



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### January 12, 2015

#### COUNCIL MEMBERS:

Fred Adair  
Don Funderlic  
Jane Barrett  
Don Surratt

Matthew Fielder, City Manager

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

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

REVIEW AND DISCUSS ITEMS ON THE REGULAR AGENDA, AND CONSIDER PLACING APPROVED ITEMS ON CONSENT AGENDA.

*All consent agenda items are considered to be routine by the Council and will be enacted with one motion. There will be no separate discussion of items unless a Council Member so requests, in which event, the item will be removed from the general order of business and considered in its normal sequence.*

1. City Manager Report
  - Personnel Vacancies
  - Red Kettle Challenge Results
  - Fiber Optic Update
  - Utility Ordinance Update
  - Lane Well Update
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 24, 2014
    - Town Council minutes from November 25, 2014
  - Acceptance of Minutes of Boards and Commissions:
    - PEDC Minutes from October 22, 2014
    - PEDC Minutes from November 12, 2014
    - CRB Minutes from November 11, 2014

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

##### CALL TO ORDER/WELCOME

INVOCATION BY: Councilmember Don Funderlic

##### PLEDGE OF ALLEGIANCE

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

##### HONORS/RECOGNITIONS

- Residential Christmas Light Contest Winners
  - Traditional Decorations
    - Jim Staples, 27 Lacosta Ct.
    - Harry & Isabel Robison, 18 Country Club
    - Bill & Wendy Ponder, 1811 Nora Dr.
    - Smokey & Sarah Garrett, 1812 Nora Dr. – Honorable Mention

- Spirit of the Season
  - Roger Voss, 1700 Silver Leaf
  - Charles & Gwen Burk, 3000 Smith Barry
  - Thomas & Cheryl Bledsaw, 26 Lacosta Ct
  - Gloria Cox, 16 Country Club Ct – Honorable Mention
- Whimsical
  - Blake & Kari Bowman, 1604 Stagecoach
  - Jason Funderlic, 1610 Stagecoach
  - Michael & Becky Dement, 2810 Country Club
  - Stan Gover, 1603 Newsom Ct. – Honorable Mention
- Business Christmas Light Contest Winners
  - 1<sup>st</sup> Place Pantego Bakery and Bistro, 2304-21 W. Park Row
  - 2<sup>nd</sup> Place Camp Thurman, 3001 Sarah
  - 3<sup>rd</sup> Place All Paw's Grooming & Pet Sitting, 2224 W. Park Row #F
- Recognition of Service
  - Robert Coker 10 years of service
  - Josh Brown 5 years of Service
  - Cherie Charboneau 5 years of Service
  - Rogelio "Roy" DeLeon 5 years of Service
- Departmental Employee of the Year Awards
  - Administration Chad Joyce
  - Public Works Joshua Brown
  - Fire Department David Nock
  - Police Department Ben Moore
  - Court Freddie Alexander
- Town of Pantego Employee of the Year Award
  - To Be Announced

#### 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.

5. Discuss, direct, and consider action on authorizing the City Manager to enter into a contract with Alan Plummer Associates for the construction management of the Park Row Project.
6. Discuss, direct, and consider action on authorizing the City Manager to purchase the Self Contained Breathing Apparatus (SCBA) equipment for the Fire Department.
7. Discuss, direct, and consider action on the scheduling of additional Zoning Ordinance review meetings.

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

#### SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:

1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Litigation Van Hoosier.
2. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Potential Litigation Northern Trinity Groundwater Conservation District.

#### 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, January 9, 2015 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:** January 12, 2015

## **Update on Personnel Vacancies**

Personnel Vacancies remain for two police officers and one public safety dispatcher. A vacancy will be created on January 16<sup>th</sup> for a Support Services Specialist.

## **Red Kettle Challenge Results**

Pantego raised \$3,059.71 in the Red Kettle Mayoral Challenge. This represents 10.7% of the total of \$28,600 raised by Pantego, Mansfield, and Arlington.

## **Fiber Optic Update**

The fiber optic line between the Town Hall and Police Station failed early in the morning on Tuesday, December 23<sup>rd</sup>. We attempted to troubleshoot the issue with iWerks, but were unsuccessful. I then contacted the City of Arlington, as iWerks believed that our previous problems with the fiber line were due to installation errors. Their staff inspected the line, along with the contractor, and they continue to believe that the damage was caused by copper thieves mistaking the fiber optic line for a copper one. They insist that this has been a problem area-wide. The contractor determined that the line was damaged at both ends, and would require replacement. This was initially scheduled for December 24<sup>th</sup>, but they were unable to obtain replacement line, due to the holiday. They came back out on Friday, December 26<sup>th</sup>, and replaced the line at that time. All telephone and computer services were restored that evening. The contractor did upgrade the line from a six strand to a twenty—four strand. This is a heavier duty line, similar to the two City of Arlington traffic signal control lines that share the conduit with it. As neither of those lines were damaged, they thought that this might help prevent a recurrence of the problem in the future. The invoice for the repairs will be on the January 26<sup>th</sup> agenda.

## **Utility Ordinance Update**

Staff is in the process of preparing an update to the Utility Ordinance. This includes a provision for appealing a discrepancy in billing, better addressing responsibility for sewer service lines, fees assessed by the Northern Trinity Groundwater Conservation District, and updating the fee structure. The only remaining section to be developed is the update of the fee structure, which staff will continue to work on.

## **Lane Well Update**

Allen Plummer Associates, Inc., has completed the assessment of the Lane Well, but was unable to attend the January 12<sup>th</sup> meeting. They have been scheduled to be present to update Council on January 26<sup>th</sup>.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** January 12, 2015

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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 December 31, 2014**

Book Value of Pool Account, December 1, 2014 \$ 4,426,977

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	12/1/2014	\$ 4,426,977	12/31/2014	0.04%	\$ 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	\$ 4,426,977	\$ 4,427,243	\$ 468,080	\$ 4,895,029	\$ 4,895,323
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 5,334,286</b>	<b>\$ 5,334,552</b>	<b>\$ 468,080</b>	<b>\$ 5,802,338</b>	<b>\$ 5,802,632</b>

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

Book Value of Pool Account, December 1, 2014 \$ 442,848

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	12/1/2014	\$ 442,848	12/31/2014	0.04%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 442,848	\$ 442,874	\$ (67,876)	\$ 374,976	\$ 374,998
<b>Total</b>	<b>\$ 442,848</b>	<b>\$ 442,874</b>	<b>\$ (67,876)</b>	<b>\$ 374,976</b>	<b>\$ 374,998</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

CASH & INVESTMENTS REPORT  
AS OF: DECEMBER 31ST, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	453,656.60				
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				1,621,069.90	
<u>TOTAL 100-GENERAL FUND</u>		<u>454,561.60</u>	<u>252,755.95</u>	<u>0.00</u>	<u>1,621,069.90</u>	<u>2,328,387.45</u>
<u>LONG TERM DEBT FUND</u>						
<u>TOTAL 150-LONG TERM DEBT FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>FIXED ASSETS FUND</u>						
<u>TOTAL 175-FIXED ASSETS FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	99,297.53				
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				191,983.68	
<u>TOTAL 200-WATER AND SEWER FUND</u>		<u>99,297.53</u>	<u>251,751.37</u>	<u>0.00</u>	<u>191,983.68</u>	<u>543,032.58</u>
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				225,208.00	
<u>TOTAL 300-CAPITAL PROJECTS FUND</u>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>225,208.00</u>	<u>225,208.00</u>
<u>INTEREST &amp; SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				174,032.63	
<u>TOTAL 400-INTEREST &amp; SINKING FUND</u>		<u>0.00</u>	<u>100,700.51</u>	<u>0.00</u>	<u>174,032.63</u>	<u>274,733.14</u>
<u>STREET IMPVMT CONST FUND</u>						
500-0-000-102.00	CASH	0.00				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				357,290.44	
<u>TOTAL 500-STREET IMPVMT CONST FUND</u>		<u>0.00</u>	<u>251,751.37</u>	<u>0.00</u>	<u>357,290.44</u>	<u>609,041.81</u>

CASH & INVESTMENTS REPORT  
AS OF: DECEMBER 31ST, 2014

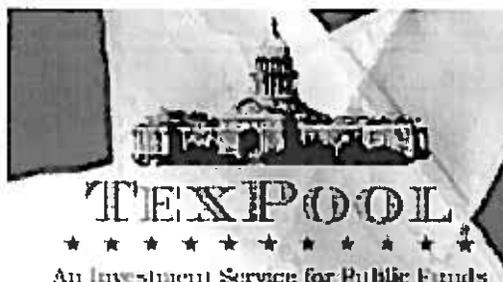
FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>PARK ROW PROJ FUND</u>						
550-0-000-204.00	TEXPOOL				1,507,000.00	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,507,000.00	1,507,000.00
<u>TRUST &amp; AGENCY FUND</u>						
650-0-000-102.00	CASH	72,173.95				
650-0-000-202.00	CERT OF DEPOSITS		0.00			
650-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				62,848.61	
TOTAL 650-TRUST & AGENCY FUND		72,173.95	0.00	0.00	62,848.61	135,022.56
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				335,956.27	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	335,956.27	335,956.27
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				294,680.06	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	294,680.06	294,680.06
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	6,444.26				
TOTAL 777-PAYROLL IMPREST FUND		6,444.26	0.00	0.00	0.00	6,444.26
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				18,963.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	18,963.31	18,963.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	PHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				53,009.85	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	53,009.85	53,009.85
<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: DECEMBER 31ST, 2014

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>SHAMBURGER MEMORIAL FUND</u>						
875-0-000-102.00	CASH	0.00				
875-0-000-202.00	CERT OF DEPOSITS		50,350.24			
875-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				32,116.68	
<u>TOTAL 875-SHAMBURGER</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 OF 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	1,280.87				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				173,716.28	
<u>TOTAL 903-PEDC OPERATING FUND</u>		<u>1,280.87</u>	<u>0.00</u>	<u>0.00</u>	<u>173,716.28</u>	<u>174,997.15</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>
<u>ALL FUNDS TOTAL</u>		<u>663,583.40</u>	<u>907,309.44</u>	<u>0.00</u>	<u>5,270,004.85</u>	<u>6,840,897.69</u>
<u>TOTAL CASH AND INVESTMENTS</u>		<u>663,583.40</u>			<u>6,177,314.29</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: 01/05/2015  
Settlement Date: 12/31/2014

Location : 79038  
Location Name : TOWN OF PANTEGO

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

Pool Number/Name	Account Number	Account Name	Interest Amount	Month End Balance
449/	7903800001	GENERAL FUND	\$165.56	\$4,895,028.97
449/	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$14.56	\$374,975.88
		TexPool Totals:	\$180.12	\$5,270,004.85
		Locations Totals	\$180.12	\$5,270,004.85

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 December	0.0418%
Average monthly allocation factor for December	0.000001145
<b>Information as of</b>	January 4, 2015
Current Interest Rate <sup>(3)</sup>	0.0420%
Allocation Factor	0.000001152
7 day Net Yield	0.04%
Current Pool Balance	\$14,089,697,002.74
Current Weighted Average Maturity <sup>(1)</sup>	44 days
Current Weighted Average Maturity <sup>(2)</sup>	70 days
Market Value per Share	1.00006

### TexPool Prime

Average monthly rate for December	0.0754%
Average monthly allocation factor for December	0.000002064
<b>Information as of</b>	January 4, 2015
Current Interest Rate <sup>(3)</sup>	0.0627%
Allocation Factor	0.000001718
7 day Net Yield	0.06%
Current Pool Balance	\$1,761,560,584.98
Current Weighted Average Maturity <sup>(1)</sup>	36 days
Current Weighted Average Maturity <sup>(2)</sup>	38 days
Market Value per Share	1.00000

### 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 DECEMBER 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	\$ 321,407	\$ 320,000	\$ 1,407	\$ 408,982	\$ 410,000	\$ (1,018)	\$ 950,000	57%
Delinquent Tax Property	1,500	1,417	83	4,500	4,250	250	17,000	74%
Sales Tax	118,757	108,201	10,556	357,506	324,602	32,904	1,298,409	72%
Franchise Fee-Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee-Communications	6	-	6	22,512	15,000	7,512	90,000	75%
Franchise Fee-Electricity	-	-	-	25	-	25	175,000	100%
Franchise Fee-Cable	-	-	-	2,748	2,333	415	14,000	80%
Franchise Fee-Water & Sewer	6,250	6,250	-	6,250	6,250	-	25,000	75%
Mixed Beverage Tax	-	-	-	-	-	-	14,000	100%
Warrant Charges	5,215	8,333	(3,119)	20,018	25,000	(4,982)	100,000	80%
FTA / City (Omni Base)	340	708	(368)	1,480	2,125	(645)	8,500	83%
Court Fines and Penalties	23,343	32,917	(9,573)	73,557	98,750	(25,193)	395,000	81%
Special Expense Fee	20,365	22,917	(2,552)	64,218	68,750	(4,532)	275,000	77%
Police Accident Reports	30	67	(37)	83	200	(117)	800	90%
Child Safety Guard Program	633	708	(75)	1,828	2,125	(297)	8,500	78%
Traffic Fees	414	625	(211)	1,281	1,875	(594)	7,500	83%
City Judicial Fee	180	250	(70)	560	750	(190)	3,000	81%
City Arrest Fees	1,232	1,625	(393)	3,936	4,875	(939)	19,500	80%
10% Serv Fee from T&A	-	2,083	(2,083)	3,607	6,250	(2,643)	25,000	86%
Time Payment Fee	-	1,558	(1,558)	5,652	4,675	977	18,700	70%
Planning and Zoning Fees	-	625	(625)	-	1,875	(1,875)	7,500	100%
Plan Review Fees	12	583	(571)	328	1,750	(1,422)	7,000	95%
Building Permits	513	3,917	(3,404)	5,757	11,750	(5,993)	47,000	88%
Liquor Licenses	-	167	(167)	-	500	(500)	2,000	100%
Contractor Registration Fee	425	917	(492)	2,750	2,750	0	11,000	75%
Certificates of Occupancy	460	583	(123)	1,410	1,750	(340)	7,000	80%
Clean & Show	160	25	135	200	75	125	300	33%
Dog Tag Revenue	10	17	(7)	50	50	0	200	75%
NSF Check Fees	-	2	(2)	-	6	(6)	25	100%
Ambulance Revenue	10,190	10,000	190	22,469	30,000	(7,531)	120,000	81%
Fire Inspections	235	500	(265)	1,170	1,500	(330)	6,000	81%
Park Rental Revenue	-	250	(250)	320	750	(430)	3,000	89%
Gas Royalty Revenue	1,188	667	521	1,969	2,000	(31)	8,000	75%
Copy Fees	-	4	(4)	-	12	(12)	50	100%
No Insurance Towing Fees	200	1,667	(1,467)	200	5,000	(4,800)	20,000	NA
Interest Revenue	166	458	(293)	375	1,375	(1,000)	5,500	93%
Other Revenue	261	1,667	(1,406)	1,552	5,000	(3,448)	20,000	92%
<b>Total</b>	<b>\$ 513,490</b>	<b>\$ 529,707</b>	<b>\$ (16,217)</b>	<b>\$ 1,017,292</b>	<b>\$ 1,043,954</b>	<b>\$ (26,662)</b>	<b>\$ 3,732,484</b>	<b>73%</b>

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT DECEMBER 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	\$ 41,415	\$ 43,445	\$ 2,030	\$ 142,725	\$ 149,905	\$ 7,180	\$ 687,445	79%
Public Works	38,776	43,412	4,637	100,765	111,257	10,492	551,401	82%
Community Development	7,504	9,162	1,658	25,452	28,894	3,441	126,496	80%
Police	95,726	97,580	1,855	285,196	304,162	18,965	1,275,908	78%
Fire	72,301	73,774	1,473	228,489	237,511	9,022	1,021,287	78%
Municipal Court	24,887	26,425	1,538	77,797	84,170	6,372	352,441	78%
Community Relations Board	1,193	1,200	7	6,887	6,907	20	11,500	40%
Special Events	6,870	6,870	-	6,870	6,870	-	8,500	19%
<b>Total</b>	<b>\$ 288,672</b>	<b>\$ 301,868</b>	<b>\$ 13,196</b>	<b>\$ 874,182</b>	<b>\$ 929,675</b>	<b>\$ 55,493</b>	<b>\$ 4,034,978</b>	<b>78%</b>

