



Melody Paradise, Mayor
Russell Brewster, Mayor Pro Tem

AGENDA

TOWN COUNCIL

March 9, 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
 - Warrant Round-up
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 February 24, 2015Acceptance of Minutes of Boards and Commissions:
 - PEDC minutes from February 11, 2015
 - Planning & Zoning minutes from November 3, 2014

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Mayor Pro-Tem Russell Brewster

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

HONORS/RECOGNITIONS

- Proclamation Multiple Myeloma Awareness
- Proclamation Poison Control Week March 15-21, 2015

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORT

CITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

RESOLUTIONS

5. Discuss, direct, and consider action on Resolution 15-05 a resolution of the Town Council of the Town of Pantego, Texas, adopting an Emergency Management Plan for the Town of Pantego; providing for an effective date.

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

6. Discuss, direct, and consider action on a presentation of the Texas Parks & Wildlife Grant program.

COUNCIL INQUIRY

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

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, March 6, 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.





City Manager's Report

To: Mayor Paradise and Members of the Town Council

From: Matt Fielder, City Manager

Date: March 9, 2015

Update on Personnel Vacancies

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

Warrant Round-up

The Warrant Round-up begins March 7th and ends on March 15th. During this period, Warrant Officers from hundreds of agencies will be in the field serving warrants with the option to either pay immediately or be arrested.



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: March 9, 2015

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



ABOUT THIS REPORT

This report has been prepared by the Town of Pantego's Finance department. It is intended to provide users (internal and external) with information regarding the Town's financial position and economic activity. This report includes information for the period ending February 28, 2015.

The report is presented in four sections:

1. The **Monthly Investment Report** provides a summary of the Town's investment portfolio, interest earnings and a brief market outlook including the monthly cash and investment report. This report also includes a narrative of key operating trends affecting the fluctuation of cash inflows and outflows.
2. The **Budget Variance Analysis Report** for the General Fund and the Water and Sewer Fund provides current month and year-to-date budget variances for key revenue sources and expenditures by the function/department that comprises the General and Water and Sewer Funds.
3. The **Notes to the Budget Variance Analysis Report** contains a high level summary of the General and Water and Sewer Operating Funds using graphic illustrations. Narrative disclosures are included to highlight changes and fluctuations in key revenue sources and overall departmental expenditures. This section also provides a comparison of the current fiscal year budget projections to actual and comparisons of current year actual to results from the prior fiscal year.
4. The **Budget Summary of All Funds Report** contains an overview of all the budgeted funds of the Town. This section provides a comparison of budgeted revenues and expenditures to year-to-date actual results for each budgeted fund of the Town.

Please contact me if you would like additional information, and/or have comments or suggestions regarding this monthly report.

Ariel Carmona, CGFO
Finance Director
acarmona@townofpantego.com
(817)617-3707

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**Town of Pantego
Monthly Investment Report
As of February 28, 2015**

Book Value of Pool Account, February 1, 2015 \$ 5,101,193

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	2/1/2015	\$ 5,101,193	2/28/2015	0.05%	\$ 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	\$ 5,101,193	\$ 5,101,550	\$ 243,840	\$ 5,345,016	\$ 5,345,390
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
Total	\$ 6,008,502	\$ 6,008,859	\$ 243,840	\$ 6,252,325	\$ 6,252,699

**Pantego Economic Development Corp.
Monthly Investment Report
As of February 28, 2015**

Book Value of Pool Account, February 1, 2015 \$ 414,027

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	2/1/2015	\$ 414,027	2/28/2015	0.05%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 414,027	\$ 414,056	\$ (128,645)	\$ 285,391	\$ 285,411
Total	\$ 414,027	\$ 414,056	\$ (128,645)	\$ 285,391	\$ 285,411

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

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CASH & INVESTMENTS REPORT

AS OF: FEBRUARY 28TH, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<u>GENERAL FUND</u>						
100-0-000-102.00	CASH	239,449.38				
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				2,118,167.97	
TOTAL 100-GENERAL FUND		239,354.38	252,755.95	0.00	2,118,167.97	2,601,278.30
<u>LONG TERM DEBT FUND</u>						
TOTAL 150-LONG TERM DEBT FUND		0.00	0.00	0.00	0.00	0.00
<u>FIXED ASSETS FUND</u>						
TOTAL 175-FIXED ASSETS FUND		0.00	0.00	0.00	0.00	0.00
<u>WATER AND SEWER FUND</u>						
200-0-000-102.00	CASH	116,818.96				
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				138,966.54	
TOTAL 200-WATER AND SEWER FUND		116,818.96	251,751.37	0.00	138,966.54	507,536.87
<u>CAPITAL PROJECTS FUND</u>						
300-0-000-102.00	CASH	0.00				
300-0-000-202.00	CERT OF DEPOSITS		0.00			
300-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
300-0-000-204.00	TEXPOOL				107,473.55	
TOTAL 300-CAPITAL PROJECTS FUND		0.00	0.00	0.00	107,473.55	107,473.55
<u>INTEREST & SINKING FUND</u>						
400-0-000-102.00	CASH	0.00				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
400-0-000-204.00	TEXPOOL				210,233.28	
TOTAL 400-INTEREST & SINKING FUND		0.00	100,700.51	0.00	210,233.28	310,933.79
<u>STREET IMPVMT CONST FUND</u>						
500-0-000-102.00	CASH	0.00				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
500-0-000-204.00	TEXPOOL				403,599.30	
TOTAL 500-STREET IMPVMT CONST FUND		0.00	251,751.37	0.00	403,599.30	655,350.67

CASH & INVESTMENTS REPORT
AS OF: FEBRUARY 28TH, 2015

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				1,506,696.25	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,506,696.25	1,506,696.25
<u>TRUST & 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	FHML MTG DISC NOTE #1			0.00		
650-0-000-204.00	TEXPOOL				45,579.00	
TOTAL 650-TRUST & AGENCY FUND		72,173.95	0.00	0.00	45,579.00	117,752.95
<u>WATER/SEWER CONSTRUCTION</u>						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				334,521.83	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	334,521.83	334,521.83
<u>INFRASTRUCTURE IMPVMT</u>						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				344,461.18	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	344,461.18	344,461.18
<u>PAYROLL IMPREST FUND</u>						
777-0-000-102.00	CASH	7,244.48				
TOTAL 777-PAYROLL IMPREST FUND		7,244.48	0.00	0.00	0.00	7,244.48
<u>COURT SECURITY FUND</u>						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				20,951.31	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	20,951.31	20,951.31
<u>COURT TECHNOLOGY FUND</u>						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				56,699.89	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	56,699.89	56,699.89
<u>PANTEGOPEST</u>						
850-0-000-102.00	CASH	24,381.87				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				4,679.28	
TOTAL 850-PANTEGOPEST		24,381.87	0.00	0.00	4,679.28	29,061.15

TOWN OF PANTEGO
 CASH & INVESTMENTS REPORT
 AS OF: FEBRUARY 28TH, 2015

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	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	32,116.68	82,466.92
<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	
TOTAL 880-CARTWRIGHT LIBRARY FUND		0.00	0.00	0.00	20,869.54	20,869.54
<u>PEDC INTEREST & SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				28,628.48	
TOTAL 901-PEDC INTEREST & SINKING		0.00	0.00	0.00	28,628.48	28,628.48
<u>PEDC BOND RESERVE FUND</u>						
TOTAL 902-PEDC BOND RESERVE FUND		0.00	0.00	0.00	0.00	0.00
<u>PEDC OPERATING FUND</u>						
903-0-000-102.00	CASH	6,399.12				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				256,762.75	
TOTAL 903-PEDC OPERATING FUND		6,399.12	0.00	0.00	256,762.75	263,161.87
<u>PEDC ADMIN EXPENDITURE</u>						
TOTAL 904-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC REDEMPTION FUND</u>						
TOTAL 905-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
906-0-000-206.10	TEXPOOL				0.00	
TOTAL 906-PEDC SALES TAX REVENUE		0.00	0.00	0.00	0.00	0.00
<u>ACCOUNTS PAYABLE IMPREST</u>						
TOTAL 999-DORMANT		0.00	0.00	0.00	0.00	0.00
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ALL FUNDS TOTAL		457,372.76	907,309.44	0.00	5,630,406.83	6,995,089.03
TOTAL CASH AND INVESTMENTS		457,372.76			6,537,716.27	

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TOWN OF PANTEGO GENERAL FUND REVENUE REPORT FEBRUARY 2015
 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	\$ 167,342	\$ 170,000	\$ (2,658)	\$ 858,419	\$ 855,000	\$ 3,419	\$ 950,000	10%
Delinquent Tax Property	-	1,417	(1,417)	-	7,083	(7,083)	17,000	100%
Sales Tax	136,546	108,201	28,345	604,141	541,004	63,137	1,298,409	53%
Franchise Fee-Natural Gas	-	-	-	-	-	-	23,000	100%
Franchise Fee-Communications	20,348	22,500	(2,152)	42,933	37,500	5,433	90,000	52%
Franchise Fee-Electricity	-	-	-	25	-	25	175,000	100%
Franchise Fee-Cable	2,891	3,500	(609)	5,639	5,833	(194)	14,000	60%
Franchise Fee-Water & Sewer	-	-	-	6,250	6,250	(0)	25,000	75%
Mixed Beverage Tax	-	-	-	3,972	3,500	472	14,000	72%
Warrant Charges	7,803	8,333	(530)	37,389	41,667	(4,278)	100,000	63%
FTA / City (Omni Base)	584	708	(124)	2,632	3,542	(910)	8,500	69%
Court Fines and Penalties	29,681	32,917	(3,236)	133,784	164,583	(30,800)	395,000	66%
Special Expense Fee	17,900	22,917	(5,016)	105,284	114,583	(9,300)	275,000	62%
Police Accident Reports	45	67	(22)	179	333	(155)	800	78%
Child Safety Guard Program	320	708	(388)	2,500	3,542	(1,042)	8,500	71%
Traffic Fees	391	625	(234)	2,118	3,125	(1,007)	7,500	72%
City Judicial Fee	191	250	(59)	963	1,250	(287)	3,000	68%
City Arrest Fees	1,248	1,625	(377)	6,495	8,125	(1,630)	19,500	67%
10% Serv. Fee from T&A	-	2,083	(2,083)	7,513	10,417	(2,904)	25,000	70%
Time Payment Fee	-	1,558	(1,558)	10,646	7,792	2,854	18,700	43%
Planning and Zoning Fees	-	625	(625)	2,000	3,125	(1,125)	7,500	73%
Plan Review Fees	1,375	583	792	2,959	2,917	42	7,000	58%
Building Permits	1,161	3,917	(2,756)	8,385	19,583	(11,198)	47,000	82%
Liquor Licenses	5,265	167	5,098	6,508	833	5,674	2,000	-225%
Contractor Registration Fee	500	917	(417)	4,450	4,583	(133)	11,000	60%
Certificates of Occupancy	430	583	(153)	3,240	2,917	323	7,000	54%
Clean & Show	40	25	15	240	125	115	300	20%
Dog Tag Revenue	30	17	13	90	83	7	200	55%
NSF Check Fees	-	2	(2)	-	10	(10)	25	100%
Ambulance Revenue	9,768	10,000	(232)	43,493	50,000	(6,507)	120,000	64%
Fire Inspections	-	500	(500)	1,170	2,500	(1,330)	6,000	81%
Park Rental Revenue	230	250	(20)	695	1,250	(555)	3,000	77%
Gas Royalty Revenue	-	667	(667)	3,608	3,333	275	8,000	55%
Copy Fees	-	4	(4)	-	21	(21)	50	100%
No Insurance Towing Fees	-	1,667	(1,667)	1,075	8,333	(7,258)	20,000	NA
Interest Revenue	176	458	(282)	751	2,292	(1,541)	5,500	86%
Other Revenue	146	1,667	(1,521)	2,379	8,333	(5,954)	20,000	88%
Total	\$ 404,410	\$ 399,457	\$ 4,953	\$ 1,911,923	\$ 1,925,368	\$ (13,445)	\$ 3,732,484	49%

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT FEBRUARY 2015
 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	\$ 47,934	\$ 48,588	\$ 654	\$ 256,086	\$ 267,135	\$ 11,049	\$ 687,445	63%
Public Works	36,767	39,616	2,849	181,940	197,451	15,511	551,401	67%
Community Development	9,130	10,080	951	42,531	48,814	6,283	126,496	66%
Police	74,966	84,230	9,264	458,383	494,521	36,138	1,275,908	64%
Fire	81,581	86,138	4,557	402,911	420,118	17,207	1,021,287	61%
Municipal Court	26,562	27,845	1,283	137,626	147,966	10,340	352,441	61%
Community Relations Board	-	-	-	7,767	7,787	20	11,500	32%
Special Events	-	-	-	8,877	8,500	(377)	8,500	-4%
Total	\$ 276,940	\$ 296,498	\$ 19,557	\$ 1,496,122	\$ 1,592,292	\$ 96,170	\$ 4,034,978	63%

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT FEBRUARY 2015
 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	\$ 28,413	\$ 30,000	\$ (1,587)	\$ 177,328	\$ 176,333	\$ 995	\$ 500,000	65%
Water Tap Fees	-	25	(25)	-	125	(125)	300	100%
Sewer Service Charge Fee	26,615	30,000	(3,385)	147,298	151,667	(4,368)	370,000	60%
Sewer Tap Fees	-	21	(21)	-	104	(104)	250	100%
Trash Collections	7,699	7,500	199	38,701	37,500	1,201	90,000	57%
Sales Tax on Trash Collections	629	619	10	3,162	3,094	68	7,425	57%
Recycling	2,036	2,125	(89)	10,235	10,625	(390)	25,500	60%
Sales Tax on Recycling	156	175	(19)	785	877	(91)	2,104	63%
Penalties	1,371	1,250	121	7,727	6,250	1,477	15,000	48%
N.S.F. Check Fees	60	33	27	120	167	(47)	400	70%
Adm. Serv. Charge / Sewer Impact	338	417	(79)	2,560	2,083	477	5,000	49%
Interest Revenue	-	63	(63)	-	313	(313)	750	100%
Other Revenue	176	2,333	(2,158)	9,945	11,667	(1,722)	28,000	64%
Trash Contract Payable	(7,699)	(7,500)	(199)	(38,709)	(37,500)	(1,209)	(90,000)	57%
Sales Tax on Trash Collections Payable	(629)	(619)	(10)	(3,163)	(3,094)	(69)	(7,425)	57%
Recycling Contract Payable	(2,036)	(2,125)	89	(10,237)	(10,625)	388	(25,500)	60%
Sales Tax on Recycling Payable	(156)	(175)	19	(786)	(877)	91	(2,104)	63%
Total Revenue before Transfers	\$ 56,972	\$ 64,142	\$ (7,170)	\$ 344,968	\$ 348,708	\$ (3,741)	\$ 919,700	62%

TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT FEBRUARY 2015
 Water and Sewer Fund Variance Analysis

Revenue:	*-----CURRENT MONTH-----*			*-----YEAR TO DATE-----*			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Infrastructure Improvements	\$ 24,813	\$ 27,500	\$ (2,687)	\$ 125,353	\$ 137,500	\$ (12,147)	\$ 330,000	62%

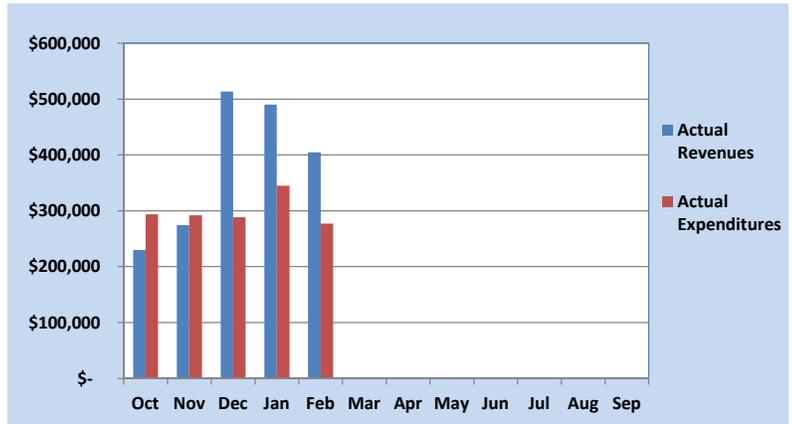
TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT FEBRUARY 2015
 Water and Sewer Fund Variance Analysis

Expenses:	*-----CURRENT MONTH-----*			*-----YEAR TO DATE-----*			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Water Expense	\$ 20,394	\$ 22,703	\$ 2,309	\$ 72,589	\$ 77,266	\$ 4,677	\$ 324,070	78%
Sewer Expense	738	1,329	591	63,927	68,523	4,596	373,383	83%
	\$ 21,132	\$ 24,031	\$ 2,900	\$ 136,516	\$ 145,789	\$ 9,273	\$ 697,453	80%

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund
As of February 28, 2015

OVERALL FUND PERFORMANCE
FY 2015 GENERAL FUND REVENUES VS EXPENDITURES

MONTH	Actual Revenues	Actual Expenditures	Change in Fund Balance Increase (Decrease)
Oct	\$ 229,668	\$ 293,492	\$ (63,824)
Nov	274,134	292,018	(17,884)
Dec	513,378	288,672	224,706
Jan	490,333	344,999	145,334
Feb	404,410	276,940	127,470
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
TOTAL	\$ 1,911,923	\$ 1,496,121	\$ 415,802
<i>Budget</i>	<i>\$ 3,732,484</i>	<i>\$ 4,034,978</i>	
<i>Over/(under)</i>	<i>\$ (1,820,561)</i>	<i>\$ (2,538,857)</i>	
<i>YTD % collected & expensed</i>	<i>51.2%</i>	<i>37.1%</i>	



Revenues:

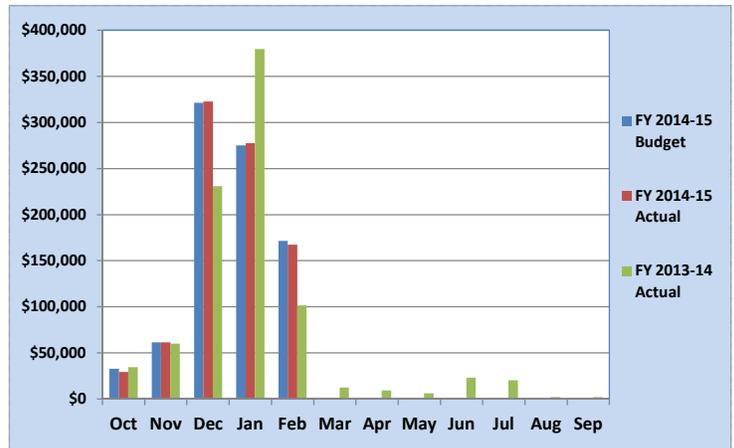
Overall, total revenues in the General Fund as of February 28 totaled \$1,911,923. Revenues for the same period last year totaled \$1,946,493; \$34,570 higher compared to this year. Compared to this year's projection of \$1,925,368 through the end of February, total revenue collected for the period is \$13,445 lower than anticipated. Even though the Town has collected about \$63,000 more than projected on sales tax revenue, collection from other revenue sources have failed to meet projections as of February 28. Budget projections compared to actuals from revenue collected will become clearer as the fiscal year progresses. Staff will continue to evaluate monthly revenue trends throughout the year.

Expenditures:

Expenditures in the General Fund as of February 28 totaled \$1,496,121; \$96,170 lowered than projected. Total expenditures for the same period last year totaled \$1,559,999; \$63,878 higher compared to this year's expenditures. The difference may be attributable to the timing of capital purchases, vacancy savings and lower than expected expenses.

