



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

January 11, 2016

**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

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### 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
  - Update on Street Projects
  - Concealed Handgun Training
  - Pioneer Water Line Crossover Update
  - PantegoFest
  - New Gun Laws
2. Monthly Staff Reports
  - Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water and Sewer Variance Analysis.
  - Public Safety: Public Safety Monthly Activity Report, Officer Activity Report, Criminal Investigation Report, Crime Statistics, Fire Department Monthly Activity Summary, Letters of Appreciation.
  - Public Works Department: Director's Update, Water Billing Reports; 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 \$2,000.  
*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 December 14, 2015Acceptance of Minutes of Boards and Commissions:
  - CRB minutes from November 3, 2015
  - CRB minutes from December 1, 2015

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

#### CALL TO ORDER/WELCOME

INVOCATION BY: Council Member Don Funderlic

#### PLEDGE OF ALLEGIANCE

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

#### HONORS/RECOGNITIONS

- Residential Christmas Light Contest Winners
  - Traditional Decorations
    - Smokey & Sarah Garrett, 1812 Nora Dr.
    - Gregory & Pamela Pendley, 1602 Newsom Ct
  - Whimsical
    - Mike & Becky Dement, 2810 Country Club
    - Blake & Kari Bowman, 1604 Stagecoach

- Mayoral Exemplary Award to Ron Johnston
- Recognition of Service
  - Barry Reeves                    15 years of service
  - Steven Meinke                5 years of Service
  - Blake Slater                    5 years of Service
- Departmental Employee of the Year Awards
  - Administration                Ariel Carmona
  - Public Works                    Sheila Sherman
  - Fire Department                Richard Wood
  - Police Department              Michael Marquez
  - Court                              Shannon Story
- Town of Pantego Employee of the Year Award
  - To Be Announced

## RECEPTION

### COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

## PEDC REPORT

### CITIZENS OPEN FORUM

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

### APPROVAL OF CONSENT AGENDA ITEMS

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

## RESOLUTION

5. Discuss, direct, and consider action on Resolution 16-01 an ordinance of the Town Council of the Town of Pantego, Texas authorizing the City Manager to enter into an Interlocal agreement with Tarrant County for the Wagon Wheel Overlay project.

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

6. Discuss, direct, and consider action on setting a date for a special meeting to review major revisions to the Town of Pantego Municipal Code of Ordinances Chapter 14 Zoning.

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

## SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Newport Investments, LLC and Now Faith Deliverance Temple v. Town of Pantego, Don Surratt, and Don Funderlic.
  2. Pursuant to Government Code Section 551.074 to discuss and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Accounts Payable position.
  3. Pursuant to Government Code Section 551.074, to discuss and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – annual evaluation of the City Secretary.

- 4. Pursuant to Government Code Section 551.074, to discuss and to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – annual evaluation of the City Manager.

**COUNCIL INQUIRY**

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

**ADJOURNMENT**

**CERTIFICATION**

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, January 8, 2016 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.



Julie Arrington, City Secretary

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

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





# City Manager's Report

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

**From:** Matt Fielder, City Manager

**Date:** January 11, 2016

## **Update on Street Projects**

The street repairs on Bowen Road between Town Hall and Bailey Junior High were completed and the street reopened prior to school starting. The next phase of repairs on Bowen will begin the week of January 11<sup>th</sup> closer to Smith Barry. They should have little impact on Bailey traffic, and be smaller in scope. The final phase will occur next between Smith Barry and Pioneer. After that, restriping of the road will be scheduled.

## **Concealed Handgun Training**

The Concealed Handgun Training Course for residents and businesses is scheduled for January 9<sup>th</sup>. More than ninety people have RSVP'd for it.

## **Pioneer Water Line Crossover Project**

The next major waterline project is the proposed crossover under Pioneer, just west of Bowen. The final step before going to bid is the review of proposed construction plans and the issuance of a permit by the Texas Department of Transportation. This has still yet to occur, and no timeframe has been given for the review to be completed. This project will consist of boring underneath the roadway, and will not affect traffic.

## **PantegoFest**

Council directed PEDC Coordinator Pam Mundo to consult with businesses regarding their views on PantegoFest and to try to determine if the Lakewood Shopping Center would consider hosting it. The feedback she received was that a shorter event was preferred, and the option to hold small events throughout the year in different locations was viewed favorably. The Lakewood Shopping Center does not wish to hold it there again. This will be a discussion item on the January 13<sup>th</sup> PEDC meeting and additional input will be obtained.

## **New Gun Laws**

Laws pertaining to open carry for handguns, as well as new notice requirements, went into effect on January 1<sup>st</sup>. In response to inquiries from Council Members, the internal guidance provided to Police Officers is attached.



## PANTEGO POLICE DEPARTMENT

**MEMO #: 040**

**To:** All Officers  
**From:** Chief Thomas Griffith  
**Through:**  
**Subject:** Open Carry  
**Release Date:** December 29, 2015

As all of you are no doubt aware the new open carry law becomes effective on January 1. There are few points that all need to be aware of in order to ensure that we are complying with the new law and respecting the rights of those who will open carry. Please be aware of the following and do not hesitate to ask if you have any questions.

1. The previously named Concealed Handgun License (CHL) will be known as a License to Carry (LTC).
2. The three primary sections of the Penal Code that apply to the carrying of a firearm are 46.02 Unlawful Carrying Weapons, 46.03 Places Weapons Prohibited and 46.035 Unlawful carrying of Handgun by License Holder. The changes which are effective on January 1, 2016 are outlined as follows:
  - a. **46.02 Unlawful Carrying Weapons** – Sub-section dealing with the carrying of a handgun in a motor vehicle or boat – prohibits carrying in plain view, “unless the person is licensed to carry a handgun and the handgun is carried in a shoulder or belt holster.” All other sections are unchanged.
  - b. **46.03 Places Weapons Prohibited** – Changes to this code, effective January 1, 2016, are primarily in regard to defenses to prosecution, which should not affect our jurisdictional enforcement. All other sections unchanged.
  - c. **46.035 Unlawful Carrying of Handgun by License Holder** – Plain view carry of a handgun allowed only in shoulder or belt holster. No concealed or open where alcoholic beverages are sold, where a governmental open meeting is being held, or while intoxicated. No open carry on property of institution of higher education. All other sections unchanged.
3. It is still lawful to open carry a long gun.
4. Open and concealed carry will be prohibited in the lobby of the Police Department, because of the court offices, and during open meetings of the Council, Pantego Economic Development Committee, Planning & Zoning Commission, Zoning Board of Adjustments and Community Relations Board. These locations will have the correct legal language posted on the entry doors.
5. It is not lawful to carry concealed or open on private property provided the owner of the property has notified the person beforehand either by posted notice or verbally.

6. On traffic stops, officers may request to see the LTC of anyone openly displaying a handgun on their person.
7. Officers may ask to see the LTC of any person who is a party to a possible criminal investigation or disturbance whether they are a possible actor or witness.
8. An officer may request to see the LTC of any individual when the officer has reasonable suspicion or probable cause to believe that the individual has committed an offense.

The most important point for all to remember is that good judgment must be used in the exercise of authority in open carry situations. Officers may not arbitrarily request to see the LTC of anyone who is open carrying unless the officer can articulate reasonable suspicion or probable cause.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** January 11, 2016

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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 December 31, 2015**

Book Value of Pool Account, December 1, 2015 \$ 4,345,689

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	12/1/2015	\$ 3,145,064	12/31/2015	0.1105%	\$ 1.00
TexPool Prime	12/1/2015	1,200,625	12/31/2015	0.1830%	1.00
Certificate of Deposits	2/26/2015	907,309	2/23/2017	0.69%	907,309

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
TexPool	\$ 3,145,064	\$ 3,145,064	\$ (48,305)	\$ 3,096,759	\$ 3,096,759
TexPool Prime	1,200,625	1,200,625	284	1,200,909	1,200,909
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
<b>Total</b>	<b>\$ 5,252,998</b>	<b>\$ 5,252,998</b>	<b>\$ (48,022)</b>	<b>\$ 5,204,977</b>	<b>\$ 5,204,977</b>

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

Book Value of Pool Account, December 1, 2015 \$ 608,906

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	12/1/2015	\$ 608,906	12/31/2015	0.1105%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
Texpool	\$ 608,906	\$ 608,906	\$ 48,899	\$ 657,805	\$ 657,805
<b>Total</b>	<b>\$ 608,906</b>	<b>\$ 608,906</b>	<b>\$ 48,899</b>	<b>\$ 657,805</b>	<b>\$ 657,805</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



<a href="#">Deposit Reports</a>	<a href="#">Withdrawal Report Scheduler</a>	<a href="#">Transfer Report Access</a>	<a href="#">Multi Transaction Statements</a>	<a href="#">Vendor Inquiries Update</a>
			<a href="#">Help / Contact Us</a>	

# Interest Distribution Report

Interest Distribution Report

Generated: 01/05/2016  
Settlement Date: 12/31/2015

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	\$492.67	\$3,096,758.91
449/TexPool	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$101.45	\$657,805.34
590/TexPool Prime	7903800001	GENERAL FUND	\$283.07	\$1,200,908.55
		TexPool Totals:	\$594.12	\$3,754,564.25
		TexPool Prime Totals:	\$283.07	\$1,200,908.55
		Locations Totals	\$877.19	\$4,955,472.80

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

Location: 79038  
Town Of Pantego

### TexPool

Average Monthly rate for December	0.1863%
Average Monthly Dividend Factor for December	0.0000051051

#### Information as of

January 4, 2016	
Daily Net Yield	0.2404%
Dividend Factor	0.000006585
7 Day Net Yield	0.25%
Daily Assets	\$14,490,058,680.66
Weighted Average Maturity	47 days
Weighted Average Life	72 days
NAV	0.99992

### TexPool *Prime*

Average Monthly rate for December	0.2776%
Average Monthly Dividend Factor for December	0.000007606

#### Information as of

January 4, 2016	
Daily Net Yield	0.3423%
Dividend Factor	0.000009378
7 Day Net Yield	0.34%
Daily Assets	\$1,799,801,051.18
Weighted Average Maturity	37 days
Weighted Average Life	41 days
NAV	0.99996

#### Contact Information

Participant Services	1-866-839-7665
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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: DECEMBER 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	403,392.08				
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				987,148.70	
100-0-000-204.50	TEXPOOL PRIME				550,908.55	
	TOTAL 100-GENERAL FUND	404,297.08	252,755.95	0.00	1,538,057.25	2,195,110.28
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	237,281.38				
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				284,427.81	
	TOTAL 200-WATER AND SEWER FUND	237,281.38	251,751.37	0.00	284,427.81	773,460.56
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				18,671.93	
	TOTAL 300-CAPITAL PROJECTS FUND	0.00	0.00	0.00	18,671.93	18,671.93
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				530,439.40	
	TOTAL 500-STREET IMPVMT CONST FUND	0.00	251,751.37	0.00	530,439.40	782,190.77

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

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
<b>PARK ROW PROJ FUND</b>						
550-0-000-204.00	TEXPOOL				410,081.05	
550-0-000-204.50	TEXPOOL PRIME				650,000.00	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	1,060,081.05	1,060,081.05
<b>TRUST &amp; AGENCY FUND</b>						
650-0-000-102.00	CASH	82,241.74				
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				66,474.78	
	TOTAL 650-TRUST & AGENCY FUND	82,241.74	0.00	0.00	66,474.78	148,716.52
<b>WATER/SEWER CONSTRUCTION</b>						
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				150,636.97	
	TOTAL 700-WATER/SEWER CONSTRUCTION	0.00	0.00	0.00	150,636.97	150,636.97
<b>INFRASTRUCTURE IMPVMT</b>						
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				366,963.57	
	TOTAL 750-W/S INFRASTRUCTURE FUND	0.00	0.00	0.00	366,963.57	366,963.57
<b>PAYROLL IMPREST FUND</b>						
777-0-000-102.00	CASH	3,616.32				
	TOTAL 777-PAYROLL IMPREST FUND	3,616.32	0.00	0.00	0.00	3,616.32
<b>COURT SECURITY FUND</b>						
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				29,696.20	
	TOTAL 800-COURT SECURITY FUND	0.00	0.00	0.00	29,696.20	29,696.20
<b>COURT TECHNOLOGY FUND</b>						
825-0-000-102.00	CASH	35.00				
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				68,326.85	
	TOTAL 825-COURT TECHNOLOGY FUND	35.00	0.00	0.00	68,326.85	68,361.85
<b>PANTEGOFEST</b>						
850-0-000-102.00	CASH	( 5,515.83)				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				1,419.20	
	TOTAL 850-PANTEGOFEST	( 5,515.83)	0.00	0.00	1,419.20	( 4,096.63)

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: DECEMBER 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				31,036.96	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	31,036.96	81,387.20
<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	1,737.60				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				456,545.79	
TOTAL 903-PEDC OPERATING FUND		1,737.60	0.00	0.00	456,545.79	458,283.39
<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
<hr/>						
ALL FUNDS TOTAL		723,693.29	907,309.44	0.00	4,955,472.80	6,586,475.53
		=====	=====	=====	=====	=====
TOTAL CASH AND INVESTMENTS		723,693.29			5,862,782.24	
		=====			=====	

