the Professional Services is subject to the parties execution of TASER's Professional Services Agreement and a Statement of Work. You represent that you are lawfully able to enter into contracts and if

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. *1661*

**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 *Don Davis*  
*1901 N. Collins*  
*Arlington, TX 76011*

SHIP  
TO

DATE		ACCT #	DEPT.		
<i>12/2/14</i>		<i>100-5-140356-00</i>	<i>PD</i>		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		<i>Timing Belt, tensioning Pulley, Water-pump, Valve Cover gasket, Intake gaskets.</i>	<i>1052</i>	<i>15</i>	<i>1052</i>
		<i>Unit 42 Dodge Charger</i>			<i>18</i>
				TOTAL	<i>1052</i>

*[Signature]*  
*[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:** December 1, 2014  
**Re:** Payment Request

---

I am requesting the payment to Don Davis Auto Group in the amount of \$1,052.18 for work that was completed on Unit 42 (Dodge Charger). An itemized bill is attached with this memo.

CUSTOMER #: 305243

164633

UNIT# 42  
PANTEGO POLICE DEPT.  
CHAD

\*INVOICE\*

2600 MILLER LN  
PANTEGO, TX 76013  
HOME: 817-532-8728 CONT: N/A  
BUS: 817-274-2511 CELL: 817-832-2347

PAGE 1

SERVICE ADVISOR: 1083 DAVID VAUGHAN

DODGE



**DON DAVIS**  
AUTO GROUP

CHRYSLER



1901 N. Collins  
Arlington, Texas 76011-4399  
(877) 377 6802  
www.dondavisautogroup.com  
www.dondavisdodge.com  
www.dondavischrysler.com  
www.dondavisjeep.com  
www.dondavisram.com

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE	TAG
BLACK	09	DODGE CHARGER	2B3KA43V19H578381	1066994	81718/81730	T6255
DEL DATE	PROD. DATE	WARR. EXP.	PO NO.	PAYMENT	INV. DATE	
28FEB09 DD		17:00	21NOV14	0.00	CASH	26NOV14
R.O. OPENED	READY	OPTIONS: ENG:3.5_Liter				
10:35	20NOV14	16:57	25NOV14			

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

A	CUSTOMER STATES ENGINE NOISEY AND LOW IN OIL.						
	S401 DIAG/REPLACED TIMING BELT, TENSIONER PULLEY, WATER PUMP, VALVE COVER GASKETS AND INTAKE GASKETS. CHANGED OIL AND REPLACED SPARK PLUGS.						
	1101 CCR					699.99	699.99
	1 4663515AD PIVOT ARM-PIVOT				68.50	51.38	51.38
	1 4792353 BELT-TIMING				192.00	61.38	61.38
	1 4792968AF PUMP-WATER				117.00	87.13	87.13
	1 4792982AA SEAL-WATER PUMP				17.25	12.94	12.94
	1 4892146AA GASKET-CYLINDER HEAD COVER				20.00	15.00	15.00
	1 4892146AA GASKET-CYLINDER HEAD COVER				20.00	15.00	15.00
	1 4663851 GASKET-INTAKE PLENUM				15.00	11.25	11.25
	1 4591250 SEAL-EGR TUBE				8.85	6.63	6.63
	1 68048953AB *ANTIFREEZ-COOLANT				23.20	17.38	17.38
	6 SZFR5LP13G SPARKPLUG				11.70	8.75	52.50
	1 4884899BA FILTER-ENGINE OIL				8.00	6.00	6.00
	6 68055892AA *OIL-10W30				3.50	2.60	15.60

81730 6.00 TECH 1101/ 6.0 DURING DIAG VERIFIED NOISE. DID NOT VERIFY LOW OIL. VEHICLE HAD VERY DIRTY OIL. FOUND TIMING TENSIONER PULLEY BEARING WAS GONE AND VEHICLE WAS 1 TOOTH OUT OF TIME, CAUSING MULTIPLE MISFIRES ON BANK ONE. REPLACED TIMING BELT, TENSIONER PULLEY, WATER PUMP, VALVE COVER GASKETS AND INTAKE GASKETS. CHANGED OIL AND REPLACED SPARK PLUGS. FILLED WITH COOLANT. BLED COOLING SYSTEM. CLEARED DTCS. TEST DROVE. VEHICLE IS OPERATING PROPERLY AT THIS TIME.

\*\*\*\*\*

B FDCI - PERFORM MULTIPOINT VEHICLE INSPECTION/FREE COURTESY INSPECTION. - RECORD MEASUREMENTS AND RESULTS FROM VISUAL INSPECTION OF ALL LISTED COMPONENTS AND PREPARE ESTIMATE FOR ALL SUGGESTED ITEMS

9023 FDCI - PERFORM MULTIPOINT VEHICLE INSPECTION/FREE COURTESY INSPECTION. - RECORD MEASUREMENTS AND RESULTS FROM VISUAL INSPECTION OF ALL LISTED COMPONENTS AND

STATEMENT OF DISCLAIMER		DESCRIPTION	TOTALS
Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.		LABOR AMOUNT	
		PARTS AMOUNT	
		GAS, OIL, LUBE	
		SUBLET AMOUNT	
		ENVIRONMENTAL FEE	
		TOTAL CHARGES	
		LESS INSURANCE	
		SALES TAX	
X _____ Customer Signature		PLEASE PAY THIS AMOUNT	
_____ Date			

CUSTOMER #: 305243

164633

DODGE

**DON DAVIS**

CHRYSLER



1901 N. Collins  
Arlington, Texas 76011-4399  
1877) 377-6802  
www.dondavisautogroup.com  
www.dondavisdodge.com  
www.dondavischrysler.com  
www.dondavisjeep.com  
www.dondavisram.com

UNIT# 42  
PANTEGO POLICE DEPT.  
CHAD

\*INVOICE\*

PAGE 2

2600 MILLER LN  
PANTEGO, TX 76013  
HOME: 817-532-8728 CONT:N/A  
BUS: 817-274-2511 CELL: 817-832-2347

SERVICE ADVISOR: 1083 DAVID VAUGHAN

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE	TAG
BLACK	09	DODGE CHARGER	2B3KA43V19H578381	1066994	81718/81730	T6255
DEL DATE	PROD. DATE	WARR. EXP.	PO NO.	PAYMENT	INV. DATE	
28FEB09 DD		17:00 21NOV14		0.00 CASH	26NOV14	

R.O. OPENED	READY	OPTIONS:
10:35 20NOV14	16:57 25NOV14	ENG:3.5_Liter

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

PREPARE ESTIMATE FOR ALL SUGGESTED ITEMS

1101 IPS

(N/C)

81730 COMPLETED

\*\*\*\*\*

\*\*\*\*\*  
 \*\*\*\* We appreciate your business \*\*\*\*  
 \*\*\*\*  
 \*\*\*\* Open 24/7 \*\*\*\*  
 \*\*\*\* at \*\*\*\*  
 \*\*\*\* dondavisautogroup.com \*\*\*\*  
 \*\*\*\*\*

