



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### July 13, 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
  - Park Row Construction
  - PantegoFest 2015
  - Strategic Planning Session
  
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 and Sewer Billing Analysis Reports; Garbage and Recycling Billing Analysis.
  - Community Development: Certificate of Occupancies, Building Permits, Inspections, Construction Values, Contractor Registrations.
  - Municipal Court: Citations Issued, Warrants Issued, Monies Received.
  
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 June 22, 2015
  
  - Acceptance of Minutes of Boards and Commissions:
    - PEDC minutes from June 10, 2015
    - CRB minutes from May 5, 2015

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

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORT

CITIZENS OPEN FORUM

This is a time for the public to address the Town Council on any subject not on this agenda. However, in accordance with the Open Meetings Act Section 551.042, the Town Council cannot discuss issues raised or make any decisions on that subject at this time. The Town Council or an appropriate

Town official may make a statement of factual information or policy on the subject in response to an inquiry by a member of the public. Issues raised may be referred to Town Staff for research and possible future action.

**APPROVAL OF CONSENT AGENDA ITEMS**

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

**RESOLUTION**

- 5. Discuss, direct, and consider action on Resolution 15-22 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an Interlocal Agreement with and between the City of Fort Worth, Texas, for rabies control and providing an effective date.
- 6. Discuss, direct, and consider action on Resolution 15-23 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with Child’s Play for the installation of artificial grass at the three playground locations at Bicentennial Park; and providing for an effective date.
- 7. Discuss, direct, and consider action on Resolution 15-24 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with Franklin Digital Solutions to upgrade and provide technical support to the Town’s Electronic Records Management System; and providing an effective date.

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

- 8. Discuss, direct, and consider action on the Introduction of the 2015-16 Fiscal Year Budget by the City Manager.
- 9. Discuss, direct, and consider action on the re-appointment of boardmembers to the boards and commissions.
- 10. Discuss, direct, and consider action on the appointment of council liaison’s to the boards and commissions

**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, July 10, 2015 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary

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

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





# City Manager’s Report

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

**From:** Matt Fielder, City Manager

**Date:** July 13, 2015

**Personnel Vacancies**

The Town currently continues to have a vacancy in the Police Department for a Dispatcher. The Public Works Department has vacancies for Foreman and Maintenance Worker. Candidates for both positions have been hired, and will start on July 20<sup>th</sup>. In addition, Chelsea Nelson has submitted her resignation, as she will be taking a similar position with the City of Arlington. This will leave a vacancy for the Support Services Specialist for Community Development.

**Park Row Construction**

Construction continues to proceed ahead of schedule. The crossover to the parallel line on the north side should be complete by July 10<sup>th</sup>. Paving work has started at the east of the project. There was an accident on Wednesday, July 8<sup>th</sup>, when a driver exiting Braum’s drove through the barricades and into the trench. Nobody was injured and there was no damage to the street.

**PantegoFest 2015**

The focus of PantegoFest continues to be sponsorships and vendors. We currently have twenty-five vendors. We currently have six sponsors who have paid. A similar number have made commitments, and there are several with requests pending.

**Strategic Planning Session**

Staff is proposing that the joint Council-PEDC strategic planning session be held on Saturday, August 15<sup>th</sup>. It would be held in Council Chamber, and would be an all-day event. The PEDC confirmed their availability at their July 8<sup>th</sup> meeting.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** July 13, 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: \_\_\_\_\_



## 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 June 30, 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

THIS PAGE INTENTIONALLY LEFT BLANK



**Town of Pantego  
Monthly Investment Report  
As of June 30, 2015**

Book Value of Pool Account, June 1, 2015 \$ 5,408,664

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	6/1/2015	\$ 5,408,664	6/30/2015	0.06%	\$ 1.00
Certificate of Deposits	2/26/2015	\$ 907,309	2/23/2017	0.69%	\$ 907,309

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 5,408,664	\$ 5,408,989	\$ (48,544)	\$ 5,360,070	\$ 5,360,445
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 6,315,973</b>	<b>\$ 6,316,298</b>	<b>\$ (48,544)</b>	<b>\$ 6,267,379</b>	<b>\$ 6,267,754</b>

**Pantego Economic Development Corp.  
Monthly Investment Report  
As of June 30, 2015**

Book Value of Pool Account, June 1, 2015 \$ 418,542

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	6/1/2015	\$ 418,542	6/30/2015	0.06%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Market Value	Ending Book Value	Ending Market Value
Texpool	\$ 418,542	\$ 418,567	\$ 38,872	\$ 457,411	\$ 457,439
<b>Total</b>	<b>\$ 418,542</b>	<b>\$ 418,567</b>	<b>\$ 38,872</b>	<b>\$ 457,411</b>	<b>\$ 457,439</b>

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

  
Matthew Fielder  
City Manager

  
Arfel Carmona  
Finance Director



# Interest Distribution

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

## Interest Distribution Report

Interest Distribution Report

Generated: 07/06/2015  
Settlement Date: 06/30/2015

Location : 79038  
Location Name : TOWN OF PANTEGO

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

Pool Number/Name	Account Number	Account Name	Interest Amount	Month End Balance
449/	7903800001	GENERAL FUND	\$253.97	\$5,360,069.61
449/	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$20.96	\$457,411.49
TexPool Totals:			\$274.93	\$5,817,481.10
Locations Totals			\$274.93	\$5,817,481.10

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



**Welcome to TexConnect!**

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

### Pool Information

Location: 79038  
TOWN OF PANTEGO

#### TexPool

Average monthly rate for June	0.0575%
Average monthly allocation factor for June	0.000001575
<b>Information as of</b>	July 5, 2015
Current Interest Rate <sup>(3)</sup>	0.0577%
Allocation Factor	0.000001581
7 day Net Yield	0.06%
Current Pool Balance	\$13,880,386,709.47
Current Weighted Average Maturity <sup>(1)</sup>	46 days
Current Weighted Average Maturity <sup>(2)</sup>	72 days
Market Value per Share	1.00007

#### TexPool Prime

Average monthly rate for June	0.1063%
Average monthly allocation factor for June	0.000002912
<b>Information as of</b>	July 5, 2015
Current Interest Rate <sup>(3)</sup>	0.1094%
Allocation Factor	0.000002997
7 day Net Yield	0.11%
Current Pool Balance	\$1,205,172,999.98
Current Weighted Average Maturity <sup>(1)</sup>	38 days
Current Weighted Average Maturity <sup>(2)</sup>	50 days
Market Value per Share	0.99999

#### Contact Information

Participant Services 1-866-839-7665

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

THIS PAGE INTENTIONALLY LEFT BLANK

TOWN OF PANTEGO  
CASH & INVESTMENTS REPORT  
AS OF: JUNE 30TH, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<b>GENERAL FUND</b>						
100-0-000-102.00	CASH	175,527.19				
100-0-000-102.10	PETTY CASH	500.00				
100-0-000-102.20	CHANGE FUND - COURT	300.00				
100-0-000-102.30	CHANGE FUND - CITY HALL	105.00				
100-0-000-202.00	CERT OF DEPOSIT		252,755.95			
100-0-000-203.00	DISC NOTE #1			0.00		
100-0-000-204.00	TEXPOOL				1,924,644.90	
	<b>TOTAL 100-GENERAL FUND</b>	<b>176,432.19</b>	<b>252,755.95</b>	<b>0.00</b>	<b>1,924,644.90</b>	<b>2,353,833.04</b>
<b>LONG TERM DEBT FUND</b>						
	<b>TOTAL 150-LONG TERM DEBT FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FIXED ASSETS FUND</b>						
	<b>TOTAL 175-FIXED ASSETS FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>WATER AND SEWER FUND</b>						
200-0-000-102.00	CASH	73,205.86				
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				266,521.86	
	<b>TOTAL 200-WATER AND SEWER FUND</b>	<b>73,205.86</b>	<b>251,751.37</b>	<b>0.00</b>	<b>266,521.86</b>	<b>591,479.09</b>
<b>CAPITAL PROJECTS FUND</b>						
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				64,180.46	
	<b>TOTAL 300-CAPITAL PROJECTS FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64,180.46</b>	<b>64,180.46</b>
<b>INTEREST &amp; SINKING FUND</b>						
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				216,394.00	
	<b>TOTAL 400-INTEREST &amp; SINKING FUND</b>	<b>0.00</b>	<b>100,700.51</b>	<b>0.00</b>	<b>216,394.00</b>	<b>317,094.51</b>
<b>STREET IMPVMT CONST FUND</b>						
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				496,752.97	
	<b>TOTAL 500-STREET IMPVMT CONST FUND</b>	<b>0.00</b>	<b>251,751.37</b>	<b>0.00</b>	<b>496,752.97</b>	<b>748,504.34</b>

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: JUNE 30TH, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				1,402,049.87	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	1,402,049.87	1,402,049.87
TRUST & AGENCY FUND						
650-0-000-102.00	CASH	74,039.52				
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				89,248.21	
	TOTAL 650-TRUST & AGENCY FUND	74,039.52	0.00	0.00	89,248.21	163,287.73
WATER/SEWER CONSTRUCTION						
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				322,667.34	
	TOTAL 700-WATER/SEWER CONSTRUCTION	0.00	0.00	0.00	322,667.34	322,667.34
INFRASTRUCTURE IMPVMT						
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				430,365.70	
	TOTAL 750-W/S INFRASTRUCTURE FUND	0.00	0.00	0.00	430,365.70	430,365.70
PAYROLL IMPREST FUND						
777-0-000-102.00	CASH	2,971.61				
	TOTAL 777-PAYROLL IMPREST FUND	2,971.61	0.00	0.00	0.00	2,971.61
COURT SECURITY FUND						
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				23,330.20	
	TOTAL 800-COURT SECURITY FUND	0.00	0.00	0.00	23,330.20	23,330.20
COURT TECHNOLOGY FUND						
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				63,792.57	
	TOTAL 825-COURT TECHNOLOGY FUND	0.00	0.00	0.00	63,792.57	63,792.57
PANTEGOFEST						
850-0-000-102.00	CASH	19,865.99				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				8,109.22	
	TOTAL 850-PANTEGOFEST	19,865.99	0.00	0.00	8,109.22	27,975.21

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: JUNE 30TH, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL	FUND TOTAL
<b>SHAMBURGER MEMORIAL FUND</b>						
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				31,142.77	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	31,142.77	81,493.01
<b>CARTWRIGHT LIBRARY FUND</b>						
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
<b>PEDC INTEREST &amp; SINKING</b>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				229,888.48	
TOTAL 901-PEDC INTEREST & SINKING		0.00	0.00	0.00	229,888.48	229,888.48
<b>PEDC BOND RESERVE FUND</b>						
TOTAL 902-PEDC BOND RESERVE FUND		0.00	0.00	0.00	0.00	0.00
<b>PEDC OPERATING FUND</b>						
903-0-000-102.00	CASH	9,555.44				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				227,523.01	
TOTAL 903-PEDC OPERATING FUND		9,555.44	0.00	0.00	227,523.01	237,078.45
<b>PEDC ADMIN EXPENDITURE</b>						
TOTAL 904-DORMANT		0.00	0.00	0.00	0.00	0.00
<b>PEDC REDEMPTION FUND</b>						
TOTAL 905-DORMANT		0.00	0.00	0.00	0.00	0.00
<b>PEDC SALES TAX REVENUE</b>						
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
<b>ACCOUNTS PAYABLE IMPREST</b>						
TOTAL 999-DORMANT		0.00	0.00	0.00	0.00	0.00
<b>ALL FUNDS TOTAL</b>						
		356,070.61	907,309.44	0.00	5,817,481.10	7,080,861.15
		=====	=====	=====	=====	=====
<b>TOTAL CASH AND INVESTMENTS</b>		356,070.61			6,724,790.54	
		=====			=====	

THIS PAGE INTENTIONALLY LEFT BLANK

TOWN OF PANTEGO GENERAL FUND REVENUE REPORT JUNE 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	\$ 26,008	\$ 25,000	\$ 1,008	\$ 918,355	\$ 912,500	\$ 5,855	\$ 950,000	3%
Delinquent Tax Property	(213)	1,417	(1,630)	5,920	12,750	(6,830)	17,000	65%
Sales Tax	122,121	111,950	10,171	1,071,527	977,558	93,969	1,313,409	18%
Franchise Fee-Natural Gas	-	-	-	32,391	23,000	9,391	23,000	-41%
Franchise Fee-Communications	6	-	6	61,802	60,000	1,802	90,000	31%
Franchise Fee-Electricity	-	-	-	165,761	165,000	761	175,000	5%
Franchise Fee-Cable	-	-	-	10,349	9,333	1,016	14,000	26%
Franchise Fee-Water & Sewer	6,250	6,250	-	18,750	18,750	-	25,000	25%
Mixed Beverage Tax	-	-	-	7,813	7,000	813	14,000	44%
Warrant Charges	9,799	8,333	1,466	80,831	75,000	5,831	100,000	19%
FTA / City (Omni Base)	716	708	8	5,267	6,375	(1,108)	8,500	38%
Court Fines and Penalties	34,370	26,666	7,704	276,706	290,002	(13,296)	370,000	25%
Special Expense Fee	24,997	22,917	2,080	206,099	206,250	(151)	275,000	25%
Police Accident Reports	55	67	(12)	299	600	(301)	800	63%
Child Safety Guard Program	1,036	708	328	5,440	6,375	(935)	8,500	36%
Traffic Fees	531	625	(94)	4,120	5,625	(1,505)	7,500	45%
City Judicial Fee	241	250	(9)	1,941	2,250	(309)	3,000	35%
City Arrest Fees	1,670	1,625	45	13,156	14,625	(1,469)	19,500	33%
10% Serv. Fee from T&A	-	2,083	(2,083)	11,962	18,750	(6,788)	25,000	52%
Time Payment Fee	-	1,558	(1,558)	16,717	14,025	2,692	18,700	11%
Planning and Zoning Fees	-	625	(625)	6,083	5,625	458	7,500	19%
Plan Review Fees	969	583	386	8,297	5,250	3,047	7,000	-19%
Building Permits	5,265	3,917	1,348	35,032	35,250	(218)	47,000	25%
Liquor Licenses	375	167	208	7,288	1,500	5,788	2,000	-264%
Contractor Registration Fee	2,025	917	1,108	10,475	8,250	2,225	11,000	5%
Certificates of Occupancy	1,500	583	917	6,690	5,250	1,440	7,000	4%
Clean & Show	-	25	(25)	640	225	415	300	-113%
Dog Tag Revenue	10	17	(7)	200	150	50	200	0%
NSF Check Fees	-	2	(2)	35	19	16	25	-40%
Ambulance Revenue	9,300	10,000	(700)	97,403	90,000	7,403	120,000	19%
Fire Inspections	3,230	500	2,730	7,675	4,500	3,175	6,000	-28%
Park Rental Revenue	320	250	70	2,695	2,250	445	3,000	10%
Gas Royalty Revenue	-	667	(667)	5,073	6,000	(927)	8,000	37%
Copy Fees	-	4	(4)	-	38	(38)	50	100%
No Insurance Towing Fees	1,350	417	933	3,775	5,000	(1,225)	5,000	NA
Interest Revenue	708	458	250	2,387	4,125	(1,738)	5,500	57%
Other Revenue	2,524	1,667	858	6,841	15,000	(8,159)	20,000	66%
<b>Total</b>	<b>\$ 255,165</b>	<b>\$ 230,956</b>	<b>\$ 24,209</b>	<b>\$ 3,115,795</b>	<b>\$ 3,014,200</b>	<b>\$ 101,594</b>	<b>\$ 3,707,484</b>	<b>16%</b>

TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT JUNE 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	\$ 46,213	\$ 50,154	\$ 3,941	\$ 466,514	\$ 490,569	\$ 24,055	\$ 687,445	32%
Public Works	39,827	45,140	5,313	364,377	396,518	32,142	551,401	34%
Community Development	8,293	8,884	591	83,657	93,977	10,320	126,496	34%
Police	91,572	95,278	3,706	847,924	898,747	50,823	1,235,908	31%
Fire	81,766	81,922	157	748,477	768,670	20,193	1,036,287	28%
Municipal Court	25,003	26,195	1,193	254,718	267,349	12,631	352,439	28%
Community Relations Board	600	782	182	10,516	11,500	984	11,500	9%
Special Events	-	-	-	8,877	8,500	(377)	8,500	-4%
<b>Total</b>	<b>\$ 293,273</b>	<b>\$ 308,355</b>	<b>\$ 15,082</b>	<b>\$ 2,785,059</b>	<b>\$ 2,935,830</b>	<b>\$ 150,771</b>	<b>\$ 4,009,976</b>	<b>31%</b>

TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT JUNE 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	\$ 29,263	\$ 47,167	\$ (17,904)	\$ 297,439	\$ 328,500	\$ (31,061)	\$ 470,000	37%
Water Tap Fees	1,000	25	975	2,685	225	2,460	300	-795%
Sewer Service Charge Fee	28,056	27,917	139	259,754	271,250	(11,496)	355,000	27%
Sewer Tap Fees	-	21	(21)	400	188	212	250	-60%
Trash Collections	7,746	7,500	246	69,659	67,500	2,159	90,000	23%
Sales Tax on Trash Collections	633	619	14	5,692	5,569	124	7,425	23%
Recycling	2,048	2,125	(77)	18,422	19,125	(703)	25,500	28%
Sales Tax on Recycling	157	175	(18)	1,414	1,578	(164)	2,104	33%
Penalties	1,091	1,250	(159)	12,866	11,250	1,616	15,000	14%
N.S.F. Check Fees	30	33	(3)	180	300	(120)	400	55%
Adm. Serv. Charge / Sewer Impact	640	417	223	5,400	3,750	1,650	5,000	-8%
Interest Revenue	453	63	390	688	563	125	750	8%
Other Revenue	2,093	2,333	(240)	17,977	21,000	(3,023)	28,000	36%
Trash Contract Payable	(7,746)	(7,500)	(246)	(69,659)	(67,500)	(2,159)	(90,000)	23%
Sales Tax on Trash Collections Payable	(633)	(619)	(14)	(5,692)	(5,569)	(124)	(7,425)	23%
Recycling Contract Payable	(2,048)	(2,125)	77	(18,422)	(19,125)	703	(25,500)	28%
Sales Tax on Recycling Payable	(157)	(175)	18	(1,414)	(1,578)	164	(2,104)	33%
Total Revenue before Transfers	<u>\$ 62,625</u>	<u>\$ 79,226</u>	<u>\$ (16,600)</u>	<u>\$ 597,388</u>	<u>\$ 637,025</u>	<u>\$ (39,637)</u>	<u>\$ 874,700</u>	<u>32%</u>

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

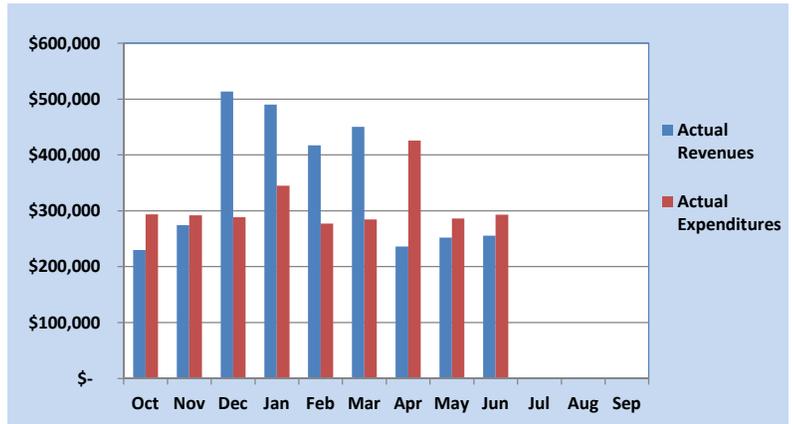
Revenue:	*-----CURRENT MONTH-----*			*-----YEAR TO DATE-----*			BUDGET	
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	% Remaining
Infrastructure Improvements	\$ 24,716	\$ 20,000	\$ 4,716	\$ 224,609	\$ 240,000	\$ (15,391)	\$ 300,000	25%

TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT JUNE 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	\$ 19,175	\$ 22,877	\$ 3,702	\$ 145,014	\$ 155,706	\$ 10,692	\$ 305,469	53%
Sewer Expense	23,441	26,624	3,182	175,861	187,442	11,581	391,984	55%
	<u>\$ 42,617</u>	<u>\$ 49,501</u>	<u>\$ 6,884</u>	<u>\$ 320,874</u>	<u>\$ 343,148</u>	<u>\$ 22,274</u>	<u>\$ 697,453</u>	<u>54%</u>

**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	417,090	276,940	140,150
Mar	450,212	284,393	165,819
Apr	236,007	425,670	(189,663)
May	251,933	286,217	(34,284)
Jun	255,165	293,273	(38,108)
Jul			
Aug			
Sep			
<b>TOTAL</b>	<b>\$ 3,117,920</b>	<b>\$ 2,785,674</b>	<b>\$ 332,246</b>
Budget	\$ 3,707,484	\$ 4,034,978	
Over/(under)	\$ (589,564)	\$ (1,249,304)	
YTD % collected & expensed	84.1%	69.0%	



**Revenues:**

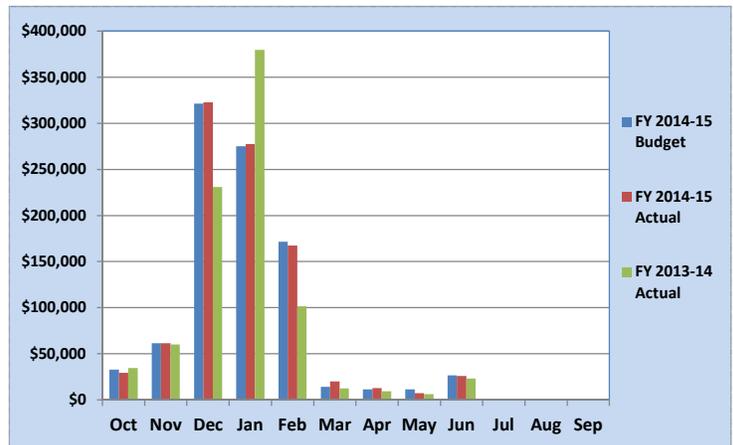
Total revenues in the General Fund as of June 30th totaled \$3,117,920. Total revenue for the same period last year totaled \$3,117,796; \$124 lower when compared to this year. When compared to this year's period projection of \$3,014,200 through the end of June, total revenue collected for the period is \$103,720 higher than anticipated. The increase comes as a result of higher than projected year to date collections of sales tax revenue.

**Expenditures:**

Expenditures in the General Fund as of June 30th totaled \$2,785,674; \$150,771 lower than projected for the period. Total expenditures for the same period last year totaled \$2,746,904; \$38,770 lower when compared to this year's total period expenditures. The difference may be attributable to the timing of capital purchases, vacancy savings and lower/higher than expected expenses. Overall, the Town experienced a decrease in fund balance for the third consecutive month, as approximately 91% of the Town's ad valorem tax (levy), one of the main sources of revenue to the Town, was collected during the first and second quarter of the fiscal year.

**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	13,917	19,958	6,041
Apr	9,103	11,417	12,848	1,431
May	6,061	11,417	7,255	(4,161)
Jun	22,934	26,417	25,795	(622)
Jul	20,219			
Aug	2,027			
Sep	1,922			
<b>TOTAL</b>	<b>\$ 881,236</b>	<b>\$ 925,250</b>	<b>\$ 924,275</b>	<b>\$ (975)</b>
Budget	\$ 880,000		\$ 967,000	
Over/(under)	\$ 1,236		\$ (42,725)	
YTD % collected			95.6%	

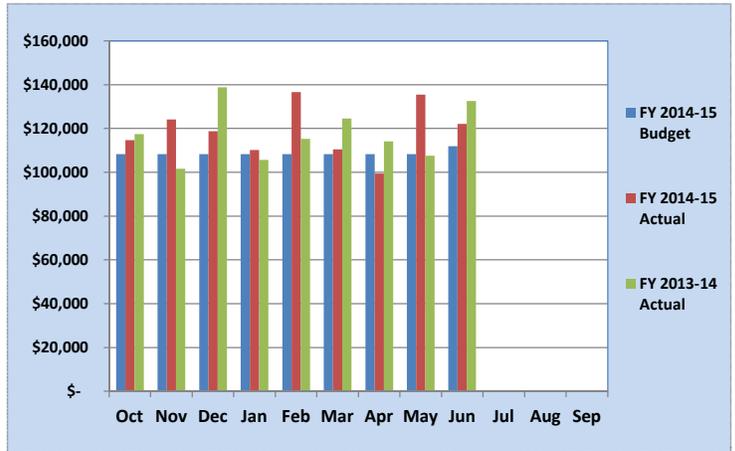


**Description:** Property tax is the second largest source of revenue for the General Fund. Property taxes are levied on both real and personal property according to the property's valuation and tax rate. The property tax rate for the Town of Pantego for FY 2015 is \$0.42 per \$100 valuation, unchanged 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 fees.

**Analysis:** General fund property tax collections as of June 30th totaled \$924,275 or 95.6% of the FY 2015 budgeted amount. The Town has collected about \$67,000 more in property taxes this year compared to the same period last year: \$857,067 in FY14 compared to \$924,275 in FY15.