## TOWN OF PANTEGO GENERAL FUND REVENUE REPORT DECEMBER 2015

## General Fund Variance Analysis

Revenues:	*-----CURRENT MONTH-----			*-----YEAR TO DATE-----			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	Remaining	%
Property Tax	\$ 365,074	\$ 347,520	\$ 17,553	\$ 447,049	\$ 430,100	\$ 16,949	\$ 1,031,701	\$ 584,652	57%
Delinquent Tax Property	-	1,158	(1,158)	-	3,474	(3,474)	13,895	13,895	100%
Sales Tax	121,995	111,679	10,315	395,815	335,038	60,777	1,340,151	944,336	70%
Franchise Fee-Natural Gas	-	-	-	-	-	-	25,000	25,000	100%
Franchise Fee-Communications	-	-	-	20,810	15,750	5,060	94,500	73,690	78%
Franchise Fee-Electricity	-	-	-	-	-	-	170,000	170,000	100%
Franchise Fee-Cable	-	-	-	3,170	2,083	1,087	12,500	9,330	75%
Franchise Fee-Water & Sewer	-	-	-	-	-	-	25,000	25,000	100%
Mixed Beverage Tax	-	-	-	-	-	-	14,000	14,000	100%
Warrant Charges	6,212	8,333	(2,121)	20,855	25,000	(4,145)	100,000	79,145	79%
FTA / City (Omni Base)	375	583	(208)	1,192	1,750	(558)	7,000	5,808	83%
Court Fines and Penalties	23,583	32,917	(9,334)	81,470	98,750	(17,280)	395,000	313,530	79%
Special Expense Fee	19,900	22,917	(3,017)	69,647	68,750	897	275,000	205,353	75%
Accident Reports	20	50	(30)	80	150	(70)	600	520	87%
Child Safety Guard Program	1,195	667	528	4,070	2,000	2,070	8,000	3,930	49%
Traffic Fees	351	563	(212)	1,419	1,688	(269)	6,750	5,331	79%
City Judicial Fee	175	208	(34)	610	625	(15)	2,500	1,890	76%
City Arrest Fees	1,174	1,625	(451)	4,322	4,875	(553)	19,500	15,178	78%
10% Serv. Fee from T&A	-	1,846	(1,846)	4,818	5,538	(719)	22,150	17,332	78%
Time Payment Fee	-	2,083	(2,083)	6,328	6,250	78	25,000	18,672	75%
Planning and Zoning Fees	700	750	(50)	1,200	2,250	(1,050)	9,000	7,800	87%
Plan Review Fees	-	625	(625)	786	1,875	(1,089)	7,500	6,714	90%
Building Permits	1,953	3,417	(1,464)	10,135	10,250	(115)	41,000	30,865	75%
Liquor Licenses	-	667	(667)	30	2,000	(1,970)	8,000	7,970	100%
Contractor Registration Fee	850	917	(67)	3,675	2,750	925	11,000	7,325	67%
Certificates of Occupancy	500	583	(83)	2,200	1,750	450	7,000	4,800	69%
Clean & Show	-	44	(44)	40	133	(93)	531	491	92%
Dog Tag Revenue	15	25	(10)	45	75	(30)	300	255	85%
NSF Check Fees	-	2	(2)	35	6	29	25	(10)	-40%
Ambulance Revenue	9,917	10,833	(916)	24,562	32,500	(7,938)	130,000	105,438	81%
Fire Inspections	1,680	625	1,055	3,855	1,875	1,980	7,500	3,645	49%
Park Rental Revenue	-	250	(250)	395	750	(355)	3,000	2,605	87%
Gas Royalty Revenue	-	833	(833)	-	2,500	(2,500)	10,000	10,000	100%
Copy Fees	-	4	(4)	-	12	(12)	50	50	100%
No Insurance Towing Fees	-	417	(417)	-	1,250	(1,250)	5,000	5,000	NA
Interest Revenue	776	333	442	1,666	1,000	666	4,000	2,334	58%
Other Revenue	34	833	(800)	494	2,500	(2,006)	10,000	9,506	95%
Revenue Before Transfers In	\$ 556,478	\$ 553,308	\$ 3,169	\$ 1,110,774	\$ 1,065,297	\$ 45,478	\$ 3,842,153	\$ 2,731,379	71%

## TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT DECEMBER 2015

## General Fund Variance Analysis

Expenditures:	*-----CURRENT MONTH-----			*-----YEAR TO DATE-----			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	Remaining	%
General & Administrative	\$ 48,532	\$ 48,563	\$ 31	\$ 131,200	\$ 140,046	\$ 8,846	\$ 608,535	\$ 477,335	78%
Public Works	44,887	46,599	1,712	125,860	137,122	11,262	613,850	487,990	79%
Community Development	15,019	19,290	4,271	30,166	42,034	11,868	181,537	151,371	83%
Police	89,402	94,111	4,710	278,393	286,837	8,443	1,382,048	1,103,655	80%
Fire	81,788	82,497	709	234,886	245,285	10,399	1,201,853	966,967	80%
Municipal Court	25,313	27,199	1,886	75,816	84,984	9,168	363,385	287,569	79%
Community Relations Board	1,179	1,252	73	3,337	3,434	97	12,000	8,663	72%
Special Events	2,176	1,678	(498)	8,998	8,500	(498)	8,500	(498)	-6%
Other	718	718	-	718	885	167	2,000	1,282	64%
Expenditures Before Transfers Out	\$ 309,014	\$ 321,908	\$ 12,893	\$ 889,373	\$ 949,126	\$ 59,753	\$ 4,373,708	\$ 3,484,334	80%

**TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT DECEMBER 2011**  
**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	\$ 51,622	\$ 40,000	\$ 11,622	\$ 154,221	\$ 120,000	\$ 34,221	\$ 480,000	\$ 325,779	68%
Water Tap Fees	-	25	(25)	-	75	(75)	300	300	100%
Sewer Service Charge Fee	47,012	30,000	17,012	111,653	90,000	21,653	360,000	248,348	69%
Sewer Tap Fees	-	21	(21)	-	63	(63)	250	250	100%
Groundwater Conservation Fee	2,468	1,870	598	7,273	5,610	1,662	22,442	15,169	NA
Groundwater Conservation Fee-Recovery	2,468	1,870	597	7,273	5,611	1,662	22,443	15,170	NA
Trash Collections	7,786	7,667	120	23,289	23,000	289	92,000	68,711	75%
Sales Tax on Trash Collections	636	633	4	1,903	1,898	6	7,590	5,687	75%
Recycling	2,072	2,167	(95)	6,184	6,500	(316)	26,000	19,816	76%
Sales Tax on Recycling	159	179	(20)	475	536	(61)	2,145	1,670	78%
Penalties	1,303	1,250	53	3,903	3,750	153	15,000	11,097	74%
N.S.F. Check Fees	30	25	5	60	75	(15)	300	240	80%
Adm. Serv. Charge / Sewer Impact	620	583	37	1,698	1,750	(52)	7,000	5,302	76%
Interest Revenue	-	54	(54)	-	162	(162)	650	650	100%
Other Revenue	272	2,417	(2,145)	4,448	7,250	(2,802)	29,000	24,552	85%
Trash Contract Payable	(7,786)	(7,667)	(120)	(23,289)	(23,000)	(289)	(92,000)	(68,711)	75%
Sales Tax on Trash Collections Payable	(636)	(633)	(4)	(1,903)	(1,898)	(6)	(7,590)	(5,687)	75%
Recycling Contract Payable	(2,072)	(2,167)	95	(6,184)	(6,500)	316	(26,000)	(19,816)	76%
Sales Tax on Recycling Payable	(159)	(179)	20	(475)	(536)	61	(2,145)	(1,670)	78%
<b>Total Revenue Before Transfers In</b>	<b>\$ 105,794</b>	<b>\$ 78,115</b>	<b>\$ 27,679</b>	<b>\$ 290,527</b>	<b>\$ 234,346</b>	<b>\$ 56,181</b>	<b>\$ 937,385</b>	<b>\$ 646,858</b>	<b>69%</b>

**TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT DECEMBER 2011**  
**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	\$ 25,277	\$ 25,000	\$ 277	\$ 76,343	\$ 75,000	\$ 1,343	\$ 300,000	\$ 223,657	75%

**TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT DECEMBER 2011**  
**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	\$ 22,986	\$ 27,838	\$ 4,852	\$ 19,787	\$ 44,468	\$ 24,681	\$ 349,736	\$ 329,949	94.3%
Sewer Expense	29,758	31,748	1,989	37,810	44,507	6,697	346,205	308,395	89.1%
<b>Total Expenses Before Transfers Out</b>	<b>\$ 52,744</b>	<b>\$ 59,585</b>	<b>\$ 6,841</b>	<b>\$ 57,597</b>	<b>\$ 88,974</b>	<b>\$ 31,377</b>	<b>\$ 695,941</b>	<b>\$ 638,344</b>	<b>91.7%</b>



## PANTEGO PUBLIC SAFETY



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

#### **Personnel**

The police department is continuing to seek applicants for the position of Officer with limited results.

The new police recruits are progressing well in their academy with an expected graduation date of mid March.

#### **Operational Issues**

##### **Fire Department**

The department has taken delivery of recently repaired Quint-1 and the process of re-certifying the aerial ladder by Underwriters Laboratories will be completed during the first week in January. The certification process, that was scheduled to take place at the repair facility, was not scheduled due to an oversight on their part. A few minor discrepancies have been discovered and are being addressed by the repair facility. Confidence is high that the vehicle will fully pass acceptance soon.

Personnel are continuing in training on the latest EMS protocol updates.

The detailed Medicaid approval process is still ongoing and should be completed soon. The task of approval involves completion of paperwork by staff and input from Intermedix before final submission to Medicaid.

Renewal documentation for membership to the North Central Texas Trauma Regional Advisory Committee has been approved. As a result we are the recipient of \$2,355 from the annual disbursement of Trauma grant funding. To be eligible for annual grant funds the department must attend regular meetings and agree to adopt regional trauma protocols.

##### **Police Department**

Staff is continuing the detailed process of obtaining recognition through the Texas Police Chief's Association. The preparation process is lengthy and will require at least another five months completing before the review process occurs.

The Open Carry law is in effect and the department has prepared a policy for addressing contact with open carry situations.

An application for approximately \$10,000 has been submitted for the body worn camera grant administered by the TCOLE. If awarded the department could potentially receive up to 80% of the requested amount. Award announcements are expected in January.

## Training

### **Police Department**

All of the department's public safety dispatchers attended TTY training for communicating with hearing impaired individuals.

### **Fire Department**

Medical training for the month was over the topic of Legal Issues that confront the EMS field and was taught at the fire department by TCC instructors.

## Public Relations

The Pantego COPS for Kids program for the collection of toys finished with another successful year. It is estimated that approximately 1,200 toys were donated to Cook Children's Hospital through the efforts of officers and our partner Silverleaf Resorts, whose employees collected a large portion of the contributed items. The program has been widely recognized through local and national news coverage and it is rumored that several other departments across the country have implemented similar programs.



Another area in which Pantego Cops for Kids assists the community is through the collection of badly needed school supplies. This year a number of supplies were collected and donated to Duff Elementary.



Corporal Michael Marquez recently served as one of Santa's elves to deliver a replacement Cub Scout scarf and badge that was lost by a young boy during the Christmas event in the park.



Both Police and Fire departments assisted Pantego Christian Academy with escorting their annual collection of bicycles to Mission Arlington-Mission Metroplex. Every year hundreds of bicycles are escorted by numerous vehicles, which require the blocking of intersections by police personnel to ensure that the delivery arrives safely.

### Safe Exchange Zone

Many municipal agencies are developing safe zones for the exchange of online and other types of merchandise purchases. Pantego is following suit and has designated the police station property as a Safe Exchange Zone. The new exchange zone will be more widely advertised through social media in the near future.

### Lifesaving Response

On November 9, 2015 Pantego Fire and Police personnel responded to a medical emergency at 3309 Peachtree Lane. Upon arrival the patient was in full cardiac arrest. Officer Stephen Meinke arrived first and immediately initiated CPR followed by Pantego EMS who began advanced resuscitative procedures. As a result of their rapid and professional response the patient was transported to the hospital with a pulse and ultimately survived his ordeal and was discharged from the hospital after a brief stay. These heroic acts will be formally recognized at the January 25<sup>th</sup> Council Meeting. The Arlington Fire Department also responded to the scene and assisted. Arlington's crew will be recognized by our department at a separate ceremony at their station.



Respectfully submitted,

Thomas D. Griffith  
Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

December, 2015

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	1	2	7
Reeves	15	10	59
Moore	51	53	843
Bruton	38	74	729
Hubbell	77	60	952
Meinke	129	125	1,366
Marquez	22	30	270
Open Position			
Bonner	56	106	595
Open Position			966
Open Position			
Whitwell	0	0	0
Ex-Officers			2,231
<b>TOTALS</b>	<b>389</b>	<b>460</b>	<b>6,733</b>
<b><u>Vehicle Crashes</u></b>			
<b>Crash Type</b>	<b>Quantity.</b>		<b>YTD</b>
<b>Minor</b>	6		85
<b>Major</b>	1		33
<b>Hit &amp; Run</b>	1		22
<b>TOTALS</b>	8		140
<b>Crashes reported to State</b>	3		58

## 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	22	16	6	0	0
600	Reeves	30	11	19	1	11
610	Whitwell	16	11	5	0	1
620	Moore	295	40	255	5	153
602	Bruton	337	60	277	8	116
603	Hubbell	290	50	240	10	85
604	Meinke	276	57	219	2	81

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	239	33	206	10	68
606	Open Pos.					
607	Bonner	282	65	217	7	68
608	Open Pos.					
609	Open Pos.					
710	Watson				7	51
711	Hopkins				2	28
Ex-Officers						333
<b>Totals</b>		<b>1,787</b>	<b>343</b>	<b>1,444</b>	<b>52</b>	<b>1,003</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 December, 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	3	13
Burglary/Coin-op	0	3
Burglary/Vehicle	0	53
Burglary/Residence	0	7
Manufacture and Delivery	0	4
Criminal Mischief	0	23
DWI	6	76
DWLI	0	3
Evading or Resisting Arrest/Detention	0	9
Failure to ID	2	29
Fraud	0	30
Graffiti	0	0
Poss. Controlled Subst.	1	51
Poss. Marijuana	3	83
Robbery	0	1
Theft	7	83
Theft of Motor Vehicle	0	4
Other	2	50
<b>Total Received</b>	<b>24</b>	<b>534</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	10	203
Cases Cleared	14	326
Cleared Cases Filed with DA	5	145
Cases Suspended-Pending Leads	0	5

