



Melody Paradise, Mayor  
Russell Brewster, Mayor Pro Tem

# AGENDA

## TOWN COUNCIL

### March 14, 2016

#### COUNCIL MEMBERS:

Fred Adair  
Don Funderlic  
Jane Barrett  
Don Surratt

Matthew Fleider, City Manager

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

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

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

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

1. City Manager Report
  - Update on Street Projects
  - Personnel Vacancies
  - Water and Sewer Rate Study
  - Scottino Dr.
  - Zoning Ordinance
  - New Ethics Commission Purchasing Requirements
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 February 22, 2016
    - Town Council minutes from March 8, 2016
  - Acceptance of Minutes of Boards and Commissions:
    - PEDC minutes from February 10, 2016
    - PEDC Minutes from February 24, 2016
    - ZBA minutes from March 21, 2014
5. Discuss, review, and accept the 2015 Racial Profiling report.

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

#### CALL TO ORDER/WELCOME

INVOCATION BY: Councilmember Don Surratt

#### PLEDGE OF ALLEGIANCE

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

#### HONORS AND RECOGNITIONS

- Badge pinning ceremony for newly graduated Police Officers Clint Springer and Courtney Guy.
- Introduction of Erica Williams to the Accounts Payable/Payroll Coordinator position in the Finance Department.

RECEPTIONCOUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORTCITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

PUBLIC HEARING

6. Public Hearing, discuss, direct, and consider action on Ordinance 16-780 an ordinance of the Town of Pantego, Texas, on zoning case Z-220, a proposed re-plat as requested by Mercantile Bank for the property at 2401 W. Park Row Dr., Lot 3R-1, Block 1 of the Westbury Square Addition, Pantego, Tarrant County, Texas and providing an effective date.
7. Public Hearing, discuss, direct, and consider action on Ordinance 16-781 an ordinance of the Town of Pantego, Texas, on an amending Division 2 "Definitions" and Division 8 "Commercial and Industrial District Regulations" of Article 14.02 "Zoning Ordinance" of the Code of Ordinances of the Town of Pantego, Texas, by amending Section 14.02.052 "Definitions" and Section 14.02.451 "Use Regulations" as they relate to credit access businesses; making the ordinance cumulative of other ordinances on the subject; providing a penalty clause; providing for publication; and declaring an effective date.

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

8. Discuss, direct, and consider action on a proposal from Holly Potter-Harvey to coordinate the 2016 PantegoFest.

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.

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.

ADJOURNMENTCERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, March 11, 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:** March 14, 2016

## **Update on Street Projects**

The Tarrant County Commissioners Court has approved the interlocal agreement to repave Wagon Wheel. They expect to begin work in May. The work on Bowen Road has been temporarily suspended due to an illness with the project supervisor.

## **Personnel Vacancies**

The vacancies for Account Payable/Payroll Coordinator and Public Works Maintenance Worker have been filled. Staff continues to search for a new Finance Director and Police Officer.

## **Water and Sewer Rate Study**

The Council Committee met and reviewed various scenarios for a water and sewer rate increase and has developed a recommendation for the Council to consider at the March 28<sup>th</sup> Council meeting.

## **Scottino Drive**

The Waterford has been contacted and we are waiting to find out who with the new ownership company has the authority to make a decision regarding the reacquisition of property for the street.

## **Zoning Ordinance**

Staff is seeking guidance from Council regarding a date for the next special meeting to review the comments on the draft zoning ordinance.

## **New Ethics Commission Purchasing Requirements**

Staff has been made aware of House Bill 1295, which requires that for any contract approved by the Town Council, a form must be submitted by the contractor to the Texas Ethics Commission. The form must list all interested parties and intermediaries for the contract, and must also be notarized and submitted directly by the contractor. Because most municipalities use the legal maximum of \$50,000 for contracting authority, this is not burdensome on them. However, because the limit in Pantego is \$2,000, this will create a significant challenge in obtaining bids for many of our purchases. The net impact will be higher costs and greater delays in obtaining goods and services.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** March 14, 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 February 29, 2016**

Book Value of Pool Account, February 1, 2016 \$ 4,254,000

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	2/1/2016	\$ 3,052,678	2/29/2016	0.3010%	\$ 1.00
TexPool Prime	2/1/2016	1,201,322	2/29/2016	0.4673%	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	\$ 3,052,678	\$ 3,052,678	\$ 518,970	\$ 3,571,648	\$ 3,571,648
TexPool Prime	1,201,322	1,201,382	446	1,201,768	1,201,852
Certificate of Deposits	907,309	907,309	0.00	907,309	907,309
Total	\$ 5,161,309	\$ 5,161,369	\$ 519,416	\$ 5,680,726	\$ 5,680,809

**Pantego Economic Development Corp.  
Monthly Investment Report  
As of February 29, 2016**

Book Value of Pool Account, February 1, 2016 \$ 692,737

Security	Purchase Date	Par	Maturity Date	Yield	Price
Texpool	2/1/2016	\$ 692,737	2/29/2016	0.3010%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
Texpool	\$ 692,737	\$ 657,805	\$ (248,042)	\$ 444,695	\$ 444,695
Total	\$ 692,737	\$ 657,805	\$ (248,042)	\$ 444,695	\$ 444,695

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

  
Matthew Fielder  
City Manager

  
Ariel Carmona  
Finance Director



# Interest Distribution Report

Interest Distribution Report

Generated: 03/01/2016  
Settlement Date: 02/29/2016

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	\$803.75	\$3,571,647.83
449/TexPool	7903800002	PANTEGO ECONOMIC DEVELOPMENT CORP	\$124.17	\$444,695.03
590/TexPool Prime	7903800001	GENERAL FUND	\$446.06	\$1,201,768.26
TexPool Totals:			\$927.92	\$4,016,342.86
TexPool Prime Totals:			\$446.06	\$1,201,768.26
Locations Totals			\$1,373.98	\$5,218,111.12

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 February	0.3010%
Average Monthly Dividend Factor for February	0.000008248

<b>Information as of</b>	February 29, 2016
Daily Net Yield	0.3052%
Dividend Factor	0.000008362
7 Day Net Yield	0.31%
Daily Assets	\$16,950,461,798.42
Weighted Average Maturity	37 days
Weighted Average Life	66 days
NAV	1.00000

### TexPool *Prime*

Average Monthly rate for February	0.4673%
Average Monthly Dividend Factor for February	0.000012803

<b>Information as of</b>	February 29, 2016
Daily Net Yield	0.4906%
Dividend Factor	0.000013440
7 Day Net Yield	0.49%
Daily Assets	\$2,293,271,396.33
Weighted Average Maturity	35 days
Weighted Average Life	44 days
NAV	1.00007

### 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: FEBRUARY 29TH, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/	
					TEXPOOL PRIME	FUND TOTAL
GENERAL FUND						
100-0-000-102.00	CASH	359,676.98				
100-0-000-102.10	PETTY CASH	500.00				
100-0-000-102.20	CHANGE FUND - COURT	300.00				
100-0-000-102.30	CHANGE FUND - CITY HALL	105.00				
100-0-000-202.00	CERT OF DEPOSIT		252,755.95			
100-0-000-203.00	DISC NOTES			0.00		
100-0-000-204.00	TEXPOOL				1,930,720.64	
100-0-000-204.50	TEXPOOL PRIME				551,768.26	
	TOTAL 100-GENERAL FUND	360,581.98	252,755.95	0.00	2,482,488.90	3,095,826.83
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	141,115.34				
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				2,687.74	
	TOTAL 200-WATER AND SEWER FUND	141,115.34	251,751.37	0.00	2,687.74	395,554.45
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				91,105.59	
	TOTAL 300-CAPITAL PROJECTS FUND	0.00	0.00	0.00	91,105.59	91,105.59
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				31,844.67	
	TOTAL 400-INTEREST & SINKING FUND	0.00	100,700.51	0.00	31,844.67	132,545.18
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				366,133.88	
	TOTAL 500-STREET IMPVMT CONST FUND	0.00	251,751.37	0.00	366,133.88	617,885.25

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: FEBRUARY 29TH, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				408,251.25	
550-0-000-204.50	TEXPOOL PRIME				650,000.00	
TOTAL 550-PARK ROW PROJ FUND		0.00	0.00	0.00	1,058,251.25	1,058,251.25
TRUST & AGENCY FUND						
650-0-000-102.00	CASH	82,341.74				
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				42,062.87	
TOTAL 650-TRUST & AGENCY FUND		82,341.74	0.00	0.00	42,062.87	124,404.61
WATER/SEWER CONSTRUCTION						
700-0-000-102.00	CASH	0.00				
700-0-000-202.00	CERT OF DEPOSITS		0.00			
700-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
700-0-000-204.00	TEXPOOL				150,636.97	
TOTAL 700-WATER/SEWER CONSTRUCTION		0.00	0.00	0.00	150,636.97	150,636.97
INFRASTRUCTURE IMPVMT						
750-0-000-102.00	CASH	0.00				
750-0-000-202.00	CERT OF DEPOSITS		0.00			
750-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
750-0-000-204.00	TEXPOOL				417,518.03	
TOTAL 750-W/S INFRASTRUCTURE FUND		0.00	0.00	0.00	417,518.03	417,518.03
PAYROLL IMPREST FUND						
777-0-000-102.00	CASH	16,232.41				
TOTAL 777-PAYROLL IMPREST FUND		16,232.41	0.00	0.00	0.00	16,232.41
COURT SECURITY FUND						
800-0-000-102.00	CASH	0.00				
800-0-000-202.00	CERT OF DEPOSITS		0.00			
800-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
800-0-000-204.00	TEXPOOL				10,488.20	
TOTAL 800-COURT SECURITY FUND		0.00	0.00	0.00	10,488.20	10,488.20
COURT TECHNOLOGY FUND						
825-0-000-102.00	CASH	0.00				
825-0-000-202.00	CERT OF DEPOSITS		0.00			
825-0-000-203.00	FHML MTG DISC NOTE #1			0.00		
825-0-000-204.00	TEXPOOL				72,398.17	
TOTAL 825-COURT TECHNOLOGY FUND		0.00	0.00	0.00	72,398.17	72,398.17
PANTEGOFEST						
850-0-000-102.00	CASH	0.00				
850-0-000-102.20	CHANGE FUND	0.00				
850-0-000-204.00	TEXPOOL				1,146.23	
TOTAL 850-PANTEGOFEST		0.00	0.00	0.00	1,146.23	1,146.23

TOWN OF PANTEGO  
 CASH & INVESTMENTS REPORT  
 AS OF: FEBRUARY 29TH, 2016

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				29,430.90	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	29,430.90	79,781.14
<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				32,156.12	
TOTAL 901-PEDC INTEREST & SINKING		0.00	0.00	0.00	32,156.12	32,156.12
<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	17,064.74				
903-0-000-102.10	PETTY CASH	0.00				
903-0-000-206.10	TEXPOOL				412,538.91	
TOTAL 903-PEDC OPERATING FUND		17,064.74	0.00	0.00	412,538.91	429,603.65
<u>PEDC ADMIN EXPENDITURE</u>						
TOTAL 904-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC REDEMPTION FUND</u>						
TOTAL 905-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>PEDC SALES TAX REVENUE</u>						
906-0-000-102.00	CASH	0.00				
906-0-000-206.10	TEXPOOL				0.00	
TOTAL 906-PEDC SALES TAX REVENUE		0.00	0.00	0.00	0.00	0.00
<u>ACCOUNTS PAYABLE IMPREST</u>						
TOTAL 999-DORMANT		0.00	0.00	0.00	0.00	0.00
<u>ALL FUNDS TOTAL</u>						
		617,336.21	907,309.44	0.00	5,218,111.12	6,742,756.77
		=====	=====	=====	=====	=====
<u>TOTAL CASH AND INVESTMENTS</u>		617,336.21			6,125,420.56	
		=====			=====	

## TOWN OF PANTEGO GENERAL FUND REVENUE REPORT FEBRUARY 2016

## 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	\$ 210,839	\$ 200,000	\$ 10,839	\$ 964,720	\$ 928,751	\$ 35,970	\$ 1,031,701	\$ 66,981	6%
Delinquent Tax Property	-	1,158	(1,158)	-	5,790	(5,790)	13,895	13,895	100%
Sales Tax	138,084	111,679	26,405	645,851	558,396	87,455	1,340,151	694,300	52%
Franchise Fee-Natural Gas	-	-	-	-	-	-	25,000	25,000	100%
Franchise Fee-Communications	21,124	23,625	(2,501)	42,026	39,375	2,651	94,500	52,474	56%
Franchise Fee-Electricity	-	-	-	-	-	-	170,000	170,000	100%
Franchise Fee-Cable	3,106	3,125	(19)	6,276	5,208	1,068	12,500	6,224	50%
Franchise Fee-Water & Sewer	12,500	12,500	-	12,500	12,500	-	25,000	12,500	50%
Mixed Beverage Tax	-	-	-	3,726	3,500	226	14,000	10,274	73%
Warrant Charges	12,293	8,333	3,960	39,606	41,667	(2,060)	100,000	60,394	60%
FTA / City (Omni Base)	593	583	10	2,133	2,917	(784)	7,000	4,867	70%
Court Fines and Penalties	41,717	32,917	8,800	149,240	164,583	(15,343)	395,000	245,760	62%
Special Expense Fee	24,868	22,917	1,951	116,755	114,583	2,172	275,000	158,245	58%
Accident Reports	95	50	45	175	250	(75)	600	425	71%
Child Safety Guard Program	1,280	667	613	6,335	3,333	3,002	8,000	1,665	21%
Traffic Fees	465	563	(98)	2,229	2,813	(584)	6,750	4,521	67%
City Judicial Fee	248	208	40	1,049	1,042	8	2,500	1,451	58%
City Arrest Fees	1,623	1,625	(3)	7,238	8,125	(888)	19,500	12,263	63%
10% Serv. Fee from T&A	-	1,846	(1,846)	8,918	9,229	(311)	22,150	13,232	60%
Time Payment Fee	-	2,083	(2,083)	11,830	10,417	1,413	25,000	13,170	53%
Planning and Zoning Fees	500	750	(250)	2,950	3,750	(800)	9,000	6,050	67%
Plan Review Fees	655	625	30	1,679	3,125	(1,446)	7,500	5,821	78%
Building Permits	3,412	3,417	(5)	17,472	17,083	388	41,000	23,528	57%
Liquor Licenses	4,800	667	4,133	6,303	3,333	2,969	8,000	1,698	21%
Contractor Registration Fee	925	917	8	6,600	4,583	2,017	11,000	4,400	40%
Certificates of Occupancy	700	583	117	3,900	2,917	983	7,000	3,100	44%
Clean & Show	(80)	44	(124)	120	221	(101)	531	411	77%
Dog Tag Revenue	10	25	(15)	95	125	(30)	300	205	68%
NSF Check Fees	-	2	(2)	35	10	25	25	(10)	-40%
Ambulance Revenue	8,735	10,833	(2,099)	42,818	54,167	(11,349)	130,000	87,182	67%
Fire Inspections	-	625	(625)	3,855	3,125	730	7,500	3,645	49%
Park Rental Revenue	390	250	140	920	1,250	(330)	3,000	2,080	69%
Gas Royalty Revenue	-	833	(833)	-	4,167	(4,167)	10,000	10,000	100%
Copy Fees	-	4	(4)	-	21	(21)	50	50	100%
No Insurance Towing Fees	350	417	(67)	900	2,083	(1,183)	5,000	4,100	82%
Interest Revenue	1,250	333	916	4,029	1,667	2,363	4,000	(29)	-1%
Other Revenue	12,102	833	11,269	17,874	4,167	13,707	10,000	(7,874)	-79%
Revenue Before Transfers In	\$ 502,583	\$ 445,038	\$ 57,545	\$ 2,130,157	\$ 2,018,272	\$ 111,885	\$ 3,842,153	\$ 1,711,996	45%

## TOWN OF PANTEGO GENERAL FUND EXPENSE REPORT FEBRUARY 2016

## 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	\$ 56,846	\$ 57,513	\$ 666	\$ 248,277	\$ 258,158	\$ 9,881	\$ 608,535	\$ 360,258	59%
Public Works	48,855	50,112	1,256	224,074	237,678	13,604	613,850	389,776	63%
Community Development	11,576	14,562	2,985	53,417	70,522	17,105	181,537	128,120	71%
Police	89,769	96,770	7,001	472,658	493,168	20,510	1,382,048	909,390	66%
Fire	85,281	88,282	3,002	411,511	425,845	14,334	1,201,853	790,342	66%
Municipal Court	28,242	28,669	428	139,393	150,094	10,700	363,385	223,992	62%
Community Relations Board	-	-	-	3,637	4,352	715	12,000	8,363	70%
Special Events	-	-	-	8,998	8,500	(498)	8,500	(498)	-6%
Other	-	-	-	1,753	1,920	167	2,000	247	12%
Expenditures Before Transfers Out	\$ 320,570	\$ 335,908	\$ 15,338	\$ 1,563,718	\$ 1,650,237	\$ 86,519	\$ 4,373,708	\$ 2,809,990	64%

**TOWN OF PANTEGO WATER AND SEWER REVENUE REPORT FEBRUARY 2016**  
**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	\$ 30,739	\$ 40,000	\$ (9,261)	\$ 194,064	\$ 200,000	\$ (5,936)	\$ 480,000	\$ 285,936	60%
Water Tap Fees	-	25	(25)	600	125	475	300	(300)	-100%
Sewer Service Charge Fee	28,434	30,000	(1,566)	149,600	150,000	(400)	360,000	210,400	58%
Sewer Tap Fees	-	21	(21)	300	104	196	250	(50)	-20%
Groundwater Conservation Fee	1,206	1,870	(664)	8,362	9,351	(989)	22,442	14,080	63%
Groundwater Conservation Fee-Recovery	1,206	1,870	(664)	8,362	9,351	(989)	22,443	14,081	63%
Trash Collections	7,765	7,667	99	38,819	38,333	486	92,000	53,181	58%
Sales Tax on Trash Collections	635	633	2	3,173	3,163	10	7,590	4,417	58%
Recycling	2,066	2,167	(101)	10,316	10,833	(517)	26,000	15,684	60%
Sales Tax on Recycling	159	179	(20)	792	894	(102)	2,145	1,353	63%
Penalties	955	1,250	(296)	5,984	6,250	(266)	15,000	9,016	60%
N.S.F. Check Fees	-	25	(25)	60	125	(65)	300	240	80%
Adm. Serv. Charge / Sewer Impact	620	583	37	3,078	2,917	161	7,000	3,922	56%
Interest Revenue	-	54	(54)	-	271	(271)	650	650	100%
Other Revenue	2,257	2,417	(160)	8,892	12,083	(3,192)	29,000	20,108	69%
Trash Contract Payable	(7,765)	(7,667)	(99)	(38,819)	(38,333)	(486)	(92,000)	(53,181)	58%
Sales Tax on Trash Collections Payable	(635)	(633)	(2)	(3,173)	(3,163)	(10)	(7,590)	(4,417)	58%
Recycling Contract Payable	(2,066)	(2,167)	101	(10,316)	(10,833)	517	(26,000)	(15,684)	60%
Sales Tax on Recycling Payable	(159)	(179)	20	(792)	(894)	102	(2,145)	(1,353)	63%
<b>Total Revenue Before Transfers In</b>	<b>\$ 65,416</b>	<b>\$ 78,115</b>	<b>\$ (12,699)</b>	<b>\$ 379,301</b>	<b>\$ 390,577</b>	<b>\$ (11,276)</b>	<b>\$ 937,385</b>	<b>\$ 558,084</b>	<b>60%</b>

**TOWN OF PANTEGO INFRASTRUCTURE IMPROVEMENT FUND REPORT FEBRUARY 2016**  
**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	\$ 25,330	\$ 25,000	\$ 330	\$ 126,897	\$ 125,000	\$ 1,897	\$ 300,000	\$ 173,103	58%

**TOWN OF PANTEGO WATER AND SEWER EXPENDITURE REPORT FEBRUARY 2016**  
**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	\$ 45,748	\$ 49,242	\$ 3,493	\$ 78,947	\$ 108,005	\$ 29,057	\$ 349,736	\$ 270,789	77.4%
Sewer Expense	72,370	73,272	902	146,830	157,315	10,486	346,205	199,375	57.6%
<b>Total Expenses Before Transfers Out</b>	<b>\$ 118,118</b>	<b>\$ 122,514</b>	<b>\$ 4,396</b>	<b>\$ 225,777</b>	<b>\$ 265,320</b>	<b>\$ 39,543</b>	<b>\$ 695,941</b>	<b>\$ 470,164</b>	<b>67.6%</b>



## PANTEGO PUBLIC SAFETY



### **PUBLIC SAFETY MONTHLY ACTIVITY SUMMARY- February 2016**

#### **Personnel**

The police department has found a viable candidate for the remaining vacancy for police officer and is conducting a background investigation. It is hoped that the individual may begin employment around April 1<sup>st</sup>.

