



Melody Paradise, Mayor
Don Surratt, Mayor Pro Tem

AGENDA

TOWN COUNCIL

August 8, 2016

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

COUNCIL MEMBERS:

Fred Adair
Don Funderlic
Jane Barrett
Russell Brewster

Matthew Fielder, City Manager

1

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 Capital Projects
 - Personnel Vacancies
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 Purchase Requisitions and Accounts Payable over \$5,000 and Review of Purchase Requisitions and Accounts Payable \$1,000 to \$5,000 previously approved by the City Manager.
4. Approval and Acceptance of Minutes
 - Approval of Town Council Minutes:
 - Town Council minutes from July 18, 2016
 - Town Council minutes from July 19, 2016
 - Acceptance of Minutes of Boards and Commissions:
 - P&Z minutes from July 5, 2016

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Mayor Pro Tem Surratt

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORT

CITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

PUBLIC HEARING

- 5. Public hearing, discuss, direct, and consider action on approving zoning case Z-225, a proposed preliminary plat as requested by Oakview Capital Partners LLC for the properties located at 2210-2234 West Park Row Drive, Lot 2R, Block 1 of the Village Park Addition and Lots 2A and 3, Block 1 of the Southern Flair-Braum’s Addition, Pantego, Tarrant County, Texas; and providing an effective date. The properties are generally located on the south side of West Park Row Drive between Lavern Street and Milby Road.

RESOLUTION

- 6. Discuss, direct, and consider action on Resolution 16-13 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with CMA Architecture Planning and Interior Design for an Additional Services Agreement 1 regarding the Park Row Streetscape Project; and providing an effective date.

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

- 7. Discuss and review the 2016 Ad Valorem Certified Tax Roll from the Tarrant County Appraisal District.
- 8. Discuss, direct, and consider action on the 2016 Proposed Property Tax Rate.
- 9. Discuss, direct, and consider action on setting dates for the vote on the Proposed FY 2016-2017 Budget and the Proposed 2016 Ad Valorem Tax Rate to be acted upon in the Town Council Chambers at a special meeting on August 29, 2016 and a regular meeting on September 12, 2016, and to schedule two public hearings to be held in the Town Council Chambers each for the FY 2016-17 Budget and the 2016 Ad Valorem Tax Rate on August 22, 2016 at 7:30 p.m. and August 29, 2016 at 6:30 p.m.

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

- 10. Discuss, direct, and consider action on PantegoFest 2016.
- 11. Discussion on the status of the potential revisions and/or updates to Ordinance 11-664, referred to as the Boat and RV Ordinance.

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

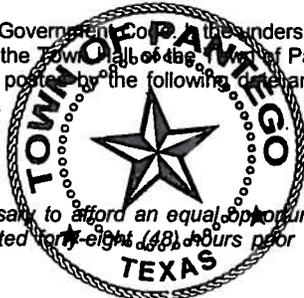
If a member of the Council makes a spontaneous inquiry about a subject not on this agenda, then the Town Council or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the Town 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.

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code, 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, August 5, 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.



City Manager's Report

To: Mayor Paradise and Members of the Town Council

From: Matt Fielder, City Manager

Date: August 8, 2016

Update on Capital Projects

Work on the 303 well site is almost complete. The remaining tasks will not require any interruption of service.

Personnel Vacancies

Vacancies remain for four police officers and one part-time court clerk. The candidate for the part-time court clerk position did not successfully complete their background check.



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: August 8, 2016

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 July 31, 2016**

Book Value of Pool Account, July 1, 2016 \$ 4,779,628

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	7/1/2016	\$ 3,575,732	7/31/2016	0.3690%	\$ 1.00
TexPool Prime	7/1/2016	1,203,896	7/31/2016	0.5718%	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	\$ 3,575,732	\$ 3,575,732	\$ (148,912)	\$ 3,426,820	\$ 3,426,820
TexPool Prime	1,203,896	1,203,896	585	1,204,481	1,204,481
Certificate of Deposits	907,309	907,309	-	907,309	907,309
Total	\$ 5,686,938	\$ 5,686,938	\$ (148,327)	\$ 5,538,611	\$ 5,538,611

**Pantego Economic Development Corp.
Monthly Investment Report
As of July 31, 2016**

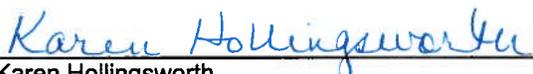
Book Value of Pool Account, July 1, 2016 \$ 420,178

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	7/1/2016	\$ 420,178	7/31/2016	0.3690%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
TexPool	\$ 420,178	\$ 420,178	\$ 132	\$ 420,310	\$ 420,310
Total	\$ 420,178	\$ 420,178	\$ 132	\$ 420,310	\$ 420,310

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


Karen Hollingsworth
Finance Director



Welcome to
TexConnect

TEXPOOL

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

Pool Information

Location: 79038
Town of Pantego

TexPool

Average Monthly rate for July	0.3690%
Average Monthly Dividend Factor for July	0.000010109

Information as of	August 1, 2016
Daily Net Yield	0.3764%
Dividend Factor	0.000010311
7 Day Net Yield	0.37%
Daily Assets	\$14,427,681,589.94
Weighted Average Maturity	36 days
Weighted Average Life	77 days
NAV	1.00017

TexPool Prime

Average Monthly rate for July	0.5718%
Average Monthly Dividend Factor for July	0.000015665

Information as of	August 1, 2016
Daily Net Yield	0.5867%
Dividend Factor	0.000016075
7 Day Net Yield	0.58%
Daily Assets	\$1,931,875,720.64
Weighted Average Maturity	35 days
Weighted Average Life	46 days
NAV	1.00014

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.

For more complete information, see the TexPool Investment Policy and Information Statement available on the TexPool web site, www.texpool.com. You should consider the investment's objectives, risks, charges, and expenses carefully before investing. Information about these and other important subjects is in the Investment Policy and Information Statement which you should read carefully before investing.

An investment in the Pool is not insured or guaranteed by any government or government agency. Although the manager of the Pool seeks to preserve the principal, it is possible to lose money by depositing money in the Pool.

TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Avenue, Suite 1400
 Houston, TX 77002



TOWN OF PANTEGO
 GENERAL FUND
 ATTN KAREN HOLLINGSWORTH
 1614 S BOWEN RD
 PANTEGO TX 76013-3336

Participant Statement

Statement Period 07/01/2016 - 07/31/2016

Customer Service 1-866-TEX-POOL
Location ID 000079038
Investor ID 000015688

TexPool Update

Do you have feedback to give TexPool to help us serve you better? Click on Contact Us on either TexPool.com or TexConnect to send us an email or call TexPool Participant Services at 866-839-7665. We would love to hear from you!

TexPool Summary						
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$3,575,731.87	\$0.00	\$150,000.00	\$1,088.32	\$3,426,820.19	\$3,459,708.16
TexPool Prime	\$1,203,896.22	\$0.00	\$0.00	\$584.66	\$1,204,480.88	\$1,203,952.80
Total Dollar Value	\$4,779,628.09	\$0.00	\$150,000.00	\$1,672.98	\$4,631,301.07	

Portfolio Value

Pool Name	Pool/Account	Market Value (07/01/2016)	Share Price (07/31/2016)	Shares Owned (07/31/2016)	Market Value (07/31/2016)
Texas Local Government Investment Pool	449/7903800001	\$3,575,731.87	\$1.00	3,426,820.190	\$3,426,820.19
TexPool Prime	590/7903800001	\$1,203,896.22	\$1.00	1,204,480.880	\$1,204,480.88
Total Dollar Value		\$4,779,628.09			\$4,631,301.07

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7903800001	\$1,088.32	\$6,675.67
TexPool Prime	590/7903800001	\$584.66	\$3,572.33
Total		\$1,672.98	\$10,248.00

Transaction Detail

Texas Local Government Investment Pool
 Pool/Account: 449/7903800001

Participant: TOWN OF PANTEGO

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
07/01/2016	07/01/2016	BEGINNING BALANCE	\$3,575,731.87	\$1.00		3,575,731.870
07/08/2016	07/11/2016	ACH WITHDRAWAL	\$150,000.00-	\$1.00	150,000.000-	3,425,731.870
07/29/2016	07/29/2016	MONTHLY POSTING	\$1,088.32	\$1.00	1,088.320	3,426,820.190
Account Value as of 07/31/2016			\$3,426,820.19	\$1.00		3,426,820.190

TexPool Prime

Participant: TOWN OF PANTEGO

Pool/Account: 590/7903800001

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
07/01/2016	07/01/2016	BEGINNING BALANCE	\$1,203,896.22	\$1.00		1,203,896.220
07/29/2016	07/29/2016	MONTHLY POSTING	\$584.66	\$1.00	584.660	1,204,480.880
Account Value as of 07/31/2016			\$1,204,480.88	\$1.00		1,204,480.880

TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Avenue, Suite 1400
 Houston, TX 77002



TOWN OF PANTEGO
 PANTEGO ECONOMIC DEVELOPMENT CORP
 ATTN KAREN HOLLINGSWORTH
 1614 S BOWEN RD
 PANTEGO TX 76013-3336

Participant Statement

Statement Period **07/01/2016 - 07/31/2016**

Customer Service 1-866-TEX-POOL
 Location ID 000079038
 Investor ID 000015689

TexPool Update

Do you have feedback to give TexPool to help us serve you better? Click on Contact Us on either TexPool.com or TexConnect to send us an email or call TexPool Participant Services at 866-839-7665. We would love to hear from you!

TexPool Summary						
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$420,177.98	\$0.00	\$0.00	\$131.70	\$420,309.68	\$420,190.73
Total Dollar Value	\$420,177.98	\$0.00	\$0.00	\$131.70	\$420,309.68	

Portfolio Value

Pool Name	Pool/Account	Market Value (07/01/2016)	Share Price (07/31/2016)	Shares Owned (07/31/2016)	Market Value (07/31/2016)
Texas Local Government Investment Pool	449/7903800002	\$420,177.98	\$1.00	420,309.680	\$420,309.68
Total Dollar Value		\$420,177.98			\$420,309.68

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7903800002	\$131.70	\$889.95
Total		\$131.70	\$889.95

Transaction Detail

Texas Local Government Investment Pool			Participant: TOWN OF PANTEGO			
Pool/Account: 449/7903800002						
Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
07/01/2016	07/01/2016	BEGINNING BALANCE	\$420,177.98	\$1.00		420,177.980
07/29/2016	07/29/2016	MONTHLY POSTING	\$131.70	\$1.00	131.700	420,309.680
Account Value as of 07/31/2016			\$420,309.68	\$1.00		420,309.680

TOWN OF PANTEGO
 CASH & INVESTMENTS REPORT
 AS OF: JULY 31ST, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
GENERAL FUND						
100-0-000-102.00	CLAIM ON CASH	24,334.59				
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			
100-0-000-204.00	TEXPOOL				1,900,070.21	
100-0-000-204.50	TEXPOOL PRIME				552,205.49	
	TOTAL 100-GENERAL FUND	24,739.59	252,755.95	0.00	2,452,275.70	2,729,771.24
LONG TERM DEBT FUND						
FIXED ASSETS FUND						
WATER AND SEWER FUND						
200-0-000-202.00	CERTIFICATE OF DEPOSIT		251,751.37			
200-0-000-204.00	TEXPOOL				3,036.81	
	TOTAL 200-WATER & WASTEWATER FUND	0.00	251,751.37	0.00	3,036.81	254,788.18
CAPITAL PROJECTS FUND						
300-0-000-204.00	TEXPOOL				36,484.01	
	TOTAL 300-EQUIPMENT REPLACEMT FUND	0.00	0.00	0.00	36,484.01	36,484.01
INTEREST & SINKING FUND						
400-0-000-102.00	CLAIM ON CASH	1,808.06				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-204.00	TEXPOOL				31,973.86	
	TOTAL 400-DEBT SERVICE FUND	1,808.06	100,700.51	0.00	31,973.86	134,482.43
STREET IMPVMT CONST FUND						
500-0-000-102.00	CLAIM ON CASH	27,245.52				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-204.00	TEXPOOL				367,055.93	
	TOTAL 500-STREET IMPVMT CONST FUND	27,245.52	251,751.37	0.00	367,055.93	646,052.82
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				403,107.12	
550-0-000-204.50	TEXPOOL PRIME				652,275.39	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	1,055,382.51	1,055,382.51
TRUST & AGENCY FUND						
WATER/SEWER CONSTRUCTION						
700-0-000-204.00	TEXPOOL				147,489.24	
	TOTAL 700-W/WW CONSTRUCTION FUND	0.00	0.00	0.00	147,489.24	147,489.24

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
INFRASTRUCTURE IMPVMT						
750-0-000-204.00	TEXPOOL				412,564.78	
	TOTAL 750-W/WW INFRASTRUCTURE FUND	0.00	0.00	0.00	412,564.78	412,564.78
PAYROLL IMPREST FUND						
777-0-000-102.00	CLAIM ON CASH	9,292.35				
	TOTAL 777-PAYROLL IMPREST FUND	9,292.35	0.00	0.00	0.00	9,292.35
COURT SECURITY FUND						
800-0-000-102.00	CLAIM ON CASH	4,704.90				
800-0-000-204.00	TEXPOOL				10,522.59	
	TOTAL 800-COURT SECURITY FUND	4,704.90	0.00	0.00	10,522.59	15,227.49
POLICE TRUST FUND						
815-0-000-102.00	CLAIM ON CASH	12,709.11				
	TOTAL 815-POLICE TRUST FUND	12,709.11	0.00	0.00	0.00	12,709.11
COURT TECHNOLOGY FUND						
825-0-000-102.00	CLAIM ON CASH	11,387.09				
825-0-000-204.00	TEXPOOL				70,252.22	
	TOTAL 825-COURT TECHNOLOGY FUND	11,387.09	0.00	0.00	70,252.22	81,639.31
PANTEGO YOUTH LDRSHP CNL						
835-0-000-102.00	CLAIM ON CASH	1,193.57				
	TOTAL 835-PANTEGO YOUTH LDRSHP CNCL	1,193.57	0.00	0.00	0.00	1,193.57
PANTEGOFEST						
850-0-000-102.00	CLAIM ON CASH	(10,875.82)				
	TOTAL 850-PANTEGOFEST FUND	(10,875.82)	0.00	0.00	0.00	(10,875.82)
FSA ADMINISTRATION						
860-0-000-102.00	CLAIM ON CASH	563.32				
	TOTAL 860-FSA/HRA ADMINISTRATION	563.32	0.00	0.00	0.00	563.32
DONATIONS FUND						
865-0-000-102.00	CLAIM ON CASH	8,884.38				
	TOTAL 865-DONATIONS FUND	8,884.38	0.00	0.00	0.00	8,884.38
SHAMBURGER MEMORIAL FUND						
875-0-000-202.00	CERT OF DEPOSITS		50,350.24			
875-0-000-204.00	TEXPOOL				27,001.98	
	TOTAL 875-SHAMBURGER	0.00	50,350.24	0.00	27,001.98	77,352.22
CARTWRIGHT LIBRARY FUND						
880-0-000-204.00	TEXPOOL				17,261.43	
	TOTAL 880-CARTWRIGHT LIBRARY FUND	0.00	0.00	0.00	17,261.43	17,261.43

TOWN OF PANTEGO
CASH & INVESTMENTS REPORT
AS OF: JULY 31ST, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
PEDC INTEREST & SINKING						
901-0-000-102.00	CLAIM ON CASH	160,300.64				
901-0-000-204.00	TEXPOOL				32,320.19	
TOTAL 901-PEDC DEBT SERVICE FUND		160,300.64	0.00	0.00	32,320.19	192,620.83
PEDC BOND RESERVE FUND						
PEDC OPERATING FUND						
903-0-000-102.00	CLAIM ON CASH	230,315.18				
903-0-000-204.00	TEXPOOL				387,989.49	
TOTAL 903-PEDC OPERATING FUND		230,315.18	0.00	0.00	387,989.49	618,304.67
PEDC ADMIN EXPENDITURE						
PEDC REDEMPTION FUND						
PEDC SALES TAX REVENUE						
ACCOUNTS PAYABLE IMPREST						
ALL FUNDS TOTAL						
		482,267.89	907,309.44	0.00	5,051,610.74	6,441,188.07
TOTAL CASH AND INVESTMENTS		482,267.89			5,958,920.18	

*** END OF REPORT ***

**TOWN OF PANTEGO
GENERAL FUND
REVENUE REPORT - JULY 2016**

	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Revenues:									
Property Tax-Current	\$ 1,451	\$ 85,975	\$ (84,524)	\$ 1,029,040	\$ 859,751	\$ 169,289	\$ 1,031,701	\$ (2,661)	(0%)
Property Tax-Current Interest	-	-	-	934	-	934	-	934	0%
Property Tax-Current Penalty	-	-	-	2,893	-	2,893	-	2,893	0%
Property Tax-Current Rendition Pen	-	-	-	2,179	-	2,179	-	2,179	0%
Property Tax-Delinquent	-	1,158	(1,158)	18,841	11,579	7,262	13,895	4,946	36%
Property Tax-Delinquent Interest	-	-	-	441	-	441	-	441	0%
Property Tax-Delinquent Penalty	-	-	-	360	-	360	-	360	0%
Property Tax-Delinquent Rendition Pen	-	-	-	271	-	271	-	271	0%
Sales Tax	126,931	111,679	15,252	1,314,640	1,116,793	197,848	1,340,151	(25,511)	(2%)
Franchise Fee-Natural Gas	-	2,083	(2,083)	26,648	20,833	5,815	25,000	1,648	7%
Franchise Fee-Communications	10,491	7,875	2,616	72,998	78,750	(5,752)	94,500	(21,502)	(23%)
Franchise Fee-Electricity	-	14,167	(14,167)	167,707	141,667	26,040	170,000	(2,293)	(1%)
Franchise Fee-Cable	-	1,042	(1,042)	9,508	10,417	(909)	12,500	(2,992)	(24%)
Franchise Fee-Water & Sewer	12,500	2,083	10,417	25,000	20,833	4,167	25,000	-	0%
Franchise Fee-Waste Disposal	1,852	-	1,852	17,919	-	17,919	-	17,919	0%
Mixed Beverage Tax	3,914	1,167	2,747	15,906	11,667	4,240	14,000	1,906	14%
Warrant Charges	6,056	8,333	(2,278)	76,840	83,333	(6,494)	100,000	(23,160)	(23%)
FTA / City (Omni Base)	316	583	(267)	4,150	5,833	(1,684)	7,000	(2,850)	(41%)
Court Fines and Penalties	23,611	32,917	(9,306)	292,304	329,167	(36,863)	395,000	(102,696)	(26%)
Special Expense Fee	17,083	22,917	(5,834)	211,370	229,167	(17,796)	275,000	(63,630)	(23%)
Accident Reports	35	50	(15)	320	500	(180)	600	(280)	(47%)
Child Safety Guard Program	285	667	(382)	10,207	6,667	3,540	8,000	2,207	28%
Traffic Fees	327	563	(236)	4,080	5,625	(1,545)	6,750	(2,670)	(40%)
City Judicial Fee	158	208	(51)	1,975	2,083	(109)	2,500	(525)	(21%)
City Arrest Fees	1,077	1,625	(548)	13,436	16,250	(2,814)	19,500	(6,064)	(31%)
10% Serv. Fee from T&A	3,008	1,846	1,162	16,416	18,458	(2,043)	22,150	(5,734)	(26%)
Time Payment Fee	4,551	2,083	2,467	22,392	20,833	1,559	25,000	(2,608)	(10%)
Planning and Zoning Fees	-	750	(750)	8,150	7,500	650	9,000	(850)	(9%)
Plan Review Fees	-	625	(625)	2,208	6,250	(4,042)	7,500	(5,292)	(71%)
Building Permits	1,559	3,417	(1,857)	29,601	34,167	(4,566)	41,000	(11,399)	(28%)
Liquor Licenses	1,550	667	883	8,303	6,667	1,636	8,000	303	4%
Contractor Registration Fee	900	917	(17)	12,325	9,167	3,158	11,000	1,325	12%
Certificates of Occupancy	300	583	(283)	8,700	5,833	2,867	7,000	1,700	24%
Clean & Show	40	44	(4)	240	443	(203)	531	(291)	(55%)
Dog Tag Revenue	25	25	-	295	250	45	300	(5)	(2%)
Penalties	139	-	139	443	-	443	-	443	0%
NSF Check Fees	-	2	(2)	35	21	14	25	10	40%
Ambulance Revenue	8,739	10,833	(2,094)	101,147	108,333	(7,187)	130,000	(28,853)	(22%)
Fire Inspections	1,290	625	665	13,340	6,250	7,090	7,500	5,840	78%
Park Rental Revenue	300	250	50	3,205	2,500	705	3,000	205	7%
Gas Royalty Revenue	-	833	(833)	-	8,333	(8,333)	10,000	(10,000)	(100%)
Copy Fees	51	4	47	380	42	338	50	330	659%
No Insurance Towing Fees	-	417	(417)	1,850	4,167	(2,317)	5,000	(3,150)	(63%)
Interest Income	871	333	538	5,816	3,333	2,483	4,000	1,816	45%
Grant Revenue	-	-	-	2,355	-	2,355	-	2,355	0%
Other Revenue	(2,096)	833	(2,929)	20,096	8,333	11,763	10,000	10,096	101%
Revenue Before Transfers In	\$ 227,314	\$ 320,179	\$ (92,866)	\$ 3,577,262	\$ 3,201,794	\$ 375,468	\$ 3,842,153	\$ 264,891	7%