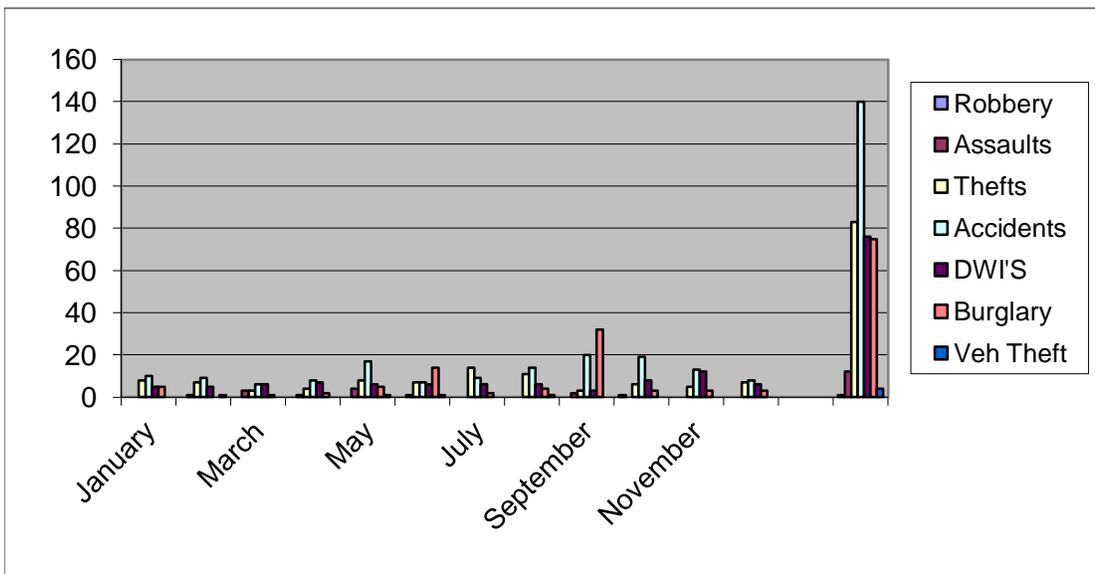
<b>Cases Filed with DA from Previous Report Periods</b>	1	58
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Respectfully submitted,

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	1	0	6	19	8	3	0
November	0	0	5	13	12	3	0
December	0	0	7	8	6	3	0
Totals	1	12	83	140	76	75	4



<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
31-Dec-15							
<b>FIRE RESPONSES</b>		<b>PANTEGO</b>			<b>AFD</b>		
		MONTH	15 YTD	14 YTD	MONTH	15 YTD	14 YTD
<b>TYPE OF INCIDENT</b>							
<b>Fire</b>							
Structure			1	1			8
Outside		1	1			8	2
Natural Vegetation Fire			1	4	1	2	3
Vehicle			1	2		1	2
Trash			1	1		1	1
Cooking Fire, Contained to container						1	
Fire Other		1	2				
						3	
<b>Hazardous Condition</b>							
Arcing - Shorted Electrical Equip.			2		1	1	2
Equip. Malfunction			2			3	
Power Lines			3	6		1	2
Hazmat						9	
Hazardous Condition, Other		1	11	5			7
Heat From Short Circuit, Wiring		1	1	5		10	2
Overheated Motor			1	1	2	3	
Gas/Fuel Spill				2		2	
Natural Gas Leak			4	4	2	2	1
Chemical Spill or Leak						3	
Carbon Monoxide							
<b>Service Call</b>			<b>1</b>	<b>31</b>	<b>4</b>	<b>2</b>	<b>2</b>
Water or Steam Leak		2	7	3		10	2
Assist Invalid		8	65	41	1	5	5
Unauthorized Burning						7	2
Rescue			1			3	
Utilities						2	
Smoke Removal				1			3
Person in Distress, Other		3	23	6			4
Service Call, Other		3	14	17	1	2	3
Lock Out		2	5	3	2	7	3
Animal Rescue			1			5	
Ring or jewelry removal						1	
Asst. PD/ EMS		5	33	8			1
						3	
<b>Good Intent Call</b>				<b>3</b>			<b>9</b>
Good Intent Call Other		2	46	29	8	8	51
Dispatched & Cancelled En Route				7		83	26
Wrong Location						17	
No Incident Found On Arrival			5	4			7
Investigation						5	
Cancelled On Scene		1	2		10	10	110
Smoke scare, Odor of smoke			2	1		139	
Hazmat Invest, No Hazmat							
<b>False Alarm &amp; False Call</b>							



Unintentional Transmission of Alarm	1	3	1	3	3	7
Smoke Detector Activation - No Fire	1	8	3	1	4	7
Bomb Scare - No Bomb					3	
System Malfunction		4	4			4
False Alarm or False Call, Other	3	15	8	5	6	18
CO Detector Activation, Malfunction			1		21	2
Sprinkler Activation, no fire					1	
<b>Special Incident Type</b>						
Citizen Complaint			1			
Special Incident Type, Other			1		1	
			3			
Mutual Aid		2	7			
<b>TOTAL FIRE INCIDENTS</b>	<b>36</b>	<b>298</b>	<b>179</b>	<b>39</b>	<b>398</b>	<b>296</b>
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>		2.9				



PANTEGO FIRE RESCUE						
MONTHLY ACTIVITY SUMMARY						
31-Dec-15						
						
<b>FIRE TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>				
		58				
<b>TOTAL HOURS</b>						
<b>EMS TRAINING</b>						
<b>CLASS SUBJECT</b>	<b>HOURS</b>	<b>YTD</b>				
Legal Issues	4	52				
			<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		80		80
Spray Downs						
Station Tours		7	2	55	3	136
Special Events	1	5	10	5290	30	1400
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
<b>TOTAL CONTACTS</b>		<b>13</b>		<b>5425</b>		<b>1616</b>
<b>BUSINESS INSPECTIONS</b>	<b>MONTH</b>	<b>YTD</b>				
Initial	57	591				
Re-Inspections	1	240				
Plans Review Completed		9				
C.O Issued	17	110				



**PANTEGO PUBLIC  
SAFETY**



**To: Stephen Meinke; Officer**  
**From: Barry Reeves; Assistant Chief of Police** *BR*  
**Through: Tom Griffith; Chief of Public Safety** *TG*  
**Date: December 3, 2015**  
**Re: Commendation**

---

Today, I met with a gentleman in the lobby of the Police Department. He wished to commend you on your professionalism. He stated he observed you standing in line at Dollar General this morning. There was an elderly woman in front of you who appeared to be having difficulty with her items which was causing her to take a long period of time. He said not only were you very patient, but you helped her once she got to her car by assisting her with her items. He went on to say that Police Officers rarely get the credit they are due and I would agree.

From me and Chief Griffith, thank you for the job that you do and know that the "small" things do not go unnoticed. These "small" things are the basic fundamentals of Community Based Policing which all Police Officers should practice whenever possible.

Thanks again on job well done.

Words can never express  
our thanks for the rapid  
response and professional  
work of the Pantego Police  
Team. We can only ask  
that God bless each one  
of you and keep His  
protective arms around you.  
We ask a special blessing  
for Officer Steve Meike the  
first responder that initiated  
CPR which saved a life!

FOR *all*  
THAT YOU DO

The Chris Sarantis  
Family



Assistant Chief  
Barry Reeves,  
Thank you so much  
for the donation of school  
supplies and for your  
partnership with the community  
through Paneg. Thanks again!  
Valerie Cristy

Assistant  
Chief Reeves  
Thank you so much for  
the donation of school  
supplies for our students  
at Duff. Your gracious  
generosity is definitely  
a treasure that we  
can share with our  
families. Thank you  
Cindy Hubbs

Assistant Chief  
Barry Reeves,  
Duff Elementary appreciates  
your donation of school supplies!  
What a great way to reach out to  
the community. Thank you!  
Kim Sommerville

Dear Assistant  
Chief Reeves,  
Thank you very  
much for the school  
supply contributions.  
We appreciate you  
thinking of our school  
and for all you  
do for our  
community.  
Demi Pinn  
Thank you so much  
for thinking of Duff  
Elementary and donating  
all of the school supplies!  
They will definitely  
come in handy and are  
very much appreciated!  
Thank you  
Fanny Jams



December 23, 2015

Pantego Fire Department  
1614 S. Bowen Rd  
Pantego, TX 76013

Subject: 2015 EMS-County Assistance (EMS Pass-through) Allocations

Dear EMS Provider:

The North Central Texas Trauma Regional Advisory Council (NCTTRAC) is pleased to notify you that FACILITY has been allocated \$2,355.22 for Tarrant County of the \$348,295.00 awarded to 74 eligible EMS Providers in Trauma Service Area-E by the Texas Department of State Health Services.

Funding in this allocation may be used for supplies, operational expenses, education and training, equipment, vehicles, and/or communications systems. Funding **may not** be used for buildings, land, food, or investments (stocks, bonds, mutual funds, etc.). Many agencies purchase equipment or supplies; however other examples include laptop computers and software, registration and travel for training, radios, and ambulance repairs.

To receive your reimbursement, please submit the completed attachment along with documentation for eligible expenses covering your allocation per the instructions on the form. Expenses must be accompanied by a copy of an invoice **and** proof of payment dated between June 15, 2015 and our submission deadline of April 30, 2016; acceptable examples of purchase documentation include copies of invoices showing the amount paid in full, cancelled checks matched with itemized invoices, or invoices showing a \$0 balance due.

Your eligibility for these funds was determined by meeting the required NCTTRAC participation commitments during FY 14-15. Please feel free to contact Winga Manning at [wmanning@ncttrac.org](mailto:wmanning@ncttrac.org) or by phone at 817-607-7011 if you have any questions. We appreciate your involvement and support, and look forward to continuing this collaboration with you in the years to come.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Antonisse", is written over a horizontal line.

Hendrik J. (Rick) Antonisse  
Executive Director, NCTTRAC

CC: Jim Dickerson, Director of Emergency Healthcare Systems  
Ken Gilliam, Comptroller  
Winga Manning, Emergency Healthcare Systems Supervisor

Attachment: Report of Expenditures FY16



# PUBLIC WORKS REPORT

## December 2015

### **ADMINISTRATIVE/PROJECTS/ENGINEERING**

- Wagonwheel Project – waiting on SYB to seal bridge vertical walls at the bottom (has been too much run-off) and final walk thru
- Began street repairs/replacements on S. Bowen in front of Town Hall
- Poured new approach for fire department
- Surveyed Country Club Ct. - Storm Drainage planning.

### **STREETS and DRAINAGE**

- Inspected and removed debris from creek channel and flumes
- Repaired and filled various potholes on Wagonwheel and Stagecoach
- Repaired storm drain on Country Club @ Nora where a previous water line had been installed through it.
- Replaced concrete on Silver Leaf @ Smith Barry Rd where the valve repair was made
- Replaced concrete and curb on Nora @ Country Club where the hydrant was replaced
- Filled various potholes on Mistletoe Ln. approximately 2tons of cold mix asphalt

### **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

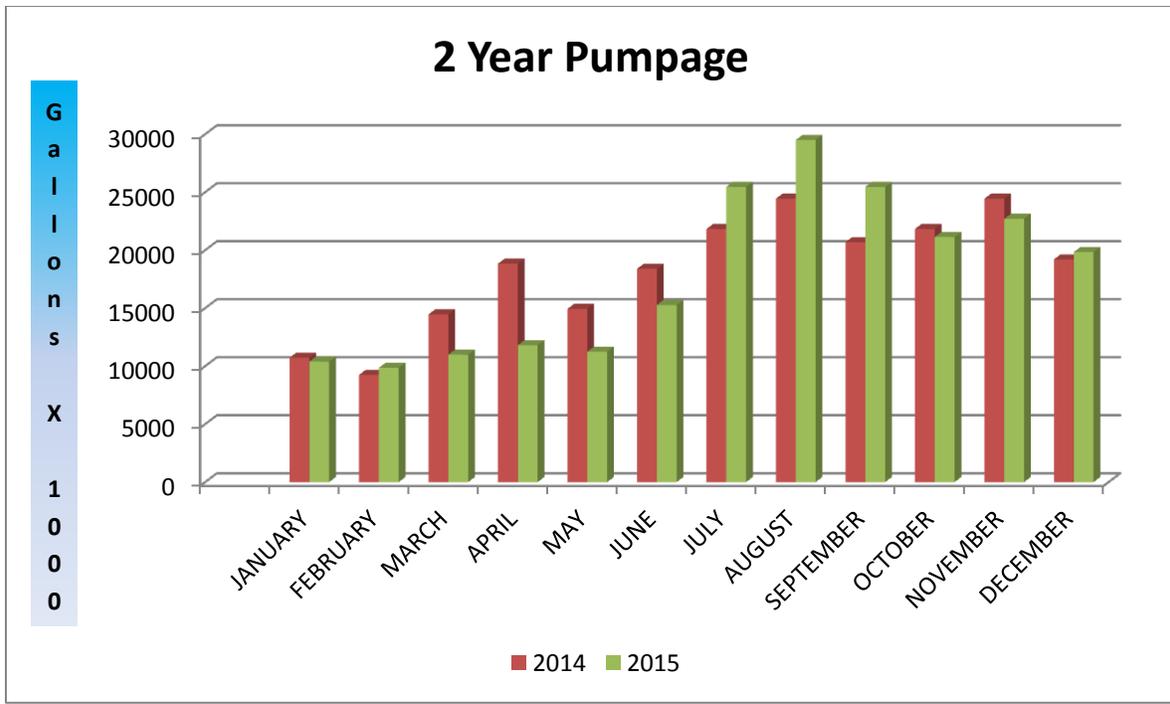


## **PARK OPERATIONS**

- Daily cleaning at the restrooms
- All sprinklers at park checked
- Basketball courts mowed, edged, and blown off
- Park mowed by Landtech once prior to Christmas event (final for year)

## **UTILITY BILLING**

November Billing for 1,200 Accounts \$138,688.75	November Past Due Balances \$5,124.87
November Billing for Garbage \$7,786.26	November Billing for Recycling \$2,071.76





## **WATER: WELLS AND DISTRIBUTION**

- Total water production 19,834,000
- Average daily production 639,806
- 162 residual samples taken – average chlorine residual (.50)
- 3 total coliform / ecoli samples taken – all tests negative
- 1200 - meters read
- 18 - 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
- (16) Cut off/non-payment notices were issued
- (3) Cut off's were performed
- (2) Hydrants painted
- (5) Work order for break/leaks reported
- (1) Replaced leaking valve at Smith Barry and Silver Leaf
- (3) Installed/replaced ¾" curb stops
- (2) Customer Side leaks
- (5) Exercised Hydrants
- (12) Exercised Valves
- Repaired broken/leaking valve at Smith Barry and Silver Leaf



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

- Repaired and moved hydrant/line and repaired storm drain pipe @ Country Club and Nora
- All wells inspected by Colliers Consulting
- (1) Town-side 1" service leak caused by plumber - repaired

## **WASTEWATER**

- Cleaned the Lift Station bar screen and bagged the solids (13) times for the month
- Lift Station was mowed, edged, and blown
- Responded to 4 sewer stoppages/complaints in which we cleared 2 for customers