**STATEMENT OF DISCLAIMER**

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DESCRIPTION	TOTALS
LABOR AMOUNT	699.99
PARTS AMOUNT	352.19
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
ENVIRONMENTAL FEE	0.00
TOTAL CHARGES	1052.18
LESS INSURANCE	0.00
SALES TAX	0.00
<b>PLEASE PAY THIS AMOUNT</b>	<b>1052.18</b>

X \_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1162

**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 U.S. Underwater Services, LLC  
 123 Sentry Dr.  
 Mansfield, TX. 76063

SHIP TO Town of Pantego

DATE		ACCT #	DEPT.				
12-2-14		200-5-201-245	PW-Water Util.				
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
1		(2) Ground storage tanks inspected by a diver.	395	00	2	790	00
1		(1) Elevated storage tank inspected by a diver	395	00	1	395	00
					TOTAL	1,185	00

*Collins* 12-2-14

*[Signature]*  
 APPROVED BY



PUBLIC WORKS MEMO

---

Date: December 2, 2014  
To: Matthew Fielder, City Manager  
From: Scott Williams, Public Works Director  
Subject: Purchase Order Authorization for Annual Water Tank Inspections

The Public Works Department, Water Utilities Division is requesting the approval of this purchase order in the amount of *One Thousand, One Hundred, and Eighty Five Dollars* (\$1,185.00) for water storage tank inspections. The service will be provided by U.S. Underwater Services, LLC.

The Texas Commission on Environmental Quality (TCEQ) requires that a Public Water System (PWS) inspect all water storage facilities on an annual basis. The inspection for 2014 has not yet been performed, and this inspection will ensure continued compliance with TCEQ.

Please find the attached Purchase Order that reflects the requested amount, (\$1,185.00) from Acct No: 200-5-201-245.

 12-2-14

---

Scott Williams, Public Works Director



# Town of Pantego Annual Inspections

*Pantego, TX*



*Member Company*

[www.usunderwaterservices.com](http://www.usunderwaterservices.com)



## Service Quote

December 2, 2014

To: Scott Williams  
 Town of Pantego  
 PO Box 13210  
 Pantego, TX 76094  
 P: 817-274-1381  
 E: swilliams@townofpantego.com

P.O. Box 2168  
 Mansfield, TX 76063  
 1 800.860.2178  
 P 817.447.7321  
 F 817.447.0021  
 tammydawson@usunderwaterservices.com  
 info@usunderwaterservices.com

USUS Representative	Project
Tammy Dawson	Annual Inspections

**Project Summary:** This proposal is for the Annual Inspection of [3] potable water storage facilities in Pantego, TX.

**Project Scope:**

- 750K GST
- 250K GST
- 300K Elevated

Diver Inspection Labor Rates		
[2] Ground Diver Inspections	\$395.00 per Inspection	\$790.00
[1] Elevated Diver Inspections		\$395.00
<b>Total Diver Inspection Cost</b>		<b>\$1,185.00</b>

*Estimated cost is based on our best, good faith evaluation of the effort required to complete the scope of work, given the information available. We will make every effort to keep you apprised of any substantive changes in the estimate.*



- **Diver** – U.S. Underwater Services' ADCI Commercially Certified Divers are equipped with IMCA and/or ADCI certified diving equipment when working in potable water. Equipment includes a chemical resistant dry suit and hard hat, surface supplied air, compressed secondary air, and personal emergency bailout bottle with an audio & video link that allows for full voice communication. Before entering any potable water, all divers are disinfected with a chlorine solution that meets AWWA standards. The dive team consists of a Dive Supervisor, Diver and a Tender, at minimum. Additional personnel may be required for safety reasons depending on the project. Client receives an audio commentary and live video from a Commercially Certified Inspection Diver along with a full detailed bound report and a list of recommended repairs to maintain industry standards.

**Commercial Diver Report:**

**Diver Inspection-** Your Diver Inspection will include a [4] man commercial dive team when Elevated Facilities are inspected to ensure safety. A certified [3] man commercial dive team will be used when Ground Facilities only are inspected. You can watch the live inspection feed and communicate with the diver inside the tank while sitting with our Dive Supervisor in the USUS Dive Trailer. Also included in the Diver Inspection Option is a full detailed bound report. This report includes: Your certification page of inspection, TCEQ checklist, a personalized generated report, a reference photo of each facility, a narrated DVD from the live inspection feed, and a proposal of recommendations that would bring you in compliance with all AWWA, TCEQ, OSHA, and ADCI Standards.

**Additional Notes:**

1. The work will be in accordance with ADCI Standards.
2. Work is performed by certified commercial divers.
3. USUS has been in business for more than 2 decades and has continued to grow with the industry and technology to service your needs. Insurance certifications can be sent upon acceptance of this bid, if requested. The insurance includes workman's compensation, vehicle coverage, and general liability insurance.
4. The above prices are valid for 15 days. Payment terms are net 30 days.

***I hereby certify that I have read and agree to the above terms and conditions of this Service Quote.***

Signature: \_\_\_\_\_

Printed Name: Tammy Dawson  
Assistant Sales Manager  
Authorized Signature For  
U.S. Underwater Services, LLC

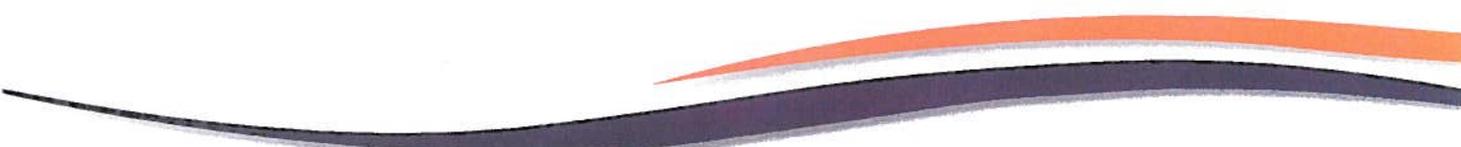
Date: December 2, 2014

Signature: 

Printed Name: Scott Williams  
Town of Pantego  
Authorized Signature For Agency Or  
Company Regarding Proposal Above

Date: 12/2/14

***"Deeply Committed To Excellence"***



# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 11663

**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 TCEQ  
PO Box 13089  
Austin, TX 78711

SHIP Town of  
TO Pantego

DATE		ACCT #	DEPT.		
Nov. 19, 2014		209-5-201-354.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Annual Water System For FY 2015			2502 60
				TOTAL	2502 60

*C. Williams* 12-2-14  
*[Signature]*

APPROVED BY



PUBLIC WORKS MEMO

---

Date: December 2, 2014  
To: Matthew Fielder, City Manager  
From: Joshua Brown, Public Works Foreman  
Through: Scott Williams, Public Works Director  
Subject: Purchase Order Authorization – Public Water System Fee

The Public Works Department, Water Utilities Division is requesting the approval of a purchase order in the amount of Two Thousand, Five Hundred, and Two Dollars and Sixty Cents (\$2,502.60) for the Annual Water System Fee from the Texas Commission on Environmental Quality (TCEQ). This is a budgeted item to cover FY 2015.