**TOWN OF PANTEGO
GENERAL FUND
EXPENDITURE REPORT - JULY 2016**

	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Expenditures:									
General & Administrative	\$ 54,132	\$ 50,711	\$ (3,420)	\$ 463,284	\$ 507,113	\$ 43,829	\$ 608,535	\$ (145,251)	(24%)
Public Works	52,812	51,154	(1,657)	470,901	511,542	40,641	613,850	(142,949)	(23%)
Community Development	14,537	15,128	591	113,877	151,281	37,404	181,537	(67,660)	(37%)
Police	99,151	115,171	16,020	1,048,772	1,151,707	102,935	1,382,048	(333,276)	(24%)
Fire	91,854	100,154	8,300	977,584	1,001,544	23,960	1,201,853	(224,269)	(19%)
Municipal Court	26,078	30,282	4,204	273,086	302,821	29,735	363,385	(90,300)	(25%)
Community Relations Board	708	1,000	292	7,887	10,000	2,113	12,000	(4,113)	(34%)
Special Events	-	708	708	9,059	7,083	(1,976)	8,500	559	7%
Other	-	167	167	1,812	1,667	(145)	2,000	(188)	(9%)
Expenditures Before Transfers Out	\$ 339,271	\$ 364,476	\$ 25,204	\$ 3,366,260	\$ 3,644,757	\$ 278,496	\$ 4,373,708	\$ (1,007,448)	(23%)

**TOWN OF PANTEGO
WATER & WASTEWATER FUND
REVENUE REPORT - JULY 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Sale of Water	\$ 50,167	\$ 40,000	\$ 10,167	\$ 365,475	\$ 400,000	\$ (34,525)	\$ 480,000	\$ (114,525)	(24%)
Water Tap Fees	190	25	165	790	250	540	300	490	163%
Sewer Service Charge Fee	34,860	30,000	4,860	295,362	300,000	(4,638)	360,000	(64,638)	(18%)
Sewer Tap Fees	-	21	(21)	300	208	92	250	50	20%
Groundwater Conservation Fee	2,101	1,870	231	15,123	18,702	(3,578)	22,442	(7,319)	(33%)
Groundwater Conservation Fee-Recovery	2,101	1,870	231	15,123	18,703	(3,579)	22,443	(7,320)	(33%)
Penalties	697	1,250	(553)	10,978	12,500	(1,522)	15,000	(4,022)	(27%)
Processing/Turn On Fees	-	83	(83)	(607)	833	(1,441)	1,000	(1,607)	(161%)
N.S.F. Check Fees	30	25	5	270	250	20	300	(30)	(10%)
Adm. Serv. Charge / Sewer Impact	940	583	357	7,558	5,833	1,725	7,000	558	8%
Interest Income	1	54	(53)	155	542	(387)	650	(495)	(76%)
Other Revenue	-	2,333	(2,333)	979	23,333	(22,354)	28,000	(27,021)	(97%)
Total Revenue Before Transfers In	\$ 91,088	\$ 78,115	\$ 12,972	\$ 711,506	\$ 781,154	\$ (69,649)	\$ 937,385	\$ (225,879)	24%

**TOWN OF PANTEGO
WATER & WASTEWATER CONSTRUCTION FUND
REVENUE REPORT - JULY 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Interest Income	\$ 47	\$ -	\$ 47	\$ 352	\$ -	\$ 352	\$ -	\$ 352	0%
Total Revenue Before Transfers In	\$ 47	\$ -	\$ 47	\$ 352	\$ -	\$ 352	\$ -	\$ 352	0%

**TOWN OF PANTEGO
INFRASTRUCTURE IMPROVEMENT FUND
REVENUE REPORT - JULY 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Infrastructure Improvement Fee	\$ 26,848	\$ 25,000	\$ 1,848	\$ 202,632	\$ 250,000	\$ (47,368)	\$ 300,000	\$ (97,368)	32%
Penalties	307	-	307	611	-	611	-	611	0%
Interest Income	131	-	131	930	-	930	-	930	0%
Total Revenue Before Transfers In	\$ 27,286	\$ 25,000	\$ 2,286	\$ 204,173	\$ 250,000	\$ (45,827)	\$ 300,000	\$ (95,827)	32%

**TOWN OF PANTEGO
WATER AND WASTEWATER FUND
EXPENSE REPORT - JULY 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Water	\$ 41,858	\$ 29,145	\$ (12,713)	\$ 207,405	\$ 291,447	\$ 84,041	\$ 349,736	\$ (142,331)	41%
Sewer	33,154	28,850	(4,304)	496,076	288,504	(207,572)	346,205	149,871	(43%)
Total Expenses Before Transfers Out	\$ 75,012	\$ 57,995	\$ (17,017)	\$ 703,481	\$ 579,951	\$ (123,530)	\$ 695,941	\$ 7,540	(1%)

**TOWN OF PANTEGO
WATER & WASTEWATER CONSTRUCTION FUND
EXPENSE REPORT - JULY 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Capital Improvements	\$ 3,500	\$ 14,000	\$ (10,500)	\$ 62,021	\$ 140,000	\$ (77,979)	\$ 168,000	\$ (105,979)	63%
Total Revenue Before Transfers In	\$ 3,500	\$ 14,000	\$ (10,500)	\$ 62,021	\$ 140,000	\$ (77,979)	\$ 168,000	\$ (105,979)	63%

**TOWN OF PANTEGO
WATER & WASTEWATER INFRASTRUCTURE IMPROVEMENT FUND
EXPENSE REPORT - JULY 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Infrastructure Improvements	\$ 87,565	\$ 18,917	\$ 68,648	\$ 172,108	\$ 189,166	\$ (17,058)	\$ 226,999	\$ (54,891)	24%
Total Revenue Before Transfers In	\$ 87,565	\$ 18,917	\$ 68,648	\$ 172,108	\$ 189,166	\$ (17,058)	\$ 226,999	\$ (54,891)	24%



PANTEGO PUBLIC SAFETY



MONTHLY ACTIVITY SUMMARY- July 2016

Personnel

The Police Department has three positions open for police officer and one position open for Detective. Sergeant Chris Whitwell submitted his resignation to pursue a career in the private sector. Interviews took place for the position of officer and we are hopeful that at least one position will qualify. A former employee of Pantego is being considered for the position of Detective.

Lieutenant Roy de Leon is on temporary leave due to medical issues.

Operational Issues

Fire Department

No major issues.

Police Department

No major issues.

Training

Police Department

Dispatcher Bailey Douthit is attending Basic Telecommunicator Course in preparation for licensing as a Telecommunicator through the Texas Commission on Law Enforcement.

Fire Department

Medical training for the month was scenarios based upon topics covered during the last three months and was instructed by Tarrant County College instructors.

Fire training was on Incident Command.

Public Relations

Where's Baby Takes Aim at Preventing Deaths

The Where's Baby and Look Before You Lock campaign has received good publicity through the local news outlets. The program will be expanded through the production of wrist key chains that can



hang on existing key chains or used as key chains themselves. The local TxDot office has also been approached in the hopes that the message can be displayed on the information boards that are located on the major highways.

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' and 'D'.

Thomas D. Griffith
Chief of Public Safety

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

July, 2016

Citations/Traffic Stops

Officer	Citations	Traffic Stops	Citations YTD
Griffith	1	3	3
Reeves	0	1	19
Open Position			
Bruton	56	65	439
Hubbell	49	25	402
Meinke	32	22	469
Marquez	1	11	84
Guy	46	59	167
Bonner	17	36	543
Kiser	46	53	233
Springer	14	25	304
Whitwell	0	1	0
Ex-Officers			276
TOTALS	262	301	2,953
<u>Vehicle Crashes</u>			
Crash Type	Quantity.		YTD
Minor	3		61
Major	6		26
Hit & Run	3		17
TOTALS	12		104
Crashes reported to State	8		46

Incident Activity

Officer	Total Calls	Dispatch	Self- Initiated	Arrests	Ytd/ arrests
400 Griffith	32	19	13	0	0
600 Reeves	27	13	14	0	5
610 Whitwell	53	12	41	0	0
620					
602 Bruton	184	39	145	4	48
603 Hubbell	225	34	191	8	69
604 Meinke	150	57	93	6	28

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	154	45	109	3	33
606	Guy	198	45	153	3	36
607	Bonner	121	16	105	3	67
608	Kiser	207	51	156	14	36
609	Springer	148	34	114	1	40
710	Watson				1	36
711	Hopkins				2	20
Ex-Officers						31
Totals		1,499	365	1,134	45	441

Average 2:19
Response
Time

Respectfully,



Barry Reeves
Assistant Chief of Police

PANTEGO POLICE DEPARTMENT CRIMINAL INVESTIGATIONS REPORT



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

Offenses Received	Quan.	YTD
Assault	1	6
Assault Family Violence	0	6
Burglary/Building	1	6
Burglary/Coin-op	0	0
Burglary/Vehicle	3	11
Burglary/Residence	0	1
Manufacture and Delivery	0	0
Criminal Mischief	2	17
DWI	5	46
DWLI	0	1
Evading or Resisting Arrest/Detention	0	4
Failure to ID	0	6
Fraud	1	9
Graffiti	0	0
Poss. Controlled Subst.	3	19
Poss. Marijuana	3	43
Robbery	0	1
Theft	3	45
Theft of Motor Vehicle	1	5
Other	5	30
Total Received	28	256

Case Dispositions of Above Totals	Month	YTD
Cases Active	9	72
Cases Cleared	19	139
Cleared Cases Filed with DA	7	43
Cases Suspended-Pending Leads	0	0

Cases Filed with DA from Previous Report Periods	3	33
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Respectfully submitted,

Chris Whitwell, Detective

Unintentional Transmission of Alarm			1		4	3	
Smoke Detector Activation - No Fire		3	4	1	3	1	
Bomb Scare - No Bomb							
System Malfunction		1	1			1	
False Alarm or False Call, Other		8	6	2	10	16	
CO Detector Activation, Malfunction		3					
Sprinkler Activation, no fire		1					
Special Incident Type							
Citizen Complaint						1	
Special Incident Type, Other		1					
Mutual Aid		1	4				
TOTAL FIRE INCIDENTS		14	153	154	38	180	267
AVERAGE FIRE RESPONSE TIME - PANTEGO			4				

PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
31-Jul-16							
							
FIRE TRAINING							
CLASS SUBJECT		HOURS	YTD				
Scene management		4	20				
TOTAL HOURS							
EMS TRAINING							
CLASS SUBJECT		HOURS	YTD				
EMS scenarios		4	32				
PUBLIC EDUCATION		MONTH	YTD	MONTH	MONTH	MONTH	MONTH
				ADULTS	YTD	CHILDREN	YTD
Fire Extinguisher Class							
School Presentations							
B-day parties							
Spray Downs							
Station Tours		1	1				
Special Events		2	5	200	430	50	460
Home Inspections							
Public Safety Forums							
Fall Risk Assessment							
TOTAL CONTACTS							
BUSINESS INSPECTIONS		MONTH	YTD				
Initial		43	573				
Re-Inspections			1				
Plans Review Completed							
C.O Issued			34				



PUBLIC WORKS REPORT

July 2016

ADMINISTRATIVE/PROJECTS/ENGINEERING

- 303 Well Site by-pass project started and planned for completion in early August.
- Completed assessment of every manhole throughout the town and will be ordering the appropriate amount of "rain-catchers" to prevent I&I.
- Over 44 street signs replaced throughout the town.
- Lead and Copper samples taken and sent to lab, results to TCEQ
- Met with Arlington to discuss potential emergency connection at 303 Well site

STREETS and DRAINAGE

- (15) Inspected and removed debris from creek channel and flumes
- Various potholes filled to prevent sitting water on street
- Cleared various amounts of growth throughout the bicentennial park creek

TOWN FACILITIES

- Daily general policing of the Town Hall building and surrounding area
- Changed light bulbs at town hall and in council chambers
- (2) Cycles of mowing, edging, line-trimming and blowing

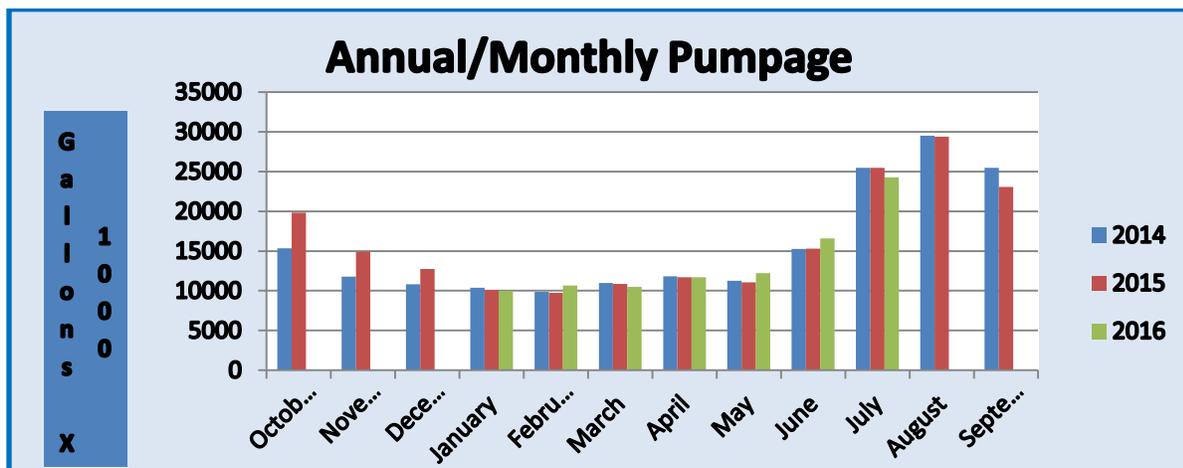


PARK OPERATIONS

- Daily cleaning at the restrooms
- Installed the “Little Library” in the central park
- Large sprinkler main-line repair made
- All sprinklers at park checked, various repairs made and on-going
- Replaced irrigation timer by the gazebo
- (2) Park mowed, edged, trimmed and blown off
- Cleared various forms of growth throughout the creek.

UTILITY BILLING

July Billing for 1,211 Accounts \$126,429.24	July Past Due Balances \$3,700.34
July Billing for Garbage \$7,852.46	July Billing for Recycling \$2,078.39





WATER: WELLS AND DISTRIBUTION

- Total water production 24,248,000
- Average daily production 782,194
- (162) Residual samples taken – average chlorine residual (.30)
- (3) Total coliform / ecoli samples taken – all tests negative
- (1211) - Meters read
- (33) – Meter rereads
- (27) - Dead end hydrants flushed
- (18) - 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
- (21) Cut off/non-payment notices were issued
- (1) Cut off performed due to non-payment
- All tanks inspected, and large tank (750 K-gal) at 303 Well Site has been cleaned by US Underwater
- Installed 10" valve and 8' of PVC pipe on Pioneer Pkwy
- Emergency valve removal at 303 Well Site to bypass a valve broken closed
- (3) Installed/replaced service valves due to customer breaking them
- (45) Exercised Hydrants
- 6" Water main break repaired at Pioneer Pkwy and Duluth
- 6" broken valve replaced on Pioneer Pkwy and Duluth
- (2) Cycles - Well sites mowed, edged, trimmed and blown



WASTEWATER

- (13) Cleaned the Lift Station bar screen and bagged the solids for the month
- (2) Cycles - Lift Station was mowed, edged, and blown
- 8,000 ft. of sewer main cleaned (pulled down)
- Cleared a Sanitary Sewer Overflow on 3400 block of Country Club likely due to grease blockage.

PUBLIC WORKS MAINTENANCE

- Checked fluids and topped off fluids on work vehicles
- Serviced power equipment
- Started equipment and serviced as required
- Sinkholes filled due to storm sewer issues on 2819 Woodwind Dr
- (2) Cycles – medians and ROW, mowed, edged, trimmed and blown
- 43 Street signs have been replaced throughout the town.

ANIMAL SERVICES

- Injured possum asked to be picked up; Unfortunately was still faster than us
- Injured and malnourished Boxer picked up and taken to Ft. Worth for immediate care
- (1) Trap delivered and returned.



ENVIRONMENTAL SERVICES

West Nile Testing

Dates	2600 Miller Lane	3613 Shady Valley	Roaming #1	Roaming #2
7/06	35	50	*9 – 1605 Newsom Ct.	4 – 27 Gittiban Ct.
7/13	*11	*6	*5 – 1813 Nora Dr.	7 – 2621 Peachtree
7/20	0	0	0 – 2001 Silverleaf	0 – 1903 Ivygreen Ct.
7/27	*24	50	*44 – 27 Gittiban Ct.	7 – 1605 Newsom Ct.

*(5) WNV positive mosquitoes trapped in Pantego. All negative for Saint Louis Encephalitis. No human cases reported by Tarrant County

Mosquito Control Spraying

The Town was sprayed on the night of July 5th, 6th, and the 18th.

EVENTS

- Assisted with the Movie Night in the Park on July 16th.

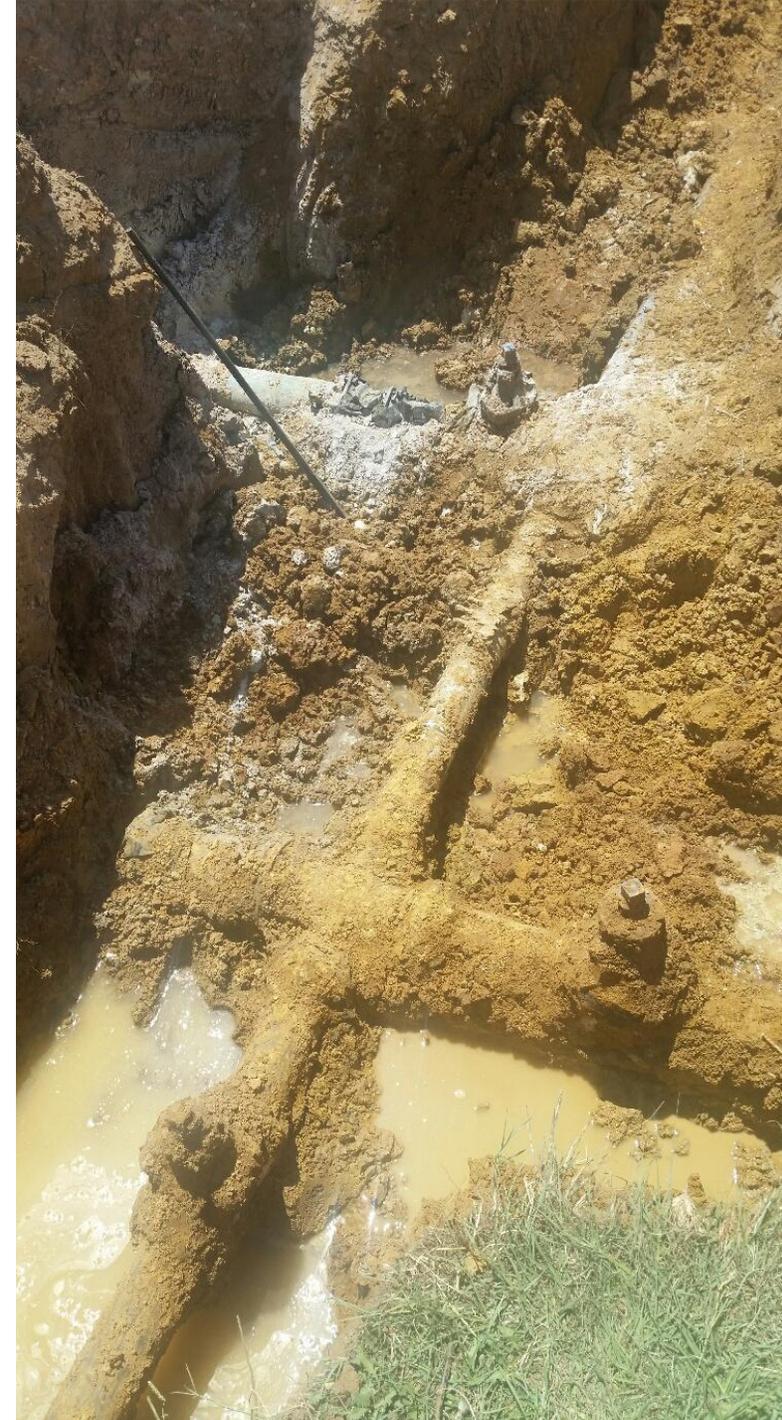
ADDITIONAL ITEMS

Nothing to report



PHOTOS:

303 Well Site Project (in progress)





Sanitary Sewer Overflow on Country Club Rd.