Recruit Officers Springer and Guy are scheduled to graduate from their academy training on March 11<sup>th</sup>.

#### **Operational Issues**

##### **Fire Department**

The detailed Medicaid application has been resubmitted and it is expected to be approved.

##### **Police Department**

Body worn cameras, as approved by Council, have been ordered and received. They will be placed into service as soon as possible.

The department is scheduled to accept the newest patrol vehicle in the second week of March.

#### **Training**

##### **Police Department**

Assistant Chief Reeves attended the first week of a three week training class offered by the Texas Police Chiefs Association. The class provides leadership training to various levels of administrative staff.

##### **Fire Department**

Medical training for the month was over the topic of Management of Emergency Medical Services. Personnel also received training on the HIPPA laws from Medical Center of Arlington staff.

Lieutenant Slater has successfully passed the State examination for Fire Instructor.

Firefighter Edmondson is continuing the training of all personnel on the new EMS protocols. All personnel are required to successfully complete an examination provided by Dr. Yamada before implementation. Testing should occur in February.

## **Public Relations**

In January Firefighter Michael Reynolds and Assistant Chief Coker presented to the Pantego Lions Club an idea for a residential Knox Safe program. The program would provide reimbursement to individuals who cannot afford the device and who are either partially or completely immobile due to age or medical related issues. The safes would enable the safe keeping of keys to the home and enable firefighters and police officers to quickly enter a home without damaging doors or windows. Fire Department staff is currently working on the application process for the program.

Assistant Chief Reeves will be presenting a proposal to the Lions Club in the near future.

Arlington Police Chief Will Johnson sent a letter of thanks to the department for assisting them with the numerous special events through our officer's off-duty employment.

Respectfully submitted,

A handwritten signature in blue ink that reads "Thomas D. Griffith". The signature is written in a cursive style with a large initial "T".

Thomas D. Griffith  
Chief of Public Safety

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

February, 2016

## Citations/Traffic Stops

<b>Officer</b>	<b>Citations</b>	<b>Traffic Stops</b>	<b>Citations YTD</b>
Griffith	0	1	0
Reeves	0	0	8
Moore	49	45	121
Bruton	57	64	117
Hubbell	52	45	114
Meinke	128	116	242
Marquez	15	18	21
Open Position			
Bonner	65	99	177
Open Position			
Open Position			
Whitwell			
<b>TOTALS</b>	<b>366</b>	<b>388</b>	<b>800</b>
<b><u>Vehicle Crashes</u></b>			
<b>Crash Type</b>	<b>Quantity.</b>		<b>YTD</b>
<b>Minor</b>	11		18
<b>Major</b>	1		6
<b>Hit &amp; Run</b>	2		4
<b>TOTALS</b>	14		28
<b>Crashes reported to State</b>	4		11

## 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	10	7	3	0	0
600 Reeves	11	10	1	0	3
610 Whitwell	12	5	7	0	0
620 Moore	223	27	196	9	20
602 Bruton	230	54	176	9	21
603 Hubbell	199	44	155	5	12
604 Meinke	258	57	202	2	10

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	204	42	162	7	11
Open Position						
607	Bonner	252	65	197	12	29
Open Position						
Open Position						
710	Watson				9	23
711	Hopkins				2	7
<hr/>						
<b>Totals</b>		<b>1,399</b>	<b>311</b>	<b>1,099</b>	<b>55</b>	<b>136</b>

**Average Response Time 2:46**

Respectfully,



Barry Reeves  
Assistant Chief of Police

# PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



This report includes cases received in CID for the month of February, 2016 including cases filed with the District Attorney's office, active cases, and offenses cleared.

<b>Offenses Received</b>	<b>Quan.</b>	<b>YTD</b>
Assault	1	1
Assault Family Violence	0	2
Burglary/Building	2	4
Burglary/Coin-op	0	0
Burglary/Vehicle	1	1
Burglary/Residence	0	0
Manufacture and Delivery	0	0
Criminal Mischief	1	4
DWI	6	16
DWLI	1	1
Evading or Resisting Arrest/Detention	3	4
Failure to ID	1	1
Fraud	2	3
Graffiti	0	0
Poss. Controlled Subst.	1	4
Poss. Marijuana	5	11
Robbery	0	1
Theft	5	13
Theft of Motor Vehicle	0	2
Other	4	7
<b>Total Received</b>	<b>33</b>	<b>75</b>

<b>Case Dispositions of Above Totals</b>	<b>Month</b>	<b>YTD</b>
Cases Active	9	16
Cases Cleared	24	26
Cleared Cases Filed with DA	14	11
Cases Suspended-Pending Leads	0	0

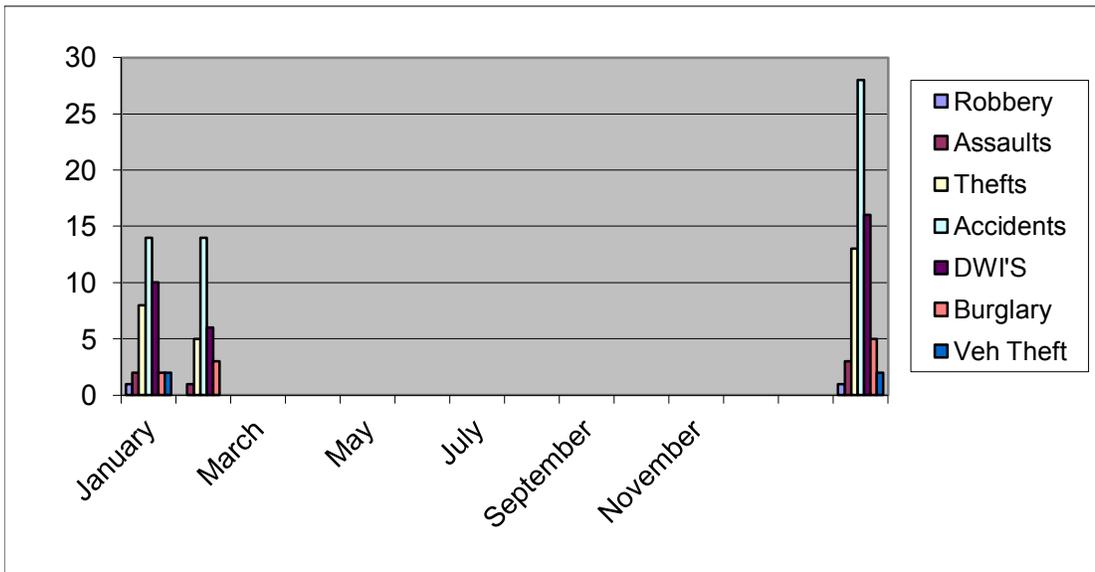
<b>Cases Filed with DA from Previous Report Periods</b>	Unk	11
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Respectfully submitted,

Chris Whitwell, Detective

2016 Crime Stat's

2016 Monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	1	2	8	14	10	2	2
February	0	1	5	14	6	3	0
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Totals	1	3	13	28	16	5	2



<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
29-Feb-16							
							
<b>FIRE RESPONSES</b>		<b>PANTEGO</b>			<b>AFD</b>		
		<b>MONTH</b>	<b>16 YTD</b>	<b>15 YTD</b>	<b>MONTH</b>	<b>16 YTD</b>	<b>15 YTD</b>
<b>TYPE OF INCIDENT</b>							
<b>Fire</b>							
Structure					1	1	1
Outside					1	1	
Natural Vegetation Fire				1			1
Vehicle							
Trash					2	2	1
Cooking Fire, Contained to container							
Fire Other					1	3	1
<b>Hazardous Condition</b>							
Arcing - Shorted Electrical Equip.			1	1			2
Equip. Malfunction							
Power Lines							
Hazmat							
Hazardous Condition, Other		1	2		1	1	4
Heat From Short Circuit, Wiring							
Overheated Motor			1			2	
Gas/Fuel Spill							
Natural Gas Leak		1	1				
Chemical Spill or Leak		1	1				
Carbon Monoxide							
<b>Service Call</b>							
Water or Steam Leak			1	4			1
Assist Invalid		6	13	11	1	1	3
Unauthorized Burning						2	2
Rescue							2
Utilities					1	1	
Smoke Removal							
Person in Distress, Other			5	4		1	
Service Call, Other		4	7	3	1	1	2
Lock Out		1	1	1			2
Animal Rescue							
Ring or jewelry removal							
Asst. PD/ EMS		6	12	2	1	2	
<b>Good Intent Call</b>							
Good Intent Call Other			10	13	4	10	11
Dispatched & Cancelled En Route							
Wrong Location							
No Incident Found On Arrival		1	1				2
Investigation							
Cancelled On Scene			1		6	13	21
Smoke scare, Odor of smoke				2			
Hazmat Invest, No Hazmat							
<b>False Alarm &amp; False Call</b>							

Unintentional Transmission of Alarm					1	1	
Smoke Detector Activation - No Fire	1	2	1		1		
Bomb Scare - No Bomb							
System Malfunction		1					
False Alarm or False Call, Other	1	4	1		2	2	
CO Detector Activation, Malfunction	1	1					
Sprinkler Activation, no fire							
<b>Special Incident Type</b>							
Citizen Complaint							
Special Incident Type, Other							
Mutual Aid		2	2				
<b>TOTAL FIRE INCIDENTS</b>	<b>26</b>	<b>69</b>	<b>47</b>	<b>20</b>	<b>47</b>	<b>59</b>	
<b>AVERAGE FIRE RESPONSE TIME - PANTEGO</b>		3.8					

<b>PANTEGO FIRE RESCUE</b>							
<b>MONTHLY ACTIVITY SUMMARY</b>							
<b>29-Feb-16</b>							
							
<b>EMS RESPONSES</b>		<b>PANTEGO</b>			<b>AFD</b>		
<b>TYPE OF INCIDENT</b>		<b>MONTH</b>	<b>16 YTD</b>	<b>15 YTD</b>	<b>MONTH</b>	<b>16 YTD</b>	<b>15 YTD</b>
<b>MEDICAL EMERGENCIES</b>							
Abdominal Pain		1	1	2			
Allergic Reaction				1			
Animal Bite							
Assault							
Back Pain		1	1				
Burns							
CO Poison							
CPR						3	
Cardiac		1	1	1			
Chest Pains		6	10	7			
Childbirth/Possible Childbirth							
Choking							
DOS							
Drowning							
Diabetic						5	
Dizziness						2	
Electrocution							
Eye Injury							
Falls		4	6	7			
Fire/Hazmat							
GSW/Stab		1	1				
Heat/Cold							
Hemorrhage							
Medical		6	12	10	48	80	31
Nausea		1	1	1			
Other		3	5	4			
Overdose							
Psych						1	
Respiratory		4	8	5			
Seizures		1	1	8			
Stroke		1	1	1			
Syncope						2	
Trauma						2	
Unconscious		1	2	5			
Unknown						2	
MVA - Injury		1	5	8	1	2	2
MVA - Non-injury					1	3	2
MVA-Auto Ped			1	1			
MVA - Extrication							
<b>TOTAL PANTEGO EMS CONTACTS</b>		<b>34</b>	<b>58</b>	<b>78</b>	<b>50</b>	<b>85</b>	<b>35</b>
Mutual Aid to AMR Transports		3		16			
Mutual Aid to AMR Cancelled		3		5			
Mutual Aid to AMR Total		6		21			
<b>AVERAGE EMS RESPONSE TIME - PANTEGO</b>			<b>3</b>				
<b>AVERAGE EMS SCENE TIME - PANTEGO</b>			<b>21</b>				

<b>PANTEGO FIRE RESCUE</b>						
<b>MONTHLY ACTIVITY SUMMARY</b>						
<b>29-Feb-16</b>						
						
<b>FIRE TRAINING</b>						
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>			
<b>TOTAL HOURS</b>						
<b>EMS TRAINING</b>						
<b>CLASS SUBJECT</b>		<b>HOURS</b>	<b>YTD</b>			
HIPPA compliance taught by MCA		2				
Management of Emergency Medical Services		4				
			10			
				<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						
Station Tours						
Special Events						
Home Inspections						
Public Safety Forums						
Fall Risk Assessment						
<b>TOTAL CONTACTS</b>						
<b>BUSINESS INSPECTIONS</b>		<b>MONTH</b>	<b>YTD</b>			
<b>Initial</b>						
<b>Re-Inspections</b>						
Plans Review Completed						
C.O Issued						



**PANTEGO POLICE  
DEPARTMENT**

**MEMO #: 000**

**To:** Corporal Michael Marquez; Officer Christine Hubbell

**From:** Chief Thomas Griffith

**Through:**

**Subject:** Outstanding Performance

**Release Date:** March 8, 2016

I recently had the opportunity to visit with one of our residents, Jason Bergin, who resides at 2801 Woodwind. Mr. Bergin came to my office to express his appreciation for how both of you responded to and handled an incident involving a friend of his that had accidentally had a bad reaction to prescription sleep medication and was experiencing hallucinations while driving at 1:00 A.M. According to Mr. Bergin you both demonstrated exceptional restraint and judgment by realizing that the subject was in need of assistance and not arrest. You were able to contact Mr. Bergin who came to the scene and took custody of the subject's vehicle. The subject was then transported to the hospital by our Fire Department and received the care he needed.

It is satisfying to know and I am grateful that your judgment is indeed sound and discretionary and that our ultimate goal of caring for and providing protection to our residents was realized. My appreciation and thanks to both of you for performing in an exceptional manner. I am glad that you are both representatives of our department.

Cc: B. Reeves; Personnel File



## ARLINGTON POLICE DEPARTMENT

Will D. Johnson

Police Chief

CALEA Accredited Since 1989

620 West Division Street  
Post Office Box 1065  
Arlington, TX 76004-1065  
(817) 459-5600  
[www.arlingtonpd.org](http://www.arlingtonpd.org)



February 2, 2016

Chief Thomas Griffith  
Pantego Police Department  
2600 Miller Lane  
Pantego, TX 76013

Dear Chief Griffith, *Tom*

I want to thank you for your continued support of our special events held in our Entertainment District. We rely on your organization's support to ensure that fans have a safe and memorable experience when visiting Arlington and AT&T Stadium. Public safety is center stage and must be executed correctly at each and every event.

I recognize the time commitments and scheduling flexibility that is required to be able to support our operations. The overall professionalism of your staff does not go unnoticed. We will continue to work collaboratively together to provide a world class experience to visitors at our stadiums.

I look forward to our continued partnership as we move along in 2016. If I can ever be of any assistance, please don't hesitate to contact me.