Please find the attached invoice and PO request that reflects the purchase order amount, (\$2,502.60) from Acct No: 200-5-201-354.

A handwritten signature in black ink, appearing to read "Scott Williams", is written over a horizontal line.

Scott Williams, Public Works Director



# INVOICE

DETACH BOTTOM PORTION AND RETURN WITH PAYMENT - KEEP TOP PORTION FOR YOUR RECORDS -

ACCOUNT NO.	INCLUDES PAYMENTS THROUGH:	COLL COST RECOVERY	LATE FEES	BALANCE DUE
92200066	NOV04, 14	0.00	0.00	2,502.60

INVOICE DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
NOV30, 14	PHS0156337	REG_NUMBER 2200066 FY15 WATER SYSTEM FEE	2,502.60	2,502.60

This fee is based on data reported from the last inspection. Please call 512-239-4691 for assistance with the calculation of your fee.

2,502.60

See REVERSE SIDE for Explanation of Charges and TCEQ Contact Telephone Numbers.

PLEASE PAY THIS AMOUNT INCLUDE ACCOUNT NUMBER ON CHECK

TCEQ VIPP Form AR41A 02-17-2011

NOV04, 14

DETACH THIS PORTION AND RETURN WITH CHECK OR MONEY ORDER PAYABLE TO:

ACCOUNT NO.	BALANCE DUE
92200066	2,502.60

CHECK HERE IF YOUR ADDRESS HAS CHANGED. PLEASE INDICATE ADDRESS CHANGE ON BACK



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

**INVOICES NOT PAID WITHIN 30 DAYS OF INVOICE DATE WILL ACCRUE PENALTIES**

TOWN OF PANTEGO

1614 S BOWEN RD  
PANTEGO TX 76013-3336

0092200066 1533367 00002502601231141

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1664

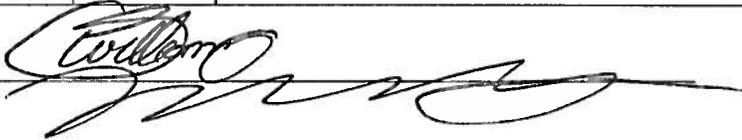
**INSTRUCTIONS TO VENDOR**

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 **Datamatic Inc.**  
**PO Box 941948**  
**Piano, TX 75094-1948**

SHIP TO **Town of Pantego**

DATE		ACCT #	DEPT.				
12/2/14		200-5-201-486	PW-Water Util.				
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
2		Roadrunner Handheld / Mobile Equipment and Probes - Meter Readers.	3099	00	2	6198	00
2		Dockings / Charging cradles	429	00	2	858	00
1		Project management, Installation, Training	600	00		600	00
1		Shipping	50	00		50	00
2		Trade-in of (2) existing units.	(125	00)	2	(250	00)
<b>TOTAL</b>						<b>7,456</b>	<b>00</b>



APPROVED BY



PUBLIC WORKS MEMO

---

Date: December 3, 2014  
To: Matthew Fielder, City Manager  
From: Scott Williams, Public Works Director  
Subject: Purchase Order Authorization for Hand Held Meter Reading Equipment

The Public Works Department, Water Utilities Division is requesting the approval of this purchase order in the amount of *Seven Thousand, Four Hundred and Fifty Six Dollars* (\$7,456.00) for handheld/mobile meter reading equipment provided by Datamatic Inc.

The Purchase Order is for two hand held meter reading devices with charging cradles, encode application software and provide project management; installation; training services for new equipment. The new units will be replacing two existing units that were purchased in 2006. These handheld units are used for inputting water meter reads for each account and downloading the information into the Encode system for water billing. This purchase was approved for the FY 2014-2015 budget.

Please find the attached Purchase Order that reflects the requested amount, (\$7,456.00) from Acct No: 200-5-201-486.

A handwritten signature in black ink, appearing to read "Williams", is written over a horizontal line.

Scott Williams, Public Works Director



# System Quotation

For: Town of Pantego, Texas  
 Date: 21-Oct-14  
 By: Chris Kercher - Regional Sales Manager

Section	Description	Qty	Unit Price	Extended Price	Annual Maintenance
<b>1</b>	<b>System Engineering/Development</b>			<b>\$0.00</b>	
<b>2</b>	<b>ROADRUNNER Handheld/Mobile Equipment and Probes</b>			<b>\$6,806.00</b>	<b>\$1,058.40</b>
2.1	ROADRUNNER NomadLE Handheld Kit	2	\$3,099.00	\$6,198.00	\$929.70
2.2	ROADRUNNER Nomad Cradle Kit with 110V AC	2	\$429.00	\$858.00	\$128.70
2.3	TRADE-IN of ROADRUNNER CX and Cradle**	2	-\$125.00	-\$250.00	\$0.00
<b>3</b>	<b>Meter Interface Units</b>			<b>\$0.00</b>	
<b>4</b>	<b>AMR Hardware</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>5</b>	<b>Application Software and Upgrades</b>			<b>\$0.00</b>	<b>\$563.40</b>
5.1	RouteSTAR MVP Route Management Software (MAINTENANCE ONLY!)	1	N/C	\$0.00	\$563.40
<b>6</b>	<b>Project Management/Installation/Training Services</b>			<b>\$600.00</b>	
6.1	ROADRUNNER Upgrade Phone Training - per hour	4	\$150.00	\$600.00	
<b>7</b>	<b>Expenses</b>			<b>\$50.00</b>	
7.1	Shipping	1	\$50.00	\$50.00	
<b>8</b>	<b>Accessories and Other Items</b>			<b>\$0.00</b>	
<b>Total System Cost and Annual Maintenance</b>				<b>\$7,456.00</b>	<b>\$1,621.80</b>
<b>9</b>	<b>Lease Purchase Options</b>				
Entity Type: <input type="radio"/> Municipal Entity <input checked="" type="radio"/> No Lease Options					
<input type="radio"/> Commercial Entity					
Length of Term: Two Annual		Annual Lease Amount		\$0.00	

**Terms/Comments:**

**Note:** This quotation is subject to terms of the Datamatic License and Maintenance Agreement. All prices are valid for ninety (90) days unless otherwise extended in writing. Payment Terms are Net 30.

\*One (1) Year Warranty on Hardware.

\*\*TRADE-IN VALUE OF EXISTING EQUIPMENT MAY NOT BE AVAILABLE AT TIME OF P.O.!!!

Shipping: All shipping is FOB Datamatic's offices in Plano, Texas.

Quotation Accepted:

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 11665

**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 **UL**  
333 Phingshen Rd  
Northbrook, IL 60062-2096

SHIP TO

DATE		ACCT #	DEPT			
11/5/14		100-5-150-356.00	Fire			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT
ORDERED	RECEIVED					
1		Annual 75ft Aluminum Aerial Ladder Test	765	00	ea	765 00
135		Ground Ladder Examination and Test	2	70	feet	364 50
					TOTAL	1129 50

*J. Jeff [Signature]*  
*[Signature]*

APPROVED BY



**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:** 12-03-2014

I am requesting to expend funds in the amount of 1,129.50. This amount is for the annual certification on the fire department aerial and ground ladders.