**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	110,404	2,203
Apr	114,075	108,201	99,359	(8,842)
May	107,566	108,201	135,502	27,301
Jun	132,526	111,950	122,121	10,171
Jul	113,790	111,950		
Aug	114,681	111,950		
Sep	123,282	111,951		
<b>TOTAL</b>	<b>\$ 1,409,135</b>	<b>\$ 1,313,409</b>	<b>\$ 1,071,527</b>	<b>\$ 93,969</b>
Budget	\$ 1,281,969		\$ 1,313,409	
Over/(under)	\$ 127,166		\$ (241,882)	
YTD % collected			81.6%	

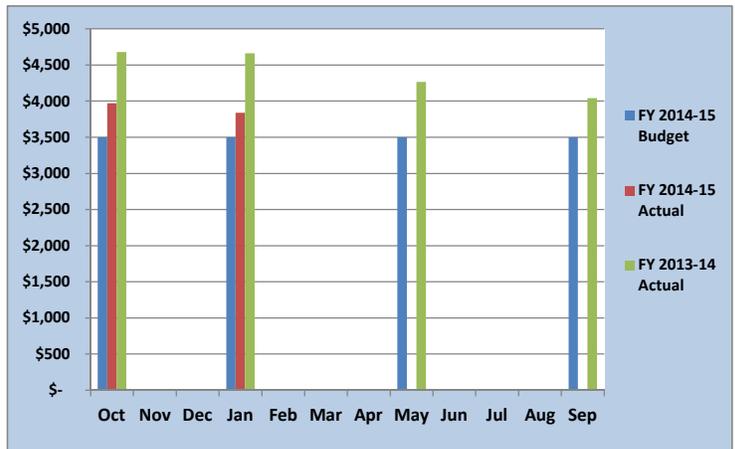


**Description:** Sales and use tax is a tax imposed on all retail sales, leases and rentals of most goods, as well as taxable services. The total sales tax rate levied within the Town is 8.25% (State 6.25%; Town 1.25%; Street Improvement 0.25%; PEDC 0.50%). Sales and use taxes are collected by the State 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 June totaled \$1,071,527. Compared to sales tax revenue collected for the same period last year of \$1,057,382, this year's sale tax collections thus far represent an increase of \$14,145. When compared to this year's period budget projection of \$977,558, sales tax revenue is \$93,969 higher than projected. In June Council approved a budget amendment to sales tax allowing it to be increased by \$15,000; from the original budgeted amount of \$1,298,409 to \$1,313,409.

**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	3,841	341
Feb	-	-	-	-
Mar	-	-	-	-
Apr	-	-	-	-
May	4,267	3,500		
Jun	-	-		
Jul	-	-		
Aug	-	-		
Sep	4,044	3,500		
<b>TOTAL</b>	<b>\$ 17,653</b>	<b>\$ 14,000</b>	<b>\$ 7,813</b>	<b>\$ 813</b>
Budget	\$ 11,000		\$ 14,000	
Over/(under)	\$ 6,653		\$ (6,187)	
YTD % collected			55.8%	

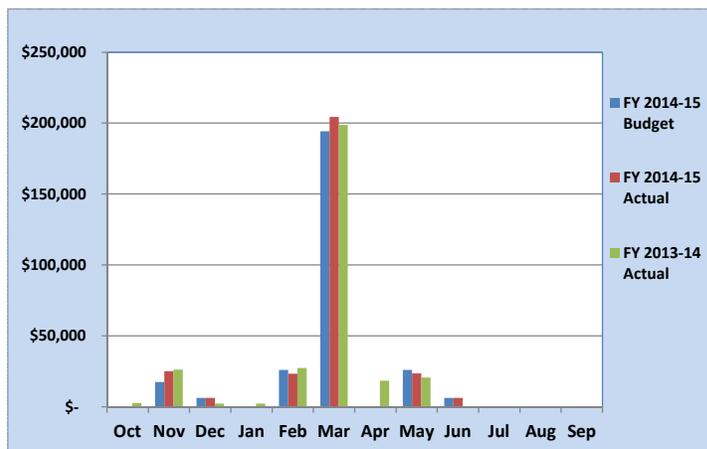


**Description:** Effective January 1, 2014 the gross receipts tax was lowered to 6.7% (previously 14%) and an 8.25% mixed beverage sales tax was added to the price of each mixed beverage sold. Following the end of each calendar quarter, the State Comptroller allocates a portion of the mixed beverage 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 June totaled \$7,813; \$813 higher than projected for the period. However, compared to last year's revenue collection of \$4,661, this year's second quarter mixed beverage tax decreased by \$820. As of the end of June, the Town collected about \$1,500 less in mixed beverage tax compared to same period collections from the prior fiscal year. The next mixed beverage quarterly payment for the months of April through June will be collected in July.

**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	194,250	204,383	10,133
Apr	18,228	-	69	69
May	20,492	26,000	23,498	(2,502)
Jun	-	6,250	6,256	6
Jul	-			
Aug	24,031			
Sep	9,789			
<b>TOTAL</b>	<b>\$ 331,464</b>	<b>\$ 276,083</b>	<b>\$ 289,053</b>	<b>\$ 12,970</b>
Budget	\$ 327,000		\$ 327,000	
Over/(under)	\$ 4,464		\$ (37,947)	
YTD % collected			88.4%	

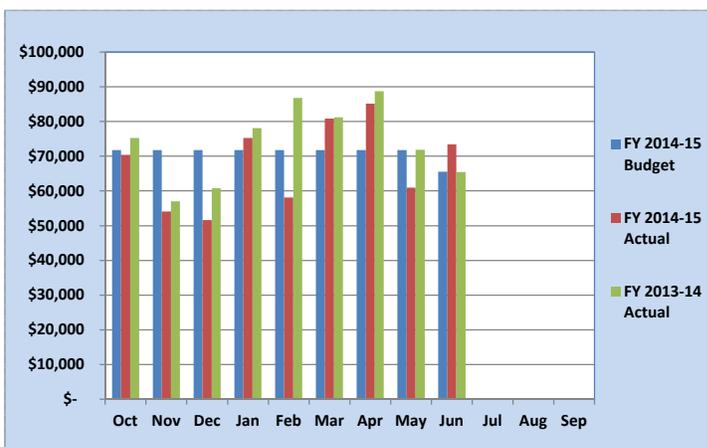


**Description:** Franchise fees are fees charged to specific industries conducting business within the Town. Utilities (electric, phone, gas and cable) that operate within the Town pay this fee for their use of the Town's right-of-way to run their utility lines. Franchise fee payments are based on a 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 June 30th totaled \$289,053; \$12,970 higher than projected for the period. Compared to last year revenue of \$297,644, this year's year to date revenue represents a decrease of \$8,592. The difference may be attributable to the timing of franchise collections from the different utilities.

**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	80,877	9,085
Apr	88,776	71,792	85,143	13,351
May	71,867	71,792	60,920	(10,872)
Jun	65,458	65,541	73,416	7,875
Jul	75,144	65,541		
Aug	51,879	65,541		
Sep	87,632	65,541		
<b>TOTAL</b>	<b>\$ 879,837</b>	<b>\$ 836,500</b>	<b>\$ 609,859</b>	<b>\$ (30,018)</b>
Budget	\$ 861,500		\$ 836,500	
Over/(under)	\$ 18,337		\$ (226,641)	
YTD % collected			72.9%	

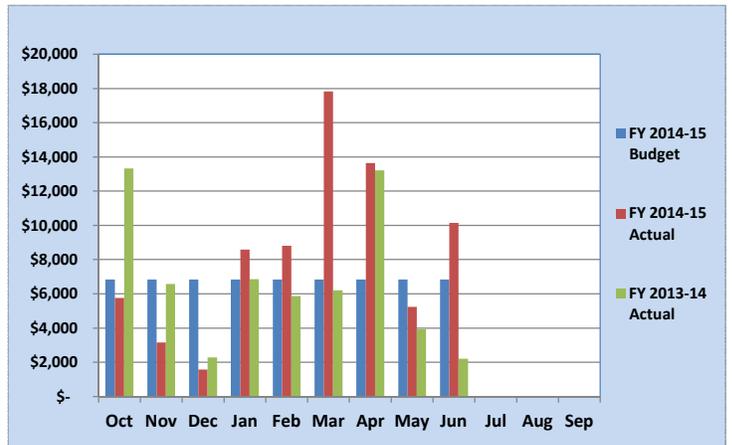


**Description:** Fines and forfeitures revenue for the Town include revenue from municipal court fines, warrant charges and other special assessment fees. Fines and related fees are assessed by the violation of local ordinances and state laws. For every dollar assessed, a percentage is recognized as 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. Court fines and fees represent 23.1% of the total revenue projection for the General Fund and also represents the third largest source of revenue for the General Fund.

**Analysis:** Fines and forfeiture collections are \$609,859 or 72.9% of budget as of June 30th. Current year revenues, however, are \$30,018 lower than projected for the period, and \$55,323 lower than realized through the end of June FY 2014. A budget amendment was approved by Council during the month, reducing the original budget projection from \$861,500 to \$836,500; a \$25,000 decrease.

**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	17,821	10,988
Apr	13,211	6,833	13,632	6,799
May	3,941	6,833	5,235	(1,598)
Jun	2,213	6,833	10,145	3,312
Jul	7,997	6,833		
Aug	4,555	6,833		
Sep	4,378	6,837		
<b>TOTAL</b>	<b>\$ 77,419</b>	<b>\$ 82,003</b>	<b>\$ 74,705</b>	<b>\$ 13,205</b>
Budget	\$ 83,050		\$ 82,000	
Over/(under)	\$ (5,631)		\$ (7,295)	
YTD % collected			91.1%	

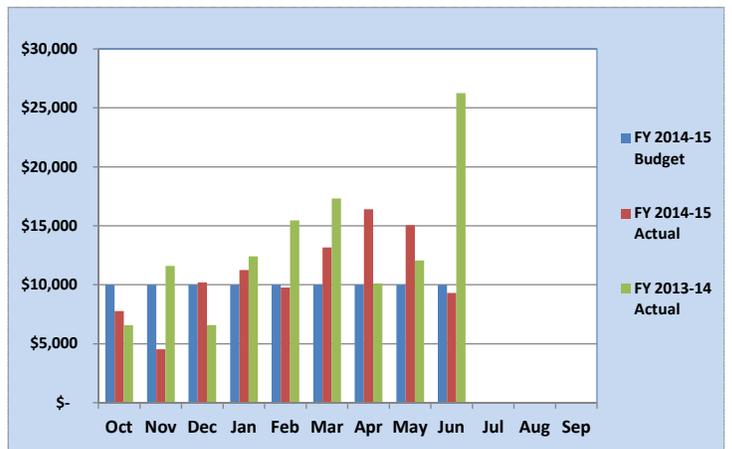


**Description:** Licenses and permits include revenue collected by the Town for services related to construction activity. It also includes project permits which cover all or partial construction (electrical, plumbing, mechanical, and certificate of occupancy fees), specific permits (fences, garage sale, 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. Compared to current year projections of \$61,500 through the end of June, revenue from licenses and permits are \$13,205 higher than projected for the period and \$14,216 higher when compared to last fiscal year.

**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	13,168	3,168
Apr	10,106	10,000	16,390	6,390
May	12,055	10,000	15,052	5,052
Jun	26,235	10,000	9,300	(700)
Jul	8,948	10,000		
Aug	8,909	10,000		
Sep	7,354	10,000		
<b>TOTAL</b>	<b>\$ 143,553</b>	<b>\$ 120,000</b>	<b>\$ 97,403</b>	<b>\$ 7,403</b>
Budget	\$ 120,000		\$ 120,000	
Over/(under)	\$ 23,553		\$ (22,597)	
YTD % collected			81.2%	

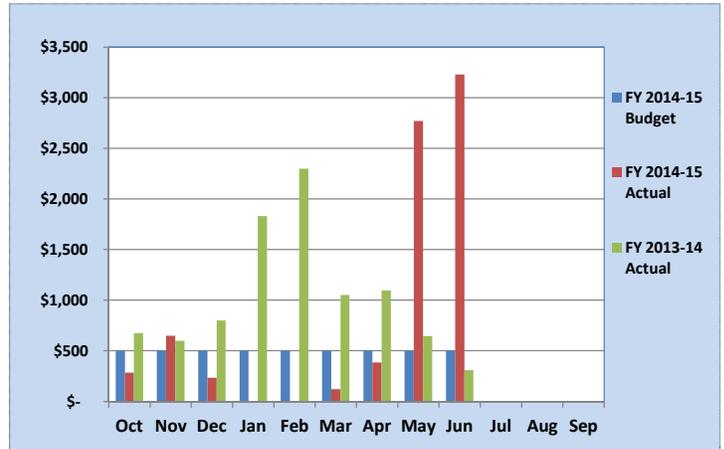


**Description:** This fee represents the revenue that is earned from providing emergency medical services to the Town of Pantego citizens. The fees help offset the cost of providing this service to the community.

**Analysis:** Revenues of \$97,403 through the end of June represent 81.2% of total projected ambulance revenue. Compared to last year revenue of \$118,343, current year revenue is \$20,940 lower than last year. However, compared to current year projections, ambulance services revenue is \$7,403 higher than the \$90,000 projected as of June 30th.

**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	120	(380)
Apr	1,095	500	385	(115)
May	645	500	2,770	2,270
Jun	310	500	3,230	2,730
Jul	-	500		
Aug	25	500		
Sep	150	500		
<b>TOTAL</b>	<b>\$ 9,480</b>	<b>\$ 6,000</b>	<b>\$ 7,675</b>	<b>\$ 3,175</b>
Budget	\$ 6,000		\$ 6,000	
Over/(under)	\$ 3,480		\$ 1,675	
YTD % collected			127.9%	

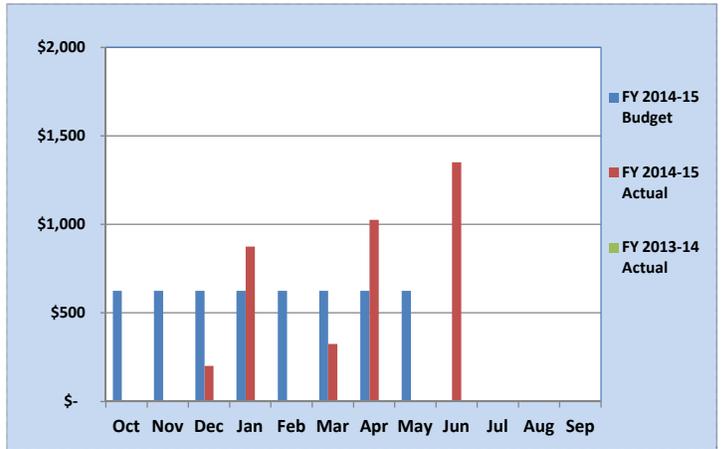


**Description:** This revenue is collected by the Fire department for fire safety inspections.

**Analysis:** Revenue from fire inspections through June 30th totaled \$7,675; \$3,175 over the \$4,500 projected for the period. Compared to last year's period revenue of \$9,305, current year fire inspections revenue has however decreased by approximately \$1,630. The final implementation of the accounts receivable application during the month of June and the consequently accrual method of recording this source of revenue has brought in actual amounts to exceed original budget revenue projections.

**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	\$ -	\$ 625	\$ -	\$ (625)
Nov	-	625	-	(625)
Dec	-	625	200	(425)
Jan	-	625	875	250
Feb	-	625	-	(625)
Mar	-	625	325	(300)
Apr	-	625	1,025	400
May	-	625	-	(625)
Jun	525	-	1,350	1,350
Jul	500	-		
Aug	450	-		
Sep	975	-		
<b>TOTAL</b>	<b>\$ 2,450</b>	<b>\$ 5,000</b>	<b>\$ 3,775</b>	<b>(1,225)</b>
Budget	\$ -		\$ 5,000	
Over/(under)	\$ 2,450		\$ (1,225)	
YTD % collected			75.5%	

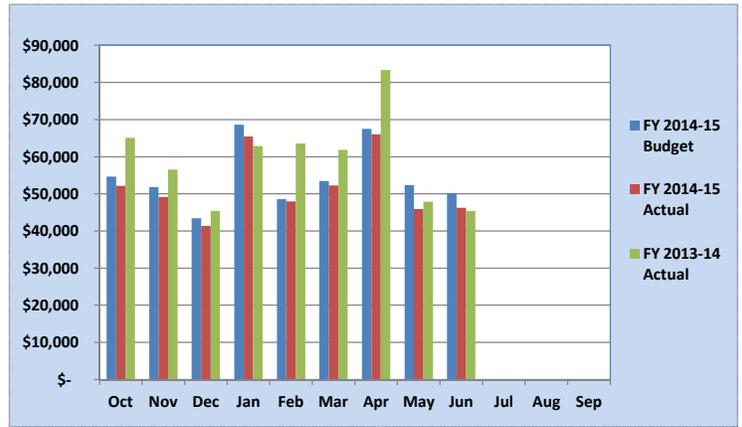


**Description:** Town Council approved an ordinance allowing the Police department to impound vehicles whose drivers failed to provide proof of liability insurance. An administrative fee of \$25 per vehicle was authorized to be assessed to the owner of such vehicle. The Town currently holds a contract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

**Analysis:** As mentioned in prior reports, staff did not anticipate to meet FY15 revenue projections of \$20,000 from this revenue source. A budget amendment was approved by the Town Council in June that reduced the original budget of \$20,000 to \$5,000. As of June 30th, we are about \$1,225 short of meeting the adjusted year end projection.

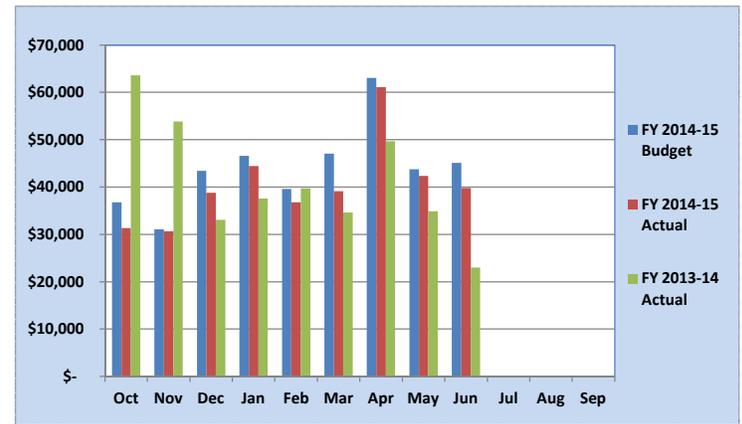
**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**  
**General and Administrative**

MONTH	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	53,444	52,223	1,221
Apr	83,367	67,526	66,069	1,457
May	47,893	52,310	45,922	6,388
Jun	45,395	50,154	46,213	3,941
Jul	51,852			
Aug	56,952			
Sep	69,563			
<b>TOTAL</b>	<b>\$ 710,321</b>	<b>\$ 490,569</b>	<b>\$ 466,513</b>	<b>\$ 24,055</b>
Budget	\$ 741,782		\$ 687,445	
Over/(under)	\$ (31,461)		\$ (220,932)	
YTD% expensed			67.9%	



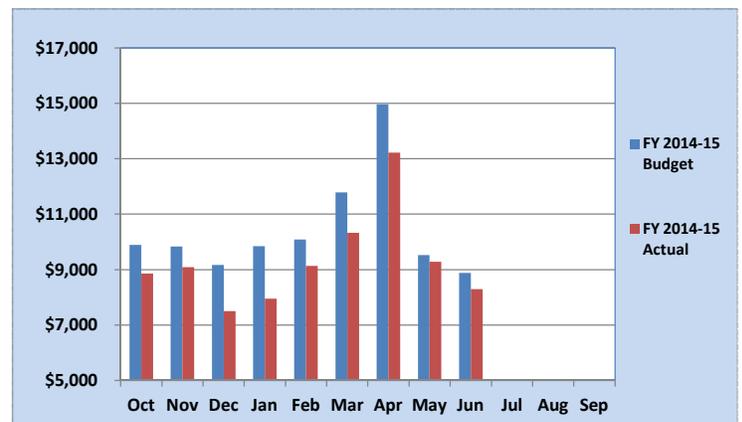
**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**  
**Public Works**

MONTH	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	47,056	39,156	7,900
Apr	49,664	63,076	61,117	1,959
May	34,861	43,795	42,336	1,458
Jun	22,998	45,140	39,827	5,313
Jul	44,721			
Aug	34,085			
Sep	73,599			
<b>TOTAL</b>	<b>\$ 522,488</b>	<b>\$ 396,518</b>	<b>\$ 364,376</b>	<b>\$ 32,142</b>
Budget	\$ 581,228		\$ 551,401	
Over/(under)	\$ (58,740)		\$ (187,025)	
YTD% expensed			66.1%	



**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**  
**Community Development**

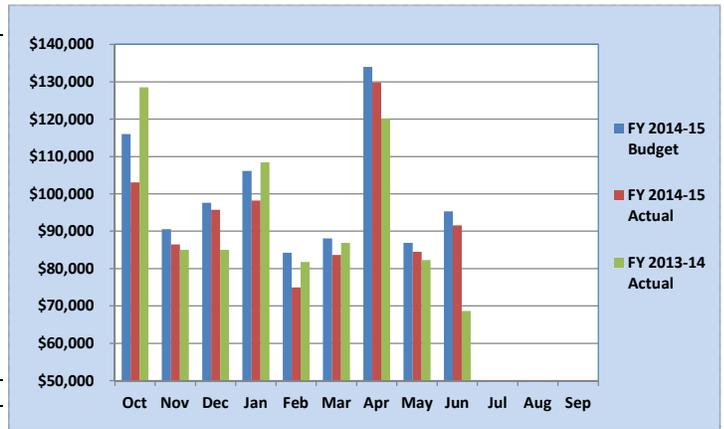
MONTH	FY 2013-14 Actual	FY 2014-15 Budget	FY 2014-15 Actual	Variance Favorable (Unfavorable)
Oct	\$ -	\$ 9,895	\$ 8,859	\$ 1,036
Nov	-	9,837	9,089	748
Dec	-	9,162	7,504	1,658
Jan	-	9,840	7,949	1,891
Feb	-	10,080	9,130	951
Mar	-	11,789	10,325	1,464
Apr	-	14,967	13,223	1,744
May	-	9,523	9,284	238
Jun	-	8,884	8,293	591
Jul	-			
Aug	-			
Sep	-			
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 93,977</b>	<b>\$ 83,657</b>	<b>\$ 10,320</b>
Budget			\$ 126,496	
Over/(under)			\$ (42,839)	
YTD% expensed			66.1%	



**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**

**Police Department**

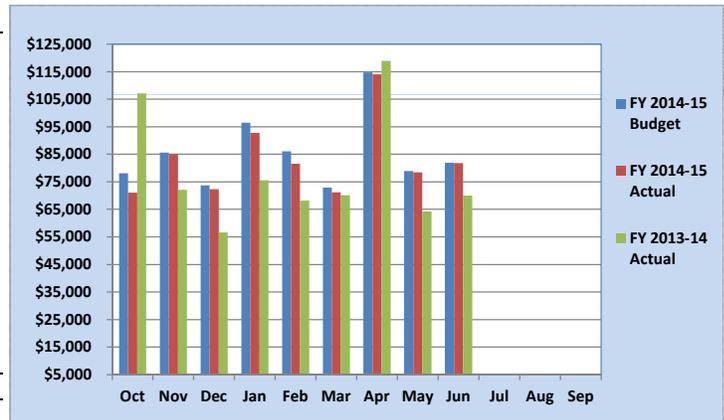
MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 128,523	\$ 116,033	\$ 103,027	\$ 13,006
Nov	85,023	90,549	86,444	4,105
Dec	84,987	97,580	95,726	1,855
Jan	108,468	106,129	98,220	7,909
Feb	81,808	84,230	74,966	9,264
Mar	86,915	88,072	83,633	4,439
Apr	120,201	133,956	129,811	4,145
May	82,306	86,920	84,524	2,396
Jun	68,698	95,278	91,572	3,706
Jul	92,592			
Aug	82,303			
Sep	116,816			
<b>TOTAL</b>	<b>\$ 1,138,640</b>	<b>\$ 898,747</b>	<b>\$ 847,924</b>	<b>\$ 50,824</b>
Budget	\$ 1,199,054		\$ 1,235,908	
Over/(under)	\$ (60,414)		\$ (387,984)	
YTD% expensed			68.6%	



**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**

**Fire Department**

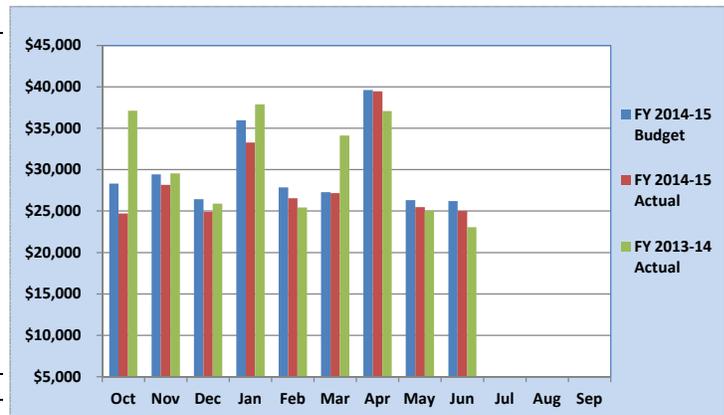
MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 107,084	\$ 78,136	\$ 71,099	\$ 7,037
Nov	72,154	85,601	85,089	512
Dec	56,611	73,773	72,301	1,472
Jan	75,569	96,470	92,841	3,629
Feb	68,184	86,138	81,581	4,557
Mar	70,148	72,944	71,192	1,752
Apr	118,947	114,709	114,096	613
May	64,192	78,976	78,512	465
Jun	70,073	81,922	81,766	157
Jul	85,700			
Aug	72,740			
Sep	113,418			
<b>TOTAL</b>	<b>\$ 974,820</b>	<b>\$ 768,670</b>	<b>\$ 748,477</b>	<b>\$ 20,193</b>
Budget	\$ 970,290		\$ 1,036,287	
Over/(under)	\$ 4,530		\$ (287,810)	
YTD% expensed			72.2%	



**EXPENDITURES ANALYSIS BY FUNCTION - General Fund**

**Municipal Court**

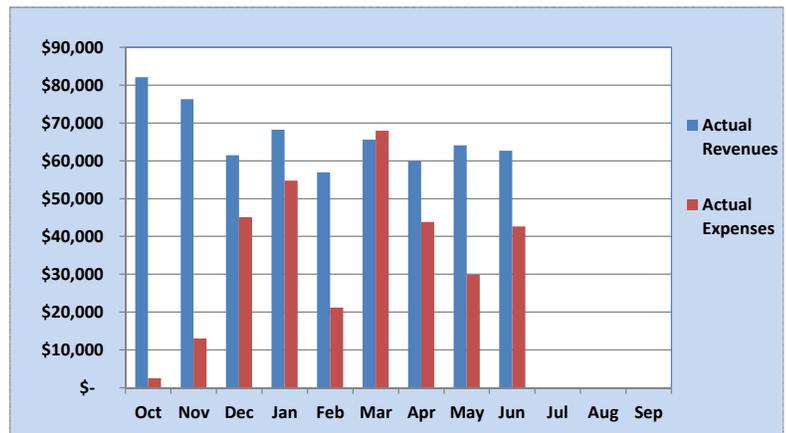
MONTH	FY 2013-14	FY 2014-15	FY 2014-15	Variance
	Actual	Budget	Actual	Favorable (Unfavorable)
Oct	\$ 37,104	\$ 28,302	\$ 24,727	\$ 3,575
Nov	29,562	29,443	28,182	1,261
Dec	25,905	26,425	24,888	1,537
Jan	37,889	35,951	33,267	2,684
Feb	25,425	27,845	26,562	1,283
Mar	34,119	27,275	27,183	92
Apr	37,062	39,591	39,444	147
May	25,026	26,321	25,462	859
Jun	23,054	26,195	25,003	1,193
Jul	26,663			
Aug	25,604			
Sep	34,597			
<b>TOTAL</b>	<b>\$ 362,011</b>	<b>\$ 267,349</b>	<b>\$ 254,718</b>	<b>\$ 12,631</b>
Budget	\$ 371,232		\$ 352,441	
Over/(under)	\$ (9,221)		\$ (97,723)	
YTD% expensed			72.3%	



THIS PAGE INTENTIONALLY LEFT BLANK

**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	21,168	35,804
Mar	65,638	67,979	(2,341)
Apr	60,005	43,834	16,171
May	64,106	29,892	34,214
Jun	62,625	42,617	20,008
Jul			
Aug			
Sep			
<b>TOTAL</b>	<b>\$ 597,388</b>	<b>\$ 320,874</b>	<b>\$ 276,514</b>
<i>Budget</i>	<i>\$ 874,700</i>	<i>\$ 697,453</i>	
<i>Over/(under)</i>	<i>\$ (277,312)</i>	<i>\$ (376,579)</i>	
<i>YTD % collected &amp; expensed</i>	<i>68.3%</i>	<i>46.0%</i>	



**Revenues:**

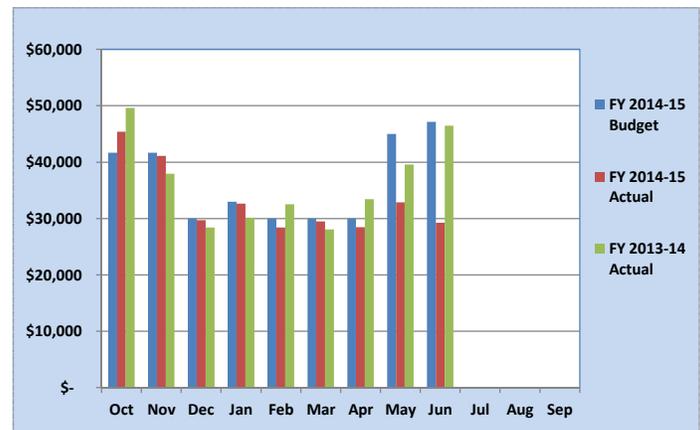
Revenues include collections from the sale of water, sewer service charge, late fees, admin service fees, interest earnings and other revenue. The Infrastructure Improvement fee is accounted for separately and therefore not included in this analysis. Water and Sewer operating fund revenues totaled \$597,388 as of June 30th. Compared to last year, revenues for the same period totaled \$637,738; about \$40,350 higher than the current fiscal year. Overall current period projections from water and sewer revenue operations through the end of June were not met by approximately \$39,600.