## **PUBLIC WORKS MAINTENANCE**

- Checked fluids and topped off fluids on work vehicles
- Serviced power equipment
- Started equipment and oiled

## **ANIMAL SERVICES**

- (1) Dog caught by PD and returned to owner.
- (3) Cats surrendered and adopted out
- (7) Dead animals picked up and disposed of
- (3) Animal trap requests

## **EVENTS**

- Santa in the Park CRB event
- Placed a designated area for Christmas Tree Drop-offs for residents



## **ADDITIONAL ITEMS**

- Kyle Sugg and Cody Payne both passed testing for Animal Control Officer (ACO) Certification
- Used a mini-trackhoe as an equipment demonstration to repair a valve and a fire hydrant

## **PHOTOS:**

Surrendered feline, 1 of 3



Canine picked up from PD; returned to owner



Leak caused by plumber





Repair at valve Smith Barry – Using Demo Mini-Track Hoe





Hydrant replacement – Storm Drain Repair Using demo track hoe



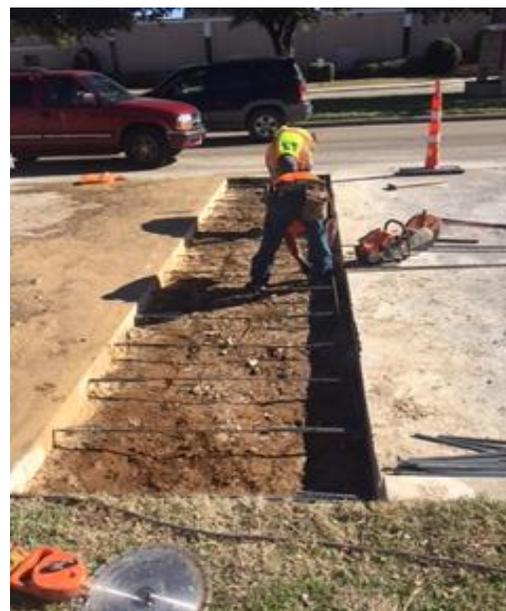


Hydrant replacement – Storm Drain Repair Using demo track hoe





Concrete repair on Bowen





### Concrete repair on Bowen





## COMMUNITY DEVELOPMENT REPORT –DECEMBER 2015

### ENVIRONMENTAL SERVICES

Mosquito Samples and traps will begin testing again in April.

### PLANNING AND ZONING

No cases this month

### CONSTRUCTION AND DEVELOPMENT

- **1503 Nora Drive**

Construction is continuing and plans for a fire alarm system have been approved. All other construction is in the final stages and contractor estimates completion within the next month or so.

- **1704 Nora Drive**

Construction is ongoing for a 3,083 square foot single-family residential building at 1704 Nora Drive. Pool is being constructed and a replat has been submitted for division of the two (2) lots.

- **2905 Mistletoe Court**

Construction of the retaining wall and form boards has been installed. Plumbing rough has been completed and foundation has been poured.

- **1902 Sarah**

Construction of a new home, Plumbing Rough and Foundation has been completed.

### CERTIFICATES OF OCCUPANCY

#### **Issued**

- Innovative Leader Services LLC- 2106 W Pioneer Pkwy, Suite 124- Tax Service
- Janelle Alford, M.ED. LPC- 2106 W Pioneer Pkwy, Suite 128- Counseling Service
- Life Transitions Management- 3610 Smith Barry Rd, Suite 106- Social Service
- Exquisite Vapor- 2602 W Pioneer Pkwy- Retail
- Federal Cash Advance of Oklahoma LLC- 2424 W Pioneer Pkwy, Suite E- Credit Service

#### **Pending**

- CNS Enterprises- 3615 W Pioneer Pkwy, Suite E- Financial Services
- The Prayer Room- 1503 Nora Dr- Church

### INSPECTIONS

	DEC TOTAL	YTD TOTAL
BUILDING INSPECTION	6	15
CERTIFICATE OF OCCUPANCY	7	28
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	5	17
MECHANICAL INSPECTION	1	4
PLUMBING INSPECTION	5	29
REINSPECTION	0	2
CODE ENFORCEMENT INSPECTIONS	0	0
TOTAL INSPECTIONS	24	95

CONSTRUCTION VALUES

	DEC	2015/2016 YTD TOTAL	2015 YTD TOTAL
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$509,155.00	\$0.00
EXISTING RESIDENTIAL REMODEL	\$29,281.82	\$89,732.82	\$70,469.00
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$58,650.00	\$331,800.00	\$44,207.00
TOTAL VALUE	\$87,931.82	\$930,687.822	\$114,676.00

FEES COLLECTED

	DEC TOTAL	DEC FEES	YTD TOTAL	YTD FEES	YTD BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	5	\$500.00	16	\$1,600.00	\$7,000.00	(\$5,400.00)
ZONING FEES	2	\$700.00	2	\$700.00	\$9,000.00	(\$8,300.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	2	\$292.50	10	\$1,243.72	\$7,500.00	(\$6,256.28)
BUILDING PERMIT	13	\$1,210.56	56	\$8,170.15	\$41,000.00	(\$32,829.85)
UTILITY RELEASE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
CONTRACTOR REGISTRATION	5	\$500.00	39	\$3,600.00	\$11,000.00	(\$7,400.00)
LIQUOR PERMITS	0	\$0.00	0	\$0.00	\$8,000.00	(\$8,000.00)
TOTAL FEES		\$3,203.06		\$15,313.87	\$83,500.00	(\$68,186.13)




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**MUNICIPAL COURT**


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## Municipal Court Collections / December 2015

### On-Time Citations

Fines- \$26,384.12  
Fees- \$13,474.96  
 Total- \$39,859.08

### Warrants

Fines- \$26,580.38  
Fees- \$11,769.16  
 Total- \$38,349.54

Court Security Fund- \$883.00

Court Technology Fund- \$1,220.00

Accident Reports- \$20.00

Collection Fees- \$221.00

Gross Total Revenue- \$ 78,208.62  
Less State Fee's- \$ 25,244.12  
 Net Revenue- \$ 52,964.50

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR DECEMBER 2015

<b>TOTAL WARRANTS VALUE CLEARED</b> -----	\$64,394.27		
FYTD-----	\$212,178.49		
<b>TOTAL PAYMENTS COLLECTED</b> -----	\$39,398.64		
FYTD-----	\$48,482.06		
<b>TOTAL NON-CASH CLEARED</b> -----	\$24,995.63		
FYTD-----	\$76,742.23		
<b>WARRANT FEES COLLECTED</b> -----	\$6,212.45		
FYTD-----	\$20,755.34		
<b>BONDS/FORFEITURES</b> -----	\$0		
FYTD-----	\$5,610.20		
<b>TOTAL PHONE CALLS</b> -----	710 - 109 OUT 99 IN	711 - 333 OUT 107 IN	Tot - 442 Tot - 206
<b>TOTAL POST CARDS</b> -----	710 - 77	711 - 37	Tot - 114
<b>PERSONAL STOPS/ATTEMPS</b> -----	4		
<b>CONTACTS</b> -----	2		
<b>DOOR HANGERS</b> -----	4		
<b>ARRESTS</b> -----	710 - 7	711 - 0	Tot - 2
<b>PAY PLANS</b> -----	710 - 21	711 - 10	Tot - 31
<b>BONDS/COURT DATES</b> -----	710 - 3	711 - 3	
<b>BOND AMOUNT</b> -----	710 - \$4,101	711 - \$4,753.10	
<b>LETTERS</b> -----	710 - 90	711 - 0	
<b>TOTAL WARRANTS CONTACTED</b> ----	710 - 105	711 - 76	

<b>TOTAL WARRANTS CLEARED-----</b>	<b>710 – 105</b>	<b>711 – 75</b>
<b>TOTAL VALUE-----</b>	<b>710 - \$31,764.30</b>	<b>711 - \$24,302.60</b>
<b>TOTAL AMOUNT COLLECTED-----</b>	<b>710 - \$7,618.70</b>	<b>711 - \$7,887.30</b>
<b>FUTURE REVENUE-----</b>	<b>710 - \$18,320.60</b>	<b>711 – \$8,096.20</b>

### **EXTRA DUTIES/VACATION/OTHER FOR NOVEMBER**

Ofcr. Watson started working on his own the majority with little assistance.

Both Officer's participated in the ringing of the bell with the mayor.

Ofcr. Hopkins completed a webinar thru TMCEC for Search/Seizure

Ofcr. Hopkins out total of 6 ½ days Vacation/Dr. Appt.'s

Both Ofcr.'s out the 2 days for Christmas Holiday

14 Arraignments

7 Prisoner Transfers

3 Prisoner Service calls

7 Assist Patrol

Additional warrants cleared – 172

**Respectfully submitted,**

**Warrant Officer: Chad Watson 710**

**Warrant Officer: Robert Hopkins 711**

Report for fees collected: 12/01/2015 - 12/31/2015

Street:	Fee	Citation Violation	Amount	Posting Date	Docket	Name
COLAGY	COLLECTIONS FEE	111008F 02	33.00	12/07/2015	111008F02	
COLAGY	COLLECTIONS FEE	E000790V 01	99.00	12/21/2015	E000790V01	
COLAGY	COLLECTIONS FEE	E000790V 03	99.00	12/28/2015	E000790V03	
COLAGY	COLLECTIONS FEE	E003791V 01	20.00	12/28/2015	E003791V01	
COLAGY	COLLECTIONS FEE	E004683V 02	36.00	12/11/2015	E004683V02	
COLAGY	COLLECTIONS FEE	E005669 01	30.00-	12/18/2015	E005669 01	
COLAGY	COLLECTIONS FEE	E005669 02	30.00-	12/18/2015	E005669 02	
COLAGY	COLLECTIONS FEE	E005669F 02	30.00-	12/18/2015	E005669F02	
COLAGY	COLLECTIONS FEE	E005669V 01	30.00-	12/18/2015	E005669V01	
COLAGY	COLLECTIONS FEE	E012635 01	54.00	12/08/2015	E012635 01	

2 221.00 COLAGY COLLECTIONS FEE  
 TOTAL: 221.00



# AGENDA BACKGROUND

**AGENDA ITEM:** Approval of Bills Payable and Purchase Orders over \$2,000.

**DATE:** January 11, 2016

---

**PRESENTER:** Matthew Fielder, City Manager

**BACKGROUND:**

This agenda item includes a listing of bills payable over \$2,000. Included are copies of invoices for professional services and purchase orders over \$2,000, 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 \$2,000 and purchase orders as submitted.

**ATTACHMENTS:**

Expenditure Summary of approval list over \$2,000 and purchase orders for January 11, 2016:

Professional Services:

- C&M Concrete, Contractor

Purchase Order:

- 1877 / 1879 / 1880– Tyler Technologies
- 1867 – Blackboard Connect
- 1878 – George, Morgan & Sneed

**Summary of Bills Payable over \$2,000.00 and Purchase Orders Requiring Council Approval  
1/11/2016**

<u>PROFESSIONAL SERVICES</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
C&M Concrete	\$53,049.97	December & January Contractor Services
<u>PURCHASE ORDERS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<b>\$1000.00 - \$2000.00:</b>		
1877 - Tyler Technologies	\$1,259.54	Accounts Receivable Module Renewal
<b>\$2001.00 + :</b>		
1867 - Blackboard Connect	\$5,350.50	Resident Emergency Notification System Agreement
1878 - George, Morgan & Sneed	\$7,500.00	December 2015 Auditor Field Work
1879 - Tyler Technologies	\$9,500.00	Warrant Interface
1880 - Tyler Technologies	\$5,673.12	Renewal of Annual Maintenance Agreements
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Duncan - Garbage	\$8,378.13	December 2015 Trash Removal
Duncan - Recycling	\$2,103.87	December 2015 Recycling Removal
Voyager Fleet Systems	\$2,509.42	December 2015 Oil & Gas Expense
Gexa Energy	\$17,434.35	Electricity Billing Thru 12/14/15
City of Fort Worth	\$29,667.35	November 2015 Wastewater Services
TML Multistate	\$22,780.91	January 2016 Employee Insurance
TML Risk Pool	\$24,202.50	2016 1st Qtr Liability & Workers' Comp. Inc.

RECEIVED 49  
1/2/16



# C&M Concrete

Chris Bowen  
362 Linkview dr  
Duncanville TX 75137  
bowenchris1@aol.com

# Invoice

Number: hp4741

Date: December 30, 2015

**Bill To:**

Scott Williams  
City Of Pantego  
1614 S Bowen  
Pantego, TX 76013

**Ship To:**

PO Number	Terms	Project
		Bowen RD west side

Description	Quantity	Rate	Amount
55' x 21' x 8"	128.33	70.90	9,098.60
45 lf curb	45.00	25.00	1,125.00
68' x 9'-6" x 8"	72.55	70.90	5,143.80
15 lf curb	15.00	25.00	375.00
A.D.A Ramps	2.00	600.00	1,200.00
80' x 21' x 8"	186.66	70.90	13,234.19
21' x 5' x 8"	11.66	70.90	826.69
6lf curb	6.00	25.00	150.00
21' x 4' x 8"	9.33	70.90	661.50
21' x 21'-6" x 8"	50.40	70.90	3,573.36
21' x 4'-6" x 8" with fast set	10.73	135.00	1,448.55
4' x 12'-6" x 8" with fast set	5.55	135.00	749.25
7' x 21' x 8" with fast set	16.33	135.00	2,204.55
Clean up held 15%			(5,968.57)

Acct# 500-5-000-241.00

Total **\$33,821.92**

*Chris Bowen* 1-6-16

RECEIVED  
1/6/16



# C&M Concrete

Chris Bowen  
362 Linkview dr  
Duncanville TX 75137  
bowenchr1@aol.com

# Invoice

Number: hp4742  
Date: January 04, 2016

**Bill To:**

Scott Williams  
City Of Pantego  
1614 S Bowen  
Pantego, TX 76013

**Ship To:**

Bowen RD

PO Number	Terms	Project
		East side Bowen RD

Description	Quantity	Rate	Amount
10' x 5' x 8"	5.55	135.00	749.25
14' x 11' x 8"	17.11	135.00	2,309.85
21' x 4' x 8"	9.33	135.00	1,259.55
21' x 4' x 8"	9.33	135.00	1,259.55
21' x 4' x 8"	9.33	135.00	1,259.55
21' x 4' x 8"	9.33	135.00	1,259.55
21' x 23' x 8"	53.66	70.90	3,804.49
21 x 36 x 8"	84.00	70.90	5,955.60
10'-6" x 47' x 8"	55.35	70.90	3,924.32
21' x 5' x 8"	11.66	72.00	839.52
Clean up held 15%			(3,393.18)
Acct # 500-5-000-241.00		Total	<b>\$19,228.05</b>

*Williams 1-6-16*

**G/A MEMO**

---

To: Matt Fielder, City Manager  
From: Julie Arrington, City Secretary  
Date: December 28, 2015  
Re: Tyler Technologies – Accounts Receivable

The Town Council approved the addition of the Accounts Receivable module with the last budget year. The Purchase Order attached is for the first renewal of the module in the amount of \$1,259.54. The annual maintenance charges begin 90 days after the installation of the software.