Sincerely,

Will Johnson  
Police Chief





# PUBLIC WORKS REPORT

## February 2016

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

- Phase II continued for scabbed concrete pavement repair patches - S. Bowen Rd from Winewood to W. Pioneer Parkway
- Completed TxDOT permit for Pioneer West Water-line Crossover Project
- Completed water rate models and prepared scenario's for presentation

### **STREETS and DRAINAGE**

- Inspected and removed debris from creek channel and flumes
- Repaired and filled various potholes on Arrowhead Ct and Woodwind Trl
- Removed an outdated concrete "crosswalk" at the sidewalk on Nora @ 2818 Woodwind; and repaired 5' of curb in the process.
- Replaced 12' of sidewalk that had lifted on Nora @ Peachtree
- Replaced a 6'x6' Patch of sidewalk/curb at Nora @ Whispering Trail due to subsidence causing failure

### **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

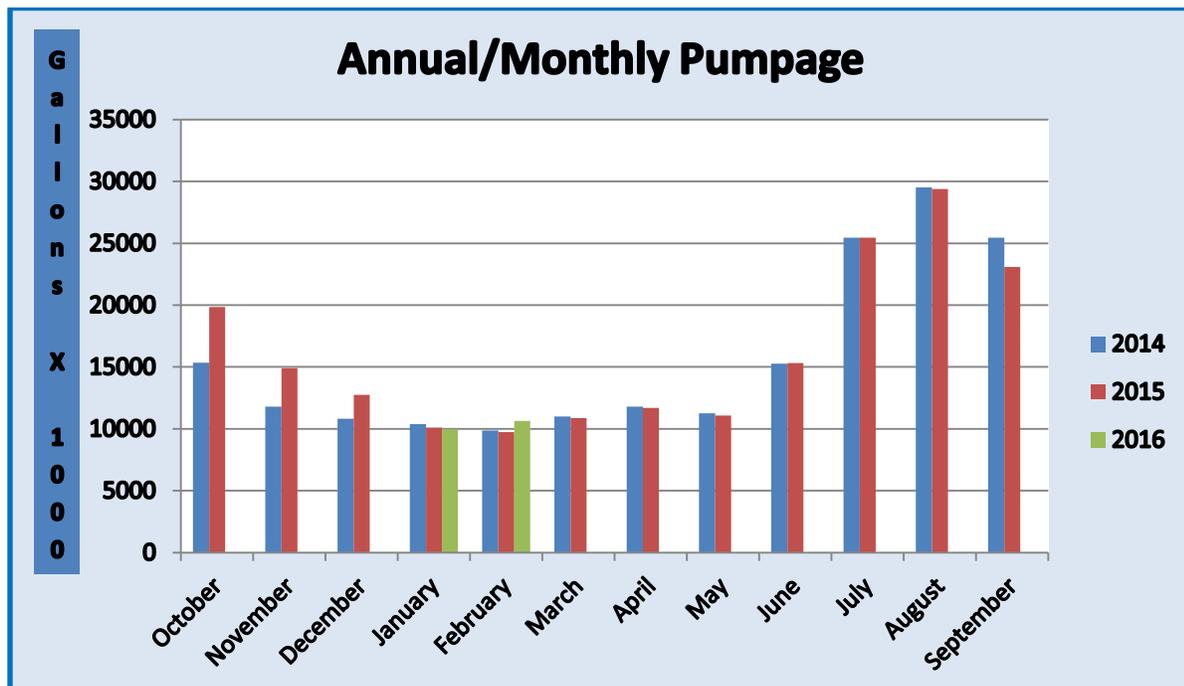


## **PARK OPERATIONS**

- Daily cleaning at the restrooms
- All sprinklers at park checked
- Basketball courts mowed, edged, and blown off
- Repaired electrical panel and issues in the central park bathrooms
- Replaced various lights throughout the bathrooms

## **UTILITY BILLING**

February Billing for 1,204 Accounts \$96,262.87	February Past Due Balances \$2,391.84
February Billing for Garbage \$7,765.38	February Billing for Recycling \$2,412.04





## **WATER: WELLS AND DISTRIBUTION**

- Total water production 10,641,000
- Average daily production 366,900
- 162 residual samples taken – average chlorine residual (.50)
- 3 total coliform / ecoli samples taken – all tests negative
- 1204 - meters read
- 32 - rereads
- 27 - dead end hydrants flushed
- (19) - work orders completed relating to water turn on and turn offs, meter replacements, etc
- (4) Large areas marked and located water and wastewater lines for contractors
- (14) Cut off/non-payment notices were issued
- (3) Cut off's were performed (two turned back on after payment that day)
- (2) Town water main breaks 2705 & 2715 W. Pioneer Parkway
- Fixed a leak at Nora well on entry point of chlorine water line
- (6) Work order for leaks reported
- (4) Service valves broken due to customers/contractors attempting to turn off
- (5) Installed/replaced service valves
- (4) Customer Side leaks
- (40) Exercised Hydrants
- All wells inspected by Colliers Consulting and we installed minor equipment to various wells so all tests could be performed



## **WASTEWATER**

- (13) Cleaned the Lift Station bar screen and bagged the solids for the month
- Lift Station was mowed, edged, and blown
- (5) sewer blockages (1) was a blockage in Town sewer main, and 4 were customer side responsibility.
- (1) Sanitary Sewer Overflow (SSO), 50 gallons overflowed from the manhole at 3412 Country Club – blockage was cleared and the sewage was diluted through flushing hydrants and washed down the area with the jet rodder.

## **PUBLIC WORKS MAINTENANCE**

- Checked fluids and topped off fluids on work vehicles
- Serviced power equipment
- Started equipment and serviced as required
- All equipment received new tags and oil changes

## **ANIMAL SERVICES**

- (1) Dog given to PD, transferred to PW and returned to owner.
- (4) Dead squirrels picked up and disposed of
- (2) Dead cats picked up and disposed of
- (1) Sick (dying) raccoon was caught from 2621 Peachtree. Died in transport
- (2) Feral cats delivered to Ft. Worth

## **EVENTS**

- N/A

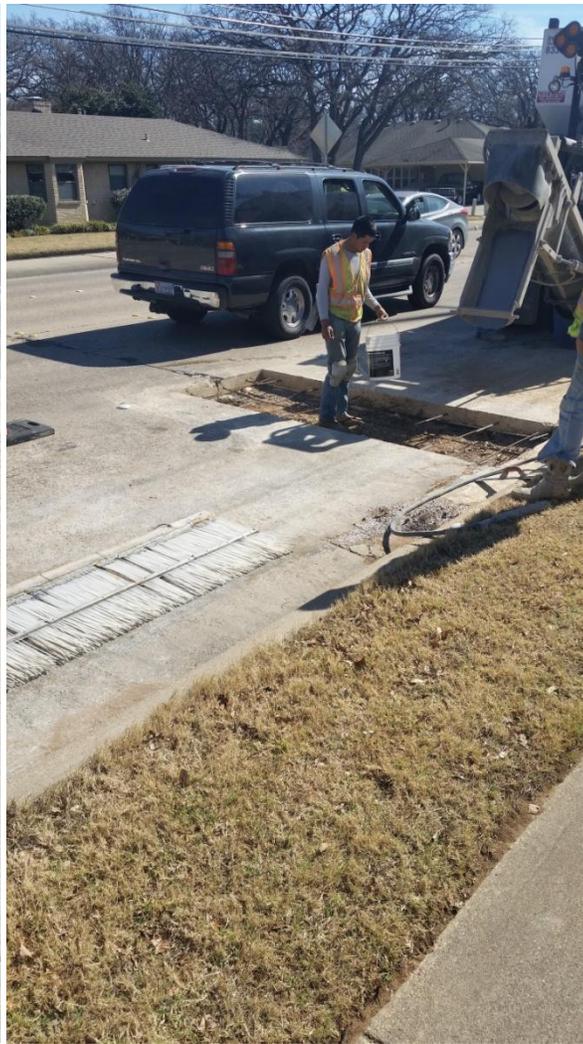
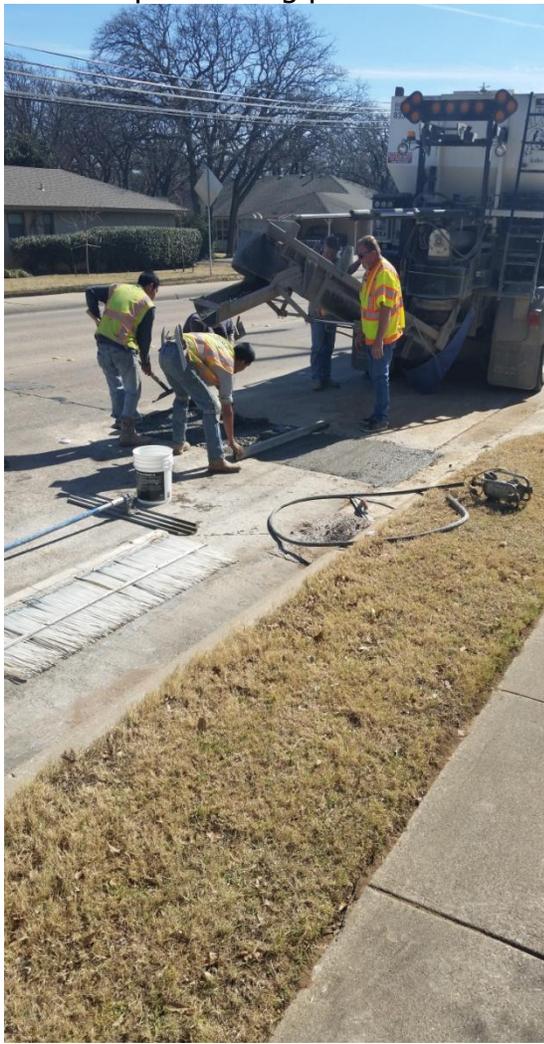


## **ADDITIONAL ITEMS**

- Junior Marquez and Scott Williams attended training in Ft. Worth for CEU's

### **PHOTOS:**

Concrete patch being poured on Bowen





Dog(Kirby) taken by PD, given to PW, and released to owner



Feral Cat trapped @ 2 Gregory Ct.



Before pictures of Nora @ Peachtree sidewalk

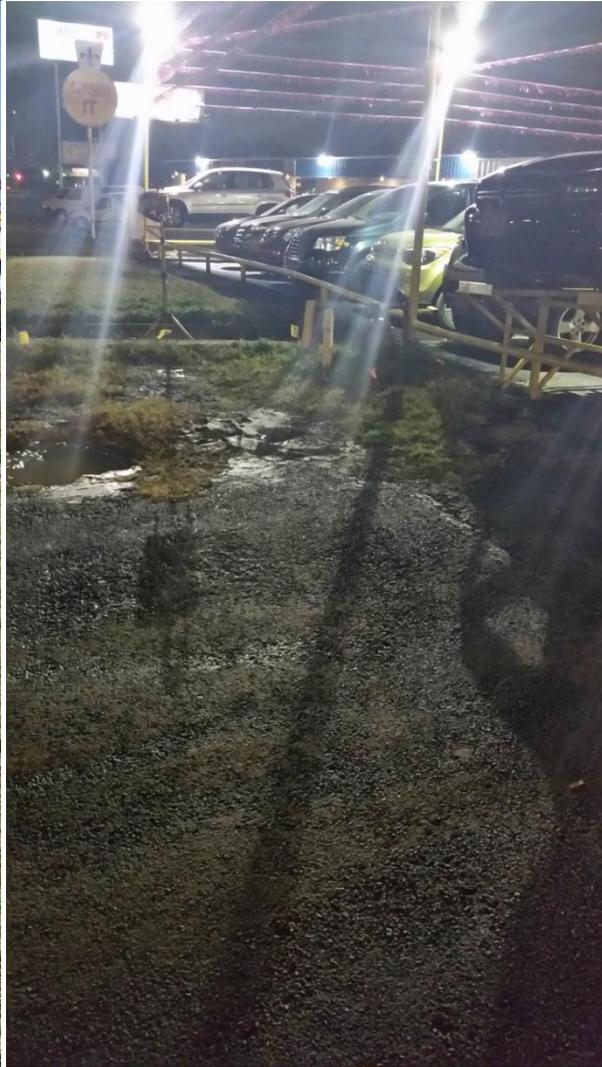
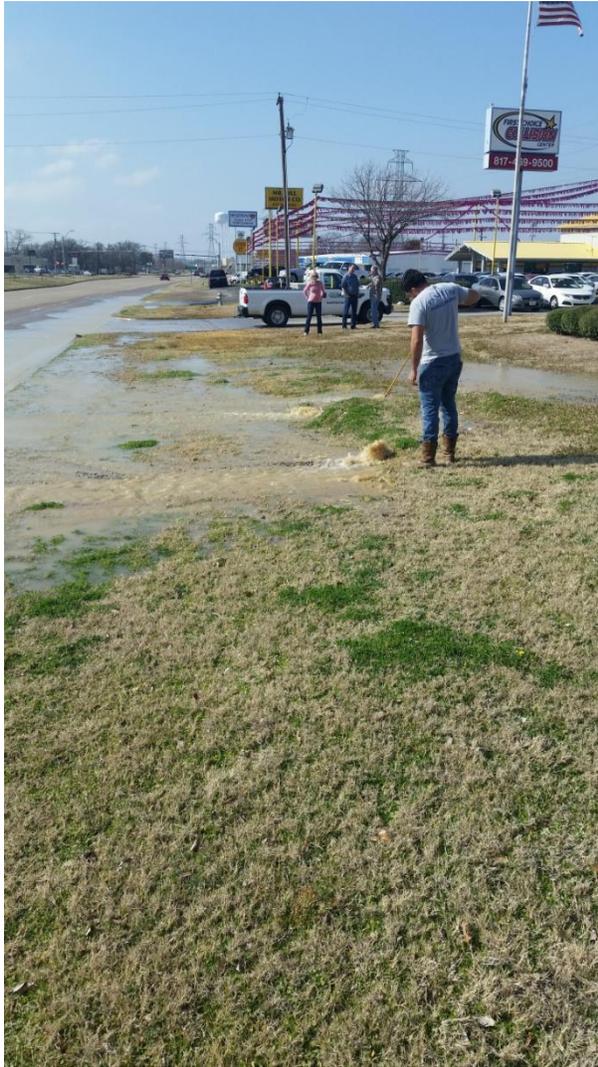


After pictures of Nora @ Peachtree sidewalk





Water Main Break @ 2705 W. Pioneer Pkwy and 2715 W. Pioneer





Water main breaks/ repair @ W. Pioneer Pkwy





**From:** D Dupuy  
**To:** Junior Marquez  
**Cc:** John Dupuy; Matthew Fielder; Scott Williams  
**Subject:** Re: 1504 Wagon Wheel Tr. - THANK YOU!!!  
**Date:** Friday, February 19, 2016 8:50:04 AM

Hi Junior:

We were out of town when the contractor came to fix the water leak at our sprinkler box, but knew he had come when our water sputtered when we got home. I checked the box and it was dry, yay! I have also run the system, and it works. Another ,yay! Problem solved, double yay!!!

We really appreciate you taking care of us and working on this until you got the contractor to repair the damage!! We appreciate your persistence, professionalism, congeniality, and your "will get it done" attitude. If you ever need someone to support you regarding how you stay on a project and get it done, refer them to me.

We are so happy with the way you supervised the pipe installation making sure we had access. Then, made sure our problems were fixed. It was a huge job with lots of things that could go wrong, but it was done in a way that minimized the inconvenience to the neighborhood. Also, when there were problems like ours you stayed with it until they were fixed. We think you did a great job!

Hope you have a great weekend

Best regards,  
Dinah Dupuy



## COMMUNITY DEVELOPMENT REPORT – FEBRUARY 2016

### ENVIRONMENTAL SERVICES

Mosquito Samples and traps will begin testing again in April.

### PLANNING AND ZONING

- Zoning Case Z-220, a proposed re-plat as requested by Mercantile Bank for the property at 2401 West Park Row Drive, Lot 3R, Block 1 of the Westbury Square Addition, Tarrant County, Texas was approved by the Planning and Zoning Commission by a (5) to (0) vote.

### CONSTRUCTION AND DEVELOPMENT

- **1900 Melborne Drive**

Construction on a new residential build. The lot has been cleared and grubbed.

- **1902 Sarah Court**

Construction on a new residential build. The Framing, Electric Rough, Mechanical Duct, Plumbing top out and Insulation has been completed and inspected.

**2905 Mistletoe**

Construction on a new residential build. Electrical rough, Mechanical Duct, Plumbing top out, Framing and Insulation is almost ready.

- **3201 W Pioneer Pkwy**

Construction on a new Meineke. Demolition, Plumbing Rough, Plumbing top out, Electrical, Electrical Ceiling and Mechanical Duct has been completed and inspected.

### CERTIFICATES OF OCCUPANCY

**Issued**

- Top 2 Bottom Marketing- 2340 Superior Dr Suite F- Promotional Retail
- Go Strapped Firearm Training- 3325 W Pioneer Pkwy- Training Facility
- Angelic Beauty home & Braiding Salon- 2401 W Pioneer Pkwy Suite 123- Salon
- Third Shift Fabrication- 3620 Graves Blvd Suite 4- Parts Fabrication
- ANKR Agency LLC- 3900 W Park Row Dr Suite F- Social Media Agency
- Leonard's Insurance Training by Ted Beck- 3610 W Pioneer Pkwy Suite 102 & 104- Training Facility
- Color on Cabinets- 2211 Duluth Dr Suite 105- Cabinet Resurfacing

### INSPECTIONS

	FEB TOTAL	YTD TOTAL
BUILDING INSPECTION	12	33
CERTIFICATE OF OCCUPANCY	6	42
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	5	25
MECHANICAL INSPECTION	1	7
PLUMBING INSPECTION	3	43
REINSPECTION	0	5

CODE ENFORCEMENT INSPECTIONS	2	2
TOTAL INSPECTIONS	<b>29</b>	<b>157</b>

## CONSTRUCTION VALUES

	FEB	2015/2016 YTD
NEW RESIDENTIAL CONSTRUCTION	\$225,000.00	\$734,115.00
EXISTING RESIDENTIAL REMODEL	\$10,916.00	\$189,811.06
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$ 0.00
EXISTING COMMERCIAL REMODEL	\$117,950.00	\$685,794.00
TOTAL VALUE	<b>\$353,866.00</b>	<b>\$1,609,720.06</b>

## FEES COLLECTED

	FEB TOTAL	FEB FEES	YTD TOTAL	YTD FEES	YTD BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	7	\$700.00	28	\$2,800.00	\$7,000.00	(\$4,200.00)
ZONING FEES	1	\$500.00	5	\$2,450.00	\$9,000.00	(\$6,550.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	3	\$654.81	16	\$2,381.58	\$7,500.00	(\$5,118.42)
BUILDING PERMIT	15	\$3,046.95	100	\$15,106.74	\$41,000.00	(\$25,893.26)
UTILITY RELEASE	0	\$0.00	2	\$80.00	\$0.00	\$80.00
CONTRACTOR REGISTRATION	11	\$900.00	73	\$6,500.00	\$11,000.00	(\$4,500.00)
LIQUOR PERMITS	9	\$4,800.00	16	\$5,995.00	\$8,000.00	(\$2,005.00)
TOTAL FEES		\$10,601.76		\$35,313.32	\$83,500.00	(\$48,186.68)




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**MUNICIPAL COURT**


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## Municipal Court Collections / February 2016

### On-Time Citations

Fines- \$32,584.90  
Fees- \$16,501.19  
 Total- \$49,086.09

### Warrants

Fines- \$56,517.18  
Fees- \$20,512.97  
 Total- \$77,030.15

Court Security Fund- \$1,358.00

Court Technology Fund- \$1,813.00

Accident Reports- \$55.00

Collection Fees- \$2,474.83

Gross Total Revenue- \$ 126,116.24  
Less State Fee's- \$ 37,014.16  
 Net Revenue- \$ 89,102.08