**Expenses:**

Expenses through June 30th totaled \$320,874; approximately \$7,251 higher than last year's period expenses of \$313,623. The 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	30,000	29,493	(507)
Apr	33,413	30,000	28,462	(1,538)
May	39,571	45,000	32,892	(12,108)
Jun	46,465	47,167	29,263	(17,904)
Jul	40,468	44,000		
Aug	53,787	55,000		
Sep	43,337	42,500		
<b>TOTAL</b>	<b>\$ 463,881</b>	<b>\$ 470,000</b>	<b>\$ 297,438</b>	<b>\$ (31,062)</b>
<i>Budget</i>	<i>\$ 520,000</i>		<i>\$ 470,000</i>	
<i>Over/(under)</i>	<i>\$ (56,119)</i>		<i>\$ (172,562)</i>	
<i>YTD % collected</i>			<i>63.3%</i>	

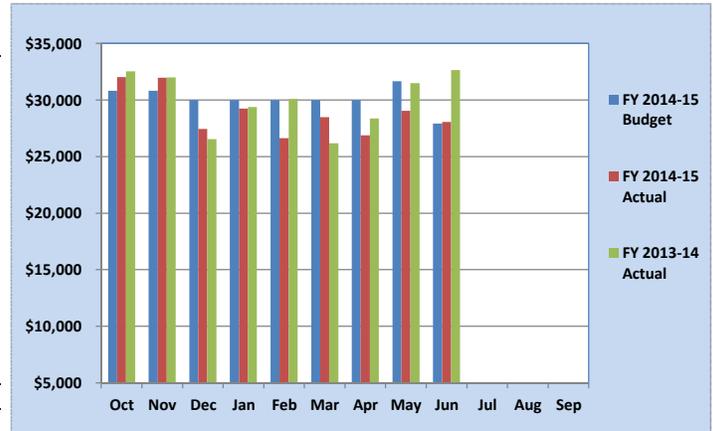


**Description:** The Town of Pantego owns and operates a water system. Utility customer service bills and collects revenue from the sale of potable water to residential, commercial and mobile dwellings. Water sales are highly dependent upon weather conditions, therefore, revenue trends and projections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

**Analysis:** Water sales through the end of June did not meet budget projections by \$31,062. Compared to last year's period revenue, revenue from the sale of water this year decreased by \$28,851; from \$326,289 in FY 2014 to \$297,438 in FY 2015. This comes as a result of more rainy days so far this year compared to last year's early part of the summer. A budget amendment adjusting water sales by \$30,000 was approved by the Town Council in June. The budget was reduced from the originally budget amount of \$500,000 to \$470,000.

**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	30,000	28,475	(1,525)
Apr	28,377	30,000	26,888	(3,112)
May	31,502	31,667	29,037	(2,630)
Jun	32,659	27,917	28,056	139
Jul	30,709	27,917		
Aug	33,786	27,917		
Sep	26,299	27,916		
<b>TOTAL</b>	<b>\$ 360,099</b>	<b>\$ 355,000</b>	<b>\$ 259,754</b>	<b>\$ (11,496)</b>
Budget	\$ 375,000		\$ 355,000	
Over/(under)	\$ (14,901)		\$ (95,247)	
YTD % collected			73.2%	

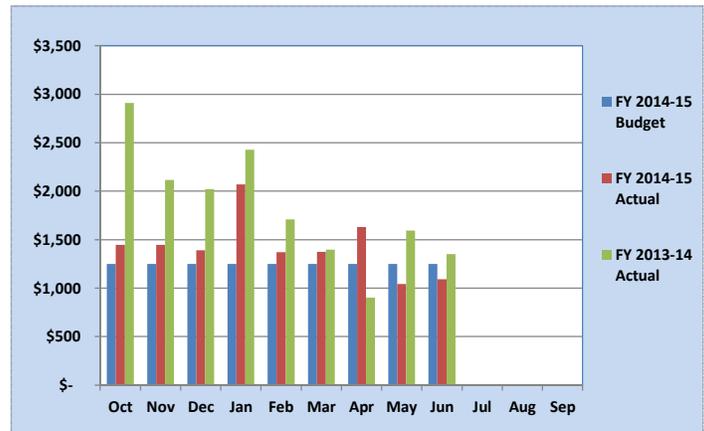


**Description:** Utility customer service bills and collects revenue from the disposal of sewer discharge for residential, commercial and mobile dwellings. The Town of Pantego has contracts with the City of Fort Worth and the City of Arlington for the treatment of wastewater. These contracts require 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 June 30th failed to meet projections by \$11,496. However, when compared to last year's results, revenue from sewer service charges decreased only by \$9,551; from \$269,305 in FY 2014 to \$259,754 in FY 2015. A budget amendment was approved by Council during the month of June adjusting down sewer charge revenue projections from the original budget of \$370,000 to \$355,000.

**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	1,373	123
Apr	903	1,250	1,631	381
May	1,596	1,250	1,044	(206)
Jun	1,352	1,250	1,091	(159)
Jul	1,397	1,250		
Aug	1,127	1,250		
Sep	1,589	1,250		
<b>TOTAL</b>	<b>\$ 20,545</b>	<b>\$ 15,000</b>	<b>\$ 12,866</b>	<b>\$ 1,616</b>
Budget	\$ 15,000		\$ 15,000	
Over/(under)	\$ 5,545		\$ (2,134)	
YTD % collected			85.8%	

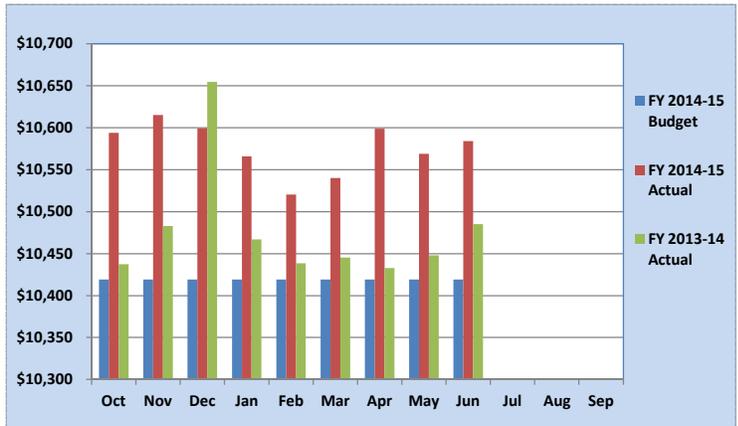


**Description:** All bills for monthly water, sewer and trash services are due upon receipt and are considered delinquent after the billing due date with a 10% of the balance due to be charged if payment in full is not received by the Town. In the event of delinquency in payment of the monthly service 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 June were \$1,616 higher than projected. However, compared to last year's actual revenue from late payments fees of \$16,432, collections this year for the same period are \$3,566 lower. This may come as a result of citizens paying their utility bill on time and/or the improvement of collection efforts within the utility billing department.

**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	10,540	121
Apr	10,433	10,419	10,599	180
May	10,448	10,419	10,569	150
Jun	10,485	10,419	10,584	165
Jul	10,562	10,419		
Aug	10,561	10,419		
Sep	10,568	10,420		
<b>TOTAL</b>	<b>\$ 125,982</b>	<b>\$ 125,029</b>	<b>\$ 95,187</b>	<b>\$ 1,416</b>
Budget	\$ 130,700		\$ 125,029	
Over/(under)	\$ (4,718)		\$ (29,842)	
YTD % collected			76.1%	



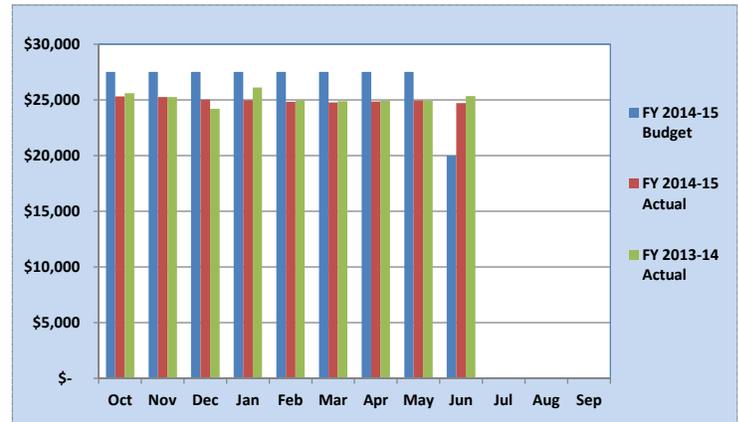
**Garbage & Recycling Fees**

**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 to the Town.

**Analysis:** Garbage and recycling revenue collections through June 30th exceeded projections by \$1,416. Compared to last year's revenue of \$94,291, actual collections this year of \$95,187 reflect an increase of \$896. Even though the number of garbage and recycling accounts remain almost unchanged, the cost of the garbage and recycling services to the Town 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	24,758	(2,742)
Apr	24,915	27,500	24,847	(2,653)
May	24,915	27,500	24,936	(2,564)
Jun	25,322	20,000	24,715	4,715
Jul	25,252	20,000		
Aug	25,594	20,000		
Sep	23,147	20,000		
<b>TOTAL</b>	<b>\$ 300,113</b>	<b>\$ 300,000</b>	<b>\$ 224,609</b>	<b>\$ (15,391)</b>
Budget	\$ 330,000		\$ 300,000	
Over/(under)	\$ (29,887)		\$ (75,391)	
YTD % collected			74.9%	



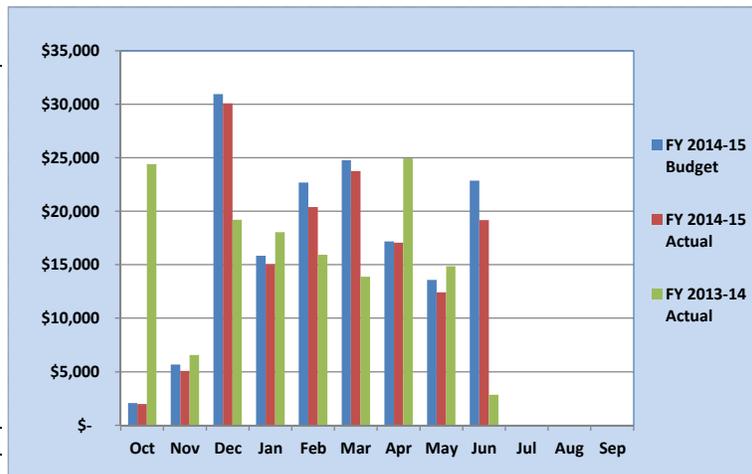
**Infrastructure Improvement Fee:**

**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 in 2011.

**Analysis:** Revenue from infrastructure improvement fees through June 30th did not meet budget projections by \$15,391. When compared to last year revenue of \$226,120, this year's revenue for the same period decreased by \$1,510. The budget was amended in the month of June to reflect an anticipated revenue of \$300,000; \$30,000 less than the originally budgeted amount of \$330,000.

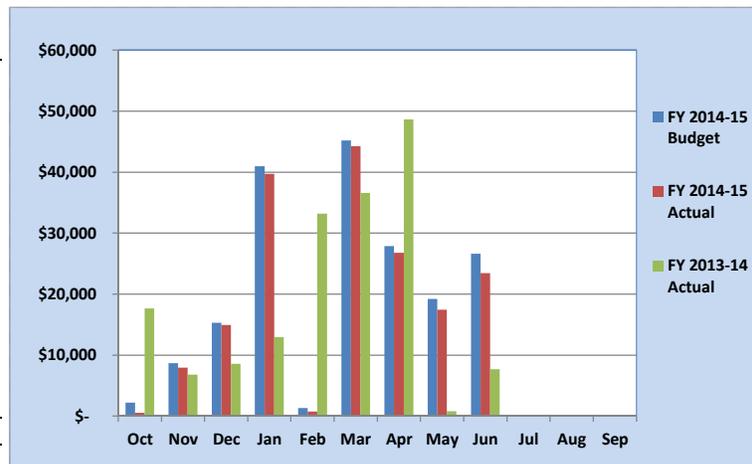
**EXPENSE ANALYSIS BY FUNCTION - Water and Sewer Operating Fund  
Water Department**

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	24,789	23,766	1,023
Apr	24,953	17,180	17,056	124
May	14,864	13,595	12,427	1,167
Jun	2,849	22,877	19,175	3,702
Jul	22,989			
Aug	3,753			
Sep	134,477			
<b>TOTAL</b>	<b>\$ 301,935</b>	<b>\$ 155,706</b>	<b>\$ 145,014</b>	<b>\$ 10,692</b>
<i>Budget</i>	<i>\$ 292,887</i>		<i>\$ 305,469</i>	
<i>Over/(under)</i>	<i>\$ 9,048</i>		<i>\$ (160,455)</i>	
<i>YTD% expensed</i>			<i>47.5%</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	45,199	44,250	949
Apr	48,641	27,898	26,778	1,120
May	780	19,199	17,465	1,734
Jun	7,698	26,624	23,441	3,182
Jul	48,002			
Aug	28,949			
Sep	73,237			
<b>TOTAL</b>	<b>\$ 323,094</b>	<b>\$ 187,442</b>	<b>\$ 175,861</b>	<b>\$ 11,581</b>
<i>Budget</i>	<i>\$ 331,605</i>		<i>\$ 391,984</i>	
<i>Over/(under)</i>	<i>\$ (8,511)</i>		<i>\$ (216,123)</i>	
<i>YTD% expensed</i>			<i>44.9%</i>	





**TOWN OF PANTEGO, TEXAS**  
**Budget Summary of All Funds**  
**As of June 30, 2015**

**FISCAL YEAR 2014-2015**  
**SUMMARY OF ALL BUDGETED FUNDS**

	<u>ADOPTED BUDGET</u>	<u>AMENDED BUDGET</u>	<u>YTD Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>Percent Collected/ Expensed</u>
<b>REVENUES:</b>					
General Fund	\$ 3,732,484	\$ 3,707,484	\$ 3,115,795	\$ (591,689)	84.0%
Debt Service Fund	90,725	90,725	83,494	(7,231)	92.0%
Shamburger Fund	100	100	138	38	137.6%
Cartwright Fund	-	-	-	-	NA
Court Security Fund	15,000	15,000	9,911	(5,089)	66.1%
Court Technology Fund	32,000	32,000	25,010	(6,990)	78.2%
PantegoFest Fund	-	58,500	5,525	(52,975)	9.4%
Street Improvement Fund	260,332	260,332	214,305	(46,027)	82.3%
Park Row Fund	260,000	260,000	-	(260,000)	0.0%
Capital Project Fund	73,870	-	3,354	3,354	NA
Water/Sewer Operating	919,700	874,700	597,388	(277,312)	68.3%
Water/Sewer Construction	-	-	-	-	NA
Water/Sewer Infrastructure	330,000	300,000	224,609	(75,391)	74.9%
<b>Total Revenues</b>	<b>\$ 5,714,211</b>	<b>\$ 5,598,841</b>	<b>\$ 4,279,529</b>	<b>\$ (1,319,312)</b>	<b>74.9%</b>
<b>EXPENSES:</b>					
General Fund	\$ 4,034,978	\$ 4,009,978	\$ 2,785,059	\$ 1,224,919	69.5%
Debt Service Fund	87,475	87,475	3,860	83,615	4.4%
Shamburger Fund	1,200	1,200	1,495	(295)	124.6%
Cartwright Fund	3,500	3,500	3,473	27	99.2%
Court Security Fund	2,773	2,773	2,698	75	97.3%
Court Technology Fund	13,175	13,175	1,072	12,103	8.1%
PantegoFest Fund	-	76,374	7,375	68,999	9.7%
Street Improvement Fund	446,000	446,000	3,920	442,080	0.9%
Park Row Fund	1,767,000	917,000	104,950	812,050	11.4%
Capital Project Fund	299,078	385,216	324,390	60,826	84.2%
Water/Sewer Operating	697,453	697,453	320,874	376,579	46.0%
Water/Sewer Construction	368,800	342,141	19,474	322,667	5.7%
Water/Sewer Infrastructure	229,000	169,000	13,352	155,648	7.9%
<b>Total Expenses</b>	<b>\$ 7,950,432</b>	<b>\$ 7,151,285</b>	<b>\$ 3,591,991</b>	<b>\$ 3,559,294</b>	<b>50.2%</b>



## PANTEGO PUBLIC SAFETY



### **PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- June 2015**

#### **Personnel**

All police officer and firefighter positions are currently occupied. Dispatcher Iccari Mooney's last day of employment was July 5<sup>th</sup>. On June 30<sup>th</sup> the police department held a hamburger cookout at the station in her honor as a small way of saying thank you for her service to the Town and the department.

One additional part time firefighter was hired in May. Preference will be given to the use of part time employees over the utilization of overtime from this point forward.

Lieutenant Blake Slater and his wife are expecting their first child to arrive in the near future.

#### **Operational Issues**

All three vehicles driven by the Assistant Chiefs and the Chief of Public Safety have undergone extensive repairs during May. Repairs for all three vehicles this year total approximately \$8,000. Some of the repairs were conducted by staff thereby saving approximately an additional \$2,000 in labor charges.

#### **Fire Department**

Licensing for the new Medic-1 has finally been approved and both ambulances are in service.

The new Lucas chest compression device has been utilized on multiple CPR incidents and is proving an excellent investment.

Fire inspection billing totaled approximately \$1,675 for the month of May. Part-time fire inspectors are assisting with the backlog of inspections. Using part-time personnel is allowing for more inspections to be accomplished.

#### **Police Department**

The department is analyzing its policies and adjusting them as necessary in preparation of obtaining an inspection for the Texas Police Chiefs Recognition Program. Obtaining recognition will serve to lessen liabilities as we would become part of a network of law enforcement agencies, which have implemented recommended "best practices" policies.

The department is aware of the recent changes to State Law regarding the requirement for So far the department has received two applications for solicitor's permits. Both applications were processed without incident and the permits issued.

## **Training**

### **Police Department**

Assistant Chief Reeves and Sergeant Moore attended a Uniform Crime Reporting (UCR) seminar in Austin. The Uniform Crime Reports (UCR) is official data on crime in the United States, published by the Federal Bureau of Investigation (FBI). The FBI does not collect the data itself; rather, law enforcement agencies across the United States provide the data to the FBI, which then compiles the Reports. The UCR is composed of two Parts I and II. Part I crimes are comprised of Violent and Property crime categories. Part II crimes are comprised of about 20 categories including drug, fraud, sex family, and other offenses.

Officer Stephen Meinke successfully completed Officer Motorcycle School. He is actively operating as our newest motorcycle officer and doing well.

Assistant Chief Reeves and Detective Sergeant Whitwell attended a Digital Media Evidence Summit in Austin. The summit was an opportunity for law enforcement agencies and district attorney offices to interact and engage in a discussion on the requirements to transmit and maintain video and audio evidence to the district attorney's office when cases are filed.

### **Fire Department**

Fire related training for May was on Traffic Incident Management. EMS training covered pediatric emergencies.

## **Emergency Management**

The Town was relatively safe and not severely impacted by the recent storms, which caused flooding in many areas of the metroplex.

Plans are still in place to incorporate the Pantego Emergency Management Plan into the Tarrant County plan. Incorporation is expected to occur later in the year. City management and Council will be kept apprised of the progress.

Respectfully submitted,



Thomas D. Griffith  
Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

June, 2015

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	2	3	4
Reeves	6	4	32
Moore	121	92	627
Bruton	89	95	474
Hubbell	87	65	648
Meinke	55	69	375
Marquez	1	83	127
Morgan	105	116	453
Bonner	38	72	38
Watson	101	73	622
Martin	81	90	283
Whitwell	0	0	0
<b>TOTALS</b>	<b>686</b>	<b>857</b>	<b>3,124</b>

## Vehicle Crashes

<b>Crash Type</b>	<b>Quantity.</b>	<b>YTD</b>
<b>Minor</b>	7	35
<b>Major</b>	0	18
<b>Hit &amp; Run</b>	0	4
<b>TOTALS</b>	7	57
<b>Crashes reported to State</b>	2	29

## Incident Activity

<b>Officer</b>	<b>Total Calls</b>	<b>Dispatch</b>	<b>Self- Initiated</b>	<b>Arrests</b>	<b>Ytd/ arrests</b>
400 Griffith	29	9	26	0	0
600 Reeves	35	18	17	1	4
610 Whitwell	12	6	6	1	1
620 Moore	190	29	161	9	98
602 Bruton	271	43	228	13	64
603 Hubbell	236	38	198	4	32
604 Meinke	148	47	101	1	53

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	254	42	212	0	37
606	Morgan	285	43	242	10	106
607	Bonner	254	42	212	10	10
608	Watson	189	42	147	3	48
609	Martin	319	37	282	25	93
710	Alexander				6	24
711	Hopkins				4	21
<b>Totals</b>		<b>2,222</b>	<b>396</b>	<b>1,832</b>	<b>87</b>	<b>591</b>

**Average     2:31**  
**Response**  
**Time**

Respectfully,



Barry Reeves  
Assistant Chief of Police

# PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



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

<b>Offenses Received</b>	<b>Quan.</b>	<b>YTD</b>
Assault	1	8
Assault Family Violence	0	2
Burglary/Building	0	4
Burglary/Coin-op	0	1
Burglary/Vehicle	13	19
Burglary/Residence	1	4
Manufacture and Delivery	0	2
Criminal Mischief	5	14
DWI	6	35
DWLI	0	1
Evading or Resisting Arrest/Detention	0	3
Failure to ID	1	13
Fraud	3	21
Graffiti	0	0
Poss. Controlled Subst.	7	29
Poss. Marijuana	9	48
Robbery	0	0
Theft	7	37
Theft of Motor Vehicle	1	3
Other	4	19
<b>Total Received</b>	<b>58</b>	<b>263</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	30	89
Cases Cleared	28	169
Cleared Cases Filed with DA	16	93
Cases Suspended-Pending Leads	0	5

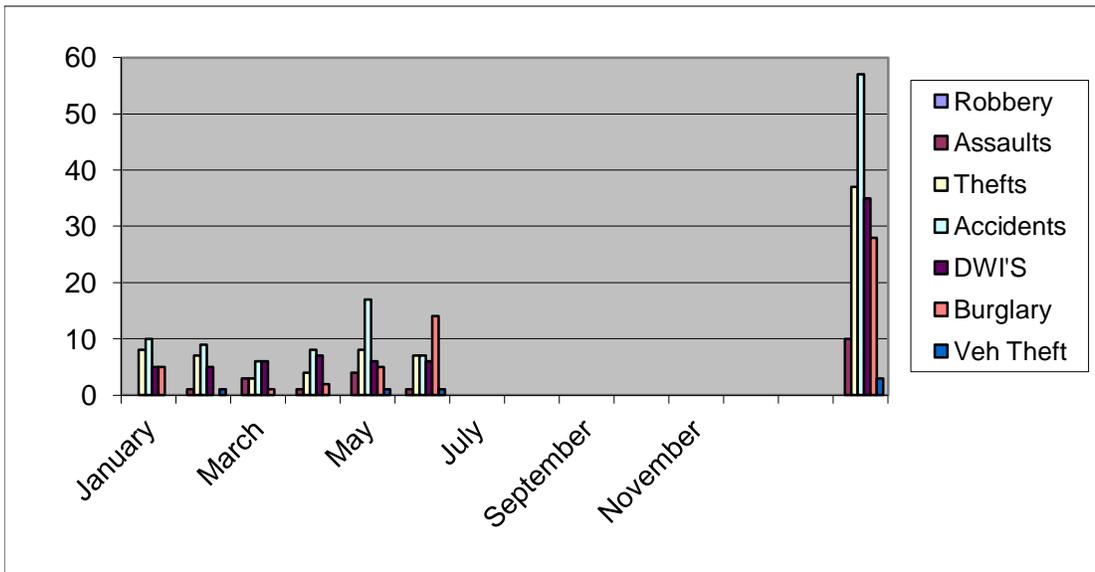
<b>Cases Filed with DA from Previous Report Periods</b>	6	26
---	---	----