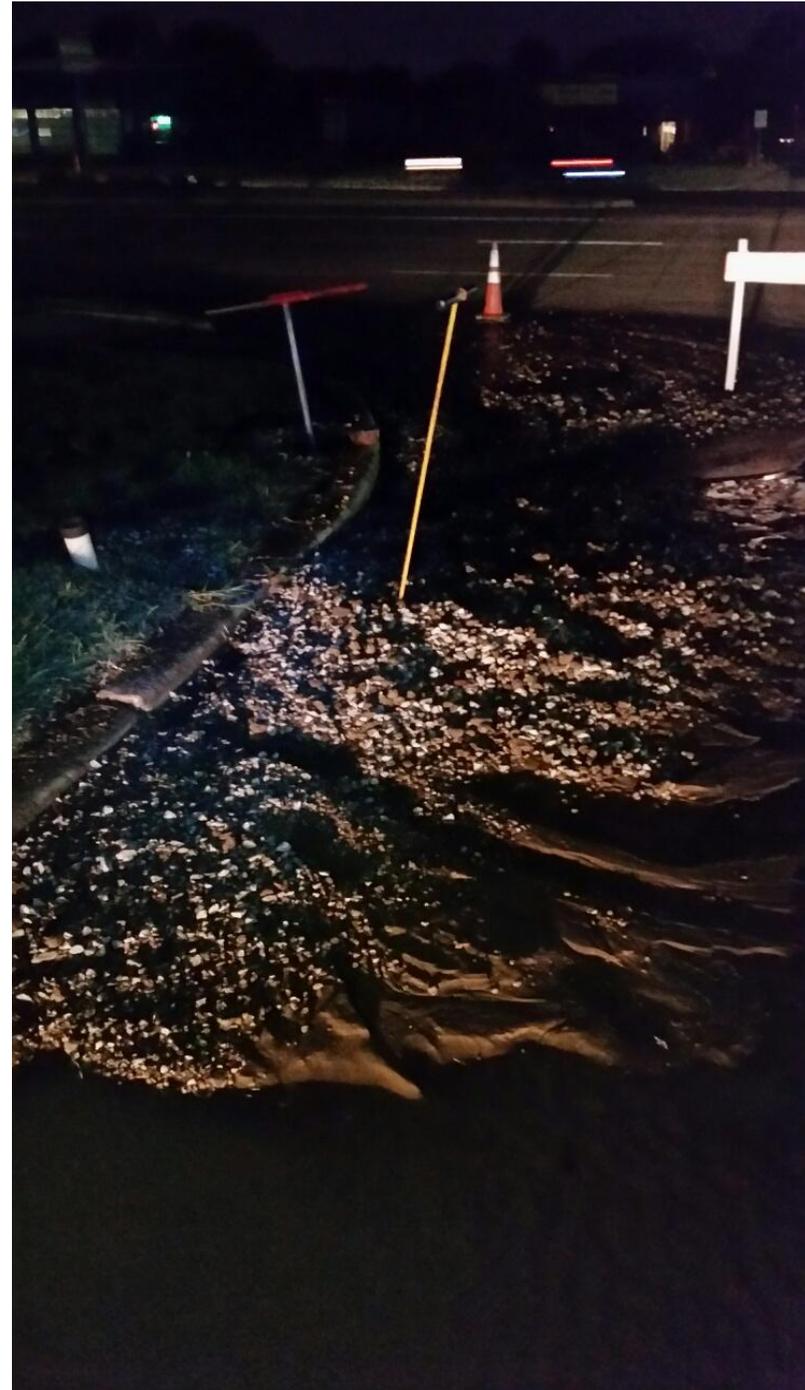


Replaced curb stop broken by plumber





Water Main break and Broken Valve replacement on Duluth Dr





Water main break and Valve replacement on Duluth Dr





Valve installation on Pioneer Pkwy by PW Crews





Mini Library at the Park







COMMUNITY DEVELOPMENT REPORT – JULY 2016

PLANNING AND ZONING

- Zoning case Z-225, a proposed preliminary plat as requested by Oakview Capital Partners LLC for the property located at 2210-2234 West Park Row Drive, Lot 2R, Block 1 of the Village Park Addition and Lots 2A and 3, Block 1 of the Southern Flair-Braum's Addition, Pantego, Tarrant County, Texas. The Planning and Zoning Commission recommended approval by a (5) to (0) vote.

CONSTRUCTION AND DEVELOPMENT

- **1900 Melbourne Drive-** Construction on a new residential build; Framing, Electrical, and Mechanical almost ready for inspection.
- **1912 Sarah Court-** Construction on a new residential build. House has passed all final inspections.
- **2905 Mistletoe-** Construction on a new residential build. House has passed all final inspections.

CERTIFICATES OF OCCUPANCY

- FR Liquidation & Auctions- 2211 Duluth Dr Suite 112- Online Car Auction
- ABA Academy- 3615 W Pioneer Pkwy Suite D- Social Services

INSPECTIONS

	JULY TOTAL	YTD TOTAL
BUILDING INSPECTION	7	70
CERTIFICATE OF OCCUPANCY	4	86
CUSTOMER SERVICE INSPECTION	2	5
ELECTRICAL INSPECTION	4	47
MECHANICAL INSPECTION	4	18
PLUMBING INSPECTION	9	79
REINSPECTION	3	11
CODE ENFORCEMENT INSPECTIONS	5	16
TOTAL INSPECTIONS	38	332

CONSTRUCTION VALUES

	JULY	2015/2016 YTD
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$734,115.00
EXISTING RESIDENTIAL REMODEL	\$69,192.00	\$520,520.27
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$ 0.00
EXISTING COMMERCIAL REMODEL	\$953,488.93	\$1,986,652.56
TOTAL VALUE	\$1,022,680.93	\$3,241,287.83

FEES COLLECTED

	JULY TOTAL	JULY FEES	YTD TOTAL	YTD FEES	BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	3	\$300.00	63	\$6,300.00	\$7,000.00	(\$700.00)
ZONING FEES	0	\$0.00	11	\$7,250.00	\$9,000.00	(\$1,750.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	1	\$50.00	28	\$3,209.83	\$7,500.00	(\$4,290.17)
BUILDING PERMIT	20	\$5,777.48	204	\$29,235.24	\$41,000.00	(\$11,764.76)
UTILITY RELEASE	1	\$40.00	8	\$320.00	\$0.00	\$320.00
CONTRACTOR REGISTRATION	13	\$900.00	153	\$12,700.00	\$11,000.00	1,700.00
LIQUOR PERMITS	0	\$0.00	16	\$5,995.00	\$8,000.00	(\$2,005.00)
TOTAL FEES		\$2,825.50		\$57,942.59	\$83,500.00	(\$25,557.41)



MUNICIPAL COURT



Municipal Court Collections / July 2016

On-Time Citations

Fines- \$20,010.38
Fees- \$11,115.40
 Total- \$31,125.78

Warrants

Fines- \$28,901.68
Fees- \$10,638.58
 Total- \$39,540.26

Court Security Fund- \$800.90

Court Technology Fund- \$1061.00

Accident Reports- \$25.00

Collection Fees- \$1,059.70

Gross Total Revenue- \$ 70,666.04
Less State Fee's- \$ 21,753.98
 Net Revenue- \$ 48,912.06

Presented by: Thressa Householder



WARRANT MONTHLY TOTALS FOR JULY 2016

TOTAL WARRANTS VALUE CLEARED -----	\$80,631.76
FYTD-----	\$747,190.96
TOTAL PAYMENTS COLLECTED -----	\$40,365.86
FYTD-----	\$407,472.58
TOTAL NON-CASH CLEARED -----	\$39,193.90
FYTD-----	\$246,043.08
WARRANT FEES COLLECTED -----	\$6,119.80
FYTD-----	\$77,374.95
BONDS/FORFEITURES -----	\$1,072.00
FYTD-----	\$12,331.82
TOTAL PHONE CALLS -----	710 – 194 OUT 711 – 407 OUT Tot – 601
	165 IN 150 IN Tot - 315
TOTAL POST CARDS -----	710– 73 711 – 47 Tot - 120
PERSONAL STOPS/ATTEMPS -----	0
CONTACTS -----	0
DOOR HANGERS -----	0
ARRESTS -----	710 – 1 711 – 2 Tot – 3
PAY PLANS -----	710 – 11 711 – 16 Tot - 27
BONDS/COURT DATES -----	710 – 4 711 – 4 Tot – 8
BOND AMOUNT -----	710 - \$4,705.10 711 - \$4,926.10--- Tot \$9,631.20
LETTERS -----	710 – 82 711 – 36 ----Tot 118
TOTAL WARRANTS CONTACTED ----	710 – 52 711 – 136

TOTAL WARRANTS CLEARED-----	710 – 52	711 – 130
TOTAL VALUE-----	710 - \$16,979.70	711 - \$42,665.31
TOTAL AMOUNT COLLECTED-----	710 - \$3,759.40	711 - \$15,340.63
FUTURE REVENUE-----	710 - \$7,582.20	711 – \$11,541.55

EXTRA DUTIES/VACATION/OTHER FOR JULY

Officer Hopkins out of the office 5 days
 Officer Hopkins conducted 3 backgrounds on potential employees
 Officer Hopkins completed an incident report for poss marij.
 Officer Watson out 7 days Training/Holiday/Vacation
 -Ofcr. Watson completed his Court Security Specialist class

Arraignments - 8

Prisoner Transfers - 0

Prisoner Service calls - 2

Assist Patrol - 6

Additional warrants cleared – 179

Respectfully submitted,

Warrant Officer: Chad Watson 710

Warrant Officer: Robert Hopkins 711

Report for fees collected: 7/01/2016 - 7/31/2016

Street:	Fee	Citation Violation	Amount	Posting Date	Docket
COLAGY	COLLECTIONS FEE	132877 01	54.00	7/08/2016	132877 01
COLAGY	COLLECTIONS FEE	132877F 01	93.00	7/08/2016	132877F01
COLAGY	COLLECTIONS FEE	132877F 02	93.00	7/08/2016	132877F02
COLAGY	COLLECTIONS FEE	141089F 01	72.50	7/01/2016	141089F01
COLAGY	COLLECTIONS FEE	147456 01	67.80	7/26/2016	147456 01
COLAGY	COLLECTIONS FEE	147456 02	52.50	7/26/2016	147456 02
COLAGY	COLLECTIONS FEE	147456V 01	82.50	7/26/2016	147456V01
COLAGY	COLLECTIONS FEE	147456V 02	82.50	7/26/2016	147456V02
COLAGY	COLLECTIONS FEE	147840V 01	75.40	7/08/2016	147840V01
COLAGY	COLLECTIONS FEE	E008815 01	38.00	7/14/2016	E008815 01
COLAGY	COLLECTIONS FEE	E010065F 02	82.50	7/22/2016	E010065F02
COLAGY	COLLECTIONS FEE	E011694V 02	71.00	7/08/2016	E011694V02
COLAGY	COLLECTIONS FEE	E013972 02	55.00	7/08/2016	E013972 02
COLAGY	COLLECTIONS FEE	E013972V 01	90.00	7/08/2016	E013972V01
COLAGY	COLLECTIONS FEE	E015612 01	50.00	7/15/2016	E015612 01

15	1,059.70	COLAGY	COLLECTIONS FEE
TOTAL:	1,059.70		



AGENDA BACKGROUND

AGENDA ITEM: Approval of Purchase Order Requests and Accounts Payable over \$5,000 and Review of Purchase Order Requests and Accounts Payable \$1,000 to \$5,000 previously approved by the City Manager.

DATE: August 8, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

This agenda item includes (1) a list of Purchase Order Requests over \$5,000, including copies of related documentation, requiring Council Approval before goods and services are ordered, (2) a list of Accounts Payable over \$5,000 processed between July 19, 2016 and August 1, 2016, for Council Approval before payments are released, (3) a list of Purchase Order Requests between \$1,000 and \$5,000 previously approved for processing by the City Manager for Council Review, and (4) a list of Accounts Payable between \$1,000 and \$5,000 processed between July 19, 2016 and August 1, 2016, previously approved for release by the City Manager for Council Review.

FISCAL IMPACT:

Please see attached summaries.

RECOMMENDATION:

Approval of the attached list of Purchase Order Requests over \$5,000 for processing, approval of the attached list of Accounts Payable items over \$5,000 for release, and review of the attached list of Purchase Order Requests and Accounts Payable items between \$1,000 and \$5,000 previously approved by the City Manager.

ATTACHMENTS:

Purchase Order Requests Over \$5,000 For Council Approval
 List of Accounts Payable Items Over \$5,000 For Council Approval
 Purchase Order Requests Between \$1,000 and \$5,000 For Council Review
 List of Accounts Payable Items Between \$1,000 and \$5,000 For Council Review

Purchase Order Requests over \$5,000 for Council Approval:

Vendor	Description	Amount
Arlington Chamber of Commerce	PEDC's Annual Membership	\$10,000.00

List of Accounts Payable Items over \$5,000 for Council Approval:

Check #	Check Date	Vendor	Description	Amount
40070	7/20/2016	Iwerk-TX	Rack Mount Installation and May Services	\$5,945.00
40118	7/28/2016	Duncan Disposal	July Trash/Recycling Services	\$10,563.85
40119	7/28/2016	Fort Worth Water Department	June Wastewater Services	\$31,000.72
40120	7/28/2016	Gexa Energy	June Services	\$16,867.35
40127	7/28/2016	Northern trinity Groundwater	Semi-Annual Water Usage	\$8,947.14
40134	7/28/2016	TML Intergovernmental Risk Pool	Quarterly Liability Insurance Payment & Deductible for Claim	\$27,405.50
40136	7/28/2016	Armadillo Underground Utilities	Pioneer Parkway Water Line West Crossover Connection Payment #1	\$85,185.00

Purchase Order Requests between \$1,000 and \$5,000 for Council Review:

Vendor	Description	Amount
Sa-So	Water valves and other supplies	\$2,356.30
Tarrant County College	EMS Training Agreement	\$2,880.00
Thrasher Heating & A/C	New A/C system for Server Room at PD	\$3,644.00
Signarama	Acrylic sign pieces for marquees	\$1,031.10

List of Accounts Payable Items between \$1,000 and \$5,000 for Council Review:

Check #	Check Date	Vendor	Description	Amount
40061	7/20/2016	Armando Gonzalez Jr.	Mowing Services	\$1,666.67
40067	7/20/2016	Deltatek Engineering	Smith Barry/Nora Sewer Project Survey	\$3,500.00
40069	7/20/2016	Fortiline Inc.	Valves/Hydrants/Extensions	\$2,380.00
40073	7/20/2016	Pacheco Koch	Street Assessment Project	\$4,450.00
40080	7/20/2016	Time Warner Cable	Phone Service	\$2,834.82
40083	7/20/2016	Voyager Fleet Systems Inc.	June Fuel Usage	\$3,905.58
40103	7/21/2016	Debra Sloan	Bond Refund	\$1,000.00
40104	7/21/2016	Julie Butson	Bond Refund	\$1,000.00
40109	7/28/2016	Armando Gonzalez Jr.	Mowing Services	\$1,666.67
40115	7/28/2016	City of Fort Worth Wholesale Water	Quarterly Impact Fees	\$1,129.00
40128	7/28/2016	Pantego Water Utilities	July Water Bills	\$1,563.76
40131	7/28/2016	Sa-So	Street Signs	\$2,475.25
40135	7/28/2016	Vector Disease Control	June 2016 Adulticiding Spray	\$2,652.65



AGENDA BACKGROUND

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

Date: August 8, 2016

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

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

FISCAL IMPACT:

None.

RECOMMENDATION:

N/A

ATTACHMENTS:

071816 TC Minutes
071916 TC Minutes
070516 PZ Minutes

Director's Review: *JCA*
City Manager's Review: MDF

Town Council Minutes
July 18, 2016

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special work session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 18th day of July 2016 with the following members present:

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

Members absent:

None

Constituting a quorum. The following staff members were present:

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

Also in attendance:

None.

SPECIAL WORK SESSION 6:30 P.M.

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

1. Discuss and Review the Budget for the Fiscal Year 2016-2017.

Mr. Fielder presented an overview of the General Fund budget assumptions informing Council he was cautiously optimistic this year regarding the economic outlook. He stated the local trend has been sales tax growth and the Town will reach the projected budget very soon. The property tax information is not due out until the end of the month. Based on his research, the tax base is holding for now; however, the Town could be forced to lower the tax rate. He explained an eight percent (8%) increase could force a roll back election. If the election fails, the Town will be forced to charge the rollback rate. He informed Council there were no changes to the staffing levels this year. Council inquired on salary adjustments and if they were included in the assumptions. Mr. Fielder stated they were not, but he does plan to discuss salary adjustments during the budget process. Council inquired on any changes in the calculation of TMRS costs due to seeming inconsistent. Mr. Fielder explained the Texas Municipal Retirement System rates are increasing from 16.7% to 18.63% and this is based on the amount of turnover the town has experienced. There was discussion on including a narrative overview of changes in next year's budget presentation and the differences in the layout and the presentation of information. Mr. Fielder informed Council there is roughly \$350,000 to use towards supplemental requests and any additional expenses that arise.

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There was discussion on the overall revenues of the General Fund beginning with the projected 3% increase to the Sales Tax revenue and the inconsistencies in the Franchise Fees. Council inquired if the Town was unusually high in sales tax revenue compared to the trends of the rest of the State. Mr. Fielder explained the Town is not unusually high when it is compared to other areas that are not heavily dependent on the oil and gas industry within the State. Ms. Hollingsworth will research the Franchise Fee rate and the inconsistencies in the revenue. There was discussion on the Mixed Beverage Fee, Fire Inspection Fee, and the Liquor License Fee. Ms. Hollingsworth stated the projected revenue for these fees are based on the average of the actual revenue over the last few years. Mr. Fielder informed Council there is a 23% increase in the Fines and Fees revenue. Council requested a decrease in the Court Fines projection to reflect \$357,000 and to the Planning and Zoning Fee projection to reflect \$9,000. There was discussion on the Contractor Registration Fee, the Certificate of Occupancy Fee, and the Building Permit Fees; as well as what has caused the increase in the projected revenue for the FY 2015-16 for these fees. Mr. Fielder informed Council these increases are due to several storms causing damage this year and the ability of staff to increase enforcement and the number of inspections. Council requested to lower the number closer to the actual amount of \$8,400.

Council inquired on the Waste Disposal Franchise Fees regarding their location in the previous year's budget and the Late Fee revenue. Ms. Hollingsworth explained the revenue comes from late fees assessed to the residents on their water bill that pertains to the garage and recycling costs. Council clarified this information is included in the monthly water bill and the entire bill receives a late fee. This fee is dispersed by the system for the charges associated with each fee.

There was discussion on the projected Ambulance Revenue and the free service offered to the residents of Pantego. Council requested a \$1,000 place holder in the Oil and Gas Well line item and requested staff to research the contents and reason for the increase of the Miscellaneous Revenue and Other Revenue line items. There was discussion on the Copy Revenue and where the revenue comes from; the impact of the No Insurance Program; and the contents of the Sale of Asset revenues. Mr. Fielder explained the Nolan County property was sold in Fiscal Year 2013-2014, but will research each of these items further.

Mr. Fielder discussed the various expenses within the General Fund. Instead of discussing each line item Council only discussed the changes and any questions they had. He explained an accurate representation of expenses within the area of Information Technology has always been problematic. An Information Technology (IT) Department was created, that has no staff, in an effort to present a clear picture of what the Town spends on IT related systems, maintenance, and work. Council clarified the current expenses are compartmentalized among the departments. Mr. Fielder will continue to show the total costs of the different contractors and was tasked with finding a way to report to Council the allocation of IT expenses to the different departments.

Mr. Fielder explained the General Fund includes the City Manager's office, the City Secretary's office, and the Finance Department as the employees. Council inquired on the 3.9% salary increase to the General Fund. Mr. Fielder explained this reflects the increase that was given to the City Manager and the City Secretary after the passing of last year's budget.