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR FEBRUARY 2016

<b>TOTAL WARRANTS VALUE CLEARED</b> -----	\$107,717.68
FYTD-----	\$383,189.67
<b>TOTAL PAYMENTS COLLECTED</b> -----	\$80,739.48
FYTD-----	\$171,603.24
<b>TOTAL NON-CASH CLEARED</b> -----	\$26,521.20
FYTD-----	\$124,175.23
<b>WARRANT FEES COLLECTED</b> -----	\$13,043.01
FYTD-----	\$40,256.42
<b>BONDS/FORFEITURES</b> -----	\$457.00
FYTD-----	\$6,067.72
<b>TOTAL PHONE CALLS</b> -----	710 – 155 OUT 711 – 314 OUT Tot – 469 137 IN 178 IN Tot - 315
<b>TOTAL POST CARDS</b> -----	710– 71 711 – 20 Tot - 91
<b>PERSONAL STOPS/ATTEMPS</b> -----	0
<b>CONTACTS</b> -----	0
<b>DOOR HANGERS</b> -----	0
<b>ARRESTS</b> -----	710 – 9 711 – 2 Tot –11
<b>PAY PLANS</b> -----	710 – 25 711 – 18 Tot - 43
<b>BONDS/COURT DATES</b> -----	710 – 7 711 – 11 Tot - 18
<b>BOND AMOUNT</b> -----	710 - \$4,033.10 711 - \$16,023.80--- Tot \$20,056.90
<b>LETTERS</b> -----	710 – 21 711 – 0 Tot 21
<b>TOTAL WARRANTS CONTACTED</b> ----	710 – 171 711 – 190

<b>TOTAL WARRANTS CLEARED-----</b>	<b>710 – 171</b>	<b>711 – 188</b>
<b>TOTAL VALUE-----</b>	<b>710 - \$54,619.83</b>	<b>711 - \$65,465.66</b>
<b>TOTAL AMOUNT COLLECTED-----</b>	<b>710 - \$20,015.43</b>	<b>711 - \$31,009.36</b>
<b>FUTURE REVENUE-----</b>	<b>710 - \$22,728.30</b>	<b>711 – \$18,203.00</b>

**EXTRA DUTIES/VACATION/OTHER FOR FEBRUARY**

Both officer's prepared information for the upcoming Warrant Round Up

Officer Watson out 1 day sick

Arraignments - 12

Prisoner Transfers - 11

Prisoner Service calls - 2

Assist Patrol - 5

Additional warrants cleared – 253

**Respectfully submitted,**

**Warrant Officer: Chad Watson 710**

**Warrant Officer: Robert Hopkins 711**

Report for fees collected: 2/01/2016 - 2/29/2016

Street:

Fee	Citation	Violation	Amount	Posting Date
COLAGY COLLECTIONS FEE	133660F	03	85.50	2/08/2016
COLAGY COLLECTIONS FEE	140497F	02	91.50	2/19/2016
COLAGY COLLECTIONS FEE	140570	01	84.00	2/23/2016
COLAGY COLLECTIONS FEE	141089	01	90.00	2/23/2016
COLAGY COLLECTIONS FEE	141089	02	24.00	2/23/2016
COLAGY COLLECTIONS FEE	141820	01	61.50	2/23/2016
COLAGY COLLECTIONS FEE	143916	01	89.73	2/26/2016
COLAGY COLLECTIONS FEE	143916F	01	91.50	2/26/2016
COLAGY COLLECTIONS FEE	144207	01	106.50	2/17/2016
COLAGY COLLECTIONS FEE	144844F	02	108.00	2/05/2016
COLAGY COLLECTIONS FEE	500355	01	28.50	2/26/2016
COLAGY COLLECTIONS FEE	501300	02	96.00	2/29/2016
COLAGY COLLECTIONS FEE	501300	03	66.00	2/29/2016
COLAGY COLLECTIONS FEE	501300F	01	99.00	2/29/2016
COLAGY COLLECTIONS FEE	501300F	02	99.00	2/29/2016
COLAGY COLLECTIONS FEE	501300F	03	99.00	2/29/2016
COLAGY COLLECTIONS FEE	E004202	01	11.50	2/10/2016
COLAGY COLLECTIONS FEE	E004202F	01	91.50	2/10/2016
COLAGY COLLECTIONS FEE	E004202F	02	91.50	2/10/2016
COLAGY COLLECTIONS FEE	E004203	01	91.50	2/10/2016
COLAGY COLLECTIONS FEE	E004203V	01	91.50	2/10/2016
COLAGY COLLECTIONS FEE	E004683V	02	72.00	2/18/2016
COLAGY COLLECTIONS FEE	E006387	03	139.50	2/10/2016
COLAGY COLLECTIONS FEE	E006889	01	48.00	2/10/2016
COLAGY COLLECTIONS FEE	E006889	02	148.20	2/10/2016
COLAGY COLLECTIONS FEE	E007982	02	21.80	2/01/2016
COLAGY COLLECTIONS FEE	E008767	01	61.50	2/29/2016
COLAGY COLLECTIONS FEE	E010880	01	104.10	2/23/2016
COLAGY COLLECTIONS FEE	E010880V	01	91.50	2/23/2016
COLAGY COLLECTIONS FEE	E012635F	01	91.00	2/09/2016

30 2,474.83 COLAGY COLLECTIONS FEE  
 TOTAL: 2,474.83



## AGENDA BACKGROUND

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

**DATE:** March 14, 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, 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 and purchase orders over \$2,000 as submitted.

**ATTACHMENTS:**

Expenditure Summary and List of Purchase Orders over \$2,000 for March 14, 2016.

**Summary of Bills Payable and Purchase Orders over \$2,000.00 Requiring Council Approval  
3/14/2016**

<b><u>PROFESSIONAL SERVICES</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
Jim Jeffrey	\$3,497.64	February 2016 Attorney Services
Di Sciuolo-Terry, Stanton & Assoc	\$435.25	February 2016 Engineering Services
Di Sciuolo-Terry, Stanton & Assoc	\$1,297.75	Dec - January Engineering Services
Dr. Roy Yamada	\$750.00	March 2016 - Medical Director
CA Magnuson	\$1,300.00	February 2016 Prosecutor Services
Sara Jane del Carmen	\$1,050.00	February 2016 Magistration Services
<b><u>PURCHASE ORDERS</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
<b>\$1,000.00 - \$2,000.00:</b>		
1895 - Bass Printing	\$1,115.76	Utility Billing Statements/Envelopes
1918 - Green Equipment Company	\$1,900.00	Radiodetection Receiver
<b>\$2,001.00 + :</b>		
1917 - George, Morgan & Sneed	\$5,000.00	Auditing Services - Final Payment
<b><u>GENERAL BILLS</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>
Duncan - Garbage	\$8,355.51	February 2016 Trash Removal
Duncan - Recycling	\$2,097.67	February 2016 Recycling Removal
Forth Worth Water Department	\$62,732.58	January 2016 Wastewater Services
Forth Worth Water Department	\$56,711.61	December 2015 Wastewater Services
Intermedix	\$1,286.82	February 2016 Ambulance Collection Fees
I-Werk	\$2,160.00	January 2016 Services
Gexa Energy	\$14,861.70	Electricity Billing Thru 2/17/16
Neopost	\$1,000.00	February 2016 Postage Expense
Commerce Bank	\$4,084.20	February 2016 Credit Card Expenses
TML Multistate	\$21,148.47	March 2016 Employee Insurance

**LAW OFFICES OF JIM JEFFREY**

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

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

3/1/2016  
Account No. – 09.01.06  
Invoice #22084

Legal services

February 1 – February 29, 2016

Attorney Total Hours:	18.00
Hourly Rate:	\$175.00
Paralegal Total Hours	\$ .40
Hourly Rate	\$90.00
Total for Services:	\$3182.00
Expenses:	\$ 315.64
TOTAL BALANCE DUE:	\$ 3497.64
Nolan County land issue	\$ 0

Bass Printing Co., Inc.  
 PO Box 820822  
 North Richland Hills, TX 76182  
 Phone: 817-293-4913  
 Fax: 817-293-4914

V-10036



**Invoice**

DATE	INVOICE #
2/25/16	58049

<b>BILL TO</b>
Town of Pantego P.O. Box 13210 Pantego, TX 76094

<b>SHIP TO</b>
Town of Pantego 1600 Pantego Dr. Pantego, TX 76094

S.O. No.	P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	JOB NO.
24282	shelia	Net 30	BSA	2/25/16		24282
QTY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
10,000	Printing	Utilities #10 Window ENvelopes w/o Permit			0.05611	561.05
11,000	Printing	Utilities Statements			0.05043	554.71

Finance Charge is 1.5% per month on past due accounts

<b>Total</b>	\$1,115.76
--------------	------------

Web Site
<a href="http://www.bassprinting.com">www.bassprinting.com</a>



# BASS PRINTING

4620 S. Edgewood Terrace  
Fort Worth, Texas 76119  
817-293-4913 Ph. 817-293-4914 Fax

February 3, 2016

Town of Pantego  
Attn: Sheila

## QUOTATION

**PROJECT:** Utilities Window Envelope without Permit  
**Prepress:** Design, Comp & Laser Proof  
**Ink:** 2/0, Blue and Red, No Bleeds  
**Size:** 0 x 0  
**Paper:** No. 10-24 Window Envelope-White Wove

**Finishing:** Carton Pack

<b>Quantity:</b>		10,000
<b>Quoted Price:</b>	\$	561.05
<b>per 1,000</b>	\$	56.11
<b>per piece</b>	\$	0.06

We would like to thank you for the opportunity to quote on this project. Should you have any questions, please feel free to call me at any time. We look forward to working with you.

Thank you,

Brad

As a quotation, we are providing you with preliminary numbers for the specifications you have given us. The price quoted is subject to change if specifications are different than those quoted. Unless otherwise noted, this quotation includes charges for all labor, material and services, less applicable taxes and shipping, to complete your project. This Quotation will remain valid for a period of thirty (30) days from the date shown.



# BASS PRINTING

4620 S. Edgewood Terrace  
Fort Worth, Texas 76119  
817-293-4913 Ph. 817-293-4914 Fax

February 3, 2016

Town of Pantego  
Attn: Sheilia

## QUOTATION

**PROJECT:** Utilities Invoice  
**Prepress:** Design, Comp & Laser Proof  
**Ink:** 2/0, Blue and Red, No Bleeds  
**Size:** 8.5 x 11  
**Paper:** 50# White Text

**Finishing:** One Micro Perf and Carton Pack

<b>Quantity:</b>		<del>10,000</del>	11,000
<b>Quoted Price:</b>	\$	506.96	\$ 554.71
<b>per 1,000</b>	\$	50.70	\$ 50.43
<b>per piece</b>	\$	0.05	\$ 0.05

We would like to thank you for the opportunity to quote on this project. Should you have any questions, please feel free to call me at any time. We look forward to working with you.

Thank you,

Brad

As a quotation, we are providing you with preliminary numbers for the specifications you have given us. The price quoted is subject to change if specifications are different than those quoted. Unless otherwise noted, this quotation includes charges for all labor, material and services, less applicable taxes and shipping, to complete your project. This Quotation will remain valid for a period of thirty (30) days from the date shown.

**TOWN OF PANTEGO**  
 1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1895

- 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 Bass Printing  
 4620 S. Edgewood Terrace  
 Fort Worth, TX 76119

SHIP TO GA

DATE 2-4-16		ACCT # 200-5-201-282.00		DEPT. PW			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
10,000 4 boxes		Utilities Window Envelopes # 10		06		561	05
Budgeted Item							
						TOTAL	561 05

*[Signature]*

*[Signature]*

APPROVED BY

**TOWN OF PANTEGO**  
 1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1895

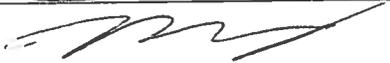
**INSTRUCTIONS TO VENDOR**

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 Bass Printing  
 4626 S. Edgewood Terrace  
 Fort Worth, TX 76119

SHIP TO GA

DATE		ACCT #	DEPT.		
2-4-16		200-5-201-282.00	PW		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
11,000 4 boxes		Utilities Invoice Paper  Budgeted Item		05	554.71
				TOTAL	554.71

APPROVED BY

**GREEN EQUIPMENT COMPANY**

2563 Gravel Drive Fort Worth, Texas 76118 Metro 817/589-2704 817/595-1226 FAX 817/284-1107

Invoice Date: February 29, 2016

**INVOICE**Invoice Number **32934**

Page: 1

Salesman: Brandon Baker

Sold To:

Town of Pantego  
Attn: Kyle Sugg  
1614 S. Bowen Rd.  
Pantego, TX 76013

V-11465

Ship To:

Town of Pantego  
Attn: Kyle Sugg  
1614 S. Bowen Rd.  
Pantego, TX 76013

Customer ID	Customer PO	Payment Terms	
P-314		Net 10 Days	
Sales Rep	Shipping Method	Ship Date	Due Date
G017	Our Truck	2/29/16	3/10/16

Quantity	Item	Description	Unit Price	Total
1	R10/71DL	Radiodetection RD7100 DL Receiver, s/n 71DL-331	1,881.00	1,881.00
			KS 3-1-16	
			# 200-5-201-486.00	

Copies

Customer: White &amp; Pink

Accounting: Yellow

Salesman: Green

Check No:

Subtotal	1,881.00
Sales Tax	
Freight	19.00
Total Invoice Amount	1,900.00
Payment Received	0.00
<b>TOTAL DUE</b>	<b>\$1,900.00</b>

ALL MONIES DUE AND PAYABLE FORT WORTH, TARRANT COUNTY, TEXAS

**TOWN OF PANTEGO**

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1918

**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 GREEN EQUIPMENT COMPANY  
 2563 GRAVEL DR.  
 Ft. Worth, TX 76118

SHIP  
 TO

DATE 3-1-16		ACCT # 200-5-201-486.00		DEPT. P/W			
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE		PER	AMOUNT	
ORDERED	RECEIVED						
1	1	Radiodetection RD 7100 DL Receiver	1900	00	1	1900	00
<b>TOTAL</b>						1,900	00

  
 APPROVED BY



G/A MEMO

---

To: Matt Fielder, City Manager

From: Ariel Carmona, Finance Director

Date: February 25, 2016

Re: George, Morgan & Sneed

The \$5,000 represents the last payment for the Fiscal Year Ended September 30, 2015 auditing services.

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

1849 Wall Street

Phone: (817) 594-2704

Town Of Pantego  
P O Box 13210  
Pantego, TX 76094

V-10990

Weatherford, TX 76086

Web: www.gms-cpa.com

ID: 76037  
Invoice: 41849  
Date: 02/22/2016

## For professional service rendered as follows:

Audit services for the year ended September 30, 2015	5,000.00
Balance per engagement letter	

Billed Time & Expenses	<u>\$5,000.00</u>
<b>Invoice Total</b>	<b><u>\$5,000.00</u></b>

Please return this portion with payment.

Town Of Pantego  
(817) 548-5853ID: 76037  
Invoice: 41849  
Date: 02/22/2016Amount Enclosed: \$ \_\_\_\_\_  
Account Balance: \$5,000.00

**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. 1917

**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  
 1849 Wall Street  
 Weatherford, TX 76086

SHIP  
 TO

QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Audit Services — Final balance due			5,000 00
<del>BUDGETED</del>					
<b>TOTAL</b>					5,000 00

*Paul Carroll*  
*[Signature]*

APPROVED BY



# AGENDA BACKGROUND

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

**Date:** March 14, 2016

---

**PRESENTER:**

Julie Arrington, City Secretary

**BACKGROUND:**

Minutes from Town Council and Pantego's various Boards and Commissions.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends the approval of the minutes as presented.

**ATTACHMENTS:**

Town Council minutes from February 22, 2016  
Town Council minutes from March 8, 2016

PEDC Minutes from February 10, 2016  
PEDC Minutes from February 24, 2016  
ZBA Minutes from March 20, 2014 (They have not had a meeting since to approve these minutes)

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 22<sup>nd</sup> day of February 2016 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

Members absent:

Jane Barrett	Council Member
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Constituting a quorum. The following staff members were present:

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

Also in attendance:

Danny Lakey	PEDC President
Stephanie Springer	PEDC Director

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:31 p.m.

RESOLUTION

4. **Discuss, direct, and consider action on Resolution 16-02 a resolution of the Town of Pantego authorizing the City Manager to enter into a contract with Flair Events for the purpose of coordinating and working the PantegoFest 2016 Festival.**

Mr. Fielder reminded Council that at the last council meeting staff brought a contract with Flair Events for the planning of a two day event. Council tabled the item to allow for a discussion on the event with the PEDC Board. He explained based on the results of that discussion Flair Events has a proposal for a one day event. He discussed the minimal cost differences with a two-day event compared to a three-day event.

Mrs. Coltharp with Flair Events explained the new proposal is more of a consultant based proposal. It was based off the information she received from her discussion with Mr. Fielder regarding the results of the Joint Session with PEDC.

Holly Potter-Harvey presented her ideas to Council for consideration. She proposed changing the event from a three-day event to a one-day event so that the Town is not stretching the employees and the expenses; hosting a Steak Cook-off event similar to the City of Hico Steak Cook-off event with President Lakey tasked as the Chairperson; followed by a concert; and discontinuing the paper marketing and utilizing a larger marketing tool; such as The Ranch or Billy Bob's. She believes the change in the three-day event to the one-day event would save money on logistics and allow local businesses to be more active in the event. The utilization of the Steak Cook-off would provide an additional revenue stream with a more engaging activity. She believes cover and tribute bands are saturated and would rather use a Texas country band; such as the Turnpike Troubadours, who routinely sell out Billy Bob's. She stated she can pull a name band together for the same amount the Town paid for all bands over the three days. She has talked to Saljo's and informed Council he agreed to sell alcohol from his patio and give the Town a percentage of the sales. She suggested making the event a B.Y.O.B. (bring your own beer) event to cut some of the logistical costs and suggested a VIP tent with sponsors; such as distillers, and proposed correlating the cost of the steak dinner with the cost of the VIP tent entrance; as well as different scenarios for an entry fee to the event. She expressed she was confident the revenue from the steak competition, vendor charges, and sponsorships would result in a profit.

Danny Lakey, President of PEDC, discussed the logistics of the Steak Cook-off, the attendance, the vendors, and the costs for the participants and visitors. He believes this would be a good way to get out-of-towners to come. Stephanie Springer, Director PEDC, believes the marketing of the event has been part of the problem with its success and discussed marketing with the country radio stations; type of music; and parking. She proposed the use of a DJ during the day instead of paid bands and obtaining sponsorships.

Council thanked President Lakey and Director Springer for taking the initiative on this event. They discussed the length of the event. There was discussion on a Friday evening and all-day Saturday. They also discussed the parking issues, alcoholic beverages and the allowable laws, sponsorship, and vendor participation. Council requested an extensive detailed proposal to be submitted to the City Manager by next Friday that would include a proposal evaluating both options, give recommendations, and detailed plans and costs. Council will conduct a special meeting on Monday, March 8<sup>th</sup> at 6:30 p.m. to discuss the proposals.

