



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

November 9, 2015

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

### COUNCIL MEMBERS:

Fred Adair  
Don Funderlic  
Jane Barrett  
Don Surratt

Matthew Fielder, City Manager

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

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

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

1. City Manager Report
  - Personnel Vacancies
  - Wagon Wheel Project Update
  - Concealed Handgun Training
  - Christmas Events
  - Council Chambers Audio/Visual Equipment
2. Monthly Staff Reports
  - Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water/Sewer Variance Analysis, and Financial Performance Measure Details.
  - 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 October 26, 2015
  - Acceptance of Minutes of Boards and Commissions:
    - PEDC minutes from September 23, 2015
    - PEDC minutes from October 14, 2015
    - CRB minutes from August 25, 2015
    - CRB minutes from September 1, 2015
    - CRB minutes from September 22, 2015
    - CRB minutes from October 6, 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.

## PUBLIC HEARING

5. Public hearing, discuss, review, and consider action on Ordinance 15-772 an ordinance of the Town Council of the Town of Pantego, Texas, regarding Zoning Case Z-215, a proposed Special Use Permit as requested by Ahmadiyya Muslim Community of Fort Worth to establish a church at 3214 W. Park Row Drive, Lot 2, Block 1 of Park Row West Addition of the A.L.S. Land Survey, Pantego, Tarrant County, Texas. The property is generally located on the South side of W. Park Row Drive between Nora Drive and Bowen Road.

## RESOLUTION

6. Discuss, direct, and consider action on Resolution 15-34 a resolution of the Town Council of the Town of Pantego, Texas, approving the ballot submission for the Board of Directors to the Tarrant Appraisal District.

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

7. Discussion on the status of the potential revisions and/or updates to Ordinance 11-664 referred to as the Boat and RV Ordinance.

## 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, November 6, 2015 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary

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

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





# City Manager's Report

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

**From:** Matt Fielder, City Manager

**Date:** November 9, 2015

## **Personnel Vacancies**

The Public Works Department has hired two new Maintenance Workers. Angel Rosales and Cody Payne have recently started. Officer Watson will be the new Warrant Officer. The Police Department is searching for his replacement.

## **Wagon Wheel Project**

The water line and sewer work is complete. The street and bridge work remain. The bridge work is underway. Work on the wing walls of the bridge began this week. The wet weather has delayed the project, especially the bridge portion.

## **Concealed Handgun Training**

This event has been rescheduled to Saturday, January 9<sup>th</sup>. This will provide additional time to provide notice to residents and staff, in order to include the greatest number of people possible.

## **Christmas Events**

The Town has several Christmas events scheduled. The stocking stuffing day for the Candy Train will be November 19<sup>th</sup> in the Fire Training Room at 7:00 p.m. The Candy Train and Christmas Tree Lighting will be November 28, 2015. The Train will leave Town Hall at 3:00 p.m. Mayor Paradise would like to have all of Council there wearing their Santa hats to have their picture taken with Santa and the Elves for the Christmas Newsletter. PEDC has planned an American Express Small Business Saturday event on November 28, 2015 with the local businesses of Pantego. They have also made this the day to judge the Business Christmas Decorating Contest. The Town Christmas Party will be held on Friday, December 11<sup>th</sup> at 6:30 p.m. at Shady Valley Country Club. The Mayoral Red Kettle Challenge will be the next day, Saturday, December 12<sup>th</sup> at Walmart on the corner of Bowen Rd and Pioneer Parkway. This event will be from 8:00am. to 6:00 p.m. The Salvation Army Band will be there around noon or 1:00 p.m. Some of the finer details are still being worked out on these events. The Christmas newsletter this year will be a two page newsletter similar to the one the City Secretary has done the last two years. Please remember to provide the City Secretary your Christmas greeting and/or New Year resolution for the newsletter.

## **Council Chamber Audio/Video**

The City Secretary has called two more companies to come out and look at the system for a quote. She was able to speak to one on the phone and describe the situation he needed to talk to his partner that performs this work and stated he would call her back. As of Thursday neither of them have set up a time to come out or returned her call.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** October 26, 2015

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Staff reports on departmental activities on a monthly basis.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the reports as presented.

**ATTACHMENTS:**

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

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



**Town of Pantego  
Monthly Investment Report  
As of October 31, 2015**

Book Value of Pool Account, October 1, 2015 \$ 4,654,327

<b>Security</b>	<b>Purchase Date</b>	<b>Par</b>	<b>Maturity Date</b>	<b>Yield</b>	<b>Price</b>
TexPool	10/1/2015	\$ 3,454,050	10/31/2015	0.0966%	\$ 1.00
TexPool Prime	10/1/2015	1,200,277	10/31/2015	0.1528%	1.00
Certificate of Deposits	2/26/2015	907,309	2/23/2017	0.69%	907,309

<b>Security</b>	<b>Beginning Book Value</b>	<b>Beginning Market Value</b>	<b>Net Change In Book Value</b>	<b>Ending Book Value</b>	<b>Ending Market Value</b>
TexPool	\$ 3,454,050	\$ 3,454,223	\$ (353,199)	\$ 3,100,851	\$ 3,101,006
TexPool Prime	1,200,277	1,200,325	168	1,200,445	1,200,469
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 5,561,636</b>	<b>\$ 5,561,857</b>	<b>\$ (353,032)</b>	<b>\$ 5,208,605</b>	<b>\$ 5,208,784</b>

**Pantego Economic Development Corp.  
Monthly Investment Report  
As of October 31, 2015**

Book Value of Pool Account, October 1, 2015 \$ 519,281

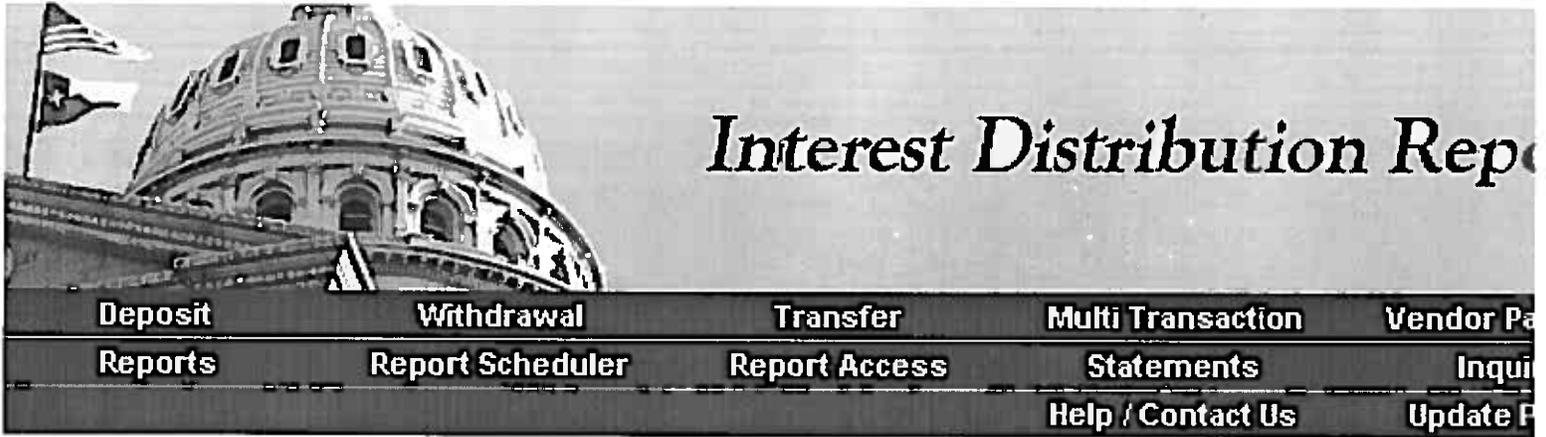
<b>Security</b>	<b>Purchase Date</b>	<b>Par</b>	<b>Maturity Date</b>	<b>Yield</b>	<b>Price</b>
Texpool	10/1/2015	\$ 519,281	10/31/2015	0.0966%	\$ 1.00

<b>Security</b>	<b>Beginning Book Value</b>	<b>Beginning Market Value</b>	<b>Net Change In Book Value</b>	<b>Ending Book Value</b>	<b>Ending Market Value</b>
Texpool	\$ 519,281	\$ 519,306	\$ 43,501	\$ 562,782	\$ 562,810
<b>Total</b>	<b>\$ 519,281</b>	<b>\$ 519,306</b>	<b>\$ 43,501</b>	<b>\$ 562,782</b>	<b>\$ 562,810</b>

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

  
Matthew Fielder  
City Manager

  
Ariel Carmona  
Finance Director



# Interest Distribution Report

Interest Distribution Report

Generated: 11/03/2015  
 Settlement Date: 10/30/2015

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/TexPool	7903800001	GENERAL FUND	\$256.88	\$3,100,850.53
449/TexPool	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$44.55	\$562,781.55
90/TexPool Prime	7903800001	GENERAL FUND	\$168.09	\$1,200,444.93
TexPool Totals:			\$301.43	\$3,663,632.08
TexPool Prime Totals:			\$168.09	\$1,200,444.93
Locations Totals			\$469.52	\$4,864,077.01

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**

**TEXPOOL**

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 October	0.0966%
Average Monthly Dividend Factor for October	0.0000026467
<b>Information as of</b>	November 2, 2015
Daily Net Yield	0.0914%
Dividend Factor	0.000002503
7 Day Net Yield	0.09%
Daily Assets	\$12,311,126,072.71
Weighted Average Maturity	44 days
Weighted Average Life	78 days
NAV	1.00005

### TexPool Prime

Average Monthly rate for October	0.1528%
Average Monthly Dividend Factor for October	0.000004187
<b>Information as of</b>	November 2, 2015
Daily Net Yield	0.1659%
Dividend Factor	0.000004546
7 Day Net Yield	0.16%
Daily Assets	\$996,194,881.20
Weighted Average Maturity	34 days
Weighted Average Life	47 days
NAV	1.00002

### Contact Information

Participant Services 1-866-839-7665

Performance quoted represents past performance which is no guarantee of future results. Investment return will vary. 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 what is stated.

TOWN OF PANTEGO  
CASH & INVESTMENTS REPORT  
AS OF: OCTOBER 31ST, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/	
					TEXPOOL PRIME	FUND TOTAL
GENERAL FUND						
100-0-000-102.00	CASH	76,097.17				
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 NOTES			0.00		
100-0-000-204.00	TEXPOOL				1,093,561.02	
100-0-000-204.50	TEXPOOL PRIME				550,444.93	
	TOTAL 100-GENERAL FUND	77,002.17	252,755.95	0.00	1,644,005.95	1,973,764.07
LONG TERM DEBT FUND						
	TOTAL 150-LONG TERM DEBT FUND	0.00	0.00	0.00	0.00	0.00
FIXED ASSETS FUND						
	TOTAL 175-FIXED ASSETS FUND	0.00	0.00	0.00	0.00	0.00
WATER AND SEWER FUND						
200-0-000-102.00	CASH	180,567.14				
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				263,298.03	
	TOTAL 200-WATER AND SEWER FUND	180,567.14	251,751.37	0.00	263,298.03	695,616.54
CAPITAL PROJECTS FUND						
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				34,651.93	
	TOTAL 300-CAPITAL PROJECTS FUND	0.00	0.00	0.00	34,651.93	34,651.93
INTEREST & SINKING FUND						
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				134,212.80	
	TOTAL 400-INTEREST & SINKING FUND	0.00	100,700.51	0.00	134,212.80	234,913.31
STREET IMPVMT CONST FUND						
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				595,175.12	
	TOTAL 500-STREET IMPVMT CONST FUND	0.00	251,751.37	0.00	595,175.12	846,926.49

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: OCTOBER 31ST, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				219,874.21	
550-0-000-204.50	TEXPOOL PRIME				650,000.00	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	869,874.21	869,874.21
TRUST & AGENCY FUND						
650-0-000-102.00	CASH	82,211.74				
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				18,565.14	
	TOTAL 650-TRUST & AGENCY FUND	82,211.74	0.00	0.00	18,565.14	100,776.88
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				209,157.97	
	TOTAL 700-WATER/SEWER CONSTRUCTION	0.00	0.00	0.00	209,157.97	209,157.97
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				386,647.40	
	TOTAL 750-W/S INFRASTRUCTURE FUND	0.00	0.00	0.00	386,647.40	386,647.40
PAYROLL IMPREST FUND						
777-0-000-102.00	CASH	6,454.80				
	TOTAL 777-PAYROLL IMPREST FUND	6,454.80	0.00	0.00	0.00	6,454.80
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				28,121.20	
	TOTAL 800-COURT SECURITY FUND	0.00	0.00	0.00	28,121.20	28,121.20
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				68,301.05	
	TOTAL 825-COURT TECHNOLOGY FUND	0.00	0.00	0.00	68,301.05	68,301.05
PANTEGOFEST						
850-0-000-102.00	CASH	( 5,515.83)				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				919.20	
	TOTAL 850-PANTEGOFEST	( 5,515.83)	0.00	0.00	919.20	( 4,596.63)

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: OCTOBER 31ST, 2015

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
<u>SHAMBURGER MEMORIAL FUND</u>						
875-0-000-102.00	CASH	0.00				
875-0-000-202.00	CERT OF DEPOSITS		50,350.24			
875-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
875-0-000-204.00	TEXPOOL				31,142.77	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	31,142.77	81,493.01
<u>CARTWRIGHT LIBRARY FUND</u>						
880-0-000-102.00	CASH	0.00				
880-0-000-202.00	CERT OF DEPOSITS		0.00			
880-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
880-0-000-204.00	TEXPOOL				17,222.69	
TOTAL 880-CARTWRIGHT LIBRARY FUND		0.00	0.00	0.00	17,222.69	17,222.69
<u>PEDC INTEREST &amp; SINKING</u>						
901-0-000-102.00	CASH	0.00				
901-0-000-206.10	TEXPOOL				201,259.55	
TOTAL 901-PEDC INTEREST & SINKING		0.00	0.00	0.00	201,259.55	201,259.55
<u>PEDC BOND RESERVE FUND</u>						
TOTAL 902-PEDC BOND RESERVE FUND		0.00	0.00	0.00	0.00	0.00
<u>PEDC OPERATING FUND</u>						
903-0-000-102.00	CASH	3,853.20				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				361,522.00	
TOTAL 903-PEDC OPERATING FUND		3,853.20	0.00	0.00	361,522.00	365,375.20
<u>PEDC ADMIN EXPENDITURE</u>						
TOTAL 904-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC REDEMPTION FUND</u>						
TOTAL 905-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
906-0-000-206.10	TEXPOOL				0.00	
TOTAL 906-PEDC SALES TAX REVENUE		0.00	0.00	0.00	0.00	0.00
<u>ACCOUNTS PAYABLE IMPREST</u>						
TOTAL 999-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>ALL FUNDS TOTAL</u>						
		344,573.22	907,309.44	0.00	4,864,077.01	6,115,959.67
		=====	=====	=====	=====	=====
<u>TOTAL CASH AND INVESTMENTS</u>		344,573.22			5,771,386.45	
		=====			=====	

**TOWN OF PANTEGO GENERAL FUND REVENUE REPORT OCTOBER 2015**

**General Fund Variance Analysis**

	*-----CURRENT MONTH-----			*-----YEAR TO DATE-----			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	Remaining	%
Revenues:									
Property Tax	\$ 29,335	\$ 32,580	\$ (3,245)	\$ 29,335	\$ 32,580	\$ (3,245)	\$ 1,031,701	\$ 1,002,366	97%
Delinquent Tax Property	-	1,158	(1,158)	-	1,158	(1,158)	13,895	13,895	100%
Sales Tax	133,641	111,679	21,962	133,641	111,679	21,962	1,340,151	1,206,510	90%
Franchise Fee-Natural Gas	-	-	-	-	-	-	25,000	25,000	100%
Franchise Fee-Communications	62	-	62	62	-	62	94,500	94,438	100%
Franchise Fee-Electricity	-	-	-	-	-	-	170,000	170,000	100%
Franchise Fee-Cable	-	-	-	-	-	-	12,500	12,500	100%
Franchise Fee-Water & Sewer	-	-	-	-	-	-	25,000	25,000	100%
Mixed Beverage Tax	-	-	-	-	-	-	14,000	14,000	100%
Warrant Charges	6,958	8,333	(1,375)	6,958	8,333	(1,375)	100,000	93,042	93%
FTA / City (Omni Base)	456	583	(127)	456	583	(127)	7,000	6,544	93%
Court Fines and Penalties	28,573	32,917	(4,343)	28,573	32,917	(4,343)	395,000	366,427	93%
Special Expense Fee	27,963	22,917	5,047	27,963	22,917	5,047	275,000	247,037	90%
Accident Reports	35	50	(15)	35	50	(15)	600	565	94%
Child Safety Guard Program	1,610	667	943	1,610	667	943	8,000	6,390	80%
Traffic Fees	615	563	53	615	563	53	6,750	6,135	91%
City Judicial Fee	236	208	27	236	208	27	2,500	2,264	91%
City Arrest Fees	1,753	1,625	128	1,753	1,625	128	19,500	17,747	91%
10% Serv. Fee from T&A	4,818	1,846	2,972	4,818	1,846	2,972	22,150	17,332	78%
Time Payment Fee	6,328	2,083	4,245	6,328	2,083	4,245	25,000	18,672	75%
Planning and Zoning Fees	500	750	(250)	500	750	(250)	9,000	8,500	94%
Plan Review Fees	451	625	(174)	451	625	(174)	7,500	7,049	94%
Building Permits	5,411	3,417	1,994	5,411	3,417	1,994	41,000	35,590	87%
Liquor Licenses	30	667	(637)	30	667	(637)	8,000	7,970	100%
Contractor Registration Fee	1,650	917	733	1,650	917	733	11,000	9,350	85%
Certificates of Occupancy	750	583	167	750	583	167	7,000	6,250	89%
Clean & Show	40	44	(4)	40	44	(4)	531	491	92%
Dog Tag Revenue	-	25	(25)	-	25	(25)	300	300	100%
NSF Check Fees	-	2	(2)	-	2	(2)	25	25	100%
Ambulance Revenue	8,522	10,833	(2,312)	8,522	10,833	(2,312)	130,000	121,478	93%
Fire Inspections	-	625	(625)	-	625	(625)	7,500	7,500	100%
Park Rental Revenue	310	250	60	310	250	60	3,000	2,690	90%
Gas Royalty Revenue	-	833	(833)	-	833	(833)	10,000	10,000	100%
Copy Fees	-	4	(4)	-	4	(4)	50	50	100%
No Insurance Towing Fees	-	417	(417)	-	417	(417)	5,000	5,000	NA
Interest Revenue	425	333	92	425	333	92	4,000	3,575	89%
Other Revenue	184	833	(650)	184	833	(650)	10,000	9,816	98%
Revenue Before Transfers In	\$ 260,656	\$ 238,368	\$ 22,288	\$ 260,656	\$ 238,368	\$ 22,288	\$ 3,842,153	\$ 3,581,497	93%

**TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT OCTOBER 2015**

**General Fund Variance Analysis**

	*-----CURRENT MONTH-----			*-----YEAR TO DATE-----			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	Remaining	%
Expenditures									
General & Administrative	\$ 42,526	\$ 50,839	\$ 8,313	\$ 42,526	\$ 50,839	\$ 8,313	\$ 608,535	\$ 566,009	93%
Public Works	35,125	41,683	6,558	35,125	41,683	6,558	613,850	578,725	94%
Community Development	4,107	8,191	4,084	4,107	8,191	4,084	181,537	177,430	98%
Police	98,363	99,492	1,129	98,363	99,492	1,129	1,382,048	1,283,685	93%
Fire	67,079	73,543	6,464	67,079	73,543	6,464	1,201,853	1,134,774	94%
Municipal Court	24,775	29,240	4,465	24,775	29,240	4,465	363,385	338,610	93%
Community Relations Board	1,332	1,332	-	1,332	1,332	-	12,000	10,668	89%
Special Events	500	500	-	500	500	-	10,500	10,000	95%
Expenditures Before Transfers Out	\$ 273,807	\$ 304,821	\$ 31,014	\$ 273,807	\$ 304,821	\$ 31,014	\$ 4,373,708	\$ 4,099,901	94%

**TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT OCTOBER 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	\$ 55,119	\$ 40,000	\$ 15,119	\$ 55,119	\$ 40,000	\$ 15,119	\$ 480,000	\$ 424,881	89%
Water Tap Fees	-	25	(25)	-	25	(25)	300	300	100%
Sewer Service Charge Fee	32,869	30,000	2,869	32,869	30,000	2,869	360,000	327,131	91%
Sewer Tap Fees	-	21	(21)	-	21	(21)	250	250	100%
Groundwater Conservation Fee	2,616	1,870	745	2,616	1,870	745	22,442	19,826	NA
Groundwater Conservation Fee-Recovery	2,616	1,870	745	2,616	1,870	745	22,443	19,827	NA
Trash Collections	7,777	7,667	111	7,777	7,667	111	92,000	84,223	92%
Sales Tax on Trash Collections	636	633	3	636	633	3	7,590	6,954	92%
Recycling	2,058	2,167	(109)	2,058	2,167	(109)	26,000	23,942	92%
Sales Tax on Recycling	158	179	(21)	158	179	(21)	2,145	1,987	93%
Penalties	1,264	1,250	14	1,264	1,250	14	15,000	13,736	92%
N.S.F. Check Fees	-	25	(25)	-	25	(25)	300	300	100%
Adm. Serv. Charge / Sewer Impact	460	583	(123)	460	583	(123)	7,000	6,540	93%
Interest Revenue	-	54	(54)	-	54	(54)	650	650	100%
Other Revenue	2,049	2,417	(367)	2,049	2,417	(367)	29,000	26,951	93%
Trash Contract Payable	(7,777)	(7,667)	(111)	(7,777)	(7,667)	(111)	(92,000)	(84,223)	92%
Sales Tax on Trash Collections Payable	(636)	(633)	(3)	(636)	(633)	(3)	(7,590)	(6,954)	92%
Recycling Contract Payable	(2,058)	(2,167)	109	(2,058)	(2,167)	109	(26,000)	(23,942)	92%
Sales Tax on Recycling Payable	(158)	(179)	21	(158)	(179)	21	(2,145)	(1,987)	93%
<b>Total Revenue Before Transfers In</b>	<b>\$ 96,993</b>	<b>\$ 78,115</b>	<b>\$ 18,877</b>	<b>\$ 96,993</b>	<b>\$ 78,115</b>	<b>\$ 18,877</b>	<b>\$ 937,385</b>	<b>\$ 840,392</b>	<b>90%</b>

**TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT OCTOBER 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	\$ 25,666	\$ 25,000	\$ 666	\$ 25,666	\$ 25,000	\$ 666	\$ 300,000	\$ 274,334	91%

**TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT OCTOBER 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	\$ 1,351	\$ 5,617	\$ 4,266	\$ 1,351	\$ 5,617	\$ 4,266	\$ 349,736	\$ 348,385	99.6%
Sewer Expense	335	3,017	2,682	335	3,017	2,682	346,205	345,870	99.9%
<b>Total Expenses Before Transfers Out</b>	<b>\$ 1,685</b>	<b>\$ 8,634</b>	<b>\$ 6,949</b>	<b>\$ 1,685</b>	<b>\$ 8,634</b>	<b>\$ 6,949</b>	<b>\$ 695,941</b>	<b>\$ 694,256</b>	<b>99.8%</b>



# PANTEGO PUBLIC SAFETY



## PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY - October 2015

### **Personnel**

The newest police officer recruits began the regional police academy at the North Central Texas Council of Governments on October 12<sup>th</sup> and they are progressing well.

Officer Chad Watson has requested and been granted a lateral transfer to the Court as the newest warrant officer replacing recently retired Freddie Alexander. The police department has begun the advertising process for his replacement.

### **Operational Issues**

#### **Fire Department**

The department issued bills in the amount of \$2,175 for the month of October.

Quint-1 is in the repair process and we do not have a date of completion as of yet.

Updates to the EMS protocols are in the final stages and it is anticipated that they will be in service by the first of the year. Training for all staff on the new changes will be required.

The new SCBA will be placed in service after delivery of brackets that are needed to mount the air packs into the apparatus. All personnel have received training in the proper use of the packs.

#### **Police Department**

The new in car video systems have arrived and will be installed at the next possible opportunity.

The new Tahoe patrol vehicle will not be delivered until January. The equipment, including lights and other items, has been delivered to the installer and is awaiting delivery of the vehicle.

### **Training**

#### **Police Department**

Sergeant Moore and Corporal Marquez attended a Missing and Exploited Children Class. Officers Bruton and Hubbell attended a Standard Field Sobriety Testing refresher course and Officers Meinke, Bonner and Sergeant Whitwell attended a Legal Update class at Tarrant County College.

#### **Fire Department**

Training for the month covered the EMS topic; Clinical Decision Making and was taught by TCC instructors.

We have reached a mutual agreement with Dalworthington Gardens to split the cost of the Tarrant County College fire training agreement. In return DWG will send personnel to our classes and live fire trainings.

### **Citizen Services**

A report on the number of meals served to our citizens by Meals On Wheels of Tarrant County is included in this report for information purposes only.