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT DECEMBER 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	\$ 29,726	\$ 30,000	\$ (274)	\$ 116,264	\$ 113,333	\$ 2,931	\$ 500,000	77%
Water Tap Fees	-	25	(25)	-	75	(75)	300	100%
Sewer Service Charge Fee	27,441	30,000	(2,559)	91,438	91,667	(228)	370,000	75%
Sewer Tap Fees	-	21	(21)	-	63	(63)	250	100%
Trash Collections	7,755	7,500	255	23,279	22,500	779	90,000	74%
Sales Tax on Trash Collections	634	619	15	1,902	1,856	46	7,425	74%
Recycling	2,052	2,125	(73)	6,155	6,375	(220)	25,500	76%
Sales Tax on Recycling	158	175	(18)	472	526	(54)	2,104	78%
Penalties	1,390	1,250	140	4,285	3,750	535	15,000	71%
N.S.F. Check Fees	-	33	(33)	30	100	(70)	400	93%
Adm. Serv. Charge / Sewer Impact	561	417	144	1,560	1,250	310	5,000	69%
Interest Revenue	-	63	(63)	-	188	(188)	750	100%
Other Revenue	2,343	2,333	9	6,247	7,000	(753)	28,000	78%
Trash Contract Payable	(7,755)	(7,500)	(255)	(23,279)	(22,500)	(779)	(90,000)	74%
Sales Tax on Trash Collections Payable	(634)	(619)	(15)	(1,902)	(1,856)	(46)	(7,425)	74%
Recycling Contract Payable	(2,052)	(2,125)	73	(6,155)	(6,375)	220	(25,500)	76%
Sales Tax on Recycling Payable	(158)	(175)	17	(472)	(526)	54	(2,104)	78%
<b>Total Revenue before Transfers</b>	<b>\$ 61,461</b>	<b>\$ 64,142</b>	<b>\$ (2,680)</b>	<b>\$ 219,825</b>	<b>\$ 217,425</b>	<b>\$ 2,400</b>	<b>\$ 919,700</b>	<b>76%</b>

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT DECEMBER 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	\$ 25,009	\$ 27,500	\$ (2,491)	\$ 75,572	\$ 82,500	\$ (6,928)	\$ 330,000	77%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT DECEMBER 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	\$ 30,108	\$ 30,968	\$ 860	\$ 37,156	\$ 43,107	\$ 5,951	\$ 324,070	89%
Sewer Expense	14,960	15,302	341	23,464	26,199	2,735	373,383	94%
	<u>\$ 45,068</u>	<u>\$ 46,269</u>	<u>\$ 1,201</u>	<u>\$ 60,620</u>	<u>\$ 69,306</u>	<u>\$ 8,686</u>	<u>\$ 697,453</u>	<u>91%</u>



## PANTEGO PUBLIC SAFETY



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

#### **Personnel**

Corporal Marisa McCann worked her last shift on December 23<sup>rd</sup> and that now provides the Police Department with its second opening for Officer. The search for a suitable Dispatcher is also ongoing.

The Fire Department is fully staffed at present.

Officer Christine Hubbell and Officer Stephen Meinke both received recognition from citizens for their performance. A resident provided first-hand information about how Officer Hubbell was very professional and courteous when he was issued citations. Officer Meinke received praise for his duty above and beyond what is normally expected when he assisted with the retrieval of a stolen cell phone at our local McDonald's restaurant. An email detailing Officer Meinke's efforts is attached to this report.

Sergeant Ben Moore was instrumental in thwarting the successful theft of merchandise from CVS Pharmacy on New Year's Eve when he witnessed a subject run from the entrance of CVS to a waiting vehicle. Thinking this behavior to be suspicious, Sergeant Moore followed the vehicle and made contact with the occupants at Bowen and Pioneer where it was discovered that the subject seen running from the store had taken approximately \$1,000 in merchandise. The perpetrator was later found to have an extensive criminal history including two prior convictions for theft. The perpetrator's third offense will most likely result in a long-term prison sentence.

#### **Operational Issues**

The Fire Department is continuing to coordinate with Frazer for a date to transport Medic-2 to Houston for its refurbishment.

#### **Training**

All Fire department personnel participated in a Pediatric Advanced Life Support Class. The PALS class is a 16 hour course covering all aspects of pediatric pre-hospital treatment. Tarrant County College instructed all personnel on EMS training.

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

The Pantego Cops for Kids program was successfully concluded on December 10<sup>th</sup> and all toys were transported to Cook Children's Hospital on December 18<sup>th</sup>. Transporting the toys, which number approximately 1500 to 2000, required a police patrol unit, a pickup truck, and two



unmarked SUVs. The staff at Cook was very appreciative of the delivery.

The program received extensive media exposure after details of the program were broadcast via Twitter. The documentary show Texas Country Reporter will be producing a segment on the program for viewing in December 2015. We are looking forward to next year.

The Police Department escorted the Pantego Christian Academy's bicycle drive again this year. Pantego and DWG Motorcycle Officers escorted approximately 50 vehicles including 40' flatbed trailer, two U-Haul trucks and a Dan Dipert bus all loaded with approximately 2000 bicycles to Mission Arlington.



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### Grants

The 2013 application for SCBA replacement, made through the Assistance to Firefighter's Grant program, was denied. Efforts to submit an application for the 2014 period were unsuccessful due to the inability to demonstrate a financial need on behalf of the Town.

Respectfully submitted,



Thomas D. Griffith  
Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

December, 2014

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	2	4	33
Reeves	6	3	121
Moore	98	84	993
Bruton	43	46	852
Hubbell	202	189	340
Meinke	72	66	721
Marquez	15	7	530
Morgan	56	104	150
Watson	99	69	766
McCann	10	19	357
Whitwell	0	0	0
Ex-Officers			1849
<b>TOTALS</b>	<b>603</b>	<b>591</b>	<b>6,692</b>
<b><u>Vehicle Crashes</u></b>			
<b>Crash Type</b>	<b>Quantity.</b>		<b>YTD</b>
<b>Minor</b>	5		69
<b>Major</b>	2		27
<b>Hit &amp; Run</b>	1		16
<b>TOTALS</b>	8		112
<b>Crashes reported to State</b>	4		61

## Incident Activity

<b>Officer</b>		<b>Total Calls</b>	<b>Dispatch</b>	<b>Self- Initiated</b>	<b>Arrests</b>	<b>Ytd/ arrests</b>
400	Griffith	24	9	11	0	0
600	Reeves	23	8	15	0	15
610	Whitwell	19	8	11	0	2
620	Moore	210	26	184	25	112
602	Bruton	386	27	345	4	94

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

603	Hubbell	387	47	340	11	49
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     2:28**  
**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 December, 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	5	11
Assault Family Violence	1	10
Burglary/Building	0	10
Burglary/Coin-op	0	0
Burglary/Vehicle	4	9
Burglary/Residence	0	3
Manufacture and Delivery	0	5
Criminal Mischief	1	12
DWI	4	42
DWLI	0	11
Evading or Resisting Arrest/Detention	0	7
Failure to ID	0	10
Fraud	0	12
Graffiti	0	0
Poss. Controlled Subst.	1	25
Poss. Marijuana	5	46
Robbery	0	2
Theft	7	60
Theft of Motor Vehicle	1	4
Other	5	46
<b>Total Received</b>	<b>34</b>	<b>325</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	14	113
Cases Cleared	20	208
Cleared Cases Filed with DA	9	78
Cases Suspended-Pending Leads	0	4

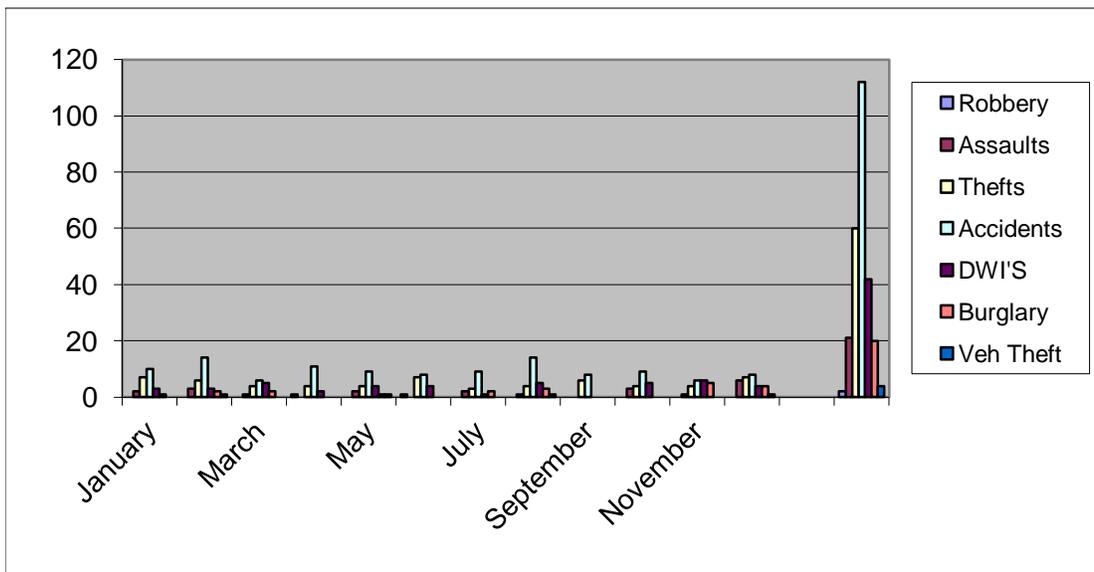
<b>Cases Filed with DA from Previous Report Periods</b>	9	55
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Respectfully submitted,

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	0	6	7	8	4	4	1
Totals	2	21	60	112	42	20	4



PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
31-Dec-14							
FIRE RESPONSES		PANTEGO					
		MONTH	14 YTD	13 YTD	AFD	14 YTD	13 YTD
TYPE OF INCIDENT							
<b>Fire</b>							
Structure			1				11
Outside				3			
Natural Vegetation Fire			4	1			3
Vehicle			2				2
Trash			1	1			1
Cooking Fire, Contained to container		1	2				2
Fire Other				1			1
<b>Hazardous Condition</b>							
Arcing - Shorted Electrical Equip.				1			4
Equip. Malfunction							
Power Lines			6	1			
Hazmat							1
Hazardous Condition, Other			5	6			
Heat From Short Circuit, Wiring			5	1			12
Overheated Motor			1				1
Gas/Fuel Spill			2				2
Natural Gas Leak			4	3			
Chemical Spill or Leak							4
Carbon Monoxide							
<b>Service Call</b>			4				
Water or Steam Leak			3	9			
Assist Invalid		6	47	46			20
Unauthorized Burning							3
Rescue							
Utilities							
Smoke Removal			1	1			3
Person in Distress, Other			6	9			2
Service Call, Other			17	10			2
Lock Out		1	4	1			4
Animal Rescue							
Ring or jewelry removal							
Assist PD		3	11				
<b>Good Intent Call</b>							
Good Intent Call Other		4	33	13			47
Dispatched & Cancelled En Route			7	5			66
Wrong Location							1
No Incident Found On Arrival			4	9			12
Investigation							
Cancelled On Scene				1			86
Smoke scare, Odor of smoke			1				14
Hazmat Invest, No Hazmat							
<b>False Alarm &amp; False Call</b>							



Unintentional Transmission of Alarm		1	1			8	
Smoke Detector Activation - No Fire		3	1			5	
Bomb Scare - No Bomb							
System Malfunction		4	2			4	
False Alarm or False Call, Other	1	9	10			20	
CO Detector Activation, Malfunction	1	2				1	
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>17</b>	<b>202</b>	<b>136</b>	<b>0</b>	<b>0</b>	<b>342</b>	
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>					3.65		
<b>AVERAGE FIRE SCENE TIME - PANTEGO</b>					20.34		
<b>AVERAGE FIRE SCENE TIME - ARLINGTON</b>							

PANTEGO FIRE RESCUE								
MONTHLY ACTIVITY SUMMARY								
31-Dec-14								
								
EMS RESPONSES			PANTEGO			AFD		
TYPE OF INCIDENT			MONTH	14 YTD	13 YTD	MONTH	14 YTD	13 YTD
<b>MEDICAL EMERGENCIES</b>								
Abdominal Pain				15	7			
Allergic Reaction				1	3			
Animal Bite				1	1			
Assault			2	6	2			
Back Pain			1	4	4			
Burns				1				
CO Poison								
CPR				1	1			
Cardiac			1	8	5			
Chest Pains			3	30	30			
Childbirth/Possible Childbirth					1			
Choking								
DOS								
Drowning					1			
Diabetic			1	8	3			
Dizziness				12	4			
Electrocution								
Eye Injury								
Falls			5	50	25			
Fire/Hazmat								
GSW/Stab				1	1			
Heat/Cold								
Hemorrhage					1			
Medical			1	41	32	33	383	337
Nausea				8	3			
Other			1	16	15			1
Overdose				3				
Psych			2	11	3			
Respiratory			3	36	28			
Seizures			1	13	9			
Stroke				9	9			
Syncope				4	4			
Trauma			2	22	20			
Unconscious			1	11	10			
Unknown			1	14	8			
MVA - Injury			6	25	13	2	7	11
MVA - Non-injury				2	7	5	12	12
MVA-Auto Ped				1	1	1	1	2
MVA - Extrication								
<b>TOTAL PANTEGO EMS CONTACTS</b>			<b>31</b>	<b>354</b>	<b>251</b>	<b>41</b>	<b>403</b>	<b>363</b>
Mutual Aid to AMR Transports			8	58				
Mutual Aid to AMR Cancelled			2	29				
Mutual Aid to AMR Total				87				
<b>AVERAGE EMS RESPONSE TIME - PANTEGO</b>				<b>3</b>				
<b>AVERAGE EMS SCENE TIME - PANTEGO</b>				<b>20.62</b>				



**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Sergeant Ben Moore  
**From:** Chief Thomas Griffith  
**Through:**  
**Subject:** Job Well Done  
**Release Date:** December 21, 2014

On December 31, 2014 I was present when you made contact with and investigated a suspicious situation that you witnessed occurring at the CVS Pharmacy. You observed a male subject run from the store and into a waiting vehicle. After following the vehicle you made contact at Bowen Road and Pioneer Parkway.

When I arrived at the scene, as your backup, you proceeded to conduct an investigation into the odd behavior and it was discovered that the subject you witnessed running from the building was in possession of several items of merchandise that could not be accounted for with a bonafide purchase receipt. Further investigation revealed that a theft had indeed occurred at the CVS and you were able to apprehend the suspects prior to CVS notifying 911. The amount of stolen merchandise was approximately \$1,000.

My observation of your investigation into the incident were that you were very professional and at the same time creative in your handling of the situation. The results of this incident were the removal of a career criminal from the public domain for possibly a number of years. I appreciate your dedication to your profession and to this department.

Sincerely,

Thomas Griffith  
Chief of Public Safety

Cc: B. Reeves; Personnel File; Public Safety Report



**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Officer Christine Hubbell  
**From:** Chief Thomas Griffith  
**Through:**  
**Subject:** Citizen Appreciation  
**Release Date:** December, 30, 2014

On this date came Mr. James Weldon into the Court to pay his fines for citations that you issued to him on December 22, 2014. After paying his fines Mr. Weldon came to me and expressed his appreciation for your courteousness when you contacted him during the traffic stop.

I wish to personally thank you for your conduct and the example that you displayed on behalf of yourself and the department. You have proven yourself to be a professional of high caliber and I am thankful that we have you as a member of this organization. Please keep up the good work!