REVENUE ANALYSIS - General Fund
FY 2015 PROPERTY TAX (Current & Delinquent)

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 34,367	\$ 32,832	\$ 29,204	\$ (3,628)
Nov	60,066	61,417	61,371	(46)
Dec	230,830	321,417	322,907	1,490
Jan	379,898	275,000	277,595	2,595
Feb	101,435	171,417	167,342	(4,075)
Mar	12,374			
Apr	9,103			
May	6,061			
Jun	22,934			
Jul	20,219			
Aug	2,027			
Sep	1,922			
TOTAL	\$ 881,236	\$ 862,083	\$ 858,419	\$ (3,664)
<i>Budget</i>	<i>\$ 880,000</i>		<i>\$ 967,000</i>	
<i>Over/(under)</i>	<i>\$ 1,236</i>		<i>\$ (108,581)</i>	
<i>YTD % collected</i>			<i>88.8%</i>	



Property tax:

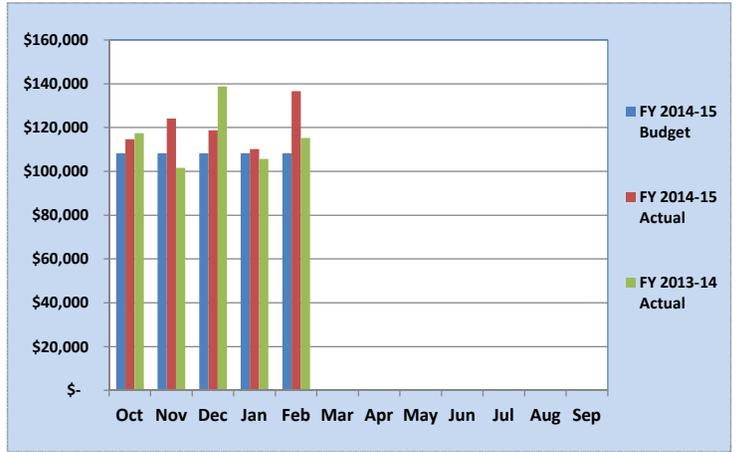
Description: Property tax is the second largest source of revenue for the General Fund. Property taxes are levied on both real and personal property according to the property's valuation and tax rate. The property tax rate for the Town of Pantego for FY 2015 is \$0.42 per \$100 valuation, unchanged from the prior fiscal year. Although the property tax remained unchanged, total revenue from property tax is expected to increase this fiscal year due to a slight increase in property values. The Tarrant County Tax Assessor Collector mails property tax statements the first week of October. Taxes are due by January 31. Taxes unpaid as of February 1 are considered late and therefore subject to penalty and interest.

Analysis: General fund property tax collections through the month of February totaled \$858,419 or 88.8% of the FY 2015 budgeted amount. Last year \$806,595 or 91.7% of the property tax was collected through February 28. However, compared to the same period last year, the Town has already collected about \$52,000 more in property taxes this year.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

REVENUE ANALYSIS - General Fund
FY 2015 SALES AND USE TAX

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 117,450	\$ 108,201	\$ 114,681	\$ 6,480
Nov	101,605	108,201	124,068	15,867
Dec	138,744	108,201	118,757	10,556
Jan	105,673	108,201	110,090	1,889
Feb	115,203	108,201	136,546	28,345
Mar	124,540	108,201		
Apr	114,075	108,201		
May	107,566	108,201		
Jun	132,526	108,201		
Jul	113,790	108,201		
Aug	114,681	108,201		
Sep	123,282	108,198		
TOTAL	\$ 1,409,135	\$ 1,298,409	\$ 604,141	\$ 63,136
<i>Budget</i>	<i>\$ 1,281,969</i>		<i>\$ 1,298,409</i>	
<i>Over/(under)</i>	<i>\$ 127,166</i>		<i>\$ (694,268)</i>	
<i>YTD % collected</i>			<i>46.5%</i>	



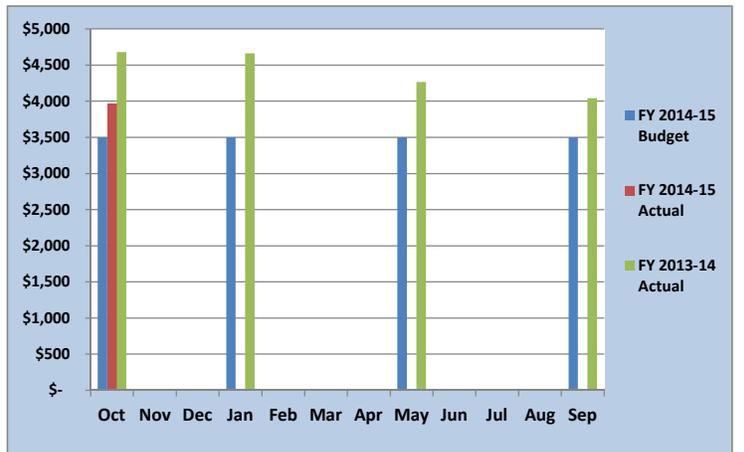
Sales and use tax:

Description: Tax imposed on all retail sales, leases and rentals of most goods, as well as taxable services. The total sales tax rate levied within the Town is 8.25% (State 6.25%; Town 1.25%; Street Improvement 0.25%; PEDC 0.50%). Sales taxes are collected by the State Comptroller and are collected on sales made two months or more prior to the allocation payment date. As the largest source of revenue to the Town's General Fund, sales and use taxes are essential to the delivery of services to the community.

Analysis: Sales tax revenue through the end of February of \$604,141 compared to revenue from the same period last year of \$578,675 shows an increase of \$25,466. Compared to this year's budget period projection of \$541,005, sales tax through February 28 is \$63,136 higher than anticipated.

REVENUE ANALYSIS - General Fund
FY 2015 MIXED BEVERAGE TAX

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 4,681	\$ 3,500	\$ 3,972	\$ 472
Nov	-	-	-	-
Dec	-	-	-	-
Jan	4,661	3,500		
Feb	-	-		
Mar	-	-		
Apr	-	-		
May	4,267	3,500		
Jun	-	-		
Jul	-	-		
Aug	-	-		
Sep	4,044	3,500		
TOTAL	\$ 17,653	\$ 14,000	\$ 3,972	\$ 472
<i>Budget</i>	<i>\$ 11,000</i>		<i>\$ 14,000</i>	
<i>Over/(under)</i>	<i>\$ 6,653</i>		<i>\$ (10,028)</i>	
<i>YTD % collected</i>			<i>28.4%</i>	



Mixed beverage tax:

Description: Effective January 1, 2014 the gross receipts tax was lowered to 6.7% (previously 14%) and an 8.25% mixed beverage sales tax was added to the price of each mixed beverage sold. Following the end of each calendar quarter, the State Comptroller allocates a portion of the mixed beverage taxes received, both gross receipts and sales tax, to the county/city where the business is located. Mixed beverage tax allocation amounts are dependent upon the timing and accuracy of the taxpayers' returns and payments, but generally represent taxes remitted to the Comptroller's office during the calendar quarter immediately preceding the month the allocation is distributed.

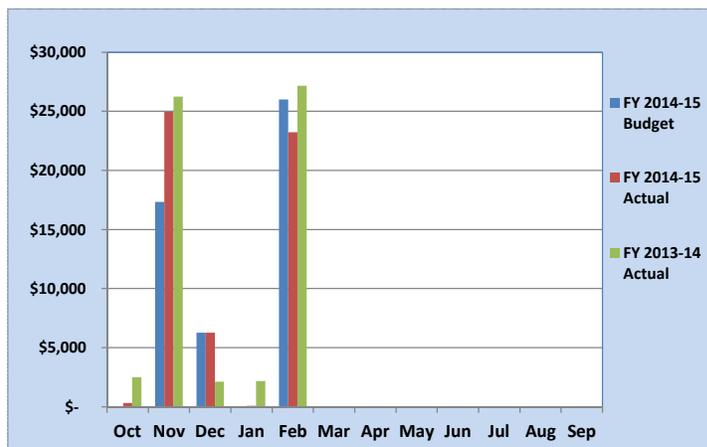
Analysis: Collections of mixed beverage tax through the end of January totaled \$3,972; \$472 higher than projected for the period. However, compared to last year's actual revenue collection of \$4,681, this year's first quarter mixed beverage tax decreased by \$709. The next mixed beverage quarterly payment for the months of January through March is expected to be collected in April.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

REVENUE ANALYSIS - General Fund

FY 2015 FRANCHISE FEES

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 2,501	\$ -	\$ 313	\$ 313
Nov	26,240	17,333	24,966	7,633
Dec	2,122	6,250	6,256	6
Jan	2,170	-	73	73
Feb	27,162	26,000	23,239	(2,761)
Mar	198,730			
Apr	18,228			
May	20,492			
Jun	-			
Jul	-			
Aug	24,031			
Sep	9,789			
TOTAL	\$ 331,464	\$ 49,583	\$ 54,847	\$ 5,264
Budget	\$ 327,000		\$ 327,000	
Over/(under)	\$ 4,464		\$ (272,153)	
YTD % collected			16.8%	



Franchise fees:

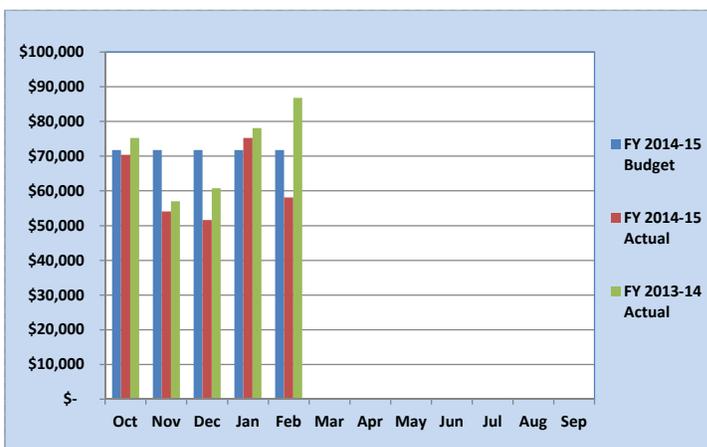
Description: Franchise fees are fees charged to specific industries conducting business within the Town. Utilities (electric, phone, gas and cable) that operate within the Town pay this fee for their use of the Town's right-of-way to run their utility lines. Franchise fee payments are based on a percentage of the utilities' gross receipts. Most utility companies pay quarterly with electricity paid yearly during the month of March. Franchise fees for FY 2015 represent nearly 9% of the total General Fund projected revenues and include franchise fees from electric, gas, cable and telecommunications utility companies.

Analysis: Revenue from franchise fees through February 28 totaled \$54,847; \$5,264 higher than projected for the period. Franchise payments are currently 10.6% higher than projected and \$5,348 or 8.9% lower compared to the prior year. The timing of franchise fees collection from utilities may be attributable to this difference.

REVENUE ANALYSIS - General Fund

FY 2015 FINES & FORFEITURES

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 75,261	\$ 71,792	\$ 70,412	\$ (1,380)
Nov	57,019	71,792	54,055	(17,737)
Dec	60,736	71,792	51,640	(20,152)
Jan	78,089	71,792	75,232	3,440
Feb	86,792	71,792	58,164	(13,628)
Mar	81,185	71,792		
Apr	88,776	71,792		
May	71,867	71,792		
Jun	65,458	71,792		
Jul	75,144	71,792		
Aug	51,879	71,792		
Sep	87,632	71,788		
TOTAL	\$ 879,837	\$ 861,500	\$ 309,503	\$ (49,457)
Budget	\$ 861,500		\$ 861,500	
Over/(under)	\$ 18,337		\$ (551,997)	
YTD % collected			35.9%	



Fines and Forfeitures:

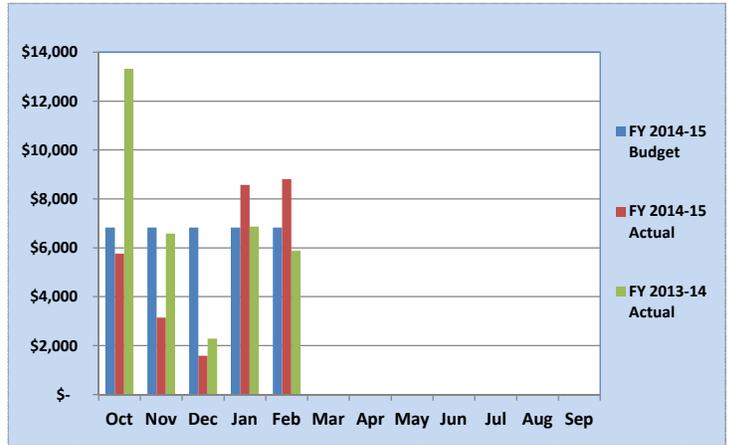
Description: Fines and forfeitures revenue for the Town include revenue from municipal court fines, warrant charges and other special assessment fees. Fines and related fees are assessed by the violation of local ordinances and state laws. For every dollar assessed, a percentage is recognized as fines or fees for the municipality and fees assessed by the State. The Town remits to the State of Texas the fees collected that the State assessed for itself.

Analysis: Court fines and fees represent 23.1% of the total revenue projection for the General Fund. Fines and forfeiture collections are \$309,503 or 35.9% of budget as of February 28. Current year revenues, however, are \$48,393 or 13.5% lower than collections realized through the end of February FY 2014. Compared to the current year projections of \$358,960, court fines and related fees actual revenue collections are \$49,457 lower than projected.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

REVENUE ANALYSIS - General Fund
FY 2015 LICENSES & PERMITS

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 13,328	\$ 6,833	\$ 5,764	\$ (1,069)
Nov	6,579	6,833	3,151	(3,682)
Dec	2,286	6,833	1,580	(5,253)
Jan	6,861	6,833	8,576	1,743
Feb	5,872	6,833	8,801	1,968
Mar	6,198	6,833		
Apr	13,211	6,833		
May	3,941	6,833		
Jun	2,213	6,833		
Jul	7,997	6,833		
Aug	4,555	6,833		
Sep	4,378	6,837		
TOTAL	\$ 77,419	\$ 82,000	\$ 27,872	\$ (6,293)
Budget	\$ 83,050		\$ 82,000	
Over/(under)	\$ (5,631)		\$ (54,128)	
YTD % collected			34.0%	



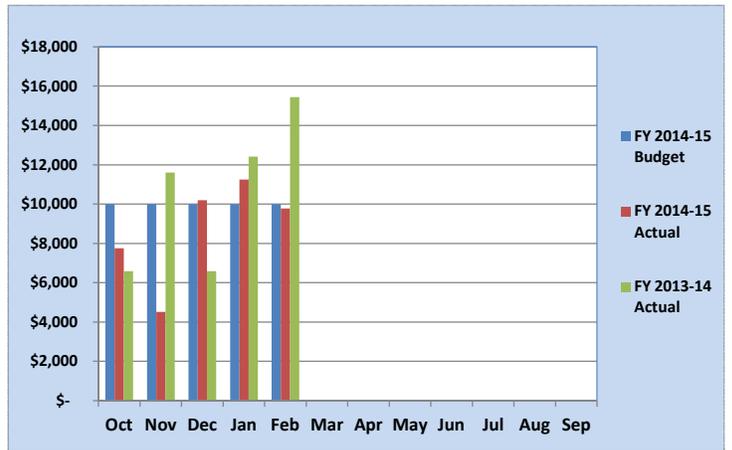
Licenses and Permits:

Description: Licenses and permits include revenue collected by the Town for services related to construction activity. It also includes project permits which cover all or partial construction (electrical, plumbing, mechanical, and certificate of occupancy fees), specific permits (fences, garage sale, electric, plumbing), and service fees (re-inspections and special inspections).

Analysis: Licenses and permits represent 2.2% of the total revenue projection for the General Fund. Collections for the same period last year were \$34,926; \$7,054 higher than current year revenue. Compared to current year projections, revenue from licenses and permits are \$6,293 lower than anticipated.

REVENUE ANALYSIS - General Fund
FY 2015 AMBULANCE REVENUE

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 6,580	\$ 10,000	\$ 7,758	\$ (2,242)
Nov	11,596	10,000	4,522	(5,478)
Dec	6,582	10,000	10,190	190
Jan	12,419	10,000	11,255	1,255
Feb	15,442	10,000	9,768	(232)
Mar	17,327	10,000		
Apr	10,106	10,000		
May	12,055	10,000		
Jun	26,235	10,000		
Jul	8,948	10,000		
Aug	8,909	10,000		
Sep	7,354	10,000		
TOTAL	\$ 143,553	\$ 120,000	\$ 43,493	\$ (6,507)
Budget	\$ 120,000		\$ 120,000	
Over/(under)	\$ 23,553		\$ (76,507)	
YTD % collected			36.2%	



Ambulance services:

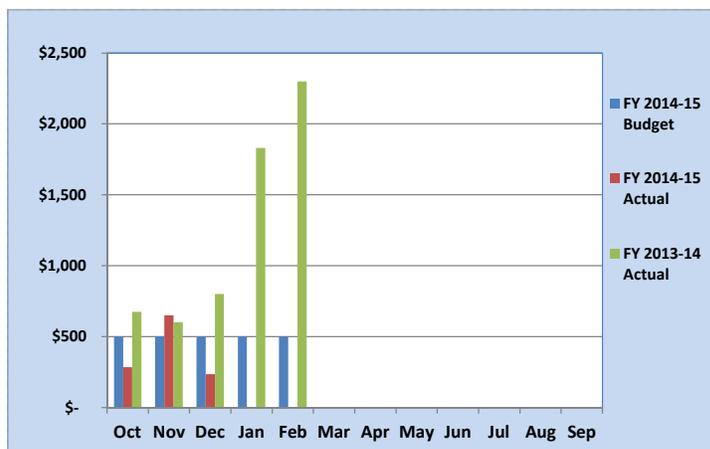
Description: This fee represents the revenue that is earned from providing emergency medical services to the Town of Pantego citizens. The fees help offset the cost of providing this service to the community.

Analysis: Revenues of \$43,493 through the end of February represent 36.2% of total projected ambulance revenue. Compared to last year revenue of \$52,619, current year revenue is \$9,126 or 17.3% lower than last year. Compared to current year projections, revenue is \$6,507 lower than the \$50,000 projected as of February 28.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

REVENUE ANALYSIS - General Fund
FY 2015 FIRE INSPECTIONS

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 675	\$ 500	\$ 285	\$ (215)
Nov	600	500	650	150
Dec	800	500	235	(265)
Jan	1,830	500	-	(500)
Feb	2,300	500	-	(500)
Mar	1,050	500		
Apr	1,095	500		
May	645	500		
Jun	310	500		
Jul	-	500		
Aug	25	500		
Sep	150	500		
TOTAL	\$ 9,480	\$ 6,000	\$ 1,170	\$ (1,330)
<i>Budget</i>	<i>\$ 6,000</i>		<i>\$ 6,000</i>	
<i>Over/(under)</i>	<i>\$ 3,480</i>		<i>\$ (4,830)</i>	
<i>YTD % collected</i>			<i>19.5%</i>	



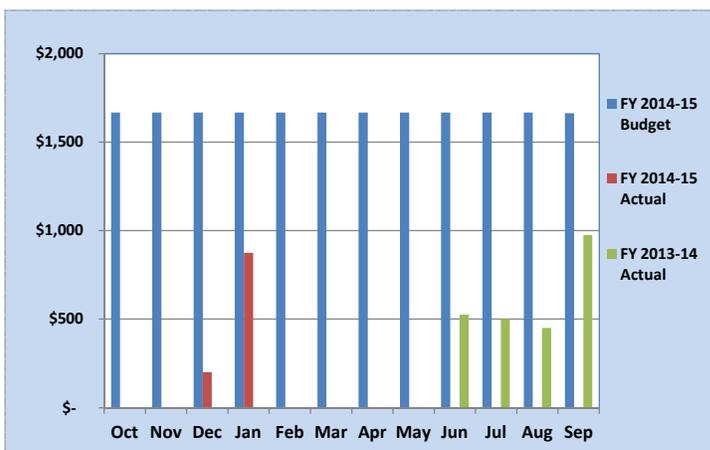
Fire Inspections

Description: This revenue is collected by the Fire department for fire safety inspections.