This test and recertification will be performed by UL according to manufactures recommendations. The testing is scheduled for mid December, 2014.

This is a budgeted item from the 2014/15 annual budget.

Cc: A. Carmona

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 11616

**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 DFW COMMUNICATIONS

SHIP  
TO

DATE		ACCT #	DEPT.		
12-3-14		100-5-140-486	P.D.		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		10N LIC PLATE BRKT			18 90
1		10N V SERIES RED			159 00
1		" " BLUE			159 00
1		360° VERTEX RED			79 20
1		" " BLU			79 20
2		DUAL AVENGER TRIO			550 80
0		<u>BUDGETED</u>			
1		SHIPPING			49 24
				TOTAL	1095 34

*[Signature]*  


---

*[Signature]*  


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 APPROVED BY



## PANTEGO PUBLIC SAFETY



**MEMO #: 000**

**To:** Matt Fielder, City Manager  
**From:** Chief Thomas Griffith  
**Subject:** Approval to Purchase Equipment  
**Release Date:** December 3, 2014  
**Effective:**

I request authorization to purchase emergency lighting equipment for my department vehicle as approved in the current fiscal year budget. The equipment will add additional lighting that will increase side visibility of the vehicle when approaching intersections and rear visibility when stopped on roadways. A portion of the requested equipment will also replace the less visible equipment that is currently installed in the headlights. The overall purpose and intent of the lighting is to improve visibility and thereby increase safety and lessen liability.

I received two quotes and this is the cheaper of the two. The equipment that will be purchased from the quote totals \$1,095 and is listed below. The budgeted amount for this purchase is \$1,200. I will install the equipment, which will result in an approximate \$1,000 savings to the Town.

Quan	Item	Description	Unit Price	Total
1	IONBKT1	ION license plate bracket	18.90	18.90
1	IONV3R	ION V-Series Red	159.00	159.00
1	IONV3B	ION V-Series Blue	159.00	159.00
1	VTX3609R	360 Degree Vertex Red	79.20	79.20
1	VTX3609B	360 Degree Vertex Blue	79.20	79.20
2	AVNT2RBW	Dual Avenger Trio	275.40	550.80
1		Shipping	49.24	49.24
Total				1095.34

Cc: C. Charboneau



501 Duncan Perry Rd  
 Arlington TX 76011  
 Phone: (877) 730-4339

**QUOTATION**  
**131000278**

Page 1

**Bill To:**  
 Pantego City of PD  
 2600 Miller  
 Pantego, TX 76013

**Ship To:**  
 Pantego City of PD  
 2600 Miller  
 Pantego, TX 76013

**Contact:** Tom Griffith  
**Contact #:** 817-274-2511  
**Fax #:**

Date: 12/03/2014		Pricing Valid for 30 Days		Terms: NET 30	
Qty	Item	Description	Unit Price	Extended	
<del>2</del>	<del>IONSV3R</del>	Ion V-Series Surface Mt Red	<del>159.00</del>	<del>318.00</del>	
<del>2</del>	<del>IONSV3B</del>	Ion V-Series Surface Mt Blu	<del>159.00</del>	<del>318.00</del>	
1	IONBKT1	ION LICENSE PLATE BKT HORIZ.	18.90	18.90	
1	IONV3R	ION V-SERIES RED	159.00	159.00	
1	IONV3B	ION V-SERIES BLUE	159.00	159.00	
1	VTX3609R	360 DEGREE VERTEX RED	79.20	79.20	
1	VTX3609B	360 DEGREE VERTEX BLUE	79.20	79.20	
<del>4</del>	<del>DBKT4</del>	DOMINATOR ANGLE MOUNT BRACKET	<del>44.10</del>	<del>144.40</del>	
<del>2</del>	<del>DP4RRBB</del>	DOMINATOR PLUS 4-LINZ6 R/R/B/B	<del>382.80</del>	<del>765.60</del>	
2	AVNT2RBW	DUAL AVENGER TRIO R/B/W	275.40	550.80	
1	Shipping and Handling		49.24	49.24	

**Customer Approval:** \_\_\_\_\_

Account Manager: Brian Sells  
 Phone: 877-730-4339  
 Cell: 817-505-8292  
 Fax: 855-730-4339

Subtotal : \$2,511.04  
 Tax : \$0.00  
 Total Quote : \$2,511.04

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1667

**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

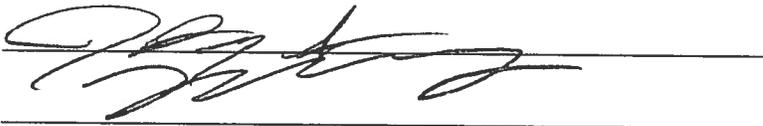
TO Shady Valley Management Corp  
 dba Shady Valley Country Club  
 4001 W. Park Row  
 Arlington TX 76013

SHIP TO Shady Valley Country Club  
 4001 W Park Row  
 Arlington TX 76013

DATE		ACCT#	DEPT.			
12-3-14		5-100 180-740.00	General Admin			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1	1	Town of Pantego Christmas Party Venue and Catering	\$6,040.00		\$6,040.00	
Budgeted						

TOTAL \$6,040.00

APPROVED BY





G/A MEMO

---

To: Matt Fielder, City Manager

From: Julie Arrington, City Secretary

Date: December 3, 2014

Re: Town of Pantego Christmas Party

The Town of Pantego has a contract with Shady Valley Management Corp, d.b.a. Shady Valley Country Club, to provide a venue and catering for the annual Town of Pantego Christmas Party. Per the contract authorized and signed in September 2013, payment of the full balance of the estimated cost is required no later than December 11, 2014. The total remaining balance is \$6,040.00 and was budgeted in the FY 2014-15 Budget.

Enclosed: Purchase Order  
Shady Valley Country Club Proposal Summary

## Shady Valley Country Club Proposal Summary

Date: 09/09/2014

Event: Town of Pantego Holiday Pantego

Date: 12/19/2014 Friday

	Price	Service Charge	Tax	Total
Menu:	\$5,450.00	\$1,090.00	\$0.00	\$6,540.00
Bar - Beer:	\$0.00	\$0.00	\$0.00	\$0.00
Wine:	\$0.00	\$0.00	\$0.00	\$0.00
Liquor:	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Services:	\$0.00	\$0.00	\$0.00	\$0.00
Non-Banquet:	\$0.00	\$0.00	\$0.00	\$0.00
Room Rental:	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$5,450.00	\$1,090.00	\$0.00	\$6,540.00
Initial Deposit Due by 09/27/2014:				500.00
Second Deposit Due by 10/20/2014:				0.00
Final Deposit Due by 12/11/2014:				6,040.00
Balance Due:				\$6,540.00

PAGE 1412



# AGENDA BACKGROUND

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

**Date:** December 8, 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 November 11, 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 special session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 11<sup>th</sup> day of November 2014 with the following members present:

Melody Paradise  
Russ Brewster  
Don Funderlic  
Jane Barrett  
Fred Adair  
Don Surratt

Mayor  
Mayor Pro-Tem  
Council Member

Members absent:

None.

constituting a quorum. The following staff members were present:

Matt Fielder  
Julie Arrington  
Chad Joyce

City Manager  
City Secretary  
Community Development Director

Also in attendance:

None.