### **Public Relations**

The Fire Department's sale of T-shirts for breast cancer awareness was successful and a check in the amount of \$3,500 has been sent to All Saints Foundation's Joan Katz Breast Cancer Fund.

The Pantego COPS for Kids program for the collection of toys kicks off on November 1st for the holiday season. We expect to have another successful year.

Officer Stephen Meinke was recognized by a local citizen for attending to the man's grandson while they were walking through the park.



Respectfully submitted,

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

Thomas D. Griffith  
Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

October, 2015

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	0	0	6
Reeves	1	5	44
Moore	21	35	770
Bruton	30	54	624
Hubbell	43	35	809
Meinke	243	193	1155
Marquez	30	40	220
Open Position			
Bonner	131	158	500
Watson	87	67	943
Open Position			
Whitwell	0	0	0
Ex-Officers			1,265
<b>TOTALS</b>	<b>586</b>	<b>587</b>	<b>6,037</b>
<b><u>Vehicle Crashes</u></b>			
<b>Crash Type</b>	<b>Quantity.</b>		<b>YTD</b>
<b>Minor</b>	11		71
<b>Major</b>	5		29
<b>Hit &amp; Run</b>	3		19
<b>TOTALS</b>	19		119
<b>Crashes reported to State</b>	7		49

## 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	13	10	3	0	0
600	Reeves	21	10	11	0	7
610	Whitwell	22	8	14	0	1
620	Moore	223	37	186	3	133
602	Bruton	321	23	298	9	96
603	Hubbell	373	36	337	14	55
604	Meinke	304	39	265	9	74

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	244	23	221	11	55
606	Open Pos.					
607	Bonner	349	61	288	13	57
608	Watson	231	69	162	12	86
609	Open Pos.					0
710	Alexander				2	44
711	Hopkins				3	26
Ex-Officers						236
<b>Totals</b>		<b>2,101</b>	<b>316</b>	<b>1,785</b>	<b>76</b>	<b>879</b>

**Average    2:21**  
**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 October, 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	0	9
Assault Family Violence	0	3
Burglary/Building	0	9
Burglary/Coin-op	0	1
Burglary/Vehicle	2	53
Burglary/Residence	1	7
Manufacture and Delivery	0	3
Criminal Mischief	1	20
DWI	8	58
DWLI	1	3
Evading or Resisting Arrest/Detention	3	7
Failure to ID	4	26
Fraud	3	27
Graffiti	0	0
Poss. Controlled Subst.	2	48
Poss. Marijuana	4	75
Robbery	0	0
Theft	6	71
Theft of Motor Vehicle	0	4
Other	9	47
<b>Total Received</b>	<b>44</b>	<b>471</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	16	180
Cases Cleared	28	286
Cleared Cases Filed with DA	9	140
Cases Suspended-Pending Leads	0	5

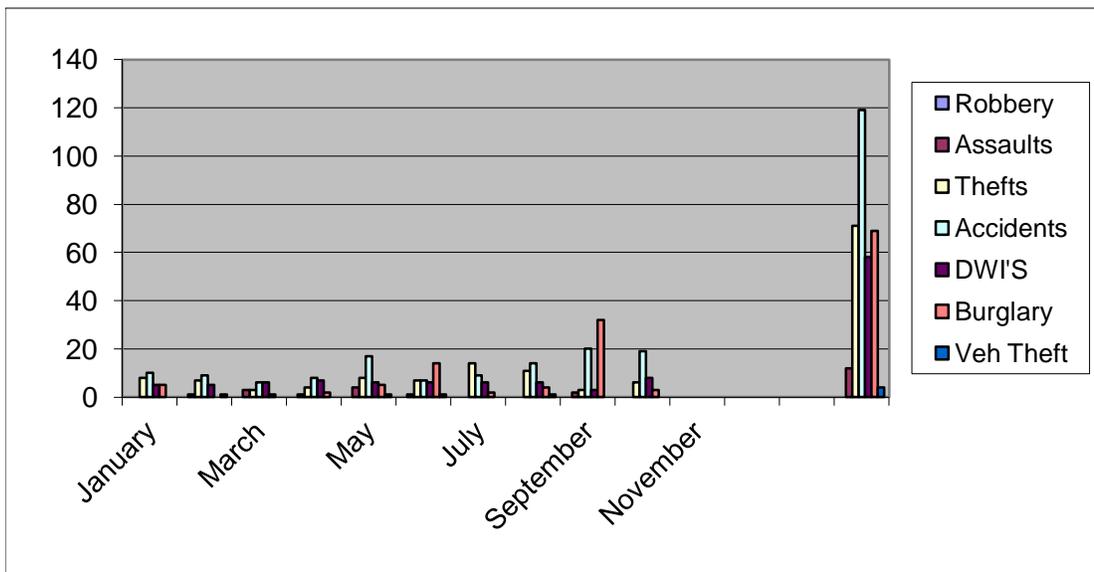
<b>Cases Filed with DA from Previous Report Periods</b>	14	57
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Respectfully submitted,

Chris Whitwell, Detective

2015 Crime Stat's (2)

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	0	0	14	9	6	2	0
August	0	0	11	14	6	4	1
September	0	2	3	20	3	32	0
October	0	0	6	19	8	3	0
November							
December							
Totals	0	12	71	119	58	69	4





Unintentional Transmission of Alarm		2			3	5	
Smoke Detector Activation - No Fire	1	6	2		2	5	
Bomb Scare - No Bomb							
System Malfunction		1	4		1	4	
False Alarm or False Call, Other	3	11	6	1	20	14	
CO Detector Activation, Malfunction			1	1	1	2	
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint			1		1		
Special Incident Type, Other			1				
			3				
Mutual Aid	1	1	7				
<b>TOTAL FIRE INCIDENTS</b>	<b>33</b>	<b>225</b>	<b>151</b>	<b>36</b>	<b>370</b>	<b>252</b>	
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>		2.45					



<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
<b>31-Oct-15</b>							
							
<b>FIRE TRAINING</b>							
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>				
			54				
<b>EMS TRAINING</b>							
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>				
Clinical Decision Making		4	44				
				<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	80	20	80
Spray Downs							
Station Tours		2	6	24	53	100	133
Special Events		1	4	20	5280	30	1370
Home Inspections							
Public Safety Forums							
Fall Risk Assessment							
<b>TOTAL CONTACTS</b>		<b>4</b>	<b>11</b>		<b>5349</b>		<b>1433</b>
<b>BUSINESS INSPECTIONS</b>		<b>MONTH</b>	<b>YTD</b>				
Initial		106	510				
Re-Inspections		21	239				
Plans Review Completed			9				
C.O Issued		6	84				



# FY 2015 Year-end Report

## Meals and Clients Served by City

October 1, 2014 — September 30, 2015

Arlington	670	154,215
Azle	62	14,387
Bedford	82	15,992
Benbrook	33	7,341
Blue Mound	4	436
Burleson	11	2,667
Colleyville	7	1,097
Crowley	37	7,194
Edgecliff Village	16	2,898
Eules	80	13,763
Everman	40	7,060
Flower Mound	1	315
Forest Hill	48	7,829
Fort Worth	2,271	499,676
Grand Prairie	47	10,927
Grapevine	24	5,899
Haltom City	127	25,383
Haslet	2	1,064

Hurst	152	33,491
Keller	37	8,852
Kennedale	7	1,921
Lake Worth	20	4,992
Lakeside	2	15
Mansfield	63	14,532
N. Richland Hills	122	23,955
Pantego	6	1,252
Pelican Bay	9	1,870
Richland Hills	49	9,061
River Oaks	18	3,522
Saginaw	21	5,227
Sansom Park	26	5,976
Tarrant County	20	994
Watauga	27	4,512
Westworth Village	9	2,508
White Settlement	80	18,856
<b>TOTAL</b>	<b>4,230</b>	<b>919,679</b>

Meals On Wheels, Inc. of Tarrant County proudly delivered 919,679 meals to homebound elderly and disabled residents in FY 2015. Each meal costs \$6 to prepare, requiring \$5.5 million in community fundraising and government grants for our Home-Delivered Meals program.

Home-delivered meals are available to anyone who is homebound for any length of time, is physically or mentally unable to prepare a nutritious meal for themselves, and has no one to help them on a regular basis.

Meals are planned by registered dietitians, and meet at least one-third of the daily dietary standards established by the U.S. Government.



# FY 2015 Year-end Report

## Meals and Clients Served by Zip Code

October 1, 2014 — September 30, 2015

75022	1	315
75050	12	3,923
75051	14	3,393
75052	19	3,508
75054	2	103
76001	20	3,873
76002	11	3,747
76006	37	9,298
76010	154	37,232
76011	92	28,372
76012	95	25,014
76013	80	15,059
76014	53	12,031
76015	36	3,927
76016	29	4,339
76017	55	10,245
76018	15	2,629
76020	76	17,203
76021	45	9,589
76022	37	6,498
76028	25	3,971
76034	7	1,097
76036	47	9,049
76039	42	7,518
76040	46	7,909
76051	24	5,899
76052	4	1,204
76053	128	29,124
76054	26	4,705
76060	9	1,952
76063	64	14,688
76102	18	5,336
76103	55	8,970
76104	102	22,888
76105	89	18,415

76106	131	35,048
76107	128	36,659
76108	116	27,287
76109	39	6,824
76110	64	13,511
76111	59	11,928
76112	221	44,255
76114	93	20,236
76115	64	14,908
76116	243	51,418
76117	116	24,477
76118	48	9,116
76119	241	50,508
76120	62	12,361
76123	40	7,086
76126	20	3,821
76131	23	4,070
76132	89	19,438
76133	227	55,235
76134	118	28,058
76135	74	14,094
76137	59	8,987
76140	99	17,757
76148	32	6,055
76155	2	174
76164	27	4,759
76177	6	766
76179	45	11,302
76180	82	16,052
76182	30	5,678
76201	1	479
76244	26	5,526
76248	31	7,509
76262	5	1,274
<b>TOTAL</b>	<b>4,230</b>	<b>919,679</b>



# **PUBLIC WORKS REPORT**

## **October 2015**

### **AMINISTRATIVE / PROJECTS / ENGINEERING**

- Wagonwheel Project – Contractor has completed Water/Waste Water line installation
- Water line passed pressure test holding at 200psi for 2 hours – 3 hydrants in service
- Waste Water line has been televised (inspection)
- Wagonwheel – capped water and waste water ditch with concrete
- Responded to 2 Irrigation concerns regarding work on Wagonwheel
- Wagonwheel Bridge – Installed new manhole and new sewer and started on wingwall
- Awaiting TxDOT Permit for Pioneer West Water Crossover Project
- Complete Care had pavement replacement concrete sealed
- Began Work on 3309 Peach Tree curb and gutter repair (Change Order)

### **STREETS and DRAINAGE**

- Inspected and removed debris from creek channel and flumes
- Replaced 8' of sidewalk and curb and gutter on Park Row
- Responded to 2 School Zone lights not working - Sent controllers out for repair
- Retrieved signs knocked over by motorists
- Filled potholes on Bowen and Superior Approximately 8sq ft
- Filled Potholes on Bowen 2100 Block Approximately 5sq ft



## **TOWN FACILITIES**

- Daily general policing of the Town Hall building and surrounding area
- Changed light bulbs at town hall
- Changed light bulbs around town hall building
- Replaced 4 windows on Public Works building

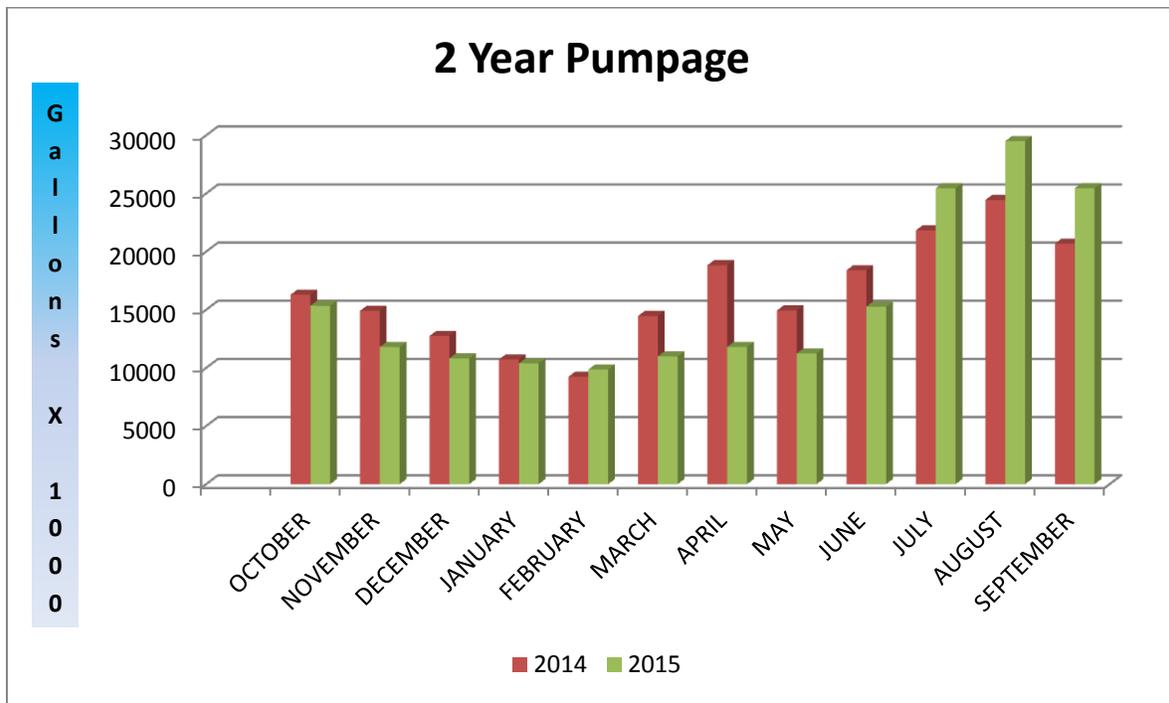
## **PARK OPERATIONS**

- Daily cleaning at the restrooms
- All sprinklers at park checked
- Basketball courts mowed, edged, and blown off
- Park mowed by Landtech Systems 2 times
- Turned sprinkler system off at south park due to valve stuck open



## UTILITY BILLING

October Billing for 1,200 Accounts \$127,886.01	October Past Due Balances \$5,091.81
October Billing for Garbage \$7,779.69	October Billing for Recycling \$2,057.99





## **WATER: WELLS AND DISTRIBUTION**

- Total water production 25,453,000
- Average daily production 848,433
- 162 residual samples taken – average chlorine residual (.40)
- 3 total coliform / ecoli samples taken – all tests negative
- 1196 - meters read
- 15 - rereads
- 27 - dead end hydrants flushed
- (28) - work orders completed relating to water turn on and turn offs, meter replacements, etc
- Nora, 303, Lane well site mowed, edged, and blown
- (11) Cut off/non-payment notices were issued
- (2) Cut off's were performed
- (4) Hydrants painted
- (8) Valves marked
- (6) Work order for break/leaks reported
- (1) Water main break located at 3619 Graves – emergency repair made
- (1) City side service leak behind David's BBQ



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

- (2) Installed ¾" meters
- (5) Customer Side leaks
- (5) Exercised Hydrants
- (18) Exercised Valves
- (3) Located valves overlaid with asphalt

## **WASTEWATER**

- Cleaned the Lift Station bar screen and bagged the solids (13) times for the month
- Lift Station was mowed, edged, and blown
- (2) Service sewer stops cleared
- (1) Cleared Main line stoppage
- 1500 ft of sewer mainline cleaned
- (5) work orders for sewer complaint
- Installed Manhole at Sara and Roosevelt for Camp Turman

## **PUBLIC WORKS MAINTENANCE**

- Checked fluids and topped off fluids on work vehicles
- Serviced power equipment
- 2012 F350 Service Truck serviced and wiper motor replaced



## **ANIMAL SERVICES**

- (7) Picked up skunks and relocated
- (2) Dead animal picked up and disposed of
- (2) Returned Labs to DWG citizen
- (3) Animal trap requests
- Mosquito traps placed and recovered and taken to Tarrant County for Analysis (4) traps (1) time per week

## **EVENTS**

- Town Clean Up Day – 120 yards of trash received with 122 loads, 20 yards of mulch from chipped limbs

## **ADDITIONAL ITEMS**

- Joe Gillespie and Juan (Carlos) Rodriguez resigned
- Junior Marquez attended CEU's for backflow license



## **PROJECT PHOTOS**

Wagonwheel Park Row Tie in



3619 Graves Water Main Break



3309 Peach Tree Curb Gutter Repair





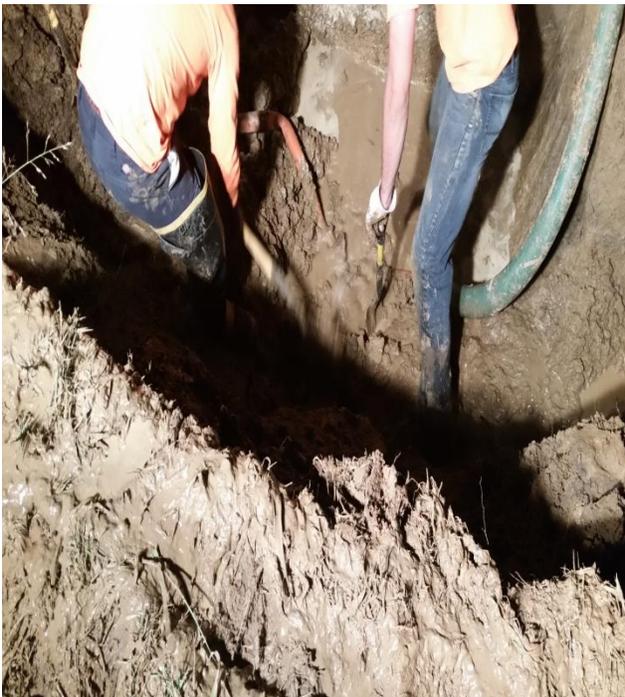
Wagonwheel ditch concrete backfill



Found Valve under asphalt



3619 Graves Main Break



Camp Thurman manhole





Running Sewer Main



Wagonwheel Rebar





**ENVIRONMENTAL SERVICES**

• **West Nile Testing**

	2600 Miller Lane	3613 Shady Valley Drive	Roaming #1	Roaming #2
10/7	0	0	17 (Hilltop Ln)	0 (1604 Nora Dr)
10/14	11	50	3(3524 Garner Blvd)	4 (2000 Melbourne Dr)
10/21	0	3	1 (2719 whispering)	1 (1903 Silver Leaf)
10/28	0	0	0 (2703 Peachtree Ln)	0 (1900 Melbourne Dr)

**Mosquito Positive Samples**

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

Arlington	44	Fort Worth	117	Mansfield	5
Azle	2	Grand Prairie	7	N. Richland Hills	28
Bedford	6	Grapevine	10	Pantego	9
Benbrook	11	Haltom City	6	Richland Hills	12
Burleson	1	Haslet	2	River Oaks	11
Colleyville	11	Hurst	10	Sasom Park	8
Crowley	19	Keller	1	Southlake	2
Edgecliff Village	6	Kennedale	10	Unincorporated	31
Eules	18	Lake Worth	16	Watauga	4
Westover hills	8				

**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) – 2 imported cases
- St. Louis Encephalitis Virus (SLEV) - none
- West Nile Virus (WNV) – 1 case (resulting in death)

**PLANNING AND ZONING**

• **Zoning Ordinance Update**

Zoning Case Z-214 was postponed by the owner due to no construction details on the proposed Tiki Hut Structure.

Zoning Case Z-215 Special Use Permit requested by Ahmadiyya Muslim Community of Fort Worth to Establish a Church at 3214 W. Park Row Drive, Lot 2, Block 1, of the Park Row West Addition Of the A.L.S. Survey, Pantego , Tarrant County, Texas was denied by the Planning and Zoning Commision with a (3) to (2) Vote.

**CONSTRUCTION AND DEVELOPMENT**

• **2420 West Park Row Drive**

Construction is ongoing for a interior remodel and outside lounge area.

- **1503 Nora Drive**

Construction was halted due to issues with the construction plans and onsite permit requirements. The contractor is now back on the job and all construction requirements have been met. Final inspections will be administered when construction is near completion.

- **1704 Nora Drive**

Construction is ongoing for a 3,083 square foot single-family residential building at 1704 Nora Drive.

- **3523 W Pioneer Pkwy** – Permit for Verizon Wireless antennae approved. The plans included information for the sound-proof enclosure, but did not include any information for the exhaust silencer. A note was made on the plans and an email sent to the general contractor about the oversight.

- **2500 W Park Row Drive**– Work is being completed, concrete ramps not complete

- **2905 Mistletoe Court** – This house is in for review and will be approved within the next few day.

- **Smith Barry Farms Subdivision**

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

## **CERTIFICATES OF OCCUPANCY**

### **Issued**

- Inversiones Azteco LLC dba MP Liquidations – 3634 W. Pioneer Pkwy-Retail
- Love My Maids- 3630 W. Pioneer Pkwy Suites 130 &131– New Business Maid Service
- Ricca Chemical Company – 2106 W/. Pioneer Pkwy, Suite 132- Corporate Office– New Business
- KCJ Studio- 2320 Superior Dr, Suite A –Salon New Business

### **Pending**

- Weave Salon – 3216 W. Park Row, Suite 302 – New Business
- Restaurant- 3601 W. Pioneer Pkwy. – New Business

## **INSPECTIONS**

	OCT TOTAL	YTD TOTAL
BUILDING INSPECTION	6	6
CERTIFICATE OF OCCUPANCY	8	8
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	6	6
MECHANICAL INSPECTION	2	2
PLUMBING INSPECTION	16	16
REINSPECTION	2	2
CODE ENFORCEMENT INSPECTIONS	0	0
TOTAL INSPECTIONS	40	40

## **CONSTRUCTION VALUES**

	OCT	2015/2016 YTD TOTAL	2014/2015 YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$250,000.00	\$250,000.00	\$ 00 .00
EXISTING RESIDENTIAL REMODEL	\$13,051.00	\$13,051.00	\$ 44,394.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00	\$ 00.00
EXISTING COMMERCIAL REMODEL	\$235,275.00	\$235,275.00	\$ 8,075.00
TOTAL VALUE	\$498,326.00	\$498,326.00	\$233,345.40

## **FEES COLLECTED**

	OCT TOTAL	OCT FEES	YTD TOTAL	YTD FEES	YTD BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	6	\$600.00	6	\$600.00	\$7,000.00	(\$6,400.00)
ZONING FEES	0	\$0.00	0	\$0.00	\$9,000.00	(\$9,000.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	6	\$559.76	6	\$559.76	\$7,000.00	(\$6,440.24)
BUILDING PERMIT	29	\$4,376.50	29	\$4,376.00	\$47,000.00	(\$42,624.00)
UTILITY RELEASE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
CONTRACTOR REGISTRATION	21	\$2,100.00	21	\$2,100.00	\$11,000.00	(\$8,900.00)
LIQUOR PERMITS	0	\$0.00	0	\$0.00	\$2,000.00	(\$2,000.00)
TOTAL FEES		\$7,636.26		\$7,635.76	\$81,000.00	(\$73,364.24)



MUNICIPAL COURT

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## Municipal Court Collections / October 2015

On-Time Citations

Fines- \$32,953.20  
Fees- \$20,459.10  
Total- \$53,412.30

Warrants

Fines- \$35,211.30  
Fees- \$12,311.50  
Total- \$47,522.80

Court Security Fund- \$1,212.00

Court Technology Fund- \$1,589.50

Accident Reports- \$35.00

Collection Fees- \$737.60

Gross Total Revenue- \$ 100,935.10  
Less State Fee's- \$ 32,770.60  
Net Revenue- \$ 68,164.50

Presented by: Thressa Householder





**TOTAL VALUE----- 710 - \$30,212.40      711 - \$28,432.30**

**TOTAL AMOUNT COLLECTED----- 710 - \$7,585.30      711 - \$13,439.10**

**FUTURE REVENUE-----710 - \$8,200.10      711 – \$7,273.20**

**EXTRA DUTIES/VACATION/OTHER FOR SEPTEMBER**

Ofcr. Alexander retired on Oct. 16th

Ofcr. Hopkins out a total of 6 hours for doctor appointments

Ofcr. Hopkins out of the office for Administrative duties a total of 2 days

8 arraignments

3 Prisoner Transfers

16 Prisoner Service calls

3 Assist Patrol

Additional warrants cleared – 223

**Respectfully submitted,**

**Warrant Officer: Freddie Alexander 710**

**Warrant Officer: Robert Hopkins 711**

P E R I O D I C F E E R E P O R T

Report for fees collected:

10/01/2015 - 10/31/2015

Street:

Fee	Citation	Violation	Amount	Posting Date	Docket	Name
COLAGY COLLECTIONS FEE	133137	01	52.50	10/30/2015	133137 01	
COLAGY COLLECTIONS FEE	133137	02	61.50	10/30/2015	133137 02	
COLAGY COLLECTIONS FEE	133137	03	58.50	10/30/2015	133137 03	
COLAGY COLLECTIONS FEE	133138	01	145.50	10/30/2015	133138 01	
COLAGY COLLECTIONS FEE	135758F	03	100.50	10/20/2015	135758F03	
COLAGY COLLECTIONS FEE	146918V	02	90.00	10/21/2015	146918V02	
COLAGY COLLECTIONS FEE	148680	01	100.00	10/26/2015	148680 01	
COLAGY COLLECTIONS FEE	E003791	01	9.10	10/16/2015	E003791 01	
COLAGY COLLECTIONS FEE	E005669	01	30.00	10/07/2015	E005669 01	
COLAGY COLLECTIONS FEE	E005669	02	30.00	10/07/2015	E005669 02	
COLAGY COLLECTIONS FEE	E005669F	02	30.00	10/07/2015	E005669F02	
COLAGY COLLECTIONS FEE	E005669V	01	30.00	10/07/2015	E005669V01	

12	737.60	COLAGY COLLECTIONS FEE
TOTAL:	737.60	



# AGENDA BACKGROUND

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

**DATE:** November 9, 2015

---

**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

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

**FISCAL IMPACT:**

Please review report for individual account number.