Council inquired on the projected Franklin Legal expense for Fiscal Year 2015-2016. Ms. Arrington explained this is due to the number of ordinances passed each year by Council and confirmed the Town is on track for the FY 2015-2016 projection, if the Zoning Ordinance is passed before October 1st. There was discussion on the increase to the Building Maintenance expense due to the added cost of the cleaning of Town Hall and the an annual air conditioning and heating contract for maintenance and cleaning services.

There was discussion on the Pantego Youth Leadership Council projections. Mayor Paradise explained the projected costs for the FY 2015-16 will not be met due to the lack of a field trip. She explained the field trip is scheduled for October and Ms. Arrington should have a cost for the field trip to ensure it is covered in the budget for next year. She informed Ms. Arrington she would like to have

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July 18, 2016

the trip to Fossil Rim taken care of before the end of this budget year. Ms. Hollingsworth explained she has created a PYLC budget for clarity.

Ms. Arrington answered Council's inquiries on the place holder amount for the Council line item and explained this item covers expected expenses to the TML Conference, available webinar training, and council meeting meals. Council agreed to have Ms. Arrington go ahead and reserve their attendance and set up the hotel stay for the TML conference in October in Austin, Texas. They also requested to have the TML webinars reduced by half. Council inquired on the benefits of being a member to the Mayors Council of Tarrant County.

Council inquired on the Membership Dues and Travel/Training expenses for the General Fund. Mr. Fielder discussed the Membership Dues and his involvement in the Rotary Club. Ms. Hollingsworth discussed the training she will need within the next year. Ms. Arrington answered Council's inquiries on the seminars listed for her position, the requirements for her re-certification as a Registered Texas Municipal Clerk, the purpose of the International Institute of Municipal Clerks (IIMC), and confirmed the Mayor's inquiry on her acceptance to the Master's of Public Administration program at the University of Texas – Arlington (UTA). Ms. Arrington confirmed her acceptance into UTA was done on her own accord and expense. Mayor Paradise expressed her concern with the amount of time required and the affect this may have on Ms. Arrington's job responsibilities.

There was discussion on the reduction of the electricity expenses. Mr. Fielder explained the electricity rates will be lower due to the recent re-rate with Oncor. Also, the bill was lowered in the General Fund and raised in the Water/Sewer Fund due to the billing discrepancies that have been discovered and will be resolved with the audit the Public Works Department is performing.

Council discussed the IT Department and inquired on the services that are included within this department. Mr. Fielder informed Council the projection for Denitech is an annual increase of 3% for the copier, \$2,500 in overages, and that this is the last year for the contract. Staff confirmed they will provide ample notice to Denitech prior to the end of the contract. There is an annual increase of 5% for Incode. Mr. Fielder explained the Purchasing module was budgeted last year but not purchased due to a system issue in communications with the Court system. Mr. Fielder informed Council Microsoft Office has changed their licensing procedures and will require the Town to purchase an updated governmental version. This will require an annual subscription. There was discussion on the consequences of paying for the first year and not renewing the subscription for the following year and instead continuing to use of the version that was paid for.

Mayor Paradise inquired on the software that allows for utility payments online. Ms. Arrington explained Town Hall and the Municipal Court are working together on this project. Thressa Householder is currently completing the Municipal Court portion of the required RFP. Once completed Ms. Arrington will complete the Town Hall portion. Mrs. Householder answered Council inquiries and updated them on the Request for Proposal (RFP) for the online payment systems to Court and for the Utility Billing. There was discussion on the integration needs for the system to communicate with Incode and the security level of the third party system in regards to hacking possibilities.

There was discussion with the Public Works Department on the reduction in the Traffic Signal Maintenance. Mr. Williams explained this is a fluctuating charge based on Arlington's schedule for the work. Council requested to increase this amount to \$3,000.

There was discussion on the required budgeted amount for the Animal Control expenses by the City of Fort Worth. Council was reminded this is a place holder and the Town typically does not spend this much for animal control. There was discussion on the increased building maintenance expense; staff will research and follow up with Council. Mr. Williams explained the Landscape Maintenance item increased due to the mowing contract for Town properties. The Landscape Equipment line was reduced; however, an amount was kept as a place holder for unforeseen situations that may arise requiring the use of town equipment. The costs for Mosquito control was moved from the Community Development budget and into the Public Works budget. Council inquired on the differences of the

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Street Drainage Maintenance and Storm Water Repair. Mr. Fielder explained storm water repair is for off street maintenance. Mr. Williams informed Council the Street Drainage Maintenance is for street sweeping. There was discussion on the increased amount to the Traffic Signal Electricity line item.

There was discussion on the Telephone Expense and requested staff to increase the expense to \$2,500. Council requested staff to research the cell phone bills and to split the Public Works Department bill between, public works, water, and wastewater expenses. Council reduced the Gasoline and Oil Expense to \$5,000.

There was discussion on the inclusion of the TML Deductible in the Public Works budget. Mayor Paradise inquired on the requested Travel and Training and if it will provide any staff members with additional certification dollars. Mr. Williams informed Council the completion of the Animal Control Training will increase the certification expense. Council inquired on the purpose for the Staffing Expense and requested to add a \$500 place holder for this item. There was discussion on the Storm Water Repair and the Storm Water Maintenance and if the amount requested will be enough to cover the need. Council will discuss the issues regarding storm water and consider a storm water fee at a future meeting.

There was discussion with the Community Development Department to increase the certification pay from \$600 to \$2,400 and to include the Director and the Support Specialist. Council addressed their concerns with the inconsistent amounts of the TMRS costs across the different Departments. Ms. Hollingsworth informed Council the amount is calculated on the actual salary expense. Council inquired on the Computer Software line item. Mr. Jobe explained this item is for the community development software that was originally presented by his predecessor. There was discussion on placing all departmental specific IT expenses into the new IT Department. Council agreed to leave the phone and cell phone expenses within the specific Department's. There was discussion on the Code Compliance line item and lowering it to \$1,500 and on the purpose of the Planning & Zoning (P&Z) expenses. Mr. Jobe explained the P & Z expenses line item is for the legal advertising requirements and the filing of the plats to the County. Council requested staff to research the staffing expense and to identify the training needs.

There was discussion with the Police Department regarding the motorcycle repairs and the life expectancy of the bullet proof vests. Council reduced the office supplies to \$5,000 and equipment repair by \$500.00. The uniform expense will be increased by \$5,500.00 to help cover the cost of the bullet proof vests. There was discussion on the maintenance of the vehicles, especially the brakes and tires. Council inquired on the need for a monthly air conditioning service. Chief Griffith explained the need for air conditioning repairs to the server room and he will address Council's concerns regarding the monthly service with the contractor and report his reply to Council. There was discussion on the Communications Expense. Staff explained the radio system warranty has expired; which will increase the cost of any repairs that may be needed. Assistant Chief Reeves discussed purchasing an additional MIFI for one of the laptops allowing the Detective to file cases from home with the District Attorney's office in an attempt to catch up the work load. Council discussed using the cell phone as a hotspot and the differences in the costs. Council agreed to increase the expense to \$5,000. Council discussed the expected training and the cost associated with it. Assistant Chief Reeves informed Council the cost fluctuates greatly as the year passes and some of this cost is due to the number of new officers to the department.

There was discussion with the Fire Department on the expected salary increase for part time wages. Assistant Fire Chief Coker explained Firefighter Reynolds and DeLeon could possibly be temporarily off duty due to extenuating circumstances and the part time personnel will help fill in the shifts. Council inquired on the purpose for the fluctuation in the unemployment insurance, Medicare, and TMRS, since the salaries are the same as last year. Council requested a confirmation on payroll expenses and verification that the correct amount has been paid for the previous years to the fluctuating expenses just discussed. There was discussion on the following expenses: the Car Allowance expense; Uniforms expense; the Heat and Air Conditioning expense; Self Contained Breathing Apparatus Maintenance expense; and the increased cost for medications required for the

Town Council Minutes
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ambulance. Assistant Fire Chief Coker explained most of these increases were due to the contractor increasing their costs for the purchases. The uniforms will be a replacement for uniforms that are currently in need of repair and some for promotions. Council inquired on the fire inspection increase and the Hazmat decrease. Assistant Chief Coker explained the increase is to cover the Knox Box program. Chief Griffith stated the Hazmat expense was decreased due to the disbandment of the Hazmat unit. Council inquired on the projected amount for the Oil & Gas expense and meeting this amount by the year end. Assistant Chief Coker explained a portion of the savings was due to the use of loaner vehicles this year and having the ability to use a full time fire inspector driving the pickup truck instead of driving the Quint. He agreed with Council to reduce the projected amount to \$15,000.00. Council inquired on the increase to the staffing expense. Assistant Fire Chief Coker explained the University of Texas has increased their costs of their tests. Public Safety Chief Griffith explained half of the increased cost to the Training line item was due to the Tarrant County College Fire Training contract.

There was discussion with the Municipal Court on the increased salary costs. Mrs. Householder explained in order to raise the number of qualified applicants; the salary for the part time position had to be increased. Mrs. Householder verified the change to the Vehicle Equipment expense was due to an accident that occurred several months ago. The Gasoline and Oil expense was decreased to \$1,000. Mrs. Householder explained next month the Membership and Training expense will catch up to the projected amount for the current Fiscal Year.

Mr. Fielder discussed the Community Relations Board budget with Council. He explained the Board discussed their budget at the last meeting and are requesting the same amount as last year. The Board has savings from this year due to the weather cancelling some of the events.

There was discussion on the Special Events Fund. Council requested to reduce the amount closer to the actual amount; \$9,500.

Mr. Fielder reminded Council there is a meeting tomorrow evening to discuss the zoning ordinance.

ADJOURNMENT

Mayor Paradise adjourned the special work session at 10:08 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

Town Council Minutes
July 19, 2016

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 19th day of July 2016 with the following members present:

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

None.

Constituting a quorum. The following staff members were present:

<p>Matt Fielder Julie Arrington Dennis Jobe</p>	<p>City Manager City Secretary Community Development Director</p>
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Also in attendance:

None.

SPECIAL SESSION 6:30 P. M.

Mayor Paradise called the special session to order at 6:40 p.m.

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

Matt Fielder opened the discussion with the comments from Jacobs Engineering that pertain to Council's questions from the previous meetings. He explained their reasoning behind the side yard and front yard setbacks. As it is currently written, the ordinance allows for a shed to be built in the side yard. There was discussion on if the Council wants to allow sheds or accessory buildings to be placed on the side yard of a corner lot. The figure showing this setback will be changed to reflect the proper setbacks. The table for Residential District Standards will be revised to show the proper rear yard setback on the drawing and to have a graphic to reflect each district standard. Mr. Fielder read the added language for Retail Sales and Service on page 53. Council agreed to eliminate this section. The footnote on page 66 for the minimum yard depth for the rear yard will be removed.

There was discussion on the Fire Code requirement for the distance between two commercial structures. Mr. Fielder explained the Fire Code does not regulate the distance between two buildings; however, when the Town adopted the Fire Code they also adopted the Amendment to the Code from the North Texas Council of Governments that does regulate the distance. There was discussion on the intent of the comprehensive plan and simulating a brownstone type development and ways to mitigate the Fire Code by the installation of fire risers or hydrants in the back of the building. There was discussion on leaving a setback between the buildings for fire access.

There was discussion on the front setback requirements for Park Row and Pioneer Parkway and what the Texas Department of Transportation (TXDOT) requires for Pioneer Parkway. Mr. Fielder informed Council that TXDOT must approve driveway separations. There was discussion on the current

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setbacks and the boundaries for the two corridors'. Mr. Fielder explained Jacob's Engineering put the same requirements for each of the corridor's, with an emphasis on Park Row. Mr. Fielder will review the major features of Pioneer Parkway and build a design standard tailored to Pioneer Parkway. There was discussion on creating a map with visible boundary lines of the two corridors'. Council agreed to reserve a section to discuss and introduce a new standard at a future meeting.

There was discussion on the Off-Site and Joint Parking requirements. Council inquired on the removal of the 100% of parking spaces for churches or school auditoriums and making all requirements 50% across the board. There was discussion on requiring the recording of the parking agreement within seven (7) days of the certificate of occupancy. The remote shared parking agreement should have a clause that states the agreement runs with the land and cannot be terminated without approval by the Town. The Town will not be a party to the agreement. The applicant will file with the County and return it to the Town.

There was discussion on improved and paved surface in section 14.10.320(c) on page 95 and the ability to drive from one paved surface to another paved surface by driving across the grass. Council requested to insert the word "continuous" anywhere in the ordinance that discusses approved paved surfaces; specifically in the front yard. They also requested to insert the same language into the commercial section by adding a subsection (d). There was discussion on the type of materials that Council will consider to be paving materials. Concrete, asphalt, or other approved permeable surfaces will be added to the definition of all weather surfaces.

There was discussion on the screening wall requirements on page 88. Council agreed to change the minimum height to read eight (8) foot or no more than two (2) foot above the container. The wall will be required to be decorative stamped concrete; or split faced; and painted.

There was discussion on the illumination of parking areas. Mr. Fielder stated Jacobs recommends 0.2 – 0.8 foot candles for the illumination of a parking area and informed Council the ordinance does not address building lighting. There was discussion of overlapped lighting for safety purposes and buffer zones or green belt areas to reduce the light pollution to other properties. Council requested a review of the Streetscape project and the recommended foot candles on the project.

Mr. Fielder verified some of the previous changes. Council requested a change to the slope requirements of the Earthen Berms from 3 foot of horizontal distance for each 1 foot of height to 4 foot of horizontal distance for each 1 foot of height. The formula for the parking requirements for Churches was changed from five (5) parking spaces to three (3) parking spaces. Council agreed to the way Mr. Fielder wrote the Residential Accessory Building Regulations in regards to materials used, height of the carports and tool sheds, and the locations of the accessory structures. The addition of the word "Lift" to the Natural Gas Compressor Stations section that will require the same regulations for a lift station and the definition of a lift compressor to the definition section.

Mr. Fielder will present an updated redlined copy with the updated graphics as requested and provide a clean copy of the ordinance.

Council inquired on some changes from the previous meetings. There was a change to the Grand Opening Signage. Mr. Jobe will clarify section 14.10.610 Yard Rules, Exceptions, and Modifications subsection (a) (4) and in section 14.10.510 Residential Accessory Building Regulations he will add a subsection to discuss how the elevations are measured. The language in Section 14.09.025 for site plan requirements will be cleaned up to reflect all site plans instead of the division of major and minor. There was discussion on the purpose and intent of the Governmental Immunity allowed in the Specific Use Permit section. Council will visit with Jacobs Engineering and the Town Attorney to discuss further and make more specific. The Additional Conditions section on page 63 there is a replacement of "In authorizing..." by "When considering..." The Specific Use Regulations will contain a sentence requiring a summary description, proposed use, changes in occupancy, and anticipated modifications to be provided with the application. The table in Section 14.07.020 will be changed to reflect C-2's Maximum Impervious Lot Coverage to be 85% allowing it to be more in line with the

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other districts. Section 14.07.015 (a)(21)(A) will be changed to 30 days notice instead of a 14 day notice.

There were several changes to Section 14.07.010 Non-Residential Use Regulations Table in the following manner:

- Car Wash Self Service was eliminated in C1, C2, C3 and under PPC added SU
- Day Service Adult requires an SUP in any district
- Call Centers will be allowed in C-4 and LI with an SUP

There was discussion on call centers and the definitions and the intent. Mr. Fielder explained if the business is used to cell computers and customers call in for help this is not considered a call center and would fall under the retail regulations for business.

Council would like the Authority of the Board section for the Zoning Board of Adjustments clarified and revisited. There was discussion to the change on page 21 forwarding findings of fact as to alleged violations of this chapter to the Municipal Court instead of the City Attorney. Council would like to confirm with the Town Attorney that he is still good with this recommendation.

There was discussion on the open issue with the visibility triangles that has a lot of impact on other ordinances besides this one. The Town Engineer will review and advise.

Council discussed their notes of changes and compared them with staff's to ensure all changes were made; such as:

- Under recreational vehicle on page 14 was to add "or towed";
- Removal of the Roman Numerals on page 12 Nonconforming use, building or yard;
- Definition for Mobile Food Service add the word Site to denote use of property not the vehicle itself; to have a register mobile food service with the Town; and delete the last sentence;
- Add a definition for a Lift Compressor, since it is now added to the ordinance;
- Complete the Table of Contents to correlation and correspond to all the sections of the Ordinance due to all the changes.

Staff will have the Town Engineer update the GIS and mark up the Park Row Corridor and the Pioneer Parkway Corridor. Mr. Fielder explained the next step is to get the changes made; meet with Jacobs; get an update to Council at the next meeting agenda for review; and then conduct the public hearings. Jacobs will attend a council meeting prior to having the public hearings.

ADJOURNMENT

Mayor Paradise adjourned the special session at 8:46 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

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

The Planning and Zoning Commission of the Town of Pantego, Texas, met in special session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, Texas on the 5th day of July 2016 with the following members present:

Stephen Smith	Chairman
Jesse Howell	Vice-Chairman
John Kushma	Commissioner
Clifton Cassell	Commissioner
Victoria Roemmich	Commissioner

Constituting a quorum. The following staff members were present:

Matthew Fielder	City Manager
Dennis Jobe	Community Development Director
Jessie Hanks	Planning & Zoning Secretary

Also in attendance:

Don Surratt	Councilmember
Fred Adair	Councilmember

(The following items were considered in accordance with the official agenda posted on the 1st day of July 2016.)

SPECIAL SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Chairman Smith called the regular session to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE

Invocation led by Commissioner Cassell which was followed by the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Approval of Planning and Zoning June 6, 2016 Minutes.

Commissioner Kushma made a motion to approve the minutes as written. Commissioner Cassell seconded the motion.

The vote was as follows:

Ayes: Smith, Cassell, Kushma, Howell, and Roemmich.

Nays: None.

Abstentions: None.

Chairman Smith declared the motion passed unanimously.

NEW BUSINESS

- 2. Public Hearing, review, and consider action on zoning case Z-226, a proposed special use permit as requested by Church Of God 7th Day Arlington to establish a church at 3601 Smith Barry Road, Lot 4, Block 1 of the Pantego Square Addition, Pantego, Tarrant County, Texas. The property is generally located on the west side of Smith Barry Road between Wagonwheel Trail and Marathon**

Street.

Chairman Smith read the caption for the record and opened the public hearing at 7:04 p.m.

The following speakers spoke in support of zoning case Z-226:

Gus Salcido, 1901 Cancun Dr, Mansfield, TX 76063, is the Pastor for the church. He stated he has been in the ministry for 30 years and in the Arlington area for 12 years. They found this property after renting in Arlington for 10 years and were very excited about the opportunity to open a place to serve the community and call their own.

Claudia Acosta, 8004 Rose Creek Ct, Burleson, TX 76028, is a real estate agent at Keller Williams and the daughter of the pastor. She stated they have been growing their church in Arlington in a small place. They felt like a place of their own would allow them to feel more at home and grow their congregation. Renting hasn't worked out very well for the church. The churches main concern is fellowship, like a pot luck after services. The place they rent current only allows them a 2 hour time slot to hold their services and activities. They currently have approximately 60 to 75 members. They are a very small, family oriented church. They would like to continue leasing out the north side of the property to commercial businesses and using the south side for the church. If they grow to meet the capacity, the ideal thing would be for them to buy a bigger building.

The following speakers were in opposition on zoning case Z-226:

Sue Harl, 7 Longhurst Ct, Pantego, TX 76013, stated this is a small quiet neighborhood. She doesn't believe there needs to be any more people roaming in and out of the neighborhood. There is a lot of traffic already and this church would only bring in more. She does not feel like the town needs more people coming in that aren't a part of Pantego.

Steve Kunkel, 3610 Smith Barry Rd, Pantego, TX 76013, is the owner of the business office complex across the street. He stated his main concern is property maintenance because it didn't appear to him that the property has been well maintained since the church bought the building. He explained the grass is very overgrown and the building is in need of repairs; such as painting. He expressed his concern with the church's attentiveness to the value of the property. As a landlord in the neighborhood, the churches intention to potentially displace some tenants could have a positive effect on his business. As a Christian man, he would like to speak in favor of religious uses and understands the importance of them. He also understands the religious exemptions in the relation to the loss of property taxes. His most immediate concern is that of property maintenance and value.

Robert Woodhead, 1 Longhurst Ct, Pantego, TX 76013, does not believe a church needs to be in such a small place. With 65 to 70 members, that constitutes about 42 cars and there aren't that many parking spaces. He doesn't believe the building is up to building or fire codes. He informed the Commission he picks up trash all the time in that area. He thinks this church would bring in too many people.