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

Mayor Paradise called the special session to order at 6:42 p.m.

**1. Discuss and review major revisions to the Town of Pantego Municipal Code of Ordinances Chapter 14 Zoning.**

Mr. Joyce provided each Councilmember with a copy of the current Zoning Map and a proposed Future Land Use Plan. There was discussion on the Future Land Use Map, reducing the amount of dwelling units per lot for R-3, the definition of transition in R-2, clarification on the changes to the current R-5 designation changing to a Planned Development, and the procedure for a Planned Development designation. Council requested to change the transition language in R-2 to give more clarification that transition is allowing for a buffer area. There was a discussion and clarification on the location of a Church, library, and park areas within the zoning classifications and the use of a Special Use Permit.

There was discussion on the definition of conditional use, antenna's, wind driven energy, gas well setbacks, in-law suites, and garage sale requirements. The Council will revisit at a later date the solar energy requirements, and their discussion on Public, Community, and Government building designations. Mr. Joyce was directed to have the town attorney research and report on the deleting of the drilling and production section off the Residential District Uses Chart due to the control of these items being elsewhere in the ordinance.

There was discussion on the rear setbacks as it relates to allowing residents to add onto their homes and encroach on their property lines. Council would like to change the setbacks from 10

Town Council Minutes  
November 11, 2014

foot to 15 foot in an R-1 designation. There was discussion on the lot coverage illustration provided by the engineer. Mr. Joyce was directed to verify that the existing lot sizes in R-3 will meet the minimum requirements as outlined within this ordinance.

Mr. Joyce was directed to ask the town attorney for a better definition for call centers that is less broad and less restrictive. In the future, Council will revisit the call center definition, discuss internet sales, and possibly require a special use permit. Council made the following changes to the C1 district: Assisted Living Facilities, banks, credit unions, and tent sales or sidewalk sales are not permitted. Bed and Breakfast facilities, Laundromats, and hospitals will require a special use permit to be located in the Park Row Corridor or the Pioneer Parkway Corridor. There was clarification between major and minor Building Material/Hardware Sales, major and minor construction shops, and major and minor theaters. Child Care facilities should be allowed to have a special use permit for the Park Row Corridor and the Pioneer Parkway Corridor. There was discussion regarding veterinarian clinics in the Park Row Corridor. Council would like the town attorney to review and recommend any changes to the wind driven energy system section.

There was discussion on commercial antennas, minimum distance requirements on the body art studios, and regulations of gas stations. Council recommended changing the ingress/egress requirements to allow a 24 hour on-duty resident at one main entrance with the other being ingress/egress for emergencies only. Number 18(a) of the Conditional Use Requirements for Restaurants was removed and 18(b) was discussed but left as is written. Council added a definition for maximum lot coverage percentage and verified the lot sizes and setbacks of all districts.

Mr. Joyce informed Council he will provide redlines in a word document on dropbox with updates after each meeting. He will also include a one page summary. The next meeting will be November 25<sup>th</sup>.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:34 p.m.

APPROVED:

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

ATTEST:

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Discussion with Flair Events regarding the strategy for PantegoFest 2015.

**Date:** December 8, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The Town Council requested a planning session to discuss the previous and upcoming PantegoFests. Comments were requested from Council Members, and those have been received from Council Member Funderlic and are included. April Coltharp will be present to participate in the discussion.

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

Provide guidance to assist with planning PantegoFest 2015.

**ATTACHMENTS:**

Council Member Funderlic comments.

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

## **Pantegofest Comments**

### **Revenue/Cost**

Need to have a portion of beer/food sales to the town. One option could be coupon sales for food and drinks, similar to the Main Street Arts Festival.

Beer/drink concessions, explore option of the Town holding the license.

Beer prices were reasonable.

What can be done to increase revenues to Town?

### **Hours**

Starting times on Saturday and Sunday may have been too early. Discuss if we should have a Sunday event, is there a cost for Sunday besides bands?

### **Bounce Area**

Locate entrance past ticket area so they must go to tickets first. People weren't sure where to get tickets.

Better signage.

Have one adult present all shifts.

Have someone bring water, and be a relief person to offer breaks.

Make sure there is adequate personnel for all shifts and that they know the times.

### **Layout**

Move welcome and general tents to the south of where they were so stores on the north have visibility.

Arrange vendors so the majority of entries must pass.



# AGENDA BACKGROUND

**AGENDA ITEM:** Salvation Army presentation by Lt. Jennifer Jones to kick off the Red Kettle Challenge celebration.

**Date:** December 8, 2014

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Each year the week prior to the Red Kettle Challenge the Salvation Army hosts a kick off celebration and the Red Kettle is set up in the front office to allow people to donate throughout the week.

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on an update from CMA regarding the Park Row Streetscape Project.

**Date:** December 8, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Steve Elliott, with CMA Architects, will present the final plans for the Park Row Sidewalk Project in preparation for soliciting bids in January. The plans have been finalized, with the exception of some information still to be obtained from OnCor. This should not significantly change the plans, or anticipated costs, nor should it delay our ability to solicit bids in January.

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

Provide guidance regarding whether to move forward with bidding the project.

**ATTACHMENTS:**

Draft project manual has been uploaded to Drop Box.

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Review and consider action on acceptance of a right-of-way grant from Farrell Property Company Limited.

**DATE:** December 8, 2014

---

**PRESENTER:**

Chad Joyce, Community Development Director

**BACKGROUND:**

Right-of-way is needed along West Park Row Drive in front of Lakewood Shopping Center, 2304-2420 W Park Row Drive, to install the infrastructure for the upcoming Park Row Streetscape Project. The property owner, Ann Farrell, has agreed to grant the right-of-way to the Town to support the project. The City Attorney drafted the legal document included in this agenda item, which Ms. Farrell has signed.

**FISCAL IMPACT**

This property is being granted for the sum of \$1.00.

**RECOMMENDATION:**

Staff recommends acceptance of the right-of-way.

**ATTACHMENTS:**

Granting Document  
Exhibit A – Property description and survey

Director's Review: _____ City Manager's Review: _____
--

**TOWN OF PANTEGO  
RIGHT-OF-WAY**

**THE STATE OF TEXAS**

§

§

**COUNTY OF TARRANT**

§

§

**KNOW ALL MEN BY THESE PRESENTS**

---

THAT Farrell Property Company Limited, hereinafter called Grantor, of the County of Tarrant, State of Texas, for and in consideration of ONE DOLLAR and other good and valuable consideration paid by the Town of Pantego, a municipal corporation of Tarrant County, Texas, receipt which is hereby acknowledged, do grant, bargain and convey to said Town, a permanent right-of-way for the purpose of constructing, using, and maintaining a public street with drainage facilities and other public utilities in or upon said right-of-way being described as follows:

SEE ATTACHED EXHIBIT "A" AND SKETCH INCORPORATED HERIN BY REFERENCE FOR ALL INTENTS AND PURPOSES

TO HAVE AND TO HOLD said right-of-way unto the Town of Pantego, its successors and assigns forever.