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	0	3	3	6	6	1	0
April	0	1	4	8	7	2	0
May	0	4	8	17	6	5	1
June	0	1	7	7	6	14	1
July							
August							
September							
October							
November							
December							
Totals	0	10	37	57	35	28	3



<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
<b>30-Jun-15</b>							
							
<b>FIRE RESPONSES</b>		<b>PANTEGO</b>			<b>AFD</b>		
		<b>MONTH</b>	<b>15 YTD</b>	<b>14 YTD</b>	<b>MONTH</b>	<b>15 YTD</b>	<b>14 YTD</b>
<b>TYPE OF INCIDENT</b>							
<b>Fire</b>							
Structure				1		5	4
Outside						1	2
Natural Vegetation Fire			1	2		1	2
Vehicle				1			
Trash			1	1		1	
Cooking Fire, Contained to container							
Fire Other			1			3	
<b>Hazardous Condition</b>							
Arcing - Shorted Electrical Equip.			1			3	1
Equip. Malfunction			1			1	
Power Lines			2	2	1	4	1
Hazmat							
Hazardous Condition, Other		1	5	1	1	7	3
Heat From Short Circuit, Wiring				1			
Overheated Motor						2	
Gas/Fuel Spill							
Natural Gas Leak		3	3	2		2	
Chemical Spill or Leak							
Carbon Monoxide							
<b>Service Call</b>							
			<b>10</b>			<b>6</b>	
Water or Steam Leak			5			2	1
Assist Invalid		2	24	23		7	2
Unauthorized Burning						3	1
Rescue			1			2	
Utilities							
Smoke Removal				1			2
Person in Distress, Other		1	7	2			1
Service Call, Other		4	10	5	1	4	1
Lock Out			3	1		3	
Animal Rescue			1			1	
Ring or jewelry removal							
Asst. PD		1	13	3			1
<b>Good Intent Call</b>							
Good Intent Call Other		5	30	15	10	46	19
Dispatched & Cancelled En Route						17	17
Wrong Location							
No Incident Found On Arrival			1	1	1	3	5
Investigation							
Cancelled On Scene					12	82	48
Smoke scare, Odor of smoke			2	1			
Hazmat Invest, No Hazmat							
<b>False Alarm &amp; False Call</b>							

Unintentional Transmission of Alarm				1	3	3	
Smoke Detector Activation - No Fire		3	2		1	2	
Bomb Scare - No Bomb							
System Malfunction		1			1	1	
False Alarm or False Call, Other		4	6	2	14	10	
CO Detector Activation, Malfunction			1			1	
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint							
Special Incident Type, Other							
Mutual Aid			1				
<b>TOTAL FIRE INCIDENTS</b>		<b>18</b>	<b>131</b>	<b>72</b>	<b>29</b>	<b>225</b>	<b>128</b>
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>			2.5				
<b>AVERAGE FIRE SCENE TIME - PANTEGO</b>			46.07				
<b>AVERAGE FIRE SCENE TIME - ARLINGTON</b>			27.29				

<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
<b>30-Jun-15</b>							
							
<b>EMS RESPONSES</b>		<b>PANTEGO</b>			<b>AFD</b>		
<b>TYPE OF INCIDENT</b>		<b>MONTH</b>	<b>15 YTD</b>	<b>14 YTD</b>	<b>MONTH</b>	<b>15 YTD</b>	<b>14 YTD</b>
<b>MEDICAL EMERGENCIES</b>							
Abdominal Pain		1	6	1			4
Allergic Reaction			4				2
Animal Bite			2	2			2
Assault				1			1
Back Pain			1	1			
Burns							
CO Poison							
CPR			3				
Cardiac			3				
Chest Pains		1	18				1
Childbirth/Possible Childbirth		1	2				
Choking				2			1
DOS							
Drowning				1			3
Diabetic		2	7	1			
Dizziness		1	8				
Electrocution							
Eye Injury				2			
Falls		6	28				
Fire/Hazmat							
GSW/Stab			1				
Heat/Cold							1
Hemorrhage				29			3
Medical			26		33	165	1
Nausea			4				
Other			12				
Overdose		2	2	1			2
Psych		3	5	2			1
Respiratory		5	22	6			3
Seizures		2	16	2			
Stroke		3	5				
Syncope			3				
Trauma		1	8	5			1
Unconscious		2	10				
Unknown			5				
MVA - Injury			14	18	1	8	26
MVA - Non-injury			2			1	26
MVA-Auto Ped			1		1	1	
MVA - Extrication				3			5
<b>TOTAL PANTEGO EMS CONTACTS</b>		<b>36</b>	<b>224</b>	108		<b>175</b>	185
Mutual Aid to AMR Transports		6	16				
Mutual Aid to AMR Cancelled		4	5				
Mutual Aid to AMR Total		10	21				
<b>AVERAGE EMS RESPONSE TIME - PANTEGO</b>			<b>3.08</b>				
<b>AVERAGE EMS SCENE TIME - PANTEGO</b>			<b>21.5</b>				

<b>PANTEGO FIRE RESCUE</b>						
<b>MONTHLY ACTIVITY SUMMARY</b>						
<b>30-Jun-15</b>						
						
<b>FIRE TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>				
TCC- Traffic incident management	4	34				
<b>TOTAL HOURS</b>						
<b>EMS TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>				
TCC Pediatric emergency	4	28				
			<b>MONTH</b>		<b>MONTH</b>	
<b>PUBLIC EDUCATION</b>	<b>MONTH</b>	<b>YTD</b>	<b>ADULTS</b>	<b>YTD</b>	<b>CHILDREN</b>	<b>YTD</b>
Fire Extinguisher Class						
School Presentations						
B-day parties	1	1	20	20	20	20
Spray Downs						
Station Tours		1	10	10	25	25
Special Events	2	3	120	220	100	300
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
<b>TOTAL CONTACTS</b>	<b>3</b>	<b>5</b>	<b>150</b>	<b>250</b>	<b>145</b>	<b>345</b>
<b>BUSINESS INSPECTIONS</b>	<b>MONTH</b>	<b>YTD</b>				
Initial	57	378				
Re-Inspections	2	14				
Plans Review Completed		5				
C.O Issued	6	42				



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

KIRK COLE  
INTERIM COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
www.dshs.state.tx.us

July 3, 2015

Robert Coker, EMS Administrator  
Pantego Fire Department  
1614 South Bowen  
Pantego, TX 76013

**RE: EMS PROVIDER LICENSE RENEWAL APPLICATION  
Provider Lic # 220026**

This notice is to inform you that the Texas Department of State Health Services (DSHS), EMS Certification & Licensing office in Austin has received the items necessary to approve your provider license renewal application. Your license should be mailed within 15 days. **A copy of this notice may be placed in each of your licensed ambulances until the printed license is received.** Should you have additional questions or need further information, please do not hesitate to contact me by phone or email.

Sincerely,

A handwritten signature in cursive script that reads "Judy Gilbert".

Judy Gilbert, Public Health and Prevention Specialist II  
EMS Certification & Licensing  
Voice: (512) 834-6700 ext. 2412 Fax: (512) 834-6714  
Judy.gilbert@dshs.texas.gov



## PUBLIC WORKS REPORT June 2015

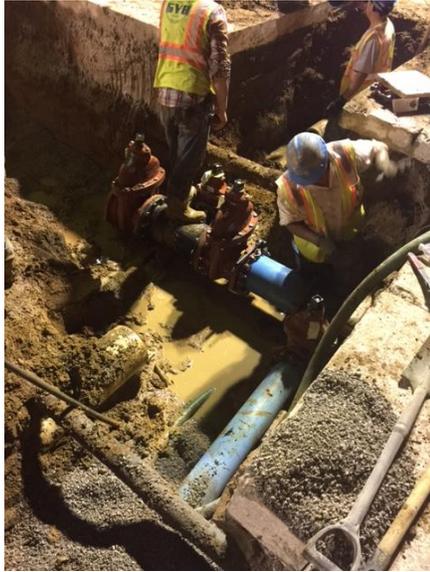
### AMINISTRATIVE/PROJECTS/ENGINEERING

- Wagonwheel Project advertised for bid June 29<sup>th</sup>.
- Park Row Project – 1602' of 10" water line have been installed for total of 2295' of new water line



## **CONTINUED: AMINISTRATIVE/PROJECTS/ENGINEERING**

- Park Row Project – Installed 12 – 6" valves 5 – 10" valves for a total of 15 - 6" valves and 8 -10" valves



- Bored under Creek



## **CONTINUED: AMINISTRATIVE/PROJECTS/ENGINEERING**

- Tied 10" water line to existing 6" and 10" water line located at Bowen and Park Row



## **STREETS and DRAINAGE**

- Inspected and removed debris from creek channel and flumes
- Pioneer median irrigation checked and repaired due to vehicle running onto median
- Mulch was added to all medians on Pioneer Parkway
- Trees were trimmed around Melbourne and Smith Barry stop sign to increase visibility and conform to Town ordinance
- Mowed, edge, and blow Pompano Court, Westchester, Arkansas medians, Alley
- Filled potholes at Bowen and Superior
- Delivered sod to Arrowhead Court for residents to plant and maintain
- All Pioneer median irrigation checked and repaired as needed

## **TOWN FACILITIES**

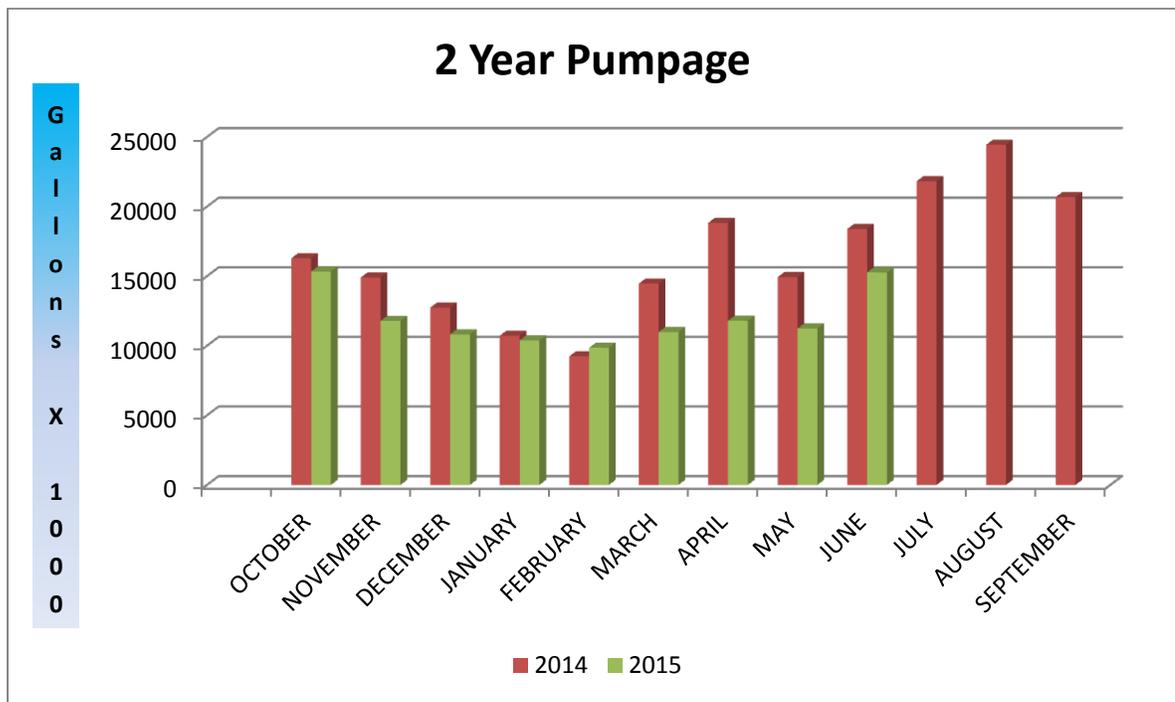
- Daily general policing of the Town Hall building and surrounding area
- (2) banners were changed on Park Row archway
- Town Hall and Police Dept. - mowed, edged, and blown off, sprinklers all checked and repaired
- Town Hall, Council Chambers A/C blower motor replaced

## **PARK OPERATIONS**

- Daily cleaning at the restrooms
- Ron worked with Lions Club to spread mulch
- All sprinklers at park checked and repaired
- Basketball courts mowed, edged, and blown off
- Trees trimmed at Park to increase visibility
- Park mowed by Landtech Systems
- (2) Statues and canopy at over exercise area vandalized

## **UTILITY BILLING**

June Billing for 1,193 Accounts \$92,118.12	June Past Due Balances \$2,118.51
June Billing for Garbage \$7,746.17	June Billing for Recycling \$2,047.84



## **WATER: WELLS AND DISTRIBUTION**

- Total water production 15,271,000
- Average daily production 492,600
- 162 residual samples taken – average chlorine residual (.40)
- 2 total coliform / ecoli samples taken – all tests negative
- 1196 meters read, 6 rereads
- 26 - dead end hydrants flushed

## **CONTINUED: WATER WELLS AND DISTRIBUTION**

- 33 - work orders completed relating to water turn on and turn offs, leaks, meter replacements, etc
- Lead and copper sampling was completed
- Water Quality Report completed and delivered to residents
- Poured meter box in sidewalk at 2304 Park Row, from previous repair
- Nora, 303, Lane well site mowed, edged, and blown
- (2) Cut off notices were issued
- (1) commercial meter replaced

## **WASTEWATER**

- Cleaned the Lift Station bar screen and bagged the solids (13) times for the month
- Lift Station was mowed, edged, and blown
- Lift station generator was serviced by CAG
- Video inspected sewer at Quest Dental due to complaints about sewage backups. No issues were found on main or to city side cleanout
- 1500 ft of sewer jetting was completed
- Video inspected sewer line at 2811 Peachtree to verify responsibility, roots found at service tap
- Helped get sewer unstopped and video inspected to verify responsibility at Braum's. No issues were found on main or to city side cleanout

## **PUBLIC WORKS MAINTENANCE**

- Installed lock on door of booster room at Lane well site to increase protection and safety of equipment
- General gas powered equipment serviced
- (10) Work orders and service calls, relating to trap requests, animal locates, line locates, sinkholes, residential sewer issues, and misc

## **ANIMAL SERVICES**

- (1) Dog picked up and taken to Ft Worth Animal Services
- (1) dead possum picked up and disposed of
- (2) cats picked up and fostered by employees
- Mosquito traps placed and recovered and taken to Tarrant County for analysis (4) traps (1) time per week

## **EVENTS**

- After initially being rained out, the movie night event presented "Alexander and the Terrible, Horrible, No Good, Very Bad Day" on the following week with an estimated 65-70 attendees

## **ADDITIONAL ITEMS**

- PW helped CAG with installation of generator at Police Dept.
- Simon McCurley resigned



## ENVIRONMENTAL SERVICES

### • **Storm Water Ordinance**

Town Council approved the proposed Storm Water Ordinance at the June 22, 2015 Town Council meeting. The requirements included in the ordinance are in line with state and federally mandated pollution prevention measures. The Community Development department will continue a citizen education program to increase awareness of regulations.

### • **West Nile Testing**

	2600 Miller Lane	3613 Shady Valley Drive	Roaming #1	Roaming #2
6/3	141	26	56 (2 Country Club Ct)	151 (1811 Robin Road)
6/10	91	22	28 (1809 Nora Drive)	43 (3601 W Pioneer Pkwy)
*6/17				
6/24	93	34	42 (2001 Silverleaf Drive)	71 (2811 Peachtree Lane)

\*Due to inclement weather, Tarrant County Health recommended no testing this week.

### **Mosquito Positive Samples**

Mosquito pools from Tarrant County have tested positive for WNV in 2015 from the following municipalities:

- Arlington (1)
- Bedford (0)
- Benbrook (0)
- Colleyville (0)
- Edgecliff Village (0)
- Grand Prairie (0)
- Pantego (0)
- Fort Worth (5)
- Euless (0)
- Grapevine (0)
- Hurst (0)
- Keller (0)
- Haltom City (0)
- Watauga (0)
- Richland Hills (1)
- North Richland Hills (0)
- Mansfield (0)
- Southlake (0)
- Burleson (0)
- Kennedale (0)

### **Human Positive Cases**

This season Tarrant County is monitoring for human cases of the following viruses:

- Dengue Virus (DENV) – 1 imported case
- Chikungunya Virus (CHIKV) – 1 imported case
- St. Louis Encephalitis Virus (SLEV) - none
- West Nile Virus (WNV) - none

## PLANNING AND ZONING

### • **Zoning Ordinance Update**

Town Council met on May 18, 2015 to discuss the Zoning Ordinance Update. A draft is being created and sent to the City Attorney for review. Town Council will continue review once the City Attorney review is complete.

- **The Prayer Room**

The Planning and Zoning Commission recommended, and Town Council approved, a Special Use Permit for Brad Stroup (The Prayer Room) to establish a ministry center at 1503 Nora Drive.

- **Church of Hope, Inc.**

The Planning and Zoning Commission recommended, and Town Council approved, a Special Use Permit for Philip E. Parker (Church of Hope) to establish a church at 2401 W Pioneer Pkwy #151 in the Pecan Park Shopping Center

## CONSTRUCTION AND DEVELOPMENT

- **2305 West Park Row Drive**

Construction is ongoing for a 10,000 square foot building on the Westbury Square property. The foundation and most of the parking lot have been poured, and the building has frame has been erected. No timeframe for completion has been given.

- **Camp Thurman**

The pool improvements for Camp Thurman are ongoing. The concrete has been poured for the pool remodel and lazy river. The pool mechanical building and utility upgrades are under construction as well. No timeframe for completion has been given.

- **1607 S Bowen Road**

Construction is ongoing for the remodel of the 5,400 square foot building at 1607 S Bowen Road. The new use will be Complete Emergency Care, a 24-hour emergency care clinic. The interior is over 50% complete and exterior work has begun as well.

- **1503 Nora Drive**

Plans and permit applications have been approved to remodel the existing two-story building at 1503 Nora Drive. Proposed improvements include the enclosure of the area under the second story balcony, enclosure of the stairways and interior remodel.

- **2416 W Park Row Drive**

Construction is underway for the expansion of Dr. Jeckyll's Beer Lab to an adjacent suite and to the exterior of the present building. The interior remodel includes additional seating area and a future kitchen. The plans also include an outside patio seating area under the existing sidewalk awning.

- **2227 W Park Row Drive, Suite C**

Construction is complete for the remodel of this suite in Park Row West shopping center. Elgan's Salon has moved from their present location in the same shopping center to this location.

- **2304 W Park Row Drive, Suite 10**

Construction is ongoing for the remodel of the interior and patio areas of Mijo's Mexican Restaurant. The improvements include a new bar, improved patio access, a new grease interceptor and the enclosure of the kitchen area.

- **2306 Superior Drive**

Plans and permit applications have been approved for the addition of a second floor showroom area at North Texas Carpet. Construction is underway.

- **Mistletoe Court Construction**

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

- **Park Row Court Construction**

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

- **Nora Drive Construction**

Plans and permits have been approved to construct a 3,083 square foot single-family residential building at 1704 Nora Drive. Construction is underway.

- **Smith Barry Farms Subdivision**

- There is no construction in Smith Barry Farms at this time.

## CERTIFICATES OF OCCUPANCY

### **Issued**

- Elgan's Park Place Salon – 2227 W Park Row Dr (C) – Beauty Salon – Business Relocation
- A Better You Counseling Service – 3603 W Pioneer Pkwy (A) – Counseling Service – New Business
- Uncle Fred's Treasures – 2026 W Pioneer Pkwy (C6) – Antiques – New Business
- Triton Tree and Lawn Care – 2026 W Pioneer Pkwy (D1) – Tree and Lawn Care – New Business
- JTP Logistics and Staffing, LLC – 2211 Duluth Dr #106 – Transportation – New Business
- Church of Hope, Inc. – 2401 W Pioneer Pkwy #151 – Church – New Business
- Brand Commercial Services – 1924 W Pioneer Pkwy (G&H) – Construction Service – New Business
- Reeves Law Center – 2615 W Pioneer Pkwy (C) – Law Firm – New Business
- TexasExec – 2003 Roosevelt Dr – Office/Consulting – New Business

### **Pending**

- Brighter Days STEM Academy – 2221 W Arkansas Ln #106 – Learning Center – New Business
- Perna's – 2304 W Park Row Dr #21 – Restaurant – New Business
- Dr. Jeckyll's Beer Lab, Draft House and Home Brew Supply – 2420 W Park Row Dr – Alcoholic Beverage Establishment – Business Expansion
- Elite Auto Works – 2003 W Pioneer Pkwy (B) – Auto Repair – New Business
- Stitch Niche – 2425 W Arkansas Ln (B&C) – Retail – Business Expansion
- R&A Auto Repair – 1922 W Pioneer Pkwy (D-F) – Auto Repair – New Business

INSPECTIONS

	JUN TOTAL	YTD TOTAL
BUILDING INSPECTION	11	68
CERTIFICATE OF OCCUPANCY	13	74
CUSTOMER SERVICE INSPECTION	1	5
ELECTRICAL INSPECTION	10	56
MECHANICAL INSPECTION	2	28
PLUMBING INSPECTION	11	98
REINSPECTION	9	95
CODE ENFORCEMENT INSPECTIONS	10	66
TOTAL INSPECTIONS	67	490

CONSTRUCTION VALUES

	JUN TOTAL	2014/2015 YTD TOTAL	2013/2014 JUN YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$275,000.00	\$330,000.00	\$1,395,000.00
EXISTING RESIDENTIAL REMODEL	\$130,745.00	\$393,315.00	\$257,589.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$1,863,538.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$127,195.00	\$1,794,864.00	\$707,862.00
TOTAL VALUE	\$532,940.00	\$4,381,717.00	\$2,360,451.00

FEES COLLECTED

	JUN TOTAL	JUN FEES	YTD TOTAL	YTD FEES	YTD BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	15	\$1,525.00	70	\$6,845.00	\$5,250.00	\$1,595.00
ZONING FEES	0	\$0.00	9	\$5,200.00	\$5,625.00	(\$425.00)
DEVELOPMENT FEE	0	\$0.00	2	\$1,082.80	\$0.00	\$1,082.80
PLAN REVIEW	5	\$969.46	26	\$8,555.07	\$5,250.00	\$3,305.07
BUILDING PERMIT	36	\$5,717.00	218	\$36,284.23	\$35,250.00	\$1,034.23
UTILITY RELEASE	0	\$0.00	16	\$640.00	\$225.00	\$415.00
CONTRACTOR REGISTRATION	20	\$1,900.00	109	\$10,450.00	\$8,250.00	\$2,200.00
LIQUOR PERMITS	1	\$375.00	11	\$6,045.00	\$1,500.00	\$4,545.00
TOTAL FEES		\$10,486.46		\$75,102.10	\$59,850.00	\$15,252.10




---



---

**MUNICIPAL COURT**


---



## Municipal Court Collections / June 2015

### On-Time Citations

Fines- \$28,510.30  
Fees- \$16,059.20  
 Total- \$44,569.50

### Warrants

Fines- \$35,130.81  
Fees- \$19,722.89  
 Total- \$54,853.70

Court Security Fund- \$1,267.00

Court Technology Fund- \$1,647.90

Accident Reports- \$55.10

Collection Fees- \$1,303.40

Gross Total Revenue- \$ 99,423.20  
Less State Fee's- \$ 35,782.09  
 Net Revenue- \$ 63,641.11

Presented by: Thressa Householder





Report for fees collected:

6/01/2015 - 6/30/2015

Street:

Fee	Citation Violation	Amount	Posting Date	Docket	Name
COLAGY COLLECTIONS FEE	132533F 02	3.20	6/15/2015		
COLAGY COLLECTIONS FEE	140415F 01	82.50	6/26/2015		
COLAGY COLLECTIONS FEE	142225F 01	90.00	6/11/2015		
COLAGY COLLECTIONS FEE	146933 02	93.00	6/11/2015		
COLAGY COLLECTIONS FEE	149294 01	52.80	6/12/2015		
COLAGY COLLECTIONS FEE	149294 03	112.50	6/12/2015		
COLAGY COLLECTIONS FEE	149294F 01	90.00	6/12/2015		
COLAGY COLLECTIONS FEE	E003705 01	52.50	6/03/2015		
COLAGY COLLECTIONS FEE	E006216 01	350.70	6/30/2015		
COLAGY COLLECTIONS FEE	E006714 01	139.20	6/29/2015		
COLAGY COLLECTIONS FEE	E006714 02	54.00	6/29/2015		
COLAGY COLLECTIONS FEE	E006714F 01	91.50	6/29/2015		
COLAGY COLLECTIONS FEE	E006714F 02	91.50	6/29/2015		

13 1,303.40 COLAGY COLLECTIONS FEE  
 TOTAL: 1,303.40

<b>TOTAL VALUE-----</b>	<b>710 - \$58,172.70</b>	<b>711 - \$57,788.38</b>
<b>TOTAL AMOUNT COLLECTED-----</b>	<b>710 - \$19,925.80</b>	<b>711 - \$18,921.30</b>
<b>FUTURE REVENUE-----</b>	<b>710 - \$17,754.00</b>	<b>711 - \$18,699.78</b>

**EXTRA DUTIES/VACATION/OTHER FOR APRIL**

Officers assisted with electronics install – 1 day

Ofcr. Hopkins out total 2 day

Ofcr. Alexander out 2 days

37 Total Calls for Service

14 Prisoner Services

18 Arraignments

6 Assist PD

Additional warrants cleared – 246

**Respectfully submitted,**

**Warrant Officer: Freddie Alexander 710**

**Warrant Officer: Robert Hopkins 711**



# AGENDA BACKGROUND

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

**DATE:** July 13, 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 July 13, 2015:

Professional Services:

- Alan Plummer Associates, Inc., Engineering
- C.A. Magnuson, Prosecutor
- Jim Jeffrey, Attorney
- SYB Construction, Contractor

Purchase Order:

- 1753 – Mister Sweeper
- 1754 – PK Safety Supply
- 1756 – Auto Nation
- 1758 – Office Depot
- 1759 – Sunbelt Rentals

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
7/13/2015**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Alan Plummer Associates, Inc.	\$9,290.75	June 2015 Engineering Services
C.A. Magnuson	\$1,300.00	June 2015 Prosecution Services
Jim Jeffrey	\$1,898.71	June 2015 Attorney Services
SYB Construction Co., Inc.	\$151,508.39	June 2015 Contractor Services
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
1753 - Mister Sweeper	\$3,995.00	Street Sweeper Contract
1754 - PK Safety Supply	\$4,105.76	Tripod Safety Equipment
1756 - Auto Nation	\$1,245.83	Expedition Repairs
1758 - Office Depot	\$1,159.99	Fireproof File Cabinet
1759 - Sunbelt Rentals	\$1,225.53	Generator Rental
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,332.47	June 2015 Trash Removal
Duncan - Recycling	\$2,077.99	June 2015 Recycling Removal
Voyager Fleet Systems	\$5,058.31	June 2015 Oil & Gas Expense
Gexa Energy	\$18,500.17	Electricity Billing Thru 7/08/15
City of Fort Worth	\$31,386.19	May 2015 Wastewater Services
City of Fort Worth	\$1,990.00	1st & 2nd Quarters FY Rabies Control
Intermedix	\$1,004.53	June 2015 Ambulance Collection Services
Iwerk	\$3,448.47	May 2015 Tech Support Services
Commerce Bank	\$2,874.65	June 2015 Credit Card Expenses
Texas Municipal League	\$23,534.49	July 2015 Employee Life Insurance
Texas Municipal League	\$22,963.00	3rd Quarter 2015 Liability & Property Insurance
Wells Fargo	\$1,561.16	June 2015 Copier Lease Payment



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

Mr. Matt Fielder  
Town of Pantego  
Accounts Payable  
1614 South Bowen Road  
Pantego, TX 76013

June 26, 2015  
Project No: 1329-004-04  
Invoice No: 000000037500  
Project Manager: Brian Wright  
Total Contract: 43,124.00

Project 1329-004-04 Pantego Park Row Pipeline Construction Administration

**Professional Services through June 26, 2015**

Phase A Construction Phase Services  
Task 01 Conform Plans & Specs

Conform Plans & Specs

**Professional Personnel**

	Hours	Rate	Amount	
Designer/Technician III				
Bauman, Brian	2.50	115.00	287.50	
Totals	2.50		287.50	
<b>Total Labor</b>				<b>287.50</b>
				<b>Total this Task \$287.50</b>

Task 03 Monthly Meeting & Site Visits

Monthly Meeting & Site Visits

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager II				
Farah, George	2.00	175.00	350.00	
Engineer/Scientist in Training II				
Houseman, Heather	2.50	115.00	287.50	
Totals	4.50		637.50	
<b>Total Labor</b>				<b>637.50</b>
				<b>Total this Task \$637.50</b>

Task 04 Meeting Minutes & Pay Apps

Meeting Minutes & Pay Apps

**Professional Personnel**

	Hours	Rate	Amount	
Engineer/Scientist in Training II				
Houseman, Heather	2.50	115.00	287.50	
Totals	2.50		287.50	
<b>Total Labor</b>				<b>287.50</b>
				<b>Total this Task \$287.50</b>

Project	1329-004-04	Pantego Park Row Pipeline Construction A	Invoice	000000037500
Task	05	Review Submittals RFI		
Review Submittals RFI				
<b>Professional Personnel</b>				
			<b>Hours</b>	<b>Rate</b>
				<b>Amount</b>
Senior Project Manager				
Wright, Brian			15.00	218.00
Project Manager II				
Farah, George			.75	175.00
Engineer/Scientist in Training II				
Houseman, Heather			20.75	115.00
			Totals	36.50
				5,787.50
			<b>Total Labor</b>	<b>5,787.50</b>
				<b>5,787.50</b>
			<b>Total this Task</b>	<b>\$5,787.50</b>
Task	07	Documentation & Filing		
Documentation & Filing				
<b>Professional Personnel</b>				
			<b>Hours</b>	<b>Rate</b>
				<b>Amount</b>
Project Manager II				
Farah, George			1.00	175.00
Engineer/Scientist in Training				
Williams, Rachel			1.00	115.00
Admin Staff III				
Eason, Cylena			2.50	75.00
			Totals	4.50
				477.50
			<b>Total Labor</b>	<b>477.50</b>
				<b>477.50</b>
			<b>Total this Task</b>	<b>\$477.50</b>
				<b>7,477.50</b>
			<b>Total this Phase</b>	<b>\$7,477.50</b>
Phase	PM	Administrative/QC Tasks		
Task	01	Project Management		
Project Management				
<b>Professional Personnel</b>				
			<b>Hours</b>	<b>Rate</b>
				<b>Amount</b>
Senior Project Manager				
Wright, Brian			2.50	218.00
Project Manager II				
Farah, George			2.00	175.00
			Totals	4.50
				895.00
			<b>Total Labor</b>	<b>895.00</b>
				<b>895.00</b>
			<b>Total this Task</b>	<b>\$895.00</b>
				<b>895.00</b>
			<b>Total this Phase</b>	<b>\$895.00</b>
Phase	RE	Reimbursable Expenses		
<b>Reimbursable Expenses</b>				
				97.75
				651.60
				60.65
				108.25
			<b>Total Reimbursables</b>	<b>918.25</b>
				<b>918.25</b>

Project	1329-004-04	Pantego Park Row Pipeline Construction A	Invoice	000000037500
Total this Phase				\$918.25
Total this Invoice				\$9,290.75

Billings to Date	Current	Prior	Total	Payments	A/R Balance
	9,290.75	14,618.03	23,908.78	14,618.03	9,290.75

Authorized By:  Date: 7/3/15  
Brian Wright

Acct# 550-5-000-476.40  
*William* 7-8-15

**PROSECUTOR SERVICE FOR THE MONTH OF JUNE 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

**LAW OFFICES OF JIM JEFFREY**

2214 Park Springs Blvd  
Arlington, Texas 76013  
Phone: (817) 261-4640  
Fax: (817) 275-5826  
Federal Tax I.D. # 75-2947449

Town of Pantego  
1614 S. Bowen Road  
Pantego, TX 76013

6/30/2015  
Account No. – 09.01.06  
Invoice # 21930

Legal services

June 1 – June 30, 2015

Attorney Total Hours:	10.40
Hourly Rate:	\$175.00
Paralegal Total Hours	\$ ---
Hourly Rate	\$90.00
Total for Services:	\$1,820
Expenses:	\$ 78.71
TOTAL BALANCE DUE:	\$ 1,898.71
Nolan County land issue	\$ 0



1329-004-04

July 7, 2015

Matt Fielder/Scott Williams  
Town of Pantego  
1614 S. Bowen Road  
Pantego, Texas, 76013

Re: Town of Pantego  
Waterline Replacement along Park Row  
Recommendation of Award of June Pay Application

Dear Mr. Williams:

On Tuesday, July 7, 2015, a pay application from SYB was received, opened, and verified for the above-referenced project. The application was submitted for work performed between 6/1/2015-6/30/2015 and we recommend payment in the amount of \$151,508.39. Please call me if you have any questions.

Sincerely,

ALAN PLUMMER ASSOCIATES, INC.



Brian Wright, P.E.  
Senior Project Manager  
Texas PE No. 100907

MONTHLY PAY REQUEST

PROJECT NAME:  
PARK ROW DRIVE  
WATER LINE REPLACEMENT

ESTIMATE NUMBER 2  
PERIOD 6/1/15 thru 6/30/15  
INVOICE DATE 07/01/2015  
INVOICE NUMBER 7336  
SYB JOB # 766

OWNER:  
TOWN OF PANTEGO

INSPECTOR:  
JUNIOR MARQUEZ

CONTRACTOR: SYB CONSTRUCTION COMPANY, INC  
421 COMPTON AVENUE  
IRVING, TEXAS 75061

ITEM NO.	DESCRIPTION OF ITEM	UNIT OF MEAS	APPROVED CONTRACT QUANTITY	QUANTITY COMPLETED PREVIOUSLY	QUANTITY COMPLETED THIS MONTH	QUANTITY COMPLETED TO DATE	UNIT PRICE	VALUE OF COMPLETED WORK	PERCENT COMPLETE	TOTAL CONTRACT AMOUNT	THIS MONTH'S TOTAL
1	MOBILIZATION & DEMOBILIZATION	LS	1	0.50	0.25	0.75	\$ 23,000.00	\$ 17,250.00	75.00%	\$ 23,000.00	\$ 5,750.00
2	BONDS & INSURANCE	LS	1	1.00	1.00	1.00	\$ 11,500.00	\$ 11,500.00	100.00%	\$ 11,500.00	\$ -
3	DEVELOPMENT, DESIGN, & IMPLEMENTATION OF TRAFFIC CONTROL PLAN	LS	1	0.50	0.25	0.75	\$ 13,225.00	\$ 9,918.75	75.00%	\$ 13,225.00	\$ 3,306.25
4	WATER POLLUTION PREVENTION PLAN FURNISH & INSTALL TEMPORARY WATER LINES TO EXISTING CUSTOMERS, INCL LINES TO EXISTING TAPS	LS	1	0.25	0.25	0.50	\$ 6,000.00	\$ 3,000.00	50.00%	\$ 6,000.00	\$ 1,500.00
5	FEEDING SHOPPING CENTERS	LS	1			0.00	\$ 30,000.00	\$ -	0.00%	\$ 30,000.00	\$ -
6	ALL CONNECTIONS & FITTINGS NOT LISTED ELSEWHERE	LS	1		0.25	0.25	\$ 36,000.00	\$ 9,000.00	25.00%	\$ 36,000.00	\$ 9,000.00
7	SAFETY PLAN	LF	2,670	693.00	1,602.70	2,295.70	\$ 1.00	\$ 2,295.70	85.98%	\$ 2,670.00	\$ 1,602.70
8	8" THICK, 4,500-PSI REINFORCED CONCRETE PAVING FOR TRENCH REPAIR, INCLUDING EXCAVATION & SURFACE PREPARATION	LF	2,585			0.00	\$ 48.10	\$ -	0.00%	\$ 124,338.50	\$ -
9A	10" C-900 PVC PIPE, INCL. PIGGING, DISINFECTION, TESTING, & INSPECTION PRIOR TO PLACING IN SERVICE (PRE-TEST & DISINFECTION)	LF	2,500	693.00	1,542.70	2,235.70	\$ 57.60	\$ 128,776.32	89.43%	\$ 144,000.00	\$ 88,859.52
9B	10" C-900 PVC PIPE, INCL. PIGGING, DISINFECTION, TESTING, & INSPECTION PRIOR TO PLACING IN SERVICE (POST-TEST & DISINFECTION)	LF	2,500			0.00	\$ 14.40	\$ -	0.00%	\$ 36,000.00	\$ -
10	6" C-900 PVC PIPE, INCL. PIGGING, DISINFECTION, TESTING & INSPECTION PRIOR TO PLACING IN SERVICE (PRE-TEST & DISINFECTION)	LF	70		67.11	67.11	\$ 259.00	\$ 17,314.38	95.87%	\$ 18,060.00	\$ 17,314.38
11A	6" C-900 PVC PIPE, INCL. PIGGING, DISINFECTION, TESTING & INSPECTION PRIOR TO PLACING IN SERVICE (PRE-TEST & DISINFECTION)	LF	280		60.00	60.00	\$ 54.40	\$ 3,264.00	21.43%	\$ 15,232.00	\$ 3,264.00
11B	6" C-900 PVC PIPE, INCL. PIGGING, DISINFECTION, TESTING & INSPECTION PRIOR TO PLACING IN SERVICE (POST-TEST & DISINFECTION)	LF	280		0.00	0.00	\$ 13.60	\$ -	0.00%	\$ 3,808.00	\$ -
12	FURNISH & INSTALL 12-INCH STEEL CASING PIPE BY OPEN CUT	LF	20		0.00	0.00	\$ 100.00	\$ -	0.00%	\$ 2,000.00	\$ -

ITEM NO.	DESCRIPTION OF ITEM	UNIT OF MEAS	APPROVED CONTRACT QUANTITY	QUANTITY COMPLETED PREVIOUSLY	QUANTITY COMPL. THIS MONTH	QUANTITY COMPLETED TO DATE	UNIT PRICE	VALUE OF COMPLETED WORK	PERCENT COMPLETE	TOTAL CONTRACT AMOUNT	THIS MONTH'S TOTAL
13	8" THICK, 4,500-PSI REINFORCED CONCRETE PAVING PANELS AT THE INTERSECTION OF PARK ROW DR. & BOWEN RD., INCLUDING EXCAVATION & SURFACE PREPARATION	SY	250			0.00	\$ 81.00	\$ -	0.00%	\$ 20,250.00	\$ -
14	SUBSURFACE UTILITY ENGINEERING (SUE) PERFORMED BY A REGISTERED PROFESSIONAL LAND SURVEYOR OR PROFESSIONAL ENGINEER IN THE STATE OF TEXAS	EA	21	6.00		6.00	\$ 125.00	\$ 750.00	28.57%	\$ 2,625.00	\$ -
15	FURNISH & INSTALL PIPE COLLAR AS SHOWN ON THE PLANS	EA	4	1.00	3.00	4.00	\$ 800.00	\$ 3,200.00	100.00%	\$ 3,200.00	\$ 2,400.00
16	FURNISH, INSTALLING & TESTING NEW 1-INCH WATER METERS WITH CONNECTIONS	EA	11		5.50	5.50	\$ 1,150.00	\$ 6,325.00	50.00%	\$ 12,650.00	\$ 6,325.00
17	FURNISH, INSTALLING & TESTING NEW 1.5-INCH WATER METERS WITH CONNECTIONS	EA	1			0.00	\$ 2,750.00	\$ -	0.00%	\$ 2,750.00	\$ -
18	METERS WITH CONNECTIONS	EA	2		1.00	1.00	\$ 2,950.00	\$ 2,950.00	50.00%	\$ 5,900.00	\$ 2,950.00
19	FURNISH & INSTALLING NEW FIRE HYDRANT	EA	6		5.00	5.00	\$ 3,100.00	\$ 15,500.00	83.33%	\$ 18,600.00	\$ 15,500.00
20	FURNISH & INSTALLING 6-INCH GATE VALVES	EA	17	3.00	12.00	15.00	\$ 900.00	\$ 13,500.00	88.24%	\$ 15,300.00	\$ 10,800.00
21	FURNISH & INSTALLING 10-INCH GATE VALVES	EA	9	3.00	5.00	8.00	\$ 1,950.00	\$ 15,600.00	88.89%	\$ 17,550.00	\$ 9,750.00
22	FURNISH & INSTALLING 1-INCH COMBINATION AIR/VACUUM RELEASE VALVES INCL. VAULT & VENT PIPE	EA	2			0.00	\$ 5,400.00	\$ -	0.00%	\$ 10,800.00	\$ -
	<b>CONTINGENCY ITEMS</b>										
23	FURNISH & INSTALLING NEW 2-INCH WATER METERS FOR FUTURE USE & CONNECTING THEM TO THE NEW WATER LINE, IF NEEDED & AS DIRECTED	EA	2			0.00	\$ 2,950.00	\$ -	0.00%	\$ 5,900.00	\$ -
24	FURNISHING & INSTALLING ADDITIONAL DUCTILE IRON FITTINGS & PIPE RESTRAINTS, NOT SHOWN OR DESCRIBED ON THE PLANS, IF NEEDED & AS DIRECTED	TN	1			0.00	\$ 5,000.00	\$ -	0.00%	\$ 5,000.00	\$ -
25	FURNISHING & INSTALLING EXTRA FLOWABLE FILL, INCL. EXCAVATION & FORMS, IF NEEDED & AS DIRECTED	CY	50			0.00	\$ 100.00	\$ -	0.00%	\$ 5,000.00	\$ -
26	FOUNDATION MATERIAL (COARSE AGGREGATE GRADATION NO. 67), IF NEEDED & AS DIRECTED	CY	100			0.00	\$ 30.00	\$ -	0.00%	\$ 3,000.00	\$ -
27	FURNISHING & INSTALLING EXTRA SELECT FILL, AS DIRECTED	CY	50			0.00	\$ 12.00	\$ -	0.00%	\$ 600.00	\$ -
28	FURNISHING & INSTALLING 3000-PSI CONCRETE FOR ADDITIONAL BLOCKING, ENCASUREMENT, ETC., AS DIRECTED	CY	100			0.00	\$ 110.00	\$ -	0.00%	\$ 11,000.00	\$ -

ITEM NO.	DESCRIPTION OF ITEM	UNIT OF MEAS	APPROVED CONTRACT QUANTITY	QUANTITY COMPLETED PREVIOUSLY	QUANTITY COMPL. THIS MONTH	QUANTITY COMPLETED TO DATE	UNIT PRICE	VALUE OF COMPLETED WORK	PERCENT COMPLETE	TOTAL CONTRACT AMOUNT	THIS MONTH'S TOTAL
29	FURNISHING & INSTALLING 4500-PSI REINFORCED CONCRETE CURB & GUTTER, AS DIRECTED	LF	50			0.00	\$ 45.00	\$ -	0.00%	\$ 2,250.00	\$ -
30	FURNISHING & INSTALLING 3000-PSI CONCRETE SIDEWALK, MOW STRIP, OR PADS, INCL. EXCAVATION & SURFACE PREPARATION, AS DIRECTED	SF	50			0.00	\$ 6.00	\$ -	0.00%	\$ 300.00	\$ -
31	CONSTRUCTION CONTINGENCY ALLOWANCE AS DIRECTED BY THE OWNER	LS	1			0.00	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00	\$ -
TOTAL CONTRACT											\$ 178,321.85

\$	658,508.50
\$	260,144.15
\$	26,014.42
\$	234,129.74
\$	82,621.35
\$	151,508.39

TOTAL VALUE OF WORK TO DATE  
 LESS 10% RETAINAGE  
 AMOUNT PAYABLE ON CONTRACT  
 LESS AMOUNT OF PREVIOUS PAYMENTS

BALANCE DUE THIS STATEMENT (Please make check's payable to SYB Construction Co., Inc.)

CERTIFIED: Brian Wood 7-7-15  
 BRIAN WOOD, VP (CONTRACTOR) DATE 7/7/15

CERTIFIED: Junior Marquez 7/7/15  
 JUNIOR MARQUEZ (PANTEGO) DATE 7/7/15

CERTIFIED: Scott Williams 7/7/15  
 SCOTT WILLIAMS (PANTEGO) DATE 7/7/15

Acct # 550 - 5 - 000 - 476.10  
 Williams 7-8-15



PUBLIC WORKS MEMO

---

Date: June 24, 2015  
To: Matthew Fielder, City Manager  
From: Joshua Brown, Public Works Supervisor  
Through: Scott Williams, Public Works Director  
Subject: Purchase Order Authorization

The Public Works Department is requesting the approval of a purchase order in the amount of Three Thousand, Nine Hundred and Ninety Five Dollars (\$3995.00) to Mister Sweeper to sweep all Town streets.

Many of the streets have excessive gravel buildup which prevents proper drainage along curbs. This will include debris haul off. Additionally, the Town is required to perform biannual sweeping of all streets as part of our MS-4 permit with the State. This P.O. reflects a line item approval in the FY15 budget.

Please find the attached Agreement and Quotation to reflect the requested purchase order amount (\$3995.00) from Acct No: 100-5-135-353.

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

Scott Williams, Public Works Director



**PHYSICAL ADDRESS OF THE SERVICE LOCATION** Variuos  
**KNOWN AS** Town of Pantego **CITY** Pantego **MAPSCO** 81

Mister Sweeper LP agrees to provide the services outlined below, providing all labor, materials, equipment, and licenses necessary, and the customer defined below agrees to pay the considerations shown. This binding contract, obligates both parties, their heirs, successors, and assigns, to the terms and conditions of this agreement.

This contract is for one year and shall be automatically renewed for successive one year terms without further action of the parties, may be terminated at the end of any one year term by either party with not less than 30 days written notice (certified mail).

The charges outlined in this contract are subject to annual adjustments based on the increase in the U. S. city average of the Consumer Price Index/Urban Consumers (CPI-U) published by the U. S. Dept. of Labor. Charges also may be modified based on increases in fuel or landfill costs; or if extraordinary cost increases occur from the action of governmental entities; or by mutual consent with 30 days written notice. Changes in services, frequency, etc. may be made orally without affecting the validity of this agreement, the consent being based on the practices and actions of the parties.

Sweeping up sand spread for ice control, construction debris, or debris from floods, fires, or other acts of God may be subject to additional charges.

Billing will be mailed at the beginning of each month for that months service, and is payable within thirty days. Accounts unpaid thirty days after due are subject to a monthly service charge of 1 1/2%.

This contract does not include the removal or handling of hazardous materials, or warrant that any hazardous conditions that may exist will be corrected or made safe by any services rendered, therefore, MISTER SWEEPER shall not indemnify or defend any person or entity related to these claims. Customer acknowledges that it has care, custody, and control of the property/service location, and accepts responsibility and liability for its use.

SERVICE OPTIONS:(Please mark and initial the options chosen

Power Sweep one time - \$3,995.00 Per Service (Tax Exempt)

Sweep all street excluding Pioneer Parkway one time hauling off debris - \$3995.00.

Town will provide water.

**Please sign and date both copies - return one copy - date service to begin**

<b>Submitted to</b>	Joshua Brown	<b>Account #</b>	2202
<b>Customer Name</b>	Town of Pantego	<b>Begin Service ON</b>	_____
<b>Address</b>	1614 South Bowen Rd. ARLINGTON 76013	<b>Phone</b>	(817)617-3721
<b>Accepted by</b>	_____	<b>Fax</b>	(817)265-1375
<b>Mister Sweeper By</b>	_____	<b>Date</b>	Thursday, May 21, 2015

mike@mistersweeper.com

Mister Sweeper LP PO BOX 560048 Dallas TX 75356

Tel (214)688-4444 - Fax (214)638-2833

www.mistersweeper.com

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. **1753**

69

**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 Mister Sweeper LP  
 3522 Day Dr  
 Dallas, Tx 75247

SHIP TO Town of Pantego  
 1614 Bowen Rd  
 Pantego, Tx  
 76013

DATE		ACCT #	DEPT.			
6-17-2015		100-5-135-353	Public Works			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1		Street Sweeping & debris removal of town streets			3995	00
					TOTAL	3995 00

*[Signature]* 6-24-15

APPROVED BY



PUBLIC WORKS MEMO

---

Date: June 19, 2015  
To: Matthew Fielder, City Manager  
From: Junior Marquez, Public Works Supervisor  
Through: Scott Williams, Public Works Director  
Subject: Purchase Order Authorization

The Public Works Department is requesting the approval of a purchase order in the amount of Four Thousand, One Hundred and Five Dollars and Seventy Six cents (\$4105.76) to PK Safety Supply for a tripod - safety equipment kit to make man hole entries.

When debris is in a manhole, possibly or eventually blocking flow, it becomes imperative the debris is removed. Additionally, manholes require repair and maintenance. These processes require personnel to make an entry into the manhole. The requested equipment would allow personnel to make a safe entry, and to be extracted once the task has been performed. The environment in a manhole is hazardous, due to fall potential and deadly gases, so it constitutes a confined space by TCEQ. The tripod has a lowering pulley and fall arrest to allow for safe entry and extraction of personnel, should a hazardous situation occur. The gas monitor provides warning of hazardous gas or low oxygen levels and is mandated for entry into a confined space. The blower is necessary to circulate and exchange the air in confined spaces. The tripod equipment kit was authorized by Council as a line item for the FY15 budget.

Please find the attached quotation and purchase order to reflect the requested amount (\$4105.76) from Acct No: 200-5-202-486.00.