Avis Brice, 5 Longhurst Ct, Pantego, TX 76013, inquired about the date and times of services and how many people actually attend each service. Mr. Salcido addressed these questions stating that the church meets on Saturday's from 10:00 am to 12:00 pm and 2:00 pm to 6 pm. He stated the average attendance is 36 adults, 15 children (ages 0-12), and 11 youth (ages 13-18).

With no other speakers, Chairman Smith adjourned the public hearing at 7:16 p.m.

The Commission inquired if the church had purchased the property already or if they are under a lease agreement and if it was in the budget to maintain the property. Mr. Salcido stated they purchased the property back in October. The church plans on cutting the grass on a bi-weekly basis. Mrs. Acosta added that once they move into the building it will be easier to maintain the grass.

The Commission asked about the church's 501C-3 status and if Tarrant County Appraisal District deals with the issue of half the building being used as commercial property and the other half as a

church. Mr. Fielder informed the Commission he was unsure of the current tax status but the county could definitely separate the two sides of the building.

The Commission pointed out some discrepancies in the paperwork regarding times and congregation size. Mrs. Acosta clarified that the congregation size is 60-75 people and the times are Friday prayer service from 6:30 p.m. to 8:30 p.m., Saturday from 10:00 a.m. to 2:00 p.m., and Sunday for special meetings such as board meetings.

The Commission inquired about the parking agreement and how many spaces the congregation size actually requires. Mr. Fielder stated there are 20 spaces attached to the building and the agreement allows them access to 34 more spaces from the neighboring businesses. The code states the church would need 1 space for every 5 people, meaning they only need 15 spaces to accommodate the congregation. The termination of the parking agreement was discussed and it was determined that the building has enough parking spaces to accommodate 100 people.

The Commission discussed the building plans for the potential remodel. The architect showed the Commission what the proposed changes for the building are. The occupant load and current code status of the building was discussed. The concern of traffic was addressed and was determined since most of the congregation is from Arlington, Grand Prairie, and Mansfield area they would primarily exit towards Pioneer Pkwy.

The Commission inquired about the noise the church may produce. Mrs. Acosta informed the Commission Friday service is just a prayer service so there is no music, but on Saturday there is an acoustic guitar, electric piano, and electric drums so everything is volume controlled. There could be noise barriers installed during the remodel, if necessary.

The Commission discussed the issue of youth and outdoor activities. Pastor Salcido stated the youth are inside the building and never outside unattended. The idea of a playground was brought up and Mrs. Acosta informed the Commission there are no plans currently to install a playground.

There was discussion about how the occupancy loads and parking loads are determined. The building permitting and certificate of occupancy process were addressed. A citizen expressed concerns with what the code allows in regards to the occupancy load and urged the Commission to look past code to determine the reasonable occupancy load.

Commissioner Cassell made a motion to recommend approval of the special use permit for the church for a 3 year period. Commissioner Howell seconded the motion.

The vote was as follows:

Ayes: Smith, Cassell, Kushma, Howell, and Roemmich.

Nays: None.

Abstentions: None.

Chairman Smith declared that motion passed unanimously.

ADJOURNMENT

Chairman Smith declared the meeting adjourned at 7:51 p.m.

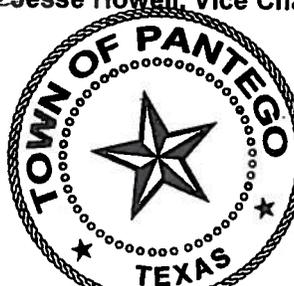
ATTEST:



Jessie Hanks, Planning & Zoning Secretary



Jesse Howell, Vice Chairman





AGENDA BACKGROUND

AGENDA ITEM: Public Hearing, discuss, direct, and consider action on approving zoning case Z-225, a proposed preliminary plat as requested by Oakview Capital Partners LLC for the properties located at 2210-2234 West Park Row Drive, Lot 2R, Block 1 of the Village Park Addition and Lots 2A and 3, Block 1 of the Southern Flair-Braum's Addition, Pantego, Tarrant County, Texas. The properties are generally located on the south side of West Park Row Drive between Lavern Street and Milby Road.

Date: August 8, 2016

PRESENTER:

Dennis Jobe, Community Development Manager

BACKGROUND:

See Community Development Staff Report.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of this preliminary plat.

ATTACHMENTS:

Community Development Staff Report
 Planning and Zoning Chairman Report
 Letter From Town Engineer
 Application, Zoning Case Z-225
 Preliminary Plat
 Utility Plan
 Existing Drainage
 Proposed Drainage
 Notification List
 Notification Map

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



COMMUNITY DEVELOPMENT STAFF REPORT

MEETING DATE:	August 8, 2016
ACTION REQUESTED:	Consider approval for zoning case Z-225, a preliminary plat to combine 3 lots into 1 lot, as requested by Oakview Capital Partners, LLC.
DESCRIPTION:	2210-2234 West Park Row Drive, Lot 2R, Block 1 of the Village Park Addition and Lots 2A and 3, Block 1 of the Southern Flair-Braum's Addition, Pantego, Tarrant County, Texas.
PROPERTY OWNER:	Oak View Capital Partners, LLC
APPLICANT:	Oak View Capital Partners, LLC
CURRENT ZONING:	C-3 Commercial District
SURROUNDING ZONING/LAND USE:	North-C-2 & C-3 Commercial District West- C-3 Commercial District East- C-2 Commercial District South- R-1 Residential One Family District (Arlington)
REQUESTED VARIANCES:	No variance has been requested at this time.
ANALYSIS:	This is a preliminary plat to combine 3 lots into 1 lot in order to put in a mini-storage facility.
ANALYSIS FROM P&Z MEETING:	Joyce Stanton, the Town's Engineer, was present to explain any questions or concerns the Commission had. There was discussion of drainage and the proposed detention pond. The P&Z Commission recommends approval of this preliminary plat.
RECOMMENDED ACTIONS:	The Town Council has the following options when considering a preliminary plat application; <ul style="list-style-type: none"> • Approval as submitted; • Approval with conditions; • Table to specific date with clarification of intent and purpose; or • Denial of application.
STAFF RECOMMENDATION:	Staff recommends approval of this preliminary plat.

REPORT ON PLANNING AND ZONING COMMISSION MEETING
August 1, 2016

1. New officers for 2016-2017 P&Z Commission:

Jesse Howell was unanimously elected to serve as Chairman
Jason Bergin was unanimously elected to serve as Vice-Chairman

2. September P&Z Meeting:

The next P&Z meeting will be held on September 6th, if needed. It will be held in the council chambers with the CRB moving to the fire training room.

3. Zoning case Z-225 - Oakview Capital Partners LLC- preliminary plat:

Action: The Commissioners voted unanimously to recommend approval of this preliminary plat.

Public hearing: Joyce Stanton, Town Engineer, and Jon Buchanan, Oakview Capital representative, talked about the preliminary plat, and what the Town and Oakview Capital were doing to make sure everything went smoothly.

Discussion: The Commissioners had very few concerns, other than the detention pond which was clarified by Mr. Buchanan, Mrs. Stanton, and town staff. All questions were answered and the Commissioners voted unanimously to approve this preliminary plat.

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

Jesse Howell
Chairman



July 27, 2016

Mr. Dennis Jobe
Town of Pantego
1614 S. Bowen Road
Pantego, Texas 76013

Re: Lots 1 & 3A, Block 1
Pantego Storage-Braum's Addition

Dear Mr. Jobe,

A cursory review of the preliminary engineering plans for the proposed preliminary plat has been completed. Based on this review, the preliminary plat proposal is sufficient to move forward with a DRC meeting to discuss development concerns. The revised Preliminary Plat document addressing previous comments has not been received; therefore previous comments dated June 17, 2016 remain outstanding. For ease of reference those outstanding comments have been included as Comment 1 listed below. Comments regarding the preliminary engineering plans follow.

1. We received and reviewed the Preliminary Engineering plans; however, revised plats were not received. Therefore, the previous plat comments remain and are as follows:
 - a. The platting of this property should not be identified as a Replat, because it involves multiple lots within multiple additions. Rather, this is a Preliminary Plat. After approval of the Preliminary Plat the Final Plat can be submitted for review, etc.
 - b. The proposed lots in this Preliminary Plat, and the subsequent Final Plat, should be identified as Lots 1 and 2, Block 1, of the Pantego Storage-Braum's Addition since it is not a replat of the original addition and is not maintaining the original addition name.
 - c. Since platting this property requires a Preliminary Plat application, the plat recorded statement shall be removed from the title block. This information should be added to the subsequent Final Plat.
 - d. Show the full right-of-way width of West Park Row and include all streets within 200 feet of the proposed addition (Milby Road and Briarwood Boulevard). Show the property information for the lots north of West Park Row.
 - e. The text and line weights in the title block leave it difficult to determine the proposed plat addition name. Revise the drafting such that the proposed addition name is clearly identifiable and is distinguished from the existing lots.

Mr. Dennis Jobe
Town of Pantego
Pantego Storage – Braum’s Addition
July 27, 2016

- f. On the face of the plat, the current platted lot boundaries and descriptions should be ghosted to provide clear contrast between the boundaries of the existing lots and the boundaries of the proposed lots.
- g. Correct the acreage in the last line of the field notes to the full acreage of the described property (5.744 Acres).
- h. Correct the block number of the Southern Flair-Braum’s Addition in the title block to “Block A”.
- i. Correct the area code in the owner’s phone contact.
- j. Correct the year to 2016 in the Notary Statements.
- k. Add the Town of Pantego Approval blocks.
- l. Several times the phrase “said Lot 3, Block A” was used in the field notes, however since Lot 3, Block A, Southern Flair – Braum’s Addition is a part of this plat, and the adjoiner is Lot 3, Block A, Barry Addition, the subdivision name must be included with each reference to Lot 3, Block A.
- m. Label the bearings and distance at the Point of Beginning to the referenced 5/8” iron rod on the face of the plat.
- n. In paragraph 4, the third line, remove the extra “said” in front of Southern Flair and correct the spelling of “Arlington” in the fifth line.
- o. In paragraph 5, you may consider removing all the passing calls, or you need to show the dimensions to those calls on the face of the plat. Additionally, there is a call to a set iron in the field notes in the south line of what is currently Lot 2-R. This needs to be labeled on the face of the plat. The dimension of 384.04 feet in the field notes, should be 348.04 feet, per the dimensions on the face of the plat.
- p. In paragraph 12, verify the bearing is correct.
- q. In paragraph 13, the reference to the “east” line of Lot 3, Block A, Southern Flair-Braum’s Addition should be revised to the “west” line.
- r. Provide a closure report.

Mr. Dennis Jobe
Town of Pantego
Pantego Storage – Braum’s Addition
July 27, 2016

- s. Add recording information for all existing easements. Label proposed easements as “BY THIS PLAT.” Shade or hatch all easement to be abandoned and revise the statement “PER PLAT” to “BY THIS PLAT”.
 - t. Correct the “Prepare” in the Surveyor’s Certificate to “Prepared” in the third line.
 - u. To comply with *Section 663.18 c, Certification* of the General Rules of Procedures and Practices published by the Texas Board of Professional Land Surveyors, add this language "Preliminary, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document" over the signature line in the Surveyor’s Certificate. A notary is not required for the surveyor’s signature and seal.
2. It appears that the existing 12” fire line serving Lot 1R1, Block 1, Village Park Addition is a private fire line. The proposed development will need to make its own connection to the 12” waterline in West Park Row.
 3. It is noted that these are preliminary engineering plans, and therefore the following comments are for discussion and may be addressed with final plans and prior to acceptance of the final plat:
 - a. It does not appear that the Fire Department has proper access to the southeastern most storage units; the configuration shown does not provide adequate turn-around area, in particular the turning radii to the south are not adequate.
 - b. The drive aisle in front of the 4675 square-foot, climate-controlled building should be made into a fire lane so that there is immediate access to the proposed fire hydrant.
 - c. Proposed dead-end lines servicing two hydrants will need to be upsized to 10-in lines.
 - d. Gates across the fire lane will require approval of the Fire Department and shall be fitted with a Knox Box.
 4. It appears that the sanitary sewer notes need to be proofread or clarified.
 5. Provide Drainage Easement for the proposed detention pond.
 6. Show the proposed discharge location for the detention pond. Identify any existing easements on adjacent properties which may be used for discharge. Evaluate the impact of the point discharge to the adjacent properties.

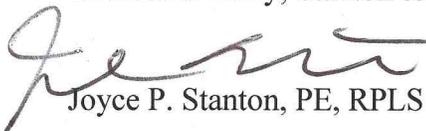
Mr. Dennis Jobe
Town of Pantego
Pantego Storage – Braum's Addition
July 27, 2016

7. It is difficult to identify the delineated drainage areas on the Preliminary Drainage plans; please increase the line weights of the drainage boundaries to provide improved differentiation from the contours.
8. INFORMATIONAL COMMENT—Due to expressed concerns with maintenance of detention ponds, a maintenance schedule should be included with the proposed storm water management and drainage plans. The maintenance schedule should include a mowing, infrastructure inspections, and repair as maintenance of the best management practice.
9. INFORMATIONAL COMMENT—The following comments are informational, but are to be included with the construction plans for the site:
 - a. Verify the C-factors used in the calculations. The combination of C-factors, plus any antecedent factors should be 1.0 or less.
 - b. Provide staged discharge for the 2-year, 10-year, 25-year, and 100-year rain events.
 - c. Include the inflow and outflow Q in the staged-storage detention table.

Feel free to contact me at 817-275-3361 or via email at jstanton@dterry.com with any questions.

Sincerely,

Di Sciuillo-Terry, Stanton & Associates, Inc.



Joyce P. Stanton, PE, RPLS



Town of Pantego
1614 S. Bowen Rd., Pantego, TX 76013
(817)274-1381 or (817)265-1375 Fax

PRELIMINARY PLAT APPLICATION

APPLICANT INFORMATION

NAME: Pantego Self Storage DATE: 5-19-16
ADDRESS: 201 Hawks Ridge Trl Colleyville, TX 76034
PHONE: 214-460-8442 FAX: brad@oakviewcp.com

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

Developer: <u>Oakview Capital Partners</u> Address: <u>201 Hawks Ridge Trl</u> City / State / Zip: <u>Colleyville TX 76034</u> Phone / Fax: <u>214 460-8442</u>	Agent: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____
Surveyor: <u>Fuller Engineering</u> Address: <u>2411 Garden Park Court</u> City / State / Zip: <u>ARLINGTON TX 76013</u> Phone / Fax: <u>817-856-2442</u>	Engineer: <u>Hayes Engineering</u> Address: <u>2126 Alpine Rd</u> City / State / Zip: <u>Longview, TX 75601</u> Phone / Fax: <u>(903) 758-2010</u>

PROPERTY INFORMATION

ADDRESS OF LOCATION: W PARK ROW
SUBDIVISION NAME: Village Park Addition + Braums Addition LOT: 2R, 2A, 3A BLOCK: 1, A
PRESENT ZONING: Storage ZONING CHANGE REQUESTED: YES NO *if Yes* CASE#: _____
TOTAL ACREAGE: 4.423 AC TOTAL NUMBER OF LOTS: 3

DEVELOPMENT INFORMATION

PRESENT USE OF PROPERTY: Single Family Duplex Apartments
 Commercial Industrial Other
PROPOSED USE OF PROPERTY: LAND SELF STORAGE
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

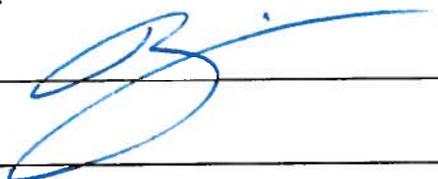
ACKNOWLEDGMENTS

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:  Date: 5-19-16

Applicant: _____ Date: _____

TOWN OFFICE USE ONLY

INITIAL SUBMISSION:	PRIOR TO P&Z AGENDA
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed Application <input checked="" type="checkbox"/> Fee (amount: \$<u>1,500</u>, receipt#: <u>76502</u>) <input checked="" type="checkbox"/> Six(6) 24"x 36" copies of preliminary plan <input checked="" type="checkbox"/> Six(6) 24"x 36" copies of drainage plan <input checked="" type="checkbox"/> Six(6) 24"x 36" copies of water plan <input checked="" type="checkbox"/> Six(6) 24"x 36" copies of sewer plan 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Utility Approval plan <input checked="" type="checkbox"/> Twenty (20) 24"x 36" copies of preliminary plat <input checked="" type="checkbox"/> Tax Certificate
<p>Accepted By: <u>JHambro</u> Date: <u>5/25/16</u></p>	<p>Submitted to Agenda by: <u>JHambro</u> Date: <u>7/25/16</u></p>

PRELIMINARY PLAT PROCEDURES

1. At least thirty (30) days prior to the next Planning & Zoning Commission (P&Z) meeting, the applicant must make an initial submittal including the required submittals below. Staff will review the preliminary plat and return one copy to the applicant for utilities approval.
2. A Development Review Committee (DRC) meeting should be scheduled within seven (7) days of initial submittal. Within that time, the Town Staff and Town Engineer will review the plat and list any recommended changes to be made. The applicant should return the approved utilities copy to staff during this time period.
3. Any changes required by the Town will be explained and approved at the DRC meeting.
4. Fifteen (15) 24"x36" paper copies of the corrected preliminary plat, one digital copy and any outstanding paperwork must be submitted no less than twenty (20) days prior to the next P&Z meeting.
5. The applicant will be responsible for presenting the preliminary plat at the P&Z meeting. The commission will then review the information and make recommendation to the Town Council.
6. The Town Council will review the plat and any recommendation from the P&Z Commission at their next scheduled meeting. Upon approval, the applicant may make application for final plat.

MEETING DATES

DRC: June 20, 2016 P&Z: August 1, 2016, Council: August 8, 2016

These dates are contingent on deadlines being met by applicant

REQUIRED SUBMITTALS

Initial submittals:

- Completed Application Form
- Fee
- Six (6) copies of Preliminary Plat
- Six (6) copies of each: Drainage Plan, Water Plan, Sanitary Sewer Plan

Prior to P&Z meeting submittals:

- Utility Approval Plat
- Fifteen (15) paper copies of Preliminary Plat
- Electronic Copy of Preliminary Plat (.pdf or .tif)
- Tax Certificate

PRELIMINARY PLAT CHECKLIST

Plat must be formatted as follows:

- * Size - 24"x 36" * Scale is to be 1" = 100'

Plat must include the following information:

<u>BASIC INFORMATION:</u>	<u>On Plat</u>	<u>Incomplete</u>
• Subdivision Name	✓	_____
• Town	✓	_____
• County	✓	_____
• State	✓	_____
• Name & Address of Record Owner	✓	_____
<u>IDENTIFICATION:</u>		
• Names of adjacent subdivisions	✓	_____
• Names of streets (new & old)	✓	_____
• Lot & Block numbers	✓	_____
<u>SURVEYING:</u>		
• Boundary Survey of Plat	✓	_____
• Reference to original survey or previous subdivision	✓	_____
• Location, names, widths of adjacent &/or existing streets, alleys, rights of ways, & easements	✓	_____
• Reference & location of all surrounding subdivisions, tracts, etc.	✓	_____
• Field notes, & metes & bounds description	✓	_____
<u>DEDICATION:</u>		
• Signed by owners & notarized	_____	_____
<u>CERTIFICATION:</u>		
• Plat represents survey by licensed Engineer or Surveyor	✓	_____
<u>DRAFTING:</u>		
• Date	✓	_____
• Scale & north arrow	✓	_____
• Small scale location map	✓	_____

This checklist is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the Town of Pantego. Specific requirements and procedures for final plat approval are specified in Pantego Municipal Code Titles 10 and 14.

MILBY RD
(50' R.O.W.)

S&D FAMILY PARTNERS LP
INST. NO. D210038149
D.R.T.C.T.

GLORIA CROSSETT,
CAPULI CHIROPRACTIC HEALTH
&
LISA STELLATO
UNABLE TO LOCATE RECORDING INFORMATION

PANTEGO CHRISTIAN ACADEMY INC.
UNABLE TO LOCATE RECORDING INFORMATION

WEST PARK ROW
(70' R.O.W.)

SURVEYOR'S CERTIFICATE

THE STATE OF TEXAS
COUNTY OF TARRANT

I, PAUL G. FULLER II, OF FULLER ENGINEERING & LAND SURVEYING, INC., A REGISTERED PROFESSIONAL LAND SURVEYOR OF THE STATE OF TEXAS, DO HEREBY DECLARE THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ACCURATE SURVEY ON THE GROUND AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY FOUND/PLACED UNDER MY DIRECTION AND SUPERVISION IN ACCORDANCE WITH THE PLATTING RULES AND REGULATIONS OF THE STATE OF TEXAS AND THE TOWN OF PANTEGO.

"PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT"
Paul G. Fuller II
Texas Registration No. 4843

TOTAL NUMBER OF LOTS = 2
GROSS ACREAGE = 5.744 ACRES

OWNER:
PANTEGO SELF STORAGE, LLC
P.O. Box 600002
Dallas, TX
75360

OWNER:
RETAIL BUILDINGS, INC.
3000 N.E. 63RD STREET
OKLAHOMA CITY, OK. 73121
(405) 478-1656

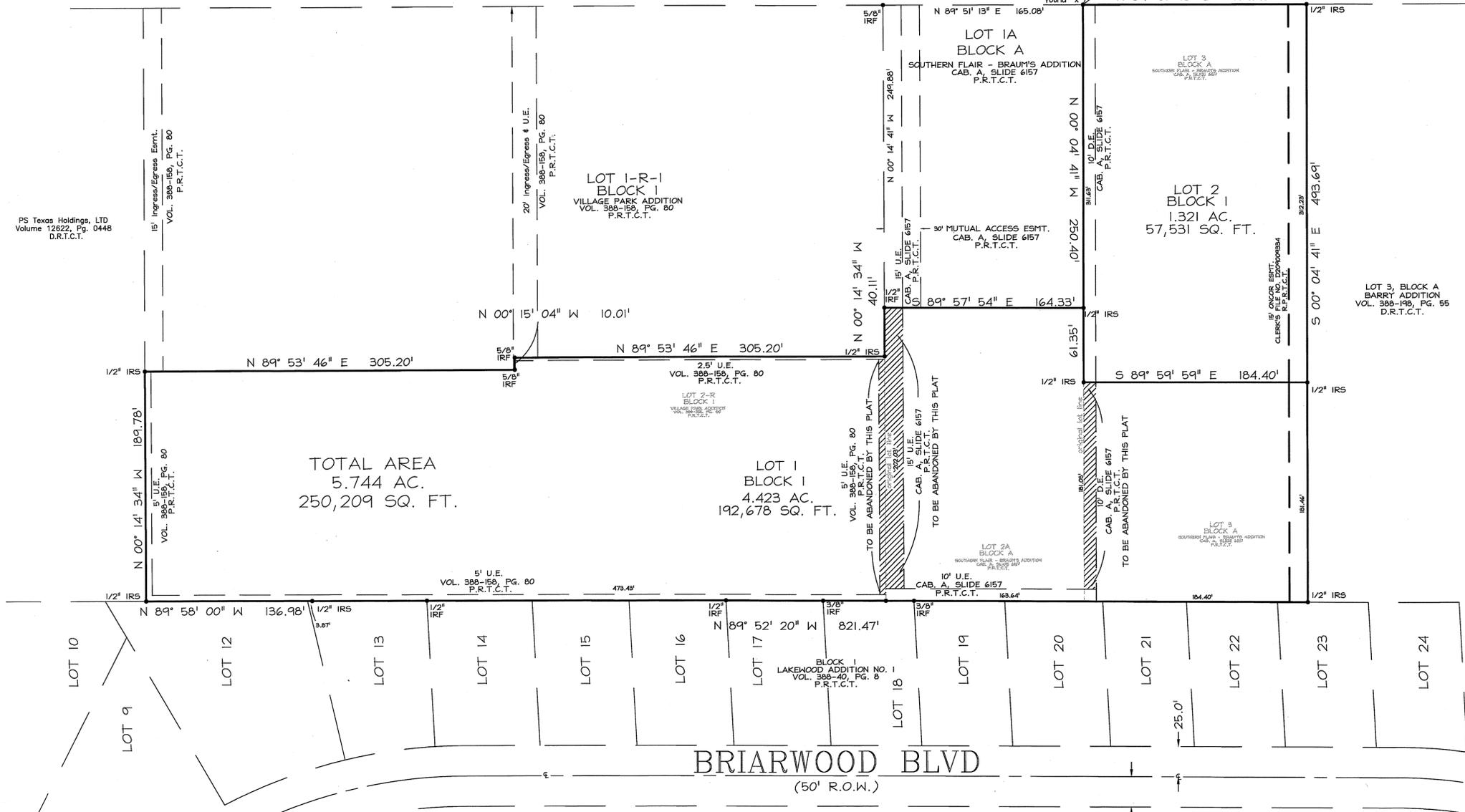
APPROVED: _____
BY: _____ MAYOR
BY: _____ CITY SECRETARY
BY: _____ CHAIRMAN PLANNING & ZONING BOARD

TOTAL AREA
5.744 AC.
250,209 SQ. FT.

LOT 1
BLOCK 1
4.423 AC.
192,678 SQ. FT.

LOT 2
BLOCK 1
1.321 AC.
57,531 SQ. FT.

LOT 3, BLOCK A
BARRY ADDITION
VOL. 388-198, PG. 55
D.R.T.C.T.



According to the Federal Emergency Management Agency Flood Insurance Rate Map, Community Panel No. 48439C0335 K, dated September 25, 2009, this property does not lie within a 100-Year Flood Hazard Area.

PRELIMINARY PLAT

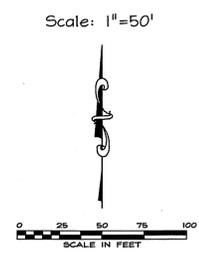
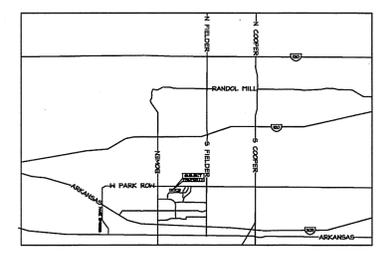
LOTS 1 & 2, BLOCK 1
PANTEGO STORAGE - BRAUM'S ADDITION
BEING LOT 2R, BLOCK 1, VILLAGE PARK ADDITION AND LOTS 2A AND 3, BLOCK A, SOUTHERN FLAIR - BRAUM'S ADDITION
OUT OF THE W. J. BARRY SURVEY
ABSTRACT NO. 155
TOWN OF PANTEGO, TARRANT COUNTY, TEXAS

PREPARED BY:
FULLER ENGINEERING & LAND SURVEYING, INC.
2411 GARDEN PARK COURT, ARLINGTON, TEXAS 76013
PH# (817)856-2442, FAX# (817)451-5676
ORDERS@DFWSURVEY.COM

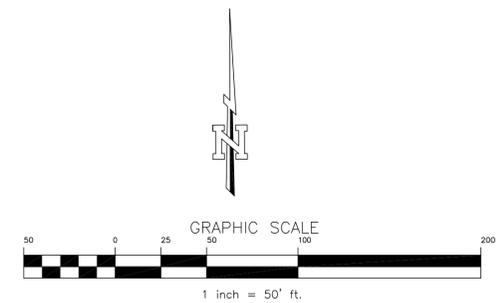
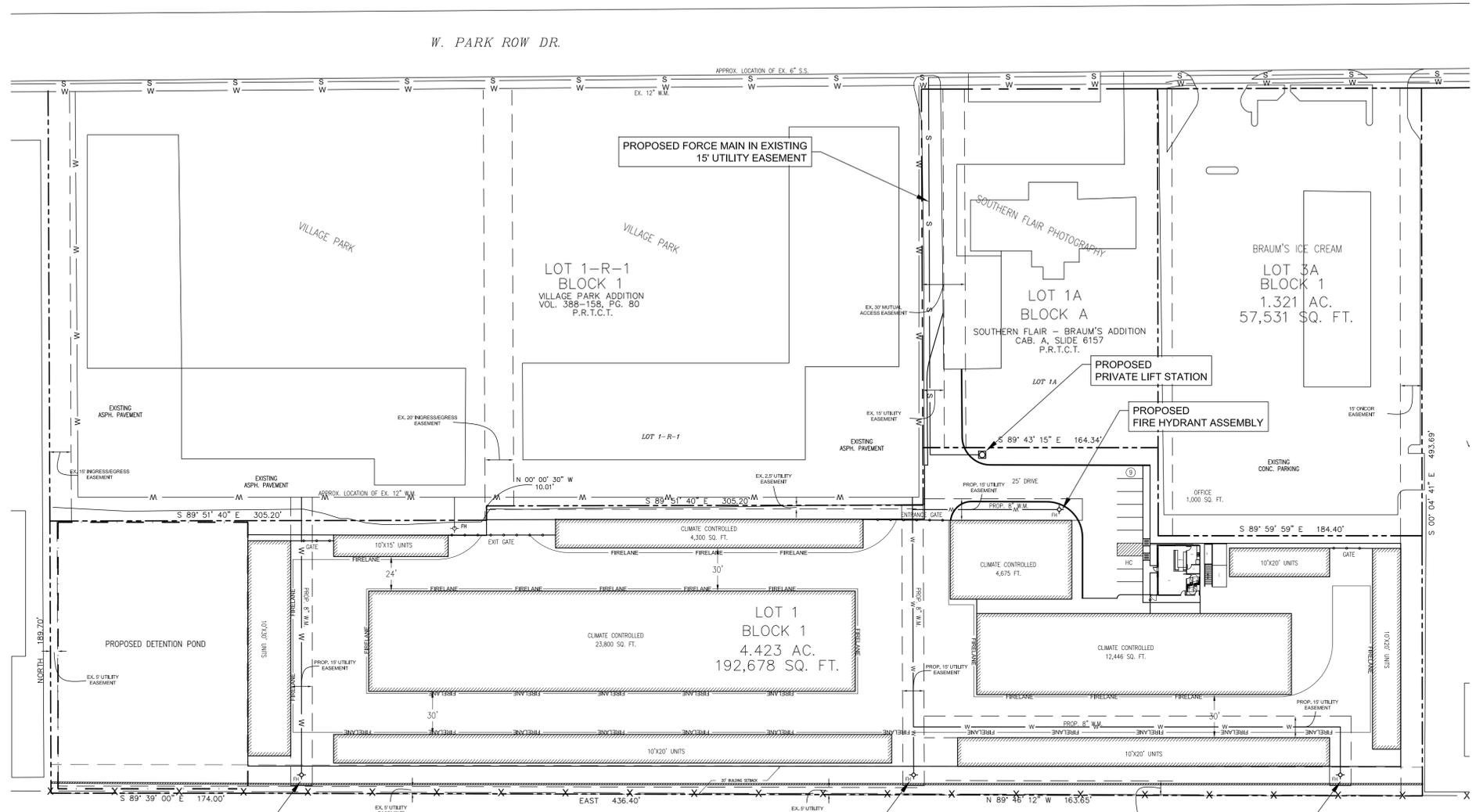
Date: 05/01/2016	Scale: 1"=50'	Tech: JD	Job No: 15101F11/1602IN24
		Field: AT	

Texas Registered Engineering Firm # F-8931 and Surveying Firm # 10041800

- LEGEND OF ABBREVIATIONS AND SYMBOLS
- | | | |
|-----------------------------|--|-------------------------------------|
| B.C. = Brick Column | P.A.E. = Public Access Easement | --- = Wood Fence |
| B.L. = Building Line | P.O.S.E. = Public Open Space Easement | - - - = Chain Link Fence |
| D.E. = Drainage Easement | R.O.W. = Right of Way | - - - = Iron Fence |
| D.V.N. = Driveway | R.N. = Retaining Wall | - - - = Wire Fence |
| E.T. = Electric Transformer | S.E. = Sight Easement | () = Record Data |
| F.P. = Fence Post | U.E. = Utility Easement | () = Bearing Boxes |
| I.P.F. = Iron Pipe Found | X.T.R.N. = Railroad Tie Retaining Wall | ☒ = Covered porch, Entrance or Deck |
| I.R.F. = Iron Rod Found | O.H.E. = Overhead Electric | □ = Concrete |
| I.R.S. = Iron Rod Set | | □ = Gravel |
| M.E. = Maintenance Easement | | ▨ = Wood Deck, Porch |
| | | ■ = Brick |
| | | □ = Stone or Rock |



RETURN TO CITY OF PANTEGO



LEGEND

— S —	EXISTING SEWER LINE
— W —	EXISTING WATER LINE
— OHE —	EXISTING OVERHEAD ELECTRIC
— S —	PROPOSED SEWER LINE
— W —	PROPOSED WATER LINE
---	EASEMENT
---	PROPERTY LINE
---	PROPOSED FIRELANE

- WATER LINE NOTES:**
1. ALL WATER LINE PIPE FURNISHED SHALL MEET THE REQUIREMENTS OF AWWA C900, LATEST REVISION AND SHALL BE CLASS 150 DR-18 FOR SIZES 4" THRU 12". PVC PIPE MUST BE NSF APPROVED.
 2. DUCTILE IRON PIPE FITTINGS AND MAIN IRON VALVE STANDARDIZED PUSH-ON OR MECHANICAL JOINTS SHALL BE USED.
 3. MAINTAIN A MINIMUM OF 24 INCHES VERTICAL CLEARANCE BETWEEN WATER MAINS AND ALL OTHER UTILITIES.
 4. ALL NEW WATER MAINS WITHIN STREET R.O.W. TO HAVE MINIMUM 4 FOOT COVER BELOW TOP OF CURB OR EXIST./PROP. GROUND.
 5. ALL EXISTING WATER MAINS REMOVED AND/OR RELOCATED SHALL BE DISPOSED OF BY THE CONTRACTOR AT HIS EXPENSE.
 6. WATER SERVICE SHALL BE MAINTAINED TO ALL CUSTOMERS AT ALL TIMES. IF, FOR ANY REASON, THE CONTRACTOR NEEDS TO BRIEFLY INTERRUPT SERVICE, HE SHALL FIRST OBTAIN APPROVAL FROM THE ENGINEER AND THE OWNER. CONTRACTOR MUST ALSO PROVIDE 48 HOURS WRITTEN NOTICE TO THE PROPERTY OWNER.
 7. TESTING SHALL BE PERFORMED IN ACCORDANCE WITH TCEQ CH. 290 REQUIREMENTS. IF THE WATER MAIN DOES NOT MEET MINIMUM STANDARDS, CONTRACTOR SHALL PAY FOR ANY AND ALL ADDITIONAL TESTING AT NO ADDITIONAL COST.
 8. ALL PVC WATER MAINS SHALL HAVE #14 THHN INSULATED TRACER WIRE.
 9. THERE SHALL BE A MINIMUM COVER OF 42 INCHES OVER THE WATER PIPE AS MEASURED FROM THE TOP OF THE PIPE TO THE EXISTING GROUND. EXISTING GROUND MAY BE THE FLOW LINE OF THE BAR DITCH, NATURAL GROUND ON THE LOW SIDE OF A COUNTY-TYPE ROAD, OR THE PROPOSED FINISHED GRADE, WHICH EVER IS LOWEST.

- SANITARY SEWER NOTES:**
1. ALL NEW SANITARY SEWER MAINS SHALL BE OF THE PIPE MATERIAL & CLASS INDICATED IN THE TECHNICAL SPECIFICATIONS.
 2. MANHOLES CONSTRUCTED WITHIN THE FLOOD PLAIN SHALL HAVE WATERTIGHT LIDS.
 3. ALL SEWER PIPE SHALL BE BURIED A MINIMUM DEPTH OF 4 FEET.
 4. PIPE DEFLECTION SHALL NOT EXCEED PIPE MANUFACTURER'S RECOMMENDED MAXIMUM DEFLECTION PER JOINT.
 5. SECTION 217.57(b)(1)(A) OF THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) RULES REQUIRES DEFLECTION TESTING OF ALL FLEXIBLE AND NON-RIGID PIPE. THE TEST SHALL BE CONDUCTED AFTER THE FINAL BACKFILL HAS BEEN IN PLACE FOR AT LEAST 30 DAYS. NO PIPE SHALL EXCEED A DEFLECTION OF 5%. THE DEFLECTION TEST IS TO BE RUN USING A RIGID MANDREL. IT SHALL HAVE A DIAMETER EQUAL TO 95% OF THE ACTUAL PIPE DIAMETER. THE TEST SHALL BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES.
 6. SECTION 217.57(a)(1)(A) OF THE TCEQ REGULATIONS REQUIRE LOW-PRESSURE AIR TESTS TO CONFORM TO THE PROCEDURE DESCRIBED IN ASTM C828 OR C924. THE MAXIMUM TIME ALLOWABLE FOR THE PRESSURE TO DROP FROM 3.5 PSIG TO 2.5 PSIG SHALL BE COMPUTED USING THE FOLLOWING EQUATION:

$$T = 0.0850(D)(K)/(Q), \text{ WHERE}$$

T = TIME FOR PRESSURE TO DROP 1.0 PSIG IN SECONDS
 K = 0.000419(D)(L), BUT NOT LESS THAN 1.0
 D = AVERAGE INSIDE DIAMETER OF PIPE IN INCHES
 L = LENGTH OF LINE OF SAME PIPE SIZE IN FEET
 Q = RATE OF LOSS, ASSUME 0.0015 CUBIC FEET PER MINUTE PER SQUARE FOOT OF INTERNAL SURFACE.
 7. WASTEWATER MANHOLE RIMS SHALL BE SET AT THE ELEVATION ABOVE THE CURB.
 8. WASTEWATER MAINS CONSTRUCTED NEAR WATER MAINS MUST BE INSTALLED PER 30 TAC 217.53.
 9. WHENEVER WASTEWATER MAINS ARE CROSSING WITHIN 9 FEET ABOVE OR BELOW A WATER LINE, ONE WASTEWATER JOINT SHALL BE CENTERED UPON THE WATER LINE. A MINIMUM VERTICAL DISTANCE OF 2 FEET (CLEAR DISTANCE) SHALL BE PROVIDED.
 10. ALL DUCTILE IRON PIPE SHALL BE ENCASED IN 8 MIL (MINIMUM) POLYETHYLENE ENCASEMENT.

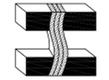
PRELIMINARY

This document is released for the purpose of interim review under the authority of Kyle A. Stephens, P.E. No. 106383 on (07-18-16). It is not to be used for construction.

UTILITY PLAN

OAK VIEW CAPITAL PARTNERS LLC.
 MINI SELF STORAGE UNITS
 PANTEGO, TEXAS

HAYES ENGINEERING, INC.
 Texas Registered Engineering Firm F-1465
 2126 Alpine St. Longview, TX 75601-3401
 Tel.: (903) 758-2010 • Fax: (903) 758-2099

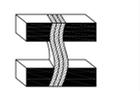


DRAWN BY : J.T.S.
 CHECKED BY : K.A.S.
 DATE : JULY 2016
 SCALE : AS SHOWN
 JOB NO. OVCP-16-02

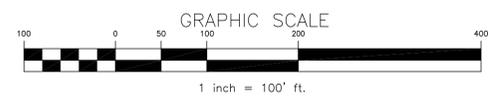
PROPOSED DRAINAGE AREA MAP

OAK VIEW CAPITAL PARTNERS LLC.
MINI SELF STORAGE UNITS
PANTEGO, TEXAS

HAYES ENGINEERING, INC.
Texas Registered Engineering Firm F-1486
2126 Alpine St. Longview, TX 75601-3401
Tel.: (903) 758-2010 • Fax: (903) 758-2099

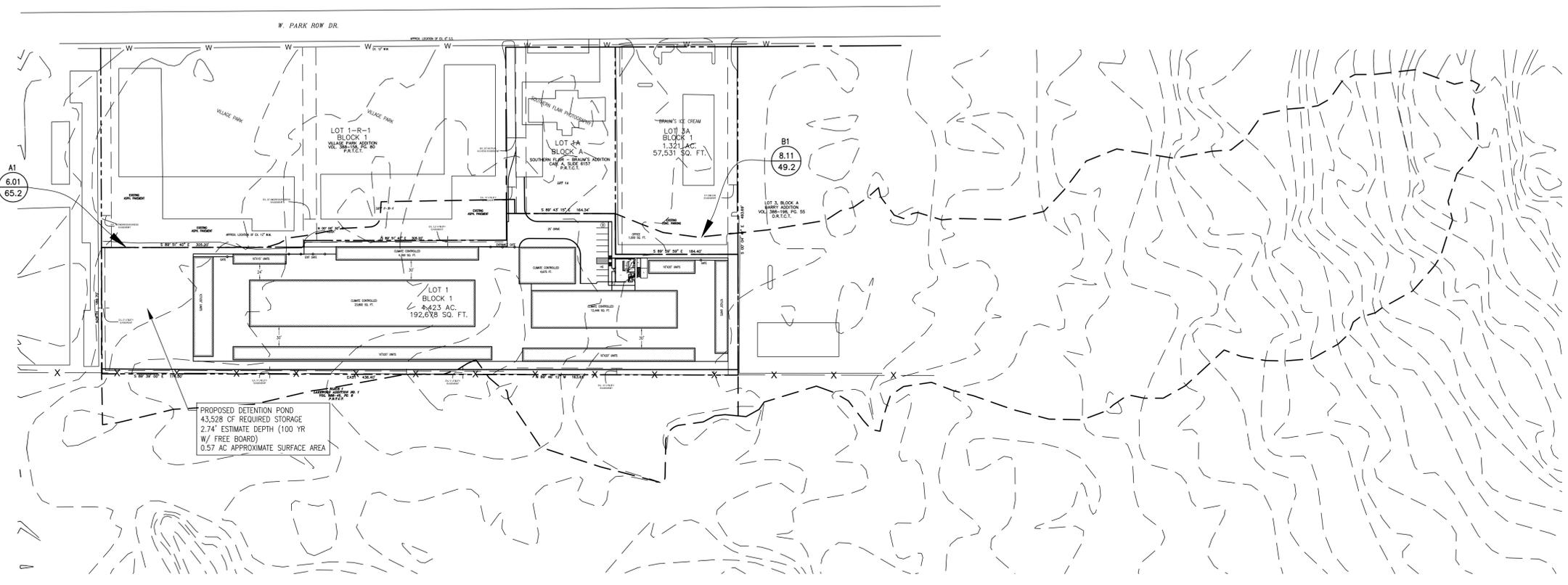


DRAWN BY : J.T.S.
CHECKED BY : K.A.S.
DATE : JULY 2016
SCALE : AS SHOWN
JOB NO. OVCP-16-02



LEGEND

- DRAINAGE AREA BOUNDARY
- DIRECTION OF OVERLAND FLOW
- XX CUMULATIVE DRAINAGE AREA (ACRES)
- XX CUMULATIVE 100-YEAR RUNOFF (CFS)
- XX SUBAREA DRAINAGE AREA (ACRES)
- XX SUBAREA 100-YEAR RUNOFF (CFS)



PRELIMINARY

This document is released for the purpose of interim review under the authority of Kyle A. Stephens, P.E. No. 106333 on (07-18-16). It is not to be used for construction.