WITNESS our hand this \_\_\_\_ day of \_\_\_\_\_, 2014.

Farrell Property Company Limited  
Grantor

By: \_\_\_\_\_

**The \_\_\_\_\_ for  
Farrell Property Company Limited**

**THE STATE OF TEXAS**

**COUNTY OF TARRANT**

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, as the authorized representative of Farrell Property Company Limited, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that [he/she] executed the same for the purposes and consideration therein expressed on behalf of and as the act and deed of Farrell Property Company Limited.

Given under my hand and seal of offices this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Notary Public in and for  
The State of Texas

My commission expires on \_\_\_\_\_

**FIELD NOTES**

**BEING** a tract of land conveyed to Farrell Property Company, Ltd. according to the deed recorded in Volume 11837, Page 403, Deed Records of Tarrant County, Texas, (D.R.T.C.T.), in the W. J. Barry Survey, Abstract No. 155, in the Town of Pantego, Tarrant County, Texas, and more particularly described by metes and bounds as follows:

**BEGINNING** at an 'X' found cut in concrete at the northeast corner of a tract of land conveyed to 4D-JKL Corporation, according to the deed recorded in Instrument No. D209318245, D.R.T.C.T., said 'X' being in the west line of the Farrell tract and also being in the south right of way line of West Park Row;

**THENCE** North 0° 39' 54" West with the west line of the Farrell tract and with the south right of way line of West Park Row, a distance of 11.28 feet to a point for corner;

**THENCE** North 89° 23' 38" East with the south line of West Park Row, a distance of 571.08 feet to a point for corner;

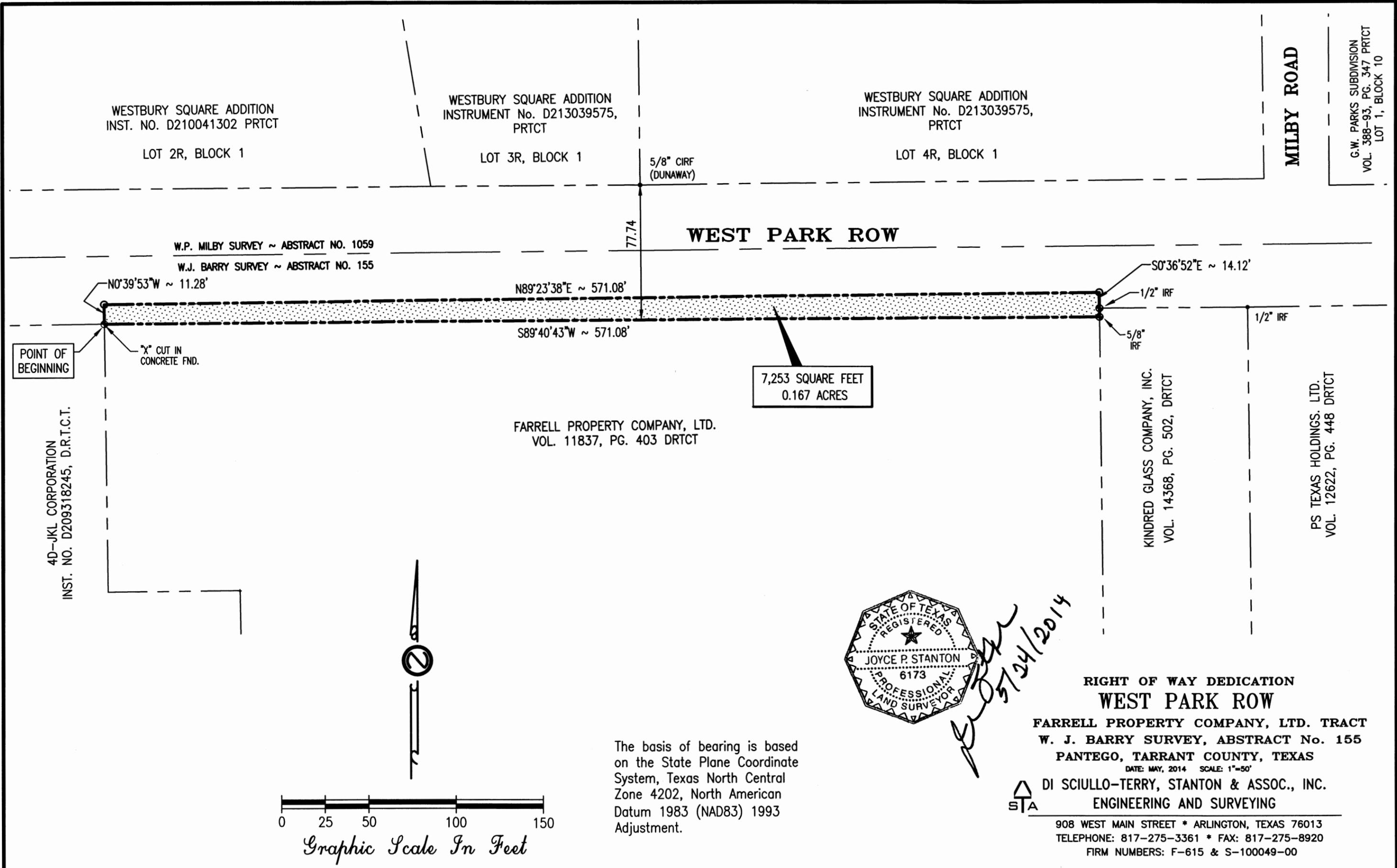
**THENCE** South 0° 36' 52" East with the south right of way line of West Park Row, at a distance of 9.12 feet passing a 1/2" iron rod found at the northwest corner of a tract of land conveyed to Kindred Glass Company, Inc, according to the deed recorded in Volume 14368, Page 502, D.R.T.C.T., and continuing in all, a distance of 14.12 feet to a 5/8" iron rod found for corner;

**THENCE** South 89° 40' 43" West a distance of 571.08 feet to the **POINT OF BEGINNING** of the herein described tract of land, containing a calculated area of 0.167 acres (7,253 square feet) of land.

The basis of bearing is based on the State Plan Coordinate System, Texas North Central Zone 4202, North American Datum 1983 (NAD 83) with 1993 Adjustment.