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

Scott Williams, Public Works Director

# PK Safety Supply

2005 Clement Avenue  
Alameda, CA 94501  
P: (510) 337-8880  
F: (510) 337-8890  
[pkstore@pksafety.com](mailto:pkstore@pksafety.com)  
[pksafety.com](http://pksafety.com)

# Quote

Date 6/17/2015  
Quote # 15190  
Memo Free shipping included in quote!  
Expires 8/16/2015  
Ship Via UPS Ground  
Ordered By  
Shipping Code (2)

<b>Bill To</b>	<b>Ship To</b>
Junior Marquez	Junior Marquez
Town of Pantego	Town of Pantego
1614 S. Bowen	1614 S. Bowen
Pantego TX 76013	Pantego TX 76013

Item Number	Qty.	Units	Description	Options	Rate	Amount
DBI01-3590550	1	EA	Rebel™ SRL, 50', 5mm Galvanized Cable, Thermoplastic Housing, Carabiner		577.74	577.74
DBI01-2000112	1	EA	Capital Safety Saflok Carabiner 2000112 - **required to attach SRL to tripod		45.27	45.27
ALL02-9533-25	1	EA	Allegro 8" Com-PAX-ial Plastic Blower		292.00	292.00
DBI01-AB17530	1	EA	Capital Safety Protecta AB17530 Back D		32.60	32.60
DBI01-8003205	1	EA	Snatch Block, Capital Safety For Retrieval Tripod - attaches to tripod eye bolt for routing of winch or SRL cable		115.74	115.74
DBI01-AK205AG	1	EA	Protecta AK200 Series Confined Space Winch	Configuration: Galvanized Cable Length: 50 FT	1,034.14	1,034.14
DBI01-AK105A	1	EA	Capital Safety Protecta AK105A 8ft Confined Space Tripod		892.27	892.27
BW01-XT-XWHM-Y-NA-CS	1	EA	Max XT II Gas Monitor w/confined space kit.		1,116.00	1,116.00
					Subtotal	4,105.76
					Shipping Cost (UPS Ground)	0.00
					<b>Total</b>	<b>\$4,105.76</b>

Jenny Martens  
PK Safety Supply  
(510) 337-8880  
[jenny@pksafety.com](mailto:jenny@pksafety.com)  
[www.pksafety.com](http://www.pksafety.com)

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1754

72

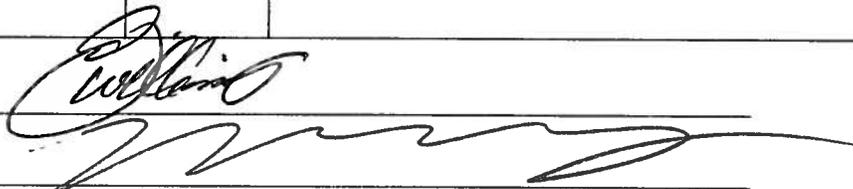
**INSTRUCTIONS TO VENDOR**

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 PK SAFETY SUPPLY  
2005 CLEMENT AVENUE  
ALAMEDA CA 94501

SHIP TO PUBLIC WORKS  
1614 S. BOWEN  
PANTEGO TX 76013

DATE		ACCT #	DEPT.		
6/18/15		200-5-202-486.00	PUBLIC WORKS		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		REBEL 50' CABLE THERMO PLASTIC HOUSING	577.74	1	577.74
1		CAPITAL SAFETY SAFLUK CARABINER	45.27	1	45.27
1		ALLEGRO PLASTIC BLOWER	292.00	1	292.00
1		CAPITAL SAFETY PROTECTA BACK D	32.60	1	32.60
1		SNATCH BLOCK CAPITAL SAFETY FOR RETRIEVAL TRIPOD	115.74	1	115.74
1		PROTECTA AR200 CONFINED SPACE W.NCH	1034.14	1	1034.14
1		CAPITAL SAFETY PROTECTA 6FT CONFINED SPACE TRIPOD	892.27	1	892.27
1		MAX XT GAS MONITOR	1116.00	1	1116.00
				TOTAL	4105.76



APPROVED BY



Pantego Fire Department

**To:** City Manager, Matt Fielder  
**From:** Assistant Fire Chief, Robert Coker  
**Through:** Public Safety Chief, Tom Griffith  
**Subject:** Purchase Order.

**Release Date:** 06-22 -2015

I am requesting approval to expend \$1,245.83 to Auto Nation Ford. The requested amount is for the emergency repairs to the vehicle I am assigned to operate.

The expedition has experienced a power loss to the dash for quite some time. This issue initially would only cause the radio to go off and the windows not to work. The problem has progressed to the point that you lose the instrument cluster including the speedometer, fuel and oil gauge. When the instrument cluster would lose power this would make the vehicle difficult to operate in a safe manner.

The expedition was taken to Auto Nation Ford for repairs. The needed repairs included the replacement of the fuse box and the instrument cluster.

The reason for the emergency repair is due to the use of this vehicle. I respond to emergency calls for service in this vehicle. I also use the vehicle to pick up supplies or go to meetings.

This is not an approved budgeted amount in the 2014/2015 budget. This is an emergency repair.

Cc: R. A. Carmona

**Robert Coker**

**From:** Morrison, Dave [MorrisonD1@autonation.com]  
**Sent:** Monday, June 22, 2015 12:49 PM  
**To:** Robert Coker  
**Subject:** 2004 Expedition estimate

**Customer:** Pantego Fire Rescue      **Customer Phone:** (817)274-1384      **RO Number:** 590287

**VIN:** 1FMPU15L74LA72356    **Make:** Ford Light Truck    **Model:** Expedition      **Year:** 2004

**Recommended Work Details**

Line	Operation Code	Operation Description	Op Code Qualifier	Labor Price	Line Total
C ( new )	EL001	CUSTOMER STATES DASH LIGHTS, RADIO AND GUAGES GO DEAD WHILE DRIVING; NEED TO REPLACE FUSE BOX TO CORRECT RADIO AND LIGHTS GOING OUT. NEED TO REPLACE INSTRUMENT GUAGE CLUSTER FOR GUAGES GOING DEAD	All	\$416.99	\$1,907.91

Part Number	Part Description	Quantity	Part Price
4L3Z*10849*AA	INSTRUMENT CLUSTER	1	\$655.50
4L1Z*14A068*ABBOX ASY - FUSE		1	\$582.89

**Miscellaneous Charges**

\$49.50

**Tax**

\$103.03

**Total****\$1,807.91**

LESS FLEET DISCOUNT – \$309.55

LESS PUBLIC SERVICES DISCOUNT - \$100.00

LESS TAXES- \$103.03

LESS MISC CHARGES- \$49.50

GRAND TOTAL - \$1245.83

**Dave Morrison**

Customer Care Manager  
AutoNation Ford Arlington  
1400 I-20 West  
Arlington, TX 76017  
817-557-8823 Direct line  
817-557-8826 Fax

**AutoNation**

CONFIDENTIAL: This electronic mail (including any attachments) may contain information that is privileged, confidential, and/or otherwise protected from disclosure to anyone other than its intended recipient(s). Any dissemination or use of this electronic email or its contents (including any attachments) by persons other than the intended recipient(s) is strictly prohibited. If you have received this message in error, please notify us immediately by reply email so

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1756

76

**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 Auto Nation Ford.

SHIP TO Pantego Fire.

DATE		ACCT #	DEPT.		
6-22-15		100-5-150-356.00	Fire		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Replace Instrument Cluster	655.50		655.50
		Replace ABS BOX ASY-Fuse (Fuse Box)	582.89		582.89
		Miscellaneous Charges	49.50		49.50
		Tax	103.03		103.03
		Labor	416.99		416.99
		Less Fleet Discount.			
		Less Public Services Discount.	-309.55		-309.55
		Less Taxes	-100.00		-100.00
		Less Misc Charges	-103.03		-103.03
		Emergency Repairing 500 vehicle.	-49.50		-49.50
				<b>TOTAL</b>	<b>1245.83</b>

Robert Coker → [Signature]

APPROVED BY



G/A MEMO

---

To: Matthew Fielder, City Manager  
From: Julie Arrington, City Secretary  
Date: July 13, 2015  
Re: 4 Drawer Letter Size Fireproof File Cabinet

During the 2014-2015 Budget process Council approved the purchase of a fire proof file cabinet for the Record Management Department. I am requesting to order a Fire King Vertical Fireproof File Cabinet to be placed in my office. This cabinet will store the information that has a record retention period of longer than 10 years, items that are routinely referenced, and anything that requires the city seal. The file cabinet will be ordered from Office Depot at a cost of \$1,159.99.

Attachments: Purchase Order  
Office Depot Quote

**ITEM# 435075**

**FireKing Turtle Insulated Fireproof Vertical Filing Cabinet, 4 Drawers, 52 3/4"H x 17 3/4"W x 22 1/8"D**



**\$1,159.99/each**  
**\$0.00 delivery fee**

Let me know what else I can do for you.

Thanks.

The Cooperative Purchasing Network Awards Office and School Supplies  
 Contracts to Office Depot

The Connected Classroom "CLICK ME"



**Michael Ramirez**

Dedicated Account Manager

**Office DEPOT** | Public Sales ISO | Central

Office +1 855 337 6811 ext. 12678 Fax +1 561 438 8099

[Michael.Ramirez@OfficeDepot.com](mailto:Michael.Ramirez@OfficeDepot.com)

9501 Amberglen Blvd. Suite 200, Austin, TX 78729

**Office DEPOT OfficeMax**

**Delivering Winning Solutions That Inspire Worklife™**

How Am I Doing? Please contact my manager [Austin Kingsbery](#), with any feedback

**Have You Ordered Your FREE 2015 Catalog Today?**

**BSD 2015 General Sku# 559619**

**BSD 2015 Furniture Catalog-TCPN Sku# 559646**

**BSD 2015 School Solutions Edition Sku# 559772**

**BSD 2015 Copy & Print Promo Catalog Sku# 191219**

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1758

79

**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 Office Depot  
9501 Amberlyen Blvd. Ste 200  
Austin, Tx 78729

SHIP TO Office Depot  
9501 Amberlyen Blvd  
Suite 200  
Austin Tx 78729

DATE		ACCT #	DEPT.			
7-7-15			Gen. Admin			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
1	1	Fire King Tuttle Insulated Fireproof Vertical Filing Cabinet, 4 drawers 52 3/4" H x 17 3/4" W x 22 1/8" D 435075	1,159.99		1,159.99	
** Budgeted **						
					TOTAL	1,159.99

  
APPROVED BY



**PANTEGO PUBLIC  
SAFETY**



**To:** Matt Fielder, City Manager  
**From:** Barry Reeves, Assistant Chief of Police  
**Subject:** Payment Authorization  
**CC:**  
**Date:** July 8, 2015

During the quarterly inspection of the emergency generator, it was discovered that maintenance was needed that required the generator to be removed and taken off site. During this process, the rental of a diesel generator was needed in case of a power outage. The repairs to the generator took several weeks. In order to get a cost effective rate, the Department was billed for a one month term. I am requested the payment authorization in the amount of \$1,225.53 to Sunbelt Rentals.

A handwritten signature in blue ink that reads "Barry Reeves".

Barry Reeves



INVOICE  
 SEND ALL PAYMENTS TO:  
 SUNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211

INVOICE NO.	52945185-001	81
ACCOUNT NO.	3126454	
INVOICE DATE	6/26/15	
		PAGE 1 of 1

INVOICE TO

1oz - 4915 - 6056  
 TOWN OF PANTEGO  
 PO BOX 13210  
 ARLINGTON TX 76094-0210



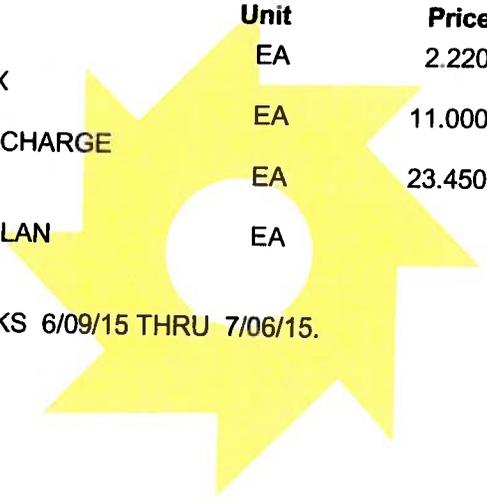
JOB ADDRESS  
 POLICE STATION  
 2600 MILLER LANE  
 PANTEGO, TX 76013 3258  
 817-274-2511

RECEIVED BY	CONTRACT NO.
GRIFFITH, TOM	52945185
PURCHASE ORDER NO.	
6-9-15	
JOB NO.	
1 - POLICE STATION	
BRANCH	
ARLINGTON PC318 924 113TH ST ARLINGTON, TX 76011-5407 817-640-4411	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1	20KW DIESEL GENERATOR 123402 Make: MQ POWER Model: DCA25 Ser #: 7108881 HR OUT: 13536.00 HR IN: TOTAL: 13536.000	126.96	126.96	329.50	938.14	938.14

SALES ITEMS:

Qty	Item number	Unit	Price
1	TXHEIT4392012A TX UNIT PROPERTY TAX	EA	2.22
1	DLPKSRCHG TRANSPORTATION SURCHARGE	EA	11.00
1	ENVIRONMENTAL ENVIRONMENTAL	EA	23.45
1	RENTAL PROTECTION PLAN DELIVERY CHARGE PICKUP CHARGE BILLED FOR FOUR WEEKS 6/09/15 THRU 7/06/15.	EA	140.72 110.00 110.00



Equipment. Service. Guaranteed.

EMIT TO:

NET DUE UPON RECEIPT

JNBELT RENTALS, INC.  
 PO BOX 409211  
 ATLANTA, GA 30384-9211

Invoices not paid within 30 days may be subject to a 1-1/2% per month charge.

SUBTOTAL	1,335.53
SALES TAX	
INVOICE TOTAL	1,335.53



INVOICE

SEND ALL PAYMENTS TO:  
SUNBELT RENTALS, INC.  
P.O. Box 409211  
Atlanta, GA 30384-9211

INVOICE NO.	52945185-003
ACCOUNT NO.	3126454
INVOICE DATE	7/07/15
PAGE 1	

**INVOICE TO**  
TOWN OF PANTEGO  
PO BOX 13210  
PANTEGO, TX 76094-0210

**JOB ADDRESS**  
POLICE STATION  
2600 MILLER LANE  
PANTEGO, TX 76013 3258  
C#: 817-274-1381 J#: 817-274-2511

RECEIVED BY	CONTRACT NO.
GRIFFITH, TOM	52945185
PURCHASE ORDER NO.	
6-9-15	
JOB NO.	
1 - POLICE STATION	
BRANCH	
318 ARLINGTON PC318	
924 113TH ST	
ARLINGTON, TX 76011-5407	
817-640-4411	

QTY	EQUIPMENT #	Min	Day	Week	4 Week	Amount
1	RENTAL PROTECTION PLAN					
	PICKUP CHARGE					110.00-
<p>This credit memo only applies to invoice #52945185-001, for the amount of 110.00.</p>						
						110.00-

COPY

NET DUE UPON RECEIPT

CREDIT MEMO

SUBTOTAL	110.00-
TAX	
INVOICE TOTAL	110.00-

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1759

83

**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 Sun belt Rentals, inc.  
 P.O. Box 409211  
 Atlanta, GA. 30384-9211

SHIP  
 TO

DATE		ACCT #	DEPT.			
7/8/15		100 5-140-350-00	PD			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		Generator Rental			1,225	53
					TOTAL	1,225 53

*[Signature]*  
*[Signature]*

APPROVED BY



Flair Events  
 1040 Falcon Creek Dr.  
 Kennedale, TX 76060

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

Invoice #: 63015-P

Client: Town of Pantego

Date: July 5, 2015

Balance Due: \$1362.98

Due Date: 7/30/15

**Description: Meetings (not included in max hours)**

- None this month

**Total Meetings:**

**Description: Festival Management billed at \$32/hour**

• 06/01/15	.5 hours	\$16.00
• 06/02/15	2.5 hours	\$80.00
• 06/03/15	4.5 hours	\$144.00
• 06/15/15	.75 hour	\$24.00
• 06/17/14	1.5 hours	\$48.00
• 06/18/15	1.5 hours	\$48.00
• 06/22/15	.5 hours	\$16.00
• 06/25/15	1.5 hours	\$48.00
• 06/29/15	2 hours	\$64.00
• 06/30/15	5.25 hours	\$168.00

**Total Festival Management:**

**\$656.00**

**Description: Festival Resource Management billed at \$27/hour**

• 06/02/15	1 hours	\$27.00
• 06/03/15	1.25 hours	\$33.75
• 06/11/15	1 hours	\$27.00
• 06/15/15	1.25 hours	\$33.75
• 06/16/15	1.75 hours	\$47.25
• 06/17/15	3.25 hours	\$87.75
• 06/25/15	4.25 hours	\$114.75
• 06/29/15	2.75 hours	\$74.25
• 06/30/15	4.75 hours	\$128.25

**Total Festival Resource Management:**

**\$573.75**

**Description: Festival Marketing billed at \$27.00/hour**

• 06/25/15	1 hour	\$27.00
• 06/26/15	1.25 hours	\$33.75
• 06/30/15	1.5 hours	\$40.50

**Total Festival Marketing:**

**\$101.25**



Flair Events  
1040 Falcon Creek Dr.  
Kennedale, TX 76060

85

Business Phone: 817-614-5530  
E-mail: [april@flairftworth.com](mailto:april@flairftworth.com)  
[www.flairftworth.com](http://www.flairftworth.com)

**Grand Total Festival Management/Resource Management and Marketing: \$1331.00**

**Mileage:**

06/02/15	28.0 miles x \$.575	\$16.10
06/03/15	19.0 miles x \$.575	\$10.93
06/30/15	26.0 miles x \$.575	\$14.95

**Total Mileage: \$31.98**

**Balance Due for June: \$1362.98**

**Progression of Project Planning Budget:**

- Contracted max hourly amount: \$20,343
  - Contracted max hourly previously Billed: (\$3118.50)
  - Contracted max hourly amount this Bill: (\$1331.00)
- Contracted max hourly remaining balance: **\$15,893.50**
  
- Meetings billed outside of max hours: **\$148.50**
- Expenses:
  - Mileage: \$140.32



# AGENDA BACKGROUND

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

**Date:** July 13, 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 June 22, 2015

PEDC minutes from June 10, 2015

Community Relations Board minutes from May 5, 2015

Town Council Minutes  
June 22, 2015

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

**The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 22<sup>nd</sup> day of June 2015 with the following members present:**

<p><b>Melody Paradise</b> <b>Fred Adair</b> <b>Jane Barrett</b> <b>Don Funderlic</b> <b>Don Surratt</b></p>	<p><b>Mayor</b> <b>Council Member</b> <b>Council Member</b> <b>Council Member</b> <b>Council Member</b></p>
---	---

**Members absent:**

<b>Russ Brewster</b>	<b>Mayor Pro-Tem</b>
----------------------	----------------------

**Constituting a quorum. The following staff members were present:**

<p><b>Matt Fielder</b> <b>Julie Arrington</b> <b>Jim Jeffrey</b> <b>Ariel Carmona</b> <b>Chad Joyce</b> <b>Scott Williams</b> <b>Tom Griffith</b> <b>Barry Reeves</b> <b>Robert Coker</b> <b>Thressa Householder</b></p>	<p><b>City Manager</b> <b>City Secretary</b> <b>Town Attorney</b> <b>Finance Director</b> <b>Community Development Director</b> <b>Public Works Director</b> <b>Chief of Public Safety</b> <b>Assistant Police Chief</b> <b>Assistant Fire Chief</b> <b>Court Administrator</b></p>
--	---

**Also in attendance:**

**None.**

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

Mayor Paradise called the work session to order at 6:32 p.m.

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

**1. City Manager Report**

Mr. Fielder informed the Council there was damage caused to the park on June 16th due to vandalism by unknown parties; statues were damaged and the awning over the exercise equipment was ripped up.

Mr. Fielder informed Council the construction on Park Row is ongoing. The crews have reached the creek and are connecting to the line that was previously bored under the creek. They expect to cross over from the south side to the north sided in front of the Shell station on Wednesday and reach the intersection of Bowen Rd and Park Row soon. They have agreed to work nights at the intersection to reduce potential traffic issues. Their estimated time of completion is the end of July.

Town Council Minutes  
June 22, 2015

Mr. Fielder informed Council the Town lost a Public Works maintenance worker, Simon McCurley, to attend graduate school out of town.

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

There was discussion on the invoice for SYB Construction and Flair Events. Mr. Fielder explained the 41 hours for a pre-construction meeting possibly included the hours for review and preparation for the bid with add-ons and is still within the budget. Mr. Fielder will follow up with Flair Events on their cost breakdown of quarter hour charges instead of one-tenth hour charges.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from June 8, 2015

No comments.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from May 27, 2015
- PEDC minutes from June 3, 2015

**4. Discussion on a presentation by Coble Cravens Financial Services, Inc. for options on comparable quotes for group health, dental, life, disability, and supplemental insurance plans related to the current employee benefits plan offered and provided to town employees.**

Don Dukes, with Coble Cravens Financial Services, Inc. gave a presentation to Council with a summary of the comparison to the current Texas Municipal League (TML) employee benefits and other insurance agency benefits. He informed Council TML is the best option with the most competitive rate for the Town in regards to health insurance. However, he found a better option for the ancillary products with MetLife Insurance Company USA. There was discussion on the various options, the wording contained within the Employee Handbook on dental coverage, and the allocation of the Town's contribution to the employee's insurance coverage. Mr. Dukes explained Metlife could not match TML's 45 day waiting period for Long Term Disability; however, they can provide Short Term Disability with a 14 day waiting period and Long Term Disability with a 90 day waiting period allowing for complete coverage to the employee after the initial 14 day waiting period and at a comparable price to the Town.

**RESOLUTIONS**

**6. Discuss, direct, and consider action on Resolution 15-20 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the Town's participation in TexPool and TexPool Prime Texas Local Government Investment Pools with an authorized list of representatives.**

Ms. Carmona explained the Town has always invested with TexPool and would like to add TexPool Prime for double the earnings and more diversification. There was clarification on the funds covered by the Investment Policy and Investment Strategies. Council inquired on any opportunity for a loss. Ms. Carmona explained the interest rates are low because there is typically not a loss with these investments.

Mayor Paradise adjourned the Work Session at 7:25 p.m.

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

Mayor Paradise called the regular session to order at 7:37 p.m., welcomed the audience, and announced Mayor Pro-Tem Brewster was out this evening.

Town Council Minutes  
June 22, 2015

Ms. Arrington, City Secretary, led the invocation which was immediately followed by the Pledge of Allegiance.

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

Councilmember Surratt welcomed the audience. He had the opportunity to participate in a ribbon cutting this Saturday and enjoyed meeting the new businesses owners.

Councilmember Funderlic welcomed the audience and gave a special thanks to staff for their hard efforts in response to Councils requests and the job they give to the citizens. He was pleased to see the officer's in attendance at the meeting and appreciated their work.

Councilmember Barrett agreed with the previous Council Members.

Councilmember Adair welcomed the audience, agrees with the previous Council Members, and appreciated all of staff's and law enforcement official's hard work; as well as the volunteers.

Mayor Paradise welcomed the audience informing them there was a ribbon cutting for Timeless Treasures over the weekend and requested the audience to welcome Timeless Treasures to the community, if they have the opportunity. In August, next door to Timeless Treasures, a ribbon cutting is expected for Perna's, a Cajun restaurant.

### **HONORS/RECOGNITION**

- **Oath of Office and Badge Pinning of Officer Tyler Bonner, Pantego Police Department.**
- **Honor outgoing Pantego Economic Development Corporation President Bill Brown for his years of dedication and service to the Town of Pantego.**
- **Community Relations Board Memorial Day Essay Contest Winners Presentation.**

Assistant Chief Reeves introduced Officer Tyler Bonner to the audience. Mayor Paradise delivered the Oath of Office to Officer Bonner.

Jane Barrett introduced Thierry Doda the 2<sup>nd</sup> place High School Essay Contest Winner. Miss. Doda read her essay to the audience. Mayor Paradise thanked Miss. Doda for her participation and hard work on the essay.

Mayor Paradise presented PEDC President Bill Brown with a plaque thanking him for his many years of service on various boards in the City over the last several years. Mr. Brown said a few words on the joys and importance of volunteerism.

### **RECEPTION**

Mayor Paradise recessed the meeting at 7:55 p.m. for a reception. Mayor Paradise reconvened the meeting at 8:10 p.m.

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

#### **Community Relations Board**

Councilmember Barrett informed the Council the last CRB meeting was on June 2<sup>nd</sup>. Movie Night was held last Saturday and approximately 70 people were in attendance. The next meeting will be July 7<sup>th</sup> at 7:00 p.m. at Town Hall.

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

Mayor Paradise announced the PYLC group is off for the summer.

### **PEDC REPORT**

Town Council Minutes  
June 22, 2015

Councilmember Adair informed Council the PEDC Board discussed covering the existing park floor material with artificial grass and a priority list of maintenance items. The Board expects to authorize the contract at the next meeting. There was discussion by Council regarding drainage of the park with the new artificial grass.

### **CITIZENS OPEN FORUM**

Pat Richards, 1904 Silver Leaf, Pantego, Texas, 76013, stated the first Town Council meeting he attended was three weeks prior to moving into the town. His last Town Council meeting is three weeks prior to him moving out of town. He will be relocating to Fort Worth. He was impressed with the town and that they had their own Planning & Zoning Commission. When he moved here the Town was a beautiful place and a wonderful community. The size of the Town has not gotten any larger but the quality has gone up tremendously. As much as the Mayors and Council like to take credit for it, the ones who did all the work are these people (pointing to staff) and some who just left; don't forget it. He stated he would be back from time to time to visit. He just wanted to say goodbye while he was still here.

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

Councilmember Surratt made a motion to approve Consent Agenda items 1-4 as discussed in the work session. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

### **RESOLUTION**

- 5. Discuss, direct, and consider action on Resolution 15-19 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with the Texas Municipal League Multistate Intergovernmental Employee Benefits Pool for the renewal of employee health insurance coverage to include long-term disability, and to continue the Town's participation as a risk member in the employee benefits pool; and providing for an effective date.**

Mayor Paradise read the caption for the record. Mr. Don Dukes delivered a presentation regarding this item during the work session.

Mr. Fielder informed Council the re-rate information from TML was received in early June and is due on June 30<sup>th</sup>. The plan options are the same as last years with some changes to the cost of the plans and the deductibles to some of the plans. Last year the town contribution was raised to \$396 per employee and paid to TML. There was discussion on the different options when mixing the TML and the Metlife coverage's, adding a flex spending account, amending the employee handbook, and the town contribution. There was clarification on the required separate agreement needed for Flex Spending for TML and the agreement with MetLife will not be received for a few more months allowing for an effective date of October 1, 2015.

Councilmember Adair made a motion to approve Resolution 15-19 with exception to remove the Long Term Disability and replace it with flex spending coverage. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Town Council Minutes  
June 22, 2015

Nayes: None.  
Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**6. Discuss, direct, and consider action on Resolution 15-20 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the Town's participation in TexPool and TexPool Prime Texas Local Government Investment Pools with an authorized list of representatives.**

This item was discussed during the work session.

Councilmember Surratt made a motion to approve Resolution 15-20 authorizing the Town to participate in TexPool and TexPool Prime and listing the authorized representatives. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**7. Discuss, direct, and consider action on Resolution 15-21 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into contracts for children entertainment and logistics for PantegoFest 2015, and providing for an effective date.**

Mr. Fielder informed the Council the Resolution covers two items; the previously discussed Bouncing Stars contract for Bounce Houses and the rental of the tables, chairs, tents, and electricity. He outlined the different services provided by the different options in the rental companies. There was discussion on the cost difference in the budget and the actual costs. It was explained the provider from last year made an accounting error in the Town's favor and this year they did not.