Thomas Griffith, Chief

Cc: B. Reeves; Personnel File; Public Safety Report



**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Officer Stephen Meinke

**From:** Chief Thomas Griffith

**Through:**

**Subject:** Citizen Appreciation

**Release Date:** December 31, 2014

On this date I was contacted via email by Mr. Jeffery Knight who is an employee of MHMR Tarrant County. In his email he related how you were very instrumental in retrieving his wife's cell phone, which was stolen while she and her children were at the McDonald's restaurant in our Town.

You demonstrated a high level of resourcefulness in your investigative technique by sending a still photo, from the video of the suspects caught in the act of taking the phone, to the suspects through the victim's cell phone. Also, by communicating with the suspects, through text messaging, you were able to convince the suspects to return the phone to the victim.

I would like to think that I would have demonstrated such creativity in the same situation; but, I'm not sure I would have. Please accept my thanks for extending the extra effort needed to quickly solve this crime and further extend the level of safety afforded to our citizens. Please continue with your hard work; it is not unnoticed!

Sincerely,

Thomas Griffith, Chief

## Tom Griffith

---

**From:** Jeff D. Knight [Jeffery.Knight@mhmrtc.org]  
**Sent:** Tuesday, December 30, 2014 10:13 PM  
**To:** Tom Griffith  
**Subject:** Kudos Office S. Meinke #604

Chief Griffith,

This evening my wife was entertaining my children at McDonald's at Pioneer and Bowen, when a couple of thieves stole her phone from her table when she stepped away for a moment. Officer Meinke was the responding officer, and immediately went to work gathering information. After reviewing the video, he had a still capture of the suspect, and made the quick decision to send the still picture to the phone, and let the person(s) know that we were willing to drop charges if the phone was returned immediately. In addition to sending the picture, he continued to communicate with the person, indicating to them that the Pantego Police are sending the texts, and the owners simply wanted the phone back. It was his quick thinking and tactics that led the suspect to call me, and said that they would meet me to return the phone. I was able to meet the girl and her friend that could not have been more than 13 or 14 years old, in order to retrieve the phone. I apologize for the long winded nature of this email, but I think it's important to note that Officer Meinke has also continued to follow up with me, and ensure that I receive a resolution to this case that is satisfactory. I find myself in an unfortunate situation this evening, but find that we were very fortunate that you have an officer that not only takes his job seriously, but cares about his community. My wife and I have lived here for 3 years, and knowing that there are officers like this are available should the need arise, makes us want to stay here indefinitely.

Thank you again, it's refreshing to know that you have quality officers under your command.

**Jeffery D. Knight**

**Network Administrator**

Desk: (817)569-4545

[Jeffery.Knight@mhmrtc.org](mailto:Jeffery.Knight@mhmrtc.org)





# Pantego Police Department

2600 Miller Lane, Pantego, Texas 76013

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

VACATION NUMBER: 14-0187  
 NAME John Waugh  
 ADDRESS [REDACTED] Country Club Rd  
 LEAVING: 11/20/14 TIME: \_\_\_\_\_ RETURN: 11/30/14 TIME: \_\_\_\_\_

Dear Resident,

The Pantego Police Department recently received notification that your home would be vacant for a special period of time. Your request was that your home and property be checked by our agency during your absence. Attached, you will find the dates, times, officer names and results of each check.

We are very happy that we have had the opportunity to be of service to you. If we may be of further assistance, please call the Pantego Police Department at any time.

Sincerely,

*Thank you once again for your wonderful service! We feel in safe hands.*

Thomas D. Griffith, Jr.  
Chief of Public Safety

P.S. When you receive this letter, it may be damaged or in bad condition. I require the officers to carry this letter with them at all times while you are away.

Date/ Time/Officer/Status	Date/ Time/Officer/Status	Date/ Time/Officer/Status
<u>11/21/0520/606/✓</u>	<u>11/25/1432/603/✓</u>	___/___/___/___
<u>11/21/1452/608/✓</u>	<u>11/26/1618/608/✓</u>	___/___/___/___
<u>11/22/1528/608/✓</u>	<u>11/27/1432/608/✓</u>	___/___/___/___
<u>11/22/0448/606/✓</u>	<u>11/28/1635/608/✓</u>	___/___/___/___
<u>11/24/0130/609/✓</u>	<u>11/30/0930/609/OK</u>	___/___/___/___
<u>11/25/420/602/</u>	___/___/___/___	___/___/___/___



## **PUBLIC WORKS REPORT DECEMBER 2014**

---

### **PROJECTS/ENGINEERING**

- No actions this month

### **STREETS and DRAINAGE**

- 13 Potholes filled – 17.75 sq ft
- Inspected and removed debris from creek channel and flumes
- (1) Traffic sign replaced in Arkansas median...due to damage
- (1) Stop sign pole replaced
- Placed approximately (30) yards of chipped mulch around the Pioneer median trees...the mulch was chipped during the "Clean Up" day

### **TOWN FACILITIES**

- Daily general policing of the Town Hall building and surrounding area

### **PARK OPERATIONS**

- Basketball courts and JD Hollis Cemetery cleaned
- Daily cleaning at the restrooms

## **UTILITY BILLING**

December Billing for 1,206 Accounts \$92,169.18	December Past Due Balances \$12,048.02
December Billed for Garbage \$7,755.35	December Billed for Recycling \$2,052.41

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

- Total water produced 10,821,000
- Daily average produced 349,100
- 89 residual samples taken – average chlorine residual (4)
- 4 total coliform / ecoli samples taken – two samples were positive for total coliform (none for ecoli). PW staff flushed hydrants at the sample sites and took (6) repeat samples and (3) additional samples from the wells that were active the day of the initial samples. All repeat samples (9) were negative. The initial positive samples were due to a sampling error or a lab error but TCEQ still mandates more than one positive sample requires a Public Notice and is a violation by their statutes.
- 1203 meters read
- 27 dead end hydrants flushed
- Lane Well #1 remains out of service pending the Well Evaluation by APAI
- 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.
- Hydrants painted (7)
- The elevated water tank and two ground storage water tanks were inspected by divers from US Underwater
- The hydrant at 2218 Bowen was moved 10' north after being hit numerous times by delivery trucks to Walmart



## **WASTEWATER**

- Crews cleaned approximately 2,800 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 the month.
- Responded to one sewer backup. A plumber had been out and was unable to clear the restriction. PW staff ran the sewer main, but that did not clear the restriction. PW staff then ran the line from the customers clean out and cleared the blockage at approximately 60'.

## **PUBLIC WORKS MAINTENANCE**

- Oil change on two vehicles
- State vehicle inspections performed on (2) trucks
- Serviced gas powered equipment...mowers, blowers, saws, etc.
- Oil and tire rotation on (2) trucks
- Back-up generator at the Lift Station serviced by CAG Technical Services
- Preventative maintenance was performed on the sewer cleaning machine by Texas Municipal Equipment
- Provided line locates for franchise utility and general contractors that were scheduled to excavate or bore within the Town.

## **ANIMAL SERVICES**

- Relocated (3) possums
- (2) Dogs were picked up and taken to Ft. Worth Animal Shelter
- (1) Dog picked up and returned to the owner
- (4) Cats were picked up and taken to Ft. Worth Animal Shelter

## **ADDITIONAL ITEMS**

- Joe Gillespie obtained a Class I Collections License
- An employee was involved in a backing accident, no damage to Town vehicle, but the other vehicle received significant cosmetic damage. The employee was given one day off without pay as disciplinary action due to the circumstances of the accident. A packet of investigative and factual data was prepared for filing to TML Claims.

- Issued a Public Notice in the December newsletter for TCEQ violations and sent certified copies to TCEQ
- Public Works staff would like to thank the Mayor and Council for a wonderful Christmas party at Shady Valley Country Club
- Thank you letter from the resident at 10 Pebblebeach Ct

Good afternoon Mr. Williams,

I would like to thank you and your staff for all of your help with my recent plumbing issues. My plumber, Roy Cryer with Delta 1 Plumbing, and I were amazed at how quickly your staff responded to my request to have the main sewer line cleared yesterday. They were not only incredibly prompt and efficient but were very courteous as well. Roy mentioned that he spoke to you and explained the root and connection issues with the clay sewer pipe running from the sidewalk to the main line and that you have agreed to repair the clay line the next time the line backs up. Thank you, I truly appreciate it.

I do not know whether this would be a factor in your decision to wait for the next blockage, which I completely understand, but I have had issues with the line for several years but my previous plumber was able to clear the blockage. This is the first time the line was examined with a camera so I cannot say exactly where the previous blockage occurred. Everything is flowing smoothly at the moment so there isn't any urgency to repair the line. As you requested, the next time it starts to back up, I will call the Public Works department.

Thank you again for your help. I know for you it is "all in a day's work", but for me, your service and generosity are blessings.

Sincerely,

Cindy Barton

10 Pebblebeach Court



## **ENVIRONMENTAL SERVICES**

### **Storm Water Ordinance**

Staff has been working to update the Storm Water Ordinance for the Town. The proposed ordinance is being reviewed by the City Attorney and will be presented to Town Council as soon as that review is complete. This update is to ensure that the ordinance matches state statutes and the requirements of the Municipal Separate Storm Sewer System Plan that was approved by the Texas Commission on Environmental Quality last month.

## **PLANNING AND ZONING**

### **Zoning Ordinance Update**

Town Council met to discuss the recommended changes to the Zoning Code on December 15, 2014 at 6:30 p.m. The initial review of the update was completed at that meeting. The update will now be forwarded to the City Attorney for legal review. Council will discuss the scheduling of additional meetings at the Town Council meeting on January 12, 2015.

## **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**

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

- Cliff's Repair Paint & Body – 2617 W Pioneer Pkwy – Automotive Repair – New Business
- Ogle School Hair Skin Nails – 2200 W Park Row Dr – Beauty School – New Owner
- Ogle School Hair Skin Nails – 2208 W Park Row Dr #100 – Administrative Offices – New Owner
- Pantego Health & Vitamins – 1543 S Bowen Rd – Retail – New Business

**Pending**

- Brighter Days STEM Academy – 2221 W Arkansas Ln #106 – Learning Center – New Business
- Whit Thu Nguyen, CPA – 2111 W Arkansas Ln #203 – Tax Services – New Business

**INSPECTIONS**

	DEC TOTAL	YTD TOTAL
BUILDING INSPECTION	5	21
CERTIFICATE OF OCCUPANCY	7	23
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	4	18
MECHANICAL INSPECTION	2	9
PLUMBING INSPECTION	6	35
REINSPECTION	11	38
CODE ENFORCEMENT INSPECTIONS	4	27
<b>TOTAL INSPECTIONS</b>	<b>39</b>	<b>171</b>

**CONSTRUCTION VALUES**

	DEC TOTAL	YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING RESIDENTIAL REMODEL	\$2,475.00	\$70,469.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$19,000.00	\$44,207.00
<b>TOTAL VALUE</b>	<b>\$21,475.00</b>	<b>\$114,676.00</b>

**FEES COLLECTED**

	DEC TOTAL	DEC FEES	YTD TOTAL	YTD FEES
CERTIFICATE OF OCCUPANCY	5	\$460.00	17	\$1,490.00
ZONING FEES	0	\$0.00	0	\$0.00
PLAN REVIEW	1	\$12.40	2	\$328.30
BUILDING PERMIT	11	\$513.00	63	\$6,229.45
UTILITY RELEASE	4	\$160.00	5	\$200.00
CONTRACTOR REGISTRATION	5	\$425.00	30	\$2,850.00
<b>TOTAL FEES</b>		<b>\$1,570.40</b>		<b>\$11,097.75</b>



MUNICIPAL COURT

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## Municipal Court Collections / December 2014

On-Time Citations

Fines- \$24,788.13  
Fees- \$14,251.57  
Total- \$39,039.70

Warrants

Fines- \$26,822.44  
Fees- \$10,010.05  
Total- \$36,832.49

Court Security Fund- \$878.00

Court Technology Fund- \$1,200.90

Accident Reports- \$30.00

Gross Total Revenue- \$75,872.19  
Less State Fee's- \$ 4,241.52  
Net Revenue- \$71,630.67

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR DECEMBER 2014

<b>TOTAL WARRANTS VALUE CLEARED</b> -----	\$60,911.79						
FYTD-----	\$224,353.60						
<b>TOTAL PAYMENTS COLLECTED</b> -----	\$37,616.49						
FYTD-----	\$135,828.90						
<b>TOTAL NON-CASH CLEARED</b> -----	\$23,295.30						
FYTD-----	\$86,755.60						
<b>WARRANT FEES COLLECTED</b> -----	\$5,114.84						
FYTD-----	\$20,017.90						
<b>BONDS/FORFEITURES</b> -----	\$2,900.10						
<b>TOTAL PHONE CALLS</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 128 OUT</td> <td style="text-align: right;">711 – 175 OUT</td> <td style="text-align: right;">Tot – 303</td> </tr> <tr> <td style="text-align: right;">126 IN</td> <td style="text-align: right;">66 IN</td> <td style="text-align: right;">Tot - 192</td> </tr> </table>	710 – 128 OUT	711 – 175 OUT	Tot – 303	126 IN	66 IN	Tot - 192
710 – 128 OUT	711 – 175 OUT	Tot – 303					
126 IN	66 IN	Tot - 192					
<b>TOTAL POST CARDS</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710– 21</td> <td style="text-align: right;">711 – 21</td> <td style="text-align: right;">Tot - 42</td> </tr> </table>	710– 21	711 – 21	Tot - 42			
710– 21	711 – 21	Tot - 42					
<b>PERSONAL STOPS/ATTEMPS</b> -----	24						
<b>CONTACTS</b> -----	24						
<b>DOOR HANGERS</b> -----	0						
<b>ARRESTS</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 9</td> <td style="text-align: right;">711 – 4</td> <td style="text-align: right;">Tot – 13</td> </tr> </table>	710 – 9	711 – 4	Tot – 13			
710 – 9	711 – 4	Tot – 13					
<b>PAY PLANS</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 14</td> <td style="text-align: right;">711 – 9</td> <td style="text-align: right;">Tot - 23</td> </tr> </table>	710 – 14	711 – 9	Tot - 23			
710 – 14	711 – 9	Tot - 23					
<b>BONDS/COURT DATES</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 3</td> <td style="text-align: right;">711 – 3</td> </tr> </table>	710 – 3	711 – 3				
710 – 3	711 – 3						
<b>BOND AMOUNT</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 - \$3916.00</td> <td style="text-align: right;">711 - \$ 3,416.10</td> </tr> </table>	710 - \$3916.00	711 - \$ 3,416.10				
710 - \$3916.00	711 - \$ 3,416.10						
<b>LETTERS</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 29</td> <td style="text-align: right;">711 - 103</td> </tr> </table>	710 – 29	711 - 103				
710 – 29	711 - 103						
<b>TOTAL WARRANTS CONTACTED</b> ----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 81</td> <td style="text-align: right;">711 - 77</td> </tr> </table>	710 – 81	711 - 77				
710 – 81	711 - 77						
<b>TOTAL WARRANTS CLEARED</b> -----	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: right;">710 – 81</td> <td style="text-align: right;">711 – 74</td> </tr> </table>	710 – 81	711 – 74				
710 – 81	711 – 74						

**TOTAL VALUE----- 710 - \$27,637.30      711 - \$22,179.20**

**TOTAL AMOUNT COLLECTED----- 710 - \$6,237.00      711 - \$10,166.20**

**FUTURE REVENUE-----710 - \$12,634.20      711 – \$5,639.10**

**EXTRA DUTIES/VACATION/OTHER FOR DECEMBER**

Ofcr. Hopkins out 1 week - medical.

Ofcr. Alexander 4 days vacation

Office phones down 4 days – Ofcr Hopkins assisted patrol during this time, making 12 traffic stops and issuing 18 citations among other duties

50 Total Calls for Service

9 Prisoner Services

4 Assists

10 Arraignments

Additional warrants cleared - 199

**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:** January 12, 2015

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**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

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

**FISCAL IMPACT:**

Please review report for individual account number.