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

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

Mayor Paradise called the regular session to order at 7:39 p.m. and welcomed the audience.

Mayor Pro-Tem Russell Brewster led the invocation which was immediately followed by the Pledge of Allegiance.

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

Mayor Pro-Tem Brewster thanked staff and Council for working together.

Councilmember Adair agreed and stated it was good to see our guest this evening and thanked staff for all their hard work.

Councilmember Funderlic thanked staff and the first responders for all their efforts.

Councilmember Surratt thanked Tori Roemmich from CRB for being here, the auditor, and citizens for their involvement in the community and thanked staff and first responders for their hard work.

Mayor Paradise thanked staff for all that they do and the capacity that they do it in.

**COUNCIL LIAISON TO BOARD REPORT**

### **Community Relations Board**

Tori Roemmich, Vice Chairperson, informed the Council there has not been a meeting since the last Council meeting. The Board will meet again next Tuesday and the Easter event is Saturday, March 26, 2016 beginning at 2:00 p.m.

### **Pantego Youth Leadership Council**

Mayor Paradise stated the group met last week and held an excellent mock debate and discussed volunteering for the Easter event. She is very encouraged by this generation of youth and the logic in their thinking instead of just following the crowd. She thanked Councilmember Surratt, Tori Roemmich, and Scott Williams for always helping out. This group is not something that gets managed alone; it gets done with a lot of help from the City Secretary as well. I greatly appreciate everyone's efforts in making PYLC the success it is today.

### **PEDC REPORT**

Councilmember Adair stated the last meeting was the joint meeting with Council and they discussed PantegoFest at great length. Council gave positive comments on the Board stepping up to help out with PantegoFest.

### **CITIZENS OPEN FORUM**

Susan Thomas, 12 Los Colinas Court, Pantego, Texas, discussed her concerns with coyote sightings. She explained their breeding season is from late December to March. They can have up to 4-7 pups in the early spring. They are full grown at 9 months and have a life expectancy of 6-8 years. Since the last Council meeting she has spotted a coyote in the channel during the mid afternoon and she has seen them at the corner of Nora and Smith Barry Rd. in the early morning while children are waiting for the school bus. She inquired if the Police Department could record the location and time coyotes are seen to gain knowledge of their patterns to assist in the capture and removal of the coyotes. She also stated last week Councilmember Funderlic made a comment about PantegoFest stating he wasn't sure if it was worth the extra money the Town is spending. I agree. If the Town is spending \$40,000, I think there might be something else the Town can do to help the businesses; maybe some advertising or other ideas Council can come up with. If there was not a PantegoFest the Town could have some left over money from helping the businesses and that could be used for coyote control.

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

#### **6. Discuss and accept the 2015 Financial Audit.**

Mr. Fielder introduced this item and informed Council the Finance Committee met last Friday to discuss the report. Daniel Hungerford, auditor with George Morgan & Sneed, presented the 2015 Comprehensive Annual Financial Report, discussed the key points of the report. Mr. Fielder and Mr. Hungerford explained the Gatsby 68 requirements and the Town is 85% funded for this. This is not something owed today; instead it is the total estimate of the Town's pension liability; including current employees who have not retired. There could be fluctuation in this liability from year to year based on when employees retire or leave the Town for other employment. He informed Council he believes the Town will once again receive the Certificate of Achievement from the Government Financial Officer Association for this year. Council complimented Ariel Carmona for her hard work on this report.

### **PUBLIC HEARING**

#### **7. Public Hearing, discuss, direct, and consider action on Ordinance 16-779 an ordinance of the Town of Pantego, Texas, amending the Town of Pantego Municipal Code: Appendix A – Fee Schedule Article A4.000 Police and Fire Department Fees by revising Section A4.005 Annual Inspections by increasing the fees, removing fees, and adding fees; and Article A8.000 Businesses Section A8.001 Alcoholic Beverages by revising fees; and by adding Section A8.008 Credit Access Business Application; containing a Savings Clause; repealing all ordinances in conflict herewith; and declaring an effective date.**

Ms. Arrington read the caption of the ordinance for the record. Mr. Fielder introduced this item explaining the purpose for the changes to the Fire Department Fees and the Alcoholic Beverage Fees.

Mayor Paradise opened the public hearing at 8:04 p.m.

No Comments.

Mayor Paradise closed the public hearing at 8:04 p.m.

Mr. Fielder confirmed none of the businesses were overcharged for their alcohol permit fees. Staff was charging correctly; however, the wording of the ordinance was incorrect. There was discussion on the annual permit renewal requirement for the credit access businesses.

Councilmember Surratt made a motion to approve Ordinance 16-779 as presented. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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.

Mayor Paradise recessed the regular session for the executive session at 8:07 p.m.

Mayor Paradise reconvened the Council meeting at 8:44 p.m. and declared no action was taken during the executive session.

#### 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:

The work continues on Bowen Road. He has received information from Tarrant County that the Interlocal Agreement was approved. At the next council meeting, the purchase orders for the work and Tarrant County's schedule should be on the agenda.

Unfortunately, he received the resignation of the Finance Director; she has taken a position with another municipality. An offer was made to someone for the Accounts Payable/Payroll Clerk position. Staff is interviewing for the Patrol Officer position. Mr. Williams is currently recruiting and has posted for the Public Work position. Council wished Mrs. Carmona well expressing their gratitude for her work with the Town.

The Planning and Zoning Commission will conduct a public hearing at their March 1<sup>st</sup> meeting adding a separation of 1,000 feet between the Credit Access Businesses to the Zoning Ordinance. Then it will be brought to Council for discussion.

Currently, the Town enforces the 2009 Codes. ISO wants the Town to have their codes within 5 years of the enforcement year. The North Texas Council of Governments has recently finished their review and added amendments to the 2015 Codes. The Town staff will soon begin work on the review and presentation to Council for the adoption of these codes.

The Boat & RV Ordinance was going to be discussed at the March 14<sup>th</sup> Council meeting but it will be moved the March 28<sup>th</sup> meeting and notifications will be sent in the next newsletter.

Council requested staff to research the closing of Scottino Drive near the Police Department. The ordinance is attached for Council's review. There was discussion on the review of the Meets & Bounds Map. Council requested that the survey exhibit showing the properties to be located. Mr. Fielder stated he has talked to one of the property owner's and they showed interested in this decision to re-open Scottino Dr. The Town still needs to discuss this with the Waterford.

Council needs to set a date for the review of the Zoning Ordinance. There was a target date set for sometime in May.

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

Council inquired on possible compatibility issues with the Court body cameras, since they are from a different vendor than the Police Department body cameras. There was discussion on the maintenance to the Quint and the associated invoice; if the invoice for the Toughbooks was all inclusive or if there are any future additional costs and compatibility issues assurances were given that there would not be; and on the use of barricades for the street construction on Bowen Rd. being additional to the contractors bid.

## **3. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from February 8, 2016
- Town Council minutes from February 10, 2016

Mayor Pro-Tem Brewster announced he was not at the February 10<sup>th</sup> meeting and the minutes have already been changed to reflect this.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from February 10, 2016

None.

## **5. Discuss, direct, and consider action on Resolution 16-04 a resolution of the Town of Pantego authorizing the purchase of two Police Department administrative vehicles and one Fire Department administrative vehicle.**

Mr. Fielder reminded Council this was discussed during the budget process. At that time, Council requested to wait until mid-year and the audit to see the financials. The vehicles have surpassed their life expectancy and are beginning to increase in maintenance costs. Public Safety Chief Griffith's vehicles recently had the transmission replaced at a cost of approximately \$2,300. Assistant Police Chief Reeves informed Council he did not receive the quote for the equipment for the police vehicles until after the deadline for the packet submission. He informed Council of the total costs \$97,900 for all three vehicles and answered Council's inquiries to the age and current mileage of the vehicles.

## **APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Surratt made a motion to pull consent agenda Items 4 & 5 for separate discussion and vote. Mayor Pro-Tem Brewster seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Mayor Pro-Tem Brewster made a motion to approve consent agenda Items 1, 2, 3, & 6 with the exception of purchase order number 1904 that was changed to \$1,655 and the Town Council minutes from February 10<sup>th</sup> with corrections as discussed. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise announced consent agenda item number 4 was discussed at length during the work session and staff was directed to hold a special council meeting on March 8<sup>th</sup> at 6:30 p.m. for further discussion. Mayor Pro-Tem Brewster made a motion to schedule a meeting for item number 4 to discuss PantegoFest at length on March 8<sup>th</sup> at 6:30 p.m. Councilmember Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Councilmember Surratt made a motion to approve consent agenda item number 5 a one-time payment not to exceed \$105,000. There was discussion on lowering the amount to the estimate given by Assistant Chief Reeves.

Councilmember Surratt amended the motion to approve consent agenda Item number 5 a one-time non-recurring cost not to exceed \$98,000. Councilmember Funderlic seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nayes: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Councilmember Surratt thanked staff for maintaining and operating the vehicles for ten years. He stated in the past years the Town has leased vehicles but if the money is available he thinks the Town should purchase the vehicles.

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

#### **8. Discuss, direct and consider action on the water and sewer fund status and rates.**

Mr. Fielder introduced this item informing Council Mr. Williams has spent a lot of man hours on this project and the information has ended up generating a very large spreadsheet. He proposed the creation of a committee to meet and discuss the water/sewer rates and work through the information. There was discussion on performing a simple increase across the board while the committee works through the information and come back at a later time to make changes based on the committee's findings. Council discussed the timeliness involved to determine appropriate rate increases. There was also discussion that Council has not acted on the rate issue in a timely manner. Mr. Fielder informed Council due to the winter averaging a change to the sewer rates will not have a significant impact on the residents. Council discussed the formation of the committee. The committee will be comprised of Mayor Paradise, Councilmember Adair, Councilmember Surratt, Matt Fielder, and Scott Williams. Mr. Fielder will pull the information for the last four years worth of sewer charge increases from the City of Fort Worth and present it to Council at the next meeting. The next newsletter will inform the residents of the impending increase and further discussion by Council.

#### COUNCIL INQUIRY

Councilmember Surratt inquired on the Hazmat vehicle being parked on the North side of the parking lot and not under the covered parking behind the Fire Department.

Mayor Paradise inquired on the next newsletter containing congratulator language for Chuck White.

Councilmember Funderlic requested a current city calendar to be placed in Dropbox, the next clean-up day, and if there were agencies the Town could hire to deal with the coyote issues.

#### ADJOURNMENT

Mayor Paradise adjourned the regular session at 9:56 p.m.

APPROVED:

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Melody Paradise, Mayor

ATTEST:

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Julie Arrington, City Secretary

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special session at 7:15 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 8<sup>th</sup> day of March 2016 with the following members present:

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

Members absent:

None.

Constituting a quorum. The following staff members were present:

<b>Matt Fielder</b>	<b>City Manager</b>
<b>Julie Arrington</b>	<b>City Secretary</b>
<b>Dennis Jobe</b>	<b>Community Development Director</b>
<b>Scott Williams</b>	<b>Public Works Director</b>
<b>Tom Griffith</b>	<b>Chief of Public Safety</b>

Also in attendance:

<b>Danny Lakey</b>	<b>PEDC President</b>
<b>Robert Jordan</b>	<b>PEDC Director</b>
<b>Stephanie Springer</b>	<b>PEDC Director</b>

**SPECIAL SESSION 7:15 P. M.**

Mayor Paradise called the special session to order at 6:37 p.m.

**1. Discuss, direct, and consider action on the PantegoFest 2016 Festival.**

Mr. Fielder reminded Council they requested proposals at the last council meeting. He informed them Flair Events now has a conflict and will not be able to work the festival but there is a proposal from Holly Potter-Harvey. Danny Lakey, PEDC President, summarized the proposal. There was discussion regarding the additional costs of Friday night, the logistics of the set-up, and if there needs to be an event Friday night. Mrs. Potter-Harvey and PEDC Directors Stephanie Springer and Robert Jordan expressed their concern with the set-up interfering with the safety of the visitors during the Friday night event. Council directed them to plan for a Friday night event as a Sponsor Appreciation event if the sponsorship money reached, or exceeded, the goal set for sponsorships.

There was discussion on beer sales versus B.Y.O.B. (bring your own beer). Chief Griffith stated his concerns with the idea of B.Y.O.B. and reminded Council the Ordinance will have to be waived. Mr. Fielder reminded Council alcohol is not allowed in the PCA parking lot. There will be beer sales by a vendor that Mrs. Potter-Harvey will be responsible for coordinating.

There was discussion on the different fees from concert entry, VIP Tent, Steak Cook-Off Teams entry, Steak dinner purchases, and the Kid's Zone. Council expressed their concern on the budget for a one day event being the same as for the three day event. Mrs. Potter-Harvey explained the budget is very fluid and after tonight's discussion there will be some changes to the revenues and expenses.

There was discussion on utilizing a smaller stage to reduce the expense. Council agreed a smaller stage would not give the entertainment enough room. There was discussion on the attainability of the sponsorship revenue based upon the last several years' results. Director Springer stated she will obtain a car dealership sponsorship. Council discussed their concern with the band expense and stated this raises their expectations for her. Mrs. Potter-Harvey agreed to consider split payment method to include a performance incentive and accepting the final payment after the event. She confirmed the timing of the event is not too late to obtain a high end band; she will be responsible for obtaining the vendors, sponsors, and contestants to the cook-off.

There was discussion on continuing the Kids Zone, making it larger, and conducting a possible Children's Cook-off. Dennis Jobe confirmed he is still discussing the permitting with the Tarrant County Health Inspector and will inquire on the children.

Mr. Fielder raised parking concerns and issues. Council suggested Mrs. Potter-Harvey to include shuttle parking in her planning and requested a contract for approval at the next Council meeting scheduled for March 14, 2016.

#### ADJOURNMENT

Mayor Paradise adjourned the special session at 8:11 p.m.

APPROVED:

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Melody Paradise, Mayor

ATTEST:

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Julie Arrington, City Secretary

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 10<sup>th</sup> day of February 2016 with the following members present:

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

Members Absent:  
None

Constituting a quorum. Staff present was:

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

Also in attendance:

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

President Danny Lakey called the meeting to order at 7:01 p.m.

**INVOCATION**

Secretary Adair led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

None.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

A developer has purchased the property behind the Village Shopping Center and Southern Flair with plans to develop a mini-warehouse. The Planning & Zoning Commission and Council approved the zoning change behind Southern Flair. The next step is to acquire the property behind Braum's.

Mercantile Bank has submitted a re-plat for Westbury Square for a drive thru banking facility. They have flipped the original plans placing the parking lot next to the creek.

First Dixie Café has closed.

**2. Approval of PEDC Minutes**  
• January 27, 2016

Secretary Adair made a motion to approve the January 27, 2016 minutes as submitted. Treasurer Gittiban seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**  
• February 10, 2016

Vice President Surratt made a motion to approve the PEDC Expenditures as submitted. Director Springer seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**CITIZENS OPEN FORUM**

None.

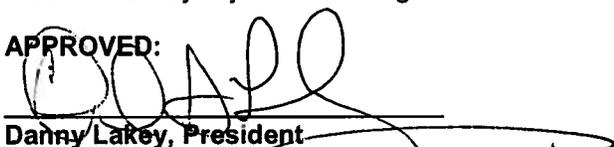
**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

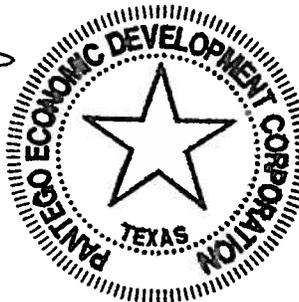
President Lakey adjourned the regular session at 7:07 p.m.

**APPROVED:**

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

**ATTEST:**

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



STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 24<sup>th</sup> day of February 2016 with the following members present:

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

**Members Absent:**

Gloria Van Zandt	Director
Stephanie Springer	Director

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

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

**Also in attendance:**

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

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

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

None.

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

Vice President Surratt thanked President Lakey and Directors Jordan and Springer for giving the Town Council new ideas and something to try. He appreciates the idea of a second event planner so that they can compete against each other.

Secretary Adair agreed stating Council appreciates what they have done and commented it was nice to have the support and the ideas from the PEDC Board.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

Oak View Capital Partners came to Council to obtain a zoning change on the property behind Southern Flair to allow for the construction of a mini-warehouse. They will have to come back to Council after the purchase of the property behind Braums for a zoning change. This location is a tough location due to the lack of visibility from the road. They have received a variance for their request to increase the height of the building to a total of 26 feet to allow for advertisement and an apartment for 24 hour management as required by Town Ordinances. The applicant told Council after their improvements the estimated property value will be \$5 million.

The NAPA store has closed. It is located in DWG, but Pantego could see an increase in sales tax from people going to O'Reilly's instead.

There are several applications for businesses in the Pecan Park Shopping Center. The new owner is very aggressive in attaining renters. One of the new establishments is a financial services company. The Texas Municipal League has created a model ordinance to regulate the credit access businesses, which the City of Arlington passed last fall, this included payday lenders, car title loans, and cash advance loans. The interest is extremely high for these services. Town Council has also passed this ordinance and is considering a distance requirement between these types of businesses. There was discussion on the enforcement of this new ordinance on the existing businesses.

**2. Approval of PEDC Minutes**  
• February 10, 2016

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

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

**CITIZENS OPEN FORUM**

None.

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

**3. Discuss, direct, and consider action on the outstanding incentive loans.**

Mr. Fielder informed the Board the two most outstanding loans are Dr. Jeckyll's Beer Lab and Boutique U. He presented an e-mail correspondence from Boutique U regarding their loan. Dr. Jeckyll's stated the loan would be paid on March 31<sup>st</sup> either by the sale of the business or by liquidating the assets. The Board discussed how they would like to proceed; if there were any lien clauses on the contracts; if the loan will transfer to the new owner; and sending attorney letters. The Board directed Mr. Fielder to have the PEDC Attorney at the next meeting for legal advice and discussion.

**4. Discuss, direct, and consider action on PantegoFest 2016.**

Mr. Fielder updated the Board to the Council discussions at the last Council meeting. He stated it was preferred by Council to have a Friday and Saturday event and they directed the event planners to develop a proposal to Council for review by March 4<sup>th</sup>. Council will have a special meeting on March 8<sup>th</sup> at 6:30 p.m. to discuss the proposals. Staff will post a Potential Quorum notice and notify the Board members of the meeting. President Lakey informed the Board himself, Director Jordan, and

Director Springer received an e-mail requesting their help with the proposal. There was discussion on obtaining the proper food permits for the Steak Contest.