Analysis: Revenue from fire inspections through February 28 totaled \$1,170 about \$1,330 short of the \$2,500 projected for the period. Compared to last year revenue of \$6,205, this year collections from fire inspections have decreased by \$5,035.

REVENUE ANALYSIS - General Fund
FY 2015 NO INSURANCE TOWING FEES

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ -	\$ 1,667	\$ -	\$ (1,667)
Nov	-	1,667	-	(1,667)
Dec	-	1,667	200	(1,467)
Jan	-	1,667	875	(792)
Feb	-	1,667	-	(1,667)
Mar	-	1,667		
Apr	-	1,667		
May	-	1,667		
Jun	525	1,667		
Jul	500	1,667		
Aug	450	1,667		
Sep	975	1,663		
TOTAL	\$ 2,450	\$ 20,000	\$ 1,075	(7,260)
<i>Budget</i>	<i>\$ -</i>		<i>\$ 20,000</i>	
<i>Over/(under)</i>	<i>\$ 2,450</i>		<i>\$ (18,925)</i>	
<i>YTD % collected</i>			<i>5.4%</i>	



No Insurance Towing Fees

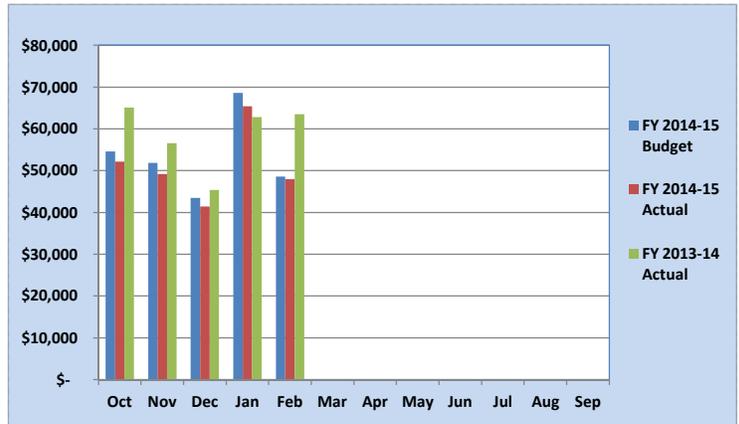
Description: Town Council approved an ordinance allowing the Police department to impound vehicles whose owners failed to provide proof of liability insurance. An administrative fee of \$25 per vehicle was authorized to be assessed to the owner of such vehicle. The Town currently holds a contract with a local towing company; the company collects the \$25 administrative fee and forwards this pass-through amount to the Town.

Analysis: Due to the timing issue between collection and recording of no insurance towing fees, the revenue collected from the towing company in October and November were applied to August and September of the prior fiscal year. The amounts reported in December and January represent collections from the months of October and November. Nonetheless, the Town may not meet projections this fiscal year; there were no collections during the month of February for the months of December and January.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

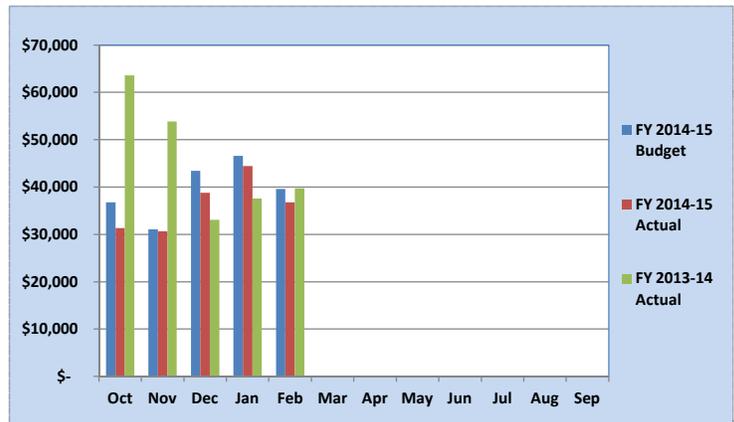
EXPENDITURES ANALYSIS BY FUNCTION - General Fund
General and Administrative

<u>MONTH</u>	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 65,081	\$ 54,629	\$ 52,134	\$ 2,495
Nov	56,558	51,831	49,177	2,654
Dec	45,395	43,445	41,414	2,031
Jan	62,855	68,642	65,427	3,215
Feb	63,541	48,588	47,934	654
Mar	61,869			
Apr	83,367			
May	47,893			
Jun	45,395			
Jul	51,852			
Aug	56,952			
Sep	69,563			
TOTAL	\$ 710,321	\$ 267,135	\$ 256,086	\$ 11,049
<i>Budget</i>	<i>\$ 741,782</i>	<i>\$ 687,445</i>	<i>\$ 687,445</i>	
<i>Over/(under)</i>	<i>\$ (31,461)</i>		<i>\$ (431,359)</i>	
<i>YTD% expensed</i>			<i>37.3%</i>	



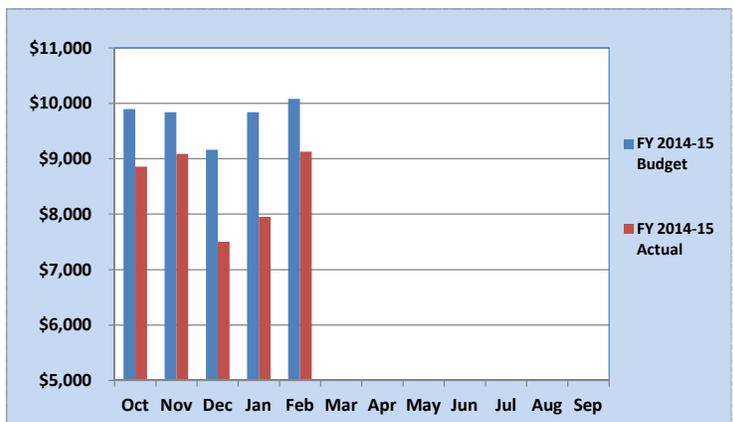
EXPENDITURES ANALYSIS BY FUNCTION - General Fund
Public Works

<u>MONTH</u>	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 63,600	\$ 36,791	\$ 31,310	\$ 5,481
Nov	53,865	31,054	30,679	375
Dec	33,110	43,412	38,776	4,637
Jan	37,603	46,578	44,408	2,170
Feb	39,745	39,616	36,767	2,849
Mar	34,638			
Apr	49,664			
May	34,861			
Jun	22,998			
Jul	44,721			
Aug	34,085			
Sep	73,599			
TOTAL	\$ 522,488	\$ 197,451	\$ 181,940	\$ 15,512
<i>Budget</i>	<i>\$ 581,228</i>	<i>\$ 551,401</i>	<i>\$ 551,401</i>	
<i>Over/(under)</i>	<i>\$ (58,740)</i>		<i>\$ (369,461)</i>	
<i>YTD% expensed</i>			<i>33.0%</i>	



EXPENDITURES ANALYSIS BY FUNCTION - General Fund
Community Development

<u>MONTH</u>	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ -	\$ 9,895	\$ 8,859	\$ 1,036
Nov	-	9,837	9,089	748
Dec	-	9,162	7,504	1,658
Jan	-	9,840	7,949	1,891
Feb	-	10,080	9,130	951
Mar	-			
Apr	-			
May	-			
Jun	-			
Jul	-			
Aug	-			
Sep	-			
TOTAL	\$ -	\$ 48,814	\$ 42,531	\$ 6,283
<i>Budget</i>		<i>\$ 126,496</i>	<i>\$ 126,496</i>	
<i>Over/(under)</i>			<i>\$ (83,965)</i>	
<i>YTD% expensed</i>			<i>33.6%</i>	

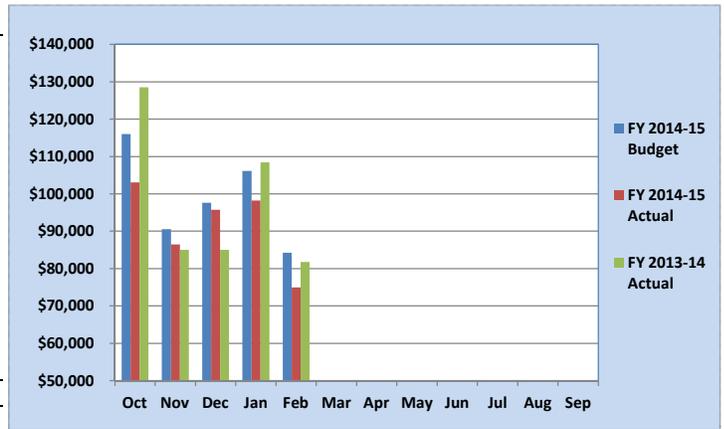


TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - General Fund (continued)
As of February 28, 2015

EXPENDITURES ANALYSIS BY FUNCTION - General Fund

Police Department

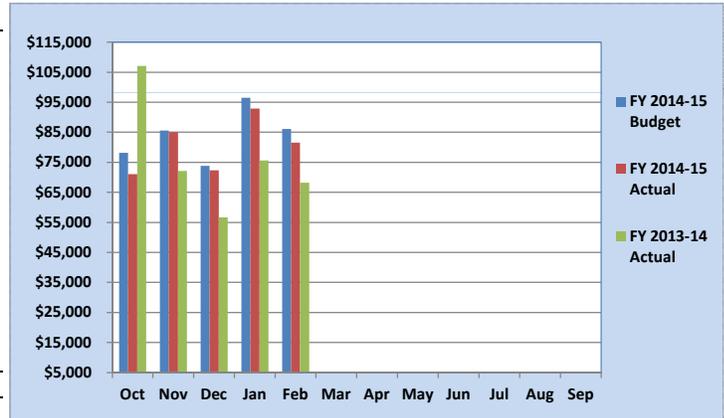
MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 128,523	\$ 116,033	\$ 103,027	\$ 13,006
Nov	85,023	90,549	86,444	4,105
Dec	84,987	97,580	95,726	1,855
Jan	108,468	106,129	98,220	7,909
Feb	81,808	84,230	74,966	9,264
Mar	86,915			
Apr	120,201			
May	82,306			
Jun	68,698			
Jul	92,592			
Aug	82,303			
Sep	116,816			
TOTAL	\$ 1,138,640	\$ 494,521	\$ 458,383	\$ 36,139
Budget	\$ 1,199,054	\$ 1,275,908	\$ 1,275,908	
Over/(under)	\$ (60,414)		\$ (817,525)	
YTD% expensed			35.9%	



EXPENDITURES ANALYSIS BY FUNCTION - General Fund

Fire Department

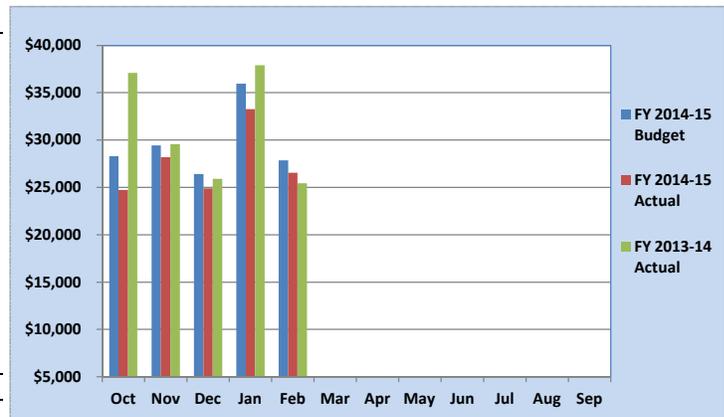
MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 107,084	\$ 78,136	\$ 71,099	\$ 7,037
Nov	72,154	85,601	85,089	512
Dec	56,611	73,773	72,301	1,472
Jan	75,569	96,470	92,841	3,629
Feb	68,184	86,138	81,581	4,557
Mar	70,148			
Apr	118,947			
May	64,192			
Jun	70,073			
Jul	85,700			
Aug	72,740			
Sep	113,418			
TOTAL	\$ 974,820	\$ 420,118	\$ 402,911	\$ 17,207
Budget	\$ 970,290	\$ 1,021,287	\$ 1,021,287	
Over/(under)	\$ 4,530		\$ (618,376)	
YTD% expensed			39.5%	



EXPENDITURES ANALYSIS BY FUNCTION - General Fund

Municipal Court

MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 37,104	\$ 28,302	\$ 24,727	\$ 3,575
Nov	29,562	29,443	28,182	1,261
Dec	25,905	26,425	24,888	1,537
Jan	37,889	35,951	33,267	2,684
Feb	25,425	27,845	26,562	1,283
Mar	34,119			
Apr	37,062			
May	25,026			
Jun	23,054			
Jul	26,663			
Aug	25,604			
Sep	34,597			
TOTAL	\$ 362,011	\$ 147,966	\$ 137,626	\$ 10,340
Budget	\$ 371,232	\$ 352,441	\$ 352,441	
Over/(under)	\$ (9,221)		\$ (214,815)	
YTD% expensed			39.0%	

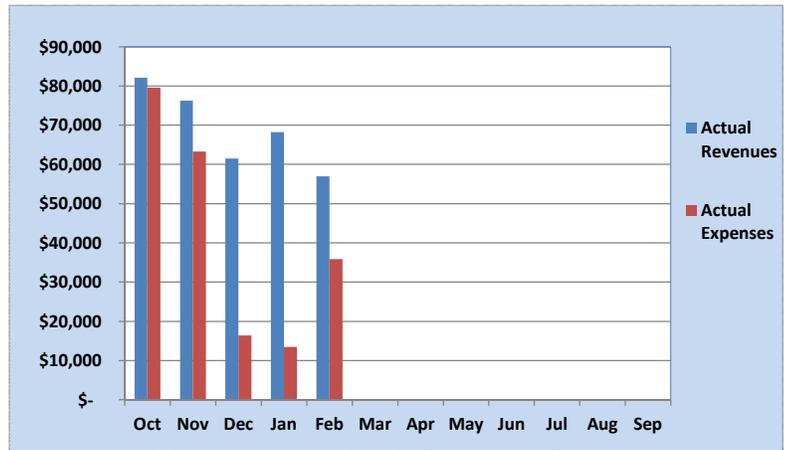


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TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - Water and Sewer Operating Fund
As of February 28, 2015

OVERALL FUND PERFORMANCE
WATER AND SEWER OPERATING FUND REVENUES VS EXPENSES

MONTH	Actual Revenues	Actual Expenses	Change in Net Position Increase (Decrease)
Oct	\$ 82,098	\$ 2,536	\$ 79,562
Nov	76,266	13,016	63,250
Dec	61,461	45,068	16,393
Jan	68,217	54,764	13,453
Feb	56,972	21,132	35,840
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
TOTAL	\$ 345,014	\$ 136,516	\$ 208,498
Budget	\$ 919,700	\$ 697,453	
Over/(under)	\$ (574,686)	\$ (560,937)	
YTD % collected & expensed	37.5%	19.6%	



Revenues:

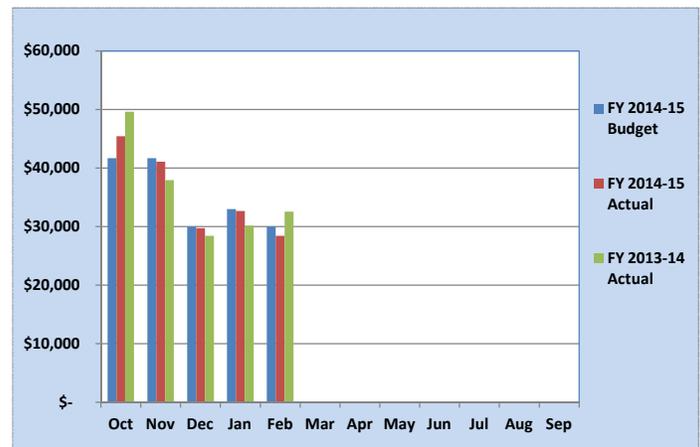
Revenues include collections from the sale of water, sewer service charge, late fees, admin service fees, interest earnings and other revenue. The Infrastructure Improvement fee is accounted for separately and therefore not included in this analysis. Water and Sewer operating fund revenues totaled \$345,014 as of February 28. Compared to last year, revenues for the same period totaled \$356,520; about \$11,500 higher than the current fiscal year.

Expenses:

Expenses through February 28 totaled \$136,516; approximately \$26,849 lower than last year's expenses for the same period. Difference may be attributable to the timing of maintenance, repairs and capital purchases.

REVENUE ANALYSIS - Water and Sewer Operating Fund
FY 2015 WATER SALES

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 49,655	\$ 41,667	\$ 45,424	\$ 3,757
Nov	37,960	41,666	41,114	(552)
Dec	28,402	30,000	29,726	(274)
Jan	30,185	33,000	32,651	(349)
Feb	32,541	30,000	28,413	(1,587)
Mar	28,098			
Apr	33,413			
May	39,571			
Jun	46,465			
Jul	40,468			
Aug	53,787			
Sep	43,337			
TOTAL	\$ 463,881	\$ 176,333	\$ 177,328	\$ 995
Budget	\$ 520,000	\$ 500,000	\$ 500,000	
Over/(under)	\$ (56,119)		\$ (322,672)	
YTD % collected			35.5%	



Sale of Water

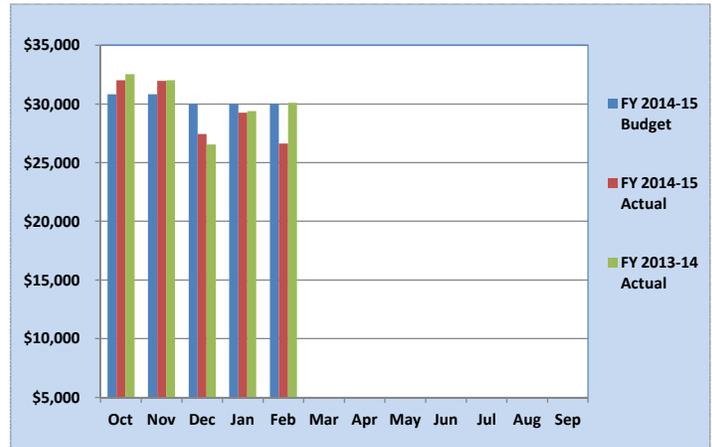
Description: The Town of Pantego owns and operates a water system. Utility customer service bills and collects revenue from the sale of potable water to residential, commercial and mobile dwellings. Water sales are highly dependent upon weather conditions, therefore, revenue trends and projections are difficult to predict.

Analysis: Water sales through February exceeded projections by \$995. Compared to last year's revenue for the same period, revenue from the sale of water decreased by \$1,414 or 0.6% this year; from \$178,743 in FY 2014 to \$177,328 in FY 2015.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - Water and Sewer Fund (continued)
As of February 28, 2015

REVENUE ANALYSIS - Water and Sewer Operating Fund
FY 2015 SEWER SERVICE CHARGE

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 32,541	\$ 30,833	\$ 32,028	\$ 1,195
Nov	32,012	30,833	31,969	1,136
Dec	26,546	30,000	27,441	(2,559)
Jan	29,393	30,000	29,245	(755)
Feb	30,098	30,000	26,615	(3,385)
Mar	26,178			
Apr	28,377			
May	31,502			
Jun	32,659			
Jul	30,709			
Aug	33,786			
Sep	26,299			
TOTAL	\$ 360,099	\$ 151,666	\$ 147,298	\$ (4,368)
Budget	\$ 375,000	\$ 370,000	\$ 370,000	
Over/(under)	\$ (14,901)		\$ (222,702)	
YTD % collected			39.8%	



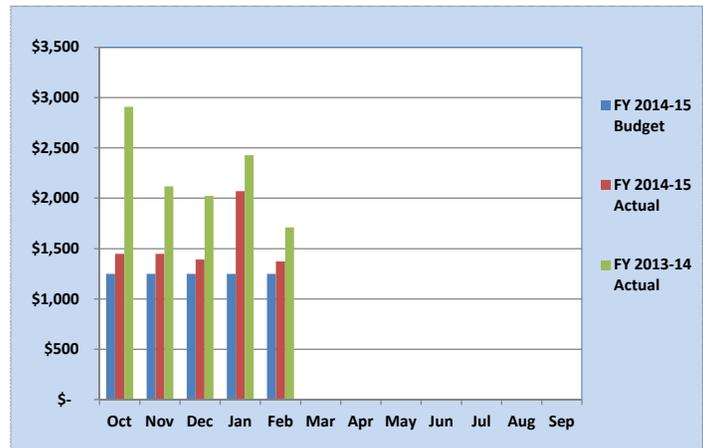
Sewer Service Charge:

Description: Utility customer service bills and collects revenue from the disposal of sewer discharge for residential, commercial and mobile dwellings. The Town of Pantego has contracts with the City of Fort Worth and the City of Arlington for the treatment of wastewater. These contracts require the Town to pay varying amounts based on the costs associated with the wastewater treated. As with water sales, sewer service charges are highly dependent upon weather conditions, therefore, revenue trends are more difficult to predict.