**RECOMMENDATION:**

Staff recommends the following motion:

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

**ATTACHMENTS:**

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

Professional Services:

- Jim Jeffrey, Attorney
- Collier Consulting, Engineers

Purchase Order:

- 1832 – Shady Valley Country Club
- 1834 – Digital-Ally

**Summary of Bills Payable over \$1,000.00 and Purchase Orders Requiring Council Approval  
11/9/2015**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Jim Jeffrey	\$1,936.40	September 2015 Attorney Services
Collier Consulting	\$2,700.00	2nd Quarter 2015 Well Monitoring Services

<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b>\$1000.00 - \$2000.00:</b>	N/A	
<b>\$2001.00 + :</b>		
1832 - Shady Valley Country Club	\$5,552.00	Town Christmas Party
1834 - Digital-Ally	\$3,000.00	In-Car Camera's

<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,366.19	October 2015 Trash Removal
Duncan - Recycling	\$2,088.97	October 2015 Recycling Removal
Voyager Fleet Systems	\$3,015.21	October 2015 Oil & Gas Expense
Gexa Energy	\$22,548.08	Electricity Billing Thru 10/14/15
Pantego Utilities	\$2,459.76	October 2015 Water Consumption

**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

11/2/2015  
Account No. – 09.01.06  
Invoice #21986

Legal services

October 1 – October 31, 2015

Attorney Total Hours:	11.00
Hourly Rate:	\$175.00
Paralegal Total Hours	\$ ---
Hourly Rate	\$90.00
Total for Services:	\$1,925.00
Expenses:	\$ 11.40
TOTAL BALANCE DUE:	\$ 1,936.40
Nolan County land issue	\$ 0

**October 15, 2015**

**Invoice No. 15-58**

**ID # 75-2761984**



**COLLIER  
CONSULTING**

Box 1137  
590 East South Loop  
Stephenville, TX 76401  
Office: (254) 968-8741  
Fax: (254) 968-8725  
[www.collierconsulting.com](http://www.collierconsulting.com)  
F-8170

**TO:** Scott Williams  
Public Works Director  
Town of Pantego

Second Quarter (April-June) monitoring of Pantego water wells

**Total**

**\$2,700.00**

Thank you for using Collier Consulting for your hydrogeology services.



G/A MEMO

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To: Matt Fielder, City Manager

From: Julie Arrington, City Secretary

Date: November 3, 2015

Re: Town of Pantego Christmas Party

The Town of Pantego has a contract with Shady Valley Management Corp, d.b.a. Shady Valley Country Club, to provide a venue and catering for the annual Town of Pantego Christmas Party. Per the contract authorized and signed on September 14, 2015, payment of the full balance of the estimated cost is required no later than December 1, 2015. The November 9, 2015 council meeting is the only meeting to obtain Council approval for this expense prior to the deadline. The total remaining balance is \$5,552.00 and was budgeted in the FY 2015-16 Special Events Budget.

Enclosed: Purchase Order  
Shady Valley Country Club Proposal Summary

SHADY VALLEY COUNTRY CLUB Proposal Summary

Date: 09/11/2015

Event: Town of Pantego Holiday Party

Date: 12/11/2015 Friday

	Price	Service Charge	Tax	Total
Menu:	\$3,500.00	\$700.00	\$0.00	\$4,200.00
Bar - Beer:	\$0.00	\$0.00	\$0.00	\$0.00
Wine:	\$0.00	\$0.00	\$0.00	\$0.00
Liquor:	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Services:	\$0.00	\$0.00	\$0.00	\$0.00
Non-Banquet:	\$0.00	\$0.00	\$0.00	\$0.00
Room Rental:	\$1,825.00	\$0.00	\$0.00	\$1,825.00
Subtotal:	<u>\$5,325.00</u>	<u>\$700.00</u>	<u>\$0.00</u>	<u>\$6,025.00</u>
Initial Deposit Due by 08/25/2015:				500.00
Second Deposit Due by 10/12/2015:				3,012.50
Final Deposit Due by 12/01/2015:				2,512.50
Balance Due:				\$6,025.00

*MOR*

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1832

**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 to:  
TOWN OF PANTEGO  
Attn: Accounts Payable  
1614 S. Bowen Road  
PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt  
Entity I.D. #75-1291097

TO *Shady Valley*

SHIP  
TO

DATE		ACCT #	DEPT.		
<i>11-2-15</i>		<i>100-5-180-740.00</i>	<i>6.A</i>		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
<i>1</i>	<i>1</i>	<i>Rental and Food for the 2015 TOWN Christmas Party Located at Shady Valley Country Club</i>	<i>5,552.00</i>	<i>1</i>	<i>5,552.00</i>
<i>** Duplicated **</i>					
<b>TOTAL</b>					<i>5,552.00</i>

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_

APPROVED BY



**PANTEGO PUBLIC  
SAFETY**



**To: Matt Fielder; City Manager**  
**From: Barry Reeves; Assistant Chief of Police**  
**Through: Tom Griffith; Chief of Public Safety**  
**Date: September 17, 2015**  
**Re: Explanation of Payment (Car Camera's)**

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During the budget process and approval by council, the approved amount for the new in-car system is \$12,980. Attached is an invoice in the amount of \$15,980 which is due to Digital-Ally. When I received the initial quote it was based on selling back the original camera's back to the company at a cost of \$3,000. To insure that the company receives the camera's, the company will return a check to the city for the difference of \$3,000 when they are returned. Therefore the end total cost is \$12,980.

A handwritten signature in blue ink that reads "Barry Reeves". The signature is fluid and cursive.

Barry Reeves

Assistant Chief of Police



Invoice	1081130
Date	10/23/2015
Page	1

9705 Loiret Blvd  
Lenexa KS 66219

**Bill To:**

Pantego Police Department  
Pokey Lawrence  
2600 Miller Lane  
Pantego TX 76013

**Ship To:**

Pantego Police Department  
Corporal Marquez  
2600 Miller Lane  
Pantego TX 76013

Purchase Order No.	Customer ID	Salesperson	Tracking No.	Shipping Method	Terms	Req Ship Date	Master No.
MARQUEZ/	PANTX2	CN	655526922381	FEDERAL EXPRESS	Net 30	10/21/2015	145.756
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
4	4	0	001-00038-20	DVM-800 Complete Kit, V2	\$0.00	\$3,495.00	\$13,980.00
4	4	0	012-00031-00	Premium Package Option	\$0.00000	\$500.00000	\$2,000.00
4	4	0	002-05136-42	Kit, CAM-12XC Plus Backseat Option w/ Y cable	\$0.00000	\$0.00000	\$0.00
4	4	0	CAR TYPE	4 2015-16 Chevy Tahoes	\$0.00	\$0.00	\$0.00
4	4	0	006-08211-00	ASSY, CAM Visor MTG Plate, Optional	\$0.00000	\$0.00000	\$0.00
4	4	0	002-05030-00	Kit, DRP MNT	\$0.00000	\$0.00000	\$0.00

Questions? Contact AR@digitalallyinc.com or 913-814-7774

Please Remit Payment to:

P.O. Box 413183

Kansas City, MO 64141-3183

Standard terms and conditions for this transaction are on the reverse side

Subtotal	\$15,980.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
<b>Total</b>	<b>\$15,980.00</b>

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1834

**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 Digital Ally  
 9705 Laird Blvd  
 Lenexa, KS 66219

SHIP  
 TO

DATE		ACCT #	DEPT.			
11/3/15			PD			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		Additional Cost for 17-422 Cameras.				3,000 <sup>00</sup>
		* Will be reimbursed when old camera's are sent back				
					TOTAL	3,000 <sup>00</sup>

*[Handwritten Signature]*  
 APPROVED BY



# AGENDA BACKGROUND

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

**Date:** November 9, 2015

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**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 October 26, 2015

PEDC Minutes from September 23, 2015

PEDC Minutes from October 14, 2015

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

Town Council Minutes  
October 26, 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 26<sup>th</sup> day of October 2015 with the following members present:

<b>Melody Paradise</b>	<b>Mayor</b>
<b>Russ Brewster</b>	<b>Mayor Pro-Tem</b>
<b>Fred Adair</b>	<b>Council Member</b>
<b>Don Funderlic</b>	<b>Council Member</b>
<b>Don Surratt</b>	<b>Council Member</b>

Members absent:

<b>Jane Barrett</b>	<b>Council Member</b>
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Constituting a quorum. The following staff members were present:

<b>Matt Fielder</b>	<b>City Manager</b>
<b>Julie Arrington</b>	<b>City Secretary</b>
<b>Jim Jeffrey</b>	<b>Town Attorney</b>
<b>Dennis Jobe</b>	<b>Community Development Director</b>
<b>Scott Williams</b>	<b>Public Works Director</b>
<b>Tom Griffith</b>	<b>Chief of Public Safety</b>
<b>Barry Reeves</b>	<b>Assistant Police Chief</b>
<b>Thressa Householder</b>	<b>Court Administrator</b>

Also in attendance:

None.

WORK SESSION 6:30 P.M.

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

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

**1. City Manager Report**

Mr. Fielder informed Council on the following information:

One of the candidates for the two positions in Public Works has fallen through. The other candidate is expected to start on November 5, 2015.

The water line and sewer line on Wagon Wheel is complete. There is currently a temporary covering over the construction until Tarrant County can come out and complete the overlay. The bridge construction is underway but there are some rain delays.

There is some difficulty in finding a location that can accommodate 150-200 people to conduct the Concealed Handgun License course. Mr. Waybourn is currently talking with a church in Dalworthington Gardens; therefore, this item has been pushed back to January 2016. The only costs to the residents will be for the needed ammo and the range fees.

Over the weekend the Council and the PEDC Board met in a strategic planning session. The facilitator is working on her report and it is expected to be included in the next agenda.

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

Council requested the purchase orders to reference if the purchase was budgeted. Mr. Fielder informed them the new purchasing software will not allow unbudgeted items to generate a purchase order and addressed Council's inquiries on how staff will handle unbudgeted purchases. Mr. Fielder answered Council's questions on the insurance coverage on the Tahoe and informed them the costs of the damages were less than the deductible so a claim was not made. Assistant Chief Police Reeves addressed Council's inquiry on the location of the Tahoe in relation to the recent burglaries on Pioneer Parkway. There was discussion on Tarrant County's scheduled end for mosquito testing and the need for more mosquitos testing for the rest of the year.

**3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from October 12, 2015

Council requested a change to the Monthly Staff Reports section to reflect the employment contract discussion was for the Police Department and Public Safety Chief Griffith will look into it and as a minimum have on file for use in this process again.

**4. Discuss, direct, and consider action on Resolution 15-25 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement policy for the Town; and providing for an effective date.**

Mr. Fielder outlined the changes that were made at the last meeting as requested by Council and the Town Attorney. He updated Council of the insurance limits the current professional contractors of the Town carry. Mr. Jeffrey stated he carries a half million insurance limit. He requested to make the definition of Professionals consistent within the three locations of the policy. There was discussion on the minimum insurance limits and lowering them to \$500,000; as well as, discussion on the process for a Request for Qualification and if higher insurance limits can be requested on a per project basis. Council asked to remove the word "guide" on page two and agreed to move this item to the consent agenda. Council inquired on EnerVest's COI and if they are revised and submitted to the Town annually. Mr. Fielder assured them they were.

**5. Discuss, direct, and consider action on Resolution 15-26 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement Card Policy for the Town; and providing for an effective date.**

Mr. Fielder verified with Council regardless of the size of the receipt, employees are not responsible for lost receipts and ensured there are other opportunities for employees to use as a back-up procedure. Council requested a change to the chart in Exhibit 5 to reflect the changes made with the procurement policy. This item was moved to the consent agenda.

**9. Discuss, direct, and consider action on the cancellation of the regularly scheduled council meetings for November 23, 2015 and December 21, 2015 due to holiday schedules.**

Mr. Fielder reminded Council historically the second meeting in November and December are cancelled for the holidays. He suggested keeping the second meeting in November to conduct the annual reviews of the City Manager and City Secretary. Mayor Paradise would like to review the City Manager's contract and conduct the reviews before mid-January. This item was moved to the consent agenda.

**6. Discuss, direct, and review the water and sewer fund status and rates.**

Mr. Fiedler advised the first step in a rate study is to establish assumptions. Staff needs to analyze how much money is needed to operate the system. In the packet are two reports for Council's review. One is the Water and Sewer fund projections, which includes the adopted budget numbers. The other is the Capital Improvement Plan, which is a five year plan for the departments that includes the approved budget numbers. This is a planning document of all projects to help staff chart what they are doing over the next few years and will change as needed each year with the budget. The water project costs come out of the Infrastructure Fund but the sewer project costs come from the Sewer Construction Fund as part of the Water/Sewer billing revenues. Mr. Fielder discussed the planned projects and Mr. Williams discussed more specifics on the planned projects and their priorities. There was discussion on the Unrestricted Net Position and the Revenues in regards to the affect of the Infrastructure Fund. Mr. Fielder informed Council due to the rate schedule and the step calculations used he cannot give a good estimate of the needed increase to cover expenses without further research. Council requested staff to put together numbers for a suggested rate adjustment for the November 9<sup>th</sup> Council meeting.

Mayor Paradise adjourned the Work Session at 7:32 p.m.

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

Mayor Paradise called the regular session to order at 7:33 p.m. and welcomed the audience.

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

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

Mayor Paradise announced Councilmember Barrett is recovering at home after surgery. Council wishes her well.

Mayor Pro-Tem Brewster welcomed the audience, thanked staff and Council for working together to get things done, and he was thankful for the rain.

Councilmember Adair thanked the audience and staff for all the work staff does to keep things running smoothly.

Councilmember Funderlic agreed with the comments of the previous council members.

Councilmember Surratt thanked staff, PEDC, and Council for spending all day on Saturday on a special meeting that was beneficial.

Mayor Paradise appreciated everything staff did to make the special meeting happen, stating it was a long day and the facilitator was great. She thanked Mr. Fielder for scheduling and organizing the day, Ms. Arrington for the logistics, ensuring the facilitator and Council had all the tools they needed and was well fed, and Mr. Williams and Mr. Jobe for participating in the day. She announced Mr. Fielder and she attended the Arlington Annual State of the Address and found it to be very informative. She felt Mayor Williams gave an excellent presentation. She informed Council that Councilmember Adair and she attended the South Vietnam Memorial at the Veteran's Park in Arlington. She stated it was well attended and a very moving and touching Memorial.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Mr. Fielder informed Council the Halloween event is this weekend barring the rain. There is rain in the forecast for Friday and Saturday so the decision will need to be made Friday due to the amount of setup

required. A lot of planning and hard work has gone into the Halloween event and the Board appears to be ready for it.

### **Pantego Youth Leadership Council**

Mayor Paradise stated the students conducted their elections. Seth Thigpen is the newly elected Mayor of PYLC. He had an opponent so they had to campaign and both candidates did an excellent job in campaigning. Several of the students have signed up to volunteer for the Halloween, Candy Train, and Christmas Tree Lighting events.

### **PEDC REPORT**

The Board met on the 14<sup>th</sup> of October and wrapped up the PantegoFest discussions on the results of the marketing and advertising efforts; discussed the park improvements; such as the turf, the painting of the gazebo, repair to the canopies; and discussed a new issue with the sprinkler system that was discovered. Mayor Paradise requested to have pictures of the new turf at the Park on Facebook. Council inquired on the Arch lights and was informed the PantegoFest Banner knocked some of them off the Arch. Public Works informed Council they do not have the proper equipment to replace/repair the lights and will need to rent the proper equipment or hire a third party contractor.

### **CITIZENS OPEN FORUM**

None.

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

Mayor Paradise reminded Council items number 4, 5, and 9 were moved to the consent agenda with changes to items number 4 and 5. Mr. Jeffrey's clarified his changes discussed in the work session regarding the Procurement Policy; first paragraph page 2 to eliminate the word guideline; first paragraph second line of section 9.6 of page 16 to include attorney's and other licensed professionals; page 38 for professional services the definitions will also mirror the earlier change to page 16 to include attorney's and other licensed professionals; the final change is to paragraph four on page 45 changes the liability limit to \$500,000; and delete the reference to the Local Government Code.

Councilmember Funderlic made a motion to approve Consent Agenda items 1, 2, 3, 4, 5, & 9 with the changes to item 3, the policy in item number 4, and the policy in item number 5 as discussed during the work session. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: None.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

### **RESOLUTION**

- 4. Discuss, direct, and consider action on Resolution 15-25 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement policy for the Town; and providing for an effective date.**

This item was discussed during the work session and moved to the consent agenda.

- 5. Discuss, direct, and consider action on Resolution 15-26 a resolution of the Town Council of the Town of Pantego, Texas, adopting a Procurement Card Policy for the Town; and providing for an effective date.**

This item was discussed during the work session and moved to the consent agenda.

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

**7. Discussion on PantegoFest 2015 and PantegoFest 2016.**

Mr. Fielder gave an overview of the financial report for PantegoFest noting the Town lost a total of \$4,016.00 overall and informing Council PantegoFest 2016 will essentially start in the negative. Mayor Paradise would like to have more discussion with Council on this item based on the discussions that were held during the strategic planning meeting this weekend. Mr. Fielder stated this year the focus was on maximizing the revenue as much as possible. However, for 2016 the sponsorships are not as solid. Mrs. Coltharp, with Flair Events, confirmed sponsorships were difficult to obtain this year and they concentrated on increasing revenues by finding other areas of revenue. Mrs. Coltharp explained to Council some of the discrepancies in the budgeted versus actual funds in the revenue. There was discussion of what items logistics covers; such as the stage, fencing, port-a-potty's, etc. Mr. Fielder answered Council's questions on overtime by informing them there was approximately \$6,300 spent in overtime costs for PantegoFest that is not captured in the budget. Council agreed the beginning goal of PantegoFest was to promote economic development and provide for the community. This year there was a small number of Pantego businesses that participated. Council will explore alternatives to the festival; such as a smaller one day event or a roaming monthly or quarterly event. The attendance for 2015 was approximately 2,000 less people than the 2014 PantegoFest. Mrs. Coltharp announced she received a third of the vendor surveys and approximately twelve vendors paid for their participation in next year's PantegoFest on the early bird special. The number one suggestion from the vendors was to cutout Sunday; however, most of the logistics are on a weekend cost. Mrs. Coltharp answered Council's questions stating she feels this is the expected attendance, vendors, and sponsors of the event that can be used for base numbers of future events.

**6. Discuss, direct, and review the water and sewer fund status and rates.**

Mr. Fielder suggested Council review this annually as part of the budget process with each year supported by a rate study. He explained the purpose of the rate study is to help the Town defend a rate challenge in court. Mr. Fielder assured Council the software is considered a third party.

**8. Discussion on the financial software Opengov.com**

Mr. Fielder presented an overview of this item and showed Council examples of the company's website. This program will access the information from the Incode system and allow users to generate reports from this information and allows a greater transparency to the residents of the Town's website. Mr. Fielder explained this software interfaces with Incode because they cannot perform this type of service. Ms. Arrington answered Council's inquiry on the credit card payments and not being able to view the details of the statements. She informed them the information is inputted into the line item accounts to show the expenses per the budget line items. Mr. Fielder explained there is a real time update option for the software at an additional annual expense. There was discussion on the purchase of this item and Council decided to monitor the revenues and wait until the mid-year budget reports are out. Council inquired on the possible affect the program's transparency could have on staff by increasing the Freedom of Information Act requests. Ms. Arrington was requested to research the ability to obtain a report showing the number of views to each webpage from Civic Plus and to have a presentation for the audio & visual recording system.

**9. Discuss, direct, and consider action on the cancellation of the regularly scheduled council meetings for November 23, 2015 and December 21, 2015 due to the holiday schedules.**

This item was discussed during the work session and moved to the consent agenda.

**COUNCIL INQUIRY**

Town Council Minutes  
October 26, 2015

Councilmember Surratt informed Council he received an MSD Certificate from TCEQ on the MSD pertaining to Collins Street over a year ago.

Councilmember Funderlic inquired on the security renovations for the front office and was informed this item needs more research of options.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 8:49 p.m.

APPROVED:

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Melody Paradise, Mayor

ATTEST:

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Julie Arrington, City Secretary

**Pantego Economic Development Corporation  
September 23, 2015**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**TOWN OF PANTEGO       §**

**The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 23<sup>rd</sup> day of September 2015 with the following members present:**

<b>Danny Lakey</b>	<b>President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Robert Jordan</b>	<b>Director</b>
<b>Stephanie Springer</b>	<b>Director</b>
<b>Gloria Van Zandt</b>	<b>Director</b>

**Members Absent:**

<b>Don Surratt</b>	<b>Vice President</b>
<b>Arsalan Gittiban</b>	<b>Treasurer</b>

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

<b>Shella Sherman</b>	<b>Support Specialist</b>
<b>Ariel Carmona</b>	<b>Finance Director</b>

**Also in attendance:**

None.

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

President Danny Lakey called the meeting to order at 7:06 p.m.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

None.

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

Director Van Zandt received a welcoming package on her door step from a water company soliciting her business with 39 cards from local Pantego businesses with discounts to their services.

**REGULAR BUSINESS**

**1. Executive Director Report**

President Lakey reminded the Board the meeting with the Chamber of Commerce is tomorrow. He suggested the Board meet at Town Hall and ride together since Mr. Fielder has the parking pass.

**Pantego Economic Development Corporation  
September 23, 2015**

The turf at the park is complete and positive comments have been received. The contractor is currently working on the rust removal and painting of the Gazebo.

Secretary Adair reminded the Board the ribbon cutting for Escapades is at 5:00 p.m. on Saturday, October 3<sup>rd</sup>. There was discussion on the increased traffic to the back side of the Lakewood Shopping Center. President Lakey announced Chrystal Clear Pools is about ready to open.

**2. Summary of Revenues and Expenditures  
• September 23, 2015**

Secretary Adair made a motion to approve the bills as presented. Director Van Zandt seconded the motion.

The vote was as follows:  
Ayes: Adair, Jordan, Springer, and Van Zandt  
Nays: None  
Abstentions: Lakey

President Lakey declared this motion passed unanimously.

**CITIZENS OPEN FORUM**

None.

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

**3. Discuss, direct, and consider action on planning and organizing of PEDC's involvement In PantegoFest 2015.**

President Lakey inquired on when the Boardmembers will work the EDC booth at PantegoFest. The Director's discussed their various schedules and signed up for shifts. The Board agreed to wear their PEDC Board Member shirts. There was discussion on everyone being there as much as possible and discussion on the location of the EDC booth. President Lakey requested to have the Board meet at Texas Fitt after the meeting to stuff more bags for PantegoFest.

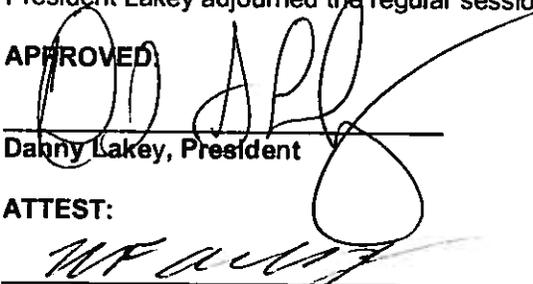
**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 7:22 p.m.

APPROVED:

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

ATTEST:

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



Pantego Economic Development Corporation  
October 14, 2015

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

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 14<sup>th</sup> day of October 2015 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Robert Jordan	Director

**Members Absent:**

Stephanie Springer	Director
Gloria Van Zandt	Director

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

Matt Fielder	Executive Director
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Dennis Jobe	Community Development Director
Scott Williams	Public Works Director

**Also in attendance:**

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

President Danny Lakey called the meeting to order at 7:02 p.m.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

None.

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

Mr. Fielder introduced Dennis Jobe as the new Community Development Director.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder announced Complete Emergency Care and Perna's Cajun Kitchen has opened. He

expects the Dollar Tree should be open soon. The CRB has scheduled the Halloween event for Saturday, October 31, 2015 from 5:30 p.m. to 8:00 p.m. and the Candy Train and Tree Lighting for November 28<sup>th</sup>. President Lakey requested to have a discussion on the Christmas Light Competition at the next meeting.