Councilmember Adair made a motion to approve Resolution 15-21 with the following changes; in section two replace Taylor with Moore Rentals and revise the cost from \$15,687 to \$13,263. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**ORDINANCE**

**8. Discuss, direct, and consider action on a second and final reading of Ordinance 15-766 an ordinance of the Town Council of the Town of Pantego, Texas, amending the Municipal Code Chapter 13 Utilities by adopting a new Article 13.07 Storm Water Pollution Control; containing findings and other provisions relating to foregoing subject; containing a savings clause; repealing all ordinance in conflict herewith; and declaring an effective date.**

Ms. Arrington read the caption for the record. Mr. Joyce reminded Council this ordinance was discussed at the last meeting and there were questions on Section 13.07.005(b) in regards to the use of "affirmative defense" and the wording used in Fort Worth's ordinance. He explained the proposed changes by Council was used in Fort Worth's MS4 application not their ordinance and most municipal ordinances on this matter match the one proposed by staff. Mr. Jeffery's discussed the intent of the

Town Council Minutes  
June 22, 2015

use of “affirmative defense” and the change to the intent if the proposed changes are made. There was further discussion and clarification on the use of the words “affirmative defense” and the shifts in the burden of proof. Council inquired on the location of the changes in the document and what the suggested changes are.

Councilmember Funderlic made a motion to adopt Ordinance 15-766 amending the Town Code of Ordinances Chapter 13 incorporating the changes proposed by Mr. Joyce. Councilmember Surratt seconded the motion.

The vote was as follows:  
Ayes: Surratt and Funderlic.  
Nays: Barrett, Adair, and Mayor Paradise  
Abstentions: None.

Mayor Paradise declared the motion failed by a 2-3 vote, with the Mayor breaking the tie vote.

Councilmember Adair made a motion to approve Ordinance 15-766 as written in its original version. Councilmember Barrett seconded the motion.

The vote was as follows:  
Ayes: Barrett, Adair, and Mayor Paradise.  
Nays: Surratt and Funderlic.  
Abstentions: None.

Mayor Paradise declared the motion passed by a 3-2 vote with the Mayor breaking the tie vote.

- 9. Discuss, direct, and consider action on a second and final reading of Ordinance 15-767 an ordinance of the Town Council of the Town of Pantego, Texas, amending Municipal Code Chapter 13 Utilities, Article 13.03 Water and Sewers, Division 1 Generally, Section 13.03.002 Definitions; Section 13.03.006 Computation of Charges; Estimated Meter Readings; Section 13.030074 Billing – Delinquency; and Section 13.03.066 Groundwater District Production Fees; and establishing Appendix A Fee Schedule, Article A10.000, Section A10.013 Groundwater Conservation District Fees; containing a savings clause; repealing all ordinances in conflict herewith; and declaring an effective date.**

Ms. Arrington read the caption for the record. Mr. Fielder explained this is a second reading. Council discussed and passed this ordinance at the last meeting. He informed them there is one change adding the words “up to” in section 3(b). He reminded them the ordinance will allow for the pass through fee to the residents for the Groundwater Conservation District and will allow him the ability to review and decide on adjustments within a set criterion.

Councilmember Surratt made a motion to approved ordinance 15-767 as the second reading as presented. Councilmember Funderlic seconded the motion.

The vote was as follows:  
Ayes: Surratt, Funderlic, Barrett, and Adair.  
Nays: None.  
Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

#### SCHEDULED EXECUTIVE SESSION ITEMS

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

Town Council Minutes  
June 22, 2015

1. Pursuant to Government Code Section 551.074, to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee - Discussion of Board and Commissions appointments.

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

Mayor Paradise recessed the regular session to conduct the executive session at 9:49 p.m.  
Mayor Paradise reconvened the regular session at 10:22 p.m.

Mayor Paradise informed the audience the Council discussed various board appointment applications. Council will appoint Robert Jordan to Place 6, Pantego Economic Development Corporation; Bill Brown to Place 5, Zoning Board of Adjustments; and Jesse Howell to Place 6 as an alternate to Planning & Zoning Commission and to the Community Relations Board.

Councilmember Surratt made a motion to appoint the aforementioned candidates. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, Adair, and Mayor Paradise.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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

**10. Discuss, direct, and consider action on a presentation by the City Secretary regarding an upgrade of the Electronic Record Management System.**

Ms. Arrington presented a PowerPoint presentation outlining her research for upgrading the Electronic Record Management System. She explained the current system and its functions. There was discussion on a Record Management Policy; the results if the maintenance agreement is not maintained and allowed to expire; and combining users. Council directed her to discuss with the departments the number of users needed for this system; any additional costs from Iwerk for installation, and compatibility to upgrading the operating system.

**COUNCIL INQUIRY**

Council inquired on the new owners to the property on Arkansas and was informed they are an automotive repair shop.

Council inquired on a town wide internet provider and was informed this would create an additional utility for the Town to operate and increase the cost of personnel and equipment.

**ADJOURNMENT**

Mayor Paradise adjourned the regular session at 11:08 p.m.

APPROVED:

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

ATTEST:

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

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 10<sup>th</sup> day of June 2015 with the following members present:

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

**Members Absent:**

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

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

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

**Also in attendance:**

Pam Mundo	Economic Development Coordinator
-----------	----------------------------------

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

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

**INVOCATION**

Vice President Lakey led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

President Brown welcomed the audience.

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

Director Van Zandt informed the Board Director Springer has a new addition to her family, a baby boy.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board the Park Row Project continues to move forward they are ahead of

schedule and could possibly be finished before school starts. As of today they have laid 1,350 feet of pipe out of 2,500 feet total.

There is a Meet & Greet scheduled for the morning of June 30<sup>th</sup> at 7:30 a.m. at JR's Restaurant. The Mayor has confirmed she will be able to attend.

The Community Relations Board first movie night is this Saturday, June 13<sup>th</sup> at 7:30 p.m. They will be showing Alexander and the Terrible, Horrible, No Good, Very Bad Day. Director Van Zandt sponsored this movie and the Lion's Club will be there offering popcorn and drinks.

Mr. Fielder informed the board he will be on vacation next week and to direct all questions or needs to the City Secretary in his absence.

**2. Approval of PEDC Minutes**

- **May 27, 2015**
- **June 3, 2015**

Director Van Zandt made a motion to approve both of the PEDC minutes as submitted. Vice President Lakey seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Brown declared the vote passed unanimously.

**3. Summary of Revenues and Expenditures**

- **June 10, 2015**

Director Surratt made a motion to approve the Vendor List dated June 10, 2015 as presented. 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.

**CITIZENS OPEN FORUM**

None.

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

**4. Discuss, direct, and consider action on the park playground flooring.**

Mr. Fielder presented three quotes for different options of flooring for the playground; Child's Play, International Mulch, and DFW Putting Green. He reminded the Board the last discussion involved the astro turf or field turf. He explained DFW Putting Green is the more expensive company stating their product is more superior due to the stitching causing a longer lasting product. The International Mulch company has the tiles the Board discussed previously. The estimate includes the tiles and the adhesive. The Town would have to hire a contractor to install the product. Child's Play is a local distributor for Burk Playground Equipment, a widely known quality company. He recommends the

Child's Play at a cost of \$46,320. There was discussion on the available warranty's and the ease of replacing worn out areas. The quote does not include the swing set area. There was discussion on the process to install the product in the areas where the current flooring is missing, the required maintenance in regards to normal wear and tear and leaves, and on ideas for improving the swing area.

Vice President Lakey made a motion to purchase the artificial grass from Child's Play for the East, North, and West structures of the park. Director Surratt 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.

**5. Discuss, direct, and consider action on the Park Maintenance expenditures**

Vice President Lakey introduced this item to discuss the needed park improvements and their priority. There was discussion on securing the matching funds for the grant, revisiting the painting estimates, the bridge and gazebo repairs, and some electrical repairs. There was discussion on replacing the wood on the bridges with a synthetic polymer wood that does not chip, does not require painting or maintenance. The consensus on the priorities was to focus on the public use areas and aesthetics for the Community Relation Board events and rentals. There was also discussion on the needed repairs to the statutes. Mr. Williams will provide a list of total repairs and best guess estimates on the repairs. Once he presents this list the Board will assign a priority to the repairs.

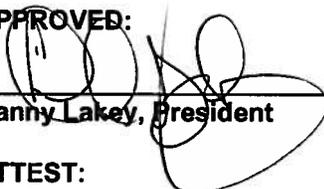
**PEDC MEMBER INQUIRY**

Director Van Zandt inquired on the maintenance of the cul-de-sacs. Mr. Fielder stated the Town has a policy allowing for mowing of the cul-de-sacs but all other landscaping is up to the homeowners.

**ADJOURNMENT**

President Brown adjourned the regular session at 7:56 p.m.

APPROVED:

  
\_\_\_\_\_  
Danny Lakey, President

ATTEST:

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



**Community Relations Board Minutes  
May 5, 2015**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

**The Community Relations Board of the Town of Pantego, Texas, met in scheduled session at 7:00 p.m. in Council Chambers, 1614 South Bowen Road, Pantego, on the 5th day of May, 2015 with the following members present:**

**Barbara Rogers  
Chuck White  
Tori Roemmich  
Leanna Cartier  
Michael Cartier  
Cal Kost**

**Chair  
Vice Chair  
Treasurer / Interim Secretary  
Board Members**

**The following staff members were present:**

**Matt Fielder  
Scott Williams  
Jane Barrett  
Sheila Sherman**

**City Manager  
Public Works Director  
Council Liaison  
Staff Liaison**

**REGULAR SESSION 7:00**

Chair Barbara Rogers called the meeting to order at 7:06 p.m.

**PLEDGE OF ALLIGENCE**

**OLD BUSINESS**

Approval of minutes for March 17, 2015 and April 7, 2015. Chuck White made a motion to approve the minutes as written. Cal Kost 2nds motion. Board approved minutes as written.

**CITIZENS OPEN FORUM**

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

**1. Memorial Day Event**

Memorial Day is Monday May 25, 2015. Chuck White informed the board he has a new speaker. The other speaker could no longer attend the event. Chuck White is going to be coordinator for this event. The flags are in but we still have not heard back from the color guard. The back ground music is ready. We need to make sure the chairs and podium will be at the park ready to be put out. Essays are handed out and Sheila Sherman is going to have the W-9s ready for the winners. Sheila Sherman will also be updating the website for our new speaker.

## 2. **Movie Night**

These are the following movies scheduled this summer for movie night:  
 June 13<sup>th</sup>- Alexander and The Terrible, Horrible, No Good, Very Bad Day  
 July 11<sup>th</sup>- Maleficent  
 August 8<sup>th</sup>- Big Hero 6  
 September 12<sup>th</sup>- Guardians of the Galaxy

The company informed us that their will be a \$26 fee for each movie they have to send out. We can use our own copies if we have the movies and will no be charged the \$26. Tori Roemmich has offered to let us use her movie Maleficent for the July showing. Lions Club will have popcorn, soft drinks and water for the events. Chuck White is still reaching out to local businesses for donations

## 3. **Budget Updates**

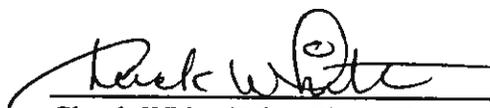
The Board needs to get the Budget into the City by July 1,2015 for approval.

### **CRB MEMBER INQUIRY**

Barbara Rogers has informed the CRB that she is leaving. She read a letter to the board that she wrote. The letter explained the multiple reasons why she was leaving. Barbara will help with the Memorial Day event but it is her last event.

### **ADJOURNMENT**

Chairperson Rogers adjourned the regular session at 8:06 p.m.

  
 \_\_\_\_\_  
 Chuck White / Vice Chair (Temporary Chair)

  
 \_\_\_\_\_  
 Tori Roemmich / Interim Secretary





# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider actions on Resolution 15-22 of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an Interlocal Agreement for Rabies Control with the City of Fort Worth for animal services.

**Date:** July 13, 2015

**PRESENTER:**

Scott Williams, Public Works Director

**BACKGROUND:**

As a function of Municipal Services the Town of Pantego provides animal services for the community. However, the Town does not maintain and operate an animal shelter. The provisions for those services are provided by an alternate agency. In the recent past the City of Fort Worth, through an Interlocal Agreement has provided impoundment, quarantine facilities and limited rabies control as specified in their Interlocal Agreement. Although, staff is seeking alternate agencies for these services in the future, in the interest of maintaining our current services, staff requests approval of the Interlocal Agreement for Rabies Control with the City of Fort Worth. Compensation for services is obligated only when the services are rendered as referenced in Attachment "A" of the Interlocal Agreement.

**FISCAL IMPACT:**

\$10,000

**RECOMMENDATION:**

Staff recommends the approval of Resolution 15-22, authorizing the City Manager to enter into an Interlocal Agreement for Rabies Control with the City of Fort Worth

**ATTACHMENTS:**

Resolution 15-22  
Interlocal Agreement with the City of Fort Worth

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

**RESOLUTION NO. 15-22**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH AND BETWEEN THE CITY OF FORT WORTH, TEXAS, FOR RABIES CONTROL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council has determined to renew the interlocal agreement with the City of Fort Worth for Rabies Control in the Town of Pantego; and

**WHEREAS**, the City of Fort Worth agrees to provide Pantego with limited rabies control services in the Town of Pantego, and further that the City of Fort Worth agrees to provide impoundment and quarantine facilities for animals pursuant to this Agreement for the benefit of Pantego.

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

**Section 1:** the Town Council authorizes the City Manager to enter into an interlocal agreement with the City of Fort Worth, Texas for rabies control in the Town of Pantego.

**Section 2:** the Town Council agrees and accepts the terms and conditions of the interlocal agreement as presented by the City of Fort Worth in "Exhibit A" and not to exceed \$10,000 in total for services rendered during this agreement.

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

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

STATE OF TEXAS                   §  
   §  
 COUNTY OF TARRANT           §

**INTERLOCAL AGREEMENT FOR RABIES CONTROL**  
**CITY OF FORT WORTH AND CITY OF PANTEGO**

THIS AGREEMENT is made and entered into by and between the City of Fort Worth, a home-rule municipal corporation situated in Tarrant, Denton, Parker, and Wise Counties, Texas, acting by and through its duly authorized Assistant City Manager (hereinafter referred to as “City”), and the City of Pantego, a type B general law municipal corporation located in Tarrant County, Texas, acting by and through its duly authorized Mayor (hereinafter referred to as “Pantego”).

**WHEREAS**, Chapter 791 of the Texas Government Code authorizes the formulation of interlocal cooperation agreements between and among municipalities and counties for the performance of governmental functions; and

**WHEREAS**, Chapter 826 of the Texas Health and Safety Code, also known as the Rabies Control Act of 1981 (hereinafter referred to as the “Act”), requires governing bodies of each municipality to designate a local rabies control authority to enforce the Act and minimum standards for rabies control adopted by the Texas Department of State Health Services; and

**WHEREAS**, Section 826.016 of said Act authorizes a municipality to enter into agreements with public entities to carry out activities required or authorized under the Act; and

**WHEREAS**, Pantego wishes to participate in an interlocal agreement with City for the purpose of limited rabies control in the City of Pantego; and

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

**NOW, THEREFORE**, it is agreed as follows:

1.  
PURPOSE

The purpose of this Interlocal Agreement is to enter into an Agreement between City and Pantego whereby, subject to the terms and conditions hereinafter set forth and consideration specified below, City agrees to provide Pantego with limited rabies control services in the City of Pantego, and City agrees to provide impoundment and quarantine facilities for animals pursuant to this Agreement for the benefit of Pantego.

2.  
DEFINITIONS

For the purposes of this Agreement, the following definitions shall apply:

**ACT** shall mean the Rabies Control Act of 1981, codified as Chapter 826 of the Texas Health and Safety Code.

**ANIMAL** shall mean any living, vertebrate creature, domestic or wild, other than *Homo sapiens*.

**ANIMAL CARE AND CONTROL CENTER** shall mean the facility located at 4900 Martin Street, Fort Worth, Texas, which is operated by the City for the purpose of impounding and caring for animals as prescribed by law.

**BITE** shall mean a bite or scratch capable of transmitting rabies, which is inflicted by an animal on a human.

**CAT** shall mean a commonly domesticated member of the Felidae (feline) family, other than a lion, tiger, bobcat, jaguar, panther, leopard, cougar, or other prohibited animal.

**CITY** shall mean the City of Fort Worth.

**DANGEROUS DOG** shall mean a dog that makes an unprovoked attack on a person or other animal that causes bodily injury and occurs in a place other than an enclosure in which the dog is being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or a dog that commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

**DAY** shall mean a calendar day or any part thereof.

**DOG** shall mean *Canis familiaris*.

**QUARANTINE** shall mean the strict confinement of a biting animal, in accordance with the Act and the Rules.

**RABIES** shall mean an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

**RULES** shall mean the rules adopted by the Texas Department of State Health Services for rabies control and eradication under 25 TAC § 169.21 et seq.

**STRAY** shall mean roaming with no physical restraint beyond the premises of an animal's owner or keeper.

3.  
TERM

Unless terminated pursuant to the terms herein, this Agreement shall be for a term of one year, beginning upon the date of its execution by the Fort Worth City Manager or designee. In addition, the term may be extended by mutual written agreement of the parties, for up to three additional (3) one-year terms.

4.  
SERVICES BY CITY

- A. Hours  
City agrees to perform the services described herein for Pantego in the City of Pantego, between the hours of 9:00 a.m. and 5:00 p.m. only, Tuesdays through Saturdays, excluding holidays, with no after-hours service provided.
- B. Rabies Response  
In the manner and to the extent that it deems appropriate and in accordance with the Rules and the Act, bite animals which are presented by Pantego to the City will be handled by the City pursuant to Section 6.
- C. Impoundment of Animals  
City will impound animals delivered to the City's Animal Care and Control Center by Pantego officials pursuant to Section 6.

5.  
DUTIES OF PANTEGO

- A. Pantego agrees that it will retain all responsibility for enforcement of all aspects of the Act not covered in Paragraph 4 of this Agreement, including criminal enforcement.
- B. Pantego agrees that it will pursue, at its discretion, the issuance and execution of warrants or other court orders necessary for the seizure of animals requiring quarantine or testing under Paragraph 4 (C) of this Agreement, whose owners have failed or refused to place them for quarantine or testing. Pantego further agrees that City is not required to pursue the issuance and execution of such warrants.

6.  
IMPOUNDMENT AND DISPOSITION OF ANIMALS

- A. A live, stray animal impounded by the City under this Agreement shall be held for a period of not less than seventy-two (72) hours, unless released earlier to its owner or as described in subsection 6.F. below. A quarantined animal shall be held or presented for testing according to the Act and the Rules. The Pantego shall provide in writing to the City the date of the bite incident and the animal's date of release from quarantine. Pantego shall pay charges for impounded animals, until disposition, as specified in Exhibit "A".

- B. Prior to the expiration of the impoundment period, the City may destroy an impounded animal if the Animal Services Administrator or Animal Control Manager of the City or the Animal Care and Control Center's veterinarian recommends and approves such action.
- C. Impounded animals will be released to their owners upon:
- (1) Proof of identification;
  - (2) Payment of Exhibit "B" fees;
  - (3) Purchase of a City license tag if the animal is a dog or cat and the owner resides within the City; and
  - (4) The animal is vaccinated against rabies at the owner's expense if the animal is a dog or a cat over 12 weeks of age and the owner does not have an unexpired rabies vaccination certificate for the animal.
- D. The ownership of impounded and/or quarantined animals that have not been released to their owners on the expiration of the impoundment and/or quarantine period, submitted for rabies testing, or entered into the Fort Worth Feral Cat Program shall lie with Pantego, and Pantego authorizes the City to place the animals for adoption, to transfer them to other animal welfare agencies, to be humanely euthanized, or to be released in accordance with Section 6(F), at the discretion of the City or as required by law.
- E. Pantego will be billed for all impounded and/or quarantined animals delivered by or from the City of Pantego for the number of days held during the impoundment period and/or for the number of days held up to the date reclaimed by the owner or otherwise disposed of in accordance with this agreement. The number of days, for billing purposes, will begin on the day that the animal is impounded.
- F. A live, stray Cat impounded by the City under this Agreement shall be handled according to the following:
- a. If a stray, neighborhood or feral cat is brought to the animal shelter, the City shall:
    - i. Advise the presenting person of the City's Feral Cat Policy that all cats that enter FWACC that do not go into a rescue or adoption program, and which are fit for release under the City's Feral Cat Policy, will be sterilized, rabies vaccinated, microchipped and ear tipped by the City or its designee and returned to a location near where the cat was living and/or found. The City will not euthanize any stray, neighborhood or feral cats that are brought into Fort Worth Animal Care and Control (FWACC) unless:
      1. They are deemed unfit for release, adoption or rescue due to age, injury or disease, or
      2. They have previously been deemed a public nuisance, defined as dangerous to human life, health or welfare, or to threaten to become detrimental to the public health or welfare.
    - ii. Determine if cat is fit for release, adoption or rescue. For the purposes of this policy, the City shall determine when there is a potential threat to public health or safety, when feral cats are in unsafe or inappropriate areas, or if the cats are at risk of harm or suffering, in its sole discretion.

- iii. Determine if the cat has been previously deemed to be a nuisance,
  - 1. If the feral cat has not been previously deemed to be a nuisance, it will be subject to release as a feral cat at or near the location where it was captured in Pantego.
  - 2. If the feral cat has been previously deemed by the City to be a nuisance, City will not release the cat to a Caretaker to be returned to environment in which it has been previously removed as a nuisance. City will release cat to another entity that agrees to relocate cat in an area the City determines will not pose a nuisance threat (i.e. barn cat program), potentially in Pantego. If no other solution is identified for a cat deemed more than once to be a nuisance, the cat will be humanely euthanized.
- b. Community, feral, and free roaming stray cats are exempt from the standard holding period described in Section 6.A. above. The ownership of such cats originating from Pantego is deemed to lie with Pantego. Pantego authorizes the City or its agents to release community, feral or stray cats obtained in Pantego back into in Pantego, or to otherwise dispose of the cats through the above described City's Feral Cat Policy. Pantego hereby appoints the City of Fort Worth, or any entity registered as a Feral Cat Sponsor or Caretaker under the City's Feral Cat Program, or that entity's designee, as Pantego's agent for the limited purpose of returning cats to the address where the cat was living and/or found.
- c. Pantego represents and agrees that the City's release of any community, feral, or stray cat in accordance with this Subsection 6(F) is not a violation of any Pantego ordinance or other law, and that Pantego will not prosecute the City, its employees, contractors, volunteers, or agents for any violation of an ordinance or law, or bring any civil or criminal action in any way related to or resulting from the release or disposition of said cats.
- d. Pantego shall compensate the City for services related to community, feral, or free roaming stray cats in accordance with Exhibit A.

## 7.

### EXCLUSIONS

- A. Nothing in this Agreement shall be deemed as designating the City or an officer or employee of the City as the "local health authority" or "local rabies control authority" of Pantego as those terms are defined or used in Title 10, Health and Safety Code, Vernon's Texas Codes Annotated.
- B. Nothing in this Agreement shall be deemed as requiring the City to investigate reports of dangerous dogs, to register dangerous dogs, or otherwise regulate dangerous dogs in the City of Pantego, under the authority of Chapter 822 Subchapter D. of the Health and Safety Code, Vernon's Texas Codes Annotated.
- C. Nothing in this Agreement shall be deemed as requiring the City to quarantine or present for testing domestic animals that have been bitten by or directly exposed by physical contact to a rabid animal or its fresh tissues.

- D. City shall not impound stray animals if Pantego fails to enact and maintain rules or ordinances pursuant to Sections 826.015 and 826.033 of the Texas Health and Safety Code that require animals to be restrained at all times.

## 8.

RESPONSIBILITY FOR EMPLOYEES

City employees who provide services under this Agreement are deemed to be City employees when providing such services. City will exercise complete control over the hiring, training, supervision, and conduct of such employees. City will be responsible for all wages and applicable payroll deductions, unemployment taxes, workers' compensation insurance, vacations, holidays, and fringe benefits for such employees and for all uniforms, vehicles, and equipment (except as provided in Paragraph 5(D) of this Agreement) used by such employees for providing services under this Agreement. Pantego shall have no direct supervisory authority over such employees except in emergency situations where the exercise of supervision by Pantego becomes necessary. Regarding workers' compensation insurance, the City shall not waive its right to subrogate against Pantego for losses incurred in the course of City's services rendered to Pantego under this Agreement.

## 9.

COMPENSATION

- A. As fair compensation for the services rendered Pantego agrees to pay City for its services based on the schedule attached hereto as Attachment A, as pertinent, which is hereby incorporated as a part of this Agreement as if it were set forth at length. City may adjust any fee listed in Attachment A during the term of this Agreement by giving Pantego 120 days written notice.
- B. The number of boarding days, for billing purposes, will begin on the day that the animal is impounded and continue as long as the animal is held. In addition to boarding fees, a quarantine fee will be charged on all animals placed into quarantine, and an administrative fee will be charged on all animal impoundments. Euthanasia and disposal fees and head and shipment preparation fees shall be as described in Attachment A.
- C. Pantego will not pay City more than **\$10,000.00** in total per contract year, for services rendered during the term of this Agreement. This amount shall herein constitute a **not to exceed** limitation placed upon this Agreement, and when such amount is reached, City will cease providing such services. City agrees to provide Pantego with an itemized monthly bill. Pantego agrees to promptly pay such bills upon presentation by the City, such payments to be made from current revenues available to Pantego, within thirty (30) days of receipt. In the event of the termination of this Agreement, City shall bill Pantego for any outstanding balance, regardless of the amount, and Pantego agrees to promptly pay such bill, within thirty (30) days of receipt.
- D. Pursuant to the requirements of Section 791.011(d)(3) of the Texas Government Code, the amount due City shall be paid from revenues available to Pantego in that current fiscal year.

## 10.

### FEES CHARGED ANIMAL OWNERS

Pantego hereby agrees that City may charge, or cause to be charged, the fees set out in "Exhibit B" to the owners of animals that have been impounded or quarantined. "Exhibit B" is hereby incorporated as a part of this Agreement as if it were set forth at length. City is hereby authorized to increase said fees during the terms of this Agreement by giving the Pantego 120 days' notice. If an animal's owner reclaims the animal and pays the kenneling fees, then the City will not charge the Pantego for kenneling such animal under the Fee Schedule in "Exhibit A." If a quarantined animal's owner reclaims the animal and pays the quarantine fees, then the City will not charge the Pantego such fees. A check written by an owner in payment of these fees is considered a contingent payment. If the check written by an owner is subsequently dishonored, the check shall not be considered payment and Pantego shall be responsible to City for the fees.