Analysis: Revenue collections from sewer service charges through February 28 failed to meet projections by \$4,368. However, when compared to last year's results, revenue from sewer service charges decreased by \$3,292; from \$150,590 in FY 2014 to \$147,298 in FY 2015.

REVENUE ANALYSIS - Water and Sewer Operating Fund
FY 2015 LATE PAYMENT FEES

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 2,909	\$ 1,250	\$ 1,447	\$ 197
Nov	2,117	1,250	1,448	198
Dec	2,022	1,250	1,390	140
Jan	2,427	1,250	2,071	821
Feb	1,710	1,250	1,371	121
Mar	1,396	1,250		
Apr	903	1,250		
May	1,596	1,250		
Jun	1,352	1,250		
Jul	1,397	1,250		
Aug	1,127	1,250		
Sep	1,589	1,250		
TOTAL	\$ 20,545	\$ 15,000	\$ 7,727	\$ 1,477
Budget	\$ 15,000	\$ 15,000	\$ 15,000	
Over/(under)	\$ 5,545		\$ (7,273)	
YTD % collected			51.5%	



Late payment fees:

Description: All bills for monthly water, sewer and trash services are due upon receipt and are considered delinquent after the billing due date with a 10% of the balance due to be charged if payment in full is not received by the Town. In the event of delinquency in payment of the monthly service charges beyond 30 days after the date of billing, service is disconnected after two (2) days' notice to the customer. A fee is charged and collected for reconnection and restoration of service, as well as all unpaid billings plus penalties, before service is restored.

Analysis: Revenue from late fees through the end of February were \$1,477 or 23.6% higher than projected. However, compared to last year's actual revenue from late payments fees of \$11,186, collections this year for the same period of \$7,727 are \$3,459 or 44.8% lower.

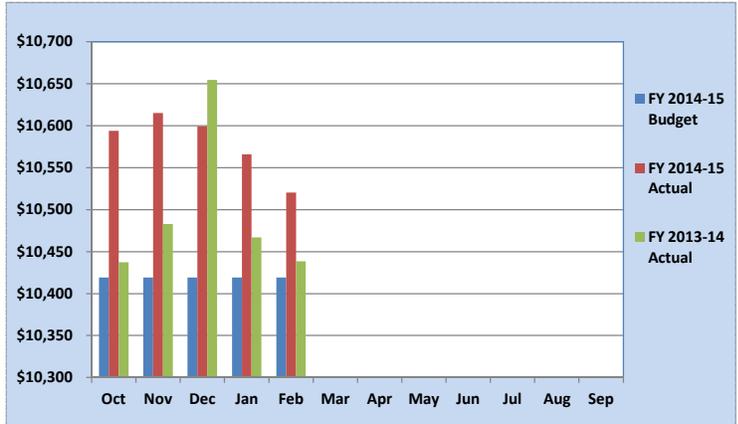
TOWN OF PANTEGO, TEXAS

Notes to the Monthly Budget Variance Report - Water and Sewer Operating Fund (continued)

As of February 28, 2015

**REVENUE ANALYSIS - Water and Sewer Operating Fund
FY 2015 GARBAGE & RECYCLING**

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 10,438	\$ 10,419	\$ 10,594	\$ 175
Nov	10,483	10,419	10,615	196
Dec	10,654	10,419	10,599	180
Jan	10,467	10,419	10,566	147
Feb	10,438	10,419	10,520	101
Mar	10,445	10,419		
Apr	10,433	10,419		
May	10,448	10,419		
Jun	10,485	10,419		
Jul	10,562	10,419		
Aug	10,561	10,419		
Sep	10,568	10,420		
TOTAL	\$ 125,982	\$ 125,029	\$ 52,895	\$ 800
Budget	\$ 130,700	\$ 125,029	\$ 125,029	
Over/(under)	\$ (4,718)		\$ (72,134)	
YTD % collected			42.3%	



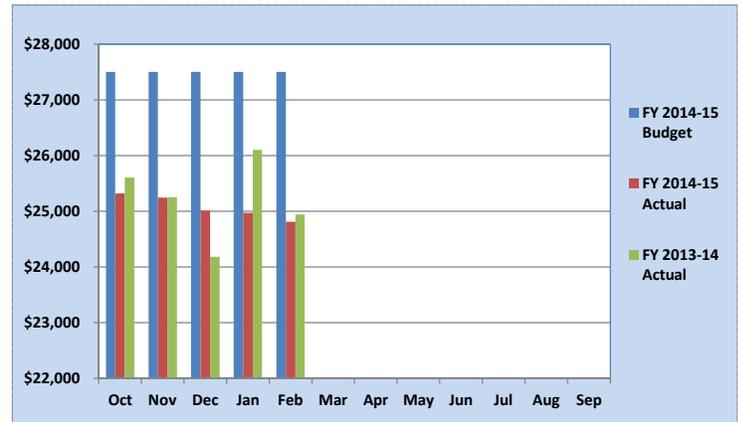
Garbage & Recycling Fees

Description: Revenue collected from garbage and recycling fees are charged for the residential and the commercial solid waste collection services. The Town of Pantego outsources this service, therefore the revenue collected through utility billing serves to cover the cost of the service.

Analysis: Garbage and recycling revenue collections through February 28 exceeded projections by \$800. Compared to last year's revenue of \$52,480, actual collections this year of \$52,895 reflect an increased of \$414 or 0.8%. Even though the number of garbage and recycling accounts remain almost unchanged, the cost of the garbage and recycling services increased slightly this year.

**REVENUE ANALYSIS - Water and Sewer - Infrastructure Fund
FY 2015 INFRASTRUCTURE IMPROVEMENT FEES**

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 25,603	\$ 27,500	\$ 25,318	\$ (2,182)
Nov	25,248	27,500	25,245	(2,255)
Dec	24,184	27,500	25,009	(2,491)
Jan	26,104	27,500	24,968	(2,532)
Feb	24,940	27,500	24,813	(2,687)
Mar	24,889	27,500		
Apr	24,915	27,500		
May	24,915	27,500		
Jun	25,322	27,500		
Jul	25,252	27,500		
Aug	25,594	27,500		
Sep	23,147	27,500		
TOTAL	\$ 300,113	\$ 330,000	\$ 125,353	\$ (12,147)
Budget	\$ 330,000		\$ 330,000	
Over/(under)	\$ (29,887)		\$ (204,647)	
YTD % collected			38.0%	



Infrastructure Improvement Fee:

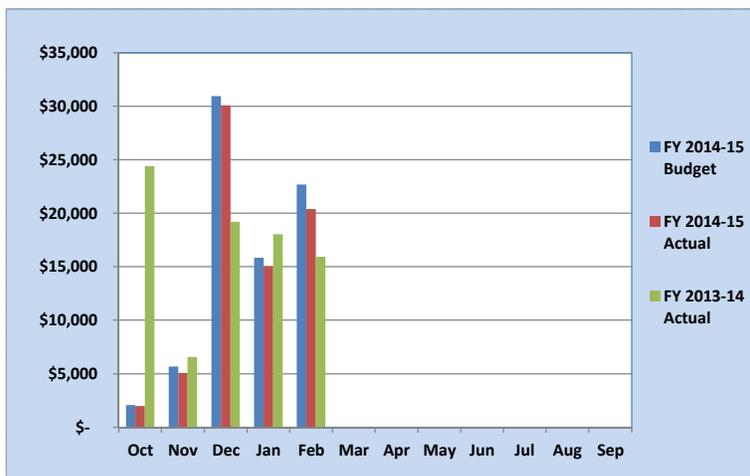
Description: The object of the infrastructure improvement fee is to generate revenue from water sales by applying a specific charge that is based on the amounts of water each consumer consumes, and use it to pay for the water and sewer infrastructure projects identified by the water study commissioned by the Town Council.

Analysis: Revenue from infrastructure improvement fees through February 28 did not meet projections by \$12,147. When compared to last year revenue of \$126,079, this year's revenue for the same period decreased by \$726.

TOWN OF PANTEGO, TEXAS
Notes to the Monthly Budget Variance Report - Water and Sewer Operating Fund (continued)
As of February 28, 2015

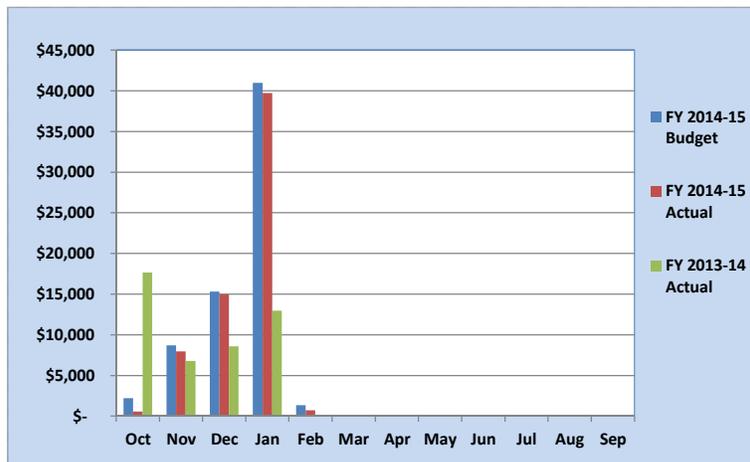
EXPENSE ANALYSIS BY FUNCTION - Water and Sewer Operating Fund
Water Department

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 24,410	\$ 2,083	\$ 1,975	\$ 108
Nov	6,560	5,656	5,073	583
Dec	19,214	30,967	30,108	859
Jan	18,043	15,857	15,039	818
Feb	15,934	22,703	20,394	2,309
Mar	13,888			
Apr	24,953			
May	14,864			
Jun	2,849			
Jul	22,989			
Aug	3,753			
Sep	134,477			
TOTAL	\$ 301,935	\$ 77,266	\$ 72,589	\$ 4,677
<i>Budget</i>	<i>\$ 292,887</i>	<i>\$ 324,070</i>	<i>\$ 324,070</i>	
<i>Over/(under)</i>	<i>\$ 9,048</i>		<i>\$ (251,481)</i>	
<i>YTD% expensed</i>			<i>22.4%</i>	



EXPENSE ANALYSIS BY FUNCTION - Water and Sewer Operating Fund
Sewer Department

MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ 17,659	\$ 2,199	\$ 561	\$ 1,638
Nov	6,799	8,699	7,943	756
Dec	8,565	15,300	14,960	340
Jan	12,974	40,996	39,725	1,271
Feb	33,206	1,329	738	591
Mar	36,584			
Apr	48,641			
May	780			
Jun	7,698			
Jul	48,002			
Aug	28,949			
Sep	73,237			
TOTAL	\$ 323,094	\$ 68,523	\$ 63,927	\$ 4,596
<i>Budget</i>	<i>\$ 331,605</i>	<i>\$ 373,383</i>	<i>\$ 373,383</i>	
<i>Over/(under)</i>	<i>\$ (8,511)</i>		<i>\$ (309,456)</i>	
<i>YTD% expensed</i>			<i>17.1%</i>	





TOWN OF PANTEGO, TEXAS
Budget Summary of All Funds
As of February 28, 2015

FISCAL YEAR 2014-2015
SUMMARY OF ALL BUDGETED FUNDS

	<u>BUDGET</u>	<u>YTD Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent Collected/ Expensed</u>
REVENUES:				
General Fund	\$ 3,732,484	\$ 1,911,923	\$ (1,820,561)	51.2%
Debt Service Fund	90,725	77,289	(13,436)	85.2%
Shamburger Fund	100	-	(100)	0.0%
Cartwright Fund	-	-	-	NA
Court Security Fund	15,000	5,016	(9,984)	33.4%
Court Technology Fund	32,000	12,762	(19,238)	39.9%
PantegoFest Fund	-	-	-	NA
Street Improvement Fund	260,332	120,828	(139,504)	46.4%
Park Row Fund	260,000	-	(260,000)	0.0%
Capital Project Fund	73,870	-	(73,870)	0.0%
Water/Sewer Operating	919,700	348,708	(570,992)	37.9%
Water/Sewer Construction	-	-	-	NA
Water/Sewer Infrastructure	330,000	125,353	(204,647)	38.0%
Total Revenues	\$ 5,714,211	\$ 2,601,880	\$ (3,112,331)	45.5%
EXPENSES:				
General Fund	\$ 4,034,978	\$ 1,496,122	\$ 2,538,856	37.1%
Debt Service Fund	87,475	3,860	83,615	4.4%
Shamburger Fund	1,200	406	794	33.8%
Cartwright Fund	3,500	3,473	27	99.2%
Court Security Fund	2,773	-	2,773	0.0%
Court Technology Fund	13,175	4,408	8,767	33.5%
PantegoFest Fund	-	764	(764)	NA
Street Improvement Fund	446,000	3,018	442,982	0.7%
Park Row Fund	1,767,000	304	1,766,696	0.0%
Capital Project Fund	299,078	118,734	180,344	39.7%
Water/Sewer Operating	697,453	136,516	560,937	19.6%
Water/Sewer Construction	368,800	7,619	361,181	2.1%
Water/Sewer Infrastructure	229,000	-	229,000	0.0%
Total Expenses	\$ 7,950,432	\$ 1,775,224	\$ 6,175,208	22.3%

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PANTEGO PUBLIC SAFETY



PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- February 2015

Personnel

The Fire Department is fully staffed at present. There is one opening in the police department for officer and one opening for dispatcher. Officer Brian Martin has joined our police force. He was most recently a member of the University of Texas at Arlington police department.

Operational Issues

The Fire Department's newest ambulance was retrieved in Houston by Assistant Chief Coker and Firefighter Richard Wood. The old chassis was also retrieved by trailer due to a mechanical malfunction that later was discovered to be a bad fuel sending unit. Firefighter Wood removed and replaced the sending unit after draining and cleaning the fuel tank of debris created when the old sending unit failed. The old chassis is once again running thanks to our staff and their ingenuity. The new ambulance will be placed in service after it is outfitted with equipment and has passed a health license inspection by the Texas Department of State Health Services.

Delivery of radio equipment upgrades was completed with delivery of all portable and mobile radios to the police and fire departments. Communications with the new equipment is much clearer and static free. The upgrades to the dispatch console are still expected to occur in midsummer.

Training

Officer Morgan attended both a Crisis Intervention and Legal Update classes. Corporal Marquez completed a blood draw recertification course.

Sergeant Whitwell and Assistant Chief Reeves attended a Managing Property Room & Evidence class in Georgetown. The class will ensure that we have checks and balances on the property and evidence process within the department. Currently Sergeant Moore is the primary evidence and property officer for the department.

Officer Meinke attended a Death Investigation class and also obtained his motorcycle license in preparation for attending motorcycle officer training later this spring.

Dispatchers Iccari Mooney and Tabitha Griffith successfully completed Telecommunications Device for the Deaf training at the North Central Texas Council of Governments.

Respectfully submitted,

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

Thomas D. Griffith
Chief of Public Safety

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

February, 2015

Citations/Traffic Stops

Officer	Citations	Traffic Stops	Citations YTD
Griffith	0	1	2
Reeves	14	7	15
Moore	113	78	235
Bruton	54	49	131
Hubbell	139	91	289
Meinke	53	34	129
Marquez	33	31	84
Morgan	47	85	134
Open Position			
Watson	105	70	250
Martin	1	1	1
Whitwell	0	0	0
TOTALS	711	608	711

Vehicle Crashes

Crash Type	Quantity.	YTD
Minor	4	9
Major	5	10
Hit & Run	0	0
TOTALS	9	19
Crashes reported to State	7	14

Incident Activity

Officer	Total Calls	Dispatch	Self- Initiated	Arrests	Ytd/ arrests
400 Griffith	11	5	6	0	0
600 Reeves	22	10	12	1	1
610 Whitwell	15	4	11	0	0
620 Moore	226	38	188	18	43
602 Bruton	308	43	265	4	11
603 Hubbell	357	36	321	4	10
604 Meinke	168	37	131	11	22

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	197	38	169	5	21
606	Morgan	226	33	193	21	49
Open Position						
608	Watson	217	68	149	11	22
609	Martin	72	12	60	4	4
710	Alexander				6	8
711	Hopkins				5	11
<hr/>						
Totals		1,819	324	1,505	90	202

Average Response Time 2:26

Respectfully,



Barry Reeves
Assistant Chief of Police

PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



This report includes cases received in CID for the month of February, 2015 including cases filed with the District Attorney's office, active cases, and offenses cleared.