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

## Invoice

Invoice No	Date	Page
025-135126	10/01/2015	1 of 1

Empowering people who serve the public®

### Questions:

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

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

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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44177	57673		USD	NET30	10/31/2015

Date	Description	Units	Rate	Extended Price
	Office Exporter Maintenance: Start: 01/Nov/2015, End: 31/Oct/2016	1	159.54	159.54
	Incode Customer Relationship Suite - Accounts Receivable Maintenance Maintenance Start: 01/Nov/2015, End: 31/Oct/2016	1	1,100.00	1,100.00

### \*\*ATTENTION\*\*

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

Subtotal	1,259.54
Sales Tax	0.00
Invoice Total	1,259.54

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1877

53

**INSTRUCTIONS TO VENDOR**

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

TO Tyler Technologies

SHIP TO Tyler Technologies

DATE		ACCT #	DEPT.		
12-28-15		100 5-101-234.30	Gen Admin		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1	1	Accounts Receivable software	1,259.54		1,259.54
** Budgeted **					
				TOTAL	1,259.54

APPROVED BY



G/A MEMO

---

To: Matt Fielder, City Manager  
From: Julie Arrington, City Secretary  
Date: December 9, 2015  
Re: Blackboard Connect Agreement

The Town of Pantego contracts with Blackboard Connect for service to the residents regarding weather alerts, Town emergencies, or any other necessary communication from the Town. The annual agreement for this service is up for renewal and is budgeted within the General Budget. The invoice for the 2015-2016 Fiscal Year in the amount of \$5,353.50 is provided. I request to spend the budgeted funds to continue and extend the contract until December 9, 2016.



Blackboard

Blackboard Inc.  
650 Massachusetts Ave., NW  
6th Floor  
Washington DC 20001  
USA

Phone: (202) 463-4860 X2721  
Fax : (202) 318-2619  
Federal ID # 52-2081178

**Send Purchase Order to**

Blackboard Finance Operations  
650 Massachusetts Avenue NW, 6th Floor  
Washington, DC 20001 USA  
Fax: (202) 318-2619  
FinanceOps@blackboard.com

Unless otherwise notified, invoice will be sent to the address below.

**Client Contact Information**

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

**Client ID:** 333513

**Renewal Notice Date:** June 01, 2015

The renewal pricing listed below is based on your contract with Blackboard and is provided to facilitate generation of purchase orders for your upcoming renewal item. The amounts listed below **do not** include applicable taxes, which will be assessed and included at the time of invoice.

**Renewal ID:** Bb-124333

<b><u>Qty</u></b>	<b><u>Product Name</u></b>	<b><u>Product Description</u></b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Price (USD)</u></b>
1	CONNECT STND UNLTD -FLAT LIC	Blackboard Connect Unlimited Emergency and Outreach Messaging Service License Fee	12/10/2015	12/09/2016	2,353.50
1	CONNECT AUTO WEATHER ALERTS	Blackboard Connect Automated Weather Alerts	12/10/2015	12/09/2016	2,500.00
1	CONNECT CARE ANNUAL FEE	Blackboard Connect Care Annual Fee	12/10/2015	12/09/2016	500.00
<b><u>Renewal Amount (USD)</u></b>					5,353.50

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1867

56

**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

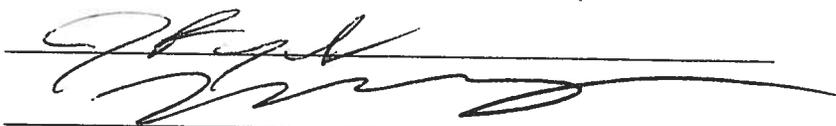
12/14

TO Blackboard Connect  
650 Massachusetts Ave, NW  
6th Floor  
Washington DC 20001

SHIP TO Blackboard Connect  
650 Massachusetts Ave  
6th Floor  
Washington DC 20001

DATE 12-9-15		ACCT # 100-5-101-234.20		DEPT. Gen. Adm.	
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1	1	Blackboard Connect 12-10-15 thru 12-09-16	5,353.50		
** Budgeted **					
TOTAL					5,353.50

APPROVED BY





## MEMORANDUM

**To:** Matthew Fielder, City Manager  
**From:** Ariel Carmona, Finance Director  
**Subject:** Progress billing for the 2014-2015 Fiscal Year Audit  
**Date:** January 5, 2016

---

The payment request of \$7,500 represents the cost of field work procedures completed by the Town's external auditors, George, Morgan & Sneed, P.C. in December. The remainder contract amount is to be paid after the Comprehensive Annual Report is presented to Council in February.

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

1849 Wall Street

Weatherford, TX 76086

Phone: 817-594-2704

Web: www.gms-cpa.com

Town Of Pantego  
 P O Box 13210  
 Pantego, TX 76094

**ID: 76037**  
 Invoice: 41549  
 Date: 12/14/2015

---

For professional service rendered as follows:

Audit services for the year ended September 30, 2015	7,500.00
- Work in Progress	
- Field Work Complete	

Billed Time & Expenses	<u>\$7,500.00</u>
<b>Invoice Total</b>	<b><u>\$7,500.00</u></b>

---

Please return this portion with payment.

Town Of Pantego  
 817-548-5853

**ID: 76037**  
 Invoice: 41549  
 Date: 12/14/2015

Amount Enclosed: \$ 7,500.00

Account Balance: \$7,500.00

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

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1878

59

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

SHIP  
TO

DATE		ACCT #	DEPT.			
01/05/16		100-5-101-201.00	GG A			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		Audit services for the year ended September 30, 2015			7,500	00
					TOTAL	7,500 00

*[Handwritten Signature]*

APPROVED BY



## Proposal

Local Government Division

---

### Dallas Region Warrant Interface

*Presented to:*

**Asst. Chief Barry Reeves**

Pantego Police Department

2600 Miller Lane

Pantego, TX 76013

(817) 274-2511

breeves@townofpantego.com

*Proposal date:*

January 5, 2016

*Submitted by:*

David Latosinski

(800) 646-2633

david.latosinski@tylertech.com

Tyler Technologies

Local Government Division

5519 53rd Street

Lubbock, Texas 79414

## Investment Summary

Asst. Chief Barry Reeves  
Pantego Police Department  
January 5, 2016



### Investment Breakdown

Proposal Valid for 120 days

<b>Software</b>	<b>Investment</b>	<b>Annual Fees</b>
License Fees (Existing Customer)	8,500	2,125
	<b>8,500</b>	<b>2,125</b>
<b>Professional Services</b>	<b>Investment</b>	
Professional Services	1,000	
	<b>1,000</b>	
<b>Project Total</b>	<b>9,500</b>	<b>2,125</b>

*Tyler will invoice Client for the License Fees listed above upon delivery of the software.*

*Maintenance Fees listed above will be invoiced upon ninety (90) days of delivery and annually thereafter on the anniversary of that date*

*All payment terms are net thirty (30) days*

**Software Licenses**  
 Asst. Chief Barry Reeves  
 Pantego Police Department  
 January 5, 2016



Application Software	QTY	Hours	Estimated Services	License Fee	Estimated Services	Annual Maintenance
<b>Incode Court Case Management Suite</b>				8,500		2,125
Dallas Regional Warrant Interface	8,500	Included	Included			
<b>Professional Services</b>					1,000	
Project Management			1,000		1,000	
<b>Incode Application Subtotal</b>				8,500		2,125
<b>Professional Services</b>					1,000	
<b>Application and System Software Total</b>				8,500	1,000	2,125

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1879

63

**INSTRUCTIONS TO VENDOR**

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

TO Tyler Technologies  
5519 53rd St  
Lubbock, TX 79414

SHIP TO PANTEGO MUNICIPAL COURT  
2800 MILLER LANE  
PANTEGO, TX 76013

DATE		ACCT #	DEPT			
1.5.16		825-S-160-210.0	Court			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT	
ORDERED	RECEIVED					
		Dallas Regional WARRANT INTERFACE	8500.00	1	8500.00	
		INSTALL	1000.00		1000.00	
BUDGETED Item						
Householder					TOTAL	9500.00

APPROVED BY



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

# Invoice

Invoice No	Date	Page
025-143177	01/01/2016	1 of 1

**Empowering people who serve the public®**

### Questions:

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



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

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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44177	61121		USD	NET30	01/31/2016

Date	Description	Units	Rate	Extended Price
Contract No.: Pantego, Town of				
	Core Financials - G/A	1	2,204.45	2,204.45
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Fixed Assets - G/A	1	460.99	460.99
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	AcuCorp AcuServer - P/B	1	959.51	959.51
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Forms Overlay - G/A	1	553.47	553.47
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Enhanced Utility Bill Printing - W/S	1	368.53	368.53
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Secure Signatures - G/A	1	368.53	368.53
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	AcuCorp Run Time	1	36.18	36.18
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Court Case Management	1	2,511.34	2,511.34
	Maintenance: Start: 01/Feb/2016, End: 31/Jan/2017			
	Brazos Citation Issuing Device Interface - Maintenance	1	0.00	0.00
	Maintenance Start: 01/Feb/2016, End: 31/Jan/2017			
	Brazos RDC Software Maintenance	1	1,620.68	1,620.68
	Maintenance Start: 01/Feb/2016, End: 31/Jan/2017			
	Brazos Interface to Court	1	752.46	752.46
	Brazos Interface to Court			
	Brazos Interface to Court			
	Maintenance Start: 01/Feb/2016, End: 31/Jan/2017			
	Brazos Interface to Public Safety	1	752.46	752.46

Maintenance Start: 01/Feb/2016, End: 31/Jan/2017

### \*\*ATTENTION\*\*

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

Subtotal	10,588.60
Sales Tax	0.00
Invoice Total	10,588.60

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 1880

65

**INSTRUCTIONS TO VENDOR**

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

TO Tyler Technologies  
PO Box 203556  
Dallas, Tx 75320

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

DATE		ACCT #	DEPT.		
1-5-16		100-5-160-234	COURT		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		AculCorp Run time	3018		3018
		Court Case management	251134		251134
		Brazos Software Maint.	1102068		1102068
		" Interface to Court	75246		75246
		" " " PD	75246		75246
BUDGETED Item					
				TOTAL	567312

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



# AGENDA BACKGROUND

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

**Date:** January 11, 2016

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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 December 14, 2015

CRB Minutes from November 3, 2015

CRB Minutes from December 1, 2015

Town Council Minutes  
December 14, 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 15<sup>th</sup> day of December 2015 with the following members present:

Melody Paradise	Mayor
Russ Brewster	Mayor Pro-Tem
Fred Adair	Council Member
Don Funderlic	Council Member
Don Surratt	Council Member
Jane Barrett	Council Member

Members absent:

None.

Constituting a quorum. The following staff members were present:

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

Also in attendance:

None.

WORK SESSION 6:30 P.M.

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

Mayor Paradise read the caption to the executive session and recessed for the executive session at 6:34 p.m.

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

SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
  1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Zoning Case Z-216.

Mayor Paradise reconvened the Council meeting at 7:32 p.m. and declared no action was taken during the executive session.

Town Council Minutes  
December 14, 2015

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

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

Council Member Don Surratt led the invocation which was immediately followed by the Pledge of Allegiance.

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

Councilmember Surratt welcomed the audience and gave a shout out to the Community Relations Board for their Santa in the Park event last Saturday and from a make-up date perspective the event went really well.

Councilmember Funderlic also gave a shout out to staff and the Community Relations Board for putting the Santa in the Park event together, they did a wonderful job, and a special thank you to Santa Clause for flying down from the North Pole and rearranging his schedule to make the event. He thanked the audience for coming out tonight and looks forward to receiving their comments and inputs.

Councilmember Barrett welcomed the audience for attending tonight and stated the Santa in the Park Community Relations Board event was successful this weekend.

Councilmember Adair welcomed the audience and stated he is grateful for the audiences input on tonight's meeting. He thanked everyone who showed up for the Red Kettle Challenge on Saturday and staff for helping with the event. It was nice to see the community give the way they did and it was a very nice event.

Mayor Pro-Tem Brewster welcomed the audience; thanked staff and council for working together if they don't things do not get done. He regrets he was unable to participate in this weekend's events due to family obligations.

Mayor Paradise thanked everyone for coming out to tonight's meeting. She announced this was the fifth year for the Mayoral Red Kettle Challenge with the Salvation Army. Each year the Town raises more money than the previous year. We compete with the Mayors of Arlington, Mansfield, Kennedale, and Dalworthington Gardens. Arlington and Mansfield are much larger with more opportunities to raise money. Pantego has always raised \$2,500 to \$3,500 a year and always gets the Per Capita award. This year our goal was to raise more money than last year \$3,059 and we did. The Pantego Community raised \$4,780.00 on this one day. The Lion's Club contributed greatly. We rang until after 8:00 p.m. because people were still coming by to donate. David Cook, Mayor of Mansfield, raised \$22,000 last year and this year rose over \$41,000. Jeff Williams, Mayor of Arlington, this is his first year and he raised over \$17,000. In a combined total the Cities of Arlington, Mansfield, Kennedale, Dalworthington Gardens, and Pantego raised almost \$81,000 in just one day. She thanked everyone who contributed and supported the event.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

Councilmember Barrett informed Council the last meeting was held on December 1, 2015 and they discussed the events. Due to the weather, the Candy Train and Christmas Tree Lighting was rescheduled for Saturday, December 12, 2015. The Christmas Decorating Contest judging will be held on December 18<sup>th</sup> with two different categories; Traditional and Whimsical, and a first place and second place in each category. The next meeting will be January 5<sup>th</sup>.