**2. Approval of PEDC Minutes**

• **September 23, 2015**

Secretary Adair made a motion to approve the minutes as presented. Director Jordan seconded the motion.

The Vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

• **October 14, 2015**

Vice President Surratt verified <sup>W STAFF</sup> the canopy over the exercise equipment was replaced; paid for by the Texas Municipal League; the reimbursement check has been received, and the funds were placed in the budget line item. There was discussion over the amount of the Stephen's invoice for painting the Gazebo. Ms. Arrington pulled up the estimate to compare to the invoice.

Vice President Surratt made a motion to approve the Vendor Payment Listing dated October 14, 2015 as presented. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban

Nays: None

Abstentions: None

President Lakey declared this motion 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 PantegoFest 2015.**

Mr. Fielder explained the report findings provided by the Star Telegram; the number of times the digital ads were seen; the number of clicks to the website, the number of people engaged; and the spikes represent the number of views. There was discussion on the use of this data as baseline data for future advertising and the Board roughly spent \$3,000 for 2,500 people to view the advertisement. There was discussion on other physical advertisements the Board could consider; such as a banner on the water tanks on Pioneer Parkway, pay for the Facebook boost, etc. There was discussion on the bands and repeating the same bands and music as a possible cause to a decrease in attendance; how to draw a larger crowd during the day; the number of vendors and attendees; and vendor comments and complaints. The Board also discussed the inflatables used at the Kid Zone, area hotels advertising the event, competing events, advertising with the University of Texas in Arlington, and the Arlington Chamber of Commerce.

**5. Discuss, direct, and consider action on an update on the Bicentennial Park improvements.**

Mr. Williams informed the Board the turf at the park is in place, the canopy over the exercise equipment has been replaced, the poles to the canopies have been painted, the light for the flag pole has been repaired, all statues have been refurbished and repaired, and the Gazebo has been painted. All items previously discussed and directed to staff are complete. He explained the issues he has discovered at the park regarding the irrigation system and recommends obtaining quotes and options for repair for the Board to discuss. He recommended repairing the electrical issues at the park and installing lights for the Santa area as the next items on the priority list.

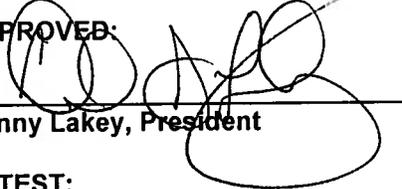
**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 8:25 p.m.

APPROVED:

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

ATTEST:

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



**Community Relations Board Minutes  
August 25, 2015**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

The Community Relations Board of the Town of Pantego, Texas, met in special session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 25<sup>th</sup> day of August, 2015 with the following members present:

<b>Chuck White</b>	<b>Chair</b>
<b>Tori Roemmich</b>	<b>Vice Chair</b>
<b>Annie Johnston</b>	<b>Secretary</b>
<b>Leanna Cartier</b>	<b>Treasurer</b>
<b>Sheila Burcham</b>	<b>Board Members</b>
<b>Michael Cartier</b>	
<b>Jesse Howell</b>	

The following Board Members were not present:

**Cal Kost**  
**Lothar Heller**

The following staff and council members were present:

<b>Sheila Sherman</b>	<b>Staff Liaison</b>
<b>Scott Williams</b>	<b>Public Works Director</b>
<b>Jane Barrett</b>	<b>Council Liaison</b>

**Call to Order and General Comments**

Chairperson Chuck White called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**CRB MEMBER REPORTS**

**OLD BUSINESS**

**CITIZENS OPEN FORUM**

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

**1. Halloween Event**

The Halloween event will take place on Saturday, October 31, from 5:30-8:30 pm. Tori Roemmich is the chairperson and emcee for this event. The event will include carnival style games, a cakewalk, crafts, haunted house, costume contest, pumpkin carving contest, prize spin wheel, scavenger hunt and refreshments.

The costume contest will be divided into the following age groups with one boy and one girl winner from each: Ages 1-3, 4-7, 8 and older.

The pumpkin carving contest will have no age groups and a winner for Most Creative and Traditional.

Set up for the haunted house will begin at 8:00 am on Saturday morning in the park.

The Board is seeking volunteers from PYLC, Oakridge School, PCA, and AHS to help set up and to help with activities during the event. Food will be provided for the volunteers this year.

The Lions Club will be collecting canned goods for a food drive as part of the prize spin wheel.

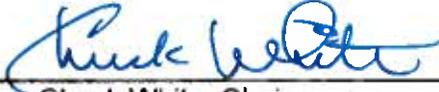
## 2. Purchase of Military Flags

The Board discussed purchasing military flags for display at the Memorial Day event. The flags cost \$70 each and would total \$350 for 5 flags. The Board decided to hold off on purchasing the flags during the 2014-2015 fiscal year and wait until closer to the event to buy them.

## CRB MEMBER INQUIRY

## ADJOURNMENT

Chairperson White adjourned the special session at 8:14 p.m.

APPROVED:   
Chuck White, Chairman

ATTEST:   
Annie Johnston, Secretary



**Community Relations Board Minutes  
September 1, 2015**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

The Community Relations Board of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 1<sup>st</sup> day of September, 2015 with the following members present:

<b>Chuck White</b>	<b>Chair</b>
<b>Tori Roemmich</b>	<b>Vice Chair</b>
<b>Annie Johnston</b>	<b>Secretary</b>
<b>Sheila Burcham</b>	<b>Board Members</b>
<b>Michael Cartier</b>	
<b>Lothar Heller</b>	
<b>Jesse Howell</b>	
<b>Cal Kost</b>	

The following Board Members were not present:

<b>Leanna Cartier</b>	<b>Treasurer</b>
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The following staff and council members were present:

<b>Matt Fielder</b>	<b>City Manager</b>
<b>Sheila Sherman</b>	<b>Staff Liaison</b>
<b>Scott Williams</b>	<b>Public Works Director</b>
<b>Jane Barrett</b>	<b>Council Liaison</b>

**Call to Order and General Comments**

Chairperson Chuck White called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**CRB MEMBER REPORTS**

The Board is looking for a place to print fliers for PantegoFest information table. There will also be a sign-up sheet for members to volunteer during a shift during the event. The Board is looking for volunteers and new board members.

**OLD BUSINESS**

Approval of Minutes: August 4, 2015. Michael Cartier moves to approve minutes with an amendment to a misspelled name and Jesse Howell seconds the motion. The minutes pass as amended.

**CITIZENS OPEN FORUM**

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

## **1. Movie Night Event Update**

The September Movie Night Event will be held on Saturday, Sept 12 at dusk. The movie showing will be *Guardians of the Galaxy*. Hotdogs will be provided to those in attendance and were a donation from EnerVest.

## **2. FY 14-15 Budget Update**

The Board currently has \$610.45 left in the FY 14-15 budget. A portion of this money will go to pay for printing fliers for the PantegoFest CRB information booth and "Pantego Community Relations Board" pens for a giveaway.

## **3. Halloween Event**

The Halloween event will take place on Saturday, October 31, from 5:30-8:30 pm. Tori Roemmich is the chairperson and emcee for this event. The event will include carnival style games, a cakewalk, crafts, haunted house, costume contest, pumpkin carving contest, prize spin wheel, scavenger hunt and refreshments.

Set up for the haunted house will begin at 8:00 am on Saturday morning in the park.

The Board is seeking volunteers from PYLC, Oakridge School, PCA, and AHS to help set up and to help with activities during the event.

The Lions Club will be collecting canned goods for a food drive as part of the prize spin wheel.

## **4. Christmas Event**

The Candy Train and Tree Lighting Event will take place on Saturday, November 28. The event will include the candy train, tree lighting, pictures with Santa, face painting, and light refreshments.

The Board had originally voted to move the event one weekend back, but another motion was made by Michael Cartier to keep the original date. The motion was seconded by Cal Kost. The vote had 5 in favor and 1 opposed.

A date has yet to be determined for the stocking stuffing event.

## **5. Boards Participation in PantegoFest 2015**

A PantegoFest sign-up sheet was passed around to all members present. The Board will be manning an information booth during PantegoFest to inform the community about the CRB, and gain volunteers and new members.

## **6. Update for Park Building Items**

Items belonging to CRB are still in the park storage closet. Those items need to be moved back to the red storage barn, but no official decision was made on who will move them or when.

Chairperson Chuck White asks to hold a special session on September 22 at 7:00pm. Jesse Howell motions to hold the special session at the discussed date and time and Michael Cartier seconds the motion. The vote passes.

## **CRB MEMBER INQUIRY**

## **ADJOURNMENT**

Chairperson White adjourned the regular session at 8:15 p.m.

APPROVED:   
Chuck White, Chairman

ATTEST:   
Annie Johnston, Secretary



**Community Relations Board Minutes  
September 22, 2015**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

The Community Relations Board of the Town of Pantego, Texas, met in a special session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 22<sup>nd</sup> day of September, 2015 with the following members present:

<b>Chuck White</b>	<b>Chair</b>
<b>Tori Roemmich</b>	<b>Vice Chair</b>
<b>Annie Johnston</b>	<b>Secretary</b>
<b>Leanna Cartier</b>	<b>Treasurer</b>
<b>Sheila Burcham</b>	<b>Board Members</b>
<b>Michael Cartier</b>	
<b>Lothar Heller</b>	
<b>Jesse Howell</b>	

The following Board Members were not present:

**Cal Kost**

The following staff and council members were present:

<b>Matt Fielder</b>	<b>City Manager</b>
<b>Sheila Sherman</b>	<b>Staff Liaison</b>

**Call to Order and General Comments**

Chairperson Chuck White called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**CRB MEMBER REPORTS**

Chuck White verified the schedule for manning the information booth at PantegoFest. The giveaway pens were passed out by Sheila Sherman and Matt Fielder relayed that only 400 of the 1500 PEDC giveaway bags had been stuffed, and volunteers were needed to help.

**OLD BUSINESS**

**CITIZENS OPEN FORUM**

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

### **1. FY 14-15 Budget Update**

The Board currently has \$237.71 left in the FY 14-15 budget.

### **2. PantegoFest 2015**

The Board has printed 1000 ½ sized information sheets to hand out at the PantegoFest booth.

### **3. Halloween Event**

The Halloween event will take place on Saturday, October 31, from 5:30-8:30 pm. Tori Roemmich is the chairperson and emcee for this event. The event will include carnival style games, a cakewalk, crafts, haunted house, costume contest, pumpkin carving contest, prize spin wheel, scavenger hunt and refreshments.

A few Board members will attempt to move the Halloween supplies from the red barn to the park storage on Tuesday, October 27 to avoid transporting them all on the event day.

Cupcakes for the cakewalk have been priced at \$170 for 200 cupcakes packaged in sets of 4. They will be ordered from the SweetSuite company. Any signage or business cards from SweetSuites is welcome to be displayed or handed out at the event.

Costumes, decorations, and giveaways have all been ordered for this event.

The craft station will be overseen by Sheila Burcham and will include 2 crafts; a paper plate spider web and a foam figure cutout for decoration.

Set up for the haunted house will begin at 8:00 am on Saturday morning in the park.

The Board is seeking volunteers from PYLC, Oakridge School, PCA, and AHS to help set up and to help with activities during the event. There are 5 costume opportunities for the volunteers: Witch, Werewolf, Zombie, Grim Reaper, and Mad Scientist.

The Lions Club will be collecting canned goods for a food drive as part of the prize spin wheel.

Board members Michael Cartier and Jesse Howell will help set up the event but will not be in attendance during the event.

### **4. Christmas Event**

The Candy Train and Tree Lighting Event will take place on Saturday, November 28. Michael and Leanna Cartier will be chairing the event. The event will include the candy train, tree lighting, pictures with Santa, face painting, and light refreshments.

The SweetSuite company will be providing 34 dozen cookies priced at \$119 for the Christmas event.

An itemized budget handout was provided by event Chairs, Michael and Leanna.

The Board discussed purchasing a new hot beverage container for this event.

The Christmas Event will also include a Yard Decorating Contest. Prizes will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place finishers in two different categories. The prizes will equal, \$75, \$50, and \$25 respectively.

The Candy Train is scheduled to leave Town Hall between 2:30-3:00 pm.

**CRB MEMBER INQUIRY**

**ADJOURNMENT**

Chairperson White adjourned the special session at 8:24 p.m.

APPROVED:   
Chuck White, Chairman

ATTEST:   
Annie Johnston, Secretary



**Community Relations Board Minutes  
October 6, 2015**

**STATE OF TEXAS**

**COUNTY OF TARRANT**

**TOWN OF PANTEGO**

**The Community Relations Board of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 6<sup>th</sup> day of October, 2015 with the following members present:**

<b>Chuck White</b>	<b>Chair</b>
<b>Tori Roemmich</b>	<b>Vice Chair</b>
<b>Annie Johnston</b>	<b>Secretary</b>
<b>Leanna Cartier</b>	<b>Treasurer</b>
<b>Sheila Burcham</b>	<b>Board Members</b>
<b>Michael Cartier</b>	
<b>Lothar Heller</b>	
<b>Jesse Howell</b>	
<b>Cal Kost</b>	

**The following staff and council members were present:**

<b>Sheila Sherman</b>	<b>Staff Liaison</b>
<b>Scott Williams</b>	<b>Public Works Director</b>

**Call to Order and General Comments**

Chairperson Chuck White called the meeting to order at 7:06 p.m.

Sheila Sherman announced that the Town is donating 3 \$25 gift cards to Aldi to the Community Relations Board. These gift cards were left over from PantegoFest 2015.

The Mayor has offered the CRB leftover sodas from PYLC. The Board can buy the remaining sodas at cost for use during CRB events. Sheila Sherman will update the board on the price of the sodas before a decision is made.

**PLEDGE OF ALLEGIANCE**

**CRB MEMBER REPORTS**

Council member Jane Barrett is having surgery and the Board discussed sending her a get well card from all the members.

**OLD BUSINESS**

Approval of Minutes: August 25, 2015; September 1, 2015; September 22, 2015.

- August 25: Jesse Howell moves to approve the minutes with corrections. Lothar Heller seconds the motion. The minutes pass with corrections.

- September 1: Jesse Howell moves to approve the minutes with corrections. Tori Roemmich seconds the motion. The minutes pass with corrections.
- September 22: Jesse Howell moves to approve the minutes with corrections. Leanna Cartier seconds the motion. The minutes pass with corrections.

## **CITIZENS OPEN FORUM**

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

#### **1. PantegoFest Recap**

The Board collected a list of names of potential volunteers over the PantegoFest weekend. There was a great effort by all members who volunteered during the event to recruit more volunteers. Council members Fred Adair and Don Surratt signed up during to volunteer during the Halloween event.

#### **2. FY 14-15 Budget Update**

An itemized list of the 2014-2015 fiscal year budget was provided to the Board members. Upon review, the Board has decided to add mosquito spray into the budget for next year's movie nights.

The cost of the pens, \$163.75, and fliers, \$11.70, for PantegoFest was taken out of the 14-15 FY budget.

A total of \$140.83 was left in the budget at meeting time.

#### **3. FY 15-16 Budget Update**

The Board is now officially in the 2015-2016 fiscal year for spending. So far, \$204 has been spent on Halloween from the new budget.

#### **4. Halloween Event**

The Halloween event will take place on Saturday, October 31, from 5:30-8:30 pm. Tori Roemmich is the chairperson and emcee for this event. The event will include carnival style games, a cakewalk, crafts, haunted house, costume contest, pumpkin carving contest, prize spin wheel, scavenger hunt and refreshments.

Set up for the haunted house will begin at 8:00 am on Saturday morning in the park.

The costume contest, dog costume contest, and pumpkin carving contest will all have prize bags as awards. All Paws Grooming and Unleashed by Petco have donated for the dog contest.

The Board has discussed building a "pillory" or "stocks" to use as an attraction during the event. The cost to build will total \$150. Tori Roemmich motions to pay for the construction of the "stocks". Michael Cartier seconds the motion and the vote passes.

The cakewalk will have 200 cupcakes divided into boxes of 4 cupcakes for prizes. The total cost will be \$170. Separate music will need to be provided for this event.

The Board is seeking volunteers from PYLC, Oakridge School, PCA, and AHS to help set up and to help with activities during the event.

The Lions Club will be collecting canned goods for a food drive as part of the prize spin wheel.

The Board will be meeting at the red storage barn on Sunday, October 11 at 2:00 pm to do a final rundown of the Halloween supplies.

Event signs for the Halloween event need to be repainted with this year's date and time information. Tori Roemmich has volunteered to do the updating, and the signs will be placed around town.

The scavenger hunt pages will need to be printed before the event. Sheila Burcham has decorated holiday paper we can use for the event. Michael Cartier will create an appropriate layout for the pages.

## 5. Christmas Event

The Candy Train and Tree Lighting Event will take place on Saturday, November 28. The event will include the candy train, tree lighting, pictures with Santa, face painting, and light refreshments.

Chocolate chip cookies will be ordered for this event. 34 dozen cookies will cost \$119.

Food for the workers and volunteers will be provided this year. Chuck White has priced a few options for review. Subway has offered a six foot sub sandwich for \$96 or a three foot sub sandwich for \$50. Cal Kost offered to talk to Subway again about ordering a party tray and getting updated pricing. The Board estimates two party trays will be needed for the Christmas event.

The TNT Sleigh time slot has been reserved, and the cost will be \$705.00. This price includes the use of the sleigh, train, and face painting.

Stocking stuffing has been proposed for November 17 at 7:00 pm.

## CRB MEMBER INQUIRY

## ADJOURNMENT

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

APPROVED:   
\_\_\_\_\_  
Chuck White, Chairman

ATTEST:   
\_\_\_\_\_  
Annie Johnston, Secretary





# AGENDA BACKGROUND

**AGENDA ITEM:** Public Hearing, discuss, direct, and consider action on Ordinance 15-772 an ordinance of the Town Council of the Town of Pantego, Texas, approving Zoning Case Z-215, a proposed Special Use Permit as requested by Ahmadiyya Muslim Community of Fort Worth to establish a Church at 3214 W. Park Row Drive, Lot 2, Block 1, of Park Row West Addition of the A.L.S. Land Survey, Pantego, Tarrant County, Texas. The property is generally located on the South Side of West Park Row Drive between Nora Drive and Bowen Road.

**Date:** November 9, 2015

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**PRESENTER:**

Matt Fielder, City Manager  
Dennis Jobe, Community Development Director

**BACKGROUND:**

See Community Development Staff Report.

The Notice of Public Hearing was published on October 16, 2015 in the Fort Worth Commercial Recorder, the Town's official newspaper. This Notice was also posted on the Town's bulletin board and the Town's website. Owners of property within two hundred (200) feet of the applicant property were given notice via U.S. Mail.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of this Special Use Permit with a time limit of three (3) or change of ownership.

**ATTACHMENTS:**

Ordinance 15-772  
Community Development Staff Report  
P&Z Commissioner Report  
Application, Zoning Case Z  
Notification Map  
Notification List  
Additional Information

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

**ORDINANCE NO. 15-772**

**AN ORDINANCE OF THE TOWN OF PANTEGO AUTHORIZING A SPECIAL USE PERMIT ISSUED TO AHMADIYYA MUSLIM COMMUNITY OF FORT WORTH TO ESTABLISH A PLACE OF WORSHIP AT 3214 W. PARK ROW DRIVE, LOT 2, BLOCK 1 OF PARK ROW WEST ADDITION OF THE A.L.S. LAND SURVEY, PANTEGO, TARRANT COUNTY, TEXAS; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Pantego, Texas is a Type A General Law Municipality located in Tarrant County, Texas, created in accordance with provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, Chapter 14, Section 14.02.513(5) of the Town of Pantego Municipal Code allows for an exception for any public or government building or use not elsewhere permitted in a particular district; and

**WHEREAS**, the Planning & Zoning Commission as required by Chapter 211 of the Texas Local Government Code has duly published a Notice of Public Hearing in the Fort Worth Commercial Recorder, the official newspaper for the Town of Pantego, on October 16, 2015; and

**WHEREAS**, the Planning and Zoning Commission has received and reviewed the application from Ahmadiyya Muslim Community of Fort Worth and has determined that it does not comply with all requirements for the Special Use Permit; and

**WHEREAS**, the Commissioners recommended denial of this application at their regularly scheduled meeting on November 2, 2015; and

**WHEREAS**, the Town Council by affirmative vote of four of its members may by ordinance authorize special use permits; and

**WHEREAS**, presentation of this ordinance at a meeting preceding the meeting at which the ordinance is enacted places an undue burden in administrative time and expense to the Town, and as reflected by the vote of two-thirds of the Councilmember's present, the requirements of Section 1.03.035(b) are hereby waived.

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

**SECTION 1:**

The Town Council authorizes a Special Use Permit for the use of a place to worship located at:

Lot 2, Block 1 of Park Row West Addition of the A.L.S. Land Survey in Pantego, Tarrant County, Texas  
3214 W. Park Row Drive, Pantego, Texas

as requested by Ahmadiyya Muslim Community of Fort Worth.

**SECTION 2:**

This Special Use Permit shall require the following conditions:

1. Permit shall expire the earlier of two (2) years or upon change of ownership.

**SECTION 3:  
PROVISIONS CUMULATIVE**

This ordinance shall be cumulative of all provisions of the ordinances of the Town of Pantego, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

**SECTION 4:  
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law, and it is so ordained.

**PASSED AND APPROVED AFTER WAIVER OF THE REQUIREMENTS OF TOWN CODE SECTION 1.03.035(b) THIS THE 9<sup>th</sup> DAY OF NOVEMBER 2015 BY A VOTE OF \_\_\_ AYES, \_\_\_ NAYS, AND \_\_\_ ABSTENTIONS, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS.**

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

**ATTEST:**

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

**APPROVE AS TO FORM:**

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



# COMMUNITY DEVELOPMENT STAFF REPORT

**MEETING DATE:** November 2, 2015

**ACTION**

**REQUESTED:** Consider approval for a Special Use Permit to establish a church.

**PROPERTY**

**DESCRIPTION:** 3214 W. Park Row Drive, Lot2, Block 1, Of Park Row West Addition of the A.L.S. Land Survey, Pantego, Tarrant County, Texas.

**PROPERTY**

**OWNER:** Longtechsfa Holdings, LTD, a Texas Limited Partnership

**APPLICANT:** Mohammed Autwi

**CURRENT ZONING:** C-2 Commercial District

**SURROUNDING**

**ZONING/LAND USE**  
North- Arlington – Church of Christ  
West- C-2 Commercial Zoning District-Commercial Office/Retail  
East- C-2-Commercial Zoning District-Commercial Office/Retail  
South-R-1 Residential Homes

**REQUESTED**

**VARIANCES:** None

**ANALYSIS:** The Special Use Permit, applied for is requesting permission to establish a Church at 3214 W. Park Row. The Church expects approximately 20 to 25 people primarily on Friday's and Saturday's. The property has 56 available parking spaces and the church will require a maximum of 6 spaces.

**SPECIAL USE PERMIT**

**CONSIDERATIONS:** The Town of Pantego Zoning Ordinance states the following considerations that the Planning and Zoning Commission and Town Council should consider prior to approval of a special use permit:

- (1) The proposed use complies with all the requirements of the zoning district in which the special use permit is located;
- (2) The proposed use as located and configured will contribute to or promote the general welfare and convenience of the Town;
- (3) The benefits that the town gains from the proposed use outweigh the loss of or damage to any homes, businesses, natural resources, agricultural lands, historical or cultural landmarks or sites, wildlife habitats, parks, or natural, scenic, or historical features of significance, and outweigh the personal and economic cost of any disruption to the lives, business and property of individuals affected by the proposed use;
- (4) Adequate utilities, road access, drainage and other necessary supporting facilities have been or shall be provided;
- (5) The design, location and arrangement of all public and private streets, driveways, parking spaces, entrances and exits shall provide for a safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;

- (6) The issuance of the special use permit does not impede the normal and orderly development and improvement of neighboring vacant property;
- (7) The location, nature and height of buildings, structures, walls and fences are not out of scale with the neighborhood;
- (8) The proposed use will be compatible with and not injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values within the vicinity;
- (9) Adequate nuisance prevention measures have been or shall be taken to prevent or control offensive odors, fumes, dust, noise, vibration and visual blight;
- (10) Sufficient on-site lighting is provided for adequate safety of patrons, employees and property and such lighting is adequately shielded or directed so as not to disturb or adversely affect neighboring properties;
- (11) There is sufficient landscaping and screening to ensure harmony and compatibility with adjacent properties;
- (12) The proposed operation is consistent with the applicant's submitted plans, master plans, projections, or where inconsistencies exist, the benefits to the community outweigh the costs;
- (13) The proposed use is in accordance with the Town's comprehensive plan.

**RECOMMENDED  
ACTIONS:**

The Planning and Zoning Commission has the following options when considering a Special Use Permit application:

- Recommend approval as submitted;
- Recommend approval with conditions;
- Table to specific date with clarification of intent and purpose; or
- Recommend denial of application.

**STAFF  
RECOMMENDATION:**

Staff recommends approval of this Special Use Permit with the following conditions:

- The noise level shall not be of any nuisance to the residents to the South.
- Any changes to the existing building must be permitted and if any remodeling done above 50% may be subject to sprinkling the whole building.
- The special use permit shall expire in two (2) years or change of ownership.
- They shall have a maximum occupancy load of 280 persons.