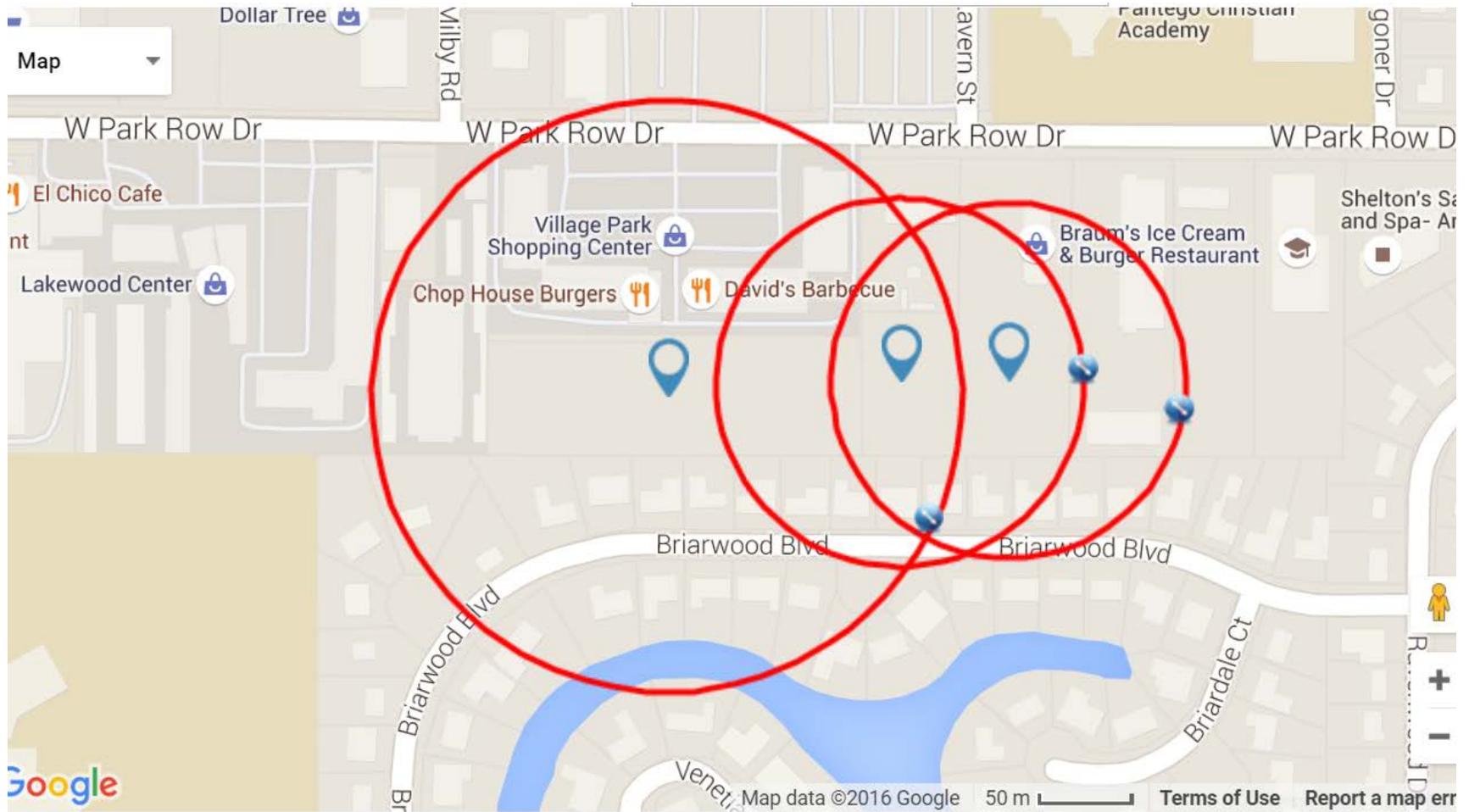
DETENTION POND SUMMARY

PROPOSED DETENTION POND INFLOW-OUTFLOW CALCULATIONS						
Time Step	Duration (min)	Q _{Peak} (cfs)	Inflow	Outflow	Storage Req. (cf)	i
1	5	64	19195	3090	16105	11.09
2	10	53	31987	6180	25807	9.24
3	20	41	48811	12360	36451	7.05
4	30	33	59819	18540	41279	5.76
5	40	28	67989	24720	43269	4.91
6	50	25	74428	30900	43528	4.30
7	60	22	79759	37080	42679	3.84
8	120	14	100530	74160	26370	2.42
Maximum Required Storage:		43528	cf			
		1.00	ac-ft			
Estimated Depth:		2.74	ft (incl. the 1' freeboard)			
Approximate Surface Area:		0.57	ac			

PROPOSED

Proposed Hydrology Summary (100 Year)								
Flow ID	Drainage Area (acres)	Overland Flow Time (min.)	Channelized Flow Time (min.)	Pipe Flow Time (min.)	Time of Concentration (min.)	Design Rainfall Intensity (in./hr.)	C - Factor	Exist. Flow (cfs)
A-1 (Prop)	6.01	1.19	6.67	0.00	7.86	8.16	1.20	65.2
B-1 (Prop)	8.11	1.19	13.81	0.00	15.00	6.46	0.84	49.2

Notification List Z-225					
Name	Address	City	State	Zip Code	Adtl. Address
VILLAGE PARK INVESTMENTS LP	670 ARAPAHO RD	RICHARDSON	TX	75080	
DWAYNE LEE	2214 W PARK ROW DR	PANTEGO	TX	76013	SOUTHERN FLAIR
RETAIL BUILDINGS INC	3000 NE 63RD ST	OKLAHOMA CIT	TX	73121	BRAUM'S
IVESON & LEE PARTNERS LP	325 S MESQUITE ST SUITE 102	ARLINGTON	TX	76010	
PS TEXAS HOLDINGS LTD	PO BOX 25025	GLENDAL	CA	91221	PUBLIC STORAGE
KINDRED GLASS CO	2302 W PARK ROW DR	PANTEGO	TX	76013	
FARRELL PROPERTY CO LTD	2304 W PARK ROW DR SUITE 7	PANTEGO	TX	76013	
WANDA BALL	2305 BRIARWOOD BLVD	ARLINGTON	TX	76013	
ANDRE & CAMILLA CARTER	2303 BRIARWOOD BLVD	ARLINGTON	TX	76013	
TODD & RHONDA ONLEY	2301 BRIARWOOD BLVD	ARLINGTON	TX	76013	
ANDREW & JENNIFER NOVOSELSKY	2215 BRIARWOOD BLVD	ARLINGTON	TX	76013	
SALLING & KATHRYN EVEREST	2214 BRIARWOOD BLVD	ARLINGTON	TX	76013	
SUSAN STEPHENS	2213 BRIARWOOD BLVD	ARLINGTON	TX	76013	
ANTOINE & NAJWA TOUMA	2212 BRIARWOOD BLVD	ARLINGTON	TX	76013	
BO HUANG	2211 BRIARWOOD BLVD	ARLINGTON	TX	76013	
CAROL KOZIOLEK	2210 BRIARWOOD BLVD	ARLINGTON	TX	76013	
JOE & ELAINE HOUSLEY	2209 BRIARWOOD BLVD	ARLINGTON	TX	76013	
RAYMOND MARTIN	2208 BRIARWOOD BLVD	ARLINGTON	TX	76013	
MARY HELEN BURNETT	2207 BRIARWOOD BLVD	ARLINGTON	TX	76013	
JAMES & DORIS ALEXANDER	2206 BRIARWOOD BLVD	ARLINGTON	TX	76013	
GEORGE FAUGHT	2205 BRIARWOOD BLVD	ARLINGTON	TX	76013	
DONALD & CYNTHIS WERNER	2204 BRIARWOOD BLVD	ARLINGTON	TX	76013	
AARON & ELLEN HEIDELMEIER	2203 BRIARWOOD BLVD	ARLINGTON	TX	76013	
DAN & LAURIE RIOUX	PO BOX 1402	MANSFIELD	TX	76063	2202 BRIARWOOD BLVD
GERALDINE JOHNSON	2201 BRIARWOOD BLVD	ARLINGTON	TX	76013	
INEZ HUNT	2200 BRIARWOOD BLVD	ARLINGTON	TX	76013	
CASEY SCOTT TERRELL	2113 BRIARWOOD BLVD	ARLINGTON	TX	76013	
BOBBY PARKER LANE	2111 BRIARWOOD BLVD	ARLINGTON	TX	76013	
GEORGE KLEOPFER	2110 BRIARWOOD BLVD	ARLINGTON	TX	76013	
CURRENT OWNER	2109 BRIARWOOD BLVD	ARLINGTON	TX	76013	
KELLY STONE	2108 BRIARWOOD BLVD	ARLINGTON	TX	76013	
SS METROPLEX INVESTMENTS LLC	2021 SHADOW RIDGE DR	ARLINGTON	TX	76006	2107 BRIARWOOD BLVD
THOMAS WILSON	2106 BRIARWOOD BLVD	ARLINGTON	TX	76013	
PETER & NANCY COX	2105 BRIARWOOD BLVD	ARLINGTON	TX	76013	
MARC & LISA LAIMON	2104 BRIARWOOD BLVD	ARLINGTON	TX	76013	
WM & KAREN TAYLOR	2103 BRIARWOOD BLVD	ARLINGTON	TX	76013	
ELIZABETH DRING	2102 BRAIRWOOD BLVD	ARLINGTON	TX	76013	





AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on Resolution 16-13 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with CMA Architecture Planning and Interior Design for an Additional Services Agreement 1 regarding the Park Row Streetscape Project; and providing for an effective date.

Date: July 11, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

The original design for the Park Row Streetscape Project included the closure and relocation of numerous driveways. After reviewing this with the Town Attorney, he agrees that such action would constitute a taking (use of eminent domain) of private property should the property owner not be in agreement. I have spoken with the owners, or their local representatives, of the properties along Park Row and found that none of them have any desire for us to take such action.

As a result, I have requested CMA Architects to redesign the project to leave the existing driveways as they are. The attached amendment to their agreement is for the necessary design changes required to implement this. The total cost is \$23,000. However, CMA estimates that there will be cost savings in construction totaling approximately \$15,000.

Council considered this item at the June 13th meeting, and tabled it until this meeting and directed staff to once again request Braum's consider relocating the driveway adjacent to the arch. That request is pending with Braum's, and they have requested additional information from CMA Architects.

These changes will delay the ability to go to bid on the project by approximately four (4) weeks.

FISCAL IMPACT:

Expenditure of \$23,000
Potential Cost Savings of \$15,000

RECOMMENDATION:

Staff recommends the approval of the contract

ATTACHMENTS:

Res. 16-13
CMA Contract

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

RESOLUTION NO. 16-13

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CMA ARCHITECTURE PLANNING INTERIOR DESIGN FOR AN ADDITIONAL SERVICES AGREEMENT 1 REGARDING THE PARK ROW STREETScape PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Texas Government Code, Chapter 2254, authorizes the procurement of professional services within the scope of the practice of architectural services; and

WHEREAS, the Texas Government Code, §2254.004 provides that a local government may contract with an architect for procurement of services after first selecting the most highly qualified provider of those services based on demonstrated competence and qualifications and to negotiate a contract at a fair and reasonable price; and

WHEREAS, CMA Architecture Planning and Interior Design (CMA) represents that it is qualified and capable of performing the professional services proposed herein for this Project; and

WHEREAS, CMA and the Town of Pantego (Town) mutually desire to be subject to the provisions of Texas Government Code, Chapter 2254 and mutually agreed on the terms of the contract.

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

Section 1: The Town Council hereby authorizes the City Manager to enter into a contract with CMA for services that are beyond the scope of the original agreement between the Town of Pantego and CMA.

Section 2: The Town agrees to the proposal that has been prepared for revisions to the signed and sealed architectural, civil, and structural bid documents issued on November 24, 2014 and signed and sealed electrical drawings issued on October 6, 2015.

Section 3: The Town agrees to compensate CMA for the services as outlined in the proposal.

Section 3: This resolution is effective immediately upon passage.

PASSED AND APPROVED this the 8th day of August 2016, at a regular meeting of the Town Council of the Town of Pantego, Texas, by a vote of __ ayes, __ nays and __ abstentions.

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVED AS TO FORM:

Jim Jeffrey, City Attorney



architecture • planning • interior design

6060 North Central
Expressway, Suite 850
Dallas, TX
75206-5294
p 214.466.1192
f 214.466.1197
www.cmatx.com

Bruce M. Carlson, AIA
Patrick G. Brees, AIA

ADDITIONAL SERVICES AGREEMENT “1”

Project:	Park Row Drive Streetscape	CMA Project #:	12165.001A
Location:	Pantego, TX	Requested By:	Matthew Fielder
Date of Request:	May 16, 2016	Initiated By:	Steve Elliott

This proposal is for Additional Services, which are beyond the scope of the original agreement between The Town of Pantego and CMA. This Agreement supplements all previous agreements and is only applicable to the scope of services defined below.

Description of Work Performed:

As directed by Matthew Fielder, the following fee proposal has been prepared for revisions to the signed and sealed architectural, civil, and structural bid documents issued on 11.24.14, and signed and sealed electrical drawings issued on 10.6.15. The requested revisions are as follows:

- All existing driveways in the Park Row project to remain in existing locations, but will be rebuilt to maintain a consistent (where practical) driveway width and provide an accessible way for the new 10' wide concrete sidewalks.
 - Closed driveways to remain open
 - Moved/consolidated driveways to be revised to original location
- New pole light locations affected by this revision to be relocated to the nearest practical location. Quantity and specification of pole light fixtures to remain unchanged. Electrical revisions are limited to showing revised pole light fixture locations
- Landscape planting and irrigation locations affected by this revision to be revised as practical to maintain original design intent. Quantity of landscape planting material to be maintained as close as possible to original design.
- Update Bid Instruction forms with revised dates for bidding

Clarifications:

No changes to the structural drawings are included

No changes to the Base Bid Segment A, and Alternate Bid Segments B and C are included

No changes to Base Bid or Alternate Bid scope is included

Fort Worth, TX

Minneapolis, MN

Dallas, TX



AGENDA BACKGROUND

AGENDA ITEM: Discuss, review and receive the 2016 Certified Appraisal Roll from the Tarrant Appraisal District.

DATE: August 8, 2016

PRESENTER:

Matt Fielder, City Manager
Karen Hollingsworth, Finance Director

BACKGROUND:

Receive the 2016 Ad-Valorem Certified Tax Roll from the Tarrant Appraisal District.

FISCAL IMPACT:

The Ad Valorem (Property) tax revenue (levy) is calculated by multiplying the tax rate (adopted by Council) by the estimated net taxable value provided by the Tarrant Appraisal District. The Tarrant County Tax Office bills and collects Ad Valorem taxes levied by the Town.

RECOMMENDATION:

No action required at this time. This item is for informational purposes only.

ATTACHMENTS:

Appraisal Roll Comparison
2016 Certified Appraisal Roll
2015 Certified Appraisal Roll (for comparison purposes only.)

**TOWN OF PANTEGO
APPRAISAL ROLL COMPARISON
2015-2016**

	2015 JULY CERTIFIED	2016 JULY CERTIFIED	DIFFERENCE
TOTAL APPRAISED VALUE	\$ 301,592,247	\$ 328,275,239	\$ 26,682,992
Less Absolute & Partial Exemptions:			
Charitable	\$ 5,740,131	\$ 5,424,866	(315,265)
Public	1,106,309	2,467,493	1,361,184
Religious/Private Schools	1,350,047	864,786	(485,261)
Veterans	693,800	950,228	256,428
Disabled	50,000	50,000	-
Homestead-General	23,746,200	25,839,807	2,093,607
Homestead-Over 65	18,190,000	18,765,000	575,000
Nominal Value	204,240	173,313	(30,927)
Pollution Control	-	17,070	17,070
Miscellaneous Personal Property (Vehicles, etc.)	3,498	-	(3,498)
Cases before Appraisal Review Board	4,304,414	16,659,670	12,355,256
Incomplete Accounts	15,401,959	12,793,113	(2,608,846)
	<u>\$ 70,790,598</u>	<u>\$ 84,005,346</u>	<u>\$ 13,214,748</u>
NET TAXABLE VALUE	\$ 230,801,649	\$ 244,269,893	\$ 13,468,244
Plus Minimum Value of Protested Accounts	\$ 3,013,090	\$ 11,209,312	\$ 8,196,222
Plus Minimum Value of Incomplete Accounts	15,399,852	12,469,034	(2,930,818)
TAXABLE VALUE (Taxable Value Used in effective rate calculations)	<u>\$ 249,214,591</u>	<u>\$ 267,948,239</u>	<u>\$ 18,733,648</u>
Taxable Value of New Construction	\$ 2,029,046	\$ 2,078,654	\$ 49,608
Value of Average Home	\$ 114,843	\$ 124,288	\$ 9,445
Tax Rate	.420000	.420000	.420000
Tax on Average Home	<u>\$ 482.34</u>	<u>\$ 522.01</u>	<u>\$ 39.67</u>

As of 7-1-16

2015 Taxable Value: \$249,454,993

2015 Tax Levy: \$1,047,712.45

2015 Tax Rate: .420000/\$100



TOWN OF PANTEGO 019

Appraisal Roll Information Valuation Summary as of July 25, 2016 2016 Certified Property Information

I, Jeff Law, Chief Appraiser for the Tarrant Appraisal District, to the best of my ability do solemnly swear that the attached is that portion of the appraisal roll for the Tarrant Appraisal District which lists property taxable by the above named entity and constitutes their Certified Appraisal Roll.

APPRAISED VALUE (Considers Value Caps) -----> \$ 328,275,239

Number of Accounts: 10,712

Absolute Exemptions	\$ 8,757,145
Cases before ARB – Appraised Value	\$ 16,659,670
Incompletes	\$ 12,793,113
Partial Exemptions	\$ 45,795,418
In Process	\$

NET TAXABLE VALUE -----> \$ 244,269,893

Appraised Value minus Absolute Exemption amount, minus Cases before ARB amount, minus Incompletes, minus Partial Exemptions, minus the In Process accounts equals the Net Taxable Value.

ESTIMATED NET TAXABLE VALUE -----> \$ 267,948,239

Including suggested values to be used for pending ARB accounts (see page two), Incompletes (see page three) and In Process accounts (see page four).

Jeff Law, Chief Appraiser



TOWN OF PANTEGO 019

Appraisal Roll Information Valuation Summary as of July 25, 2016

2016 Appraisal Review Board Information

Section 25.01 (c) of the State Property Tax code directs the Chief Appraiser to prepare a list of all properties under protest with the Appraisal Review Board and pending disposition at the time of value roll certification.