**Pantego Youth Leadership Council**

Mayor Paradise stated the next meeting is tomorrow. The focus will be on Community Events and all that is involved in planning a community event. This is very timely for them to discuss, since they participate in all events. This group is open to all students 7<sup>th</sup> grade to 12<sup>th</sup> grade if anyone is interested in attending and learning about Municipal Government.

Town Council Minutes  
December 14, 2015

**PEDC REPORT**

Councilmember Adair informed Council the last meeting was last Wednesday and it was a short meeting. The Board discussed the American Express Small Business Saturday event and the Business Decorating contest. Due to the weather last weekend it did not go as well as expected. The Board expected to have some sidewalk sales but the weather did not cooperate. The Board discussed the future of the American Express event, since this was the first year for it.

**CITIZENS OPEN FORUM**

None.

Mayor Paradise announced since many of the people in the audience are here regarding the two public hearings she is going to move the approval of the consent agenda items to the end of the meeting and begin the public hearings.

**PUBLIC HEARING**

- 5. Public Hearing, discuss, direct, and consider action on Ordinance 15-773 an ordinance of the Town Council of the Town of Pantego, Texas, regarding Zoning Case Z-216, a proposed Special Use Permit as requested by Sylvester T. Lafayette to establish a church and offices at 3216 W. Park Row Drive, Lot 1, 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.**

Ms. Arrington read the caption of the ordinance for the record. Mr. Fielder introduced the item giving an overview of the application, the P&Z decision, and the square footage of the location.

Mayor Paradise opened the public hearing at 7:49 p.m.

Pastor Dora Lafayette, 5313 Faireast Court Arlington, Texas, 76018, stated her husband, the applicant, is in the hospital so that is why she is here. We moved in four months ago and have grown quite a bit since. We are here to enhance the community and help people change their lives. Since we moved in we have grown 15-20 percent. On the same day as Pantego Day we had an outreach day for the church and had a game truck, bounce houses, and played music; but by 2:00 p.m. to 3:00 p.m. we were shut down. That is how they found out we were there. Yes, there was a problem with a kid climbing a fence to get the football. So now the kids have been told to stay inside the church and not to go outside to play. Since then we realized we have residents in the back. Our services are Sunday morning starting at 8:30 a.m. to 2:00 p.m. Bible Study is on Wednesday night and we are done no later than 9:00 p.m. This is when we really have to watch the children. Friday services are over at 9:30 p.m. On Saturdays there is a prayer service at 9:00 a.m., and we are out by 12:00 p.m. the men pray every morning 6:00 a.m. to 7:00 a.m. They are inside the sanctuary. The times we could be disturbing is Friday night, Sunday morning and Wednesday.

Fred Estell, 1100 E. Lamar St. Arlington, Texas, 76011, stated he is witness to everything Pastor Dora Lafayette said. I have witnessed the exact same time frames and services that go on. I believe in my heart in their vision for the community and their willingness to enhance lives through the power of life. The church is trying really hard to cooperate and stay in the parameters expected of them by the Town.

Brian Talley, 2117 Bay Cove Court Arlington, Texas, 76013, with Newport Leasing, stated I am the property owner and was at the Planning & Zoning meeting last week and wanted to touch base on some of the things that came up. As far as the complaint on the property taxes, the building owner stills pays taxes. This property is non-exempt since the church is renting the property. We expect the taxes to rise due to renovations and the first time since 1992 for the taxes to be paid. The large, very unusual, concrete hill on the property cannot be controlled it is the design of the building. To remove it will require demolition of the entire property. The concern of devaluations of existing homes, this

Town Council Minutes  
December 14, 2015

property has been vacant 99% of the time for a very long time, the only usage was a donation once a month for Alcoholics Anonymous meetings. As for the safety, this is not the first building we have owned in Pantego. We own the old Red Oven building and the English Office Park both were buildings that sat vacant for a very long time and were distressed. Anytime you have a vacant building you create a safety issues because the buildings are not being maintained the fire extinguishers are not being checked, the electrical is not on, you get lots of theft and lots of people who come into the building because nobody is there to check. As far as safety is concerned, we have updated the fire extinguishers and the exit lighting; changed out the carpet, paint, interior doors, and fixed the outside lighting. The outside lights were changed to LED's, the previous lighting did not work and were not in the right spots. There were comments from people who stated they do not have a problem with a church in Pantego just not here and to find it better suitable somewhere else; just to clarify churches are not allowed in commercial areas in Pantego. The only zoning that allows a church is a house. When you compare us to other cities around us there are several cities that allow churches but the City of Pantego has not clarified yet in their commercial zoning where a church is allowed or not allowed without obtaining a Special Use Permit.

Duncan Price, 2010 Silver Leaf, Pantego, Texas, 76013, today we are here to talk about communities. Communities are very important. I attend church in Pantego. I have lived here the past 25 years and I know a decent bit about Pantego. The issue here is not whether churches are welcome; but this was meant as an office building. The Planning & Zoning Committee is run by very competent people and to go against it without a purpose does not benefit the community. For Example we have over a dozen churches for our town of 2500. We do not need multiple as much as quality to be addressed. It can present a change to the community where this was meant to be an office building occupied Monday thru Friday 8:00 a.m. to 5:00 p.m. With a church it does alter the schedule and it is right by the houses.

Joelle Owen, 1616 Rockdale Drive, Arlington, Texas 76018, I own Gypsy Resale and my store is next to the church. I am brand new and only been open two days. I have already lost customers due to excessive noise. I have a family to support and I am here because my business is suffering. They are saying they only have services on Sundays, Friday night and Saturday nights but they read the bible almost daily. They are there constantly every day. They are extremely loud all the time. They do not have a separate children's program. They rent three suites and do not have a Sunday school teacher so the children run up and down the hall in front of my retail store. They have a full blown surround sound, speakers, drums, and guitars. You can go outside across the street from Pantego and still hear them. They leave the door open and when I try to shut the door they re-open them. They are messing up the shared bathroom, the toilets are clogged up. I do not believe it is the other three tenants. Since they moved in the bathrooms are sickening. This building was a very nice complex. The children are screaming in the hallways during the day. On my busiest day, Saturday, I have people leaving because of the noise. They do not respect that I am right across the hall and have a family to raise on the profits of my store.

Charles Price, 2010 Silver Leaf, Pantego, Texas 76013, I think you all know my position on this when I walked up here but I will go ahead and say it. This is an office building and should be an office building not a church. It is very simple. I have apartments, homes, and land. I keep them to the zoning they are in when I purchase them. It is real simple here. It's an office building that is what it is let's keep it simple. I don't fault anybody who wants to bring a church to Pantego. It is a great place for a church. We go to church here in Pantego. Even when our church moved to Fort Worth we decided to stay at a church in our neighborhood. It's not about the church it is about the property that is built as an office and should be an office, it is simple. Mr. Talley has a really good company. I have no problem with him. I think he does good work. That is not the issue. The issue here is this is an office building not a church.

Frank Hill, I am the legal representative for the applicant. Mayor Paradise verified he represents the applicant and he changed his answer to the legal representative for the property owner. I am at 1400 W. Abrams St., Arlington, Texas 76013. I apologize for the casual attire I came from home and almost forgot about the meeting. My purpose tonight is to ask Council to consider what I believe to be the

Town Council Minutes  
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controlling issue. I have worked with Jim before. I believe he will confirm what I tell you. The issue is not whether this being an office building or whether it was conceived originally as an office building but in fact its origin I believe you will find its original certificate of occupancy was a church. Where churches are concerned there is a controlling fundamental piece where a church seeks a special use permit it cannot be denied to a church unless there is a showing that granting it would present a danger or health hazard to the citizens of the Town. The Texas Supreme Court has held that. It is a matter of First Amendment origin and it simply cannot be overcome by ordinance or statute, it is simply law. Thus I would ask you to focus in on the wisdom of Jim and talk to him. We have researched this again today and it remains clear that churches are different and not completely exempt from zoning considerations but there are stringent restrictions to the Town before it can deny a church on occupancy or special use permit. It is simply a matter of the First Amendment, separation of Church and State, Freedom of Religion, and Freedom of Speech. I ask you to confirm that with Jim and take that into consideration.

Pastor Lafayette stated the Gypsy Room opened a week ago. Saturday is her busiest day but there are not very many of us there; especially with children. On Friday night we have services starting at 7:30 after the resale shop closes. After a couple of outbursts from various audience members, Mayor Paradise interrupted stating she will not tolerate any comments from the public or anyone who has not been recognized to speak; if there are any more she expects Chief Reeves to escort them out and requested Pastor Lafayette to stick to the other issues and concerns of the other opposing speakers. Pastor Lafayette stated there are a lot of churches in Pantego and believes the lawyer covered that.

Jason Williams, 2729 Whispering Trail Pantego, Texas 76013, I am glad you started with the Red Kettle and talking about the size of our town of 2500. We are very unique. We protect the peace and quiet of the neighborhood. If a Police Officer is driving with his lights and sirens on and enters into the neighborhoods he turns the sirens off and the Fire Department does the same thing. We have had several times people have tried to come in and move next to a neighborhood years and years ago. They come here thinking they are going to move on Smith Barry and Bowen right by neighbors; a grocery store. We had a mother teaching swim lessons but she was bringing too many cars into the neighborhood and disturbing the peace so she was not allowed to do that anymore. I really question this map because I think they are in the corner closest to the neighbors. I know that building is less than 50 feet from these neighbors. To give you some perspective a parking space is about 20 feet so a couple of parking spaces from these homes is this building. So we can hear music in our living room from that building. We can hear it on Friday nights and other nights. I came home Friday night at 8:00 p.m. walked in my living room to sit down and can hear the music in the living room. It is not a temporary thing. Actually the generators in the parking lot was kinda the final straw. Just the noise in the neighborhood has brought this to people's attention. I ask you to be consistent and not allow this SUP. I am solely for churches and the more churches that come to Pantego would be great just not beside a neighborhood.

Pastor Lafayette stated they do not hear the music outside when they are outside so she does not understand. Mr. Tally has put up some boards so you cannot hear the music outside. I understand that can be very disturbing at 8:00 p.m.

Mayor Paradise closed the Public Hearing at 8:21.

Council asked Mr. Talley to describe the modifications made to the building, sound deadening, and if a sound engineer was used. Mr. Talley stated a sound engineer was not used. He relied on his father's expertise because he has been in the industry for years. He stated he insulated all interior walls and added sound boards and vatted. Council inquired on the ceilings. Mr. Talley stated they are R-19 vatted. Council requested Mr. Talley to clarify the site plan layout due to the information tonight not matching the information provided. He went through each office suite on the site plan clarifying the renters of the spaces, the doors to each suite, the common bathroom located in the hallway, the two public outside doors and the one private outside door. He went on to explain the methods for entry of emergency personnel and the locking mechanisms to the doors. Mr. Fielder stated the church

Town Council Minutes  
December 14, 2015

occupies 1,725 square feet total with 475 sq. ft. for fellowship and 550 sq. ft. for offices. Council requested Mr. Talley to give the suite numbers for each suite and outline the location of the church in relation to the Gypsy Room.

Council explained to Pastor Lafayette the packet submitted was incomplete and contradicts the information given at tonight's meeting. They requested her to give the day and times of the services again; as well as the total number in her congregation and how many are typically at each service. Pastor Lafayette stated prayers are scheduled everyday 6:00 a.m. to 7:00 a.m. with an open door policy; Sundays 9:00 a.m. to 10:00 a.m.; Sunday school starts at 8:30 a.m. with children's church at 10:00 a.m.; the total number in the congregation is approximately 70, with 70 at Sunday services; the total number of seats is 89. Mr. Fielder informed Council he was given the total leased square footage as 2,750. Mr. Talley verified the lease identifies the amount of square footage rented and correlates to the information provided by the City Manager.

Council stated they were under the impression the SUP was only for the circled area on the site plan not an additional two more suites and commented there was not a reference to the total square footage. Council verified the church and Mr. Talley were unaware of the SUP requirement upon moving in four months ago and did not check with the Town on such requirements. They inquired on ADA requirements and if Mr. Talley followed the national building codes, the NFPA, and the International Fire Code for the remodeling. Council asked Mr. Talley if he has any idea of the cost to improve the building and bring it up to code and if he is prepared to spend that amount of money. Mr. Talley stated he was aware and is prepared; however, he will need to know what the Town will require him to do. There was discussion on the ADA requirements and Mr. Jobe explained the ADA requirements do not take effect until \$50,000 worth of remodeling has taken place. Mr. Talley stated he has followed the guidelines of the Town for his construction. There was discussion on the number of parking spaces at the location versus the number needed. It was determined 18 spaces are required for 89 seats and there was ample parking spaces for this establishment.

There was discussion on outside events, typical times for music, and the method for music is a live band. Pastor Lafayette confirmed the music is live, they have an annual outside festival they would like to continue, and the typical times for music are Friday nights and Sundays in the sanctuary. Council inquired on the term of the lease and the types of businesses of the other tenants.

Council inquired on other complaints received, the exact work done during the remodeling, and discussed their concerns for the change in Newport's approach for this building, the building not being brought up to code, and the discrepancies in the information provided in the packet versus what was provided tonight. Mr. Talley addressed Council's concerns and explained they have only received two complaints on the noise from other tenants. He went on to explain they replaced a majority of the flooring, painting, replaced the hallway lighting, put LED's outside, installed outdoor flood lights, changed out all commodes, and replaced the hollow interior doors with solid core doors, added access control locking mechanisms, performed \$90,000 worth of repairs from the storms earlier in the year and replaced some air conditioning units. Originally, they planned to turn this building into executive office suites. However, after they took down one wall and was informed by the previous Building Inspector the requirements of the building permit and the cost associated they decided these costs would make the building no longer viable and changed their scope of work. Council confirmed with Mr. Jobe the building meets the Town's existing code. Mr. Jobe explained the building is considered non-conforming until 50% of the building is remodeled. There was discussion with Mr. Jobe regarding the ADA requirements and the removal of the interior wall. Council explained they look at the increase in traffic and the liabilities of approximately 40 cars leaving the parking lot at once and inquired on a mitigation plan for safety. Pastor Lafayette explained not everyone leaves at the same time and most people mingle in the parking lot talking. She stated if they reach that point they will hopefully, be out of the building. Mr. Talley explained he would be willing to sit with the neighborhood residents, Trinity Church (previous owner), this church, Council, and Town staff to work out a mitigation plan and is open for suggestions. Council discussed their concerns with the lack of additional submitted information as outlined in the SUP application; such as a description of the property use, description of a long term mitigation plan, a planned development of the property,

Town Council Minutes  
December 14, 2015

description of any special construction requirements, any significant traffic requiring a mitigated traffic plan, or a noise mitigation plan.