**RECOMMENDATION:**

Staff recommends the following motion:

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

**ATTACHMENTS:**

Expenditure Summary of approval list over \$1,000 and purchase orders for January 12, 2015:

Professional Services:

- Sara Jane del Carmen, Magistrate
- C. A. Magnuson, Prosecutor
- Jim Jeffrey, Attorney
- Alan Plummer Associates, Inc.

Purchase Orders:

- 1668 – Tyler Technologies
- 1670 – Leads Online
- 1671 – George, Morgan & Sneed
- 1672 – Hammons Construction, Inc.

**Bills Paid December 18, 2014:**

Bill Lane, Attorney \$1837.50 (December Services)  
Wells Fargo \$1561.16 (November Lease Payment)  
Commerce Bank \$4898.98 (December Expenses)  
Iwerk \$2202.50 (November Tech Support)  
Time Warner Cable \$2237.17 (Telephone Bill Thru 12/16/14)  
City of Arlington \$1131.00 (December Radio Lease Payment)  
Alan Plummer \$4455.56 (November Services)

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
1/12/2015**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Sara Jane del Carmen	\$1,050.00	December 2014 Magstration Services
C.A. Magnuson	\$1,300.00	December 2014 Prosecution Services
Jim Jeffrey	\$1,645.00	December 2014 Legal Fees
Alan Plummer Associates, Inc.	\$9,860.00	August 2014 Engineering Services (Received 12/22/14)
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1668-Tyler Technologies	\$6,836.13	Incode Maintenance Agreement 2-15 thru 1-16
1670-Leads Online	\$1,068.00	Investigative Database Membership 11-14 thru 10-15
1671-George, Morgan & Sneed	\$7,500.00	Payment for Completion of Fieldwork
1672-Hammons Construction, Inc.	\$7,097.20	Emergency Repair for Fiber Optic Cable
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,342.76	December 2014 Trash Removal
Duncan - Recycling	\$2,082.95	December 2014 Recycling Removal
Voyager Fleet Systems	\$3,737.33	December 2014 Oil & Gas Expense
TML Intergovernmental	\$22,807.22	January 2015 Employee Insurance
City of Ft. Worth	\$21,082.74	November 2014 Wastewater Services
Gexa Energy	\$13,662.87	Electricity Billing Thru 12/08/14
Intermedix	\$1,559.06	December 2014 Ambulance Collections
Wells Fargo	\$1,561.16	December 2014 Copier Lease Payment

**MAGISTRATION SERVICE FOR THE MONTH OF DECEMBER 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 - \$1,050.00**

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

**PROSECUTOR SERVICE FOR THE MONTH OF DECEMBER 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

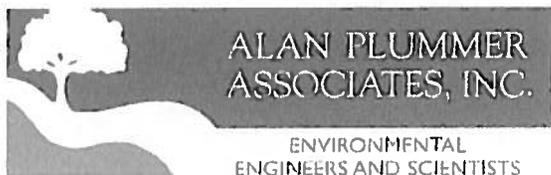
12/29/2014  
Account No.: 9.01.06  
Invoice # 21842

Legal services

December 1, 2014 – December 30, 2014

Total Hours:	9.40	
Hourly Rate:	\$175.00	
Total for Services:		\$ 1,645.00
Expenses:		\$ N/A
TOTAL BALANCE DUE:		\$ 1,645.00
Nolan County land issue		\$ 0

RECEIVED  
12/22/14



1320 South University Drive, Suite 300  
Fort Worth, Texas 76107

August 22, 2014  
Project No: 1329-004-02  
Invoice No: 000000036271  
Project Manager: Brian Wright  
Total Contract: 9,860.00

Mr. Ronald Edwards  
Town of Pantego  
1614 South Bowen Road  
Pantego, TX 76013

Project 1329-004-02 SS Water Line Replacement along Park Row

**Professional Services through August 22, 2014**

Phase	A	Geotechnical Engineering Services		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Senior Project Manager				
Wright, Brian		1.50	227.13	340.70
Project Manager I				
Swartz, Alan		4.50	151.42	681.39
Project Engineer/Scientist				
Aldridge, Andrew		51.25	135.20	6,929.00
Engineer/Scientist in Training				
Johnson, Timothy		6.00	113.56	681.36
Laubacher, Jason		1.75	113.56	198.73
Designer/Technician II				
Cave, Forrest		7.00	91.93	643.51
Sr. Admin Staff				
Wakeland, Vickie		1.50	91.93	137.90
Admin Staff III				
Eason, Cylena		2.75	75.71	208.20
	Totals	76.25		9,820.79
	<b>Total Labor</b>			<b>9,820.79</b>
			<b>Total this Phase</b>	<b>\$9,820.79</b>

Phase	RE	Reimbursable		
<b>Reimbursable Expenses</b>				
Mileage, Auto Expense				17.92
Reproduction & Print				55.96
	<b>Total Reimbursables</b>			<b>73.88</b>
			<b>Total this Phase</b>	<b>\$73.88</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	9,894.67	0.00	9,894.67	
APAI Billing Limit			9,860.00	
Adjustment				-34.67

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Project	1329-004-02	SS Water Line Replcmt along Park Row	Invoice	000000036271
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<b>Total this Invoice</b>	<b>\$9,860.00</b>
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	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Payments</b>	<b>A/R Balance</b>
<b>Billings to Date</b>	<b>9,860.00</b>	<b>0.00</b>	<b>9,860.00</b>	<b>0.00</b>	<b>9,860.00</b>

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Brian Wright

**TOWN OF PANTEGO**

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1668

**INSTRUCTIONS TO VENDOR**

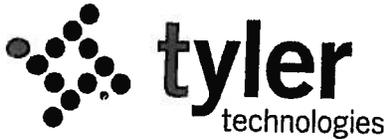
1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
2. INVOICING. Send invoices in duplicate to:  
TOWN OF PANTEGO  
PURCHASING DEPARTMENT  
CITY HALL  
PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt  
Entity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

TO Tyler Technologies  
P.O. Box 203556  
DALLAS Tx 75320-3556

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

DATE		ACCT #	DEPT		
12.18.14		100-5-160-234-30	COURT		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		INCODE MAINTENANCE 2.1-15 HRK			
		CASE MANAGEMENT 1.31.16	239175		2391 75
		BRAZOS INTERFACE P.D.	71663		716 63
		" " COURT	71663		716 63
		BRAZOS RDC SOFTWARE MANT.	154350		1543 50
		BRAZOS Citation Device INTERFACE	143316		1433 16
		AcuCORP Run time	3446		34 46
BUDGETED ITEM					
				TOTAL	6836 13

*Householder*  
\_\_\_\_\_  
APPROVED BY



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

# Invoice

<b>Invoice No</b>	<b>Date</b>	<b>Page</b>
025-112315	01/01/2015	1 of 1

**Empowering people who serve the public®**

**Questions:**

Tyler Technologies - Local Government  
 Phone: 1-800-772-2260 Press 2, then 2  
 Fax: 1-866-673-3274  
 Email: ar@tylertech.com



Bill To: Pantego, Town of  
 Attn: Accounts Payable  
 1614 S. Bowen Road  
 Pantego, TX 76013

Ship To: Pantego, Town of  
 Attn: Accounts Payable  
 1614 S. Bowen Road  
 Pantego, TX 76013

<b>Customer No.</b>	<b>Ord No</b>	<b>PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
44177	47892		USD	NET30	01/31/2015

Date	Description	Units	Rate	Extended Price
Contract No.: Pantego, Town of				
9/1A	Core Financials Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	—2,099.48	2,099.48
	Court Case Management Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	2,391.75	2,391.75
9/1A	Secure Signatures Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	— 350.98	350.98
	Brazos Interface to Public Safety Maintenance Start: 01/Feb/2015, End: 31/Jan/2016	1	716.63	716.63
	Brazos Interface to Court Brazos Interface to Court Brazos Interface to Court Maintenance Start: 01/Feb/2015, End: 31/Jan/2016	1	716.63	716.63
3/1A	Fixed Assets Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	— 439.04	439.04
11	Enhanced Utility Bill Printing Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	— 350.98	350.98
	Brazos RDC Software Maintenance Maintenance Start: 01/Feb/2015, End: 31/Jan/2016	1	1,543.50	1,543.50
	Brazos Citation Issuing Device Interface - Maintenance Maintenance Start: 01/Feb/2015, End: 31/Jan/2016	1	1,433.16	1,433.16
	AcuCorp Run Time Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	34.46	34.46
11	AcuCorp AcuServer Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	—913.82	913.82
1/1A	Forms Overlay Maintenance: Start: 01/Feb/2015, End: 31/Jan/2016	1	— 527.11	527.11

**\*\*ATTENTION\*\***

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

Subtotal	11,517.54
Sales Tax	0.00
Invoice Total	11,517.54

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1670

**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 Leads online  
6900 Dallas Pkwy # 825  
Plano, TX 75024

SHIP  
TO

DATE		ACCT #	DEPT.		
1-6-2015		100-5-140-705-00	PD		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Leads Online yearly membership			1068
					TOTAL \$ 1,068

*Approved Budget I fear*

*[Signature]*

APPROVED BY



## Pantego Police Department

**To:** Matt Fielder, Town City Manager  
**From:** Barry Reeves, Assistant Chief of Police  
**CC:**  
**Date:** January 6, 2015  
**Re:** Approve Purchase of Leads Online Yearly Membership

---

I am requesting the purchase of an approved budgeted membership of Leads Online in the amount of \$1,068.00. This is a yearly membership for a database used for investigative purposes. It is a valuable tool used by this Department.

A handwritten signature in black ink, appearing to read "Barry Reeves". The signature is fluid and cursive, with a long horizontal stroke at the end.

Barry Reeves

Assistant Chief of Police

# LeadsOnline

Catching crooks and cooks since 2000

Pantego Police Department  
2600 Miller Lane  
Pantego, TX 76013

Attn: Assistant Chief Barry Reeves

Invoice #: 229266  
Invoice Date: 9/1/2014  
Customer #: PANTXP  
Terms: Due 11/1/14  
Our Tax ID #: 42-1720332

## INVOICE

Status:			P.O. Number:
CSCS11...			
Months	Description	Total	
12	LeadsOnline SelectSearch Service Package - Renewal	1,068.00	
<p><b>NEW! Please update your billing contact information online:</b>  <a href="http://www.leadsonline.com/main/billing/">http://www.leadsonline.com/main/billing/</a></p> <p><b>Contract Dates:</b>  <b>11/1/14 - 10/31/15</b></p>			
<p><b>Thank you for your subscription. Please remit payment to:</b>  <b>LeadsOnline, 6900 Dallas Parkway, Suite 825, Plano, TX 75024</b></p> <p><b>To pay by credit card, please call 972-331-7748</b>  <b>We accept American Express, Visa, MasterCard, and Discover Card</b>  <b>We also accept Direct Deposit   Electronic Funds Transfer   ACH</b></p> <p><b>Purchase Orders should be emailed to <a href="mailto:accounting@leadsonline.com">accounting@leadsonline.com</a></b></p>		<p><b>Total Due: \$1,068.00</b></p>	

Please call 972-331-7748 or email [accounting@leadsonline.com](mailto:accounting@leadsonline.com)  
should you have any questions about this invoice.

LeadsOnline's Tax ID #: 42-1720332 (LLC-P)

**PAST DUE INVOICE!** Please remit payment to avoid a disruption in service. Thank you.

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1671

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

SHIP  
TO

DATE		ACCT #	DEPT.		
01/06/15		100-5-101-201-00	GA		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Audit Services for the year-ended September 30, 2014 Work-in-progress - Fieldwork Complete  (BUDGETED)			7,500 00
				TOTAL	7,500 00

APPROVED BY



## MEMORANDUM

**To:** Matthew Fielder, City Manager  
**From:** Ariel Carmona, Finance Director  
**Subject:** Progress billing for the 2013-2014 Fiscal Year Audit  
**Date:** January 12, 2015

---

The Town of Pantego external auditors, George, Morgan & Sneed, P.C., have completed the audit fieldwork for Fiscal Year 2013-2014. A prior payment of \$10,000 was made for the completion of the interim audit during the month of September. The total contract/budgeted amount is \$21,000. The balance after the \$7,500 payment for the fieldwork completed in December is \$3,500. The final payment of \$3,500 will be due after the completion and submission of the final annual financial report in February.

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

1849 Wall Street

Weatherford, TX 76086

Phone: 817-594-2704

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

Town Of Pantego  
P O Box 13210  
Pantego, TX 76013

**ID: 76037**  
Invoice: 38049  
Date: 12/10/2014

For professional service rendered as follows:

Audit services for the year ended September 30, 2014  
Work in Progress - Field Work Complete

7,500.00

Billed Time & Expenses

\$7,500.00

**Invoice Total**

**\$7,500.00**

Please return this portion with payment.

Town Of Pantego  
817-548-5853

**ID: 76037**  
Invoice: 38049  
Date: 12/10/2014

Amount Enclosed: \$ \_\_\_\_\_

Amount Due: \$7,500.00

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

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1672

- 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 Hammons Construction Inc.  
 P.O. Box 341  
 Joshua, TX 76058

SHIP TO

DATE		ACCT #		DEPT.						
QUANTITY		STOCK NUMBER / DESCRIPTION		PRICE		PER		AMOUNT		
ORDERED	RECEIVED									
01/06/15		100-5-101-365-00 200-5-201-365-00		EIA W/S						
		Install 3226'- New 24 Count loose tube Outdoor Fiber optic Cable						7,097 20		
		(Non-budgeted)								
							TOTAL		7,097 20	

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

Hammons Construction Inc,  
817-991-0024

P.O. Box 341  
Joshua, TX 76058

Date: 12-26-14

**Invoice Number: 416221**

**Purchase Order Number:**

**Town of Pantego  
1614 S. Bowen Rd.  
Pantego TX 76013**

Terms: ASAP Please

Location: Pantego City Hall to Pantego Police Department

---

Install 3226' – New 24 Count Loose Tube Outdoor Fiber Optic Cable:

---

TOTAL: \$ 7097.20

Please Make Checks Payable and Remit to:

Hammons Construction, Inc.  
P.O. Box 341  
Joshua, TX 76058

Thank You,  
Daniel Hammons



# AGENDA BACKGROUND

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

**Date:** January 12, 2015

---

**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 24, 2014  
Town Council minutes from November 25, 2014

PEDC minutes from October 22, 2014  
PEDC minutes from November 12, 2014  
CRB 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 regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 24<sup>th</sup> day of November 2014 with the following members present:

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

Mayor  
Mayor Pro-Tem  
Council Member

Members absent:  
None

constituting a quorum. The following staff members were present:

Matt Fielder  
Julie Arrington  
Chad Joyce  
Scott Williams  
Tom Griffith  
Barry Reeves

City Manager  
City Secretary  
Community Development Director  
Public Works Director  
Chief of Public Safety  
Assistant Police Chief

Also in attendance:

Joyce Stanton

Town Engineer

WORK SESSION 6:30 P.M.

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

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

**1. City Manager Report**

Mr. Fielder informed Council there are still vacancies with the Police Department for a dispatcher and a police officer. Public Works has hired a foreman, Humberto Marquez Jr., and is fully staffed.

Mr. Fielder informed Council he is waiting on a cost estimate from Iwerks regarding the installation of a new fiber optic line and the air fiber backup system due to the failure of the fiber optic line. They are discussing the approval of a reduced cost from the original contractor who caused the issue by pulling the line too tight upon installation or permission to utilize a different contractor with the City of Arlington to perform the work. Iwerks is also working on a backup system called Air Fiber. This system is similar to microwave utilizing line of site. The cost of the equipment is estimated at under \$5,000.

**5. Discuss, direct, and consider action on a proposal from Flair Events for PantegoFest 2015.**

Mr. Fielder reminded Council there were questions on the proposal at the last Council meeting. All the Council meetings were removed from the "not to exceed" cost and instead he will act as a liaison between Council and Flair Events. There was discussion on a financial incentive for Flair Events based on increased sponsorship money compared to the amount raised for PantegoFest 2014 along with a reconciliation report and there was discussion regarding Council meeting attendance on an as needed bases and travel time pay versus mileage pay. There will be a planned strategy discussion on the December 8<sup>th</sup> Council Meeting Work Session agenda. Council will discuss their overall comments of the 2014 PantegoFest and set expectations for the 2015 PantegoFest.