**REPORT ON PLANNING AND ZONING COMMISSION MEETING**  
**November 2, 2015**

**1. Zoning Case Z-214 – Annie Farrell Modify sno cone stand**

Action: This SUP was not discussed due to incomplete information. It may come up again in the future if the details are worked out.

**2. Zoning Case Z-215 – Ahmadiyya Muslim Church**

Action: The commissioners voted 3-2 to not recommend approval of this SUP.

Public Hearings: The hearing opened and Mr. Colburn Tucker spoke in favor of this SUP. He indicated that the church would meet on Friday's from 1-2PM, and on occasion for other special prayer events. The church has between 25 – 50 members and is growing slowly. It is currently located in Arlington near Davis and Pioneer Parkway. Mr. Mohamed Autwi also spoke in favor of the SUP. He is the leader of the church and described the activities of the church. Mr. Benjamin Rhodes, Mr. Jason Williams, Ms Lannie Forbes, and Mr Jim Brown all spoke in opposition of the SUP. There was also a letter submitted by a citizen in opposition of the SUP.

Discussion: The commissioner's listened to the discussions of both sides for the SUP and it came down to three issues.

1. Location. The property is zoned C2, however in the last several years, there have been several SUP's granted for churches in that area. The Salvation Army and the Prayer House being the most recent. A majority of the commissioners had no concerns about this particular church, they just felt that it would be better for the church to find a location that does not back up to residences. The church intends to buy the property and not lease in this case.
2. Trash, noise, and property values. The residents voiced concerns about the tenants getting SUP's and how they treat the property and the surrounding neighbors. As it was presented to the commissioners, in previous cases the residents feel that the usage changes after the SUP is granted.
3. Inconsistency of the Ahmadiyya Church explanation of when they will be using the facility. As the proceedings went on, the times and usage of the church went from once a week, to once a week, plus weekends, and individuals showing up at 5:00am for individual prayer. Parking was also discussed. There are enough parking spaces for the expected members who will be arriving by car.

Any questions or concerns about this summary, please feel free to contact me at any time.

Stephen Smith  
Chairman



### APPLICATION FOR A SPECIAL USE PERMIT

#### APPLICANT

If applicant is NOT owner of property, Agent Authorization Form must be completed.

Name: AHMADIYYA MUSLIM COMMUNITY OF FORT WORTH Date: 9/30/15

Address: 6017 BLAZING STAR DR  
Street Address

FORT WORTH TX 76179

City State Zip

Phone: 817 932 0659 Email: mantwi1@yahoo.com

Applicant Status:  Owner  Tenant  Purchaser  Other

#### PROPERTY DEVELOPMENT INFORMATION

Address: 3214 W. PARK ROW DRIVE, ARLINGTON TX 76013

Legal Description:

Property is subdivided: Addition: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Property is not subdivided: Survey: \_\_\_\_\_

Abstract#: \_\_\_\_\_ Tract: \_\_\_\_\_

Existing Classification: OFFICE BUILDING

Developer: _____	Agent: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____
Surveyor: _____	Engineer: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone/Fax: _____	Phone/Fax: _____

Present use of the property: office

Proposed use of the property: church / Place of worship

Status of development plans:  None  Site Plans Complete  Building Plans Complete



ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the Town Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

Applicant: Mohammed Butus Date: 10/1/15

State of Texas )  
County of Tarrant

Sworn and subscribed before me the undersigned notary public this the 1<sup>st</sup> day of October 20 15.

Sheila D. Sherman  
Notary Public



Commission Expires:  
Seal:

OFFICE USE ONLY

Application Checklist:

- Complete application form
- Agent Authorization Form (if necessary)
- Application Fee
- Site Plan
- Additional Submittals Information

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Checked for completeness: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Remarks: \_\_\_\_\_

Set for P&Z: \_\_\_\_\_ Set for Council: \_\_\_\_\_



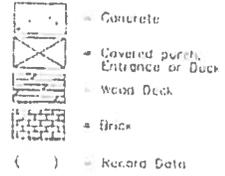
## ADDITIONAL SUBMITTAL INFORMATION

- Any final environmental assessment and/or final environmental impact statement that may be required pursuant to state or federal statutes
- Copies of studies or analyses upon which have been based projections for need or demand for the proposed facility
- Copies of studies or analysis upon which alternatives have been considered and evaluated
- Description of present use, assessed value & actual value of the land affected by the proposed facility
- Description of the proposed use, anticipated assessed value and supporting documentation
- Description of any long term plans or master plan for the future use or development of the property
- Description of the applicant's ability to obtain needed easements to serve the proposed use
- Description of the type, feasibility and cost of any proposed mitigation necessary to make the proposed use compatible with current and future land use patterns
- Description of any special construction requirements that may be necessary for any construction or development on the subject property
- If the proposed use will result in a significant increase in traffic, a traffic impact analysis prepared by a certified professional engineer qualified in the field of traffic engineering and forecasting
- A noise management plan detailing the projected noise produced by the proposed use, including, but not limited to, the projected noise volume and duration, and the noise mitigation measures proposed to be implemented

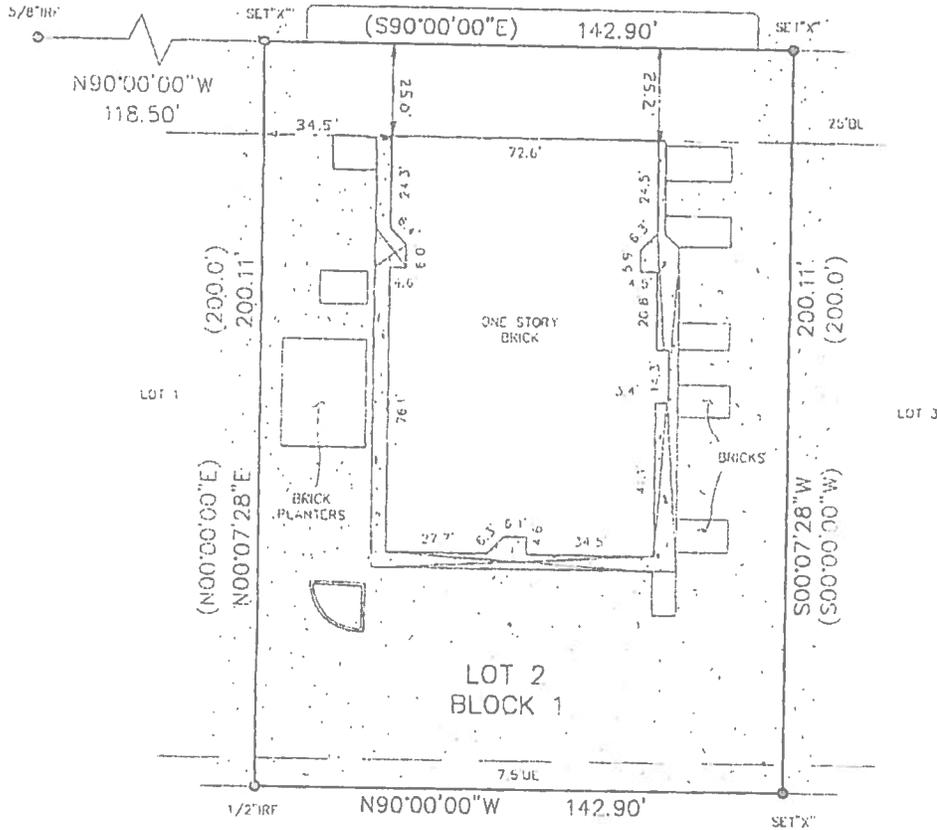
Submit Form Via E-mail to [info@townofpantego.com](mailto:info@townofpantego.com) or Fax to (817) 265-1375

LEGEND OF ABBREVIATIONS AND SYMBOLS

- |  |                                 |   |
|--|---------------------------------|---|
| B.C. = Brick Column                          | I.R.F. = Iron Rod Found         | ○ = Utility Pole                            |
| B.D.S.F. = Bois D'Arc stake found            | I.R.S. = Iron Rod Set           | W.M. = Water Meter                          |
| ULOG = Structure with a Permanent Foundation | L.S.T. = Landscape Timber       | W.W. = Wing Wall                            |
| B.L. = Building Line                         | M.E. = Maintenance Easement     | C.R.T. = Cross Tie Retaining Wall           |
| D.F. = Driveway                              | P.A.E. = Public Access Easement | O.H.E.S.L. = Overhead Electric Service Line |
| E.T. = Electric Transformer                  | P.O.B. = Point of Beginning     | W.F. = Wood Fence                           |
| F.P. = Fence Post                            | R.W. = Retaining Wall           | W.F. = Wire Fence                           |
| GR. = Gravel                                 | S.E. = Sewer Easement           | C.I.F. = Chain-link Fence                   |
| I.P.F. = Iron Pipe Found                     | S/W = Sidewalk                  | G.W. & A. = Guy Wire & Anchor               |
|  | U.E. = Utility Easement         |   |



WEST PARK ROW DRIVE



VOL 388-95  
P. 27

Texas Electric Service Company Agreement recorded in Volume 7137, Page 1248, DRCT, provides electric service to the house.

Borrower:

Address: 3214 W. Park Row Drive  
G.F. No.: 261498ABL  
Job No.: 10iin16

This lot is shown as being located in Zone X by Flood Insurance Rate Map No. 4843900431J, dated 8-23-00. It is not shown as being in a Special Flood Hazard Area Inundated by 100-Year Flood.

SURVEYOR'S CERTIFICATION

I, Jeffrey W. Herron, Registered Professional Land Surveyor, do hereby certify that the map shown hereon (1) accurately represents the property as determined by an on-the-ground survey made under my direction on January 29, 2001

and (a) shows the boundary lines and dimensions indicated hereon, (b) shows the location of all visible buildings, structures and other major improvements on the subject property, and (c) shows the easements of record affecting the subject property according to the legal description of such easements (with instrument, volume and page number indicated), (2) except as shown, there are no visible (a) easements, rights-of-way or party walls (b) evidence of protrusions on adjoining premises, streets or alleys by any of said buildings, structures or other improvements, and (c) evidence of encroachment on the subject property by buildings, structures, or other improvements or rights-of-way situated on the adjoining premises, and (3) the subject property abuts a public roadway.

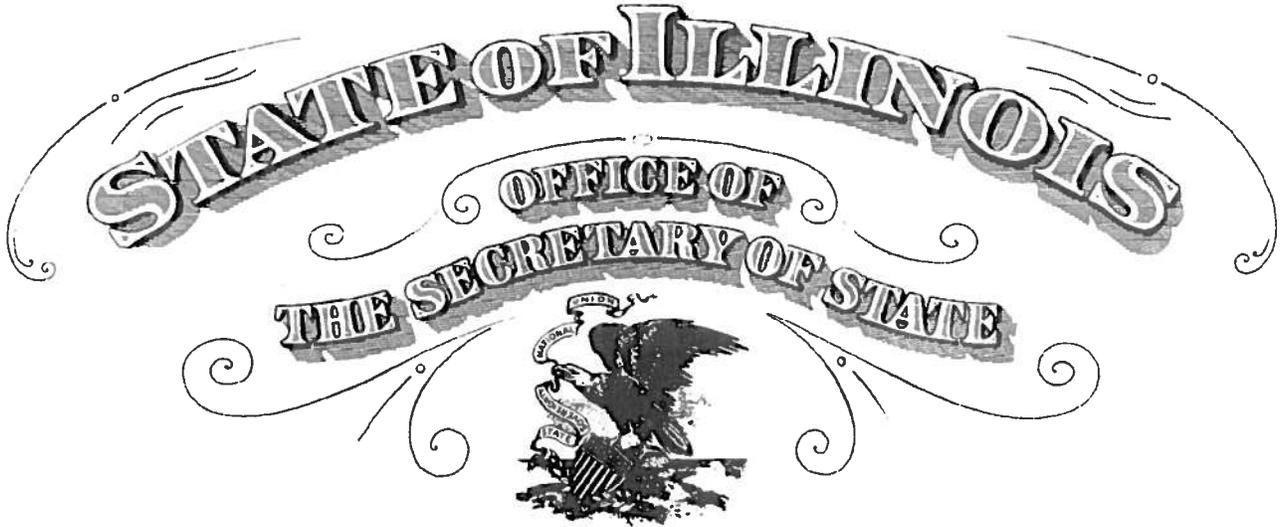
*Jeffrey W. Herron*  
Jeffrey W. Herron, R.P.L.S.  
State of Texas, #5379

LEGAL DESCRIPTION

Lot 2, Block 1, of PARK ROW WEST, an Addition to the City of Pantego, Tarrant County, Texas, according to the Plat thereof recorded in Volume 388-137, Page 6, of the Plat Records of Tarrant County, Texas.

A.L.S. LAND SURVEYING

Scale: 1" = 40' Dwn. By: J.H. Revisions



*To all to whom these Presents Shall Come, Greeting:*

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that*

AHMADIYYA MOVEMENT IN ISLAM, INC., U.S.A., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 14, 1948, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE GENERAL NOT FOR PROFIT CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



*In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 20TH day of SEPTEMBER A.D. 2013 .*

*Jesse White*

Authentication #: 1326302120

Authenticate at: <http://www.cyberdriveillinois.com>

SECRETARY OF STATE

AHMADIYYA MOVEMENT IN ISLAM INC  
15000 GOOD HOPE RD  
SILVER SPRING MD 20905-4120

004042

Employer Identification Number: 52-6054158  
Person to Contact: Ms. Yates  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 25, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MAY 1950.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



TEXAS ASSOCIATION OF REALTORS®  
**COMMERCIAL CONTRACT - IMPROVED PROPERTY**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED  
 ©Texas Association of REALTORS®, Inc. 2014

1. **PARTIES:** Seller agrees to sell and convey to Buyer the Property described in Paragraph 2. Buyer agrees to buy the Property from Seller for the sales price stated in Paragraph 3. The parties to this contract are:

Seller: LONGTECHSFA HOLDINGS LTD, a Texas Limited Partnership

Address: 4306 Enchanted Oaks Drive, Arlington, TX 76016

Phone: (817) 343-3857

Fax: \_\_\_\_\_

E-mail: michaelcramer43@gmail.com

Other: \_\_\_\_\_

Buyer: Ahmadiyya Muslim Community of Fort Worth

Address: 6017 Blazing Star Dr., Fort Worth, Texas 76179

Phone: 817-932-0659 cell

E-mail: mantwil@yahoo.com

Other: 817-306-7485 home phone

2. **PROPERTY:**

A. "Property" means that real property situated in Tarrant County, Texas at 3214 West Park Row Drive (address) and that is legally described on the attached Exhibit n/a or as follows: Park Row West Addition Block 1 Lot 2 Pantego, Tarrant County, Texas

B. Seller will sell and convey the Property together with:

- (1) all buildings, improvements, and fixtures;
- (2) all rights, privileges, and appurtenances pertaining to the Property, including Seller's right, title, and interest in any minerals, utilities, adjacent streets, alleys, strips, gores, and rights-of-way;
- (3) Seller's interest in all leases, rents, and security deposits for all or part of the Property;
- (4) Seller's interest in all licenses and permits related to the Property;
- (5) Seller's interest in all third party warranties or guaranties, if transferable, relating to the Property or any fixtures;
- (6) Seller's interest in any trade names, if transferable, used in connection with the Property; and
- (7) all Seller's tangible personal property located on the Property that is used in connection with the Property's operations except: none

~~Any personal property not included in the sale must be removed by Seller prior to closing.~~

*(Describe any exceptions, reservations, or restrictions in Paragraph 12 or an addendum.)*

*(If mineral rights are to be reserved an appropriate addendum should be attached.)*

*(If the Property is a condominium, attach Commercial Contract Condominium Addendum (TAR-1930).)*

3. **SALES PRICE:** At or before closing, Buyer will pay the following sales price for the Property:

- A. Cash portion payable by Buyer at closing ..... \$ 475,000.00
- B. Sum of all financing described in Paragraph 4 ..... \$ \_\_\_\_\_
- C. Sales price (sum of 3A and 3B) ..... \$ 475,000.00

(TAR-1801) 4-1-14

Initialed for Identification by Seller MJC and Buyer MA (P)

Aubrey Keal Commercial R.E. 325 S. Mesquite Arlington, TX 76010

Phone: (817)261-1048

Fax \_\_\_\_\_ David Keal

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48028 www.zipLogix.com

4. **FINANCING:** Buyer will finance the portion of the sales price under Paragraph 3B as follows:
- A. **Third Party Financing:** One or more third party loans in the total amount of \$ \_\_\_\_\_. This contract:
    - (1) is not contingent upon Buyer obtaining third party financing.
    - (2) is contingent upon Buyer obtaining third party financing in accordance with the attached Commercial Contract Financing Addendum (TAR-1931).
  - B. **Assumption:** In accordance with the attached Commercial Contract Financing Addendum (TAR-1931), Buyer will assume the existing promissory note secured by the Property, which balance at closing will be \$ \_\_\_\_\_.
  - C. **Seller Financing:** The delivery of a promissory note and deed of trust from Buyer to Seller under the terms of the attached Commercial Contract Financing Addendum (TAR-1931) in the amount of \$ \_\_\_\_\_.

5. **EARNEST MONEY:**

- A. Not later than 3 days after the effective date, Buyer must deposit \$ 10,000.00 as earnest money with Lawyers Title (title company) at 1400 W. Abram Street Arlington 76013 (address) Martha Cunningham (closer). If Buyer fails to timely deposit the earnest money, Seller may terminate this contract or exercise any of Seller's other remedies under Paragraph 15 by providing written notice to Buyer before Buyer deposits the earnest money.
- B. Buyer will deposit an additional amount of \$ \_\_\_\_\_ with the title company to be made part of the earnest money on or before:
  - (i) \_\_\_\_\_ days after Buyer's right to terminate under Paragraph 7B expires; or
  - (ii) \_\_\_\_\_.Buyer will be in default if Buyer fails to deposit the additional amount required by this Paragraph 5B within 3 days after Seller notifies Buyer that Buyer has not timely deposited the additional amount.
- C. Buyer may instruct the title company to deposit the earnest money in an interest-bearing account at a federally insured financial institution and to credit any interest to Buyer.

6. **TITLE POLICY, SURVEY, AND UCC SEARCH:**

- A. **Title Policy:**
  - (1) Seller, at Seller's expense, will furnish Buyer an Owner's Policy of Title Insurance (the title policy) issued by any underwriter of the title company in the amount of the sales price, dated at or after closing, insuring Buyer against loss under the title policy, subject only to:
    - (a) those title exceptions permitted by this contract or as may be approved by Buyer in writing; and
    - (b) the standard printed exceptions contained in the promulgated form of title policy unless this contract provides otherwise.
  - (2) The standard printed exception as to discrepancies, conflicts, or shortages in area and boundary lines, or any encroachments or protrusions, or any overlapping improvements:
    - (a) will not be amended or deleted from the title policy.
    - (b) will be amended to read "shortages in areas" at the expense of  Buyer  Seller.
  - (3) Within 14 days after the effective date, Seller will furnish Buyer a commitment for title insurance (the commitment) including legible copies of recorded documents evidencing title exceptions. Seller authorizes the title company to deliver the commitment and related documents to Buyer at Buyer's address.

B. Survey: Within 7 days after the effective date:

- (1) Buyer will obtain a survey of the Property at Buyer's expense and deliver a copy of the survey to Seller. The survey must be made in accordance with the: (i) ALTA/ACSM Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition. Seller will reimburse Buyer \_\_\_\_\_ (insert amount) of the cost of the survey at closing, if closing occurs.
- (2) Seller, at Seller's expense, will furnish Buyer a survey of the Property dated after the effective date. The survey must be made in accordance with the: (i) ALTA/ACSM Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition.
- (3) Seller will deliver to Buyer and the title company a true and correct copy of Seller's most recent survey of the Property along with an affidavit required by the title company for approval of the existing survey. ~~If the existing survey is not acceptable to the title company, Seller, at Seller's expense, will obtain a new or updated survey acceptable to the title company and deliver the acceptable survey to Buyer and the title company within 20 days after Seller receives notice that the existing survey is not acceptable to the title company. The closing date will be extended daily up to 20 days if necessary for Seller to deliver an acceptable survey within the time required. Buyer will reimburse Seller \_\_\_\_\_ (insert amount) of the cost of the new or updated survey at closing, if closing occurs.~~

C. UCC Search:

- (1) Within \_\_\_\_\_ days after the effective date, Seller, at Seller's expense, will furnish Buyer a Uniform Commercial Code (UCC) search prepared by a reporting service and dated after the effective date. The search must identify documents that are on file with the Texas Secretary of State and the county where the Property is located that relate to all personal property on the Property and show, as debtor, Seller and all other owners of the personal property in the last 5 years.
- (2) Buyer does not require Seller to furnish a UCC search.

D. Buyer's Objections to the Commitment, Survey, and UCC Search:

- (1) Within 7 days after Buyer receives the commitment, copies of the documents evidencing the title exceptions, any required survey, and any required UCC search, Buyer may object to matters disclosed in the items if: (a) the matters disclosed are a restriction upon the Property or constitute a defect or encumbrance to title to the real or personal property described in Paragraph 2 other than those permitted by this contract or liens that Seller will satisfy at closing or Buyer will assume at closing; or (b) the items show that any part of the Property lies in a special flood hazard area (an "A" or "V" zone as defined by FEMA). If Paragraph 6B(1) applies, Buyer is deemed to receive the survey on the earlier of: (i) the date Buyer actually receives the survey; or (ii) the deadline specified in Paragraph 6B.
- (2) Seller may, but is not obligated to, cure Buyer's timely objections within 15 days after Seller receives the objections. The closing date will be extended as necessary to provide such time to cure the objections. If Seller fails to cure the objections by the time required, Buyer may terminate this contract by providing written notice to Seller within 5 days after the time by which Seller must cure the objections. If Buyer terminates, the earnest money, less any independent consideration under Paragraph 7B(1), will be refunded to Buyer.
- (3) Buyer's failure to timely object or terminate under this Paragraph 6D is a waiver of Buyer's right to object except that Buyer will not waive the requirements in Schedule C of the commitment.

7. PROPERTY CONDITION:

A. Present Condition: Buyer accepts the Property in its present condition except that Seller, at Seller's expense, will complete the following before closing: no completions or repairs required by Seller. BUYER IS PURCHASING THE PROPERTY "AS IS"

B. Feasibility Period: Buyer may terminate this contract for any reason within 69 days after the effective date (feasibility period) by providing Seller written notice of termination. (Check only one box.)

(1) If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer less \$ 150.00 that Seller will retain as independent consideration for Buyer's unrestricted right to terminate. Buyer has tendered the independent consideration to Seller, upon payment of the amount specified in Paragraph 5A to the title company. The independent consideration is to be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(1) or if Buyer fails to deposit the earnest money, Buyer will not have the right to terminate under this Paragraph 7B.

(2) Not later than 3 days after the effective date, Buyer must pay Seller \$ \_\_\_\_\_ as independent consideration for Buyer's right to terminate by tendering such amount to Seller or Seller's agent. If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer and Seller will retain the independent consideration. The independent consideration will be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(2) or if Buyer fails to timely pay the independent consideration, Buyer will not have the right to terminate under this Paragraph 7B.

C. Inspections, Studies, or Assessments:

(1) During the feasibility period, Buyer, at Buyer's expense, may complete or cause to be completed any and all inspections, studies, or assessments of the Property (including all improvements and fixtures) desired by Buyer.

(2) Seller, at Seller's expense, will turn on all utilities necessary for Buyer to make inspections, studies, or assessments.

(3) Buyer must:

- (a) employ only trained and qualified inspectors and assessors;
- (b) notify Seller, in advance, of when the inspectors or assessors will be on the Property;
- (c) abide by any reasonable entry rules or requirements of Seller;
- (d) not interfere with existing operations or occupants of the Property; and
- (e) restore the Property to its original condition if altered due to inspections, studies, or assessments that Buyer completes or causes to be completed.

(4) Except for those matters that arise from the negligence of Seller or Seller's agents, Buyer is responsible for any claim, liability, encumbrance, cause of action, and expense resulting from Buyer's inspections, studies, or assessments, including any property damage or personal injury. Buyer will indemnify, hold harmless, and defend Seller and Seller's agents against any claim involving a matter for which Buyer is responsible under this paragraph. This paragraph survives termination of this contract.

D. Property Information:

(1) Delivery of Property Information: Within n/a days after the effective date, Seller will deliver to Buyer: (Check all that apply.)