*J.P. Stanton*  
5/24/2014

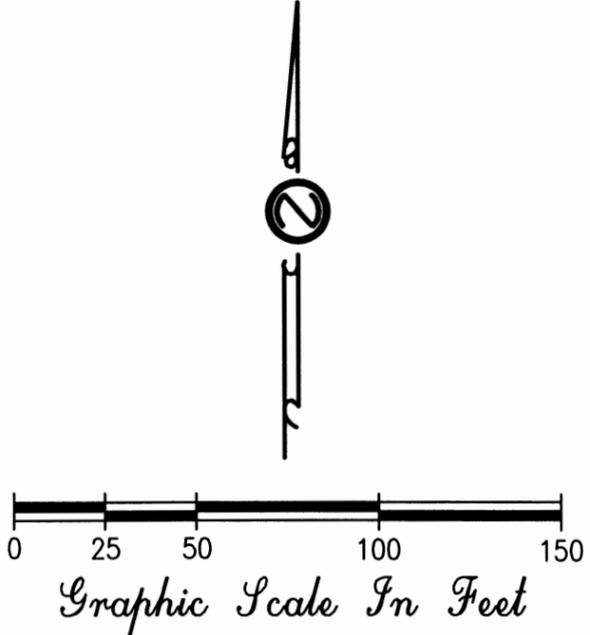


POINT OF BEGINNING

7,253 SQUARE FEET  
0.167 ACRES



*Handwritten signature and date: 5/24/2014*



The basis of bearing is based on the State Plane Coordinate System, Texas North Central Zone 4202, North American Datum 1983 (NAD83) 1993 Adjustment.

**RIGHT OF WAY DEDICATION  
WEST PARK ROW**  
FARRELL PROPERTY COMPANY, LTD. TRACT  
W. J. BARRY SURVEY, ABSTRACT No. 155  
PANTEGO, TARRANT COUNTY, TEXAS  
DATE: MAY, 2014 SCALE: 1"=50'  
DI SCIULLO-TERRY, STANTON & ASSOC., INC.  
ENGINEERING AND SURVEYING  
908 WEST MAIN STREET \* ARLINGTON, TEXAS 76013  
TELEPHONE: 817-275-3361 \* FAX: 817-275-8920  
FIRM NUMBERS: F-615 & S-100049-00

MILBY ROAD

G.W. PARKS SUBDIVISION  
VOL. 388-93, PG. 347 PRTCT  
LOT 1, BLOCK 10

KINDRED GLASS COMPANY, INC.  
VOL. 14368, PG. 502, DRTCT

PS TEXAS HOLDINGS, LTD.  
VOL. 12622, PG. 448 DRTCT

FARRELL PROPERTY COMPANY, LTD.  
VOL. 11837, PG. 403 DRTCT

WESTBURY SQUARE ADDITION  
INST. NO. D210041302 PRTCT  
LOT 2R, BLOCK 1

WESTBURY SQUARE ADDITION  
INSTRUMENT No. D213039575,  
PRTCT  
LOT 3R, BLOCK 1

WESTBURY SQUARE ADDITION  
INSTRUMENT No. D213039575,  
PRTCT  
LOT 4R, BLOCK 1

WEST PARK ROW

W.P. MILBY SURVEY ~ ABSTRACT NO. 1059  
W.J. BARRY SURVEY ~ ABSTRACT NO. 155

5/8" CIRF  
(DUNAWAY)

77.74

S0°36'52"E ~ 14.12'

1/2" IRF

5/8" IRF

1/2" IRF

N0°39'53"W ~ 11.28'

N89°23'38"E ~ 571.08'

S89°40'43"W ~ 571.08'

"X" CUT IN  
CONCRETE FND.

4D-JKL CORPORATION  
INST. NO. D209318245, D.R.T.C.T.



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on an interlocal agreement with Tarrant County for paving, striping, and cross walks associated with the Park Row Project.

**Date:** December 8, 2014

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The proposed interlocal agreement with Tarrant County would provide funding for the paving, striping, and crosswalk portion of the Park Row Project. The agreement specifies that the \$260,210 may only be used for that purpose, and that the funds will be provided on a reimbursement basis. That is, the Town will have to front the costs, and receive reimbursement from the County after the fact. The funds must also be spent within Fiscal Year 2014-15.

**FISCAL IMPACT:**

\$260,210

**RECOMMENDATION:**

Approval of the interlocal agreement.

**ATTACHMENTS:**

Resolution 14-23  
Proposed Interlocal Agreement

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

**RESOLUTION NO. 14-23**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH AND BETWEEN TARRANT COUNTY, TEXAS FOR THE RECONSTRUCTION OF PARK ROW BOULEVARD BETWEEN BOWEN ROAD AND WAGGONER DRIVE INCLUDING THE INSTALLATION OF THREE CROSSWALKS.**

**WHEREAS,** the Texas Government Code, Chapter 791, authorizes the formulation of interlocal cooperation agreements between and among local governments; and

**WHEREAS,** the Texas Government Code, §791.011 provides that a local government may contract with another local government to perform governmental functions and services, and §791.003(3) (C) designates streets, roads, and drainage as a governmental function and service; and

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

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

**Section 1:** the Town Council hereby authorizes the City Manager to enter into the Interlocal Agreement with Tarrant County for the reconstruction of Park Row Boulevard between Bowen Road and Waggoner Drive including the installation of three crosswalks. **(Exhibit A)**

**Section 2:** the agreement will conclude at the end of the current fiscal year.

**Section 3:** The County agrees to reimburse the Town up to \$260,210 of eligible expenses as outlined in Exhibit A

**Section 4:** This resolution is effective immediately upon passage.

**PASSED AND APPROVED this the 8<sup>th</sup> day of December 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:**

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

Exhibit A

**STATE OF TEXAS           §**  
**§           Interlocal Agreement**  
**COUNTY OF TARRANT §**

This agreement is entered into between Tarrant County, Texas, hereinafter referred to as COUNTY, and Town of Pantego, hereinafter referred to as CITY, and collectively referred to as the parties, for the purpose of funding a needed transportation project within the boundaries of both parties which the Commissioners Court and the governing body of the CITY find serves a public purpose and the public welfare of the citizens of Tarrant County.

The COUNTY and the CITY make the following findings of fact:

1. This agreement is made pursuant to Chapter 791 of the Texas Government Code;
2. To the extent necessary the parties will use current revenues to pay obligations in this agreement;
3. The project benefits the public in that it is a needed transportation project;
4. The COUNTY and the CITY each has the legal authority to perform its obligations in this agreement; and
5. The division of costs provided in this agreement constitute adequate consideration to each party.

**I.**  
**PROJECT DESCRIPTION**

This project will reconstruct Park Row Boulevard between Bowen Road and Waggoner Drive including the installation of three crosswalks.

**II.**  
**SCOPE OF SERVICES PROVIDED BY CITY**

The services to be provided by the CITY shall include, but are not limited to, the following:

- A. All as-built total project costs including all construction cost, right of way acquisition, planning, engineering, surveying and governmental approval cost (collectively referred to as "Costs");
- B. Construction agreement administration, site review, permitting and inspection;
- C. Interagency cooperation;
- D. A monthly progress report documenting the percent complete for each major component of the project shall be provided to the COUNTY;
- E. CITY will notify the COUNTY on completion of the project.
- F. CITY will include the following language on all on-site public notice signage:

"This project is funded by the Town of Pantego and the Tarrant County Commissioners Court through the 2006 Tarrant County Bond Program"

### **III.** **TERM**

This agreement will conclude with the ending of the current fiscal year unless terminated sooner per Section XI of this agreement.