**4. Discussion on a presentation of the Arlington Chamber of Commerce Activities.**

Henry Lewczyk with the Arlington Chamber of Commerce presented a power point to Council outlining the accomplishments for the last four months and proposed new targets, or goals, for the program. Council agreed Mr. Lewczyk is the Town's point of contact with the Chamber and is pleased with his efforts. Mr. Lewczyk informed Council which members of Council and the PEDC Board are on the various boards of the Chamber. Currently Mr. Fielder, PEDC, and he are organizing a focus group to be held in order to build the basis for the Pantego Business Develop Group. The focus group will invite Pantego Businesses who are Chamber members, and non-Chamber members. The purpose of the focus group is to gather information regarding how the businesses perceive themselves, perceive Pantego, knowledge of the Chamber, etc. and to come back with a recommendation for the Pantego Business Develop Group.

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

There was discussion on the Alan Plummer Associates invoice. Mr. Fielder will discuss the discrepancies of the projects shown on the invoices, request more back up information to be contained on the invoice, and report back to Council his findings

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from November 10, 2014
- Town Council minutes from November 11, 2014

Ms. Arrington will review item number 8 on the November 10, 2014 minutes verifying the stated problem with the well. Council authorized the Mayor to approve the revisions.

Council pulled the minutes for November 11, 2014 for review and re-write.

Acceptance of Minutes of Boards and Commissions:

- CRB minutes from October 7, 2014

Mayor Paradise requested the correction of Bridget Potters name on future minutes.

Mayor Paradise adjourned the work session at 7:32 p.m.

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

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

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

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

Councilmember Surratt thanked everyone for coming out tonight.

Councilmember Funderlic thanked the residents for coming out and staff for their hard work. He wished everyone a Happy Thanksgiving.

Councilmember Adair appreciated everyone coming out tonight and staff for their efforts.

Mayor Pro-Tem Brewster welcomed everyone for coming, thanked staff and Council for working together, and wished everyone a Happy Thanksgiving.

Councilmember Barrett welcomed everyone for coming out tonight and wished them a Happy Thanksgiving.

Mayor Paradise informed the audience there are some great events coming up. The Candy Train is this Saturday. She thanked staff for their participation in the Candy Train and at the park for the Christmas Tree Lighting. The Mayoral Red Kettle Challenge is Saturday, December 13<sup>th</sup> at Walmart and asked the audience to come out and support Pantego. The Salvation Army always does a good job and the event is meaningful to the communities of Mansfield, Arlington, Kennedale, DWG, and Pantego, who rise to the occasion. Pantego cannot match the money of the other cities but the Town cannot be beat in the per capita category.

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

#### **Community Relations Board**

Councilmember Barrett informed the Council the last CRB meeting was November 11<sup>th</sup>. The Stocking Stuffing event for the Candy Train is tomorrow night in the Fire Training Room. PYLC students will be there to help out. The Candy Train and Tree Lighting event is this Saturday, November 29<sup>th</sup>. The Candy Train will begin at 3:00 p.m. from Town Hall. Santa and the Elves will pass out stockings for the kids and the pets and collect unwrapped toys to be donated to Cook Children's Hospital. The Tree Lighting event will begin at 5:00 p.m. the activities will include train rides, balloon animals, Christmas music, and other activities.

CRB will judge the residential Christmas lights on December 11-14, 2014. There will be a sign placed in the yard of the winners and \$900 in cash prizes with three categories; Whimsical, Traditional, and Spirit of the Season. The next CRB meeting will be Tuesday, December 2, 2014 at 7:00 here at the Council Chambers.

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

Mayor Paradise informed Council the PYLC group learned what the City Manager and the Finance Director do. She thanked Mr. Fielder and Mrs. Carmona for attending the meeting. The next meeting they will discuss the planning of the Spring Break field trip and how Council interacts with staff to set policy and accomplish the work that requires a collaborative effort. She invited Mayor Pro-Tem Brewster to attend the meeting for this discussion. The PYLC members will help stuff the stockings, serve as Elves for the Candy Train and Tree Lighting events.

### **PEDC REPORT**

Councilmember Adair informed Council the PEDC Board discussed the Pantego Business Council, the cancellation of the 2<sup>nd</sup> meetings in November and December. The Business Christmas Decoration judging will be the evening of December 13<sup>th</sup> with a first, second and third place winner.

### **CITIZENS OPEN FORUM**

Elaine Parsley, 1617 Hilltop Ln., addressed Council regarding her water bill. She informed Council her water usage for one month was incredibly low and the following month was incredibly high, which correlated to an incredibly high bill. The current month reflects her normal average usage. She requested an adjustment in the bill. Mayor Paradise requested the City Manager and the Public Works Director to

investigate and report findings to Council. Council advised to hold the late fees until the investigation is complete.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Funderlic made a motion to approve the Consent Agenda items 1-4, with the exception of the November 11, 2014 minutes as discussed during the work session. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

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

**5. Discuss, direct, and consider action on a proposal from Flair Events for PantegoFest 2015.**

Mayor Pro-Tem Brewster made a motion to direct the City Manager to enter into a contract with Flair Events for PantegoFest 2015 as discussed during the work session and as written. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

Mayor Paradise declared the vote passed unanimously.

Councilmember Surratt stated he is in support of the contract but voiced his concerns over the cost escalations and does not want it to continue year after year and would like to obtain a breakeven point.

**8. Discuss, direct, and consider action on a recommendation by the Town Engineer regarding drainage issues on Rogers Court.**

Mr. Fielder informed Council a couple of weeks ago the Mayor; Councilmember's Adair and Surratt; Joyce Stanton, the Town Engineer; and himself met with the property owners to investigate the drainage issues. The home that the Wagon Wheel spur dead ends into is the home with the drainage issues.

Mrs. Stanton discussed her findings on an investigation into the drainage issues on Rogers Court. She informed Council there are two issues. One is the water is coming off of the connector street to Wagon Wheel and entering the garage. The second is the water pooling in the back of the home. She recommended a concrete valley to remove the drainage and some limited re-grading and re-paving of the asphalt area to create a low valley that directs the drainage away from the Wagon Wheel spur and into the Wagon Wheel gutter. The original plans were to install a concrete plume to come down behind the homes and drain into the inlet from the spur and showed there was a high point just inside the spur preventing water to turn down the spur but it no longer exists at this time. The homeowner's, including 6 Rogers Ct., has done many of the things she has recommended over the years. In her opinion, the only way to completely fix this problem is to uncover the existing plume and see if it is functional or to dig it up and rebuild it from the spur to the inlet. This will be disruptive to the homeowners, they may lose some of their landscaping on the fence and the backyards may become steep. Mrs. Stanton suggested some things that can

help intermittently; such as, reducing the amount of water flow headed to the garage of 6 Rogers Ct stating that will help with the flooding issue but not totally resolve it. She recommends the city consider allowing the installation of a concrete plume and some re-grading of the asphalt pavement so it will be as it was assumed in the plans. There was some discussion of the alterations done by the homeowners and what is there now is not what was designed to be there; such as, the garage on 6 Rogers Ct and covering up the plume. There was also discussion on how much of this damage was caused by the developer and if this is a problem of the Town, the initial design, or the lack of maintaining what was built originally by the homeowners. The Town can reduce the amount of water into the garage by putting in a concrete valley across the intersection and cleanup the Right-of-Way by removing some trees and performing some re-grading. Mr. Fielder suggested the work can be done along with the planned water line construction. Council requested cost estimates to remove the trees and re-grade the corner of the Wagon Wheel spur.

**6. Discussion on a presentation by the University of Texas at Arlington School of Urban and Public Affairs regarding the results of the community survey.**

Mr. Fielder introduced Bob Hart, Professor of a Capstone class at the University of Arlington. Mr. Hart introduced his students and explained upon receiving a passing grade on this project they will graduate in two weeks. The students conducted a survey of residents and businesses located within Pantego. They conducted the survey through an online survey program, an insert in the water bill, and a booth at PantegoFest 2014. The students presented a power point of their findings to Council.

**7. Discuss, direct, and consider action on the Republic Waste Services Invoice for clean up after the October 2, 2014 storm.**

Vince Hrabal with Republic Services answered many of Council concerns regarding the invoice for the clean up after the October 2, 2014 storm. He explained in Section V (a) of the contract Republic will deploy the necessary equipment to provide service for what is needed under the contract for the day-to-day service and this was outside of the day-to-day service. He went on to explain four trucks full of compacted material, not loose material, were hauled off and the Town was only charged for the time at the Town and the time to drive to the landfill. There was discussion on the over time rates and the presence of recycling receptacles at PantegoFest 2015.

Councilmember Surratt made a motion to approve the payment as presented for Republic in the amount of \$2,680.83. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

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

Nays: None

Abstentions: None

Mayor Paradise declared the vote passed unanimously.

**9. Discuss, direct, and consider action on the scheduling of additional Zoning Ordinance review meetings.**

Mr. Fielder informed Council tomorrow's meeting will be day three of the scheduled meetings and there is a need for a day four and one for a conclusion and the Town Attorney's review. There was a consensus of Council to meet on December 15<sup>th</sup> at 6:30 p.m. and to discuss the following meeting after the December 15<sup>th</sup>.

COUNCIL INQUIRY

Town Council Minutes  
November 24, 2014

Councilmember Surratt inquired on the one year contract and the replacement of the shrubs and trees planted in the median areas of Highway 303 by TXDot during the construction that has since died.

Mayor Paradise informed the Council the annual Town Christmas party will be held on December 19, 2014 at 6:30 p.m. located at Shady Valley. The taste testing is tentatively scheduled for December 5, 2014 at 2:00 p.m. The picture for the Christmas newsletter will be taken tonight after the meeting. There will be food at the Candy Train for the volunteers. The Candy Train will be this Saturday, November 29, 2014. The walk will start at 3:00 from Town Hall. The lighting of the tree will be at 6:00 p.m. The Red Kettle Challenge is scheduled for December 13, 2014 at Walmart.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:25 p.m.

APPROVED:

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Melody Paradise, Mayor

ATTEST:

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Julie Arrington, City Secretary

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 25<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 6:38 p.m.

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

Council covered Sections 14.08 Special and Overlay Districts and Section 14.09 Development Site Plan Review with the following discussions.

Council gained clarification regarding Planned Developments encouraging conservation of open spaces and the allowance of a Special Use Permit approval along with the approval of the Planned Development. Council discussed the table in Section 14.08.015 in regards to the setbacks, the 50% coverage requirement and possibly increasing this maximum, and the two car garage requirements. There was clarification on the definition of coverage and was determined to be anything under roof. The item in regards to maximum lot coverage size will be reviewed further at a later time. There was discussion on the intent of a development not having a negative impact on traffic and how to measure a negative impact. Council would like to see a utilities plan and a finished floor elevations plan included in the submittal requirements for a single family plan in Section 14.08.025 and place additional requirements; such as those in Section 14.10 referencing back to 14.08. These additional requirements will be discussed further in the discussion covering Section 14.10. Stucco was removed from the masonry definition and there was discussion regarding the masonry requirements on primary structures. Section 14.08.030 Design Standards and Guidelines Subsection (b)(4) regarding environmental performance standards was removed. There was discussion on the use of the word regulations throughout this section. Section 14.08.030(b)(3) was changed to reflect the allowance for a flexible design.

Town Council Minutes  
November 25, 2014

Council would like to remove the first sentence to Section 14.08.030(b)(9). There was a supermajority requirement added for a Planned Development in Section 14.08.035 Approvals. There was discussion regarding the procedures for the approval of a Planned Development, the allowable time before renewal for the Planned Development permit, and standardizing the expirations throughout the Zoning Code. There was discussion on allowing a Planned Development to expire and if this is possible.

Council gained clarification on changing from "special use" to "specific use" due to uniformity across the State. There was discussion concerning the noise management plan and creating a more formal page to be included in the permit package informing Council which items from the package were waived during submittal by Mr. Joyce and why. There was discussion on the Conditions of Permit Approval and the specific parameters for a special use permit versus an amendment or similar use to the zoning ordinance. Mr. Joyce will verify that any of the current specific use permits will not be affected by this change. There was clarification on the purpose of the governmental immunity and the definition of and triggers for the redevelopment classification. Council would like the rooflines defined and the building orientations needs to be re-examined by Mr. Joyce for flexibility and the intent to the Park Row Project. There was discussion regarding accessory structures and the possibility of existing businesses becoming non-conforming. Council clarified the lighting standards in regards to the Park Row Project and the requirements of the standard. Council requested the comments from the Park Row section to be implemented into the Pioneer Parkway section of this ordinance. There was discussion concerning the differences and the goals of the two projects; Park Row and Pioneer Parkway. Council would like the section discussing trees in the right of way on Pioneer Parkway to be changed to read "along the right of way on the private property side" due to the TxDot right of way restrictions. There was clarification to the allowance of an appeal to the Planning & Zoning on the site plans and development plans. This allows for the person with a site plan Mr. Joyce has denied to appeal his decision to the Planning & Zoning Commission. There was clarification regarding the division of power and final approval between the Planning & Zoning Commission, the Zoning Board of Appeals, and Council. There was discussion on the maximum possible privacy screening and its intent. Council requested thoroughfare's to be changed to streets. Mr. Joyce will discuss Council's concerns and questions regarding landscaping bonds with the Town Attorney.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:02 p.m.

APPROVED:

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Melody Paradise, Mayor

ATTEST:

---

Julie Arrington, City Secretary

Pantego Economic Development Corporation  
October 22, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

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

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

**Absent:**

Stephanie Springer	Director
--------------------	----------

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

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

**Also in attendance:**

None.

**SPECIAL SESSION 6:30 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

President Bill Brown called the meeting to order at 6:41 p.m.

**INVOCATION**

Treasurer Gittiban led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

President Brown announced the Halloween Carnival is this Saturday from 5:30 p.m. to 8:00 p.m. and the Lions will be there at 4:30 p.m. to set up.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

**Pantego Economic Development Corporation**  
**October 22, 2014**

Mr. Fielder informed the Board there were an estimated 9,800 guess, about 50 vendors, Run time did the race and estimated three times as many participants as last year. Council requested him to start discussions with Flair Events for a proposal for PantegoFest 2015. It will be held the same weekend September 25-27<sup>th</sup> at the same location. He has received feedback from some of the businesses and they did very well. Pantego Bay sold 22 kegs worth of beer and Saljo's stated it was their best Friday night. David's BBQ stated they did well on Saturday. There was discussion on the revenue and expenses as they compare to last year and on the vendors interest in returning next year. PEDC would like a list of people who provided donations for the Shop Pantego Bags to send Thank you cards.

The Arch lighting was damaged in the October 2, 2014 storm. The contractor charged the Town for the cost of the bulbs only and performed all repairs for free. There was discussion on obtaining a quote from them for the installation of the two LED strips and the Town purchasing the two strips and the control box.

Mr. Fielder provided pictures to the board of the storm damage at the park to one of the umbrella shade structures. There was discussion on installing a splash park in the area of the damage instead of repairing the structure and what to do with the fabric of the structure. President Brown stated the Lions Club could donate \$7,000 towards the installation of a splash park. There was discussion on the cost of installing a splash park and the impact of operating cost.

Mr. Fielder updated the Board on the latest business closings and a potential business moving in. Fabulously Frugal Resale Boutique is moving into the Lakewood Shopping Center from Irving, Texas. They sell vintage clothing and jewelry.

Mr. Fielder informed the Board he has been invited to speak at the Governor's Small Business Forum at the Arlington Convention Center. He explained the Governor's Office of Business and Tourism is hosting the event. The Texas Workforce Commission will attend the event and conduct breakout sessions.

Mr. Fielder gave an update on the various PEDC Loans and their status of payment.