Councilmember Surratt made a motion to deny Zoning Case Z-216. Councilmember Funderlic seconded the motion based upon an incomplete submittal.

The vote was as follows:

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

Nays: none.

Abstentions: None.

Mayor Paradise declared the vote passed unanimously.

- 6. Public hearing, discuss, direct, ad consider action on Ordinance 15-774 an ordinance of the Town Council of the Town of Pantego, Texas, regarding Zoning Case Z-217, a proposed Special Use Permit as requested by DS Restaurant Ventures, LLC for the permission to sell alcohol (mixed beverages) for on-premise consumption at a restaurant located at 2233 West Park Row Drive, Lot 1 Block 10 of the G. W, Parks Subdivision, Pantego, Tarrant County, Texas. The property is generally located on the northeast corner of West Park Row Drive and Milby Road.**

Ms. Arrington read the caption of the ordinance for the record. Mr. Fielder introduced this item.

Mayor Paradise opened the public hearing at 9:26 p.m.

Darryll Wood, the applicant, stated he is acquiring a Pantego business and TABC will not allow for transferring of the permit and requires they obtain a new permit. Therefore, change of ownership is why we are here.

Barbara Brown, 2227 A West Park Row Drive, Pantego, Texas 76013, I am the landlord and totally approve of the SUP. They are very professional.

Mayor Paradise closed the public hearing at 9:28 p.m.

Mayor Pro-Tem Brewster made a motion to approve Zoning Case Z-217 as requested and written. Councilmember Funderlic seconded the motion.

Mayor Pro-Tem Brewster amended the motion to approve Zoning Case Z-217 as staff recommends with a time limit of two years or change of ownership. Councilmember Funderlic seconded the motion.

There was clarification on the requirement to resubmit at the end of two years and discussion by Council to extent this time.

Mayor Pro-Tem Brewster revised his motion to five years or change of ownership. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

## **RESOLUTIONS**

**7. Discuss, direct, and consider action on Resolution 15-35 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an agreement with Oncor for the reimbursement of tariffs.**

Mr. Fielder explained Oncor did an audit of the street lights located in the Town and realized there was a discrepancy in the charges.

Councilmember Barrett made a motion to approve Resolution 15-35 authorizing the City Manager to enter into an agreement with Oncor. Councilmember Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**8. Discuss, direct, and consider action on Resolution 15-36 a resolution of the Town Council of the Town of Pantego, Texas, authorizing the City Manager to enter into an agreement with Viewu Solutions for body cameras for the Police Department.**

Assistant Police Chief Reeves informed Council this item was discussed during the budget cycle in the amount of \$5,100.00 for four cameras. Since this time the Tarrant County District Attorney's office has changed the software. This change requires the digital media evidence to be viewed in an MP4 format. The company that provided the original quote is not capable of meeting this requirement for their body cameras. Assistant Chief Reeves stated he has received recommendations from other local agencies that currently use this product. Viewu requires a three year lease with a free warranty. At the end of three years the cameras will belong to the Town. This will not affect this Fiscal Year budget but will require the Police Department to budget for this in the next two Fiscal Years. There was discussion on the continuation costs after the initial three years are completed. Assistant Chief Reeves stated he understands there is not a cost after three years. Council requested a clarification at the next council meeting on the cost difference between the two plans in the agreement. There was discussion on the number of cameras needed; if the dash cams meet the Tarrant County requirements; if additional software is needed; and how the information is downloaded from the cameras. Chief Griffith stated the Department currently has a partial body camera policy with a full policy expected soon. He also explained there is not a way to predict a circumstance where all officers are on the street at the same time; however, it is a possibility they need to be prepared for. Assistant Chief Reeves stated the dash cameras convert to MP4 format already and believes it is just a functionality of the body cameras. The information is downloaded through a USB port. Council pulled this item for more clarification and a written statement advising there is not a cost after three years.

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

**10. Discussion, direct, and consider action on PantegoFest 2016.**

Mr. Fielder placed this item on the agenda to continue the discussion of what Council desires PantegoFest 2016 to look like. He explained the comparison chart provided for all the PantegoFest events since 2012 to date. He stated the 2012 PantegoFest does not have any accounting data. April Coltharp, Flair Events, gave a presentation comparing last year's accounting to this year's projections with alternatives to the festival. There was discussion on the difference that eliminating Sunday would have on the expenses and revenues. Council decided to cut out Sunday's events. There was discussion on having the PEDC Coordinator poll the businesses in the Lakewood Shopping Center regarding a Friday and Saturday event in their shopping center parking lot. Once the businesses are on board, she is to discuss the idea with Ann Farrell. There was discussion on a one day event on Saturday or a Friday evening and Saturday event. Council decided to have Mundo and Associates

Town Council Minutes  
December 14, 2015

research with the focus being on Friday bands and beer, the rest of the food sales, and vendors on Saturday. Council would like to discuss Mundo and Associates findings the first meeting in January. Council decided at this time to continue with full coordination with Flair Events instead of implementing a committee to help.

Mayor Paradise announced a break at 10:36 p.m.  
Mayor Paradise reconvened at 10:51 p.m.

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

**9. Discuss, direct, and consider action on authorizing the City Manger to pay the routine and anticipated monthly bills for the remainder of December 2015 due to the cancellation of the second December Council meeting.**

Council directed the City Manager to cover the general routine and anticipated monthly bills.

**CONSENT AGENDA ITEMS**

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

**1. City Manager Report**

Mr. Fielder informed Council on the following information:

One personnel vacancy remains for a patrol position due to Officer Watson becoming a Warrant Officer.

The concealed handgun course has approximately 50 people signed up and will be held Saturday, January 9<sup>th</sup> beginning at 9:00 a.m. at the Dwelling Place in Dalworthington Gardens. The class is four hours long and will resume either at the Alpine Gun Range or the Winchester Gun Range.

The Police Department escorted 110 vehicles with bikes for Mission Arlington. There were just under 900 bicycles donated on Saturday. Today, they took approximately 1,100 toys to Cooks Children's Hospital and two Silverleaf employees rode with them. Mayor Paradise announced she greatly appreciated the staff that participated in the Red Kettle Challenge and stated it makes a difference with increased interaction when the Police and Fire Departments are there.

The Wagon Wheel project is complete with the exception of repaving the road. Staff has met with Tarrant County and anticipates the repaving will take place in February or March. The Interlocal Agreement will be sent to Jim for his review. The sealant still needs to be applied to the pylons under the bridge. He has received several positive comments from residents regarding Public Works and how they resolved their issues so quickly.

The draft of the Economic Development Corporation Strategic Planning session has been placed in Council's Dropbox for review. There are issues that need to be discussed on the staff level that could have repercussions to the public. The next step should be a joint meeting with PEDC. Council will read thoroughly and email a list of concerns or questions to the City Manager.

The Town Attorney is still reviewing the Zoning Ordinance; however, it will be on the January Council meeting for discussion.

Ms. Arrington informed Council she has completed all courses for her Texas Municipal Clerks Certification Program and will graduate with her certificate on January 21<sup>st</sup>. It is a luncheon ceremony at a cost of \$50.00 per person and invited Council to attend. The deadline for the RSVP is January 6<sup>th</sup>.

**2. Monthly Staff Reports**

There was discussion on the Quint repairs and if they are still within the projected budget and if the Fire Department will give it a final inspection before taking possession. There was discussion on the need for mowing at the park twice in November. Dennis Jobe answered Council's questions on the Prayer Room concerning the fire alarm plan submittals and occupancy. Mr. Fielder informed Council of the Thank You note received from the Shaver's thanking the Public Works Department for going above and beyond to resolve their issue.

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

Mayor Paradise requested to change the heading from \$1,000 to \$2,000. There was discussion on the County paving reimbursement and a request for a breakdown of the project costs. There was discussion on the purpose for Metro Code during the time the Town was in between building inspectors. Council inquired on the C&M Concrete purchase order in relations to the Interlocal agreement with the City of Desoto and the process of delivering a notice to proceed. Mr. Fielder stated he will obtain a separate agreement to be signed by the contractor based on Desoto's unit prices. Council inquired on the SYB Construction Invoices and their similarities verifying staff is staying on top of the work performed to ensure there are no double payments. Council inquired on the Budget Adjustment form provided with the Casco purchase order and if staff shopped around for the cheapest price.

Mayor Paradise pulled Purchase Order 1867 Blackboard Connect because it was not on the list of payables and would like to have it placed on the January Council meeting List of Payables for consideration. There was discussion on a list of contracts for every contract held with by the Town for services, including the automatically renewed contracts.

**4. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from November 9, 2015

No comments were given

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from September 9, 2015
- PEDC minutes from October 28, 2015
- PEDC minutes from November 11, 2015
- P&Z minutes from June 1, 2015
- P&Z minutes from November 2, 2015

No comments were given.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Surratt made a motion to approve the Consent Agenda items as discussed except the Blackboard Connect PO# 1867. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

**COUNCIL INQUIRY**

Town Council Minutes  
December 14, 2015

None.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 11:38 p.m.

APPROVED:

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

ATTEST:

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

**Community Relations Board Minutes  
November 3, 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 3<sup>rd</sup> day of November, 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>Cal Kost</b>	

The following Board Members were not present:

**Jesse Howell**

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**

**OLD BUSINESS**

Approval of Minutes: October 6, 2015. Michael Cartier moves to approve minutes as written and Sheila Burcham seconds the motion. The minutes pass as written.

**CITIZENS OPEN FORUM**

Jane Barrett thanks the board for the get well card sent to her. She also passes along a message from Mayor Paradise of a job well done by the CRB.

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

### **1. Halloween Event Re-cap**

The Halloween event scheduled for Saturday, October 31 was cancelled due to weather conditions.

Cupcakes for the cakewalk were not ordered. The stocks attraction the Board had built was completed and a bill was given to treasurer, Leanna Cartier. Left over candy that was purchased and donated by Cowboy Towing will be used for the Stocking Stuffing event. Glow sticks will also be used during the Candy Train/Holiday in the Park event.

### **2. Christmas Event**

The Christmas event is scheduled for Saturday, November 28. Michael and Leanna Cartier will be the chair people for this event. Set up will begin at the park at 5:00pm with an anticipated arrival of Santa between 5:45 and 6:00pm. Refreshments will be served and will include popcorn, cookies, coffee, hot chocolate, and cold drinks. The coffee was a donation from Starbucks. Cookies have been ordered for the event and will cost \$120 for 34 dozen chocolate chip cookies.

TNT Train, sleigh, and face painting will be at the event. They have been booked for two hours and the cost will be \$705.

Food will be provided for all Board members and volunteers.

The Candy Train will leave Town Hall around 3:00. Santa will be picked up one block over from the event by a police car and taken to the south side of the park for a short break.

Six elf volunteers are needed to assist Santa on the Candy Train and at the park during pictures. We will be purchasing costumes this year instead of renting.

Sheila Burcham will be in charge of the craft station. She has provided examples of three different craft options for the event.

Stocking stuffing has been proposed for November 19 at 7:00pm. Six hundred stockings will be made for the event.

The residential house decorating contest will be discussed at our next meeting.

### **3. FY 14-15 Budget Final Review**

A total of \$152.53 was left in the 14-15 fiscal year budget.

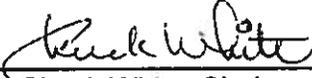
### **4. FY 15-16 Budget Review**

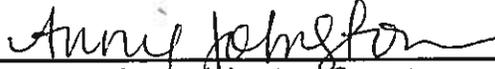
So far, \$1447.70 has been spent in the new fiscal year budget.

## **CRB MEMBER INQUIRY**

## **ADJOURNMENT**

Chairperson White adjourned the regular session at 7:59 p.m.

APPROVED:   
Chuck White, Chairman

ATTEST:   
Annie Johnston, Secretary

**Community Relations Board Minutes  
December 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 December, 2015 with the following members present:

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

The following staff and council members were present:

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

The following board members were absent:

<b>Annie Johnston</b>	<b>Secretary</b>
<b>Sheila Burcham</b>	<b>Board Member</b>

**Call to Order and General Comments**

Chairperson Chuck White called the meeting to order at 7:01 p.m.

Chuck White reminded the Board about the upcoming annual Town Christmas Party on December 11<sup>th</sup> and inquired on who would be attending.

**PLEDGE OF ALLEGIANCE**

**CRB MEMBER REPORTS**

None.

**APPROVAL OF MINUTES**

There were no minutes to approve.

## **CITIZENS OPEN FORUM**

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

#### **1. Christmas Event Re-cap**

Michael Cartier informed the Board that the Candy Train and Tree Lighting was cancelled for November 28<sup>th</sup> due to inclement weather. There will be a Santa in the Park event on Saturday, December 12<sup>th</sup> instead.

TNT entertainment will be able to be set up by 7 p.m. Leanna Cartier stated that if only the sleigh was used, the cost would be \$200. It was agreed to go ahead with the whole package, including the train, the sleigh and face-painting for \$705. Matt Fielder stated Santa would be available at 7 p.m.. He also stated the tree is already lit and there will not be a Candy Train.

There was a motion by Michael Cartier to begin the event at 7 p.m. Jesse Howell seconded. Chuck White declared the motion passed unanimously.

Michael Cartier stated that the doggy treat bags were stuffed and would be handed out at the event along with the stockings. Tori Roemmich agreed to hand out the doggy treats and toys while Santa will hand out the stockings.

Michael Cartier advised that the coffee donation from Starbucks had been re-scheduled and must be picked up by 5 p.m.

Chuck White stated that he never heard back from Cheryl White of Sweet Suite Catering about the cookies. He made arrangements with Perna Johnson of Perna's Cajun & Soul Food to make 34 dozen cookies. The cost is \$138 and has already been paid for.

Chuck White asked Sheila Sherman to ask Julie Arrington, City Secretary, to re-order sandwiches from Subway for the volunteers.