Offenses Received	Quan.	YTD
Assault	1	1
Assault Family Violence	0	0
Burglary/Building	0	2
Burglary/Coin-op	0	0
Burglary/Vehicle	0	3
Burglary/Residence	0	1
Manufacture and Delivery	0	0
Criminal Mischief	2	4
DWI	5	10
DWLI	0	0
Evading or Resisting Arrest/Detention	1	1
Failure to ID	3	8
Fraud	2	4
Graffiti	0	0
Poss. Controlled Subst.	8	9
Poss. Marijuana	8	16
Robbery	0	0
Theft	7	15
Theft of Motor Vehicle	1	1
Other	5	5
Total Received	43	80

Case Dispositions of Above Totals	Month	YTD
Cases Active	14	24
Cases Cleared	28	51
Cleared Cases Filed with DA	18	36
Cases Suspended-Pending Leads	1	5

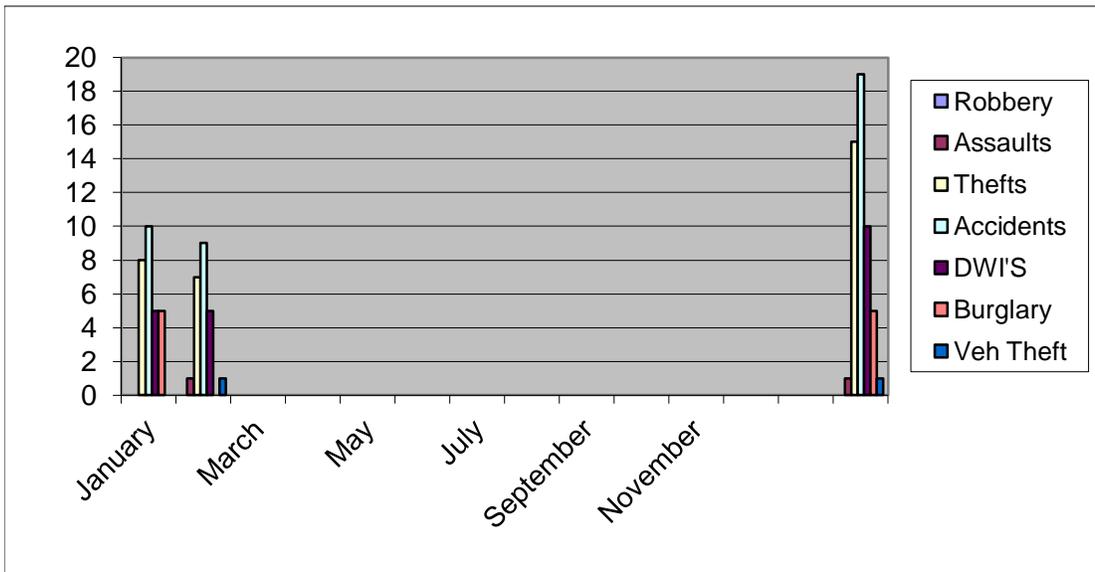
Cases Filed with DA from Previous Report Periods	3	13
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Respectfully submitted,

Chris Whitwell, Detective

2015 Crime Stat's

2015 Monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	0	0	8	10	5	5	0
February	0	1	7	9	5	0	1
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	0	1	15	19	10	5	1



PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
28-Feb-15							
FIRE RESPONSES		PANTEGO			AFD		
		MONTH	15 YTD	14 YTD	MONTH	15 YTD	14 YTD
TYPE OF INCIDENT							
Fire							
Structure				1	1	1	2
Outside							1
Natural Vegetation Fire			1	1		1	2
Vehicle							
Trash				1		1	
Cooking Fire, Contained to container							
Fire Other					1	1	
Hazardous Condition							
Arcing - Shorted Electrical Equip.		1	1		1	2	1
Equip. Malfunction							
Power Lines				1			
Hazmat							
Hazardous Condition, Other					2	4	1
Heat From Short Circuit, Wiring				1			
Overheated Motor							
Gas/Fuel Spill							
Natural Gas Leak				2			
Chemical Spill or Leak							
Carbon Monoxide							
Service Call							
Water or Steam Leak				4		1	1
Assist Invalid		6	11	13	3	3	1
Unauthorized Burning					2	2	1
Rescue					1	2	
Utilities							
Smoke Removal							
Person in Distress, Other		3	4	2			1
Service Call, Other		2	3	1	1	2	
Lock Out		1	1		1	2	
Animal Rescue							
Ring or jewelry removal							
Assiat PD			2	1			1
Good Intent Call							
Good Intent Call Other		6	13	11	6	11	8
Dispatched & Cancelled En Route							6
Wrong Location							
No Incident Found On Arrival				1	1	2	2
Investigation							
Cancelled On Scene					9	21	24
Smoke scare, Odor of smoke			2				
Hazmat Invest, No Hazmat							
False Alarm & False Call							

Unintentional Transmission of Alarm					1	2	
Smoke Detector Activation - No Fire		1	1				
Bomb Scare - No Bomb							
System Malfunction						1	
False Alarm or False Call, Other	1	1	4	1	2	6	
CO Detector Activation, Malfunction			1			1	
Sprinkler Activation, no fire							
Special Incident Type							
Citizen Complaint							
Special Incident Type, Other							
Mutual Aid							
TOTAL FIRE INCIDENTS	23	47	42	30	59	53	
AVERAGE FIRE RESPONSE TIME - PANTEGO			3.41				
AVERAGE FIRE SCENE TIME - PANTEGO			33.62				
AVERAGE FIRE SCENE TIME - ARLINGTON			23.18				

PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
28-Feb-15							
EMS RESPONSES		PANTEGO			AFD		
TYPE OF INCIDENT		MONTH	15 YTD	14 YTD	MONTH	15 YTD	14 YTD
MEDICAL EMERGENCIES							
Abdominal Pain		1	2	4			
Allergic Reaction			1				
Animal Bite							
Assault					1		
Back Pain					1		
Burns					1		
CO Poison							
CPR		1	3				
Cardiac			1	3			
Chest Pains		2	7	4			
Childbirth/Possible Childbirth							
Choking							
DOS							
Drowning							
Diabetic		4	5	1			
Dizziness			2	1			
Electrocution							
Eye Injury							
Falls		5	7	11			
Fire/Hazmat							
GSW/Stab							
Heat/Cold							
Hemorrhage							
Medical		1	10	9		31	89
Nausea			1	1			
Other		2	4	2			
Overdose					2		
Psych		1	1	3			
Respiratory		1	5	4			
Seizures		4	8	5			
Stroke		1	1	1			
Syncope		1	2	2			
Trauma		1	2	5			
Unconscious		2	5	3			
Unknown			2	3			
MVA - Injury		2	8	2		2	5
MVA - Non-injury		1	1			2	5
MVA-Auto Ped			1				
MVA - Extrication							
TOTAL PANTEGO EMS CONTACTS		30	78	72		35	99
Mutual Aid to AMR Transports		3	16	11			
Mutual Aid to AMR Cancelled		3	5	2			
Mutual Aid to AMR Total		6	21	13			
AVERAGE EMS RESPONSE TIME - PANTEGO			2.8				
AVERAGE EMS SCENE TIME - PANTEGO			21.5				



PANTEGO FIRE RESCUE						
MONTHLY ACTIVITY SUMMARY						
28-Feb-15						
						
FIRE TRAINING						
CLASS SUBJECT	HOURS					
Radio Operations.	2					
TOTAL HOURS						
EMS TRAINING						
CLASS SUBJECT	HOURS					
Transitions Gaps Part3	4					
TOTAL HOURS (Per person)						
PUBLIC EDUCATION						
	MONTH	YTD	MONTH ADULTS	YTD	MONTH CHILDREN	YTD
Fire Extinguisher Class						
School Presentations						
B-day parties						
Spray Downs						
Station Tours	1	1	10	10	25	25
Special Events						
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
TOTAL CONTACTS						
BUSINESS INSPECTIONS						
	MONTH	YTD				
Initial	82	82				
Re-Inspections						
Plans Review Completed		2				
C.O Issued	6	11				

North Central Texas Council of Governments
Regional 9-1-1 Network

This is to certify that

Tabitha Griffith

*has successfully completed
Telecommunications Device for the Deaf Training
and is hereby awarded this certificate of completion.*



Mike Eastland

Executive Director

S. Decker

Certified Instructor

February 10, 2015

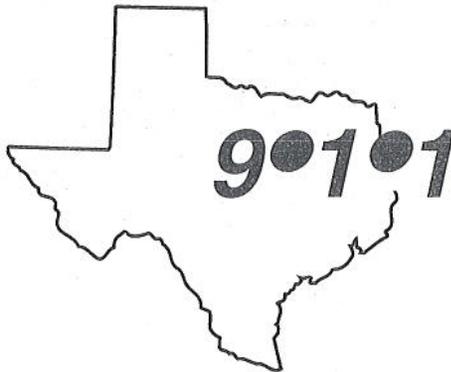
Date

North Central Texas Council of Governments
Regional 9-1-1 Network

This is to certify that

Iccari Mooney

*has successfully completed
Telecommunications Device for the Deaf Training
and is hereby awarded this certificate of completion.*



A handwritten signature in black ink that reads "Mike Eastland". The signature is written in a cursive style with a horizontal line underneath.

Executive Director

A handwritten signature in black ink that reads "S. Decker". The signature is written in a cursive style with a horizontal line underneath.

Certified Instructor

February 10, 2015

Date



ENVIRONMENTAL SERVICES

- **Storm Water Ordinance**

Staff has been working to update the Storm Water Ordinance for the Town. The proposed ordinance is still being reviewed by the City Attorney and will be presented to Town Council as soon as that review is complete.

PLANNING AND ZONING

- **Zoning Ordinance Update**

Town Council held a meeting for February 24, 2015 to discuss the Zoning Ordinance Update. The review is ongoing and additional meetings will be scheduled in March.

- **Westbury Square Re-plat**

The owners of the Westbury Square property at 2301 West Park Row Drive have made application for a re-plat of the property and development site plan review for one of the proposed three lots being created. This item will be on the Planning and Zoning Commission agenda for the meeting on March 2, 2015.

- **Lakewood Shopping Center Sign**

The owners of the Lakewood Shopping Center have made application to replace the sign cabinet of their damaged multi-tenant pole sign. The sign is oversized for the present Zoning Code requirements, so they are required to obtain a Special Use Permit to install the new signage. This item will be on the Planning and Zoning Commission agenda for the meeting on March 2, 2015.

CONSTRUCTION AND DEVELOPMENT

- **2424 West Park Row Drive**

Plans and permits have been submitted to remodel the previous Del Taco building into a Dairy Queen. The plans are presently under review.

- **2303 West Park Row Drive**

Plans and permits have been submitted for the construction of a 10,000 square foot building on the Westbury Square property. The building will be occupied by Dollar Tree. The plans are presently under review.

- **Camp Thurman**

Plans and permits have been submitted for the re-construction of the pool area on the south side of the Camp Thurman property. The project will include the joining of the two existing pools into one and the installation of a “lazy river” around the pool. They will also be installing a new restroom and pool mechanical building. This project should not have a significant increase in the footprint of the pool and administrative buildings that exist presently. The plans are currently under review.

- **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

- Edward Jones Investments – 2910 W Park Row Dr #101 – Financial Office – New Business
- Link Right Media, Inc. – 3610 Smith Barry Rd #103 – Internet Marketing – New Business
- Larry’s Woodcrafts – 2211 Duluth Dr #111 – Woodcrafting – New Business
- Donna Laskoskie, Independent Agent representing AFLAC – 3610 W Pioneer Pkwy #108 – Insurance – New Business
- Nationwide Insurance – 2111 W Arkansas Ln #206 – Insurance – New Business

Pending

- Brighter Days STEM Academy – 2221 W Arkansas Ln #106 – Learning Center – New Business

INSPECTIONS

	FEB TOTAL	YTD TOTAL
BUILDING INSPECTION	3	29
CERTIFICATE OF OCCUPANCY	5	40
CUSTOMER SERVICE INSPECTION	1	1
ELECTRICAL INSPECTION	1	23
MECHANICAL INSPECTION	2	15
PLUMBING INSPECTION	5	46
REINSPECTION	3	51
CODE ENFORCEMENT INSPECTIONS	6	41
TOTAL INSPECTIONS	26	246

CONSTRUCTION VALUES

	FEB TOTAL	2014/2015 TOTAL	YTD 2013/2014 YTD TOTAL	FEB
NEW RESIDENTIAL CONSTRUCTION	\$0.00		\$0.00	\$450,000.00
EXISTING RESIDENTIAL REMODEL	\$10,600.00		\$110,499.00	\$184,900.16
NEW COMMERCIAL CONSTRUCTION	\$0.00		\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$8,225.00		\$62,532.00	\$455,755.00
TOTAL VALUE	\$18,825.00		\$173,031.00	\$1,090,655.16

FEES COLLECTED

	FEB TOTAL	FEB FEES	YTD TOTAL	YTD FEES	YTD BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	5	\$530.00	36	\$3,420.00	\$2,916.67	\$503.33
ZONING FEES	0	\$0.00	2	\$2,000.00	\$3,125.00	(\$1,125.00)
PLAN REVIEW	2	\$1,374.98	6	\$2,959.09	\$2,916.67	\$42.42
BUILDING PERMIT	20	\$1,161.00	98	\$8,837.35	\$19,583.33	(\$10,745.98)
UTILITY RELEASE	1	\$40.00	6	\$240.00	\$125.00	\$115.00
CONTRACTOR REGISTRATION	5	\$500.00	48	\$4,550.00	\$4,583.33	(\$33.33)
LIQUOR PERMITS	8	\$5,265.00	8	\$5,265.00	\$833.33	\$4,431.67
TOTAL FEES		\$8,870.98		\$27,271.44	\$33,250.00	(\$5,978.56)



MUNICIPAL COURT



Municipal Court Collections / February 2015

On-Time Citations

Fines- \$28,808.07
Fees- \$15,327.20
Total- \$44,135.27

Warrants

Fines- \$42,175.42
Fees- \$17,008.58
Total- \$59,184.00

Court Security Fund- \$1,139.00

Court Technology Fund- \$1,517.90

Accident Reports- \$65.00

Gross Total Revenue- \$103,319.27
Less State Fee's- \$ 32,335.78
Net Revenue- \$ 70,983.49

Presented by: Thressa Householder



WARRANT MONTHLY TOTALS FOR FEBRUARY 2015

TOTAL WARRANTS VALUE CLEARED-----\$90,594.10

FYTD-----\$403,650.90

TOTAL PAYMENTS COLLECTED-----\$60,435.90

FYTD-----\$255,217.60

TOTAL NON-CASH CLEARED-----\$30,158.20

FYTD-----\$146,664.20

WARRANT FEES COLLECTED-----\$9,102.40

FYTD-----\$38,837.90

BONDS/FORFEITURES-----\$0

TOTAL PHONE CALLS -----	710 – 101 OUT 145 IN	711 – 235 OUT 76 IN	Tot – 336 Tot - 221
--------------------------------	-------------------------	------------------------	------------------------

TOTAL POST CARDS -----	710– 20	711 – 19	Tot - 39
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PERSONAL STOPS/ATTEMPS----- 14

CONTACTS-----14

DOOR HANGERS-----0

ARRESTS -----	710 – 6	711 – 5	Tot – 11
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PAY PLANS -----	710 – 15	711 – 10	Tot - 25
------------------------	----------	----------	----------

BONDS/COURT DATES -----	710 – 4	711 – 5	
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BOND AMOUNT -----	710 - \$5,246.00	711 - \$7,890.50	
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LETTERS -----	710 – 0	711 - 0	
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TOTAL WARRANTS CONTACTED ----	710 – 125	711 - 118	
--------------------------------------	-----------	-----------	--

TOTAL WARRANTS CLEARED -----	710 – 118	711 – 112	
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TOTAL VALUE-----	710 - \$40,225.40	711 - \$35,065.90
TOTAL AMOUNT COLLECTED-----	710 - \$17,710.20	711 - \$16,326.20
FUTURE REVENUE-----	710 - \$13,403.10	711 - \$7,801.00

EXTRA DUTIES/VACATION/OTHER FOR JANUARY

Court closed due to incimate weather for 2 ½ days

Ofcr. Hopkins out total 4 day - medical.

36 Total Calls for Service

10 Prisoner Services

11 Assists

13 Arraignments

5 Prisoner Transfers

Additional warrants cleared - 222

Respectfully submitted,

Warrant Officer: Freddie Alexander 710

Warrant Officer: Robert Hopkins 711



PUBLIC WORKS REPORT February 2015

AMINISTRATION/PROJECTS/ENGINEERING

- Reviewed Dollar Store Plans for utilities approval
- Reviewing "Statement of Qualifications" for CIP engineering services
- Prepared and sent in the Tier Two Chemical Report to the Texas Dept. of State Health Services
- Prepared and sent in the Texas Water Development Board 2014 Water Survey
- Met with Bryan Wright with APAI to discuss the Park Row Project and Lane Well; made site visits to locations
- Old equipment was auctioned off and brought in \$1,707.66

STREETS and DRAINAGE

- Spread 25 bags of de-icer on bridges during snow and ice days and nights during two separate events
- 13 street signs have been ordered to replace old and faded street signs
- Repaired "Stop" sign that was hit on Green Tee and Shady Valley
- Sign and base installed at 1700 blk of Bowen that was hit by a car
- "No Outlet" sign and base updated and replaced on Miller Lane
- Updated "Park Row" sign replaced at Wagonwheel Trail

CONTINUED: STREETS and DRAINAGE

- Assessed storm drain issues at Nora and Country Club
- Replace a broken 300 series cast iron lid at Park Row and Bowen
- Filled pothole on Oakridge total 2.5 sq ft of fill
- Filled pothole on Shady Valley total 1.25 sq ft of fill
- Filled pothole on Bowen total 1.25 sq ft of fill



- Filled pothole on Bowen/Smith Barry 1.25 sq ft of fill
- Filled pothole on Bowen 10 sq ft of fill
- Inspected and removed debris from creek channel and flumes
- Checked sink hole at 303 by Cokers Barbeque, found no additional sinking
- Pioneer medians were treated to kill growing weeds
- Old concrete from repairs was taken to Arlington Landfill
- PCA parking lot was power washed and cleaned to remove grease left from Pantego Fest



TOWN FACILITIES

- Daily general policing of the Town Hall building and surrounding area
- Replaced 9 AC/Heater filters at Town Hall, Fire, and Public Works
- Town Hall, Westchester St, and Pompano St mowed, blown, and edged

PARK OPERATIONS

- Basketball courts and JD Hollis Cemetery cleaned and mowed
- Daily cleaning at the restrooms
- Water turned off temporarily during freezing weather at all park facilities

UTILITY BILLING

February Billing for 1,206 Accounts \$90,314.58	February Past Due Balances *\$46,708.36 *Pending further analysis to determine why Encode produced such a large number on the report.
February Billing for Garbage \$7,690.87	February Billing for Recycling \$2,034.22

WATER UTILITIES: WELLS AND DISTRIBUTION

- Total water produced 9,861,000
- Daily average produced 352,200
- 162 residual samples taken – average chlorine residual (.50)
- 2 total coliform / ecoli samples taken – all tests negative
- 1206 meters read
- 26 dead end hydrants flushed
- Lane Well #1 remains out of service pending the Well Evaluation by APAI
- Lane Well #2 is back in service. The new sub-monitor has been installed and programmed and is working properly
- Replaced leaking curb stop at 3313 Country Club
- 10 hydrants painted
- 21 valves painted
- Exercised 2 hydrant valves
- Exercised 5 hydrants
- Exercised 2 main valves
- Uni-directionally flushed 2800' of main line
- Replaced broken check valve inside Lane booster room
- Nora well site mowed, blown, and edged
- Repaired break-away on hydrant located at 2401 W. Pioneer after hydrant was hit and knocked over by an unknown source.



- Replaced and repaired two gate valves at Lane booster room.



WASTEWATER

- Cleaned the Lift Station bar screen and bagged the solids (12) times for the month.
- Found 2 main line clean outs without plugs, leading to I&I – installed plugs.
- Marked 5 main line clean outs
- Painted 6 manhole lids
- Cleaned 2300 ft of sewer mains

PUBLIC WORKS MAINTENANCE

- Oil change on (1) truck
- Vehicle inspection on (1) truck

ANIMAL SERVICES

- (1) Dog was picked up and returned to its owner at 1904 Parkdale

ADDITIONAL ITEMS

- Sheila Sherman started at the Support Specialist position and Simon McCurley will soon be returning to Public Works
- Juan Longoria's work anniversary of 3 years with Pantego
- Town offices closed Presidents' Day Holiday



AGENDA BACKGROUND

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

DATE: March 9, 2015

PRESENTER: Matthew Fielder, City Manager

BACKGROUND:

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

FISCAL IMPACT:

Please review report for individual account number.

RECOMMENDATION:

Staff recommends the following motion:

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

ATTACHMENTS:

Expenditure Summary of approval list over \$1,000 and purchase orders for March 9, 2015:

Professional Services:

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

Purchase Orders:

- 1707 – Protective Technologies, Int'l.
- 1708 – Tyler Technologies
- 1709 – HD Supply Waterworks, Ltd.
- 1711 – Frazer Ltd.

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval
3/9/2015**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Sara Jane del Carmen	\$1,200.00	February 2015 Magistration Services
C.A. Magnuson	\$1,300.00	February 2015 Prosecution Services

<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1707 - Protective Technologies, Int'l.	\$2,698.11	Metal Detector System
1708 - Tyler Technologies	\$1,050.00	Cash Collection Hardware
1709 - HD Supply Waterworks, Ltd.	\$1,736.42	Fire Hydrant
1711 - Frazer Ltd.	\$3,800.00	Medic 1 LED Lighting

<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,281.39	February 2015 Trash Removal
Duncan - Recycling	\$2,063.43	February 2015 Recycling Removal
Voyager Fleet Systems	\$3,135.13	February 2015 Oil & Gas Expense
TML Intergovernmental	\$21,876.24	March 2015 Employee Insurance
Gexa Energy	\$14,675.69	Electricity Billing Thru 3/08/15
City of Fort Worth	\$17,381.84	January 2015 Wastewater Services
Iwerk	\$3,222.50	January 2015 Tech Support Services
City of Arlington	\$1,131.00	February 2015 Radio Lease Payment
Arlington Utilities *	\$6,209.01	November 2014 Wastewater Services
Arlington Utilities *	\$6,220.60	December 2014 Wastewater Services
Arlington Utilities *	\$6,434.30	January 2015 Wastewater Services

* Arlington Utility bills received 02/25/15.