- (a) a current rent roll of all leases affecting the Property certified by Seller as true and correct;
- (b) copies of all current leases pertaining to the Property, including any modifications, supplements, or amendments to the leases;
- (c) a current inventory of all personal property to be conveyed under this contract and copies of any leases for such personal property;
- (d) copies of all notes and deeds of trust against the Property that Buyer will assume or that Seller will not pay in full on or before closing;
- (e) copies of all current service, maintenance, and management agreements relating to the ownership and operation of the Property;
- (f) copies of current utility capacity letters from the Property's water and sewer service provider;
- (g) copies of all current warranties and guaranties relating to all or part of the Property;
- (h) copies of fire, hazard, liability, and other insurance policies that currently relate to the Property;
- (i) copies of all leasing or commission agreements that currently relate to the tenants of all or part of the Property;
- (j) a copy of the "as-built" plans and specifications and plat of the Property;
- (k) copies of all invoices for utilities and repairs incurred by Seller for the Property in the 24 months immediately preceding the effective date;
- (l) a copy of Seller's income and expense statement for the Property from \_\_\_\_\_ to \_\_\_\_\_;
- (m) copies of all previous environmental assessments, geotechnical reports, studies, or analyses made on or relating to the Property;
- (n) real & personal property tax statements for the Property for the previous 2 calendar years; and
- (o) Tenant reconciliation statements including, operating expenses, insurance and taxes for the Property from \_\_\_\_\_ to \_\_\_\_\_; and
- (p) \_\_\_\_\_ ; and

(2) Return of Property Information: If this contract terminates for any reason, Buyer will, not later than 10 days after the termination date: *(Check all that apply.)*

- (a) return to Seller all those items described in Paragraph 7D(1) that Seller delivered to Buyer in other than an electronic format and all copies that Buyer made of those items;
- (b) delete or destroy all electronic versions of those items described in Paragraph 7D(1) that Seller delivered to Buyer or Buyer copied; and
- (c) deliver copies of all inspection and assessment reports related to the Property that Buyer completed or caused to be completed.

This Paragraph 7D(2) survives termination of this contract.

E. Contracts Affecting Operations: Until closing, Seller: (1) will operate the Property in the same manner as on the effective date under reasonably prudent business standards; and (2) will not transfer or dispose of any part of the Property, any interest or right in the Property, or any of the personal property or other items described in Paragraph 2B or sold under this contract. After the feasibility period ends, Seller may not enter into, amend, or terminate any other contract that affects the operations of the Property without Buyer's written approval.

**8. LEASES:**

A. Each written lease Seller is to assign to Buyer under this contract must be in full force and effect according to its terms. Seller may not enter into any new lease, fail to comply with any existing lease, or make any amendment or modification to any existing lease without Buyer's written consent. Seller must disclose, in writing, if any of the following exist at the time Seller provides the leases to the Buyer or subsequently occur before closing:

- (1) any failure by Seller to comply with Seller's obligations under the leases;

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- (2) any circumstances under any lease that entitle the tenant to terminate the lease or seek any offsets or damages;
- (3) any non-occupancy of the leased premises by a tenant;
- (4) any advance sums paid by a tenant under any lease;
- (5) any concessions, bonuses, free rents, rebates, brokerage commissions, or other matters that affect any lease; and
- (6) any amounts payable under the leases that have been assigned or encumbered, except as security for loan(s) assumed or taken subject to under this contract.

B. **Estoppel Certificates:** Within n/a days after the effective date, Seller will deliver to Buyer estoppel certificates signed not earlier than \_\_\_\_\_ by each tenant that leases space in the Property. The estoppel certificates must include the certifications contained in the current version of TAR Form 1938 - Commercial Tenant Estoppel Certificate and any additional information requested by a third party lender providing financing under Paragraph 4 if the third party lender requests such additional information at least 10 days prior to the earliest date that Seller may deliver the signed estoppel certificates.

**9. BROKERS:**

A. The brokers to this sale are:

Principal Broker: Aubrey Keal Commercial  
Real Estate LLC

Cooperating Broker: Transwestern

Agent: David Keal

Agent: Frank Jester

Address: 325 South Mesquite Street #102  
Arlington, Texas 76010

Address: 777 Main Street #1100  
Fort Worth, Texas 76102

Phone & Fax: (817)261-1048 (872)611-040

Phone & Fax: (817)877-4433 (817)870-2826

E-mail: kealreal@flash.net

E-mail: Frank.Jester@transwestern.com

License No.: 0601690

License No.: \_\_\_\_\_

Principal Broker: (Check only one box.)

- represents Seller only.
- represents Buyer only.
- is an intermediary between Seller and Buyer.

Cooperating Broker represents Buyer.

B. **Fees:** (Check only (1) or (2) below.)  
(Complete the Agreement Between Brokers on page 14 only if (1) is selected.)

(1) Seller will pay Principal Broker the fee specified by separate written commission agreement between Principal Broker and Seller. Principal Broker will pay Cooperating Broker the fee specified in the Agreement Between Brokers found below the parties' signatures to this contract.

(2) At the closing of this sale, Seller will pay:

Principal Broker a total cash fee of:  
 3.000 % of the sales price.  
 \_\_\_\_\_

Cooperating Broker a total cash fee of:  
 3.000 % of the sales price.  
 \_\_\_\_\_

The cash fees will be paid in Tarrant County, Texas. Seller authorizes the title company to pay the brokers from the Seller's proceeds at closing.

*NOTICE: Chapter 62, Texas Property Code, authorizes a broker to secure an earned commission with a lien against the Property.*

C. The parties may not amend this Paragraph 9 without the written consent of the brokers affected by the amendment.

**10. CLOSING:**

A. The date of the closing of the sale (closing date) will be on or before the later of:

- (1)  \_\_\_\_\_ days after the expiration of the feasibility period.
- December 15, 2015 (specific date).
- \_\_\_\_\_

(2) 7 days after objections made under Paragraph 6D have been cured or waived.

B. If either party fails to close by the closing date, the non-defaulting party may exercise the remedies in Paragraph 15.

C. At closing, Seller will execute and deliver to Buyer, at Seller's expense, a  general  special warranty deed. The deed must include a vendor's lien if any part of the sales price is financed. The deed must convey good and indefeasible title to the Property and show no exceptions other than those permitted under Paragraph 6 or other provisions of this contract. Seller must convey the Property:

- (1) with no liens, assessments, or Uniform Commercial Code or other security interests against the Property which will not be satisfied out of the sales price, unless securing loans Buyer assumes;
- (2) without any assumed loans in default; and
- (3) with no persons in possession of any part of the Property as lessees, tenants at sufferance, or trespassers except tenants under the written leases assigned to Buyer under this contract.

D. At closing, Seller, at Seller's expense, will also deliver to Buyer:

- (1) tax statements showing no delinquent taxes on the Property;
- (2) a bill of sale with warranties to title conveying title, free and clear of all liens, to any personal property defined as part of the Property in Paragraph 2 or sold under this contract;
- (3) an assignment of all leases to or on the Property;
- (4) to the extent that the following items are assignable, an assignment to Buyer of the following items as they relate to the Property or its operations:
  - (a) licenses and permits;
  - (b) maintenance, management, and other contracts; and
  - (c) warranties and guaranties;
- (5) a rent roll current on the day of the closing certified by Seller as true and correct;
- (6) evidence that the person executing this contract is legally capable and authorized to bind Seller;
- (7) an affidavit acceptable to the title company stating that Seller is not a foreign person or, if Seller is a foreign person, a written authorization for the title company to: (i) withhold from Seller's proceeds an amount sufficient to comply applicable tax law; and (ii) deliver the amount to the Internal Revenue Service together with appropriate tax forms; and
- (8) any notices, statements, certificates, affidavits, releases, and other documents required by this contract, the commitment, or law necessary for the closing of the sale and the issuance of the title policy, all of which must be completed and executed by Seller as necessary.

E. At closing, Buyer will:

- (1) pay the sales price in good funds acceptable to the title company;
- (2) deliver evidence that the person executing this contract is legally capable and authorized to bind Buyer;
- (3) sign and send to each tenant in the Property a written statement that:
  - (a) acknowledges Buyer has received and is responsible for the tenant's security deposit; and
  - (b) specifies the exact dollar amount of the security deposit;

- (4) sign an assumption of all leases then in effect; and
- (5) execute and deliver any notices, statements, certificates, or other documents required by this contract or law necessary to close the sale.

F. Unless the parties agree otherwise, the closing documents will be as found in the basic forms in the current edition of the State Bar of Texas Real Estate Forms Manual without any additional clauses.

11. **POSSESSION:** Seller will deliver possession of the Property to Buyer upon closing and funding of this sale in its present condition with any repairs Seller is obligated to complete under this contract, ordinary wear and tear excepted. Any possession by Buyer before closing or by Seller after closing that is not authorized by a separate written lease agreement is a landlord-tenant at sufferance relationship between the parties.

12. **SPECIAL PROVISIONS:** The following special provisions apply and will control in the event of a conflict with other provisions of this contract. (If special provisions are contained in an Addendum, identify the Addendum here and reference the Addendum in Paragraph 22D.)

A. Any personal property not included in the sale must be removed by Seller within 14 days after closing and funding.

B. The closing of this contract by Buyer is subject to Buyer obtaining a Special Use Permit by the Town of Pantego for Buyer's intended use on or before November 23, 2015.

C. **EFFECTIVE DATE:** The effective date of this contract for the purpose of performance of all obligations is OCTOBER 2, 2015.

D. The current tenant occupying the two northeast offices in the building shall have 30 days after closing to move out.

13. **SALES EXPENSES:**

- A. **Seller's Expenses:** Seller will pay for the following at or before closing:
- (1) releases of existing liens, other than those liens assumed by Buyer, including prepayment penalties and recording fees;
  - (2) release of Seller's loan liability, if applicable;
  - (3) tax statements or certificates;
  - (4) preparation of the deed and any bill of sale;
  - (5) one-half of any escrow fee;
  - (6) costs to record any documents to cure title objections that Seller must cure; and
  - (7) other expenses that Seller will pay under other provisions of this contract.

- B. **Buyer's Expenses:** Buyer will pay for the following at or before closing:
- (1) all loan expenses and fees;
  - (2) preparation fees of any deed of trust;
  - (3) recording fees for the deed and any deed of trust;
  - (4) premiums for flood and hazard insurance as may be required by Buyer's lender;
  - (5) one-half of any escrow fee; and
  - (6) other expenses that Buyer will pay under other provisions of this contract.

**14. PRORATIONS:****A. Prorations:**

- (1) Interest on any assumed loan, taxes, rents, and any expense reimbursements from tenants will be prorated through the closing date.
- (2) If the amount of ad valorem taxes for the year in which the sale closes is not available on the closing date, taxes will be prorated on the basis of taxes assessed in the previous year. If the taxes for the year in which the sale closes vary from the amount prorated at closing, the parties will adjust the prorations when the tax statements for the year in which the sale closes become available. This Paragraph 14A(2) survives closing.
- (3) If Buyer assumes a loan or is taking the Property subject to an existing lien, Seller will transfer all reserve deposits held by the lender for the payment of taxes, insurance premiums, and other charges to Buyer at closing and Buyer will reimburse such amounts to Seller by an appropriate adjustment at closing.

**B. Rollback Taxes:** If Seller changes the use of the Property before closing or if a denial of a special valuation on the Property claimed by Seller results in the assessment of additional taxes, penalties, or interest (assessments) for periods before closing, the assessments will be the obligation of Seller. If this sale or Buyer's use of the Property after closing results in additional assessments for periods before closing, the assessments will be the obligation of Buyer. This Paragraph 14B survives closing.

**C. Rent and Security Deposits:** At closing, Seller will tender to Buyer all security deposits and the following advance payments received by Seller for periods after closing: prepaid expenses, advance rental payments, and other advance payments paid by tenants. Rents prorated to one party but received by the other party will be remitted by the recipient to the party to whom it was prorated within 5 days after the rent is received. This Paragraph 14C survives closing.

**15. DEFAULT:**

**A.** If Buyer fails to comply with this contract, Buyer is in default and Seller, as Seller's sole remedy(ies), may terminate this contract and receive the earnest money, as liquidated damages for Buyer's failure except for any damages resulting from Buyer's inspections, studies or assessments in accordance with Paragraph 7C(4) which Seller may pursue, or  
(Check if applicable)

enforce specific performance, or seek such other relief as may be provided by law.

**B.** If, without fault, Seller is unable within the time allowed to deliver the estoppel certificates, survey or the commitment, Buyer may:

- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
- (2) extend the time for performance up to 15 days and the closing will be extended as necessary.

**C.** Except as provided in Paragraph 15B, if Seller fails to comply with this contract, Seller is in default and Buyer may:

- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
- (2) enforce specific performance, or seek such other relief as may be provided by law, or both.

**16. CASUALTY LOSS AND CONDEMNATION:**

**A.** If any part of the Property is damaged or destroyed by fire or other casualty after the effective date, Seller must restore the Property to its previous condition as soon as reasonably possible and not later than the closing date. If, without fault, Seller is unable to do so, Buyer may:

(TAR-1801) 4-1-14

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\_\_\_\_\_ and Buyer

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feasible with the provisions of Section 1031 of the Internal Revenue Code. The other provisions of this contract will not be affected in the event the contemplated exchange fails to occur.

**19. MATERIAL FACTS:** To the best of Seller's knowledge and belief: *(Check only one box.)*

- A. Seller is not aware of any material defects to the Property except as stated in the attached Commercial Property Condition Statement (TAR-1408).
- B. Except as otherwise provided in this contract, Seller is not aware of:
  - (1) any subsurface: structures, pits, waste, springs, or improvements;
  - (2) any pending or threatened litigation, condemnation, or assessment affecting the Property;
  - (3) any environmental hazards or conditions that materially affect the Property;
  - (4) whether the Property is or has been used for the storage or disposal of hazardous materials or toxic waste, a dump site or landfill, or any underground tanks or containers;
  - (5) whether radon, asbestos containing materials, urea-formaldehyde foam insulation, lead-based paint, toxic mold (to the extent that it adversely affects the health of ordinary occupants), or other pollutants or contaminants of any nature now exist or ever existed on the Property;
  - (6) any wetlands, as defined by federal or state law or regulation, on the Property;
  - (7) any threatened or endangered species or their habitat on the Property;
  - (8) any present or past infestation of wood-destroying insects in the Property's improvements;
  - (9) any contemplated material changes to the Property or surrounding area that would materially and detrimentally affect the ordinary use of the Property;
  - (10) any material physical defects in the improvements on the Property; or
  - (11) any condition on the Property that violates any law or ordinance.

*(Describe any exceptions to (1)-(11) in Paragraph 12 or an addendum.)*

**20. NOTICES:** All notices between the parties under this contract must be in writing and are effective when hand-delivered, mailed by certified mail return receipt requested, or sent by facsimile transmission to the parties addresses or facsimile numbers stated in Paragraph 1. The parties will send copies of any notices to the broker representing the party to whom the notices are sent.

- A. Seller also consents to receive any notices by e-mail at Seller's e-mail address stated in Paragraph 1.
- B. Buyer also consents to receive any notices by e-mail at Buyer's e-mail address stated in Paragraph 1.

**21. DISPUTE RESOLUTION:** The parties agree to negotiate in good faith in an effort to resolve any dispute related to this contract that may arise. If the dispute cannot be resolved by negotiation, the parties will submit the dispute to mediation before resorting to arbitration or litigation and will equally share the costs of a mutually acceptable mediator. This paragraph survives termination of this contract. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

**22. AGREEMENT OF THE PARTIES:**

- A. This contract is binding on the parties, their heirs, executors, representatives, successors, and permitted assigns. This contract is to be construed in accordance with the laws of the State of Texas. If any term or condition of this contract shall be held to be invalid or unenforceable, the remainder of this contract shall not be affected thereby.
- B. This contract contains the entire agreement of the parties and may not be changed except in writing.
- C. If this contract is executed in a number of identical counterparts, each counterpart is an original and all counterparts, collectively, constitute one agreement.

- D. Addenda which are part of this contract are: *(Check all that apply.)*
- (1) Property Description Exhibit Identified in Paragraph 2;
  - (2) Commercial Contract Condominium Addendum (TAR-1930);
  - (3) Commercial Contract Financing Addendum (TAR-1931);
  - (4) Commercial Property Condition Statement (TAR-1408);
  - (5) Commercial Contract Addendum for Special Provisions (TAR-1940);
  - (6) Addendum for Seller's Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards (TAR-1906);
  - (7) Notice to Purchaser of Real Property In a Water District (MUD);
  - (8) Addendum for Coastal Area Property (TAR-1915);
  - (9) Addendum for Property Located Seaward of the Gulf Intracoastal Waterway (TAR-1916);
  - (10) Information About Brokerage Services (TAR-2501); and
  - (11) Addendum for Reservation of Oil, Gas and Other Minerals

*(Note: Counsel for the Texas Association of REALTORS® (TAR) has determined that any of the foregoing addenda which are promulgated by the Texas Real Estate Commission (TREC) or published by TAR are appropriate for use with this form.)*

E. Buyer  may  may not assign this contract. If Buyer assigns this contract, Buyer will be relieved of any future liability under this contract only if the assignee assumes, in writing, all of Buyer's obligations under this contract.

23. **TIME:** Time is of the essence in this contract. The parties require strict compliance with the times for performance. If the last day to perform under a provision of this contract falls on a Saturday, Sunday, or legal holiday, the time for performance is extended until the end of the next day which is not a Saturday, Sunday, or legal holiday.

24. **EFFECTIVE DATE:** ~~The effective date of this contract for the purpose of performance of all obligations is the date the title company receives this contract after all parties execute this contract.~~

25. **ADDITIONAL NOTICES:**

A. Buyer should have an abstract covering the Property examined by an attorney of Buyer's selection, or Buyer should be furnished with or obtain a title policy.

B. If the Property is situated in a utility or other statutorily created district providing water, sewer, drainage, or flood control facilities and services, Chapter 49, Texas Water Code, requires Seller to deliver and Buyer to sign the statutory notice relating to the tax rate, bonded indebtedness, or standby fees of the district before final execution of this contract.

C. Notice Required by §13.257, Water Code: "The real property, described below, that you are about to purchase may be located in a certificated water or sewer service area, which is authorized by law to provide water or sewer service to the properties in the certificated area. If your property is located in a certificated area there may be special costs or charges that you will be required to pay before you can receive water or sewer service. There may be a period required to construct lines or other facilities necessary to provide water or sewer service to your property. You are advised to determine if the property is in a certificated area and contact the utility service provider to determine the cost that you will be required to pay and the period, if any, that is required to provide water or sewer service to your property. The undersigned purchaser hereby acknowledges receipt of the foregoing notice at or before the execution of a binding contract for the purchase of the real property described in the notice or at closing of purchase of the real property." The real property is described in Paragraph 2 of this contract.

D. If the Property adjoins or shares a common boundary with the tidally influenced submerged lands of the state, §33.135, Texas Natural Resources Code, requires a notice regarding coastal area property to be included as part of this contract.

(TAR-1801) 4-1-14

Initialed for Identification by Seller MLV and Buyer AB PR

Commercial Contract - Improved Property concerning 3214 West Park Row Drive

- E. If the Property is located seaward of the Gulf Intracoastal Waterway, §61.025, Texas Natural Resources Code, requires a notice regarding the seaward location of the Property to be included as part of this contract.
- F. If the Property is located outside the limits of a municipality, the Property may now or later be included in the extra-territorial jurisdiction (ETJ) of a municipality and may now or later be subject to annexation by the municipality. Each municipality maintains a map that depicts its boundaries and ETJ. To determine if the Property is located within a municipality's ETJ, Buyer should contact all municipalities located in the general proximity of the Property for further information.
- G. If apartments or other residential units are on the Property and the units were built before 1978, federal law requires a lead-based paint and hazard disclosure statement to be made part of this contract.
- H. Section 1958.154, Occupations Code requires Seller to provide Buyer a copy of any mold remediation certificate issued for the Property during the 5 years preceding the date the Seller sells the Property.
- I. Brokers are not qualified to perform property inspections, surveys, engineering studies, environmental assessments, or inspections to determine compliance with zoning, governmental regulations, or laws. Buyer should seek experts to perform such services. Buyer should review local building codes, ordinances and other applicable laws to determine their effect on the Property. Selection of experts, inspectors, and repairmen is the responsibility of Buyer and not the brokers. Brokers are not qualified to determine the credit worthiness of the parties.

26. **CONTRACT AS OFFER:** The execution of this contract by the first party constitutes an offer to buy or sell the Property. Unless the other party accepts the offer by 5:00 p.m., in the time zone in which the Property is located, on \_\_\_\_\_, the offer will lapse and become null and void.

**READ THIS CONTRACT CAREFULLY.** The brokers and agents make no representation or recommendation as to the legal sufficiency, legal effect, or tax consequences of this document or transaction. **CONSULT your attorney BEFORE signing.**

LONGTECHSFA HOLDINGS LTD, a Texas  
Seller: Limited Partnership

Ahmadiyya Muslim Community of Fort  
Buyer: Worth

By: ~~Michael J. Cramer~~  
By (signature): Michael J. Cramer  
Printed Name: MICHAEL J. CRAMER  
Title: MEMBER

By: \_\_\_\_\_  
By (signature): Mohammed Atwi  
Printed Name: Mohammed Atwi  
Title: President

By: \_\_\_\_\_  
By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
By (signature): Rashid Q. Audley  
Printed Name: RASHID Q. AUDLEY  
Title: SEC. Property





ADDENDUM FOR RESERVATION OF OIL, GAS, AND OTHER MINERALS  
ADDENDUM TO CONTRACT CONCERNING THE PROPERTY AT

3214 W. Park Row Drive

Pantego, Texas

(Street Address and City)

NOTICE: For use ONLY if Seller reserves all or a portion of the Mineral Estate.

- A. "Mineral Estate" means all oil, gas, and other minerals in and under and that may be produced from the Property, any royalty under any existing or future mineral lease covering any part of the Property, executive rights (including the right to sign a mineral lease covering any part of the Property), implied rights of ingress and egress, exploration and development rights, production and drilling rights, mineral lease payments, and all related rights and benefits. The Mineral Estate does NOT include water, sand, gravel, limestone, building stone, caliche, surface shale, near-surface lignite, and iron, but DOES include the reasonable use of these surface materials for mining, drilling, exploring, operating, developing, or removing the oil, gas, and other minerals from the Property.
- B. Subject to Section C below, the Mineral Estate owned by Seller, if any, will be conveyed unless reserved as follows (check one box only):

(1) Seller reserves all of the Mineral Estate owned by Seller.

(2) Seller reserves an undivided \_\_\_\_\_ interest in the Mineral Estate owned by Seller. NOTE: If Seller does not own all of the Mineral Estate, Seller reserves only this percentage or fraction of Seller's interest.

C. Seller  does  does not reserve and retain implied rights of ingress and egress and of reasonable use of the Property (including surface materials) for mining, drilling, exploring, operating, developing, or removing the oil, gas, and other minerals. NOTE: Surface rights that may be held by other owners of the Mineral Estate who are not parties to this transaction (including existing mineral lessees) will NOT be affected by Seller's selection. Seller's failure to complete Section C will be deemed an election to convey all surface rights described herein.

D. If Seller does not reserve all of Seller's interest in the Mineral Estate, Seller shall, within 7 days after the Effective Date, provide Buyer with the contact information of any existing mineral lessee known to Seller.

**IMPORTANT NOTICE:** The Mineral Estate affects important rights, the full extent of which may be unknown to Seller. A full examination of the title to the Property completed by an attorney with expertise in this area is the only proper means for determining title to the Mineral Estate with certainty. In addition, attempts to convey or reserve certain interest out of the Mineral Estate separately from other rights and benefits owned by Seller may have unintended consequences. Precise contract language is essential to preventing disagreements between present and future owners of the Mineral Estate. If Seller or Buyer has any questions about their respective rights and interests in the Mineral Estate and how such rights and interests may be affected by this contract, they are strongly encouraged to consult an attorney with expertise in this area.

CONSULT AN ATTORNEY BEFORE SIGNING: TREC rules prohibit real estate licensees from giving legal advice. READ THIS FORM CAREFULLY.

Buyer Ahmadiyya Muslim Community of

Seller LONGTECHSFA HOLDINGS LLC

*Muhammad Anwar*

*Michail J. Lamm*

Buyer

Seller

The form of this addendum has been approved by the Texas Real Estate Commission for use only with similarly approved or promulgated forms of contracts. Such approval relates to this contract form only. TREC forms are intended for use only by trained real estate licensees. No representation is made as to the legal validity or adequacy of any provision in any specific transactions. It is not intended for complex transactions. Texas Real Estate Commission, P.O. Box 12188, Austin, TX 78711-2188. 512-938-3000 (<http://www.trec.texas.gov>) TREC No. 44-2. This form replaces TREC No. 44-1.

TAR 1905

Aubrey Keal/Commercial R/E 135 S Mesquite Arlington, TX 76010  
David Keal

Phone (817) 261-1048

Fax

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.zipLogix.com](http://www.zipLogix.com)

TREC NO. 44-2  
LONGTECHSFA

## ABOUT US

# Ahmadiyya Muslim Community

Details Category: Misc Published on Monday, 06 April 2009 20:31

The Ahmadiyya Muslim Community is a dynamic, fast growing international revival movement within Islam. Founded in 1889, the Ahmadiyya Muslim Community spans over 190 countries with membership exceeding tens of millions. The Ahmadiyya Muslim Community USA, established in 1921, is the first American-Muslim organization. Its journal, *The Muslim Sunrise*, is among the earliest and longest running American-Muslim periodicals.