**2. Approval of PEDC Minutes**

- **September 24, 2014**

No comments.

Secretary Adair made a motion to approve the minutes as submitted. Vice President Lakey seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

- **October 22, 2014**

Secretary Adair made a motion to approve the Expenses as submitted. Treasurer Gittiban seconded the motion.

The vote was as follows:

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

Nays: None  
Abstention: None

President Brown declared the motion passed unanimously.

#### **CITIZEN'S OPEN FORUM**

None.

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

- 4. Discuss, direct, and consider action on the ICSC Texas Conference and Texas Deal Making Tradeshow located at the Dallas Convention Center November 12-14, 2014.**

Mr. Fielder introduced this item. The Texas Deal Making session is essentially the International Council of Shopping Centers tradeshow component to their conference. The Deal Making is all day Thursday, November 13<sup>th</sup>, and the morning of the 14<sup>th</sup>. Everyone who is in anyway involved in Commercial Real Estate from the financial side to the developer's side attends this trade show. President Brown informed the board each person is required to have a ticket at a cost of \$270 per person. If anyone wishes to go they are to let Ms. Arrington know so she can get them registered.

- 5. Discuss, direct, and consider action on a plan to recruit new businesses.**

Mr. Fielder informed the Board the purpose of this item is to be more proactive and discuss a strategy for business recruitment by going after the retailers themselves and indentify the desirable sites; such as the Del Taco, that are closed. One way is to purchase a subscription to Realty Track that lists every national chain that does business in Texas and provides the real estate contact for that company and states what they look for in a market. This is another option to recruit businesses. The cost of the subscription is \$750 annually but it is constantly updated on line. The Town has done this in the past with Braum's.

- 6. Discuss, direct, and consider action on creating a Pantego Business Council designed for Pantego Businesses to meet within the Arlington Chamber of Commerce.**

Mr. Fielder reminded the Board of the discussions regarding the creation of this Council with the Arlington Chamber of Commerce. He suggested the Board obtain a list of Pantego Businesses, who are a member of the Chamber, and hold a meet and greet in order to recruit them into the Pantego Business Council. It was suggested to obtain businesses within the 76013 zip code and not just Pantego businesses. President Brown and Mr. Fielder will meet with Henry Lewczyk with the Arlington Chamber of Commerce on Friday to discuss. Vice President Lakey stated he has made arrangements with Pantego Bay to allow the Council to meet monthly on Mondays on the Patio of Pantego Bay.

- 7. Discuss, direct, and consider action on the preparation of the Christmas Decorating Contest.**

Ms. Arrington educated the new board members to the procedures and purpose of this item. There was discussion on the historical lack of participation and the purpose of the decorating contest. The Board decided to lower the prizes by \$250 in each category and to change the categories from themed names to first, second, and third place. There was discussion on the deadlines. The judging of the contest will be conducted on December 13, 2014. Bill will discuss this item with Ms. Mundo to get the word out to the businesses. There was discussion on the

CRB circumstances last year and needing the help from PEDC. The PEDC Board will be responsible only for the Businesses this year.

8. **Discuss, direct, and consider action on the attendance and participation of the Arlington Chamber of Commerce Christkindl Market event November 28, 2014 through December 21, 2014.**

President Brown informed the Board they were invited to share a booth at the Christkindl Market with the Arlington Chamber of Commerce. There was discussion on the length of the event and ideas that would work since the PEDC Board cannot be there all day every day. PEDC will provide a tri-fold of the Fast Facts to be handed out to attendees.

**PEDC MEMBER INQUIRY**

There was discussion with Mr. Williams on the tiles and recycled tire mulch that was on display at TML for playground flooring.

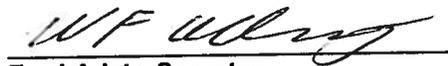
**ADJOURNMENT**

President Brown adjourned the regular session at 7:53 p.m.

**APPROVED:**

  
\_\_\_\_\_  
Bill Brown, President

**ATTEST:**

  
\_\_\_\_\_  
Fred Adair, Secretary



Pantego Economic Development Corporation  
November 12, 2014

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 12<sup>th</sup> day of November 2014 with the following members present:

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

**Absent:**

Bill Brown	President
------------	-----------

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

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

**Also in attendance:**

None.

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

Vice President Danny Lakey called the meeting to order at 7:00 p.m.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

Vice President Lakey informed the Board President Brown is attending the International Council of Shopping Centers Texas Deal Making conference in Dallas and unable to attend tonight's meeting.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board President Brown and Pam Mundo, with Mundo and Associates are attending the ICSC Texas Deal Making conference in Dallas. He also informed then he attended the Governor's Small Business Forum hosted by the Arlington Chamber of Commerce on October 29<sup>th</sup> at the Arlington Convention Center. He was a panel speaker regarding dealing with commercial real estate and sight selection. He spoke on the code and zoning issues.

Mr. Fielder discussed the outstanding loan agreements and the board was informed by the Finance Director some payments have been received since the report date.

**2. Approval of PEDC Minutes**

- **October 22, 2014**

No comments.

Director Springer made a motion to approve the minutes as submitted. Director Van Zandt seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt and Gittiban.

Nays: None

Abstention: None

Vice President Lakey declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

- **November 12, 2014**

There was clarification on the Landtech systems and discussion on the scope of work for the Christmas by Zenith invoice.

Secretary Adair made a motion to approve the bills payable and to include the invoice for Mundo & Associates. Director Springer seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt and Gittiban.

Nays: None

Abstention: None

Vice President Lakey declared the motion passed unanimously.

**CITIZEN'S OPEN FORUM**

None.

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

- 4. Discuss, direct, and consider action on the cancellation of the November 26, 2014 and the December 24, 2014 meetings due to the Holidays.**

There was a small discussion on the cancellation of the meetings.

Director Van Zandt made a motion to cancel the regularly scheduled meetings for November 26<sup>th</sup> and December 24<sup>th</sup> and to hold the December 10<sup>th</sup> meeting at 6:30 p.m. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt, and Gittiban.

Nays: None.

Abstentions: None.

Vice President Lakey declared the motion passed unanimously.

**5. Discuss, direct, and consider action on the creation of the Pantego Business Council.**

Mr. Fielder informed the Board President Brown and himself met with the Arlington Chamber of Commerce representatives to develop a plan to move forward with the creation of the Pantego Business Council as a division of the Chamber. Mr. Lewczyk recommended in this meeting to hold a focus group of all business to get their goals and expectations for the group. The focus group would consist of both chamber and non-chamber Pantego Businesses. The Board directed Mr. Fielder to move forward with the planning of this event and for the City Secretary to speak to the Mayor regarding a date in January for Breakfast with the Mayor or Lunch with the Mayor.

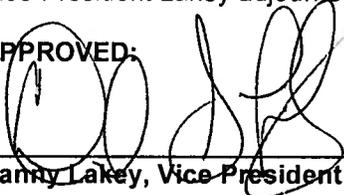
**PEDC MEMBER INQUIRY**

Treasurer Gittiban inquired about changing the time of the PEDC Meetings from 7:00 p.m. to 6:30 p.m. for all future meetings. The Board agreed to start the meeting in December at 6:30 p.m. and to discuss and vote on this at the next meeting.

**ADJOURNMENT**

Vice President Lakey adjourned the regular session at 7:36 p.m.

APPROVED:



Danny Lakey, Vice President

ATTEST:



Fred Adair, Secretary



**Community Relations Board Minutes  
November 11, 2014**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

The Community Relations Board of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 11<sup>th</sup> day of November, 2014 with the following members present:

<b>Barbara Rogers</b>	<b>Chair</b>
<b>Chuck White</b>	<b>Vice Chair</b>
<b>Annie Johnston</b>	<b>Secretary</b>
<b>Leanna Cartier</b>	<b>Board Members</b>
<b>Michael Cartier</b>	

The following staff members were present:

<b>Jennifer Pauley</b>	<b>Staff Liaison</b>
<b>Scott Williams</b>	<b>Public Works Director</b>

**REGULAR SESSION 7:00**

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

**PLEDGE OF ALLEGIANCE**

**OLD BUSINESS**

Approval of Minutes: October 7, 2014. Chuck White moves to approve minutes as written and Leanna Cartier seconds the motion. The minutes pass.

**CITIZENS OPEN FORUM**

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

**1. Review of Halloween Carnival Event**

The Halloween Carnival was a great event this year. The cakewalk, carnival games, scavenger hunt, costume judging, and pumpkin judging had great success. The tent/lighting addition to the gaming area turned out great and more tents and lighting will be added next year. We had good volunteer turnout, and the police and fire department were present at the whole event.

Set up and coordination of the Haunted house needs to be better executed next year. A few items/decorations were missing from the red barn.

**2. Planning for Holiday in the Park Event on November 29<sup>th</sup>**

The Holiday in the park event will be held on November 29<sup>th</sup> and Chuck White will be the event coordinator. The TNT sleigh and train have been secured along with a face painter, balloon artist, and Santa. Light refreshments will be provided at the event.

The Board has requested the help as PYLC to volunteer as elves for this event.

The Town will coordinate the Candy Train and it is scheduled to leave Town Hall at 3:00pm.

### 3. Stocking Stuffing on November 25th

Stocking stuffing will take place at 6:30 on Tuesday, November 25<sup>th</sup> and Annie Johnston will be the event coordinator. The Board will prepare 600 stockings and 200 doggie treat bags.

### 4. Discuss House Decorating Contest

The Board will be conducting a holiday house decorating contest from December 11-14<sup>th</sup> and judging will be done individually. There will be a first, second and third place award in each of three categories: Traditional, Whimsical, and Spirit of the Season. Winning houses will be awarded a yard sign and a cash prize in the following amount: 1<sup>st</sup>- \$150, 2<sup>nd</sup>-100, 3<sup>rd</sup>-\$50.

### 5. Budget review and Finance guidelines

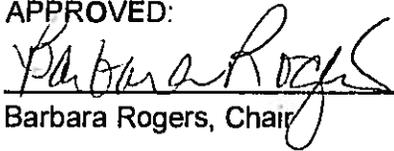
The town has provided detailed expense guidelines for the CRB, as well as an updated budget review for this fiscal year. The CRB spent \$2,486.29 on the Halloween Event.

### CRB MEMBER INQUIRY

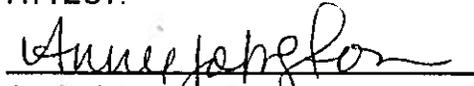
### ADJOURNMENT

Chairperson Rogers adjourned the regular session at 8:11 p.m.

APPROVED:

  
Barbara Rogers, Chair

ATTEST:

  
Annie Johnston, Secretary



# AGENDA BACKGROUND

**AGENDA ITEM:** Honors/Recognitions

**Date:** January 12, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Each year the Community Relations Board conducts a contest for the Christmas light decorations in three different categories; Traditional, Whimsical, and Spirit of the Season, this year's winners will be presented with a certificate and a cash award.

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Certificates for the various winners.