MAGISTRATION SERVICE FOR THE MONTH OF FEBRUARY 2015

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 - \$1,200.00

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

PROSECUTOR SERVICE FOR THE MONTH OF FEBRUARY 2015

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**

Memo

To: Matt Fielder, City Manager

From: Thressa Householder, Municipal Court Administrator

cc: **Ariel Carmona, Finance Director**

Date: March 4th 2015

Re: Purchase Order Authorization For Portable Walk through Metal Detector

The Municipal Court is requesting the approval of the attached purchase order in the amount of \$2,698.11 to Protective Technologies Int'l, for the purchase of a walk thru metal detector and wheel kit.

This purchase will replace the existing metal detector in the council chambers/court room.

The purchase was approved in the FY 14-15 Budget and will be purchased through the Court Security fund.

Thank you



Thressa Householder

Municipal Court Administrator



Protective Technologies Int'l
9451 South Bagley Park Rd
West Jordan Ut 84081
801-280-9997
www.pti-world.com

Quote

Corporation:
Pantego Municipal Court

Att: Freddie Alexander

Date: 2/10/15

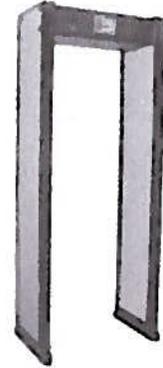
Project Title: Metal Detector Invoice
Project Description: Intelliscan 6 zone

P.O. Number: ---

Invoice Number: 53602

Payment Terms: Due Before Ship

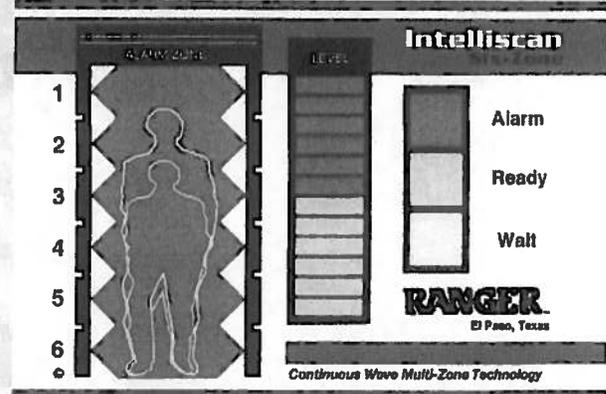
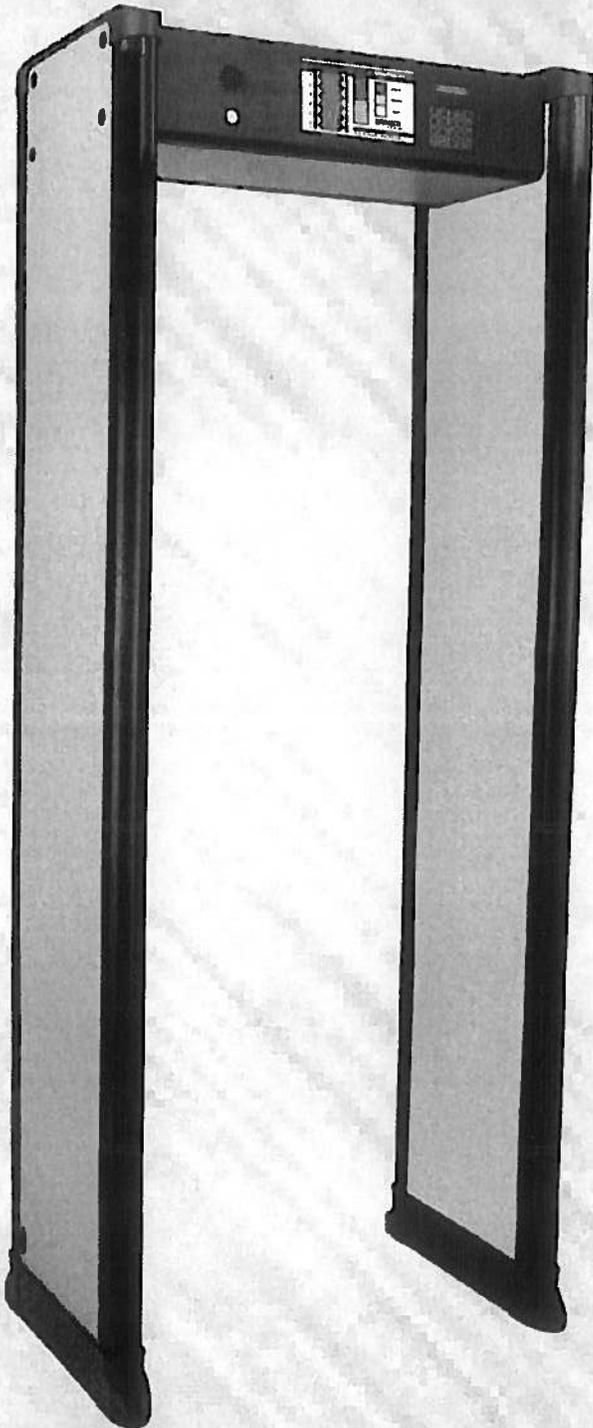
Estimated Delivery: 15 Business Days



Description	Quantity	Unit Price	Cost
Ranger Intelliscan 6 Zone	1	\$ 2,598.11	\$ 2,598.11
Wheel Kit	1	\$100	\$100
Includes:			
• 2 yr warranty			
• Operational manual			
• Easy installation guide			
Subtotal			\$ 2,698
Online Tax			\$ 0.00
Free USA Shipping	Shipping		\$ 0
Total			\$ 2,698.11

Thanks for your business. It's a pleasure to work with you on this project. Let us know if you have any questions.

Six-Zone Walk through Metal Detector

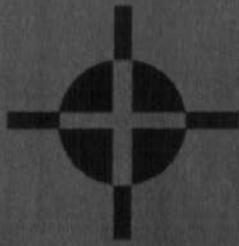


INTELLISCAN Six-Zone Graphic Alarm Display

The Intelliscan can operate in "All Metal Mode" or advance "Discrimination Modes". Factory Presets and under programmable modes can target specific types of metal or alloys for enhanced loss prevention.

- 6 Horizontal Detection Zones
- Discrimination Mode Capable
- Factory & User Definable Presets
- Integrated Floor Mounting Boots
- 180 Degree View Angle Panel LEDs
- Optional RangerNet Networking
- United States Patented technology

U.S. Patent Numbers: 5,521,58, 5,680,103, & 5,973,595



INTELLISCAN II

Six-Zone Walk through Metal Detector

Applications of the Intelliscan Six-Zone

- . Airports and Seaports
- . Government Buildings
- . Embassies
- . Police Facilities
- . Courthouses
- . Prisons and jails
- . Military Bases
- . Hospitals
- . Banks
- . Financial Institutions
- . Colleges and Schools
- . Hotels and Casinos
- . Power plants
- . Research Sites
- . Sports Stadiums
- . Public Transportation
- . Public Landmarks
- . Factories and Warehouses
- . Broadcast Studios
- . Museums
- . Night Clubs

General Features of the Intelliscan Multi-Zone

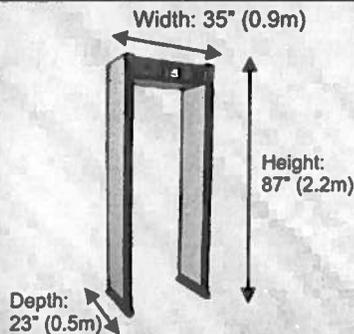
- . 6 Independent Detection Zones
- . Advanced Discrimination Capabilities
- . Security Level Program Factory Presets
- . User Programable Processor
- . Digital Signal Processing and Diagnostics
- . Interference Rejection Circuit
- . Adjustable Zone Sensitivity
- . Security Password
- . Continuous Wave Technology
- . Harmless to Pacemakers and Pregnant Women

Optional Features Available

- . RangerNet Networking Software & Hardware
- . Wheel Kit for Easy Transporting
- . Back Up Battery System
- . Fiber Optic Remote Display
- . Executive Styling and Weather Proof Exterior Finishes Options
- . Weather proof option for outdoor. This option can support rain, dust, heat and cold weather.



Dimensions, Weight, and Power Requirements



Shipping Dimensions and Weight Header:

34"x11"x25" (85x27.5x62.5cm)
371lbs (15.45 Kg)

Side Panels:

91"x9"x27" (227.5x22.5x67.5cm)
144lbs (65.45 Kg)

Power Requirements:

115-230 VAC, 50-60 Hz

Warranty Information

Ranger Security Detectors, Inc. Warrants the Six-Zone against defects in workmanship or materials, under normal use, for a 2-year period from the date of purchase to the original user. Liability in all events is limited to purchase price paid. Liability under aforesaid warranty is limited to replacing cost prepaid to Ranger Security Detectors El Paso factory.



11900 Montana Avenue
El Paso, Texas 79936
Tel No. 915-590-4441
Fax No. 915-592-1043
Website: www.rangersecurity.com
Email: info@rangersecurity.com

Specifications

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1707

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 Protective Technologies Int'l
9451 South Bagley Park Rd
West Jordan, UT 84081

SHIP TO

PANTEGO MUNICIPAL COURT
1614 S. Bowen RD
PANTEGO, TX 76013

DATE		ACCT #	DEPT			
2.26.15		800-5-160-210-00	Court			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1		Pranger Intelliscan 6 zone METAL Detector	259811	1	259811	
1		wheel kit	10000	1	10000	
BUDGETED Item						
TOTAL					269811	

Householder


APPROVED BY

Memo

To: Matt Fielder, City Manager

From: Thressa Householder, Municipal Court Administrator

cc: Ariel Carmona, Finance Director

Date: March 4th 2015

Re: Purchase Order Authorization For Cash Collection Hardware

The Municipal Court is requesting the approval of the attached purchase order in the amount of \$1050.00 to Tyler Technologies, for the purchase of cash collection hardware.

The purchase was approved in the FY 14-15 Budget and will be purchased through the Court Technology fund.

Thank you



Thressa Householder

Municipal Court Administrator



Proposal

Local Government Division

Presented to:

Thressa Householder

Court Admin

City of Pantego

1614 S. Bowen Rd

Pantego, TX 76013

court@pantegopolice.org

Proposal date:

April 8, 2014

Submitted by:

DK Robertson

(800) 646-2633

dk.robertson@tylertech.com

Tyler Technologies

Local Government Division

5519 53rd Street

Lubbock, Texas 79414

Investment Summary

Thressa Householder
City of Pantego
April 8, 2014



Investment Breakdown

Proposal Valid for 120 days

Hardware & Third Party Software	Investment	Annual Fees
Cash Collection Hardware	1,050	203
	1,050	203
Project Total	1,050	203

Cash Collection Hardware
 Thressa Householder
 City of Pantego
 April 8, 2014



Misc. Hardware and Network Equipment	QTY	Price	Maintenance	Maintenance Source
<u>Cash Collection</u>				
<i>All TM-H6000IV printers include PS-180 power supply, ribbon, USB Cable and 50 roll case of paper</i>				
Epson TM-H6000IV Thermal Receipt Printer - Black, USB NEW	1	1,050	203	INCODE - 12 mos warranty
Hardware & System Software Subtotal		1,050	203	
Hardware and System Software Total		1,050	203	

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1708

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
Local Gov. Div.
5519 53rd St.
Lubbock, Tx 79414

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

QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
DATE: 2/26/15		ACCT #: 825-5-160-210.00		DEPT: Court		
1		CASH Collection Hardware TM-H6000IV Printer w/PS 180 Power Supply, Ribbon, USB CABLE & 50 Case of Paper EPSON TM-H6000IV Thermal Printer BUDGETED ITEM	1050.00	1	1050.00	
Householder					TOTAL	1050.00

APPROVED BY



PUBLIC WORKS MEMO

Date: February 27, 2015
To: Matthew Fielder, City Manager
From: Junior Marquez, Public Works Foreman
Through: Scott Williams, Public Works Director
Subject: Purchase Order Authorization for Fire Hydrant

The Public Works Department is requesting the approval of this purchase order in the amount of One Thousand, Seven Hundred Thirty Six dollars, Forty Two cents (\$1,736.42) to HD Supply.

The hydrant will replace the current one located at 1712 Robin that is beyond repair.

Please find the attached quote supporting the recommended purchase from HD Supply in the amount of (\$1,736.42) from Acct No: 200-5-201-354.

Scott Williams, Public Works Director

Run Date 2/26/15

HD SUPPLY WATERWORKS, LTD.

Entered by: 1ED

TOWN OF PANTEGO
STOCK-DALLAS
1614 S BOWEN RD
PANTEGO TX 76013
Telephone: 817-274-1381
Fax: 817-265-1375

RICHLAND HILLS TX
7197 Latham Dr
Richland Hills TX 76118
Telephone: 817-595-0580
Fax: 817-589-0179

2/26/15 Bid ID: 4118499 4 FT MUELLER HYDRANT 1ED Page 1

Line	Quantity	Sell Per	Description	Net Price	Extended Price
10	1	EA	A423 5-1/4VO HYD 4'0"B 6MJ NST MUELLER O/L **** BLACK COLORED ****	1,700.00	1,700.00
20	1	EA	6 3006 DI STARGRIP RESTR. (I) SGDP06	23.86	23.86
30	1	EA	6 MJ REG ACC SET L/GLAND (I)	12.56	12.56
Subtotal:					1,736.42
Tax:					.00
Bid Total:					1,736.42

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1709

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 HD SUPPLY
7197 LATHAM DR
RICHLAND, TEXAS TX 76118

SHIP TO Public Works
TOWN OF PANTEGO

DATE		ACCT #	DEPT.				
2-26-15		200-5-201-354.00	Public Works				
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
1		4" BURY 5/4 MUELLER HYDRANT 4" PUMPER NOZZLE w/PENTAGON OPERATING NUT	1700	00	1	1700	00
1		6" STANCHION RESTR	23 ⁸	86	1	23	86
1		6" MJ REG L/CILAND	12	56	1	12	56
TOTAL						1736	42

[Signature]

[Signature]

APPROVED BY



PANTEGO FIRE DEPARTMENT

MEMO #: 000

To: City Manager Matt Fielder
From: Assistant Chief Robert Coker
Through: Chief Thomas Griffith
Subject: Request to expend funds
Release Date: 03-03-2015

I am requesting approval to expend \$3,800.00 for the purchase of new LED lighting on medic 1. The actual cost to the town will be \$2,800.00.

The cost has been reduced for two reasons. The first reason is due to a mistake on part of Frazer and I. The emergency lights were to be replaced from a strobe light to a LED light. The replacement was part of the original quote for the remount however it was left off on the final quote. This issue was found after the final invoice was sent to council. I contacted Frazer and explained what I found. Frazer looked back at the original invoice that I approved and agreed that I was correct. They were unable to find a reason that the lights were left off the quote. I was able to work with Frazer to have the priced reduced for the lights and installation. The total price has been reduced by half. The reason I had the emergency lights replaced was due to age and failures. One of the power supplies was replaced in 2014 due to failure.

The second reduction is due to the sale of the air conditioner unit and generator out of the old medic 1. The A/C unit will no longer work with the updated units in both of our ambulances. The sale of both pieces of equipment for \$1,000.00 reduced the cost out of pocket to \$2,800.00.

Cc: A. Carmona



Frazer, Ltd.
 P.O. Box 5000
 Bellaire, TX 77402-5000
 Phone: (713) 772-5511
 Phone: (888) 372-9371
 Fax: (713) 995-0541
 Email: receivables@frazerbilt.com

Invoice

Date	Invoice #
2/19/2015	52841

Bill To
Pantego Fire Department 1614 S. Browen Rd. Pantego, TX 76013

Ship To
Frazer, Ltd 7227 Rampart Houston, TX 77081 Attn: Robert Coker

P.O. Number	Terms	Ship	Via	Frazer Job #
1644	Net 30	2/23/2015	Will Call	X-957

Quantity	Description	Unit Price	Amount
1	Replace (8) 97 series halogen box lights w/ (8) Whelen M9 series LEDs and chrome converter flanges		
1	Replace (5) 97 series halogen front wall lights w/ (5) Whelen M9 series LEDs and chrome converter flanges (red-blue-clear-blue-red)		
1	Replace (3) 97 series halogen rear lights w/ (3) Whelen M9 series amber LEDs and chrome converter flanges		
1	Replace rear upper b/t/t halogen lights w/ (2) Whelen M9 series red b/t/t /LEDs		
1	Replace rear lower b/t/t halogen lights w/ (2) 4" round red b/t/t /LEDs and (2) 4" round LED back-up lights and replace rear corner Treadbrite panels		
1	Replace front diamond plate stone guards and wheel well panels		
1	Replace (2) Whelen 900 series load lights w/ Whelen M9 series LEDs	3,800.00	3,800.00
Service Is The Key		Subtotal	\$3,800.00
Remit to: Frazer, Ltd P.O.Box 5000 Bellaire, TX 77402-5000		Tax	\$0.00
		Payments/Credits	\$0.00
		Balance Due	\$3,800.00

TOWN OF PANTEGO

1614 S. BOWEN
 PANTEGO, TEXAS 76013

No. 1711

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 Frazer Ltd.

SHIP TO Pantego Fire

DATE 3-3-15		ACCT # 300-5-150-480.00		DEPT. Fire			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT		
ORDERED	RECEIVED						
		Replace (8) 97 Series halogen box Lights					
		Replace (5) 97 Series halogen front wall Lights					
		Replace (3) 97 Series halogen rear wall Lights					
		Replace upper BTT halogen Lights w					
		Replace Lower BTT halogen Lights					

Robert Cahoy


TOTAL 3800.00

APPROVED BY



AGENDA BACKGROUND

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

Date: March 9, 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 February 24, 2015

PEDC minutes from February 11, 2015

Planning & Zoning minutes from November 3, 2014

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

Town Council Minutes
February 24, 2015

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 15th day of December 2014 with the following members present:

Don Funderlic	Council Member
Jane Barrett	
Fred Adair	
Don Surratt	

Members absent:

Melody Paradise	Mayor
Russ Brewster	Mayor Pro-Tem

constituting a quorum. The following staff members were present:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Chad Joyce	Community Development Director

Also in attendance:

None.

SPECIAL SESSION 6:30 P. M.

Councilmember Surratt called the special session to order at 6:40 p.m.

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

Council discussed the various topics that were left for further review during the previous special zoning meetings that covered Sections 14.01 General Provisions through Section 14.09 Development Site Plan Review.

Council confirmed many of the comments and changes that were addressed previously have been completed by Mr. Joyce. They discussed the definition of masonry as it relates to stucco and decided to keep stucco in the definition. There were changes made to the parking lot definition. There was discussion on e-cigarettes and considering them under the smoking product definition. This topic will remain open for discussion with a full council and further information from Mr. Joyce. There was discussion on the Visibility Triangle and the impact the proposed change will have on residents. Mr. Joyce will review further and this topic will be discussed at the next meeting.

Council discussed the changes to the Planning & Zoning Commission. Since this item is on the regular agenda to be discussed next week, Council would like to amend Chapter 1 of the Code of Ordinance to contain the creation and duties of this Commission. There were minor changes to the section on the Zoning Board of Adjustments. Council discussed the power of the Planning & Zoning Commission to make Similar Use Determinations and any associated fees. This item will be discussed at the next meeting with a full council.

Town Council Minutes
February 24, 2015

Council discussed the Residential District Regulations leaving garage sales permits to twice a year. They changed the chart in section 14.08.016 to reflect 60% minimum coverage for the lot. Mr. Joyce will have the Town Attorney review the call center definition; drilling in the C1 district; section 14.08.110(b) regarding the validation time period, revocation, and suspension of a permit; and performance bonds. There was discussion on adding in the requirements of the Texas Department of Transportation regulations regarding Highway 303 (Pioneer Parkway).