#### 11.

#### LIABILITIES

- A. To the extent permitted by law, Pantego shall be responsible for all work-related deaths, injuries or diseases of Pantego employees, and for property damage, personal injury or death caused by such employees relating to work provided pursuant to this Agreement.
- B. To the extent permitted by law, City shall be responsible for all work-related deaths, injuries or diseases of City employees, and for property damage, personal injury or death caused by City employees or volunteers relating to work provided pursuant to this Agreement.
- C. Pantego shall be responsible for all property damage, personal injuries and death caused by the use of City and Pantego equipment and vehicles caused by Pantego employees or volunteers pursuant to this Agreement. Furthermore, Pantego shall be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen by Pantego employees or volunteers during the provision of services hereunder.
- D. City shall be responsible for all property damage, personal injuries and death caused by the use of City equipment and vehicles caused by City employees or volunteers pursuant to this Agreement. Furthermore, City shall be responsible for the repair or replacement of all such equipment and vehicles damaged, destroyed, lost or stolen caused by City employees or volunteers during the provision of services hereunder.

#### 12.

#### IMMUNITY & THIRD PARTIES

- A. Pantego expressly waives its right to assert immunity from suit for a claim forming the basis of a suit between the City and Pantego alleging a breach of this Agreement. Pantego does this as consideration for the City's offer to enter into this Contract with Pantego. No third party may use this waiver in any way and no waiver of immunity in favor of a third party is intended by this Agreement.
- B. Nothing in this Agreement shall be construed to benefit any third party other than an employee or officer of Pantego or City while in the performance of this Agreement. This

Agreement may not be construed to expand the liability of City or Pantego beyond the scope of chapter 101 of the Texas Civil Practice and Remedies Code unless specifically stated herein.

13.  
TERMINATION

It is further agreed by and between City and Pantego that City and Pantego shall each have the right to terminate this Agreement upon thirty (30) days' written notice to the other party.

14.  
ENTIRETY

This Agreement contains all commitments and agreements of the parties hereto, and no other oral or written commitments shall have any force or effect if not contained herein.

15.  
MODIFICATION

This Agreement may be modified by the mutual agreement of the parties, if the modification is in writing and signed by City and Pantego.

16.  
SEVERABILITY

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

17.  
AUTHORITY

This Agreement is made for City and Pantego as an Interlocal Agreement pursuant to VTCA, Government Code, Chapter 791.

18.  
AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto, and each party hereby certifies to the other that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

19.  
FORCE MAJEURE

It is expressly understood and agreed by the parties to this Agreement that if the performance of any obligations hereunder is delayed by reason of war; civil commotion; acts of God; inclement weather; governmental restrictions, regulations, or interferences; fires; strikes; lockouts, national disasters; riots; material or labor restrictions; transportation problems; or any other circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated or not, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the time period applicable to such design or construction requirement shall be extended for a period of time equal to the period such party was delayed.

20.

FISCAL FUNDING LIMITATION

If for any reason, at any time during any term of this Agreement, either city fails to appropriate funds sufficient for that city to fulfill its obligations under this Agreement, that city may terminate this Agreement to be effective on the later of (i) thirty (30) days following delivery of written notice of the city's intention to terminate or (ii) the last date for which funding has been appropriated by the City Council for the purposes set forth in this Agreement.

Remainder of Page Intentionally Blank

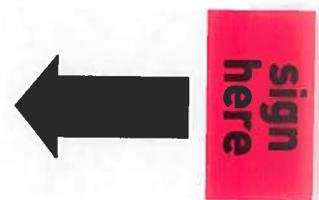
**SIGNATURE PAGE  
INTERLOCAL AGREEMENT FOR RABIES CONTROL  
CITY OF FORT WORTH AND PANTEGO**

**CITY OF FORT WORTH**

**PANTEGO**

\_\_\_\_\_  
Charles W. Daniels  
Assistant City Manager

\_\_\_\_\_  
Mayor or Manager



Date: \_\_\_\_\_

**RECOMMENDED**

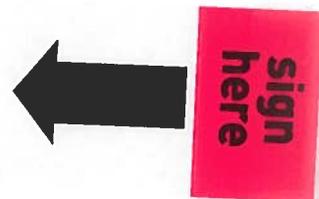
\_\_\_\_\_  
Dr. Timothy Morton  
Asst. Code Compliance Director

**APPROVED AS TO FORM**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Arthur N. Bashor  
Assistant City Attorney

\_\_\_\_\_  
Assistant/ City Attorney



**ATTEST:**

\_\_\_\_\_  
Mary J. Kayser  
City Secretary

M&C \_\_\_\_\_

EXHIBIT A  
SCHEDULE OF FEES PAID BY PANTEGO

DAILY BOARD FEE

Kenneling (per dog, cat or other small animal)	\$30.00 per day
Quarantine (per animal)	\$50.00 per day
Quarantine fee (per animal)	\$100.00

SERVICE CALLS AND RABIES RESPONSE

(Excluding head preparation and shipment)

Per Request	\$100.00
-------------	----------

HEAD PREPARATION AND SHIPMENT

Per Animal Head	\$150.00
-----------------	----------

EDUCATIONAL SERVICES

Per Staff Hourly Charge	\$70.00
-------------------------	---------

EUTHANIZATION AND DISPOSAL

Per animal	\$100.00
------------	----------

SPAY OR NEUTER FEE

Per cat	\$50.00
Per dog	\$80.00

RABIES VACCINATION FEE

Per animal	\$ 9.00
------------	---------

MICROCHIP FEE

Per animal	\$12.00
------------	---------

AFTER-HOURS, WEEKEND AND EMERGENCY ANIMAL CONTROL RESPONSE

Per Request	\$200.00
-------------	----------

ADMINISTRATIVE FEE

Per impoundment or service request	\$50.00
------------------------------------	---------

Remainder of Page Intentionally Blank

## EXHIBIT B

SCHEDULE OF FEES TO BE PAID TO CITY BY OWNERS RECLAIMING ANIMALSRABIES VACCINATION FEE

Per reclaimed dog or cat	\$ 9.00
--------------------------	---------

SPAY OR NEUTER FEE

Per cat	\$50.00
Per dog	\$80.00

MICROCHIP FEE

Per reclaimed dog or cat	\$12.00
--------------------------	---------

DAILY BOARD FEES:

Kenneling (dog, cat, small animal)	\$30.00 per day
Kenneling (other than dogs, cats or small animal)	\$30.00 per day
Quarantined animals	\$50.00 per day

Remainder of Page Intentionally Blank



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on Resolution 15-23 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with Child's Play for the installation of artificial grass at the three playground locations at Bicentennial Park; and providing for an effective date.

**Date:** July 13, 2015

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The PEDC is proposing to install an artificial turf surface on the three playgrounds at Bicentennial Park. The existing poured in place playground surfaces have deteriorated and become unsightly. The cost to replace them with a like material is twice the cost of artificial turf. In addition, the long-term costs of maintenance for the turf is significantly less, as worn or damaged areas can be cut out and replaced on an as-needed basis. The turf would be installed on top of the existing rubber material, in order to preserve the cushioning necessary for the safe use of the playground. The Board approved the purchase and installation of the turf at the July 8<sup>th</sup> meeting. This item is being submitted for Council approval due it being in excess of \$10,000.

**FISCAL IMPACT:**

\$46,024

**RECOMMENDATION:**

Staff recommends the approval of the PEDC's purchase and installation of artificial turf on the playgrounds at Bicentennial Park.

**ATTACHMENTS:**

Price Quote  
Terms and Conditions  
Warranty

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

**RESOLUTION NO. 15-23**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CHILD'S PLAY TO INSTALL ARTIFICIAL TURF AT THE THREE PLAYGROUND AREAS OF BICENTENNIAL PARK; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** the Town Council sees the need to replace or repair the existing playground matting at Bicentennial Park; and

**WHEREAS,** Child's Play is an authorized provider and installer for the artificial turf and will warranty the installation of their product for one year; and

**WHEREAS,** the Town Council has determined the artificial turf is a quality product and will provide better protection to the family's who enjoy the park.

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

**Section 1:** the Town Council authorizes the City Manager to enter into a contract with Child's Play for the installation of the artificial turf at the three playground areas located at Bicentennial Park.

**Section 2:** the Town Council agrees and accepts the terms and conditions of the contract as presented by Child's Play in "Exhibit A" and not to exceed \$46,024 in total for services rendered during this agreement.

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

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



ADDRESS
Matthew Fielder Town of Pantego 1614 South Bowen Rd Pantego, Texas 76013

SHIP TO
Matthew Fielder Town of Pantego 1614 South Bowen Rd Pantego, Texas 76013

QUOTE #	DATE	
2015-701	06/11/2015	07/17/2015

SALES REP  
JB

DESCRIPTION	QTY	PRICE EACH	AMOUNT
<b>Artificial Turf System</b> Area # 1 - East Structure - Cover over Pour in Place surface with Artificial Turf with Brown Thatch, Tape & Glue, Infill Sand, Freight, & Installation	2,340	6.375641	14,919.00
<b>Artificial Turf System</b> Area # 2 - West Structure - Cover over Pour in Place surface with Artificial Turf with Brown Thatch, Tape & Glue, Infill Sand, Freight, & Installation	3,945	5.8420786	23,047.00
<b>Artificial Turf System</b> Area # 3 - North Structure - Cover over Pour in Place surface with Artificial Turf with Brown Thatch, Tape & Glue, Infill Sand, Freight, & Installation	1,455	5.5381443	8,058.00

Net 30 day

TOTAL

**\$46,024.00**

Accepted By

Accepted Date



# Child's Play, Inc.

## Terms & Conditions

Please Read Carefully

To **place an order**, you must provide one of the following: Price Quote signed by an authorized purchaser with a check made payable to Child's Play, Inc. or a Purchase Order assigned to Child's Play. A current approved credit application is required for Net 30 terms. Please note that 100% of the purchase price of equipment and freight is due before order is placed. 100% of installation is required at time of completion.

**No other product, equipment, or service is provided**, except for that which is in the quote, regardless of any Contract Document, Contract Section, Plans, Specifications, Drawing, or Addendum. **Delivery** for most Child's Play equipment is approximately 4-6 weeks after all order documents have been received and payment is received. Purchase documents that contain indemnity or hold harmless conditions cannot be accepted. Retainage is not permitted. The following must be received before your order can be processed: complete billing and shipping addresses, contact name and phone #, and all color choices. If Sales Tax Exempt, a copy of your tax exemption form or resale certificate must accompany your order.

**Installation** charges, if quoted, are for a "standard" installation unless specifically noted otherwise. Installation charges are due upon completion. Standard installations generally require from 2-10 business days to complete, depending upon the amount and type of equipment, site conditions, weather, and schedule. Work may or may not be performed in consecutive days. The quote is based on the site being level and with no resilient surfacing (sand, gravel, bark, etc.) being in place. A charge will be assessed to level site or remove resilient surfacing based upon equipment/material costs and man hours required. Any and all permits and any fees associated with the permits are the responsibility of owner/contractor.

An additional charge will be required if digging of footing cannot be performed by equipment. Additional man hours required to dig footings will be added to the contract price. If this condition occurs, your approval will be sought before work will proceed.

Installation is based upon unrestricted access to site for equipment, i.e., Bobcats, concrete trucks, dump trucks, and miscellaneous work vehicles. Installers are not responsible for damages to irrigation and landscape. Protection for irrigation and landscape is the responsibility of the owner.

It is the owner's responsibility to have underground utilities, gas, electric, telephone, water, sewer, and irrigation located, marked and/or moved before installation may proceed. Owner will be 100 percent responsible for all repairs.

Engineered wood fiber and shredded rubber surfacing materials are spread, not compacted, rolled, or watered. The material is delivered in bulk by a semi-truck & owner/contractor is to designate the unloading area. It is the owner's responsibility to ensure that no one plays on the equipment during and 48 hours after installation for concrete curing time.

Temporary fencing is only provided by specific request, and additional charges will apply. Collectively and/or individually, not the manufacturer, Child's Play, their representatives, nor the installation company shall be held **liable** for any damages resulting from misuse, vandalism, or neglect. Any deviations from approved and accepted placement of all items, along with additional work, over and above quoted items, will be chargeable to the customer.

If you are **receiving your equipment**, you are responsible for unloading and accepting delivery from the freight company and reporting any damaged freight or shortages on the freight bill at the time. You will also be responsible for a complete inventory of your received equipment and reporting any discrepancies to us immediately. Neither the freight company nor the manufacturer will resolve shipment discrepancies that are not reported immediately. Make sure that all items have been received before any type of installation work is scheduled. The freight carrier will be instructed to call your designated contact 24 hours before delivery to arrange a delivery appointment. Most shipments will require a fork lift at the delivery site for unloading, and/or adequate manpower for unloading by hand.

**Cancellations** are only accepted with the approval from Child's Play. No merchandise is to be returned without first obtaining written authorization from Child's Play. A restocking fee of 25% will be charged on all merchandise returns. All returned merchandise must/will be shipped insured and freight prepaid by the customer.

For **Warranty and Specifications**, consult a Child's Play representative for a written copy of our warranty and detailed specifications on our product lines. Our manufacturer reserves the right to discontinue or change specifications without notice. Customer agrees to maintain the equipment and surfacing according to manufacturer's specifications and to make monthly written inspections.

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

Date: \_\_\_\_\_



# Product Specification Sheet

## W Blade-60

### **USES:**

Landscape  
Lawns  
Playgrounds  
Traffic Medians  
Pet Areas  
Commercial or Residential  
Light-Heavy Traffic

### **SPECIFICATIONS:**

Pile Height: 1-1/2"  
Turf Gauge: 3/8"  
Face Weight: 60 oz./yd<sup>2</sup>  
Backing Weight: 20 oz./yd<sup>2</sup>  
Total Weight: 80 oz./yd<sup>2</sup>  
Stitch Rate: 15/10cm  
Stitches/m<sup>2</sup>: 15750  
Material/Dtex: PE8800 & PP4400  
Color: Emerald Green and Olive Green  
with Brown and Green Thatching  
Type Of Fiber: PE Monofilament and PP  
Curled As Thatch

## TEN YEAR LIMITED WARRANTY

**Global Syn-Turf, Inc., (a.k.a. GST)** warrants our synthetic turf for ten (10) years from the date of synthetic turf installation, when it is installed and maintained as recommended by the turf manufacturer. If any area or portion of the turf substantially changes, as distinguished from a change in texture within ten years after its initial installation, **GST** will have all such areas or portions replaced, excluding installation costs. **GST** also warrants that at the time of the initial turf installation, the synthetic turf will be free of manufacturing defects. Slight color changes will occur over the lifetime of this turf and are not considered an issue or basis for a claim. All labor costs involved with the removal of the affected turf and reinstallation of the replacement will be the responsibility of the purchaser.

### **Subject to the following limitations:**

General provisions of this limited warranty apply to the wear of the turf with regard to ultraviolet degradation, and do not apply to damage incurred during installation, improper underlay, pile crushing, willful or negligent abuses, or damage by machinery or equipment, nor does it apply when the turf is not installed by a professional installer.

The expressed limited warranty excludes all implied warranties, and said manufacturer shall in no event be liable for a breach of warranty in any amount exceeding the invoice price of the turf.

### **Limitations on Coverage:**

This warranty does not cover:

1. Damage from accidents, vandalism, abuse and neglect.
2. Acts of God (including earthquakes, floods, hurricanes and other natural disasters).
3. Use of chemicals and improper cleaning methods.
4. Failure to properly maintain, protect and/or repair the turf.
5. Damage that occurs during the shipping/transportation process. All shipping claims must be filed against the freight company in question.
6. Damage caused by reflection (melting) or other flammable materials.
7. Synthetic turf is subject to normal wear and tear. Normal wear and tear is not a manufacturing defect and therefore is not covered by this warranty.

### **Limitations on Liability:**

Purchaser must promptly inspect all products upon delivery. Anything herein to the contrary notwithstanding, to the extent that any defects, shortages, or non-conformities in the products are discoverable by inspection upon delivery of the products, all obligations of **GST** to purchaser with respect to such defects, shortages, and non-conformities shall be deemed satisfied, and all products shall be deemed to be free of such defects, shortages, and non-conformities, unless Purchaser notifies **GST** of such defects, shortages, or non-conformities in writing within 30 days after the date of delivery.

### **Assignment:**

Purchaser may not transfer, convey, or otherwise assign all or any of its rights under this warranty without prior written consent of **GST**. Any such transfer or assignment without prior written consent shall be null and void and of no force or effect.

### **Claims Procedure:**

**Claims must be signed and submitted in writing and delivered to:**

**Global Syn-Turf, Inc.**  
 2482 Technology Dr.,  
 Hayward, CA 94545, U.S.A.  
 Email: [info@globalsynturf.com](mailto:info@globalsynturf.com)



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on Resolution 15-24 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City manager to enter into a contract with Franklin Digital to upgrade and provide technical support to the Town's Electronic Records Management System; and providing an effective date.

**Date:** July 13, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Council discussed the options for upgrading the electronic records management system at the last council meeting and requested staff to determine the number of users and answers to some technical questions. Staff has determined a need for one user for six departments; City Secretary, Finance, Community Development, Public Works, Fire, and Police. Iwerks has determined our operating system is compatible; however, there are a couple hours worth of technical issues to work on along with Franklin Digital during the upgrade. This additional cost can be covered under the budgeted Programming and Maintenance account.

**FISCAL IMPACT:**

\$10,000

**RECOMMENDATION:**

Staff recommends the approval of the Franklin Digital Contract as presented.

**ATTACHMENTS:**

Res. 15-24  
Franklin Digital Contract

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

**RESOLUTION NO. 15-24**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH FRNKLIN DIGITAL SOLUTIONS TO UPGRADE AND PROVIDE TECHNICAL SUPPORT TO THE TOWN'S ELECTRONIC RECORD MANAGEMENT SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** the Town Council sees the need to furnish an electronic records management system for the management of the Town's records; and

**WHEREAS,** Franklin Digital Solutions is an authorized provider for the Laserfische Avante Software and will provide maintenance and support for the software; and

**WHEREAS,** the Town Council has determined the upgrade of the current Laserfische system to the LaserFische Avante is in the best interest of the town for management of the electronic records.

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

**Section 1:** the Town Council authorizes the City Manager to enter into a contract with Franklin Digital Solutions for the upgrade, maintenance, and technical support for the Laserfische Avante Electronic Records Management System.

**Section 2:** the Town Council agrees and accepts the terms and conditions of the contract as presented by Franklin Digital Solutions in "Exhibit A" and not to exceed \$10,000 in total for services rendered during this agreement.

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

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



## FRANKLIN DIGITAL SOLUTIONS LASERFICHE SOFTWARE MAINTENANCE AND SUPPORT AGREEMENT

This Agreement entered into between Franklin Digital Solutions, Inc. (Provider) of 2435 20<sup>th</sup> Street, Lubbock, Texas 79411, and the Town of Pantego (Customer) of Pantego, Texas, is for the period of one year, beginning on the date of execution and ending one year thereafter, with said Agreement automatically renewing each year unless written notification is given by either party at least 60 days before the expiration of that year term.

Franklin Digital Solutions will provide maintenance and support services (Services) to the Town of Pantego as defined in this Agreement for the following Software described in the pricing portion herein.

**1. Laserfiche Software Assurance Plan.** Client will be invoiced by Franklin Digital Solutions for the annual Laserfiche Software Assurance Plan (LSAP) in accordance with current LSAP pricing provided by Laserfiche. LSAP will be billed concurrently with other service costs as set forth herein.

**2. Service Packages.** Client will be invoiced for one of three Service Packages as outlined below:

- Service Package A (1 days/8 hours): \$1,000.00
- Service Package B (3 days/24 hours): \$2,695.00
- Service Package C (5 days/40 hours): \$3,995.00

(Please indicate selection of desired Service Package.)

Should service in a one-year period exceed the number of hours included in the selected Service Package, services will be provided at the hourly rate of \$150.00.

(Note: Service Package A is not recommended for systems with more than 5 users.)

**3. Maintenance.** Franklin Digital Solutions shall use commercially reasonable best efforts to identify and resolve bugs, errors and other problems with the Laserfiche software, whether discovered by Franklin Digital Solutions or reported by customers or from any other credible source.

**4. Support.** Franklin Digital Solutions shall provide phone support to Customer from 9:00 a.m. to 4:30 p.m. CST on normal business days, excluding normal and customary holidays. Typical response time is less than one hour, but Franklin Digital Solutions shall respond to Customer within 3 normal business hours. Contact by email is preferred. Franklin Digital Solutions shall use commercial reasonable best efforts to

answer questions, identify and resolve problems with the Laserfiche software, and assist with operational procedures or work-arounds.

Upon request of Customer, Franklin Digital Solutions shall provide on-site support within a mutually agreed time frame. The charges for such visits are not included in the compensation referred to above and shall be an additional charge at the standard consulting rates and shall include all travel and incidental expenses. All charges must be agreed to in writing prior to commencement of any on-site support.

**5. Service Limitations.** Franklin Digital Solutions shall be under no obligation to provide services as a result of (a) the operation of the software outside normal configurations described in product documentation; (b) Customer's material failure to maintain the software according to industry standards and conventions or as required by product documentation; (c) customization of the software or integration with other software by anyone other than Franklin Digital Solutions.

**6. Limitation of Liability.** Franklin Digital Solution's sole liability under this Agreement shall be limited to direct, objectively measured damages. In no event shall either party have any liability to the other for indirect, consequential, special, incidental or speculative damages whether arising under contract, tort or statute, claims of infringement, loss of good will and loss of profits. Franklin Digital Solution's total liability for all claims under this Agreement shall be limited to the fees received by Franklin Digital Solutions for the Services provided during the annual period of performance.

**7. License.** The support and maintenance services provided under this Agreement are subject to the software license agreement for the Laserfiche software.

## TOWN OF PANTEGO SQL LASERFICHE SYSTEM PRICING

1st Year Basic System Cost:

### Software Costs

Product Code	Product Name	Quantity	Unit Price	Line Total
MSE30	Avante MS SQL Server (with Workflow)	1.00	\$5,000.00	\$5,000.00
MSE30B	Avante MS SQL Server Basic LSAP	1.00	\$1,000.00	\$1,000.00
MNF05	Named Full User w/Email and Snapshot	6.00	\$500.00	\$3,000.00
MNF05B	Named Full User w/Email and Snapshot Basic LSAP	6.00	\$100.00	\$600.00
<b>Total LF Software Cost</b>				<b>\$9,600.00</b>

### Service Costs

Product	Description	Line Total
I & C, Training	Installation and Commissioning of Software; Training and Follow-up	\$2,450.00
SP-A	Service Package A (1 day/8 hours)	\$1,000.00
<b>Total Install Cost</b>		<b>\$3,450.00</b>

Total Base System Cost w/ Installation: \$13,050.00

LESS Trade-in quote from Laserfiche (- \$1,620.00) = \$11,430.00

LESS 10% Franklin Legal Publishing Code Client Discount (- \$1,430.00) = **\$10,000.00**

### Basic System LSAP and Other Maintenance Per Year After 1st Year:

Product Code	Product Name	Quantity	Unit Price	Line Total
MSE30B	Laserfiche Avante Server for SQL Server with Workflow Basic LSAP	1.00	\$1,000.00	\$1,000.00
MNF05B	Named Full User Basic LSAP	6.00	\$100.00	\$600.00
SP-A	Service Package A (1 day/8 hours)			\$1,000.00
<b>Total LSAP and Other Maintenance Each Year</b>				<b>\$2,600.00</b>

#### Other Optional Costs:

Service Package(s), purchasable in blocks of days. Includes:

- Training via web or telephone (travel costs for onsite visits not included)
- Remote troubleshooting
- Remote implementation and/or configuration
- Remote software updates

Service Package C (5 days/40 hours): \$3,995.00

#### Optional Hardware Costs

Product	Description	QTY	Unit Price	Total
Fi 6130	Fujitsu fi 6130 Scanner	1	\$1,200.00	\$1,200.00
<b>Total Hardware Cost</b>				<b>\$1,200.00</b>

NOTE: The above prices were constructed under the assumption that each user will be operating a PC on a server that meets the minimum system requirements as follows:

#### Minimum Client PC Requirements:

- **CPU:** 1.8 GHz or faster processor
- **Memory:** 2 GB RAM
- **Operating system:** Windows XP (Service Pack 2), Windows Server 2003 (Service Pack 1), Windows Server 2003 Release 2, Windows Vista, Windows Server 2008, Windows 7

#### Minimum Server Requirements:

- **Database engine:** MSDE (Service Pack 3), Microsoft SQL Server 2000 (Service Pack 3), Microsoft SQL Server 2005 (Service Pack 2), Microsoft SQL Server 2008

**Authorized Signatures**

**Franklin Digital Solutions**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Town of Pantego**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on the Introduction of the 2015-16 Fiscal Year Budget by the City Manager.

**Date:** July 13, 2015

---

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The purpose of this item is to distribute and introduce the draft Fiscal Year 2014-2015 Annual Budget.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on the re-appointment of boardmembers to the boards and commissions.

**Date:** July 13, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

The town board members are appointed to staggered terms allowing for Council to appoint members each year to the various town boards. If a member's term is expiring they have the option to request a re-appointment, or extension, to their term. At the last council meeting Council appointed the new members to the boards. This meeting the Council will finalize all appointments by re-appointing the members who requested to re-appoint.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends the re-appointment of these board members.

**ATTACHMENTS:**

List of boardmembers

## Board Member Re-Appointments

### **Pantego Economic Development Corporation**

Danny Lakey, Vice President	2014	2015
Arsalan Gittiban	2012	2015

### **Planning & Zoning**

Stephen Smith	2010	2015
John Kushma	2007	2015
John Richards	2013	2015

### **Zoning Board of Adjustments**

Al Claros	2007	2015
Shirley Hart	2007	2015

### **Community Relations Board**

Annie Johnston	2011	2015
Cal Kost	2011	2015
Chuck White	2011	2015



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on the appointment of council liaisons to the boards and commissions.

**Date:** July 13, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

The Town Council appoints a Board Liaison's to the each board and commission.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff is at the discretion of Council.

**ATTACHMENTS:**

List of board liaisons

## Council Liaison Appointments

### **Pantego Economic Development Corporation**

Don Surratt		
Fred Adair		

### **Planning & Zoning**


### **Zoning Board of Adjustments**


### **Community Relations Board**

Jane Barrett		