### **IV.** **COST**

COUNTY agrees to reimburse CITY up to \$260,210 of eligible expenses. Attachment A incorporated into this agreement by reference sets forth the funding schedule for this reimbursement. However, in the event that the schedule is delayed, the COUNTY is excused from paying until the successful completion of the scheduled phase of the project as reasonably determined by the COUNTY. The CITY will provide certification signed by the CFO or authorized official that the work has been completed and that the funds being requested have been expended.

CITY understands that CITY will be responsible for any other expenses incurred by CITY in performing the services under this agreement.

**V.**  
**AGENCY-INDEPENDENT CONTRACTOR**

Neither COUNTY nor any employee thereof is an agent of CITY and neither CITY nor any employee thereof is an agent of COUNTY. This agreement does not and shall not be construed to entitle either party or any of their respective employees, if applicable, to any benefit, privilege or other amenities of employment by the other party.

CITY agrees that the COUNTY will have no right to control the manner or means of construction of the project.

**VI.**  
**ASSIGNMENT**

Neither party may assign, in whole nor in part, any interest it may have in this agreement without the prior written consent of the other party.

**VII.**  
**THIRD PARTY BENEFICIARY EXCLUDED**

No person other than a party to this agreement may bring a cause of action pursuant to this agreement as a third party beneficiary. This agreement may not be interpreted to waive the sovereign immunity of any party to this agreement to the extent such party may have immunity under Texas law.

**VIII.**  
**AUDIT OF RECORDS**

CITY's records regarding this project shall be subject to audit by the COUNTY during the term of this agreement and for two years after the completion of the project.

**IX.**  
**ENTIRE AGREEMENT**

This agreement represents the entire understanding of and between the parties and superseded all prior representations. This agreement may not be varied orally, but must be amended by written document of subsequent date duly executed by these parties. This agreement shall be governed by the laws of the State of Texas and venue for any action under this agreement shall be in the district courts of Tarrant County, Texas.

**X.**  
**SCHEDULING**

CITY agrees that the COUNTY retains control over the COUNTY funding disbursement schedule identified in Attachment A. COUNTY agrees to notify CITY of any changes to the funding disbursement schedule 30 days in advance. Such notification will be in the form of written correspondence delivered by regular mail.

**XI.**  
**TERMINATION**

Until funded by the COUNTY as described in Paragraph IV this agreement may be terminated by either party by providing written notice to the other party at least thirty (30) days prior to the intended date of termination. Any notice or other writing required by this agreement, shall be deemed given when personally delivered or mailed by certified or registered United States mail, return-receipt, postage prepaid, addressed as follows:

COUNTY:  
County Administrator  
Tarrant County  
100 E Weatherford St  
Fort Worth, Texas 76196

CITY:  
City Manager  
Town of Pantego  
1614 South Bowen Road  
Pantego, Texas 76013

**APPROVED** on this day the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Tarrant County.

Commissioners Court Order No. \_\_\_\_\_.

**TARRANT COUNTY**  
**STATE OF TEXAS**

**CITY**

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Commissioner, Precinct 2

CERTIFICATION OF AVAILABLE FUNDS IN THE AMOUNT OF \$\_\_\_\_\_:

**Certification of Funds Available as follows:**

Fiscal year ending September 30, 2007	\$
Fiscal year ending September 30, 2008	\$
Fiscal year ending September 30, 2009	\$
Fiscal year ending September 30, 2010	\$
Fiscal year ending September 30, 2011	\$
Fiscal year ending September 30, 2012	\$
Fiscal year ending September 30, 2013	\$
Fiscal year ending September 30, 2014	\$
Fiscal year ending September 30, 2015	\$260,210

**All future years funding is contingent on future debt issuance and renewal of this contract**

Fiscal year ending September 30, 2016	\$
	-----
	\$260,210**

\_\_\_\_\_  
Auditor's Office

*\*\* Project funded through Precinct 2 Discretionary Bond Funds*

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM AND CONTENT:**

\_\_\_\_\_  
District Attorney's Office\*

\_\_\_\_\_  
City Attorney

\*By law, the District Attorney's Office may only approve contracts for its clients. We reviewed this document from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

## ATTACHMENT A

### Project Information

City: Town of Pantego  
 Project Name: Reconstruction of Park Row Boulevard

### Proposed Project Schedule

	Start Date	Duration (mo)	End Date *
Design:	-	-	-
ROW Acquisition:	-	-	-
Utility Relocation:	-	-	-
Construction:	Feb-2015	4	Jun-2015

\* COUNTY payments by completed phase are contingent upon the COUNTY'S reasonable determination that the work regarding the project phase for which payment is expected is successfully completed, as determined by the COUNTY. COUNTY plans to issue debt for all phases of this project, therefore payment remains contingent on debt issuance in accordance with applicable law.

Once Construction commences, COUNTY payment shall be made by fiscal quarter prorated over the life of the construction but contingent upon reasonable progress in construction as may be determined by the COUNTY.

### Proposed County Payment by Phase

Design:	\$
ROW Acquisition:	\$
Utility Relocation:	\$
Construction:	\$260,210
County Funding	
Total:	\$260,210

### Proposed County Payment by Calendar Quarter (SUBJECT TO CHANGE)

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
2007	\$	\$	\$	\$
2008	\$	\$	\$	\$
2009	\$	\$	\$	\$
2010	\$	\$	\$	\$
2011	\$	\$	\$	\$
2012	\$	\$	\$	\$
2013	\$	\$	\$	\$
2014	\$	\$	\$	\$
2015	\$100,000	\$160,210	\$	\$
2016	\$	\$	\$	\$



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on authorizing the City Manager to pay the routine and anticipated monthly bills for the remainder of December 2014 due to the cancellation of the second December Council meeting.

**Date:** December 8, 2014

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

At the November 10<sup>th</sup> regular Town Council meeting, the Council voted to cancel the regular meeting scheduled for December 22<sup>nd</sup>. Because there will be a gap between meetings longer than thirty days, I am requesting the authority to pay routine and anticipated bills during that time.

The following are bills normally paid at the second meeting:

Bill Lane, Attorney	\$1,837.50	November 2014 Invoice
Wells Fargo	\$1,445.54	November 2014 Copier Lease Payment
Alan Plummer	\$4,455.56	November 2014 Lane Well Study
City of Arlington	\$1,131.00	December 2014 Radio Lease Payment
Time Warner Cable	Unknown	Telephone Bill Thru 12/16/14
Commerce Bank	Unknown	November Credit Card Expenses
City of Arlington	Unknown	November 2014 Wastewater Services
Iwerk	Unknown	November 2014 Tech Support Services

**FISCAL IMPACT:**

Unknown

**RECOMMENDATION:**

Provide authorization to pay bills due before the next Council meeting.

**ATTACHMENTS:**

N/A

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