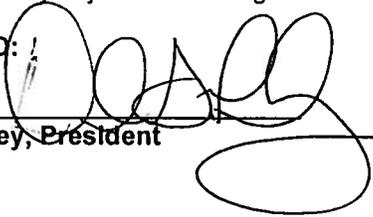
**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 7:51 p.m.

APPROVED: !

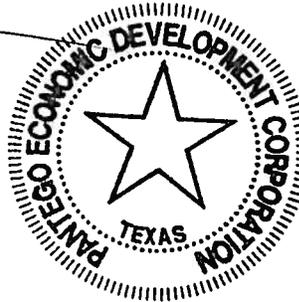


\_\_\_\_\_  
Danny Lakey, President

ATTEST:



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



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

The Zoning Board of Adjustments of the Town of Pantego, Texas, met at 7:00 p.m. in the Town Hall Council Chambers, 1614 South Bowen Road, Pantego, on the 20th day of March 2014 with the following members present:

Al Claros  
Mr. Shirley Hart  
Charles Jones  
Randy Siddens

Vice Chairman  
Board Members

constituting a quorum. Staff present was:

Chad Joyce  
Chelsea Nelson

Community Development Director  
Zoning Board of Adjustments Secretary

(The following items were considered in accordance with the official agenda posted on the 14th day of March 2014)

**REGULAR SESSION 7:00 P.M.**

**CALL TO ORDER AND GENERAL COMMENTS**

Regular session was called to order at 7:00 pm.

**INVOCATION**

Zoning Board of Adjustments Secretary Chelsea Nelson gave the invocation.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was given.

**APPROVAL OF MINUTES**

**1. Approval of May 30, 2013 Zoning Board of Adjustments Minutes.**

Board Member Jones moved to approve the May 30, 2013 Zoning Board of Adjustments Minutes. Board Member Hart seconded the motion and the vote was unanimous. Chairman Claros declared the motion passed.

**NEW BUSINESS**

**2. Consider action on Zoning Board of Adjustment Variance Case V-117, request of Brian Talley, for a variance from the Town Code of Ordinances, Section 14.02.667 (a)(6)(C), which requires that single-tenant pole signs be located no closer to any street than fifteen feet (15') behind the curbline separating the street from the business property. The request is to allow the existing abandoned sign located on the property to be renovated and reused in its existing position which does not have the required setback. The property is located at 2505 Miller Lane, Block 8, Lot A1C of the Oak Ridge Addition, Pantego, Tarrant County, Texas. The property is generally located on the north side of Miller Lane between South Bowen Road and Oakridge Drive.**

Chairman Claros opened the public hearing and recognized the following individual(s):

Brian Tally explained he wants a variance to draw new businesses to the area. Most businesses are concerned with signage. The current sign is structurally sound, but it is just an eye sore. He would like to update the sign's appearance. He explained the planned update.

There being no one else to speak, Chairman Claros closed the public hearing.

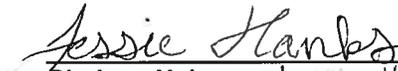
After discussion between Community Development Director Chad Joyce and the Board Members, Board Member Siddens moved to approve Variance Case V-117 as submitted. Board Member Jones seconded the motion and the vote was unanimous. Chairman Claros declared the motion passed.

**ADJOURNMENT**

Chairman Claros declared the meeting adjourned at 7:08 p.m.

  
\_\_\_\_\_  
Al Claros, Chairman

**ATTEST:**

  
\_\_\_\_\_  
~~Chelsea Nelson~~ Jessie Hanks  
Zoning Board of Adjustments Secretary



# AGENDA BACKGROUND

**AGENDA ITEM:** Presentation of 2015 Racial Profiling Report to Council.

**Date:** March 14, 2016

---

**PRESENTER:**

Thomas D. Griffith, Chief of Public Safety

**BACKGROUND:**

Texas state law requires that a law enforcement agency shall compile and analyze the information contained in an annual Racial Profiling Report and shall submit the information contained in the report to the Texas Commission on Law Enforcement and to the governing body of the jurisdiction no later than March 1. The report was submitted to TCOLE on February 4, 2016, but due to exigent circumstances the report was unofficially provided to Council, via electronic submission, on March 1 and is now being provided officially to Council.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Report is provided for review and acceptance.

**ATTACHMENTS:**

2015 Racial Profiling Report provided in DropBox

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Administration of Oath of Office to Police Officer Clinton Springer and Police Officer Courtney Guy.

**Date:** March 14, 2016

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**PRESENTER:**

Thomas D. Griffith, Chief of Public Safety

**BACKGROUND:**

Police Officer's Clinton Springer and Courtney Guy have recently completed their Basic Peace Officer Academy and are now required to accept the oath of office as Police Officers for the Town of Pantego.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Request recognition by Council of the Oath of Office.

**ATTACHMENTS:**

None.

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Introduction of Erica Williams to the Accounts Payable position in the Finance Department

**Date:** March 14, 2016

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

Erica Williams has been hired to fill the accounts payable vacancy in the Finance Department. She comes to us from the private sector with several years of payroll and banking experience.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None.

**ATTACHMENTS:**

None.



# AGENDA BACKGROUND

**AGENDA ITEM:** Public hearing, review, and consider action on Ordinance 16-780, an ordinance of the Town of Pantego, Texas approving zoning case Z-220, a proposed re-plat as requested by Mercantile Bank for the property at 2401 West Park Row, Lot 3R-1, Block 1 of the Westbury Square Addition, Pantego Tarrant, County Texas. The property is generally located on the North side of West Park Row between South Bowen Road and Milby Road.

**DATE:** March 14, 2016

**PRESENTER:**

Dennis Jobe, Community Development Manager

**BACKGROUND:**

Mercantile Bank is requesting a re-plat to abandon and relocate utility easements. The bank was previously located close to the drainage easement. The proposed re-plat will move the bank building to the East side of the property and allow the parking to be used as storage for the 100 Yr Flood. It will allow drainage from the parking lot in the drainage channel with some small retaining walls and drainage improvements. The owner has met all the conditions of re-platting. The Planning and Zoning Commission voted five (5) to zero (0) to approve this re-plat. The public hearing notice was published in the Commercial Recorder on February 19, 2016.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of this re-plat.

**ATTACHMENTS:**

Ordinance 16-780  
 Community Development Staff Report  
 P&Z Commissioner Report  
 Application, Zoning Case Z-220  
 Notification Map  
 Notification List  
 Additional Information

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

**ORDINANCE NO. 16-780**

**AN ORDINANCE OF THE TOWN OF PANTEGO AUTHORIZING A REPLAT AS REQUESTED BY MERCANTILE BANK FOR THE PROPERTY LOCATED AT 2401 WEST PARK ROW DRIVE, LOT 3R-1, BLOCK 1 OF THE WESTBURY SQUARE ADDITION OF THE TOWN OF PANTEGO, TARRANT COUNTY, TEXAS; AND DECLARING AN EFFECTIVE DATE.**

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

**WHEREAS**, due to the reconstruction of the building plans the water service line will be on the opposite side of the property requiring the abandonment of the originally platted waterline and fire easements; and

**WHEREAS**, the Planning & Zoning Commission as required by Chapter 211 of the Texas Local Government Code has duly published a Notice of Public Hearing in the Fort Worth Commercial Recorder, the official newspaper for the Town of Pantego, on February 19, 2016; and

**WHEREAS**, the Planning and Zoning Commission has received and reviewed the application from Mercantile Bank and has determined that it complies with all requirements for the re-plat; and

**WHEREAS**, the Commissioners recommended approval of this application at their regularly scheduled meeting on March 7, 2016; and

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

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

**SECTION 1:**

The Town Council authorizes a re-plat to abandon and re-define the waterline and fire easements located at:

Lot 3R-1, Block 1 of the Westbury Square Addition in Pantego, Tarrant County, Texas  
2401 West Park Row Drive, Pantego, Texas

as requested by Mercantile Bank.

**SECTION 2:**

This Ordinance for re-platting shall require no additional conditions.

**SECTION 3:  
PROVISIONS CUMULATIVE**

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

**SECTION 4:  
EFFECTIVE DATE**

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

**PASSED AND APPROVED AFTER WAIVER OF THE REQUIREMENTS OF TOWN CODE SECTION 1.03.035(b) THIS THE 14<sup>th</sup> DAY OF MARCH 2016 BY A VOTE OF \_\_\_ AYES, \_\_\_ NAYS, AND \_\_\_ ABSTENTIONS, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS.**

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

**ATTEST:**

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

**APPROVE AS TO FORM:**

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



## COMMUNITY DEVELOPMENT STAFF REPORT

<b>MEETING DATE:</b>	March 14, 2016
<b>ACTION REQUESTED:</b>	Consider approval and recommendation for Zoning case Z-220 a proposed re-plat as requested by Mercantile Bank.
<b>DESCRIPTION:</b>	2401 West Park Row Drive, Lot 3R-1, Block 1 of the Westbury Square Addition, Pantego, Tarrant County, Texas.
<b>PROPERTY OWNER:</b>	Mercantile Bank
<b>APPLICANT:</b>	Mercantile Bank
<b>CURRENT ZONING:</b>	C-2 Commercial District
<b>SURROUNDING ZONING/LAND USE:</b>	North- Commercial District (Arlington) West- C-3 Commercial District East- C-2 Commercial District South- C-3 Commercial District
<b>REQUESTED VARIANCES:</b>	None
<b>ANALYSIS:</b>	This is a Re-Plat to abandoned and re-define water line and fire lane easements.
<b>RECOMMENDED ACTIONS:</b>	The Planning and Zoning Commission has the following options when considering this Re-plat Case; <ul style="list-style-type: none"> <li>• Recommend approval as submitted;</li> <li>• Recommend approval with conditions;</li> <li>• Table to specific date with clarification of intent and purpose; or</li> <li>• Recommend denial of application.</li> </ul>
<b>STAFF RECOMMENDATION:</b>	Staff recommends approval of this Re-Plat.

**REPORT ON PLANNING AND ZONING COMMISSION MEETING**  
**March 7, 2016**

**1. Municipal Code adjustment for credit businesses.**

Action: The commissioners voted unanimously to recommend the changed municipal code.

Public Hearings: There was nobody to speak at the public hearing.

Discussion: The commissioner's listened to City Manager Matthew Fielder discuss the reasoning behind the municipal code change. In summary, it adds a 1000 foot distance between similar businesses while grandfathering in existing businesses.

**2. Zoning Case Z-220 – Re-plat for Mercantile Bank**

Action: The commissioners voted unanimously to approve this re-plat.

Public Hearings: The hearing opened and the City Engineer Joyce Stanton explained to the commission the need for the re-plat as it relates to the fire lane.

Discussion: The commissioner's had very few questions about the proposed re-plat. The City Fire Department was okay with the proposed re-plat and fire lane. Drainage along the creek is still an open issue that is still being worked out in conjunction with a broader City of Arlington study of the creek.

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

Stephen Smith  
Chairman



Town of Pantego  
 1614 S Bowen Rd., Pantego, TX 76013  
 info@townofpantego.com  
 (or) 817-617-3700

## RE-PLAT APPLICATION

### APPLICANT INFORMATION

NAME: MERCANTILE BANK DATE: 1-11-2016  
 ADDRESS: 2229 W. PARK ROW DRIVE  
 PHONE: 817-277-2225 FAX:                     

\* IF APPLICANT IS NOT PROPERTY OWNER, AGENT AUTHORIZATION FORM MUST BE COMPLETED\*

Developer: <u>SAME AS ABOVE</u> Address: _____ City / State / Zip: _____ Phone / Fax: _____	Agent: <u>N/A</u> Address: _____ City / State / Zip: _____ Phone / Fax: _____
Surveyor: <u>WMSA PARTNERS, LTD</u> Address: <u>PO BOX 699</u> City / State / Zip: <u>ARLINGTON, TX 76004</u> Phone / Fax: <u>817-903-1152</u>	Engineer: <u>← SAME</u> Address: _____ City / State / Zip: _____ Phone / Fax: _____

### PROPERTY INFORMATION

THE UNDERSIGNED IS REQUESTING CONSIDERATION OF THE SUBMITTED RE-PLAT FOR THE FOLLOWING:  
 ADDRESS OF LOCATION: 2401 W. PARK ROW DR.  
 SUBDIVISION NAME: WESTBURY SQUARE AVENUE LOT: 31R BLOCK: 1  
 PRESENT ZONING: C-2 ZONING CHANGE REQUESTED:  YES  NO \*if Yes\* CASE#: \_\_\_\_\_  
 TOTAL ACREAGE: 0.951 TOTAL NUMBER OF LOTS: 1

### DEVELOPMENT INFORMATION

PRESENT USE OF PROPERTY:     Single Family     Duplex     Apartments  
     Commercial         Industrial     Other

PROPOSED USE OF PROPERTY: BANK

DEVELOPER OF PROPERTY WILL BE:  Present Owner     Purchaser     Unknown

**CONTINUED**

\*please be aware that the Town does not enforce deed restrictions\*

- Are there deed restriction pertaining to the intended use of the property?  Yes (if so, attach copy)  No
- Does this application comply with the Town's master plan?  Yes  No
- Is any portion of this plat / subdivision subject to floodplain / floodway?  Yes  No
- Do all lots have access to public streets?  Yes  No
- Do all lots meet minimum standards?  Yes  No
- Do street sizes and dimensions meet standards?  Yes  No

**ACKNOWLEDGMENTS**

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

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

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

Signature(s):

Owner: *[Signature]* Date: 1-12-16

Applicant: MORRIE MILSHAW Date: 1-12-16  
BRENCH PRESIDENT

**TOWN OFFICE USE ONLY**

INITIAL SUBMISSION:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Completed Application                 | <input checked="" type="checkbox"/> Proposed Re-plat – 6 copies                    |
| <input checked="" type="checkbox"/> Application Fee                       | <input checked="" type="checkbox"/> Drainage Plans – 6 copies                      |
| <input checked="" type="checkbox"/> Tax Certificate                       | <input checked="" type="checkbox"/> Street & Sidewalk Construction Plan – 6 copies |
| <input checked="" type="checkbox"/> Certificate by Surveyor               | <input checked="" type="checkbox"/> Utility Plans – 6 copies                       |
| <input checked="" type="checkbox"/> Certificate of Ownership & Dedication | <i>* DENNIS JOSE SAID WE COULD ONLY TAKE</i>                                       |

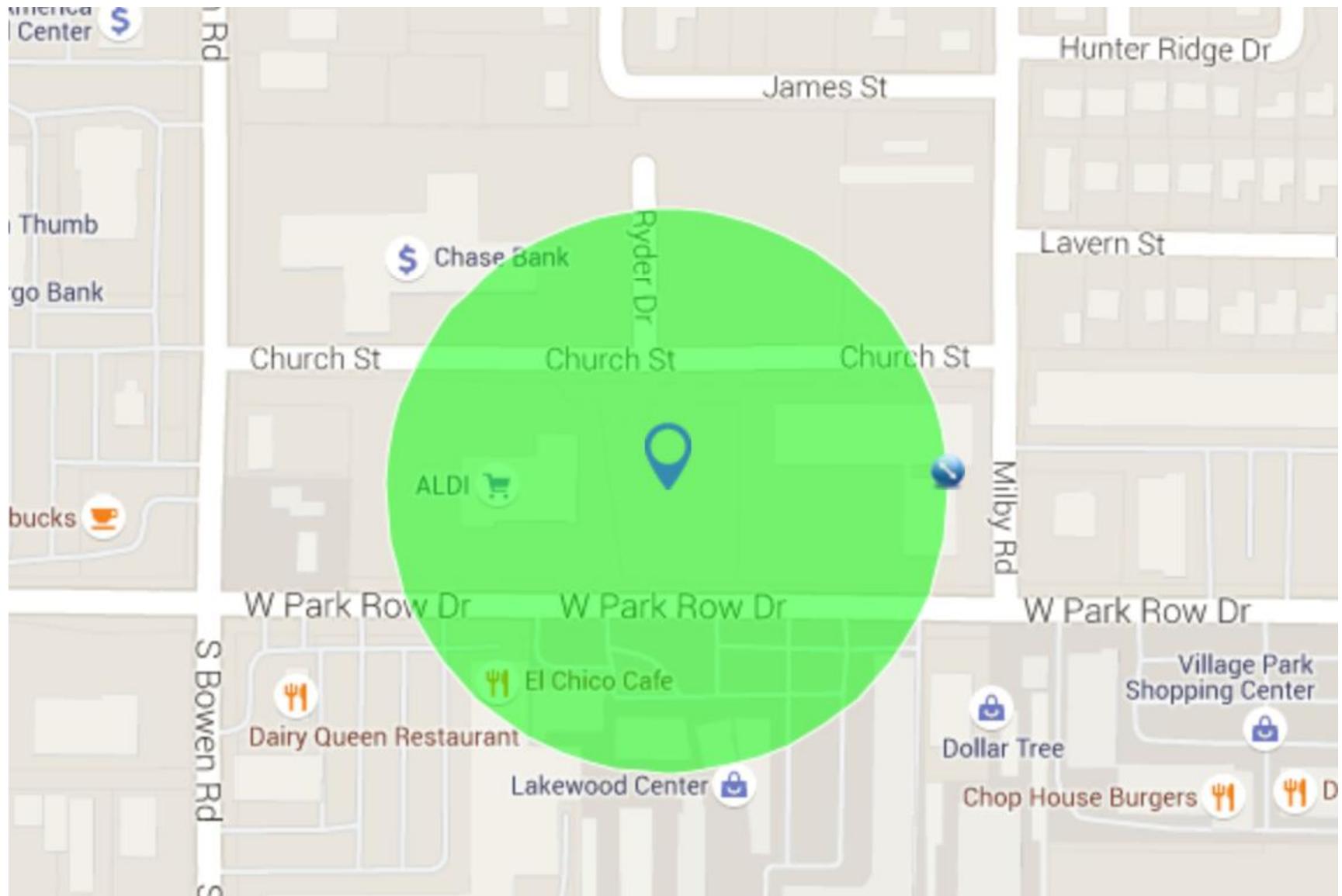
Accepted By: *[Signature]* Date: 1-12-16

FINAL SUBMISSION:

- DRC Approved Re-plat – 15 paper copies and 1 electronic copy (.pdf or .tif)

Accepted By: *[Signature]* Date: 2/5/16

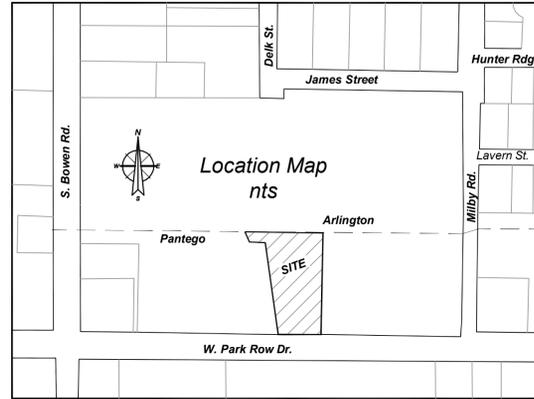
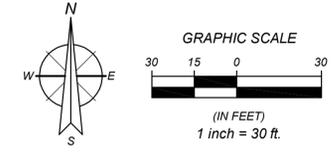
Notification List Z-220					
Name	Address	City	State	Zip Code	Adtl. Address
FARRELL PROPERTY CO LTD	2304 W. PARK ROW DR SUITE 7	PANTEGO	TX	76013	
DOLLAR TREE	2305 W PARK ROW DR	PANTEGO	TX	76013	
DOLLAR TREE	PO BOX 1261	MANAAN	ND	58554	
TODD & DIANE NELSON	4772 W HASLETT RD	HASLETT	MI	48872	1111 MILBY
ALDI TEXAS LLC	2500 WESTCOURT RD	DENTON	TX	76207	
BOWEN TO BE WILD LLC	255 N CENTER ST SUITE 200	ARLINGTON	TX	76011	
4D-JKL CORPORATION	3100 W ARKANSAS LN STE 103	ARLINGTON	TX	76016	



THE 25' DRAINAGE EASEMENT AND MINIMUM FINISHED FLOOR SHOWN HEREON WERE ESTABLISHED BASED ON A HYDRAULIC ANALYSIS FOR TRIB RC-1 THROUGH WESTBURY SQUARE ADDITION, PANTEGO, TEXAS BY MR. DAVID MCLENDON, P.E., C.F.M., PRESIDENT, MCLENDON HYDROLOGY AND ENGINEERING, LLC, DATED 1/30/2013, AND FILED IN INSTRUMENT #D213039574, DEED RECORDS, TARRANT COUNTY, TEXAS.