Council decided to stop their review and pick up at the next meeting with Section 14.10 Development Standards.

ADJOURNMENT

Councilmember Surratt adjourned the special session at 9:14 p.m.

APPROVED:

Don Surratt, Council Member

ATTEST:

Julie Arrington, City Secretary

Pantego Economic Development Corporation
February 11, 2015

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 11th day of February 2015 with the following members present:

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

Absent:

Stephanie Springer	Director
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Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Scott Williams	Public Works Director

Also in attendance:

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

President Brown called the meeting to order at 6:32 p.m.

INVOCATION

Ms. Arrington led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

None.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board at the council meeting Council decided to move forward with the Alan Plummer Associates, Inc. contract. The water line project will move into the bidding phase. He explained the funds received from Tarrant County for Paving must be used by September 30,

2015. He expects this project to take five months to complete.

2. Approval of PEDC Minutes

- **January 14, 2015**
- **January 28, 2015**

Ariel Carmona was not at the January 28, 2015 meeting.

Secretary Adair made a motion to approve the January 14th and January 28th minutes with changes as discussed. Vice President Lakey seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Brown declared the vote passed unanimously.

3. Summary of Revenues and Expenditures

- **February 11, 2015**

The Board clarified in December they approved an Alan Plummer invoice that stated it was 100% complete. Mr. Fielder informed the Board this was correct and it was for the design phase of the contract. The invoice on this agenda is for the geological technical costs and clears out the entire contract. The Board inquired why this invoice was on their budget. Mr. Fielder explained this is part of the original contract signed in 2012 for approximately \$68,000.00. The Design and bid phase was \$60,000 and the geological technical and reimbursable phase is \$7,235 and was included as a line item in the 2012 contract approved by Council and PEDC.

Board member Surratt made a motion to approve the PEDC Vendor Listing Payment dated February 11, 2015. Secretary Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Brown declared the vote 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 an update on the Bicentennial Park Improvements.

Mr. Fielder presented rough estimate costs for the padding under and around the playground equipment. He explained the cost are based off the measurements of the covered areas. The Board directed him to move forward and obtain true estimates from the representatives of the companies. There was discussion on the type of material underneath the padding and the different styles of padding.

Mr. Fielder presented his findings on preliminary research of a sand volleyball court. He explained the steps and materials in building the court. There was discussion on the location of the court. The Board directed him to move forward on this and obtain true estimates for the building of the volleyball court.

Mr. Fielder presented quotes from three contractors for painting of the park equipments. They discussed the differences in the quotes and the work products of each company. The board discussed the equipment that needed the repair and the priority of the repairs to the park. There was discussion on the budget line item and changing it next year to reflect Park Improvements instead of a specific action; such as painting. The Board decided the priority of the repairs would be the padding, volleyball court, and painting and repair of the bridges. The board discussed next year's priority outlining them as repairs, possibly painting of other structures and repairs to the awnings, and setting aside money for the splash pad.

5. **Discuss, direct, and consider action on recommendations for the Texas Parks & Wildlife Grant.**

Mrs. Mundo presented the criteria for earning points from the Texas Parks & Wildlife (TWP) grant, the upgrades outlined in the Park Master Plan, and the necessary documentation needed along with the grant application. She is requesting the board to give her direction by the next meeting on the areas within the master plan the Board would like to have outlined in the grant. She recommends resurfacing the basketball court, replacing the spring toys at the North Park, creating a nature area, painting the gazebo, and money for the splash pad. The Board discussed the many various ways they could incorporate points and what they would like to accomplish. Mrs. Mundo advised the Board and staff the Town Council must conduct a public hearing at the March 23, 2015 council meeting for the grant and it must meet the publication requirements for public hearings. The Board discussed the different community groups and private business Mrs. Mundo may obtain a letter from in support of the improvements and donations for the improvements.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Brown adjourned the regular session at 8:42 p.m.

APPROVED:


Bill Brown, President

ATTEST:


Fred Adair, Secretary



**Planning and Zoning Commission
Minutes November 3, 2014**

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

The Planning and Zoning Commission of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, on the 3th day of November 2014 with the following members present:

Stephen Smith	Chairman
John Kushma	Vice Chairman
John Richards	
Randy Siddens	
Jason Bergin	
Clifton Cassell	

constituting a quorum. Staff present was:

Matthew Fielder	City Manager
Chad Joyce	Community Development Director
Chelsea Nelson	P&Z Secretary

(The following items were considered in accordance with the official agenda posted on the 31st day of October 2014.)

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Chairman Smith called the regular session to order at 7:04 PM.

PLEDGE OF ALLEGIANCE

Invocation led by Chad Joyce which was followed by the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Approval of Planning and Zoning Minutes

Chairman Smith asked for change to location from the October 4, 2014 minutes from Town Council Chambers to the Fire Training Room. Commissioner Siddens made a motion to approve the minutes from August 4, 2014 with the modification to the location. Commissioner Richards seconded the motion. The motion passed unanimously.

NEW BUSINESS

2. Review and consider any recommendation on Zoning Case Z-204, a proposed plat as requested by Ann Farrell, for the properties at 1704 and 1706 Nora Drive, Tracts 8A01 and 8A01A of the Nathan Smith Survey, into a single residential lot, Lot 1 of the Farrell Addition, Pantego, Tarrant County, Texas. The property is generally located on the west side of Nora Drive between Peachtree Lane and Rogers Court.

Chairman Smith opened the floor to anyone present who wished to speak.

**Planning and Zoning Commission
Minutes November 3, 2014**

Council member, Fred Adair and Town Engineer, Joyce Stanton were both present but had no comment on the Zoning Case Z-204.

The Commission discussed the reserve easements for Oncor and AT&T. The Commission also inquired about the Right-of-Way that belongs to the Town. Community Development Director, Chad Joyce, clarified that because these tracts of land had never before been platted that this was the first time either Oncor or AT&T have had the opportunity to reserve easement space and that the Town has always owned the right-of-way outlined on the plat presented.

Commissioner Richards made a motion to recommend to Council the approval of the Special Use Permit for Zoning Case Z-204.

Commissioner Cassell seconded the motion. The motion passed unanimously.

ADJOURNMENT

Chairman Smith declared the meeting adjourned at 7:16 p.m.



Stephen Smith, Chairman

ATTEST:



Chelsea Nelson, Planning & Zoning Secretary



AGENDA BACKGROUND

AGENDA ITEM: Honors/Recognitions

Date: March 9, 2015

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The Town of Pantego received a request for a Proclamation to help with public awareness of a disease called Multiple Myeloma. Philip Westine will not be present to accept the proclamation.

Each year the Town of Pantego recognized Poison Control Week during the month of March through a Proclamation.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Multiple Myeloma Proclamation
Poison Control Proclamation

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



Proclamation

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

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

**THE MONTH OF MARCH, 2015
MULTIPLE MYELOMA AWARENESS MONTH**

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 9TH DAY OF MARCH 2015.


**MELODY PARADISE
MAYOR**



Proclamation

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

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

**THE WEEK OF MARCH 15-21, 2015
POISON PREVENTION WEEK**

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 9TH DAY OF MARCH 2015.


**MELODY PARADISE
MAYOR**



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on an update to the Town of Pantego Emergency Management Plan (EMP).

Date: March 9, 2015

PRESENTER:

Thomas Griffith, Chief of Public Safety

BACKGROUND:

According to State regulations municipalities are required to provide an update to their Emergency Management Plan every five years. The last update was approved by Council in 2009. Town staff has provided their input on the current plan. Those inputs have been incorporated into the plan. The Town is currently approved at an Intermediate level of planning. We were previously at an Advanced level; however, due to limited manpower and resources we were forced to drop to an Intermediate level.

At the March 2, 2015 Council meeting staff presented a draft of the Town's EMP and requested input. Input from Council was received and has been incorporated into the proposed draft.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff requests approval of the update as presented.

ATTACHMENTS:

Emergency Management Plan draft containing updated information as requested during the March 2, 2015 Council meeting.

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

RESOLUTION NO. 15-05

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS,
ADOPTING AN EMERGENCY MANAGEMENT PLAN FOR THE TOWN OF PANTEGO;
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Title 4 Subtitle B Law Enforcement and Public Protection Chapter 418 Emergency Management Subchapter E Local and Interjurisdictional Emergency Management Section 418.106 Local and Interjurisdictional Emergency Management Plans states each local and interjurisdictional agency shall prepare and keep current an emergency management plan for its area providing for disaster mitigation, preparedness, response, and recovery and outlines the information to be contained within the plan; and

WHEREAS, the Town Council has reviewed the attached Emergency Management Plan for the Town of Pantego; and

WHEREAS, the Emergency Management Plan outlines the Town's approach to emergency operations by providing general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery.

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

Section 1: the Town Council hereby adopts the attached Emergency Management Plan in "Exhibit A." as the Town's Emergency Management Plan.

Section 2: the Town Council recognizes that Chapter 3 of the Division of Emergency Management Local Emergency Management Planning Guide states the Emergency Management Plan and all annexes must be revised or updated by a formal change at least every five years.

Section 3: this resolution shall be in full force and is effective immediately upon passage.

PASSED AND APPROVED this the 9th day of March 2015, at a regular meeting of the Town Council of the Town of Pantego, Texas, by a vote of __ ayes, __ nays and abstentions.

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVED AS TO FORM:

James T. Jeffrey, Jr., City Attorney

EMERGENCY MANAGEMENT PLAN



APPROVAL & IMPLEMENTATION

The Town of Pantego

Emergency Management Plan

This emergency management plan is hereby approved. This plan is effective immediately and supercedes all previous editions.

Mayor

Date

Town Secretary

Date

Emergency Management Coordinator

Date

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BASIC PLAN

I. AUTHORITY

A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. *The Texas Homeland Security Strategic Plan*, Parts I and II, December 15, 2003
10. *The Texas Homeland Security Strategic Plan*, Part III, February 2004

C. Local

1. Pantego Municipal Code, Chapter 2.44, dated 89-01, Amended 90-01.

II. PURPOSE

This Basic Plan outlines our approach to emergency operations. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes our chief elected official and other elected officials, the emergency management staff, department and agency heads and their senior staff

members, leaders of local volunteer organizations that support emergency operations, and others who may participate in our mitigation, preparedness, response, and recovery efforts.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DEM	Department of Emergency Management
DHS	Department of Homeland Security
EMC	Emergency Management Coordinator
EMS	Emergency Medical System
EOC	Emergency Operations or Operating Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
NIMS	National Incident Management System
NRP	National Response Plan
OSHA	Occupational Health & Safety Administration
PIO	Public Information Officer
SOC	State Operations Center
TRRN	Texas Regional Response Network
SOPs	Standard Operating Procedures
TSA	The Salvation Army

B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety.
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and representatives of the state agencies and volunteer groups represented on the State Emergency Management Council with resources in the district. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies.
4. Emergency Operations or Operating Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.
5. Emergency Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situation. As used in this plan, this term is intended to describe a *range* of situations, from a minor incident to a catastrophic disaster. It includes the following:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area, not community-wide.
 - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - 5) May require limited external assistance from other local response agencies or contractors.
 - 6) For the purposes of the NRP, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an incident commander.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.

- 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - 7) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.
 - 4) Requires a response by all local response agencies operating under one or more incident commanders.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
 - 7) For the purposes of the NRP, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
6. Hazard Analysis. A document, published separately from this plan, which identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
 7. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence, is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
8. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
9. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Our town is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

Figure 1

HAZARD SUMMARY

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
<i>Natural</i>							
Drought	LIKELY	MAJOR			MAJOR		
Earthquake	UNLIKELY	LIMITED			LIMITED		
Flash Flooding	OCCASIONAL	MODERATE			MODERATE		
Flooding (river or tidal)	UNLIKELY	LIMITED			LIMITED		
Hurricane	UNLIKELY	LIMITED			LIMITED		
Subsidence	UNLIKELY	LIMITED			LIMITED		
Tornado	HIGHLY LIKELY	MAJOR			MAJOR		
Wildfire	UNLIKELY	LIMITED			LIMITED		
Winter Storm	OCCASIONAL	MODERATE			MODERATE		
<i>Technological</i>							
Dam Failure	UNLIKELY	LIMITED			LIMITED		
Energy/Fuel Shortage	UNLIKELY	LIMITED			LIMITED		

Hazmat/Oil Spill (fixed site)	UNLIKELY	LIMITED	LIMITED
Hazmat/Oil Spill (transport)	UNLIKELY	LIMITED	LIMITED
Major Structural Fire	LIKELY	MODERATE	MAJOR
Nuclear Facility Incident	UNLIKELY	LIMITED	LIMITED
Water System Failure	OCCASIONAL	MAJOR	MAJOR
Natural Gas Well Emergency	OCCASIONAL	MODERATE	MODERATE
Security			
Civil Disorder	UNLIKELY	LIMITED	LIMITED
Enemy Military Attack	UNLIKELY	LIMITED	LIMITED
Terrorism	MODERATE	MAJOR	MAJOR
* Likelihood of Occurrence: Unlikely, Occasional, Likely, or Highly Likely			

B. Assumptions

1. Our town will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting our town. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of our emergency management program are to protect public health and safety and preserve public and private property.

B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect our community.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and

property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.

3. Local government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with insuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve interoperability between all levels of government, private sector, and nongovernmental organizations.
9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

C. Operational Guidance

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders are likely to be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
 - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
 - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
 - a. We will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that the county should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, we will:
 - 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
 - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
 - 3) Request assistance from volunteer groups active in disasters.
 - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
 - b. When external agencies respond to an emergency situation within our jurisdiction, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

D. Incident Command System (ICS)

1. We intend to employ ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified Command, Unified and Area Commands

E. ICS - EOC Interface

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.

3. The EOC is generally responsible for:
 - a. Providing resource support for the incident command operations.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation.
 - e. Organizing and implementing shelter and mass arrangements for evacuees.
 - f. Coordinating traffic control for large-scale evacuations.
 - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable and the allocation of resources to specific field operations be coordinated through the EOC.

F. State, Federal, & Other Assistance

1. State & Federal Assistance

- a. If local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Hurst, Texas. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the chief elected official (the Mayor) and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.
- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.

2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).

- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Plan (NRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

G. Emergency Authorities

- 1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.
- 2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, we shall use these powers during emergency situations. These powers include:
 - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Staff shall consult with the Town attorney regarding the issuance of civil orders.
 - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
 - 1) Suspending procedural laws and rules to facilitate a timely response.
 - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - 3) Restricting the movement of people and occupancy of premises.
 - 4) Prohibiting the sale or transportation of certain substances.
 - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. Authority for Evacuations. State law provides our Mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

H. Activities by Phases of Emergency Management

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.

- a. Mitigation

We will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program will be outlined in Annex P, Mitigation, which is under development.

- b. Preparedness

We will conduct preparedness activities to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in our emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

- c. Response

We will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- d. Recovery

If a disaster occurs, we will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery

focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. The Pantego governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the Town Mayor, City Manager, Emergency Management Coordinator, Chief of Public Safety, Assistant Fire Chief, Assistant Police Chief, Director of Public Works, Finance Director, Director of Community Development and Town Secretary.

3. Emergency Services

Emergency Services include the Incident Commanders and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations. We rely heavily upon those organizations listed in the Tarrant County Voluntary Organizations Active in Disaster (VOAD) list.

B. Assignment of Responsibilities

1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, department heads, and other personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found the functional annexes to this Basic Plan.

3. Executive Group Responsibilities

a. The Mayor will:

- 1) In conjunction with staff, establish objectives and priorities for emergency management.
- 2) Monitor the emergency response during disaster situations and provide direction where appropriate.
- 3) With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary.
- 6) Direct activation of the EOC.

b. The City Manager will:

- 1) Implement the policies and decisions of the governing body relating to emergency management.
- 2) Organize the emergency management program and identifies personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

- c. The Emergency Management Coordinator will:
 - 1) Serve as the staff advisor to our Mayor and City Manager on emergency management matters.
 - 2) Keep the Mayor, City Manager and Town Council apprised of our preparedness status and emergency management needs.
 - 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
 - 4) Prepare and maintain a resource inventory.
 - 5) Arrange appropriate training for local emergency management personnel and emergency responders.
 - 6) Coordinate periodic emergency exercises to test our plan and training.
 - 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
 - 8) Activate the EOC when required.
 - 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.
- d. The Chief of Public Safety, Assistant Fire Chief, Assistant Police Chief, Director of Public Works, Finance Officer, Community Development Director and Town Secretary will provide input on his/her areas of expertise related to the Emergency Management Plan during Executive Group meetings.

4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander or the EOC.

5. Emergency Services Responsibilities

- a. The Incident Commander will:
 - 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.

- 2) Determine and implement required protective actions for response personnel and the public at an incident site.
- b. Warning.
- 1) Primary responsibility for this function is assigned to the Assistant Police Chief, who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Receive information on emergency situations.
 - b) Alert key local officials of emergency situations.
 - c) Disseminate warning information and instructions to the public through available warning systems.
 - d) Disseminate warning and instructions to special facilities such as schools and hospitals.
- c. Communications.
- 1) Primary responsibility for this function is assigned to the Assistant Police Chief, who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify the communications systems available with the local area and determine the connectivity of those systems.
 - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
 - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
- 1) Primary responsibility for this function is assigned to the Assistant Fire Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintain inventory of radiological equipment.
 - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
 - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
 - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.

- 1) Primary responsibility for this function is assigned to the Assistant Police Chief, who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Identify areas where evacuation has been or may in the future and determine of population at risk.
 - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
 - c) Develop simplified planning procedures for ad hoc evacuations.
 - d) Determine emergency public information requirements.
 - e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
- f. Firefighting.
- 1) Primary responsibility for this function is assigned to the Assistant Fire Chief, who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Fire prevention activities.
 - b) Fire detection and control.
 - c) Hazardous material and oil spill response.
 - d) Terrorist incident response.
 - e) Evacuation support.
 - f) Post-incident reconnaissance and damage assessment.
 - g) Fire safety inspection of temporary shelters.
 - h) Prepare and maintain fire resource inventory.
- g. Law Enforcement.
- 1) Primary responsibility for this function is assigned to the Assistant Police Chief, who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Maintenance of law and order.
 - b) Traffic control.
 - c) Terrorist incident response.
 - d) Provision of security for vital facilities, evacuated areas, and shelters.
 - e) Access control for damaged or contaminated areas.
 - f) Warning support.
 - g) Post-incident reconnaissance and damage assessment.
 - h) Prepare and maintain law enforcement resource inventory.
- h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Assistant Fire Chief, who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Coordinate health and medical care and EMS support during emergency situations.
 - b) Public health information and education.
 - c) Inspection of food and water supplies.
 - d) Develop emergency public health regulations and orders.
 - e) Coordinate collection, identification, and temporary storage of deceased victims.
- i. Direction and Control.
- 1) Primary responsibility for this function is assigned to the City Manager, who will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) Direct and control our local operating forces.
 - b) Maintain coordination with neighboring jurisdictions and the Disaster District in District 4, Hurst, Tx.
 - c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
 - d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
 - e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
 - f) Coordinates the evacuation of areas at risk.
- j. Hazardous Materials & Oil Spill.
- 1) The primary responsibility for this function is assigned to the Assistant Fire Chief, who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
 - 2) Emergency tasks to be performed include:
 - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
 - b) Establish the hazmat incident functional areas (e.g., Hot Zone, Warm Zone, Cold Zone, etc.)
 - c) Determine and implement requirements for personal protective equipment for emergency responders.
 - d) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.

- e) Determine areas at risk and which public protective actions, if any, should be implemented.
- f) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
- g) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is jointly assigned to the Assistant Fire Chief and Assistant Police Chief, who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and conduct search and rescue activities.
 - b) Identify requirements for specialized resources to support rescue operations.
 - c) Coordinate external technical assistance and equipment support for search and rescue operations.

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is jointly assigned to the Assistant Police Chief and Assistant Fire Chief, who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
 - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
 - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
 - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

6. Support Services Responsibilities

a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to Town Secretary, who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Perform emergency shelter and mass care planning.