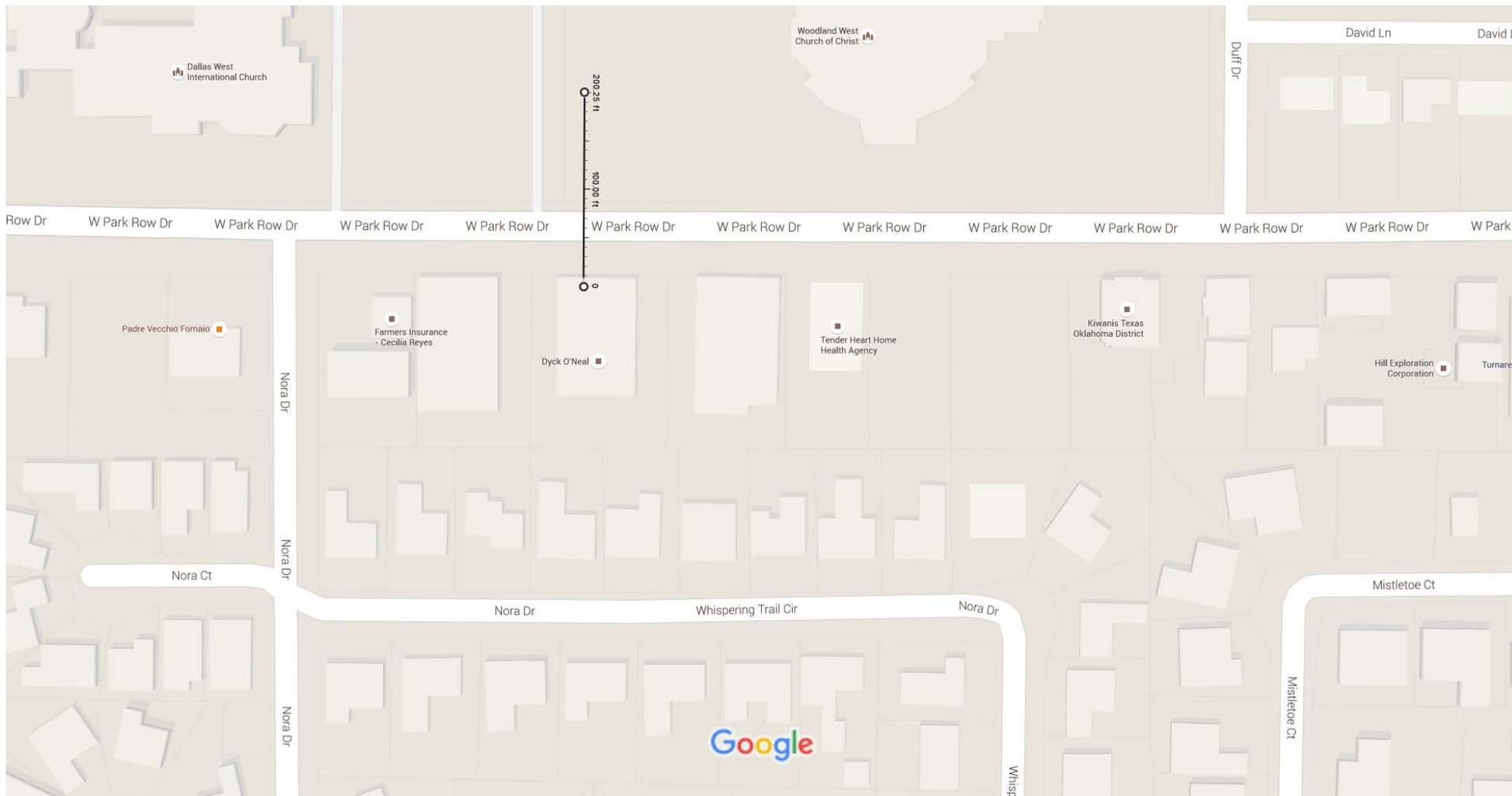
The Ahmadiyya Muslim Community is the only Islamic organization to believe that the long-awaited messiah has come in the person of Mirza Ghulam Ahmad<sup>as</sup> (1835-1908) of Qadian. Ahmad<sup>as</sup> claimed to be the metaphorical second coming of Jesus<sup>as</sup> of Nazareth and the divine guide, whose advent was foretold by the Prophet of Islam, Muhammad<sup>sa</sup>. The Ahmadiyya Muslim Community believes that God sent Ahmad<sup>as</sup>, like Jesus<sup>as</sup>, to end religious wars, condemn bloodshed and reinstitute morality, justice and peace. Ahmad's<sup>as</sup> advent has brought about an unprecedented era of Islamic revival. He divested Islam of fanatical beliefs and practices by vigorously championing Islam's true and essential teachings. He also recognized the noble teachings of the great religious founders and saints, including Zoroaster<sup>as</sup>, Abraham<sup>as</sup>, Moses<sup>as</sup>, Jesus<sup>as</sup>, Krishna<sup>as</sup>, Buddha<sup>as</sup>, Confucius<sup>as</sup>, Lao Tzu and Guru Nanak, and explained how such teachings converged into the one true Islam.

The Ahmadiyya Muslim Community is the leading Islamic organization to categorically reject terrorism in any form. Over a century ago, Ahmad<sup>as</sup> emphatically declared that an aggressive "jihad by the sword" has no place in Islam. In its place, he taught his followers to wage a bloodless, intellectual "jihad of the pen" to defend Islam. To this end, Ahmad<sup>as</sup> penned over 80 books and tens of thousands of letters, delivered hundreds of lectures, and engaged in scores of public debates. His rigorous and rational defenses of Islam unsettled conventional Muslim thinking. As part of its effort to revive Islam, the Ahmadiyya Muslim Community continues to spread Ahmad's<sup>as</sup> teachings of moderation and restraint in the face of bitter opposition from the Muslim world.

Similarly, the Ahmadiyya Muslim Community is the only Islamic organization to endorse a separation of mosque and state. Over a century ago, Ahmad<sup>as</sup> taught his followers to protect the sanctity of both religion and government by becoming righteous souls as well as loyal citizens. He cautioned against irrational interpretations of Quranic pronouncements and misapplications of Islamic law. He continually voiced his concerns over protecting the rights of God's creatures. Today, the Ahmadiyya Muslim Community continues to be an advocate for universal human rights and protections for religious and other minorities. It champions the empowerment and education of women. Its members are among the most law-abiding, educated, and engaged Muslims in the world.

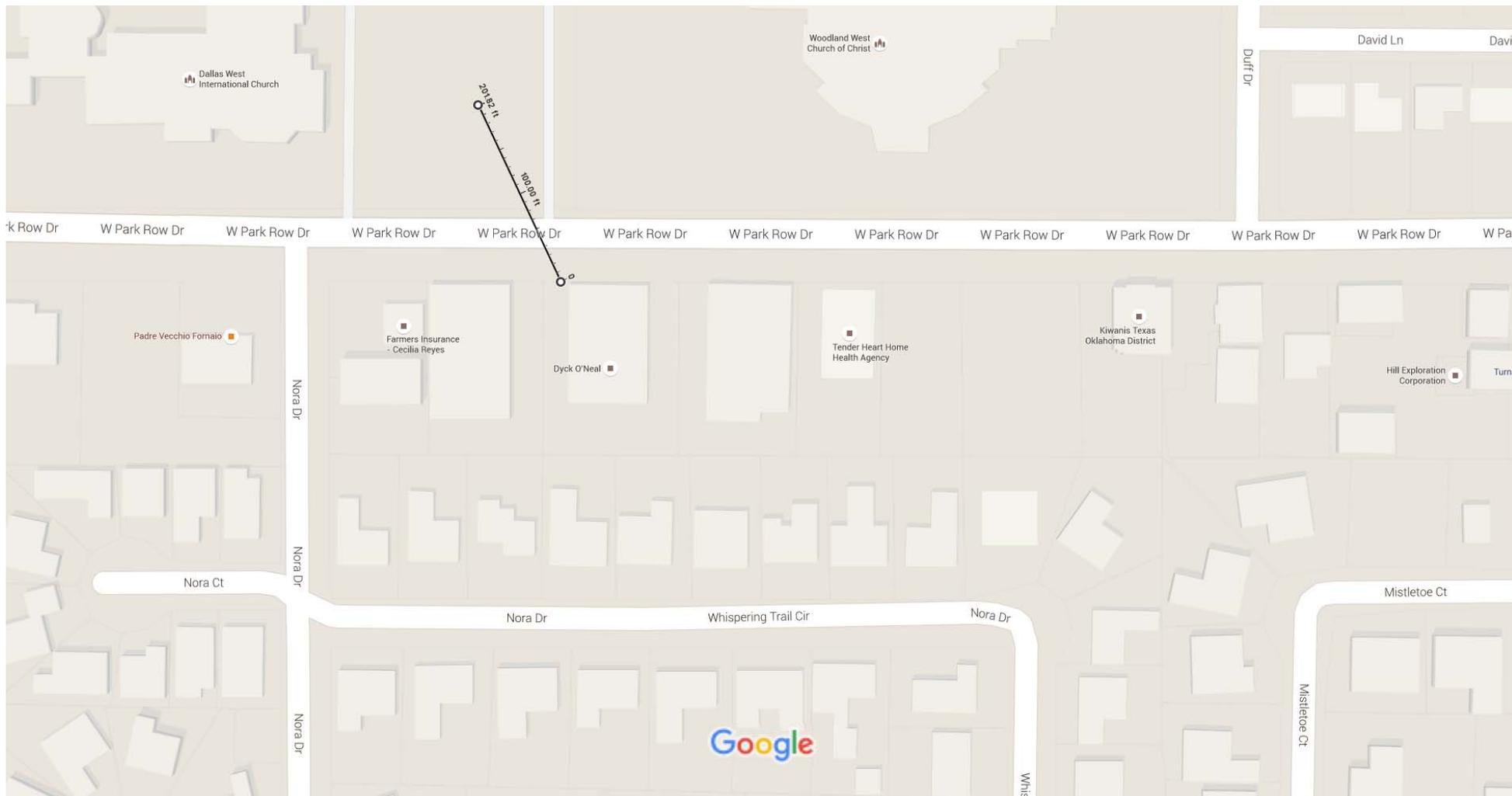
The Ahmadiyya Muslim Community is the foremost Islamic organization with a central spiritual leader. Over a century ago, Ahmad<sup>as</sup> reminded his followers of God's promise to safeguard the message of Islam through *khilafat* (the spiritual institution of successorship to prophethood). The Ahmadiyya Muslim Community believes that only spiritual successorship can uphold the true values of Islam and unite humanity. Five spiritual leaders have succeeded Ahmad<sup>as</sup> since his demise in 1908. The Ahmadiyya Muslim Community's fifth and current spiritual head, Mirza Masroor Ahmad, resides in the United Kingdom. Under the leadership of its spiritual successors, the Ahmadiyya Muslim Community has now built over 15,000 mosques, over 500 schools, and over 30 hospitals. It has translated the Holy Quran into over 60 languages. It propagates the true teachings of Islam and the message of peace and tolerance through a twenty-four hour satellite television channel (MTA), the Internet ([alislam.org](http://alislam.org)) and print (Islam International Publications). It has been at the forefront of disaster relief in the United States and worldwide through an independent charitable organization, Humanity First.

*Media note: The name Muhammad, the Prophet of Islam, is followed by the symbol "sa," an abbreviation for the traditional salutation "may peace and blessings of Allah be upon him." The names of other prophets and messengers are followed by the symbol "as," an abbreviation for the traditional salutation "on whom be peace."*



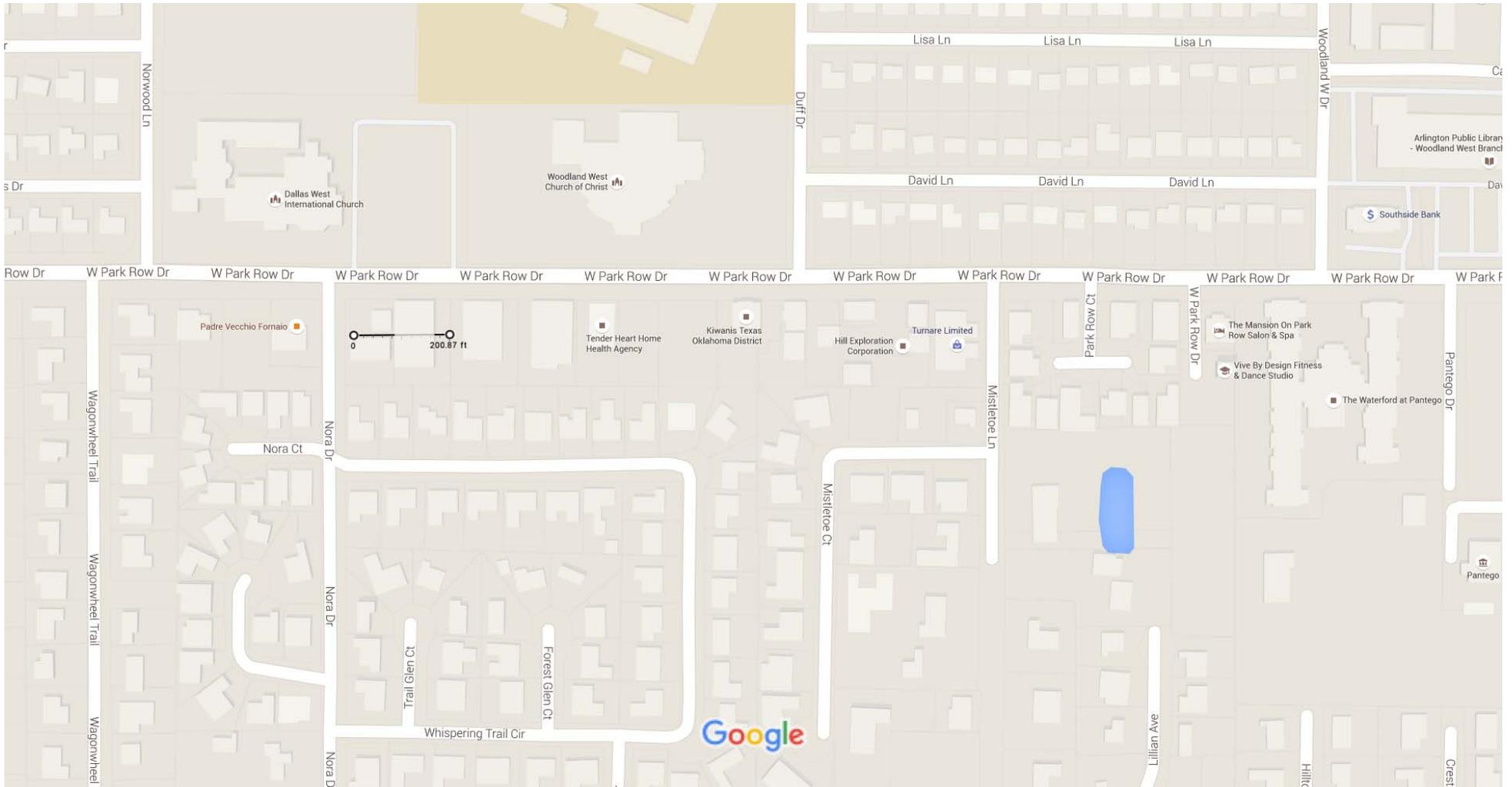
Map data ©2015 Google 50 ft

Measure distance  
Total distance: 200.25 ft (61.04 m)



Map data ©2015 Google 50 ft

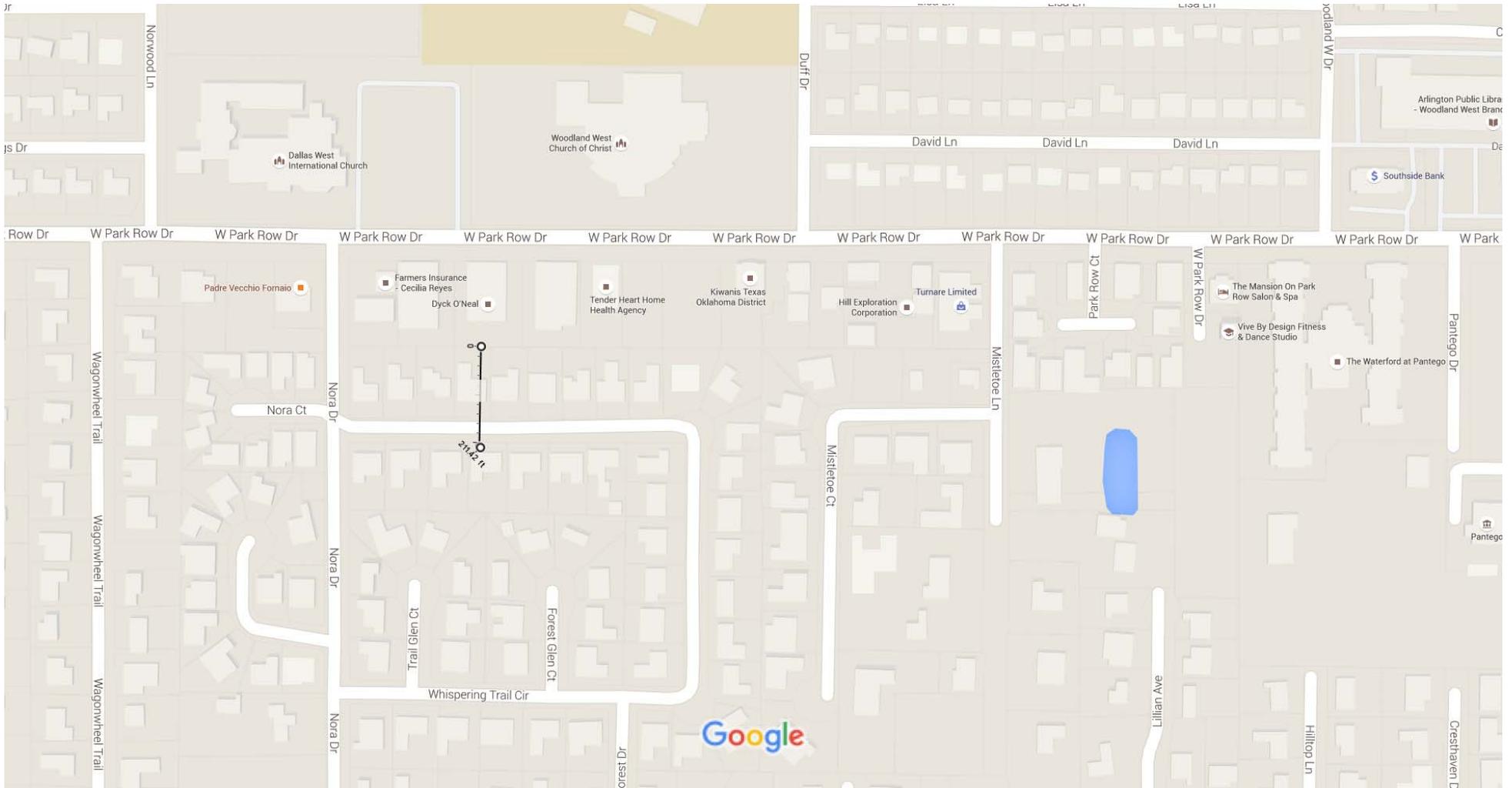
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Total distance: 201.82 ft (61.51 m)



Map data ©2015 Google 100 ft

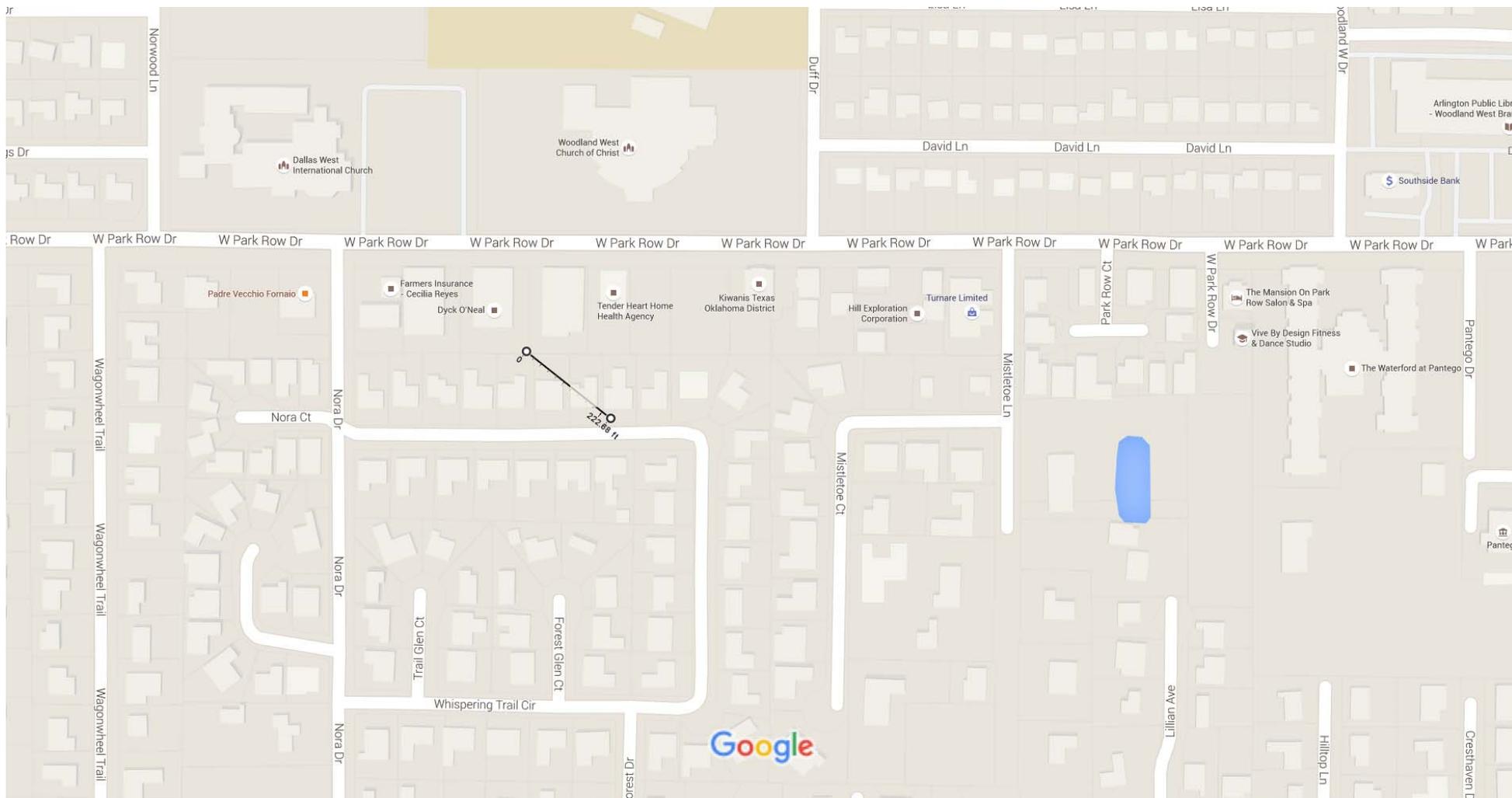
Measure distance  
Total distance: 200.87 ft (61.23 m)





Map data ©2015 Google 100 ft

Measure distance  
Total distance: 211.42 ft (64.44 m)



Map data ©2015 Google 100 ft

Measure distance  
Total distance: 222.68 ft (67.87 m)



## Notification List Z-215

Name	Address	City	State	Zip Code	Adtl. Address
Dallas West International Church	3321 W. Park Row Dr	Arlington	TX	76013	281077
Woodland West Church of Christ	3101 W. Park Row DR	Arlington	TX	76013	281085
Newport Inv LLC	2101 Bay Cove CT	Arlington	TX	76013	3216 W. Park Row
Reyes, Orlando	3220 W Park Row Dr.	Pantego	TX	76013	10661379
The Prayer Room	1503 Nora Dr	Pantego	TX	76013	4184408
Hitchcock, Ovetta	2733 Whispering Trail Cr,	Pantego	TX	76013	1048198
Brown, James	2735 Whispering Trail Cr	Pantego	TX	76013	1048171
Gault, Frank M	2731 Whispering Trail Cr	Pantego	TX	76013	1048201
Williams, Jason	2729 Whispering Trail Cr.	Pantego	TX	76013	1048228
Smith, Noah	2727 Whispering Trail Cr.	Pantego	TX	76013	1048236
Mikus, Jeanette	2725 Whispering Trail Cr.	Pantego	TX	76013	1048244
Chaplin, Robert	2720 Whispering Trail Cr.	Pantego	TX	76013	1048139
Maddux, Bobby	2723 WhisperingTrail Cr.	Pantego	TX	76013	1048252
All Seasons Enterprises Inc	3212 W. Park Row Dr.	Pantego	TX	76013	11652454
3TS Tender Heart LP	3210 W. Park Row Dr.	Pantego	TX	76013	4184297
Farshchian, Iraj	3212 W Park Row Dr	Pantego	TX	76013	2133962
McClain, Louis	2722 Whispering Trail	Pantego	TX	76013	
Trinity United Methodist Church	3321 W. Park Row Dr	Pantego	TX	76013	
Rhodes, Benjamin	2726 Whispering Trail	Pantego	TX	76013	
Forges, John & Lannie	2724 Whispering Trail	Pantego	TX	76013	

**From:** [Colburn Tucker](#)  
**To:** [Julie Arrington](#)  
**Subject:** Additions to Case Z-215  
**Date:** Tuesday, November 03, 2015 5:25:20 PM

---

We would like to make the following additions to our agenda for case # Z-215 for the zoning change for Ahmadiyya Muslim Community of Fort Worth.