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



*Traditional 1<sup>st</sup> Place*

*December 2014*

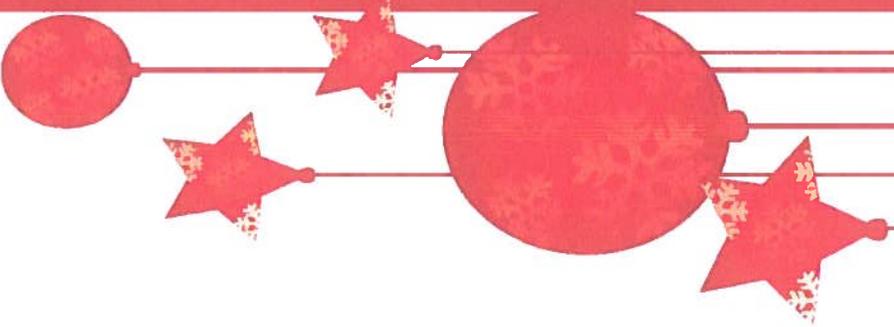
*Residential Yard Decorating Contest*

*Presented to*

*Jim Staples*

*27 Lacosta Court*

*For their outstanding performance and  
Traditional presentation*





# *Traditional 2<sup>nd</sup> Place*

*December 2014*

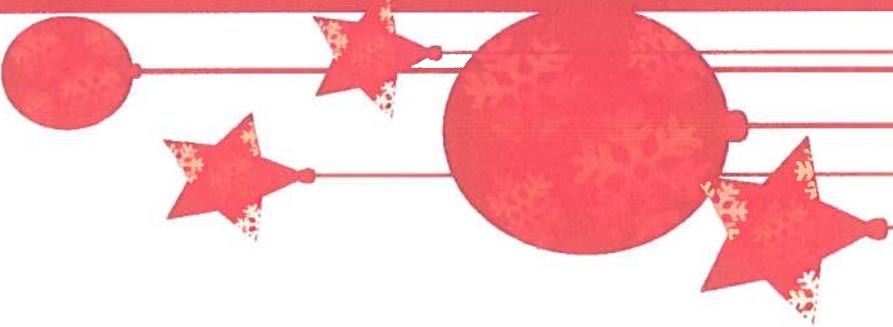
*Residential Yard Decorating Contest*

*Presented to*

*Harry & Isabel Robison*

*18 Country Club Court*

*For their outstanding performance  
and Traditional presentation*





*Traditional 3<sup>rd</sup> Place*

*December 2014*

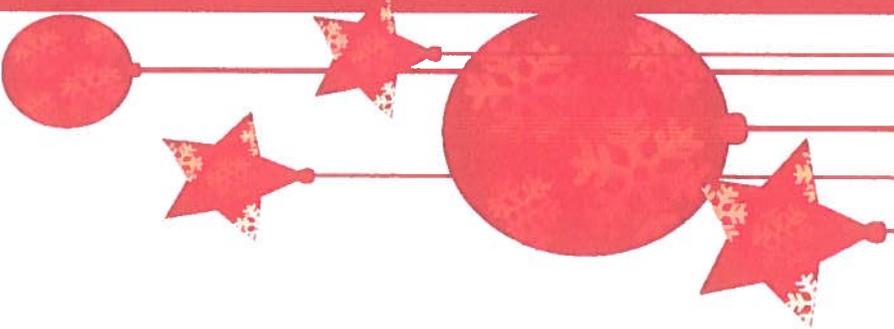
*Residential Yard Decorating Contest*

*Presented to*

***Bill & Wendy Ponder***

*1811 Nora Drive*

*For their outstanding performance and  
Traditional presentation*





*Traditional Honorable Mention*

*December 2014*

*Residential Yard Decorating Contest*

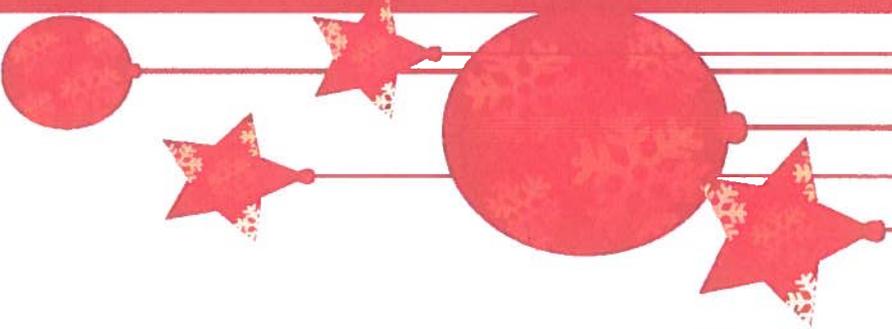
*Presented to*

*Sarah & Smokey Garrett*

*1812 Nora Drive*

*For their outstanding performance and*

*Traditional presentation*





*Spirit of the Season 1<sup>st</sup> Place*

*December 2014*

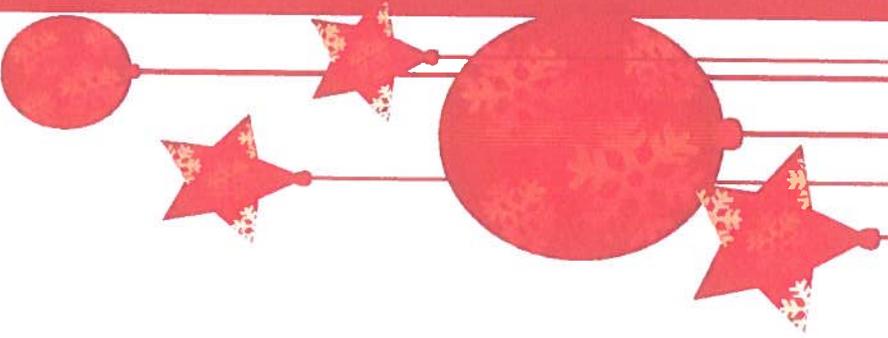
*Residential Yard Decorating Contest*

*Presented to*

*Roger Voss*

*1700 Silver Leaf Drive*

*For their outstanding performance and  
Spirit of the Season presentation*





*Spirit of the Season 2<sup>nd</sup> Place*

*December 2014*

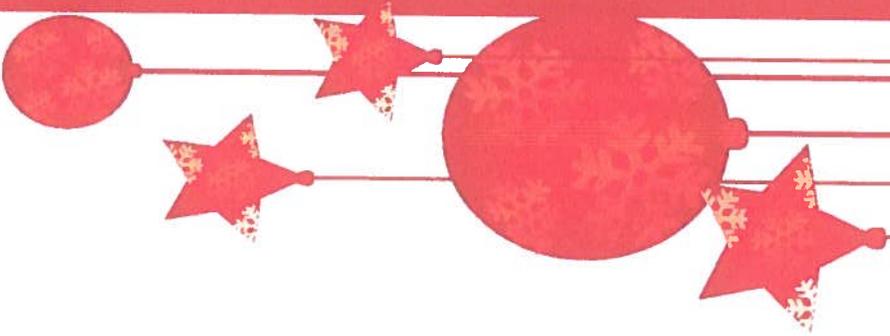
*Residential Yard Decorating Contest*

*Presented to*

*Charles & Gwen Burk,*

*3000 Smith Barry Road*

*For their outstanding performance and  
Sprit of the Season presentation*





*Spirit of the Season 3<sup>rd</sup> Place*

*December 2014*

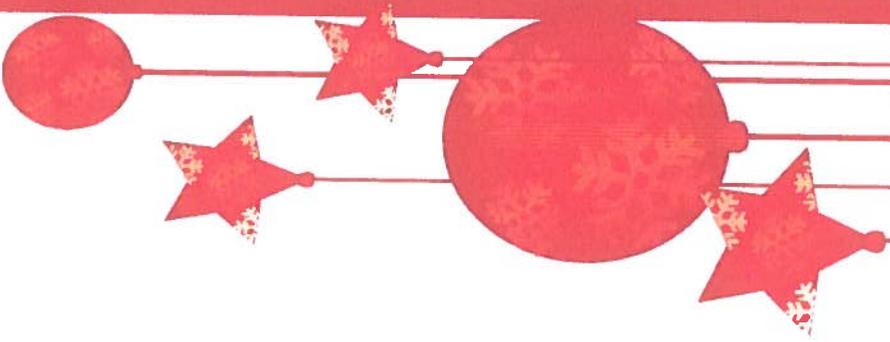
*Residential Yard Decorating Contest*

*Presented to*

*Cheryl & Thomas Bledsaw*

*26 Laccosta Court*

*For their outstanding performance and  
Spirit of the Season presentation*





*Spirit of the Season  
Honorable Mention*

*December 2014*

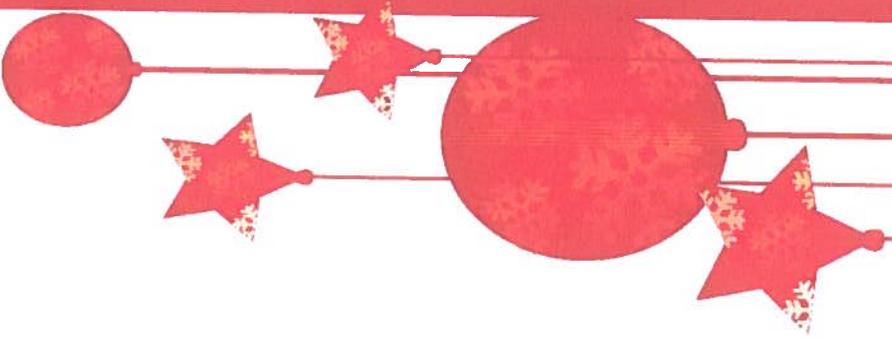
*Residential Yard Decorating Contest*

*Presented to*

*Gloria Cox*

*16 Country Club Court*

*For their outstanding performance and  
Spirit of the Season presentation*





*Whimsical 1<sup>st</sup> Place*

*December 2014*

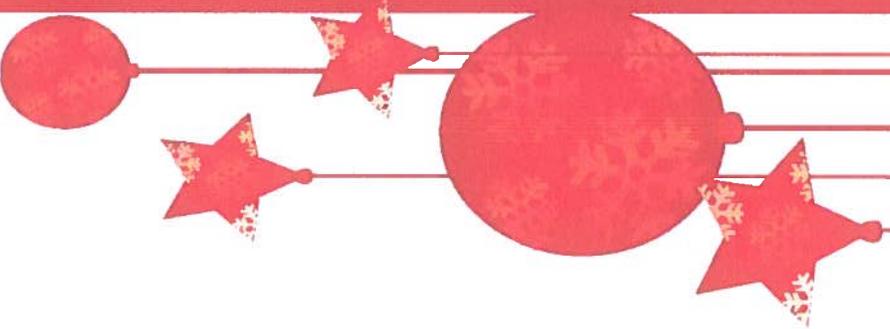
*Residential Yard Decorating Contest*

*Presented to*

***Blake & Kari Bowman***

*1604 Stagecoach Drive*

*For their outstanding performance and  
Whimsical presentation*





*Whimsical 2<sup>nd</sup> Place*

*December 2014*

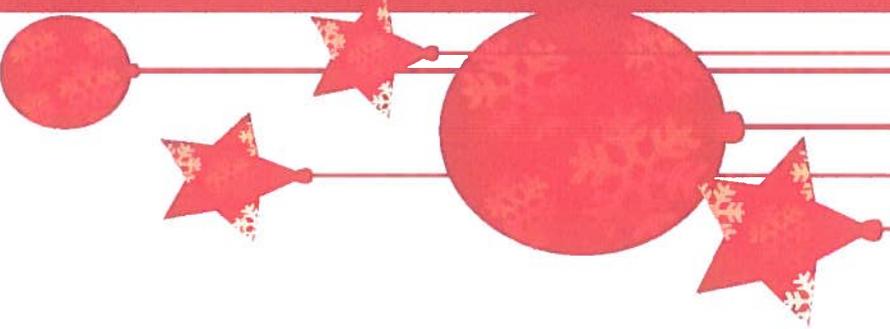
*Residential Yard Decorating Contest*

*Presented to*

*Jason Funderlic*

*1610 Stagecoach Drive*

*For their outstanding performance and  
Whimsical presentation*





*Whimsical 3<sup>rd</sup> Place*

*December 2014*

*Residential Yard Decorating Contest*

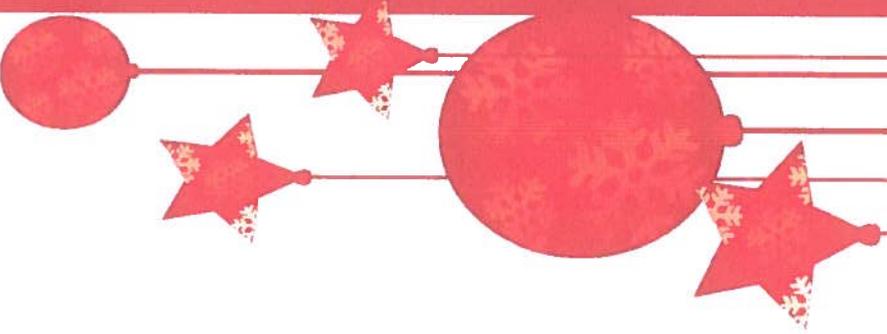
*Presented to*

*Michael & Becky Dement*

*2810 Country Club Road*

*For their outstanding performance and*

*Whimsical presentation*





*Whimsical Honorable Mention*

*December 2014*

*Residential Yard Decorating Contest*

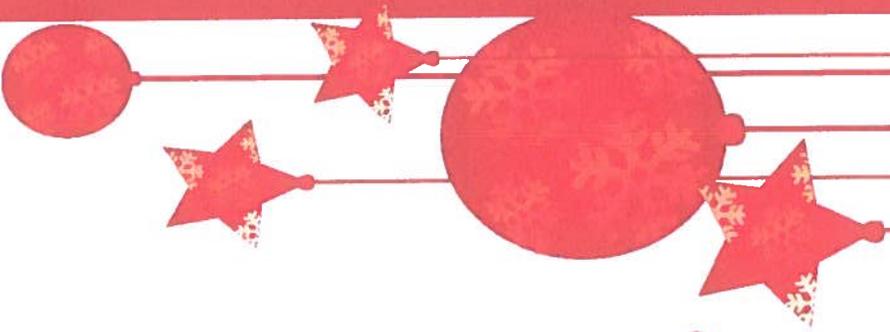
*Presented to*

***Stan Gover***

*1603 Newsome Court*

*For their outstanding performance and*

*Whimsical presentation*





# AGENDA BACKGROUND

**AGENDA ITEM:** Honors/Recognitions

**Date:** January 12, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Each year PEDC recognizes the Business Christmas Light Contest Winners. This year PEDC will award the winners at the next PEDC meeting on Wednesday, January 14, 2015 at 6:30 p.m. Council would like to congratulate these winners:

1<sup>st</sup> Place Pantego Bakery & Bistro, 2304-21 W. Park Row

2<sup>nd</sup> Place Camp Thurman, 3001 Sarah

3<sup>rd</sup> Place All Paws Grooming & Pet Sitting, 2224 W. Park Row #F

**FISCAL IMPACT:**

NA

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Honors/Recognitions

**Date:** January 12, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Each year Council recognizes the dedicated service of its employee's and awards Departmental Employee of the year awards and an overall Employee of the Year award.

**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 authorizing the City Manager to enter into a contract with Alan Plummer Associates for the construction management of the Park Row Project.

**Date:** January 12, 2015

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Council has previously discussed obtaining a proposal for construction management services for the Park Row Project. The attached proposal, submitted by Alan Plummer Associated, Inc., would provide assistance with managing the bid process, contracting, overseeing construction, materials testing, and pay request reviews. Staff has worked with them to reduce the scope to the minimum services necessary.

**FISCAL IMPACT:**

\$77,500

**RECOMMENDATION:**

Staff recommends Council authorize the City Manager to enter into a contract with Alan Plummer Associates.

**ATTACHMENTS:**

Construction Management Proposal

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

**ALAN PLUMMER ASSOCIATES, INC.**

**AGREEMENT FOR ENGINEERING SERVICES**

Project No. 1329-006-01

**THIS AGREEMENT** is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, **2015**, by and between the **TOWN OF PANTEGO TEXAS**, (hereinafter called "Owner") with offices at 1614 Bowen Road, Pantego, Texas 76013 and the firm of **ALAN PLUMMER ASSOCIATES, INC.**, a Texas Corporation with its corporate office at 1320 South University, Suite 300, Fort Worth, Tarrant County, Texas, (hereinafter called "Engineer").

OWNER INFORMATION

Name: _____	Town of Pantego	Contact: _____	Matt Fielder
Billing Address: _____	1614 S. Bowen Road	Title: _____	City Manager
	_____	Telephone: _____	(817) 617-3700
	Pantego, TX 76013		

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, Owner and Engineer agree as follows:

**SCOPE OF SERVICE:**

Owner requests and authorizes Engineer to perform BASIC ENGINEERING SERVICES associated with the advertisement, bid and construction of a combined project including:

- Water Line Replacement consisting of approximately 2,700 LF of 6-inch to 10-inch PVC pipe and appurtenances along Park Row Drive (hereinafter called "Water Line Project") designed by the ENGINEER. in accordance with the terms of a separate agreement dated May 1, 2012.
- Park Row Drive Improvements (hereinafter called "Streetscaping Project") designed by CMA and Dunaway Street (hereinafter called "Streetscaping Consultant"), in accordance with the terms of a separate agreement with the OWNER. The beautification project consists of approximately 3,000 LF of street including widening of sidewalks, new decorative lighting, landscaping including trees, bushes, irrigation system along both sides of Park Row Drive and a new small park area.

BASIC ENGINEERING SERVICES shall be provided as described in Attachments 1 – 4 and as authorized by the OWNER. The design, advertisement and construction services detailed shall supplement those detailed in the Water Line Project agreement dated May 1, 2012. All services provided by the Streetscaping Consultant within the

AGREEMENT shall be provided in accordance with a separate agreement with the OWNER.

**COMPENSATION:**

Compensation for BASIC ENGINEERING SERVICES shall be paid by the Owner to the Engineer for Services as identified as follows:

<b>Attachment</b>	<b>Description</b>	<b>Lump Sum</b>
1.	<b>Basic Engineering Services – Additional Bid Phase</b>	<b>\$ 14,500</b>
2.	<b>Basic Engineering Services – Construction Phase</b>	<b>\$ 48,000</b>
3.	<b>Construction Materials Testing (CMT) Allowance</b>	<b>\$ 15,000</b>
<b>TOTAL</b>		<b>\$ 77,500</b>

All direct non-labor expenses, including mileage, travel and lodging expenses, but excluding subcontract expenses, applied to the BASIC ENGINEERING SERVICES, shall be paid at invoice or internal office cost plus a fifteen percent (15%) service charge. Subcontract expenses shall be paid at direct cost plus a fifteen percent (15%) service charge. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to Engineer's compensation when invoicing Owner.

**ADDITIONAL SERVICES:**

Compensation for ADDITIONAL SERVICES described in Attachment 3 is on a cost reimbursable basis not to exceed \$0.

Engineer's personnel time will be billed at Engineer's hourly rates include in Attachment 4. All direct non-labor expenses, including mileage, travel and lodging expenses, but excluding subcontract expenses, applied to the ADDITIONAL SERVICES, shall be paid at invoice or internal office cost plus a fifteen percent (15%) service charge. Subcontract expenses shall be paid at direct cost plus a fifteen percent (15%) service charge. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to Engineer's compensation when invoicing Owner.

**OTHER TERMS:**

The ENGINEER shall not commence work as indicated in Attachment 3 without prior written authorization from Owner.

Services covered by this Agreement will be performed in accordance with the Provisions attached to this form and any other attachments or schedules. This Agreement supersedes all prior Agreements and understandings and may only be changed by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

**Owner:**

**Alan Plummer Associates, Inc.:**

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS****1. Authorization to Proceed**

Execution of this Agreement by the Owner will be authorization for ALAN PLUMMER AND ASSOCIATES, INC. ("Engineer") to proceed with the work, unless otherwise provided for in this Agreement.

**2. Salary Costs**

Engineer's Salary Costs, when the basis of compensation, are the amount of wages or salaries paid Engineer's employees for work directly performed on Owner's Project plus a percentage applied to all such wages or salaries to cover all payroll-related taxes, payments, premiums, and benefits.

**3. Per Diem Rates**

Engineer's Per Diem Rates, when the basis of compensation, are those hourly or daily rates charged for work performed on Owner's Project by Engineer's employees of the indicated classifications. These rates are subject to annual calendar year adjustments and include all allowances for salary, overheads, and fee, but do not include allowances for Direct Expenses.

**4. Direct Expenses**

Engineer's Direct Expenses, when part of the basis of compensation, are those costs incurred on or directly for the Owner's Project, including, but not limited to, necessary transportation costs, including Engineer's current rates for Engineer's vehicles; meals and lodging; laboratory tests and analyses; computer services; word processing services, telephone, printing, binding, and reproduction charges; all costs associated with outside consultants, subconsultants, subcontractors, and other outside services and facilities; and other similar costs. Reimbursement for Direct Expenses will be on the basis of actual charges when furnished by commercial sources and on the basis of current rates when furnished by Engineer.