- b) Coordinate and conduct shelter and mass care operations with our other departments, relief agencies, and volunteer groups (refer to Tarrant County VOAD list).

b. Public Information.

- 1) Primary responsibility for this function is assigned to the Town Secretary, who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish a Joint Information Center (JIC).
 - b) Conduct on-going hazard awareness and public education programs.
 - c) Compile and release information and instructions for the public during emergency situations and respond to questions relating to emergency operations.
 - d) Provide information to the media and the public during emergency situations.
 - e) Arrange for media briefings.
 - f) Compiles print and photo documentation of emergency situations.

c. Recovery.

- 1) Primary responsibility for this function is assigned to the City Manager, who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
 - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
 - c) If damages are beyond our capability to deal with, compile information for use by our elected officials in requesting state or federal disaster assistance.
 - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the Public Works Director, who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Protect government facilities and vital equipment where possible.

- b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
- c) Direct temporary repair of vital facilities.
- d) Restore damaged roads and bridges.
- e) Restore waste treatment and disposal systems.
- f) Arrange for debris removal.
- g) General damage assessment support.
- h) Building inspection support.
- i) Provide specialized equipment to support emergency operations.
- j) Support traffic control and search and rescue operations.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the Public Works Director, who will prepare and maintain Annex L (Energy and Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Prioritize restoration of utility service to vital facilities and other facilities.
 - b) Arrange for the provision of emergency power sources where required.
 - c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
 - d) Assess damage to, repair, and restore public utilities.
 - e) Monitor recovery activities of privately-owned utilities.

f. Resource Management.

- 1) Primary responsibility for this function is assigned to the City Manager, who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Maintain an inventory of emergency resources.
 - b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
 - c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
 - d) Establish emergency purchasing procedures and coordinate emergency procurements.
 - e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
 - f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
 - g) Establish staging areas for resources, if required.
 - h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
 - i) Maintain records of emergency-related expenditures for purchases and personnel.

b. Human Services.

- 1) Primary responsibility for this function is assigned to the Town Secretary. Who will prepare and maintain Annex O (Human Services) to this plan and supporting SOPs
- 2) Emergency tasks to be performed include:
 - a) Identify emergency feeding sites.
 - b) Identify sources of clothing for disaster victims.
 - c) Secure emergency food supplies.
 - d) Coordinate the operation of shelter facilities, whether operated by local government, local volunteer groups, or organized disaster relief agencies such as the American Red Cross.
 - e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
 - f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the Assistant Police Chief, who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
 - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
 - b) Coordinates deployment of transportation equipment to support emergency operations.
 - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
 - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

- I. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our chief elected official.

7. Volunteer & Other Services

Volunteer organizations are numerous and their contact information is contained in the Tarrant County Voluntary Organizations Active in Disaster (VOAD) list attached to this plan.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Walmart Neighborhood Market
- 2) American Renal Associates
- 3) Various Resource Providers are listed in the appendices of Annex M.

VII. DIRECTION AND CONTROL

A. General

1. The Mayor is responsible for providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, he/she may carry out those responsibilities from the EOC.
2. The City Manager and the EMC will provide overall direction of the response activities of all our departments and serve as managers of the EOC. During major emergencies and disaster, they will normally carry out those responsibilities from the EOC.
3. Incident Commanders, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
4. During emergency operations, department heads retain administrative and policy control over their employees and equipment and will serve in various roles within the EOC. However, personnel will carry out mission assignments directed by the Incident Commanders. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as a common communications protocol, may be adopted to facilitate coordinated effort.
5. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; see also the Request for Assistance form in Annex M, Appendix 2. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

B. Emergency Facilities

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted

previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Emergency Operations Center. When major emergencies and disasters have occurred or appear imminent, we will activate our EOC, which is located at 1614 S. Bowen Road in the Town Council Chambers.

2. The following individuals are authorized to activate the EOC:

- a. City Manager or Designees
- b. Emergency Management Coordinator
- c. Chief of Public Safety
- d. Assistant Fire Chief or Assistant Police Chief or their designees

3. The general responsibilities of the EOC are to:

- a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
- c. Provide resource support for emergency operations.
- d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
- e. Organize and activate large-scale evacuation and mass care operations.
- f. Provide emergency information to the public.

5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.

6. Our Alternate EOC is located at 2600 Miller Lane. This facility will be used if our primary EOC becomes unusable.

7. We have access to mobile command and control vehicle, operated by the City of Burleson through our agreement with the Southern Emergency Response and Preparedness Association (SERPA), which may be used as an Incident Command post.

C. Line of Succession

1. The line of succession for the Mayor is:

- a. Mayor Pro-Tem
- b. 1st Senior Council Member
- c. 2nd Senior Council Member

2. The line of succession for the City Manager is:

- a. Chief of Public Safety
 - b. Assistant Police Chief
 - c. Assistant Fire Chief
 - d. Emergency Management Coordinator
 - e. Public Works Director
3. The line of succession for the Emergency Management Coordinator is:
- a. City manager
 - b. Chief of Public Safety
 - c. Assistant Police Chief
 - d. Assistant Fire Chief
 - e. Public Works Director
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

VIII. READINESS LEVELS

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We use a four-tier system. Readiness Levels will be determined by the City Manager or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B.** The following Readiness Levels will be used as a means of increasing our alert posture.
1. Level 4: Normal Conditions
 - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
 - b. The normal operations of government are not affected.
 2. Level 3: Increased Readiness
 - a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when the situations similar to the following occur:
 - 1) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
 - 2) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased

situation monitoring, reconnaissance of known trouble spots, deploying warning signs.

- 3) Mass Gathering. Readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
 - 4) Possible Terrorist Threat. Responding to the increase of security level by the Federal government due to the possibility of terrorist activity within the local area.
- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

3. Level 2: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
- 1) Tornado Warning. Issued when a tornado has actually been sighted in the vicinity or indicated by radio, and may strike in the local area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.
 - 2) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
 - 3) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
 - 4) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
 - 5) Terrorist Threat. Responding to the increase of security level by the Federal government due to a confirmed terrorist threat within the local area.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.

4. Level 1: Maximum Readiness

- a. Maximum Readiness refers to situation that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
 - 1) Tornado Warning. Tornado has been sighted especially close to a populated area or moving towards a populated area. Readiness actions may include taking immediate shelter and put damage assessment teams on stand-by.
 - 2) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
 - 3) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.
 - 6) Terrorist Activity. Responding to the increase of security level by the Federal government due to actual terrorist activity within the local area.
- b. Declaration of “Level 1” will generally require the initiation of the “Maximum Readiness” activities identified in each annex to this plan.

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should our local resources prove to be inadequate during an emergency a request will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

B. Reports

1. Hazardous Materials Spill Reporting. If we are responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations

Our town is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
 - 1) Activation or deactivation of emergency facilities.
 - 2) Emergency notifications to other local governments and to state and federal agencies.
 - 3) Significant changes in the emergency situation.
 - 4) Major commitments of resources or requests for additional resources from external sources.
 - 5) Issuance of protective action recommendations to the public.
 - 6) Evacuations.
 - 7) Casualties.
 - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operations costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- b. If records are damaged during an emergency situation, we will seek professional assistance to preserve and restore them.

D. Training

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

E. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Town Attorney, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

F. Post-Incident and Exercise Review

The Executive Group is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE
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A. Plan Development

The Mayor is responsible for approving and promulgating this plan in cooperation with Town staff.

B. Distribution of Planning Documents

1. The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

C. Review

Local officials shall review the Basic Plan and its annexes annually. The City Manager will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Basic Plan is assigned to The EMC. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) *Local Emergency Management Planning Guide* (DEM-10).
3. Revised or updated planning documents will be provided to all departments, agencies, and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The EMC is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies

4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

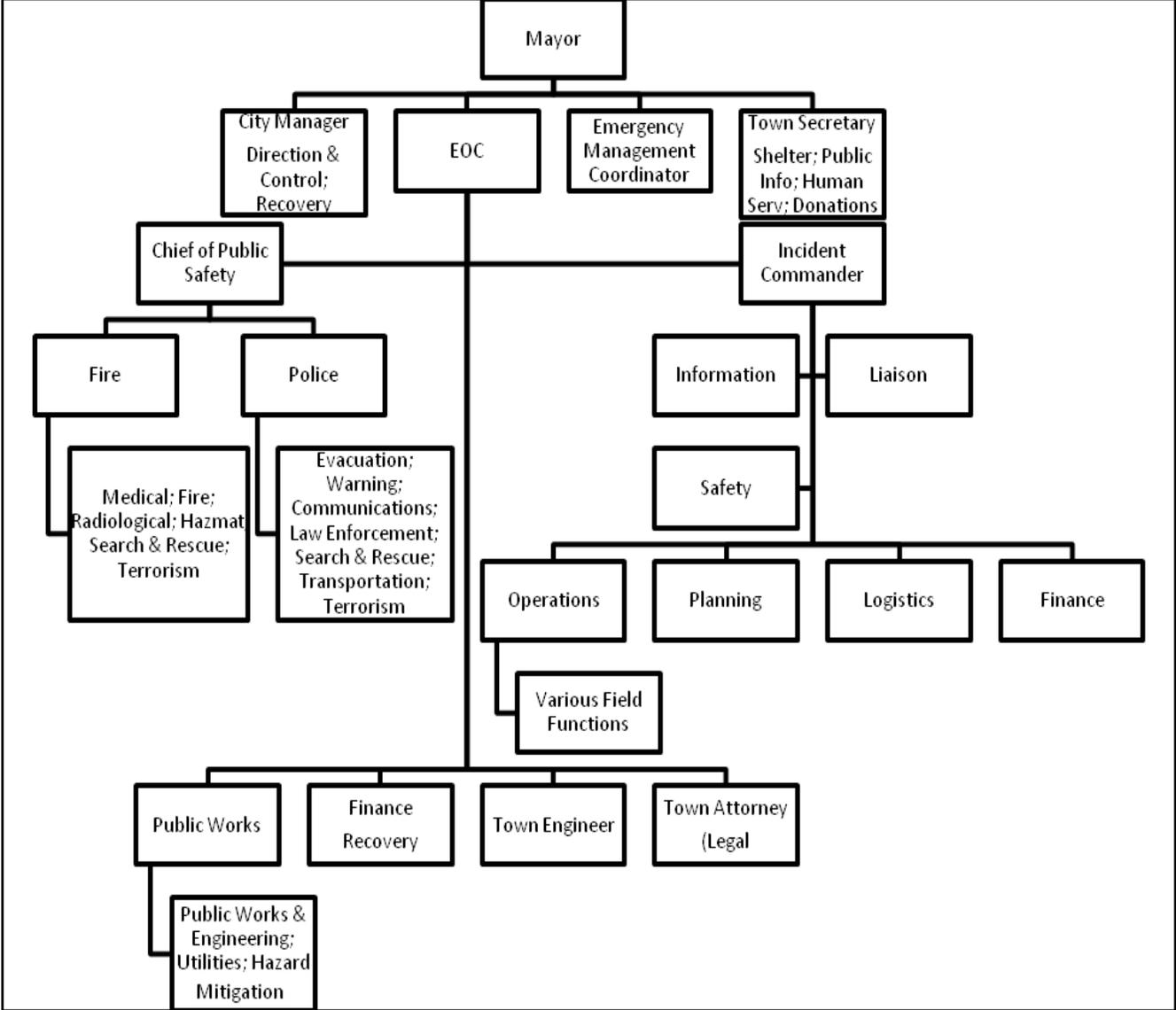
ATTACHMENT 1 DISTRIBUTION LIST

<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
EOC	2	All
Mayor	1	All
Each Council Member	1	
City Manager	1	All
EMC	1	All
Town Secretary	1	All
Community Development Director	1	All
Chief of Public Safety	1	All
Assistant Fire Chief	1	All
Assistant Police Chief	1	All
Fire Department reference library	1	All
Police Department reference library	1	All
Finance Director	1	All
Public Works Director	1	All
Town Engineer	1	
Town Attorney	1	U
Town Judge	1	U
Tarrant County Local Emergency Planning Committee	1	All

ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, *National Response Plan*
7. 79th Texas Legislature, *House Bill 3111*

**ATTACHMENT 3
PANTEGO ORGANIZATION FOR EMERGENCY MANAGEMENT**



**ATTACHMENT 4
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Emergency Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services		Hazmat & Oil Spill Response	Search & Rescue	Transportation				Terrorist Incident Response
Mayor	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S				S
City Manager	S	S	S	S	S	S	S	S	S	P	S	S	P	P	S		S	S	S				S
EMC	S	C	C	C	S	C	C	C	C	C	C	C	S	C	C		C	C	C				C
Law Enforcement	P	P	S	S	P	S	P		S				S	S	S		S	P	P				P
Fire Service	S	S	S	P	S	P		P					S	S			P	P					P
Public Works		S	S	S	S		S			S	P	P	S	S			S	S	S				S
Town Secretary			P		S				P				S		P								S
Volunteer Services			S		S				S				S	S	S				S				S
Town Attorney					S								S										S
Finance Officer										P			S		S								S

P – INDICATES PRIMARY RESPONSIBILITY
 S – INDICATES SUPPORT RESPONSIBILITY
 C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5
ANNEX ASSIGNMENTS**

ANNEX	ASSIGNED TO:
Annex A: Warning	Assistant Police Chief
Annex B: Communications	Assistant Police Chief
Annex C: Shelter & Mass Care	Town Secretary
Annex D: Radiological Protection	Assistant Fire Chief
Annex E: Evacuation	Assistant Police Chief
Annex F: Firefighting	Assistant Fire Chief
Annex G: Law Enforcement	Assistant Police Chief
Annex H: Health and Medical Services	Assistant Fire Chief
Annex I: Emergency Public Information	Town Secretary
Annex J: Recovery	City Manager
Annex K: Public Works & Engineering	Public Works Director
Annex L: Utilities	Public Works Director
Annex M: Resource Management	City Manager
Annex N: Direction & Control	City Manager
Annex O: Human Services	Town Secretary
Annex Q: Hazardous Materials & Oil Spill Response	Assistant Fire Chief
Annex R: Search & Rescue	Assistant Fire Chief/Assistant Police Chief
Annex S: Transportation	Assistant Police Chief
Annex V: Terrorist Incident Response	Assistant Police Chief/Assistant Fire Chief

ATTACHMENT 6
SUMMARY OF AGREEMENTS & CONTRACTS

1. AUTOMATIC AID FIRE AGREEMENT WITH THE CITY OF ARLINGTON. SIGNED 1990
2. MUTUAL AID FIRE AGREEMENT WITH THE CITY OF MANSFIELD. SIGNED 1988
3. MUTUAL AID AGREEMENT WITH THE CITY OF FOREST HILL. SIGNED 2004
4. MUTUAL AID FIRE/EMS AGREEMENT WITH VARIOUS FIRE DEPARTMENTS WITHIN TARRANT COUNTY THROUGH THE COUNTY WIDE MUTUAL AID AGREEMENT. SIGNED 2002
5. GREATER DALLAS-FORT WORTH REGIONAL LAW ENFORCEMENT MUTUAL AID TASK FORCE AGREEMENT. SIGNED 2002
- 6.
7. TEXAS INTRASTATE FIRE MUTUAL AID SYSTEM (TIFMAS)
8. TARRANT COUNTY VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTER (VOAD)
9. FEMA PREPOSITIONED EQUIPMENT PROGRAM; PST-7 (PEP SUPPORT TEAM-7)

ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY
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A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

2) UNIFIED COMMAND

- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
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- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
 - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
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- 2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
 - 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
 - 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
 - 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
 - 6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on a presentation of the Texas Parks & Wildlife Grant program.

Date: March 9, 2015

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

The Pantego Economic Development Corporation is considering submitting an application to the Texas Parks and Wildlife Department for a grant to make improvements to Bicentennial Park. The grant is a fifty (50) percent match, up to \$75,000. Improvements under consideration include a splash park, volleyball court, butterfly garden, and upgrades to the basketball court. The purpose of this item is to review the improvements and other elements of the application with Council in advance of submitting a resolution for support at the March 23rd Regular Town Council meeting. The deadline to submit an application is March 31, 2015.

FISCAL IMPACT:

Up to \$75,000 in PEDC funding.

RECOMMENDATION:

None

ATTACHMENTS:

Grant Scoring System

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

TPWD Priority Scoring System- Grant Application Planning to date

1. Population under 2,500 (maximum 3 points) 3
Pantego in 2010 census was 2,394 population
2. Geographic distribution 3
 - a. First public park 10 points
 - b. significant new and different park or recreation opportunities 1 pt per facility documented by public input process up to 3 points, new facilities 3 of 4
 - ✓ Childrens splash park: Spray park requested on 12/2011 citizen questionnaire with The Master Park Plan. Also Splash Park noted as one of highest needs in The Master Park Plan in Stakeholders Meeting of 1/2012
 - ✓ Basketball courts: noted one of highest need in Stakeholder meeting of 1/2012 as part of Master Plan. Also asked for upgrade of existing courts at same meeting.
 - ✓ Volleyball courts : Teenager population noted as recreation needs as not met at stakeholder meeting on 1/2012. Volleyball for Teen groups requested on citizen survey as part of The Master Park Plan, survey also asked for volleyball as general park amenity
 - ✓ Butterfly Garden adjacent walking path: Master Plan questionnaire responses included request for more Texas native plants and flowering plants and bird feeders in question 6
3. Outdoor Recreation/Conservation vs Support Costs 0-10 points 10
 - a. (direct recreational costs /by total construction costs) * 10
 - Splash Park \$150,000
 - Basketball Courts \$20,000
 - Volleyball Courts \$ 22,500
 - Butterfly Garden \$2,500
4. Underserved Populations 0-12 points 1.2
 - a. % of low income population (households below income of \$34,999) times 5 ((households in 2009-2013 ACS 258/1059) *5)

b. % of minority population times 5 (white population as whole (2147/2394=0.90) nonwhite s 10% * 5 0.5

c. Opportunities for physically/mentally challenged citizens which exceed Fed & state required accessibility standards 2 points
splash pad will be accessible, as will be vv ball courts and butterfly garden, will need accessible ramp for bb courts 1.5

5. Local Resources & Partnerships 0 – 10 points

a. resources other than applicant Divide total outside contribution/ total match (\$75,000) and multiply results by 5

b. documented contributions of applicant and outside resources above 50% match (additional contributionsamount/ required match) * 5

6. Renovations 0-10 points 8.8

a. Renovation of obsolete area or facility-(renovations costs/total construction costs)*10
basketball courts + splash park+ garden \$172,500/195,000

7. Sustainable Park Design 0-5 points (check on Natural Resource Inventory)

a. How design and construction embraces sustainable techniques of diversity, innovative nature and cost of project elements

Use of recycled materials for VV/BB and splash park, recycled water, Texas drought resistant native plants, drip irrigation and environmental education,

8 TPWD Goals 0-2 points (check on more clarifications) 2

a. How plans for grant support the State’s Land & Water Resources Conservation & Recreation

Plan State 2012 Plan Small Community Rec. Grant Priority Scoring Criteria Appendix G Page 9-10 of Plan and Pages 1 and 2 of Chapter 11

2) Meet need to improve outdoor recreation- all 4 proposed improvements

3) Respond to prominent outdoor rec trends: BB and VV most popular team sports

2) Conserve, manage, operate & promote sites for recreational opportunities, biodiversity and the cultural heritage of Texas-new opportunities to view Texas native plants in the garden, get outdoors and enjoy the spray park in warm weather, enjoy sand volleyball for teens and upgraded basketball court for all ages and accessibility improved

3) Increase participation in outdoor recreation- new opportunities for teens, new water recreation for young children, better basketball facilities, a new garden along trail for watching butterflies and birds.

9. Compliance deduction of 5 points if not in compliance with previously existing grant obligations

10. Application Materials 0-5 points

A complete application received by the application deadline

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