- 1) We will be using this as a place of worship. Most of the time, this place will be used on Friday, Saturday, and Sunday in the afternoon, but occasionally it might be used during the evening hours.
- 2) We offer prayers five times a day. We would like to have this place available to our members who will be able to come and offer their prayers at this location.
- 3) We will be using this place according to the city and building codes.

If you wouldn't mind replying to this email once you receive it to let me know you got it.

Thanks,  
Colburn Tucker  
325-998-2233



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on Resolution 15-34 a resolution of the Town Council of the Town of Pantego, Texas, approving the ballot submission for the Board of Directors to the Tarrant Appraisal District.

**Date:** November 9, 2015

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

On September 28<sup>th</sup> the Council approved, by unanimous vote, the nomination of Councilmember Funderlic to the Tarrant Appraisal District Board of Trustees. The nomination was accepted and the ballot has been provided. This item is to authorize the City Manager on who to vote for. The votes may be cast for one candidate or distributed among any number of candidates listed on the official ballot. The deadline for voting is December 15, 2015. The Property Tax Code requires that all votes be in an open meeting and by resolution.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff is at the discretion of Council.

**ATTACHMENTS:**

Resolution 15-34  
Tarrant Appraisal District Letter

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

**RESOLUTION NO. 15-34**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS,  
APPROVING THE BALLOT SUBMISSION FOR THE BOARD OF DIRECTORS TO THE  
TARRANT APPRAISAL DISTRICT.**

**WHEREAS,** the Town of Pantego is entitled to cast two (2) votes collectively or separately for the nominees as listed on the Tarrant Appraisal District Ballot; and

**WHEREAS,** the Property Tax Code requires that votes be in an open meeting by resolution; and

**WHEREAS,** the Town Council has determined that it will be in the best interest of the Town of Pantego to case two (2) votes on the official ballot.

**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 cast two (2) votes as requested by the Tarrant Appraisal District for candidates listed on the ballot before the December 15, 2015 deadline. (Exhibit A)

**Section 2:** this resolution is effective immediately upon passage.

**PASSED AND APPROVED** this the 9<sup>th</sup> day of November 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**



*Jeff Law  
Executive Director  
Chief Appraiser*

October 27, 2015

Mr. Matthew Fielder  
Town Manager  
Town of Pantego  
1614 S. Bowen Road  
Pantego, Texas 76013

Dear Mr. Fielder:

The terms of service for the five (5) elected Directors of the Tarrant Appraisal District expire December 31, 2015. The deadline for nominations has passed. Enclosed is a list of nominees for these five (5) positions and an official ballot.

The Property Tax Code requires that votes be in an open meeting by resolution. All votes may be cast for one candidate or distributed among any number of candidates listed on the official ballot. There is NO provision for write in candidates. Votes cast for someone other than the candidates listed on the ballot cannot be counted.

The deadline for voting is December 15, 2015. You may mail the ballot resolution, fax to (817) 595-6198 or email to [mmccoy@tad.org](mailto:mmccoy@tad.org). The five (5) candidates receiving the most votes are elected to a two (2) year term beginning January 1, 2016.

All tax units will be notified of the results of the election before December 31, 2015.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Law", is written over the typed name and title.

Jeff Law  
Executive Director  
Chief Appraiser

JL:mm  
Encl.



**ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS**

We, the governing body of Town of Pantego having been advised by the Chief Appraiser of Tarrant Appraisal District that we are entitled to cast 2 votes collectively or separately for the following nominees for the Board of Tarrant Appraisal District:

Mr. Johnny Bennett	
Ms. Karina Davis	
Mr. John Eubanks	Mr. Eubanks has notified TAD that he withdraws his name from consideration for reelection to TAD's Board of Directors.
Mr. Don Funderlic	
Mr. John Marshall	Mr. Marshall has notified TAD that he withdraws his name from consideration for election to TAD's Board of Directors.
Mr. John Molyneaux	
Mr. Terry Moore	
Mr. Michael O'Donnell	
Mr. Joe Potthoff	
Mr. Mark Wood	

do hereby resolve and order that Town of Pantego cast and does hereby cast its votes as follows:

VOTES FOR		
	Mr. Johnny Bennett	
	Mr. Karina Davis	
	Mr. John Eubanks	Mr. Eubanks has notified TAD that he withdraws his name from consideration for reelection to TAD's Board of Directors.
	Mr. Don Funderlic	
	Mr. John Marshall	Mr. Marshall has notified TAD that he withdraws his name from consideration for election to TAD's Board of Directors.
	Mr. John Molyneaux	
	Mr. Terry Moore	
	Mr. Michael O'Donnell	
	Mr. Joe Potthoff	
	Mr. Mark Wood	

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Presiding Officer

ATTEST

\_\_\_\_\_, Secretary or Clerk, Town of Pantego

**IMPORTANT:** This ballot should be returned by December 15, 2015 to Jeff Law, Chief Appraiser, Tarrant Appraisal District, 2500 Handley-Ederville Rd., Fort Worth, Texas, 76118



# AGENDA BACKGROUND

**AGENDA ITEM:** Discussion on the status of the potential revisions and/or updates to Ordinance 11-664 referred to as the Boat and RV Ordinance.

**Date:** November 9, 2015

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The Town Council has had ongoing discussions regarding Ordinance 11-664, which regulates the parking of boat and recreational vehicles at residences. At Council's direction, the Ordinance is currently not being enforced. Council held a public hearing on Jul 14, 2014 soliciting input from residents. This was followed by a brief discussion on August 25, 2014 where comments from Council Members provided in writing prior to that meeting were discussed. The main item of discussion at this meeting was grandfathering. This item has been placed on this discuss for further discussion and direction to staff to resolve this issue.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends Council provide direction for the enforcement or amendment of the Boat and RV Ordinance.

**ATTACHMENTS:**

Ordinance 11-664  
July 14, 2014 Regular Town Council Meeting Minutes  
August 25, 2014 Regular Town Council Meeting Minutes  
Summary of Council Comments provided after the July 14, 2014 Regular Town Council Meeting

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

ORDINANCE NO. 11-664

AN ORDINANCE AMENDING CODE OF ORDINANCES OF THE TOWN OF PANTEGO, TEXAS, CHAPTER 12 "TRAFFIC AND VEHICLES" BY AMENDING ARTICLE 12.01 "GENERAL PROVISIONS", SECTION 12.01.001 "DEFINITIONS AND RULES OF CONSTRUCTION" AND BY AMENDING ARTICLE 12.05 "PARKING, STOPPING AND STANDING" SECTION 12.05.002 "GENERAL PROVISIONS" BY REPLACING SECTION 12.05.002 IN ITS ENTIRETY; MAKING THE ORDINANCE CUMULATIVE OF OTHER ORDINANCES ON THE SUBJECT; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION; AND DECLARING AN EFFECTIVE DATE.

**WHEREAS**, the Town of Pantego, Texas is a Type A General Law municipality located in Tarrant County, Texas, created in accordance with provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the Town Council is empowered under the Texas Local Government Code to adopt ordinances and rules for the orderly and beneficial operation of Town government and the welfare of the citizens of Pantego; and

**WHEREAS**, the Town Council has adopted Chapter 12, Traffic and Vehicles, which regulates and restricts vehicular traffic, and more specifically parking of vehicles, and

**WHEREAS**, the Town Council has determined that it is in the best interest of the Town of Pantego to amend Chapter 12, Traffic and Vehicles, by revising Section 12.01.001 of Article 12.01 and Section 12.05.002 of Article 12.05.

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

**SECTION 1.**

That Chapter 12, Traffic and Vehicles, of the Code of Ordinances of the Town of Pantego, Texas is hereby amended by adding the following definitions to Article 12.01, General Provisions; Section 12.01.001, Definitions and rules of construction:

All-weather parking surface. asphalt or concrete paving suitable for vehicle parking

Front yard. That area of a lot circumscribed by the front lot line, the side lot lines extending to imaginary lines to perpendicular from the front corners of the structure, and the front side of the structure.

Rear yard. That area of a lot circumscribed by the back lot line, the side lot lines extending to imaginary lines perpendicular from the back corners of the structure, and the back side of the structure.

Screening fence. A barrier at least six (6) feet, but not more than eight (8) feet, in height of stone, brick, pierced brick or block, uniformly colored wood or other permanent material which forms a visual barrier of equal character, density and design.

Side yard. The area behind an imaginary line extending perpendicularly from the front corner of the structure to the side lot line, extending to an imaginary line perpendicular to the side lot line which touches the back corner of the structure closest to the side lot line at which point the "rear yard" begins.

Vehicle. Any automobile, truck, bus, motorcycle, motorhome, camper, trailer, truck tractor, road tractor, semi-trailer, pole trailer, boat, mobile home, jet ski, recreational vehicle or other vehicle.

**SECTION 2.**

That Chapter 12, Traffic and Vehicles, of the Code of Ordinances of the Town of Pantego, Texas is hereby amended by replacing Article 12.05, Parking, Stopping and Standing; Section 12.05.002, General Provisions with the following:

**Sec. 12.05.002 General restrictions**

(a) Parking on Public Property. Except as otherwise provided in this Section, it shall be unlawful and a violation for any person to cause, suffer, maintain or allow any vehicle:

- (1) To be parked on any surface other than an all-weather parking surface;
- (2) To be double parked at any point on the streets or alleys of the town;
- (3) To be stopped or parked upon or adjacent to a public street or alley so that any portion of the vehicle, including but not limited to any objects carried in or upon said vehicle, protrude into the main-traveled portion of said street or alley;
- (4) To be parked on any street or alley in the town for a period of time longer than twenty-four (24) hours, or the time period stated on signs posted by authority of this article;
- (5) To stop, stand or park at any time upon any public street, alleyway, other public place or fire lane when signs are erected or curbs painted giving notice that stopping, standing, or parking is prohibited;
- (6) To be parked upon any public street, alley, or public property of any nature whatever in the town for the purpose of:
  - (A) Washing, greasing, cleaning, polishing, waxing, changing oil, or repairing such vehicle, except repairs necessitated by an emergency; or
  - (B) Selling or exhibiting property of any nature;
- (7) To be parked on any median strip in the town;
- (8) To be parked within three (3) feet of the curved portion of any driveway without the effective consent of the owner of the property on which the driveway is located.
- (9) To be parked in a driveway and extend beyond the inside boundary of the public sidewalk, where present, or where the public sidewalk would normally be located, except as permitted hereinafter.
  - (A) Any vehicle may be parked extending onto the sidewalk while actively loading or unloading for a maximum period of twenty-four (24) hours not more than two (2) times on nonconsecutive days in any calendar week (Sunday through Saturday).

(b) Parking on Private Property.

- (1) Single family residential, duplex and townhomes.
  - (A) Automobiles, motorcycles, trucks, and vans, which have a carrying capacity of two thousand (2,000) pounds or less:
    - (i) may be parked on any front, side or rear yard when such vehicle is parked upon an all-weather parking surface; or
    - (ii) may be parked on any front, side or rear yard on any surface when such vehicle is screened from view from any public way or from any private property by a screening fence.
  - (B) Motorhomes, campers, boats and trailers which have a length of less than twenty-five (25) feet:
    - (i) shall not be parked in the front yard;

(ii) may be parked on any side or rear yard when such vehicle is parked upon an all-weather surface and screened from view from any public way or from private property by a screening fence which complies with the Town's standards for fences.

(C) All other vehicles are prohibited in these areas, except that vehicles may be parked in these districts when actively loading or unloading for a maximum period of twenty-four (24) hours not more than two (2) times on nonconsecutive days in any calendar week (Sunday through Saturday).

(2) Commercial and multi-family residential

(A) It is prohibited to park or allow to be parked any vehicle on any surface that is not an all-weather surface without prior permission from the Town.

(c) Vehicle for Sale Parked in Unauthorized Location Declared a Public Nuisance. A Vehicle for Sale, when parked in an unauthorized location where it is visible from a public place or public right-of-way produces urban blight which is adverse to the maintenance and continuing development of the Town, and such Vehicles for Sale are therefore declared to be a public nuisance.

(1) Offense

(A) A person commits an offense when the person maintains a public nuisance:

(i) by parking the Vehicle for Sale at the unauthorized location, or

(ii) by having ownership, care, custody or control of the unauthorized location where the Vehicle for Sale is parked.

(B) An offense under this section is a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500).

(C) The Court shall order abatement and removal of the nuisance on conviction.

(D) In a prosecution under this section, it is presumed that the registered owner of the Vehicle for Sale is the person who parked the Vehicle for Sale at the time and place the offense occurred.

(2) Exemptions. The provisions of this ordinance do not apply to a Vehicle for Sale parked in a lawful manner in the course of its normal use as a means of transportation:

(A) upon the premises of or immediately adjacent to a single-family residence if the vehicle is registered to, owned or operated by the owner or legal occupant of the single-family residence; or

(B) in a permitted parking space at a multi-family housing facility if the vehicle is registered to, owned by or operated by the owner or legal occupant of a unit in the multi-family housing facility; or

(C) in the parking area of a commercial establishment or place of business when the driver is then and there employed and working or is then and there transacting business at the establishment or business.

### SECTION 3: PROVISIONS CUMULATIVE

This ordinance shall be cumulative of all provisions of the ordinances of the Town of Pantego, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed.

### SECTION 4: PENALTY CLAUSE

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any of the provisions of this ordinance shall be fined at the maximum amount allowed by governing Texas law.

**SECTION 5: PUBLICATION IN OFFICIAL NEWSPAPER**

The Town Secretary of the Town of Pantego is hereby directed to publish the caption, penalty and effective date of this ordinance in the official newspaper of the Town of Pantego, in accordance with the requirements of Section 52.011 of the Texas Local Government Code.

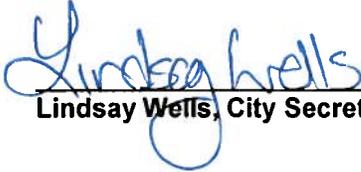
**SECTION 6: EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as provided by law, and it is so ordained.

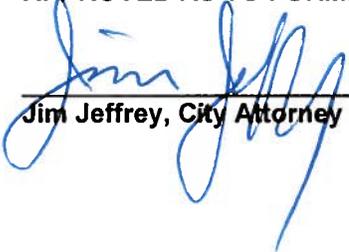
**PRESENTED AND PASSED on First and Final Reading this the 24<sup>th</sup> day of October 2011, by a vote of 4 ayes, 0 nays, and 1 abstentions, at a regular meeting of the Town Council of the Town of Pantego, Texas.**

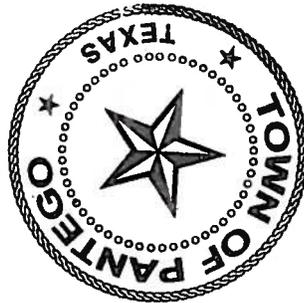
  
Melody Paradise, Mayor

**ATTEST:**

  
Lindsay Wells, City Secretary

**APPROVED AS TO FORM:**

  
Jim Jeffrey, City Attorney



Town Council Minutes  
July 14, 2014

Mr. Fielder introduced the Boat and RV ordinance and stated it includes the changes requested by Council and a comparison of the Peidmont, Oklahoma Ordinance. The differences are the Pantego Ordinance addresses aesthetic issues and the Peidmont Ordinance addresses the blocking of driveways and sidewalks.

Public Hearing opened at 7:56 p.m.

All speakers listed are against the passing of this ordinance as it is written.

Rob Jasper, 1707 Dickerson Dr., expressed appreciation for Council and stated he does not see any provision in the ordinance for a 26 foot trailer that is inside an enclosed garage stating they would be in compliance. He does not want the City to conduct themselves as an HOA. He just met the gentleman that owns an RV near him on Smith Barry Road and Stolper and if this ordinance eliminates that RV then he believes this ordinance is way too restrictive. He does not feel this RV is an eyesore. He owns a 37 foot RV at Lake Fork and if he was to bring it home he would not be compliant. He also owns a 20 foot bass boat with a 6 inch hydraulic jack plate, a 250 HP engine, and a trailer. He believes this is right at the 25 foot mark. He suggested easing up on the 30 foot from the curb, add language stating if a 25 foot trailer is stored in a garage it is accepted, provide 1 week in the driveway, and allow landowners who have enough property for this to sit on their property to do so. He asked for reconsideration of the ordinance.

Doug Bradham, 1604 Trail Glen Ct., expressed appreciation to Council and staff. He does not support the ordinance as it is written right now. It needs some retuning. He has had RV's the entire time he has lived here. He was here when Nora Street was rebuilt. At that time he asked the City for permission for the new driveway for an RV and was granted permission. This gave him an extra driveway on the side of the property. Then they were required to have a fence to screen the RV and it was put in place. He asked Council to fine tune this ordinance and asked does this ordinance represent the citizens they are serving.

Johnny Ed Scheuermann, 2701 Whispering Trail Cir., thanked Council for the opportunity to speak. He is in favor of allowing the residents the right to keep trailers, motor homes, campers and boats on their property as long as they are safely out of the way of traffic and does not cause damage to neighbors or properties. He believes when the items are moved to a storage lot it hurts the economy causing the neighbors to shell out more money to keep these items in places away from where they can protect them. If there is a bad storm with damaging winds they will know right away if their property has been damaged and can protect it at home instead of trying to get over to a storage lot. His trailer is 20 feet and asked if the length is measured from the tip of the tongue to the spare tire? He feels if he is limited to space then he may be limited in his purchase. He does not want to be restricted. The requirement of a rental lot affects our economic status and affects the residents who are on a fixed income.

Gordon Cannoles, 2818 Peachtree Ln., thanked Council for the opportunity to speak and thanked them for their job on council. He asked why this ordinance came up to begin with, whose idea was it, and prior to passing this ordinance was there any effort in attempting to find out how many residents would be affected by it. He feels the residents were not given any notice when this ordinance was built stating there were no public hearings or discussion before this was put in place. He state there was no consideration given to grandfathering boats and RV like the other ordinances.

Jim Wetmore, 1807 Conley Dr., asked several questions; such as how Council came up with the 25 foot restriction and not a 30 foot or 15 foot. His house is surrounded by a wood fence, the front has an iron gate, the house is L shaped, and is blocked by his neighbors. He asked why he has to abide by the 25 foot rule when his trailer is hidden and stored away. He would like to have some privacy on his property and would like to do things on his property. If Council changes the 25 foot restriction he will be happy.

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Wayne Couch, 1811 Roosevelt Ct., he would like to thank Council for their service to the City and understands they are as proud of the city as he is. He would like to thank Officer Meinke for closing his gate this morning after Mr. Couch left it open. He would like to present some alternatives; the side yard and back yard there should not be any restrictions, the front drive he suggested allowing 30 foot trailers and they should be allowed to be parked like cars and not allowed to overhang the sidewalk or the street. The last issue he addressed was the allowance to bring the vehicle home twice in a two week period. He expressed this is not good for weekenders who need Friday and Monday, which is four times in a two week period. He would like to request two 36 hour periods in lieu of a 72 hour period. He feels the twice in two weeks will work for some RV'ers who are loading and unloading but not the weekenders.

Ed Robertson, 1603 Arrowhead, has a long driveway on his property and has always had bass boats and a trailer. His trailer is okay and meets the 25 foot minimum. He is here to support the other members of the community who has issues with the 25 foot and parking rules. He would like the ordinance reconsidered instead of rubber stamping as it is now. Most RV's that are of any quality will be in the 25-30 foot range. He suggested making this restriction 30 foot as long as it is not sitting across the sidewalk. He believes 30 feet would incorporate a lot of RV's.

Michael DeGray, 3410 Peachtree Ln., thanked Council for bringing this back to the fore front. When he moved here from Amarillo there was not a requirement. Currently he owns a 22 foot deck boat and stated he is not covered when adding the tongue; however, he is still 35 feet from the curb line. This is far better than what was passed in 2012 and agrees with a lot of the residents who have already spoken. He does not feel residents should have to pay to store their boats.

Joe Box, 1701 Hilltop Ln., has left but has a check box for against this item.

Roger Owen, 2009 Silver Leaf Dr., appreciated the opportunity to speak and stated he was not aware of the ordinance. He has always been able to keep his boat in the driveway because that is what is convenient for him. He has listened to everyone tonight talk about their needs and wants and how to fix things for them. He believes the 25 foot seems to be an arbitrary number. He has a pontoon boat that is 20 foot long but the trailer sticks out about 4 foot in the front and motor about 2 feet, which is 27 feet total and puts him in violation. He believes he is 35 feet from the curb with his boat against the fence. He also has a 16 foot trailer that is kept behind the fence in the backyard. He cannot keep both of them there because he has to move one to get to the other and he cannot park the boat behind the fence it is too wide to get through the gate and he does not meet the height requirement. His boat sits about 9 feet tall with the cover on it. He believes any ordinance that states a person has to pay to store their boat or they are in violation is wrong. He feels nearly everything everyone said tonight covers their own needs and he is trying to cover every resident and say do away with the ordinance.

Nancy Tice, 2615 Smith Barry Dr., to sum up what everyone here is saying regarding pursuit of happiness you are trying to legislate our happiness. She believes the ordinance in 2012 was in the section of Nuisance and now it has been moved to the section of Traffic & Vehicles. She questioned if an ordinance can be moved like this. Council is updating an ordinance from a time when most trailers and boats were smaller. A lot of residents have lived here for a long time and when they purchased their vehicles there was not an ordinance. Updating is a good thing but what do you do with the people who purchased these items before the ordinance. She would like to see a grandfather clause for this ordinance. In the past Council has told people they can have an RV. She commented on the lack of people to voice their opinion that these items are an eyesore and do not look good in this town. She asked Council to reconsider and take some of these considerations into play.

Bob Burns, 2819 Peachtree Ln., he does not have a front drive but a side drive. He asked if Council has stopped to think these recreational vehicles exude wealth. It also makes the men do their honeydo's a lot quicker.

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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 11<sup>th</sup> day of August 2014 with the following members present:

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

Mayor  
Mayor Pro Tem  
Council Members

Members absent:

None.

constituting a quorum. The following staff members were present:

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

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

Also in attendance:

None.

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:34 p.m.

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

**1. City Manager Report**

Mr. Fielder informed Council there are still openings for a dispatcher, a police Officer, and a public works maintenance worker.

Ms. Coltharp with Flair Events presented Council with the marketing details she has secured and discussed details she is working on. She informed Council the live entertainment is completely booked. There will be more marketing to obtain volunteers.

Mr. Fielder presented and discussed with Council the comments he received from Councilmember's on the Boat and RV Ordinance revisions. There was discussion with Mr. Jeffrey's regarding adding a Grandfathering clause to this ordinance.

Mayor Paradise adjourned the work session at 7:38 p.m.

## **Boat and RV Key Points and Comments from Town Council**

1. Definitions
  - a. Mayor Pro Tem Brewster – change to mirror Piedmont (less restrictive)
  - b. Councilmember Surratt – No Comment
  - c. Councilmember Funderlic – No Comment
2. Shall be registered
  - a. Mayor Pro Tem Brewster – Yes
  - b. Councilmember Surratt – No Comment
  - c. Councilmember Funderlic – Clarify State registration
3. Setback from curb
  - a. Mayor Pro Tem Brewster – 10'
  - b. Councilmember Surratt – 30'
  - c. Councilmember Funderlic – 25'
4. Setback from side lot line
  - a. Mayor Pro Tem Brewster – No Comment
  - b. Councilmember Surratt – 20' when adjacent to street,  
5'+1' for every 1' over 6' tall when adjacent to property
  - c. Councilmember Funderlic – No Comment
5. Setback from rear lot line
  - a. Mayor Pro Tem Brewster – No Comment
  - b. Councilmember Surratt - 5'+1' for every 1' over 6' tall when adjacent to property
  - c. Councilmember Funderlic – No Comment
6. Time allowed for load/unload
  - a. Mayor Pro Tem Brewster – 72 Hours
  - b. Councilmember Surratt – No Comment
  - c. Councilmember Funderlic – No Comment
7. Time allowed for servicing
  - a. Mayor Pro Tem Brewster – No time limit
  - b. Councilmember Surratt – No Comment
  - c. Councilmember Funderlic – Allow twice per year and clarify permit process
8. Length allowed for boats and trailers
  - a. Mayor Pro Tem Brewster – No Comment
  - b. Councilmember Surratt – 30' (not including trailer tongue)
  - c. Councilmember Funderlic – 30', clarify that boats and trailers are separate
9. Length allowed for RV
  - a. Mayor Pro Tem Brewster – 38'
  - b. Councilmember Surratt – 40' (if in rear yard)
  - c. Councilmember Funderlic – 30'
10. Grandfathering
  - a. Mayor Pro Tem Brewster – No Comment
  - b. Councilmember Surratt – Yes
  - c. Councilmember Funderlic – Yes with permit applied for within 90 days and not transferrable