**5. Cost Opinions**

Any cost opinions or Project economic evaluations provided by Engineer will be on a basis of experience and judgment; but, since it has no control over market conditions or bidding procedures, Engineer cannot warrant that bids, ultimate construction cost, or Project economics will not vary from these opinions.

**6. Termination**

This Agreement may be terminated for convenience upon 30 days' written notice by either party with or without cause. On termination, Engineer will be paid for all work performed up to the date of notification. If no notice of termination is given and termination is not for cause,

relationships and obligations created by this Agreement, except Articles 8 through 15, will be terminated upon completion of all applicable requirements of this Agreement.

**7. Payment to Engineer**

Monthly invoices will be issued by Engineer for all work performed under this Agreement. Invoices are due and payable on receipt. Interest at the rate of 1-1/2 percent per month, or that permitted by law if lesser, will be charged on all past-due amounts starting 30 days after date of invoice. Payments will first be credited to interest and then to principal.

In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The Owner will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.

**8. Independent Consultant**

Engineer agrees to perform all services as an independent consultant and not as a subcontractor, agent or employee of the Owner.

**9. Engineer's Personnel at the Project Site**

The presence or duties of the Engineer's personnel at the Project site, whether as on-site representatives or otherwise, do not make the Engineer or its personnel in any way responsible for those duties that belong to Owner and/or to other contractors, subcontractors, or other entities, and do not relieve the other contractors, subcontractors, or other entities of their obligations, duties, and responsibilities, including, but not limited to, all methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the work of those parties in accordance with their contract requirements and any health or safety precautions required by such work. The Engineer and its personnel have no authority to exercise any control over any contractor, subcontractor, or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of any contractor, subcontractor, or other entity or any other persons at the Project site except Engineer's own personnel.

Engineer neither guarantees the performance of any contractors, subcontractors or other entities nor assumes responsibility for their failure to perform their work in accordance with their contractual responsibilities.

**10. Litigation Assistance**

Unless specifically set forth in the Scope of Services, the Scope of Services does not include costs of the Engineer for required or requested assistance to support, prepare, document, bring, defend, or assist in litigation or administrative proceedings taken or defended by the Owner.

All such services required or requested of the Engineer by the Owner, except for suits or claims between the parties to this Agreement, will be reimbursed as may be mutually agreed, and payment for such services shall be in accordance with Section 7, unless and until there is a finding by a court or arbitrator that Engineer's sole negligence caused Owner's damage.

**11. Venue**

In the event that any legal proceeding is brought to enforce this Agreement or any provision hereof, the same shall be brought in **Tarrant County, Texas**, and shall be governed by the laws of the **State of Texas**.

**12. Severability and Survival**

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of this Agreement for any cause.

**13. Interpretation**

The limitations of liability and indemnities will apply whether Engineer's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, except for willful misconduct or gross negligence for limitations of liability and sole negligence for indemnification, and shall apply to Engineer's officers, affiliated corporation, employees and subcontractors. The law of the state of Texas shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

**14. No Third Party Beneficiaries**

This Agreement gives no rights or benefits to anyone other than the Owner and Engineer and has no third party beneficiaries. The Owner will include a provision in each agreement which Owner enters into with any other entity or person that such entity or person shall have no third-party beneficiary rights under this Agreement.

Engineer's services are defined solely by this Agreement, and not by any other contract or Agreement that may be associated with the Project.

**15. Liability**

- a. Engineer's services shall be governed by the negligence standard for professional services, measured as of the time those services are performed.
- b. The Owner's review, approval, or acceptance of, or payment for, any of these services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performances of this Agreement, and the Engineer shall be and remain liable in accordance with applicable law for all damages to the Owner caused by Engineer's omissions or negligent performance of any of the services furnished under this Agreement.
- c. To the maximum extent permitted by law, Engineer's liability for Owner damages for any cause or combination of causes will, in the aggregate, not exceed the limits of the Engineer's professional liability insurance coverage.
- d. As used herein, Engineer includes the corporation, subcontractors, and any of its or their officers, or employees.
- e. As between the Owner and the Engineer, any contract claim must be brought within two years from the day following the act or omission giving rise to the breach of contract claim.

**16. Assignment**

Neither Party will assign all or any part of this Agreement without prior written consent to the other party.

**ATTACHMENT 1****BASIC ENGINEERING SERVICES – BID PHASE**

Engineer shall provide BID PHASE SERVICES as follows:

I. Bid Phase:

- A. In preparation for advertisement revise the Water Line Project contract documents previously submitted to incorporate the Streetscaping Project. Modifications shall include updating Division 0 (Contract Requirements), Division 1 (General Requirements), Division 2 – 16 (Technical Specifications) and plans. Modifications shall be limited to:
  - 1) Review of the Streetscaping Project specifications where those specifications duplicate sections within the Water Line project documents.
  - 2) The ENGINEER shall modify the duplicated sections as necessary to support construction of both projects.
  - 3) The services of the Streetscaping Consultant required to coordinate and review the modified sections shall be provided in accordance with a separate agreement with the OWNER.
  - 4) Plan modifications to the Water Line Project plans shall be limited to modification of the site locations map, list of drawings and general notes required to support the combined project.
- B. Assist the Owner in securing bids for the modified construction contract documents incorporating the Streetscaping Project, issuing notice to bidders and notifying construction news publications. The notice to bidders will be furnished to the Owner for publication in the local news media. The Owner shall pay the cost for publications. The Engineer will distribute bidding documents. The income from the sale of the documents will be used to offset a portion of the Engineer's printing and distribution cost. Providing additional documents will be an Additional Service.
- C. The Engineer, assisted by the Streetscaping Consultants, will answer bidders questions and issue addenda to make necessary modifications to the bid documents.
- D. Prepare for, attend, and preside at a pre-bid conference for all interested bidders for the combined Water Line and Streetscaping project. It is anticipated that this pre-bid conference will occur at the Town Hall.
- E. Assist the Owner in the opening, tabulation, and analysis of the bids received for the modified construction contract documents incorporating the Streetscaping Project. Furnish recommendations on the award of the contract or the appropriate actions to be taken by the Owner.
- F. BASIC ENGINEERING SERVICES – BID PHASE for the Water Line Project shall be provided in accordance with the prior AGREEMENT between the OWNER and ENGINEER dated May 1, 2012. The above services shall supplement those outlined in the prior agreement.

- II. Compensation for this work shall be paid as a lump sum. Engineer will prepare separate monthly invoices for the percent work completed.

**ATTACHMENT 2****BASIC ENGINEERING SERVICES – CONSTRUCTION PHASE**

Engineer shall provide BASIC ENGINEERING SERVICES as follows:

1. Construction Administration

Assist the OWNER with the administration of the modified construction contract documents incorporating the Streetscaping Project, provide:

- A. Preparation of formal contract documents for the construction contract.
- B. Assist the Owner in conducting a pre-construction conference with the Contractor.
- C. Consult and advise the OWNER during construction and make recommendations to the OWNER regarding materials and workmanship.
- D. Coordinate the review of samples, catalog data, schedules, shop drawings, laboratory, shop and mill test of material and equipment and other data by the Streetscaping Consultant pursuant to the General Conditions of the Construction Contract.
- E. Interpret the intent of the General Conditions of the Construction Contract, Division 0 (Contract Requirements) and Division 1 (General Requirement) for the modified construction contract documents incorporating the Streetscaping Project.
- F. Coordinate interpretation by the Streetscaping Consultant of the intent the Streetscaping plans and specifications for the Owner and Contractor. Investigations, analyses, and studies requested by the Contractor and approved by the OWNER, for substitutions of equipment and/or materials or deviations from the plans and specifications will be considered an Additional Service. The services of the streetscaping engineer of record shall be provided by separate agreement with the OWNER.
- G. Assist the Owner in conducting monthly construction progress meetings (6) with the Contractor.
- H. Review and comment on monthly and final estimates for payment to Contractor, pursuant to the General Conditions of the Construction Contract as modified to incorporate the Streetscaping Project.
- I. Conduct, with the OWNER's representative, a final inspection of the combined Streetscaping and Water Line project for conformance with the design concepts of each project and general compliance with the contract documents, and review and comment on the certificate of completion and the recommendation for final payment to the Contractor. . The services of the streetscaping engineer of record, if required, shall be provided by separate agreement with the OWNER.
- J. Prepare Record drawings of the constructed work from information provided by the construction contractor(s). Record Drawings will be delivered electronically in portable document format (PDF) compatible with Owner's software systems. Engineer will also furnish one 22"x34" reproducible original set of record drawings and two bond copies. Record drawings for the Streetscaping portion of the project shall be provided to the ENGINEER by the Streetscaping Consultant in accordance with the terms of a separate agreement with the OWNER.

- K. Construction Administration for the Water Line Project shall be provided in accordance with the prior AGREEMENT between the OWNER and ENGINEER dated May 1, 2012.

2. Construction Materials Testing

- A. The ENGINEER will provide testing of materials during construction. The tests performed shall be for OWNER quality assurance verification of construction materials testing performed by the Contractor.
- B. The budget provided is an allowance, testing that is required beyond the allowance listed in the Agreement shall be provided as an Additional Service.
3. Compensation for this work shall be paid on a cost reimbursable basis not to exceed the amount specified in the AGREEMENT. Engineer's personnel time will be billed at ENGINEER's standard hourly rates, a service charge of 15 percent will be added to Direct Expenses. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to ENGINEER's compensation when invoicing the OWNER.

**ATTACHMENT 3****ADDITIONAL ENGINEERING SERVICES**

Various ADDITIONAL SERVICES incidental to the Project, but not within the scope of the Basic Engineering Services covered by preceding attachments, which may be performed or arranged for separately by the Owner, or may be added to the Engineer's responsibilities by mutual agreement and written authorization, include, but are not necessarily limited to, the following:

1. Construction Materials Testing in excess of the budget allowance in the Agreement.
2. Prepare to serve or serve as an expert witness on behalf of the Owner in connection with any public hearings or legal proceedings.
3. Re-write or provide existing operation and maintenance manual in CAD or WORD- readable format, or writing O&M Manual for any existing facilities.
4. It is anticipated that all work in this contract (with the exception of warranty assistance) will be completed within 24 months following execution of this contract. If, through no fault or reasons beyond the control of the Engineer, work extends beyond this time period, Engineer shall be entitled to additional compensation for those portions of the work affected by the time extension.
5. Preparation for or participation in contested case hearings to support discharge permit applications or for public meetings to support U.S. Army Corps of Engineers permits.
6. Assistance with evaluation, permitting, or design of facilities needed for off-site effluent reuse.
7. Provide any other services otherwise excluded in this Agreement but customarily furnished in accordance with generally accepted engineering practices.
8. Compensation for this work shall be paid on a cost reimbursable basis. Engineer's personnel time will be billed at Engineer's standard hourly rates, a service charge of 15 percent will be added to Direct Expenses. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to Engineer's compensation when invoicing Owner.

Any services desired by the Owner under these Additional Service provisions require advance written authorization, including establishment of a fee ceiling for each task authorized, before Engineer may proceed.

**ATTACHMENT 4  
ALAN PLUMMER ASSOCIATES, INC.  
HOURLY FEE SCHEDULE  
2015**

<b>Staff Description</b>	<b>Staff Code</b>	<b>2015 Rate</b>
Admin Staff	A1-A3	\$ 75.00
Senior Admin Staff	A4	\$ 102.00
Designer/Technician	C1-C2	\$ 90.00
Senior Designer/Technician	C3-C4	\$ 115.00
Engineer-in-Training/Scientist-in-Training	ES1-ES3	\$ 115.00
Project Engineer/Scientist	ES4	\$ 135.00
Senior Project Engineer/Scientist	ES5	\$ 150.00
Project Manager	ES6	\$ 175.00
Senior Project Manager	ES7	\$ 218.00
Electrical Engineer	EE1	\$ 140.00
Senior Electrical Engineer	EE2	\$ 240.00
Structural Engineer	SE1	\$ 140.00
Senior Structural Engineer	SE2	\$ 210.00
Principal	ES8-ES9	\$ 260.00

Billing rates may be adjusted by up to 4 percent annually (at the beginning of each calendar year) during the term of this agreement.

A multiplier of 1.15 will be applied to all direct expenses



# AGENDA BACKGROUND

**AGENDA ITEM:** Approval request from the Fire Department for the purchase of Self Contained Breathing Apparatus.

**Date:** January 12, 2015

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**PRESENTER:**

Thomas Griffith, Chief of Public Safety

**BACKGROUND:**

The Fire Department is in urgent need of replacing its Self Contained Breathing Apparatus due to obsolescence. The current Scott air packs are unserviceable and are rapidly becoming out-of-service. A price quote has been obtained for Mine Safety Appliances (MSA) packs. MSA are the type of air packs that the Arlington Fire Department is will be utilizing and therefore it is expedient that the Pantego Fire Department be compatible with Arlington.

**FISCAL IMPACT:**

\$70,550.00

**RECOMMENDATION:**

Approve for immediate purchase.

**ATTACHMENTS:**

Memorandum from Chief Griffith  
Price quote from Casco Industries.



## PANTEGO PUBLIC SAFETY



**MEMO #: 000**

**To:** Matt Fielder, City Manager  
**From:** Chief Thomas Griffith  
**Subject:** Purchase of Self Contained Breathing Apparatus (SCBA)  
**Release Date:** January 6, 2015

**Effective:**

As you are aware the Fire Department entered a request for the purchase of SCBA in the current budget. I had been hopeful that we would receive approval of our grant application through the Assistance to Firefighters Grant Program; however, we were denied approval.

The current in-service SCBA are approximately 20 years of age and are quickly becoming out-of-service due to obsolescence. Presently only three of the ten packs are in service; the remainders are unserviceable. It is extremely important that we move forward with the acquisition of new SCBA so that our department can remain in-service.

Originally we had obtained a price quote from Scott Safety. Scott is the brand of SCBA we have utilized since the early 1990's after switching from Mine Safety Appliances (MSA). At that time most departments were switching to Scott including the Arlington Fire Department. After basing our budget proposal on the Scott quote we discovered that the Arlington Fire Department was switching from Scott to MSA. After serious discussions we decided that it was in the best interest of our operations that we make the switch to MSA for the following reasons:

1. Fire departments that are intimately involved in mutual operations should be compatible on all incident scenes.
2. Compatibility allows for safer operations in self rescue situations where firefighters are trapped.
3. Incompatibility with Arlington would negatively affect our automatic aid operations.
4. We are able to take advantage of the bulk purchasing price that Arlington is obtaining.

After deciding to switch to MSA we obtained a quote for the vendor that Arlington is utilizing. The quote for 10 SCBA packs and 20 bottles is in the amount of \$70,550, which is an approximate \$3,000 savings over the Scott quote. We currently maintain 10 SCBA and 20 bottles, which provides four packs per apparatus, one for the Assistant Chief and one for yours truly. The 20 bottles will provide one spare for each of the ten packs. Service life of the packs cannot be definitively predicted; however, I believe we can expect approximately 15 years of service. Air bottles have a 15 year life at the present time.

I urge approval of this request at the earliest convenience. Please let me know if you require additional information.

Cc: R. Coker; A. Carmona





# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on the scheduling of additional Zoning Ordinance review meetings.

**Date:** January 12, 2015

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Through a series of four special meetings, Council has reviewed the draft proposed zoning ordinance. The next step will be to submit the issues identified to the Town Attorney for his review and comments. Following that, two additional meetings are necessary. The first would be to review his comments on the overall ordinance, as well as the issue Council has raised. The second would be to obtain public comment on the proposed ordinance. Staff is seeking guidance from Council regarding whether these should be special meetings, and to what additional opportunities for public input should be sought.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends Council provide direction on the scheduling of additional meetings and strategies for making the public aware of the proposed changes.

**ATTACHMENTS:**

N/A

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