THE FINAL CONSTRUCTION PLANS FOR THIS DESIGN SHALL CONFORM WITH THE DESIGN USED IN THE MCLENDON HYDRAULIC ANALYSIS DESCRIBED ABOVE, ANY VARIATION FROM THIS DESIGN WILL REQUIRE A NEW HYDRAULIC ANALYSIS WHICH PROVIDES FOR THE FOLLOWING CONDITIONS:

- 1.) NO INCREASE IN DOWNSTREAM VELOCITIES.
- 2.) NO LOSS OF 100YR FLOODPLAIN VALLEY - STORAGE.
- 3.) NO INCREASE IN 100YR SURFACE ELEVATIONS ABOVE EXISTING CONDITIONS OR 100 YEAR WATER SURFACE AS CALCULATED IN THE MCLENDON HYDRAULIC ANALYSIS.
- 4.) THAT ALL EROSION AND POSSIBLE SCOUR HAVE BEEN PROPERLY ADDRESSED. THE NEW HYDRAULIC ANALYSIS SHALL USE THE STARTING WATER SURFACE ELEVATIONS AND FLOWS PROVIDED BY THE CITY OF ARLINGTON STUDY FOR TRIB RC-1 AND USED IN THE MCLENDON HYDRAULIC ANALYSIS DESCRIBED ABOVE.



LINE	LENGTH	BEARING
L1	25.35'	S89°53'13"E
L2	20.28'	S89°53'13"E
L3	3.06'	S89°53'13"E
L4	6.94'	S89°53'13"E
L5	18.27'	S89°53'13"E
L6	46.10'	S89°52'59"E
L7	8.85'	N01°24'47"E
L8	26.20'	S39°53'07"E
L9	130.96'	S00°06'53"W
L10	22.54'	S88°02'34"W
L11	9.89'	N09°22'26"W
L12	15.65'	N89°41'07"E
L13	30.12'	S00°18'53"E
L14	26.00'	N00°18'53"W
L15	55.05'	N89°41'07"E
L16	154.43'	S00°06'53"W
L17	51.14'	S80°52'16"W
L18	12.04'	S88°40'40"E
L19	20.09'	N00°18'53"W
L20	15.38'	S89°08'18"E
L21	90.75'	S80°52'16"W
L22	72.39'	S88°02'34"W
L23	44.79'	N89°51'26"W
L24	5.56'	S89°39'29"W
L25	11.59'	S28°34'46"E

STATE OF TEXAS:  
 COUNTY OF TARRANT:

WHEREAS, MERCANTILE BANK, A BRANCH OF WOODHAVEN NATIONAL BANK, ACTING BY AND THROUGH THE UNDERSIGNED, IT'S DULY AUTHORIZED AGENT IS THE SOLE OWNER OF ALL THAT CERTAIN TRACT, PARCEL, OR LOT OF LAND LOCATED IN THE M.L. MILBY SURVEY, ABSTRACT NUMBER 1059, TOWN OF PANTEGO, TARRANT COUNTY, TEXAS, ACCORDING TO THE DEED RECORDED IN D213044576, DEED RECORDS, TARRANT COUNTY, TEXAS, ALSO BEING ALL OF LOT 3R, BLOCK 1, WESTBURY SQUARE ADDITION, AN ADDITION TO THE TOWN OF PANTEGO, TARRANT COUNTY, TEXAS, AS RECORDED IN COUNTY CLERK DOCUMENT NUMBER D213039575, TARRANT COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTH RIGHT-OF-WAY OF WEST PARK ROW DRIVE, SAID POINT BEING THE SOUTHWEST CORNER OF SAID LOT 3R, ALSO BEING THE SOUTHWEST CORNER OF LOT 2R, BLOCK 1, WESTBURY SQUARE ADDITION, AN ADDITION TO THE TOWN OF PANTEGO AS RECORDED IN INSTRUMENT NUMBER D210041302, SAID POINT ALSO BRING S89°53'13"E, A DISTANCE OF 393.07 FROM A 1/2" IRON ROD FOUND FOR THE SW CORNER OF SAID LOT 2R;

THENCE N09°22'26"W ALONG THE COMMON LINE OF SAID LOTS 2R AND 3R, A DISTANCE OF 254.15 FEET TO A PK NAIL FOUND;

THENCE N89°52'14"W ALONG SAID COMMON LINE, A DISTANCE OF 44.93 FEET TO AN "X" SET IN CONCRETE;

THENCE N28°34'46"W ALONG SAID COMMON LINE, A DISTANCE OF 32.74 FEET TO A 1/2" IRON ROD SET ON THE SOUTH LINE OF LOT 24-R-2, KNAPP & DELK ADDITION, AN ADDITION TO THE CITY OF ARLINGTON, AS RECORDED IN VOLUME 388-175, PAGE 66, PLAT RECORDS, TARRANT COUNTY, TEXAS;

THENCE S89°52'16"E ALONG THE NORTH LINE OF SAID LOT 3R, ALSO BEING THE SOUTH LINE OF SAID LOT 24-R-2 A DISTANCE OF 49.31 FEET TO A POINT;

THENCE N89°14'38"E ALONG SAID COMMON LINE A DISTANCE OF 171.14 FEET TO A 1/2" IRON ROD SET AT THE NORTHEAST CORNER OF SAID LOT 3R, ALSO BEING THE NW CORNER OF LOT 4R-1, WESTBURY SQUARE ADDITION AS RECORDED IN INSTRUMENT NUMBER D215066600, TARRANT COUNTY, TEXAS;

THENCE S00°18'53"E ALONG THE COMMON LINE OF SAID LOTS 3R AND 4R-1 A DISTANCE OF 282.00 FEET TO A 1/2" IRON ROD SET AT THE SOUTHEAST CORNER OF SAID LOT 3R, ALSO BEING THE SOUTHWEST CORNER OF LOT 4R-1, AND ALSO BEING ON THE NORTH RIGHT-OF-WAY OF WEST PARK ROW DRIVE;

THENCE N89°53'13"W ALONG SAID RIGHT-OF-WAY A DISTANCE OF 120.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.951 ACRES.

THE BEARINGS RECITED HEREON ARE ORIENTED TO NAD 83 NORTH CENTRAL TEXAS.

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS:

THAT MERCANTILE BANK, A BRANCH OF WOODHAVEN NATIONAL BANK, ACTING THROUGH THE UNDERSIGNED, ITS DULY AUTHORIZED AGENT, DOES HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN PROPERTY AS LOT 3R-1, BLOCK 1, WESTBURY SQUARE ADDITION, AN ADDITION TO THE TOWN OF PANTEGO, TARRANT COUNTY, TEXAS, AND DO DEDICATE TO THE PUBLIC'S USE THE STREETS AND EASEMENTS SHOWN THEREON.

WITNESS MY HAND AT ARLINGTON, TARRANT COUNTY, TEXAS, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

MERCANTILE BANK, A BRANCH OF WOODHAVEN NATIONAL BANK

BY: MORRIE MINSHEW  
 TITLE: BRANCH PRESIDENT

STATE OF TEXAS:  
 COUNTY OF TARRANT:

BEFORE ME, THE UNDERSIGNED AUTHORITY APPEARED MORRIE MINSHEW, BRANCH PRESIDENT OF MERCANTILE BANK, A BRANCH OF WOODHAVEN NATIONAL BANK, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN MY HAND AND SEAL ON this the \_\_\_\_ day of \_\_\_\_\_, 2016.

NOTARY PUBLIC, STATE OF TEXAS  
 MY COMMISSION EXPIRES: \_\_\_\_\_

THIS is to certify that I, Herbert S. Beasley, a Registered Professional Land Surveyor of the State of Texas, have surveyed the above described property on the ground; and that all lot corners, angle points, and points of curve shall be set after construction and will be 1/2" iron rods capped and imprinted "BEASLEY 4050". Irons that are damaged, disturbed, or not so marked are not original corners.

Preliminary, this document should not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

Herbert S. Beasley  
 Registered Professional Land Surveyor  
 Texas Registration No. 4050

THIS is to certify that I, William M. Smith, Jr., a Registered Professional Land Surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground by Herbert S. Beasley, a Registered Professional Land Surveyor of the State of Texas.

Preliminary, this document should not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.

William M. Smith, Jr.  
 Registered Professional Land Surveyor  
 Texas Registration No. 4647





**TOWN COUNCIL APPROVAL**

MAYOR	DATE
CITY SECRETARY	DATE

**PLANNING AND ZONING COMMISSION APPROVAL**

CHAIRMAN	DATE
----------	------

CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	BEARING
C1	14.42'	20.00'	41°17'54"	7.54'	14.11'	N19°14'10"W
C2	41.89'	60.00'	40°00'00"	21.84'	41.04'	S19°53'07"E
C3	48.21'	30.00'	92°04'18"	31.10'	43.19'	N45°55'17"W
C4	47.35'	30.00'	90°25'40"	30.22'	42.58'	S45°19'37"W
C5	39.46'	25.00'	90°25'46"	25.19'	35.49'	S45°06'00"E
C6	21.14'	15.00'	80°45'24"	12.76'	19.43'	S40°29'34"W
C7	3.65'	20.00'	10°27'04"	1.83'	3.64'	S86°05'48"W

LEGEND	
irf	IRON ROD FOUND
B.L.	BUILDING LINE
U.E.	UTILITY EASEMENT
P.R.T.C.T.	PLAT RECORDS TARRANT COUNTY TEXAS
D.R.T.C.T.	DEED RECORDS TARRANT COUNTY TEXAS
C.C. No.	COUNTY CLERK NUMBER
INST. #	INSTRUMENT NUMBER
V	VOLUME
PG	PAGE
CM	CONTROL MONUMENT

**Engineer**  
**WMSA Partners, Ltd.**  
 dba William M. Smith & Assoc.  
 Firm Reg. Nos. F-9681  
 & F-10043800  
 P.O. Box 699  
 Arlington, Texas 76004-699  
 Ph: 817-903-1182  
 Email: bud@wmsaonline.com

**OWNER**  
 MERCANTILE BANK,  
 A BRANCH OF WOODHAVEN NATIONAL BANK  
 2229 W. PARK ROW DRIVE  
 PANTEGO, TEXAS 76013  
 817-277-2225

The purpose of this plat is to relocate a water line and firelane easement by abandoning the existing easements and adding them, by plat, at a different location to provide a more usable site plan.

**REPLAT**

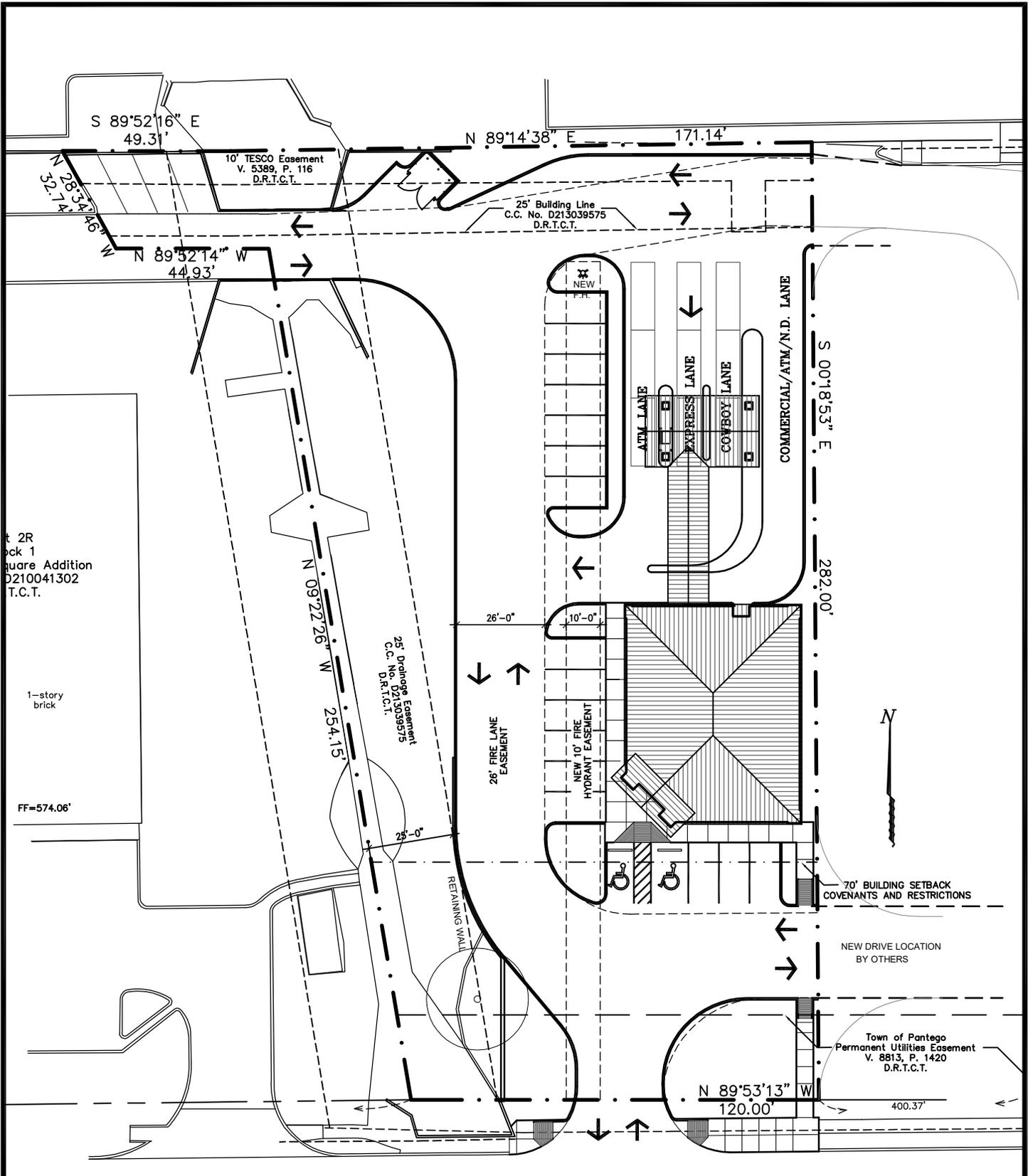
**LOT 3R-1, BLOCK 1**  
**WESTBURY SQUARE ADDITION**  
 TO THE TOWN OF PANTEGO,  
 TARRANT COUNTY, TEXAS,

being a revision of Lot 3R, Block 1, Westbury Square Addition, Town of Pantego, Tarrant County, Texas according to the revised plat recorded in Tarrant County Clerk's Document Number D213039575, Plat Records, Tarrant County, Texas, and containing 0.951 acres of land located in the W. P. Milby Survey, Abstract No. 1059, Tarrant County, Texas

January 2016

**HERBERT S. BEASLEY**  
 REGISTERED PROFESSIONAL SURVEYORS  
 LAND SURVEYORS L.P.  
 • LAND • TOPOGRAPHIC  
 • CONSTRUCTION SURVEYING  
 FIRM NO. 10094900  
 METRO 817-429-0194  
 FAX 817-446-5488  
 hsbeasley@msn.com

LOT 3R-1, BLOCK 1, PANTEGO, TEXAS



Block 1  
 Square Addition  
 D210041302  
 T.C.T.

1-story  
 brick

FF=574.06'



THESE DOCUMENTS ARE CONSIDERED AN INSTRUMENT OF SERVICE AND ARE THE PROPERTY OF FINANCIAL DESIGN AND CONSTRUCTION, INC. NOT TO BE REPRODUCED, ALTERED, OR USED WITHOUT WRITTEN PERMISSION FROM FINANCIAL DESIGN AND CONSTRUCTION, INC.

SITE PLAN

WOODHAVEN NATIONAL BANK



FINANCIAL DESIGN & CONSTRUCTION, INC.