Cal Kost advised the Pantego Lions Club will serve hot chocolate and popcorn.

There was a discussion about what time to meet to set up. It was decided to meet at 4 p.m. with the volunteers arriving at 4:30 p.m.

Chuck White and Michael Cartier agreed to meet at the Barn on Sunday, December 6<sup>th</sup> to retrieve the Christmas boxes for set-up.

There was discussion on the advertising for the event. It will be posted on the website, the Town marquees and Facebook. Matt Fielder will check on the possibility of posting it on Blackboard.

There was discussion on the decorating contest and who would judge the contest. Chuck White suggested that someone other than the board members judge the contest; such as Arlington residents. Tori Roemmich countered that CRB should judge. There was a motion by Tori Roemmich that the CRB members judge the contest. Jesse Howell seconded. The motion passed. There was further discussion on the deadline and the Board decided the deadline would be Friday, December 18 with their lights on between the hours of 7 p.m. and 9 p.m. Michael Cartier is going to advise via e-mail the 2 categories being considered with a 1<sup>st</sup> and 2<sup>nd</sup> place winner in each category and attach the judging form. The prizes will be \$100 for the 1<sup>st</sup> place winners and \$50 for the 2<sup>nd</sup> place winners.

## 2. FY 15-16 Budget Update

Tori Roemmich brought up the need to buy 1 large and 1 small container for storage. The large one to be used for costumes, etc that need extra protection in the Barn and the small one to be used for smaller things that will not keep well in the barn and will remain at Town Hall. It was decided that Tori Roemmich will pick up the Walmart card and purchase them.

Michael Cartier inquired on the Santa fee. It was previously decided to pay \$150 for the service. Sheila Sherman stated that Cherie Charboneau, Account Payable, contacted him and he asked for only \$100.

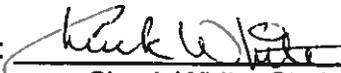
### CRB MEMBER INQUIRY

None

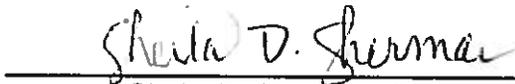
### ADJOURNMENT

Chairperson White adjourned the regular session at 7:43 p.m.

APPROVED:

  
\_\_\_\_\_  
Chuck White, Chairman

ATTEST:

  
\_\_\_\_\_  
Sheila D. Sherman, Support Specialist



# AGENDA BACKGROUND

**AGENDA ITEM:** Honors/Recognitions Residential Christmas Light Contest Winners

**Date:** January 11, 2016

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**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Each year the Community Relations Board conducts a contest for the Residential Christmas light decorations in three different categories. This year they decided to only judge two different categories; Traditional and Whimsical. This year's winners are named below and will be presented with a certificate and a cash award at the Council meeting.

Traditional

Smokey & Sarah Garrett, 1812 Nora Dr.

Gregory & Pamela Pendley, 1602 Newsom Ct.

Whimsical

Mike and Becky Dement, 2810 Country Club

Blake & Kari Bowman, 1604 Stagecoach

**FISCAL IMPACT:**

\$300.00

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Certificates for the various winners.

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



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

*December 2015*

*Residential Yard Decorating Contest*

*Presented to*

*Smokey & Sarah Garrett*

*1812 Nora Drive*

*For their outstanding performance and*

*Traditional presentation*



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

*December 2015*

*Residential Yard Decorating Contest*

*Presented to*

*Gregory & Pamela Pendley*

*1602 Newsom Court*

*For their outstanding performance and  
Traditional presentation*



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

*December 2015*

*Residential Yard Decorating Contest*

*Presented to*

*Mike & Becky Dement*

*2810 Country Club Road*

*For their outstanding performance and  
Whimsical presentation*



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

*December 2015*

*Residential Yard Decorating Contest*

*Presented to*

*Blake & Kari Bowman*

*1604 Stagecoach Drive*

*For their outstanding performance and*

*Whimsical presentation*



# AGENDA BACKGROUND

**AGENDA ITEM:** Honors/Recognitions of Employees

**Date:** January 11, 2016

---

**PRESENTER:**

Mayor Melody Paradise

**BACKGROUND:**

Each year the Town of Pantego recognizes its employees for their dedication and commitment to the Town and each department selects their Employee of the Year. The City Manager will select an overall Employee of the Year for the Town out of the Departmental submittals. This year's Recipients are:

Recognition of Service

- Barry Reeves, Asst. Police Chief - 15 years
- Steven Meinke, Police Officer – 5 years
- Blake Slater, Fire Department Lieutenant – 5 years

Departmental Employee of the Year

- Administration – Ariel Carmona, Finance Director
- Public Works – Sheila Sherman, Support Specialist
- Fire Department – Richard Wood, Fire Fighter
- Police Department – Michael Marquez, Corporal
- Court – Shannon Story, Municipal Clerk

The Town of Pantego Employee of the Year:

- TBD

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

None.



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider actions on Resolution 16-01 of the Town Council of the Town of Pantego, TX, authorizing the City Manager to enter into an Inter-local Agreement with Tarrant County.

**Date:** January 11, 2016

---

**PRESENTER:**

Matthew Fielder, City Manager  
Scott Williams, Public Works Director

**BACKGROUND:**

The Interlocal Agreement with Tarrant County will provide milling and paving services for a complete asphalt overlay on Wagonwheel Trail between Park Row and Smith Barry. The Agreement specifies both the County and the Town's responsibilities. Generally, the County is responsible for providing the equipment and doing the work, and the Town will purchase the material, trucking cost, provide barricades, etc. Council approved \$160,000 for this project in the FY15-16 budget. However, the estimated cost by the County is \$72,310 plus an additional \$30,000 as a contingency amount for additional sub-grade work if required.

**FISCAL IMPACT:**

\$160,000

**RECOMMENDATION:**

Approval of Resolution 16-01

**ATTACHMENTS:**

Resolution 16-01  
Interlocal Agreement between Tarrant County and the Town of Pantego  
Memo – estimated cost prepared by the County

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

**RESOLUTION NO. 16-01**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH AND BETWEEN TARRANT COUNTY FOR PAVING SERVICES ON WAGONWHEEL TRAIL.**

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

**WHEREAS,** the Town is requesting Tarrant County's assistance in the two (2) inch mill and overlay of Wagonwheel Trail at a width of 27 feet and a length of approximately 2,850 feet; and

**WHEREAS,** the Commissioner's Court of Tarrant County and the Town Council of the Town of Pantego mutually find that this agreement serves the common interests of both parties; will benefit the public; the division of costs fairly compensates both parties; and the Town and County have both authorized their representative to sign this agreement.

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

**Section 1:** the Town Council hereby authorizes the City Manager to enter into an Interlocal Agreement with Tarrant County for paving services on Wagonwheel Trail between Park Row Dr. and Smith Barry Rd. **(Exhibit A)**

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

**PASSED AND APPROVED** this the 11<sup>th</sup> day of January 2016, at a regular meeting of the Town Council of the Town of Pantego, Texas, by a vote of \_\_\_ ayes, \_\_\_ nays and \_\_\_ abstentions.

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**THE STATE OF TEXAS****INTERLOCAL AGREEMENT****COUNTY OF TARRANT**

This Interlocal Agreement is between Tarrant County, Texas ("COUNTY"), and the Town of Pantego ("TOWN").

WHEREAS, the TOWN is requesting the COUNTY's assistance in the two (2) inch mill and overlay of Wagonwheel Trail at a width of 27 feet and a length of approximately 2,850 feet (the "**Project**").

WHEREAS, the Interlocal Cooperation Act contained in Chapter 791 of the Texas Government Code provides legal authority for the parties to enter into this Agreement; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the parties will make the performance and payment from current revenues legally available to that party; and

WHEREAS, the Commissioners Court of the COUNTY and the Town Council of the TOWN each make the following findings:

- a. This Agreement serves the common interests of both parties;
- b. This Agreement will benefit the public;
- c. The division of costs fairly compensates both parties to this Agreement; and
- d. The TOWN and the COUNTY have authorized their representative to sign this Agreement.

NOW, THEREFORE, the COUNTY and the TOWN agree as follows:

**TERMS AND CONDITIONS****1. COUNTY RESPONSIBILITY**

The COUNTY will furnish the labor and equipment to assist the TOWN in completing the Project. The two (2) inch mill and overlay will consist of the following:

- 1.1 Mill two (2) inches of existing roadway;
- 1.2 Apply asphalt emulsion prime coat; and
- 1.3 Place and compact two (2) inches of Type D Hot Mix Asphalt Concrete.

Note: If sections of the existing sub-grade will not support a two (2) inch mill and overlay, COUNTY will stabilize and compact the sub-grade at a depth of ten (10) inches using Cem-Lime product at the identified failing sections.

**2. TOWN RESPONSIBILITY**

- 2.1 TOWN will furnish all materials for the Project and pay trucking charges.
- 2.2 TOWN will furnish a site for dumping waste in close proximity to job site for materials generated during this project.
- 2.3 TOWN will furnish all rights of way, plan specifications and engineering drawings.
- 2.4 TOWN will furnish necessary traffic controls including Type A barricades to redirect traffic flow to alternate lanes during the construction phase of the Project.
- 2.5 TOWN will provide temporary pavement markings.

- 2.6 If a Storm Water Pollution Prevention Plan is required, the TOWN will be responsible for the design and development of the Plan. TOWN will pay for all cost (including subcontractor materials, labor and equipment) associated with the implementation and maintenance of the Plan.
- 2.7 TOWN will ensure that the Project is cleared of obstructions which could damage COUNTY equipment during construction.
- 2.8 TOWN will verify the location of all utility locations, mark those locations and then remove the utilities that will interfere with the progress of the Project.
- 2.9 TOWN will provide any soil lab testing needed for the Project.
- 2.10 TOWN will furnish traffic control/flag personnel.

### **3. PROCEDURES DURING PROJECT**

COUNTY retains the right to inspect and reject all materials provided for this Project.

If the TOWN has a complaint regarding the construction of the project, the TOWN must complain in writing to the COUNTY no later than 30 days of the date of project completion. Upon expiration of 30 days after project completion, the TOWN will be solely responsible for maintenance and repairs of Wagonwheel Trail.

### **4. NO WAIVER OF IMMUNITY**

This Agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This Agreement does not waive TOWN rights under a legal theory of sovereign immunity.

### **5. OPTIONAL SERVICES**

- 5.1 If the TOWN requests application of permanent striping by the COUNTY, a separate interlocal agreement must be entered into by the parties.
- 5.2 If required, the TOWN will pay for engineering services, storm water run-off plans, and continuation of services and plan.
- 5.3 If a Storm Water Prevention Plan is provided by the TOWN, the COUNTY will be responsible for the implementation and maintenance of the Plan during the duration of the Project.

### **6. TIME PERIOD FOR COMPLETION**

The TOWN will give the COUNTY notice to proceed at the appropriate time. However, the COUNTY is under no duty to commence construction at any particular time.

### **7. THIRD PARTY**

The parties do not enter into this Agreement for the benefit of third parties. The intent of this Agreement excludes the idea of a suit by a third party beneficiary. The parties to this Agreement do not consent to the waiver of sovereign immunity under Texas law to the extent any party may have immunity under Texas law.

### **8. JOINT VENTURE & AGENCY**

The relationship between the parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any party as agent for the other party.

**9. EFFECTIVE DATE**

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed.

**10. TERMINATION OF AGREEMENT**

This Agreement will automatically terminate upon completion of the Project or September 30, 2016, whichever date occurs first. This Agreement may be renewed prior to its expiration upon the mutual consent of the parties in writing.

**TARRANT COUNTY, TEXAS**

**TOWN OF PANTEGO**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
Authorized TOWN Official

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

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

\_\_\_\_\_  
COMMISSIONER, PRECINCT 2  
ANDY NGUYEN

Attest:  
  
\_\_\_\_\_

Attest:  
  
\_\_\_\_\_

APPROVED AS TO FORM\*

APPROVED AS TO FORM AND LEGALITY

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

\_\_\_\_\_  
Assistant TOWN Attorney

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



## Tarrant County Precinct Two

**Southeast Maintenance Center**  
 1203 E. Kennedale Parkway  
 Kennedale, Texas 76060  
 817-483-6920

# Memo

**To:** Scott Williams / Town of Pantego  
**From:** Karen McBride, Assistant Director of Field Operations  
**Date:** December 16, 2015  
**Project:** Wagonwheel Trail

**Length:** 2,850 ft.    **Width:** 27 ft.    **Description:** Two (2) inch mill and overlay

Material	Vendor Information	Requested PO Amount
Emulsion CSS-1H	<b>Heartland Asphalt Materials</b> 860 West Airport Freeway #400, Hurst, Texas 76054 Contact: Matt Hunt (817)788-9700 or 870-565-5905	\$2,200
Hot Mix D	<b>Reynolds Asphalt</b> PO BOX 370, Euless, Texas 76039 Contact: Bob Cuykendall (817)267-3131	60,000
	<b>Material Cost</b>	<b>62,200</b>
	<b>10% Contingency</b>	6,220
Engineer Services	<b>LandTec Engineers</b> 1700 Robert Rd STE 101, Mansfield, Texas 76063 Contact: Julie McCormack (817)572-2818	3,890
	<b>Total Estimate</b>	<b>\$72,310</b>

**Note:** If sections of the existing sub-grade will not support a two (2) inch mill and overlay, a purchase order will need to be issued to Martin Marietta in order to stabilize and compact the sub-grade at a depth of ten (10) inches using Cem-Lime product at the identified failing sections.

<b>Cem-Lime</b>	<b>Martin Marietta</b> 10615 Spangler Road, Dallas, Texas 75220 Contact: Dan Richwine (972)409-3240	\$30,000
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# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on setting a date for a special meeting to review major revisions to the Town of Pantego Municipal Code of Ordinances Chapter 14 Zoning.

**Date:** January 11, 2016

**PRESENTER:**

Dennis Jobe, Community Development Director

**BACKGROUND:**

The Town Council last met on May 18, 2015 to follow up on Mr. Joyce's research to the various outstanding questions Council still had on the Zoning Ordinance. Council needs to set up special meeting dates and times to continue their discussions on this item and work towards finalizing this revision.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends setting a special meeting on January 18<sup>th</sup> or February 1<sup>st</sup>.

**ATTACHMENTS:**

None.

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