SCALE: N.T.S. DATE: 09 FEB 16

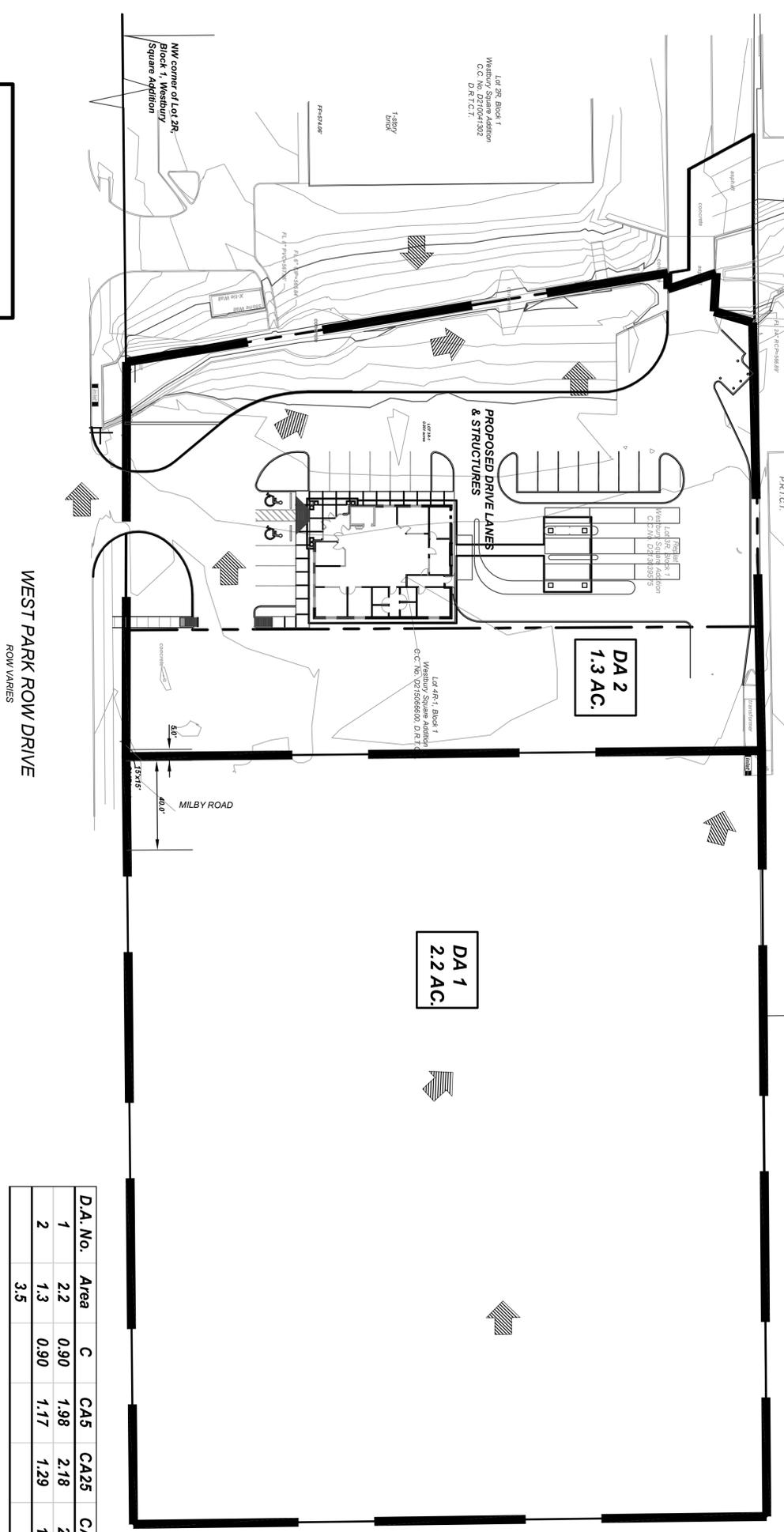
Pantego MERCANTILE BRANCH Texas

8330 Meadow Road, Suite 200 Dallas, Texas 75231 Phone: 1-866-363-6515 Fax: (214) 363-6513

THE 25 DRAINAGE EASEMENT AND MINIMUM FINISHED FLOOR SHOW HEREON WERE ESTABLISHED BASED ON A HYDRAULIC ANALYSIS FOR TRIM RC-1 THROUGH WESTBURY SQUARE ADDITION, PANTEGO, TEXAS BY MR. DAVID MCLENDON, P.E., C.F.M., PRESIDENT, MCLENDON HYDROLOGY AND ENGINEERING, LLC, DATED 1/30/2013, AND FILED IN INSTRUMENT #D213039574, DEED RECORDS, TARRANT COUNTY, TEXAS.

THE FINAL CONSTRUCTION PLANS FOR THIS DESIGN SHALL CONFORM WITH THE DESIGN USED IN THE MCLENDON HYDRAULIC ANALYSIS DESCRIBED ABOVE. ANY VARIATION FROM THIS DESIGN WILL REQUIRE A NEW HYDRAULIC ANALYSIS WHICH PROVIDES FOR THE FOLLOWING CONDITIONS:

- 1) NO INCREASE IN DOWNSTREAM VELOCITIES.
- 2) NO LOSS OF 100YR FLOODPLAIN VALLEY STORAGE.
- 3) NO INCREASE IN 100YR SURFACE ELEVATIONS ABOVE EXISTING CONDITIONS OR 100 YEAR WATER SURFACE AS CALCULATED IN THE MCLENDON HYDRAULIC ANALYSIS.
- 4) THAT ALL EROSION AND POSSIBLE SCOUR HAVE BEEN PROPERLY ADDRESSED. THE NEW HYDRAULIC ANALYSIS SHALL USE THE STARTING WATER SURFACE ELEVATIONS AND FLOWS PROVIDED BY THE CITY OF ARLINGTON STUDY FOR TRIM RC-1 AND USED IN THE MCLENDON HYDRAULIC ANALYSIS DESCRIBED ABOVE.



D.A. No.	Area	C	CA5	CA25	CA100	Tc	I5	Q5	I25	Q25	I100	Q100
1	2.2	0.90	1.98	2.18	2.48	10	5.74	11.4	7.3	15.9	8.74	21.6
2	1.3	0.90	1.17	1.29	1.46	10	5.74	6.7	7.3	9.4	8.74	12.8
	3.5							18.1		25.3		34.4

**LEGEND**

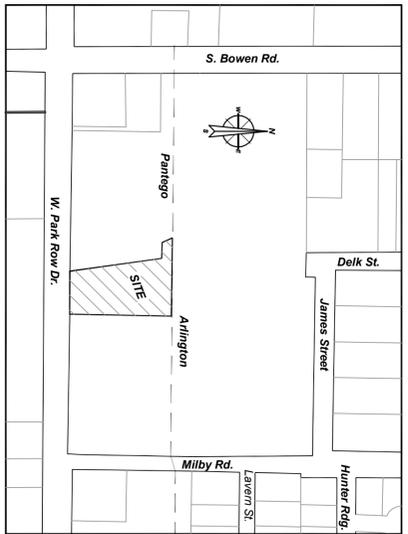
IR	IRON ROD FOUND
B.L.	BUILDING LINE
U/E	UTILITY EASEMENT
P.A.T.C.T.	PLAT RECORDS TARRANT COUNTY TEXAS
D.A.T.C.T.	DEED RECORDS TARRANT COUNTY TEXAS
INST. #	INSTRUMENT NUMBER
V	VOLUME
PG	PAGE
CM	CONTROL MONUMENT



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 hbsf@hbsf.com

**Engineer**  
**WMSA Partners, Ltd.**  
 dba William M. Smith & Assoc.  
 Firm Reg. No. F-9681  
 P.O. Box 699  
 Arlington, Texas 76004-699  
 Ph: 817-903-1182  
 Email: bud@wmsaonline.com

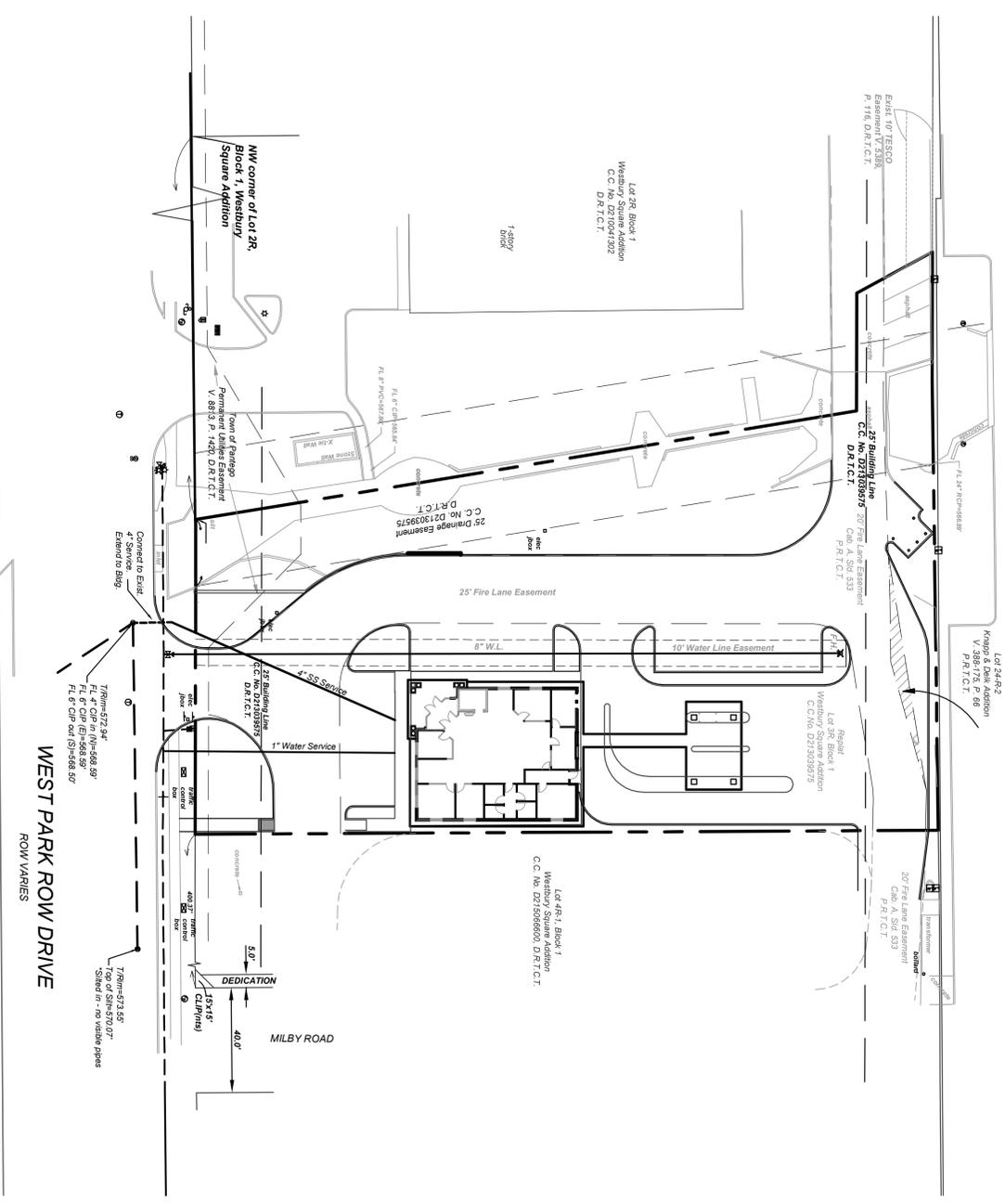
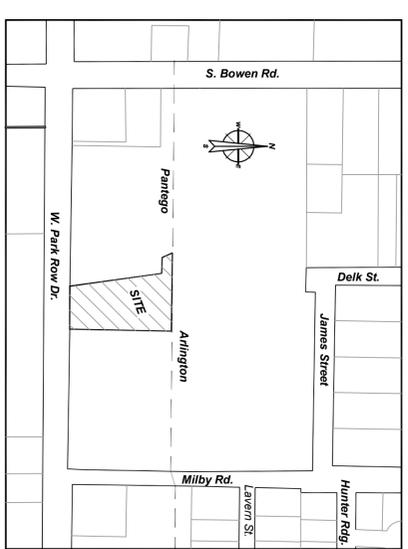
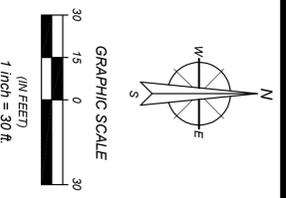
**OWNER**  
**MERCANTILE BANK**  
 A BRANCH OF WOODHAVEN NATIONAL BANK  
 2229 W. PARK ROW DRIVE  
 PANTEGO, TEXAS 76013  
 817-277-2225



- NOTES:**
1. REFER TO DRAINAGE PLAN FOR LOTS 4R-1, 5, & 6, BLOCK 1, WESTBURY SQUARE FOR DA 1 IN DETAIL.
  2. FINAL GRADING FOR DA 2 HAS NOT BEEN FINALIZED. WHEN DONE, A DETAILED DRAINAGE PLAN WILL BE INCLUDED IN PERMIT PLANS.
  3. A REVISED HYDRAULIC STUDY WILL BE MADE OF THE CHANNEL BASED ON THE NEW SITE PLAN CONFIGURATION. IT WILL BE DONE BY MCLENDON ENGINEERS AND WILL CONFORM TO THE REQUIREMENTS OF THE ATTACHED NOTE ON UPPER LEFT CORNER OF THIS SHEET.

**PRELIMINARY DRAINAGE PLAN**  
**REPLAT**  
**LOT 3R-1, BLOCK 1**  
**WESTBURY SQUARE ADDITION**  
 TO THE TOWN OF PANTEGO,  
 TARRANT COUNTY, TEXAS,

being a revision of Lot 3R, Block 1, Westbury Square Addition, Town of Pantego, Tarrant County, Texas according to the revised plat recorded in Tarrant County Clerk's Document Number D213039575, Plat Records, Tarrant County, Texas, and containing 0.951 acres of land located in the W. P. Milby Survey, Abstract No. 1059, Tarrant County, Texas



LEGEND	
IR	IRON ROD FOUND
B.L.	BUILDING LINE
U/E	UTILITY EASEMENT
P.A.T.C.T.	PLAT RECORDS TARRANT COUNTY TEXAS
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**MERCANTILE BANK**  
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 PANTEGO, TEXAS 76013  
 817-277-2225

**PRELIMINARY WATER & SEWER PLAN  
 FOR  
 REPLAT  
 LOT 3R-1, BLOCK 1  
 WESTBURY SQUARE ADDITION  
 TO THE TOWN OF PANTEGO,  
 TARRANT COUNTY, TEXAS,**

being a revision of Lot 3R, Block 1, Westbury Square Addition, Town of Pantego, Tarrant County, Texas according to the revised plat recorded in Tarrant County Clerk's Document Number D213039575, Plat Records, Tarrant County, Texas, and containing 0.951 acres of land located in the W. P. Milby Survey, Abstract No. 1059, Tarrant County, Texas  
 January 2016



# AGENDA BACKGROUND

**AGENDA ITEM:** Public Hearing, discuss, direct, and consider action on Ordinance 16-781 an ordinance of the Town of Pantego, Texas, on an amending Division 2 “Definitions” and Division 8 “Commercial and Industrial District Regulations” of Article 14.02 “Zoning Ordinance” of the Code of Ordinances of the Town of Pantego, Texas, by amending Section 14.02.052 “Definitions” and Section 14.02.451 “Use Regulations” as they relate to credit access businesses; making the ordinance cumulative of other ordinances on the subject; providing a penalty clause; providing for publication; and declaring an effective date.

**Date:** March 14, 2016

**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

The Town Council requested to consider an ordinance that would establish a 1,000 foot distance separation requirement between credit access businesses. Ordinance 16-781 would do so. The definition of a credit access business is also established, and is based on Chapter 393.601 of the Texas Finance Code, consistent with Chapter 8 of the Town’s Code of ordinances. It was reviewed and recommended by the Planning and Zoning Commission on March 7<sup>th</sup>.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of Ordinance 16-781.

**ATTACHMENTS:**

Ordinance 16-781

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

## ORDINANCE 16-781

**AN ORDINANCE AMENDING DIVISION 2 “DEFINITIONS” AND DIVISION 8 “COMMERCIAL AND INDUSTRIAL DISTRICT REGULATIONS” OF ARTICLE 14.02 “ZONING ORDINANCE” OF THE CODE OF ORDINANCES OF THE TOWN OF PANTEGO, TEXAS, BY AMENDING SECTION 14.02.052 “DEFINITIONS” AND SECTION 14.02.451 “USE REGULATIONS” AS THEY RELATE TO CREDIT ACCESS BUSINESSES; MAKING THE ORDINANCE CUMULATIVE OF OTHER ORDINANCES ON THE SUBJECT; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION; AND DECLARING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, the Town Council has adopted Chapter 14, Division 2, Definitions and Division 8, Use Regulations, of the Town of Pantego Zoning Ordinance, which regulates and restrictions commercial land uses within the Town, and

**WHEREAS**, the Town Council has determined that it is in the best interest of the Town of Pantego to amend Chapter 14, Division 2, Definitions and Division 8 Commercial.

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

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

### **SECTION 1:**

That Chapter 14, Zoning, of the Code of Ordinances of the Town of Pantego, Texas is hereby amended by adding the following definition in Article 14.02, Zoning Ordinance; Section 14.02.052, Definitions:

*Credit Access Business. A financial institution that is also a credit services organization that obtains for a consumer or assists a consumer in obtaining an extension of consumer credit in the form of a deferred presentment transaction or a motor vehicle title loan.*

### **SECTION 2:**

That Chapter 14, Zoning, of the Code of Ordinances of the Town of Pantego, Texas is hereby amended by adding the following subsection of Section 14.02.451 Use Regulations of Article 14.02, Zoning Ordinance to read as follows:

*(10) Credit Access Business*

*(A) Any credit access business seeking a certificate of occupancy after March 30<sup>th</sup>, 2016 must be located at least 1,000 feet from any other credit access business.*

*(B) The distance of 1,000 feet as stated in subsection (A) above, shall be measured in a direct line as the crow flies from the main customer entrance of each credit access business, without regard to property lines, streets, walkways, walls or any other obstruction.*

### **SECTION 3: PROVISIONS CUMULATIVE**

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

### **SECTION 4: PENALTY CLAUSE**

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

### **SECTION 5: PUBLICATION IN OFFICIAL NEWSPAPER**

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

### **SECTION 6: EFFECTIVE DATE**

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

**PASSED AND APPROVED AFTER WAIVER OF THE REQUIREMENTS OF TOWN CODE SECTION 1.03.035(b) THIS THE 14<sup>th</sup> DAY OF MARCH 2016 BY A VOTE OF \_ AYES, \_ NAYS, AND \_ ABSTENTIONS, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS.**

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

ATTEST:

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

APPROVED AS TO FORM:

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

## ORDINANCE 16-781

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

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

ATTEST:

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

APPROVED AS TO FORM:

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



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct and consider action on a proposal from Holly Potter-Harvey to coordinate the 2016 PantegoFest.

**Date:** March 14, 2016

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**PRESENTER:**

Matt Fielder, City Manager

**BACKGROUND:**

At the council meeting held on March 8, 2016, Council requested Holly Potter-Harvey to present an updated proposal for consideration to coordinate the 2016 PantegoFest. The proposal was not received in time to be included in the packet. The City Secretary will upload the proposal into Dropbox for Council review once it is received.

**FISCAL IMPACT:**

Unknown

**RECOMMENDATION:**

Staff is at the direction of Council.

**ATTACHMENTS:**

None