The values below are from the ARB roll and are not included in the totals certified by the Chief Appraiser and represented on page 1 of this report.

\$ 16,659,670

Total appraised value of properties under protest.

\$ 16,013,303

Net taxable value of properties under protest.

\$ 11,209,312

Estimated minimum taxable value for the same properties.

This value should be added to the net taxable value on page one.



TOWN OF PANTEGO 019

Appraisal Roll Information Valuation Summary as of July 25, 2016

2016 Incomplete Property Information

Section 26.01(d) of the State Property Tax Code directs the Chief Appraiser to prepare a list of all properties that are not on the appraisal roll and not included on the ARB roll.

The values below are from the incomplete property listing and are not included in the totals certified by the Chief Appraiser and represented on page 1 of this report.

The value of incomplete properties are subject to change and are also subject to appeal before the Appraisal Review Board.

\$ 12,793,113

Total appraised value of incomplete properties

\$ 12,469,034

Estimated net taxable value of incomplete properties.

This value should be added to the net taxable value on page one.



TOWN OF PANTEGO 019

Appraisal Roll Information Valuation Summary as of July 25, 2016

2016 In Process Property Information

The values below are from In Process properties and are not included in the totals certified by the Chief Appraiser and represented on page 1 of this report.

\$

Total appraised value of In Process properties

\$

Estimated net taxable value of In Process properties.

This value should be added to the net taxable value on page one.



Tarrant Appraisal District
TOWN OF PANTEGO 019
Totals for Roll Instance July Certification - 7-22
2016

Value Detail	Market	Appraised	Counts	Taxable
Real Estate Residential	163,929,132	155,968,390	937	109,505,854
Real Estate Commercial	124,207,624	124,207,624	234	115,444,626
Real Estate Industrial	1,869,294	1,869,294	4	1,869,294
Personal Property Commercial	43,067,846	43,067,846	601	42,950,321
Personal Property Industrial	2,674,065	2,674,065	9	2,674,065
Mineral Lease Properties	488,020	488,020	8,927	308,070
Agricultural Properties	0	0	0	0
Total Value	336,235,981	328,275,239	10,712	272,752,230
Pending Detail	Market	Appraised	Counts	Taxable
Cases Before ARB	16,951,812	16,659,670	52	16,013,303
Incomplete Accounts	12,793,113	12,793,113	195	12,469,034
In Process Accounts	0	0	0	0
Certified Value	306,491,056	298,822,456	10,465	244,269,893

Exemption Detail	Market	Exempt	Counts	92 Appraised
Absolute Public	2,467,493	2,467,493	33	2,467,493
Absolute Charitable	5,424,866	5,424,866	5	5,424,866
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	864,786	864,786	6	864,786
Indigent Housing	0	0	0	0
Nominal Value	173,313	173,313	6,198	173,313
Disabled Vet 10-29%	709,124	15,000	3	683,970
Disabled Vet 30-49%	195,473	7,500	1	190,520
Disabled Vet 50-69%	0	0	0	0
Disabled Vet 70-99%	3,661,315	240,000	20	3,438,572
Disabled Vet 100%	1,253,250	687,728	5	1,217,161
Surviving Spouse Disabled Vet 100%	0	0	0	0
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	0	0	0	0
Transfer Base Value for SS Disable Vet	0	0	0	0
Inventory	4,006,431	0	0	4,006,431
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	136,921,507	25,839,807	714	129,252,907
Homestead Local Option-Over 65	69,126,395	18,765,000	377	65,093,227
Homestead Local Option-Disabled Person	960,373	50,000	5	891,955
Solar & Wind Powered Devices	0	0	0	0
Pollution control	2,313,820	17,070	1	2,313,820
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	0	0	0	0
Total Exemptions		54,552,563	7,368	

Deferrals	Market	Deferred	Counts	Appraised
Ag Deferrals	0	0	0	0
Scenic Deferrals	0	0	0	0
Public Access Airports	0	0	0	0
Other Deferrals	0	0	0	0
Total Deferrals	0	0	0	0

New Exemptions	Market	Exempt	Counts	93 Appraised
Absolute Public	0	0	0	0
Absolute Charitable	0	0	0	0
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	0	0	0	0
Indigent Housing	0	0	0	0
Nominal Value	0	0	0	0
Disabled Vet 10-29%	0	0	0	0
Disabled Vet 30-49%	0	0	0	0
Disabled Vet 50-69%	0	0	0	0
Disabled Vet 70-99%	1,203,119	72,000	6	1,144,893
Disabled Vet 100%	599,463	361,897	2	592,372
Surviving Spouse Disabled Vet 100%	0	0	0	0
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	0	0	0	0
Transfer Base Value for SS Disable Vet	0	0	0	0
Inventory	0	0	0	0
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	2,401,055	463,888	10	2,319,441
Homestead Local Option-Over 65	1,440,666	300,000	6	1,374,878
Homestead Local Option-Disabled Person	135,396	10,000	1	119,570
Solar & Wind Powered Devices	0	0	0	0
Pollution control	0	0	0	0
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	0	0	0	0
Total New Exemptions		1,207,785	25	

New Construction	Market	New Value	Counts	Taxable
All Real Estate	2,401,076	577,372	8	2,078,654
New business in new improvement	0	0	0	0
Total New Construction	2,401,076	577,372	8	2,078,654
New Construction in Residential	2,401,076	577,372	8	2,078,654
New Construction in Commercial	0	0	0	0
	Market	Appraised	Counts	Taxable
Annexation	0	0	0	0
Deannexation	0	0	0	0

Tax Ceiling	Market	Taxable	Counts	Ceiling Amount
Over 65	0	0	0	0.00
Disable Person	0	0	0	0.00
Total Ceilings	0	0	0	0.00
New Over 65 Ceilings	0	0	0	0.00
New Disabled Person Ceilings	0	0	0	0.00
Capped Accounts	Market	Cap Loss	Counts	Appraised
Cap Total	93,822,571	7,668,600	522	86,153,971
New Cap this Year	93,045,857	7,597,749	518	85,448,108
All Exemptions by Group	Market	Exempt	Counts	Appraised
Residential	137,132,641	45,816,169	721	129,464,041
Commercial	10,853,194	8,556,444	31	10,853,194
Industrial	0	0	0	0
Mineral Lease	179,950	179,950	6,205	179,950
Agricultural	0	0	0	0
Exemption Total		54,552,563	6,957	
	Market	Exempt	Counts	Appraised
Prorated Absolute	0	0	0	0
Multi-Prorated Absolute	0	0	0	0
		Current Taxable	Counts	Appraised
Value Loss - 25.25(d)		0	0	0
	Average Market	Average Appraised	Counts	Average Taxable
Averages for Value Single Family	187,405	178,470	839	124,288



Entity Exemptions Report 2016 July Certification - 7-22

019 TOWN OF PANTEGO

Exemption Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Abatements	\$0	0	\$0	0	\$0	0	\$0	0
Absolute Charitable	\$5,424,866	5	\$0	0	\$315,265	1	\$5,740,131	6
Absolute Miscellaneous	\$0	0	\$0	0	\$0	0	\$0	0
Absolute Public	\$2,467,493	33	\$0	0	\$7,841	1	\$2,475,334	34
Absolute Religious & Private Schools	\$864,786	6	\$0	0	\$0	0	\$864,786	6
Community Housing Development	\$0	0	\$0	0	\$0	0	\$0	0
Disabled Vet 100%	\$687,728	5	\$0	0	\$0	0	\$687,728	5
Disabled Vet 10-29%	\$15,000	3	\$0	0	\$0	0	\$15,000	3
Disabled Vet 30-49%	\$7,500	1	\$0	0	\$0	0	\$7,500	1
Disabled Vet 50-69%	\$0	0	\$0	0	\$0	0	\$0	0
Disabled Vet 70-99%	\$240,000	20	\$12,000	1	\$0	0	\$252,000	21
Donated Disabled Vet	\$0	0	\$0	0	\$0	0	\$0	0
Foreign Trade Zone	\$0	0	\$0	0	\$0	0	\$0	0
Historic Sites	\$0	0	\$0	0	\$0	0	\$0	0
Homestead Local Option-Disabled Person	\$50,000	5	\$0	0	\$0	0	\$50,000	5
Homestead Local Option-General	\$25,839,807	714	\$334,367	8	\$0	0	\$26,174,174	722
Homestead Local Option-Over 65	\$18,765,000	377	\$300,000	6	\$0	0	\$19,065,000	383
Homestead State Mandated-Disabled Person	\$0	0	\$0	0	\$0	0	\$0	0
Homestead State Mandated-General	\$0	0	\$0	0	\$0	0	\$0	0
Homestead State Mandated-Over 65	\$0	0	\$0	0	\$0	0	\$0	0
Indigent Housing	\$0	0	\$0	0	\$0	0	\$0	0
Inventory	\$0	0	\$0	0	\$0	0	\$0	0
Misc Personal Property (Vehicles, etc.)	\$0	0	\$0	0	\$0	0	\$0	0
Nominal Value	\$173,313	6,198	\$0	0	\$973	3	\$174,286	6,201
Pollution control	\$17,070	1	\$0	0	\$0	0	\$17,070	1
Solar & Wind Powered Devices	\$0	0	\$0	0	\$0	0	\$0	0
Surviving Spouse Disabled Vet 100%	\$0	0	\$0	0	\$0	0	\$0	0
Surviving Spouse Donated Disabled Vet	\$0	0	\$0	0	\$0	0	\$0	0
Surviving Spouse KIA Armed Service Member	\$0	0	\$0	0	\$0	0	\$0	0
Transfer Base Value for SS Disabled Vet	\$0	0	\$0	0	\$0	0	\$0	0



Entity Exemptions Report 2016 July Certification - 7-22

019 TOWN OF PANTEGO

Exemption Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Prorated Absolute (included in above Absolute categories)	\$0	0	\$0	0	\$0	0	\$0	0

Deferral Type	Certified Loss	Count	ARB Loss	Count	Incomplete Loss	Count	Total Loss	Count
Ag Deferrals	\$0	0	\$0	0	\$0	0	\$0	0
Scenic Deferrals	\$0	0	\$0	0	\$0	0	\$0	0

Entity Totals	
Total Appraised *	\$328,275,239
Absolute Exempt	\$8,757,145
Cases Before ARB	\$16,659,670
Incompletes	\$12,793,113
Partial Exemptions	\$45,795,418
In Process	\$0
Calculated Net Taxable Value	\$244,269,893
Total # of Accounts *	10,712

* Only includes totals from Agricultural Properties, Mineral Lease Properties, Personal Property Commercial, Personal Property Industrial, Real Estate Commercial, Real Estate Industrial, and Real Estate Residential.



Jeff Law
Executive Director
Chief Appraiser

July 22, 2015

To: Tarrant County Taxing Entities

From: Jeff Law

A handwritten signature in black ink, appearing to read "Jeff Law", is written over the printed name.

Subject: July 2015 Certified Roll

Please find attached the 2015 July certified appraisal roll. State law requires that I provide this report of value to each taxing entity on or around July 25th of each calendar year.

The attached report will show the value we are able to certify for the 2015 tax year along with any accounts that remain under protest and any known accounts that are incomplete or are in a "need review" status. While we are certifying this year's roll from a new software system, the District has worked diligently with our software provider, Thomson Reuters, to ensure the accuracy of the data provided.

The District replaced its 30 year old legacy system with a more modern up to date software program. As a result, reporting is different and we are striving to make sure the new reports and data meet the expectations of our intended users. We will continue to review the processes, data, and roll products to make enhancements and improvements as we go forward.

You may notice the number of protests and values associated with those protests are much lower than in years past. I am very pleased with the TAD staff who worked hard to process and handle these protests in the most efficient manner. I am also very pleased with the work of the Appraisal Review Board. The staff and review board did a great job at resolving as many protests as possible before certification.

We appreciate everyone's patience during this time of adjustment and look forward to working with you throughout this year and the years to come.



Tarrant Appraisal District
Jeff Law, Chief Appraiser

019 TOWN OF PANTEGO

Appraisal Roll Information Valuation Summary as of July 25, 2015 2015 Certified Property Information

I, Jeff Law, Chief Appraiser for the Tarrant Appraisal District, to the best of my ability do solemnly swear that the attached is that portion of the appraisal roll for the Tarrant Appraisal District which lists property taxable by the above named entity and constitutes their Certified Appraisal Roll.

APPRAISED VALUE (Considers Value Caps) -----> **301,592,247**

Absolute Exemptions	8,196,487
Cases Before ARB	4,304,414
Incompletes	15,401,959
Exemptions	42,887,738

(See Totals report for breakdown of each Exemption)

NET TAXABLE VALUE -----> **230,801,649**

Appraised Value minus Exemptions amount, minus Cases Before ARB amount, minus Incompletes, equals the Net Taxable Value.

ESTIMATED NET TAXABLE VALUE -----> **249,214,591**

Including suggested values to be used for pending ARB accounts (see page two) and Incompletes (see page three).



Jeff Law, Chief Appraiser



019 TOWN OF PANTEGO

Appraisal Roll Information Valuation Summary as of July 25, 2015

2015 Appraisal Review Board Information

Section 25.01 (c) of the State Property Tax code directs the Chief Appraiser to prepare a list of all properties under protest with the Appraisal Review Board and pending disposition at the time of value roll certification.

The values below are from the ARB roll and are not included in the totals certified by the Chief Appraiser and represented on page 1 of this report.

4,304,414

Total appraised value of properties under protest.

4,304,414

Net taxable value of properties under protest.

3,013,090

Estimated minimum taxable value for the same properties. This value should be added to the net taxable value on page one.



019 TOWN OF PANTEGO

Appraisal Roll Information Valuation Summary as of July 25, 2015

2015 Incomplete Property Information

Section 26.01(d) of the State Property Tax Code directs the Chief Appraiser to prepare a list of all properties that are not on the appraisal roll and not included on the ARB roll.

The values below are from the incomplete property listing and are not included in the totals provided by the Chief Appraiser and represented on page 1 of this report.

The value of incomplete properties are subject to change and are also subject to appeal before the Appraisal Review Board.

15,401,959

Total appraised value of incomplete properties

15,399,852

Estimated net taxable value of incomplete properties.

**This value should be added to the net
taxable value on page one.**



Tarrant Appraisal District
TOWN OF PANTEGO 019
Totals for Roll Instance July Roll - 220
2015

Value Detail	Market	Appraised	Counts	Taxable
Real Estate Residential	143,319,154	143,179,168	918	100,318,395
Real Estate Commercial	112,270,209	112,270,209	233	104,351,467
Real Estate Industrial	744,030	744,030	3	744,030
Personal Property Commercial	40,757,555	40,757,555	589	40,686,298
Personal Property Industrial	2,287,925	2,287,925	9	2,287,925
Mineral Lease Properties	2,353,360	2,353,360	8,943	2,117,800
Agricultural Properties	0	0	0	0
Total Value	301,732,233	301,592,247	10,695	250,505,915
Pending Detail	Market	Appraised	Counts	Taxable
Cases Before ARB	4,304,414	4,304,414	7	4,304,414
Incomplete Accounts	15,401,959	15,401,959	261	15,399,852
Certified Value	282,025,860	281,885,874	10,427	230,801,649

Exemption Detail	Market	Exempt	Counts	102 Appraised
Absolute Public	1,106,309	1,106,309	35	1,106,309
Absolute Charitable	5,740,131	5,740,131	6	5,740,131
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	1,350,047	1,350,047	6	1,350,047
Indigent Housing	0	0	0	0
Nominal Value	204,240	204,240	2,780	204,240
Disabled Vet 10-29%	737,500	20,000	4	737,500
Disabled Vet 30-49%	318,100	15,000	2	318,100
Disabled Vet 50-69%	0	0	0	0
Disabled Vet 70-99%	2,619,200	192,000	16	2,619,200
Disabled Vet 100%	878,500	466,800	4	878,500
Surviving Spouse Disabled Vet 100%	0	0	0	0
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	0	0	0	0
Transfer Base Value for SS Disable Vet	0	0	0	0
Inventory	3,690,402	0	0	3,690,402
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	119,284,975	23,746,200	706	119,144,989
Homestead Local Option-Over 65	58,655,966	18,190,000	365	58,524,846
Homestead Local Option-Disabled Person	810,800	50,000	5	810,800
Solar & Wind Powered Devices	0	0	0	0
Pollution control	0	0	0	0
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	0	0	0	0
Total Exemptions		51,080,727	3,929	

Deferrals	Market	Deferred	Counts	Appraised
Ag Deferrals	0	0	0	0
Scenic Deferrals	0	0	0	0
Public Access Airports	0	0	0	0
Other Deferrals	0	0	0	0
Total Deferrals	0	0	0	0

New Exemptions	Market	Exempt	Counts	103 Appraised
Absolute Public	0	0	0	0
Absolute Charitable	0	0	0	0
Absolute Miscellaneous	0	0	0	0
Absolute Religious & Private Schools	0	0	0	0
Indigent Housing	0	0	0	0
Nominal Value	0	0	0	0
Disabled Vet 10-29%	0	0	0	0
Disabled Vet 30-49%	0	0	0	0
Disabled Vet 50-69%	0	0	0	0
Disabled Vet 70-99%	151,300	12,000	1	151,300
Disabled Vet 100%	0	0	0	0
Surviving Spouse Disabled Vet 100%	0	0	0	0
Donated Disabled Vet	0	0	0	0
Surviving Spouse Donated Disabled Vet	0	0	0	0
Surviving Spouse KIA Armed Service Member	0	0	0	0
Transfer Base Value for SS Disable Vet	0	0	0	0
Inventory	0	0	0	0
Homestead State Mandated-General	0	0	0	0
Homestead State Mandated-Over 65	0	0	0	0
Homestead State Mandated-Disabled Person	0	0	0	0
Homestead Local Option-General	4,082,992	795,453	26	4,082,992
Homestead Local Option-Over 65	1,014,550	350,000	7	1,014,550
Homestead Local Option-Disabled Person	0	0	0	0
Solar & Wind Powered Devices	0	0	0	0
Pollution control	0	0	0	0
Community Housing Development	0	0	0	0
Abatements	0	0	0	0
Historic Sites	0	0	0	0
Foreign Trade Zone	0	0	0	0
Misc Personal Property (Vehicles, etc.)	0	0	0	0
Total New Exemptions		1,157,453	34	

New Construction	Market	New Value	Counts	Taxable
All Real Estate	2,029,046	1,681,096	6	2,029,046
New business in new improvement	0	0	0	0
Total New Construction	2,029,046	1,681,096	6	2,029,046
New Construction in Residential	2,029,046	1,681,096	6	2,029,046
New Construction in Commercial	0	0	0	0
	Market	Appraised	Counts	Taxable
Annexation	0	0	0	0
Deannexation	0	0	0	0

				104
Tax Ceiling	Market	Taxable	Counts	Ceiling Amount
Over 65	0	0	0	0.00
Disable Person	0	0	0	0.00
Total Ceilings	0	0	0	0.00
New Over 65 Ceilings	0	0	0	0.00
New Disabled Person Ceilings	0	0	0	0.00
Capped Accounts	Market	Cap Loss	Counts	Appraised
Cap Total	1,926,690	139,986	9	1,786,704
New Cap this Year	0	0	0	0
All Exemptions by Group	Market	Exempt	Counts	Appraised
Residential	119,465,748	42,860,773	713	119,325,762
Commercial	7,990,992	7,987,892	25	7,990,992
Industrial	0	0	0	0
Mineral Lease	235,560	235,560	2,796	235,560
Agricultural	0	0	0	0
ExemptionTotal	127,692,300	51,084,225	3,534	127,552,314
	Market	Exempt	Counts	Appraised
Prorated Absolute	0	0	0	0
Multi-Prorated Absolute	0	0	0	0
		Current Taxable	Counts	Appraised
Value Loss - 25.25(d)		0	0	0
	Average Market	Average Appraised	Counts	Average Taxable
Averages for Value Single Family	164,994	164,831	850	114,843



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct and consider action on the 2016 Proposed Property Tax Rate.

DATE: August 8, 2016

PRESENTER:

Matt Fielder, City Manager
Karen Hollingsworth, Finance Director

BACKGROUND:

Receive the 2016 Proposed Property Tax Rate.

FISCAL IMPACT:

The Effective Property Tax Rate is the total rate needed to raise the same amount of property tax revenue from the same properties in both the 2015 and 2016 tax years. The Rollback Property Tax Rate is the highest rate the Town may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

The Town's Effective Property Tax Rate for the 2016 tax year is \$0.391876/\$100 of assessed value and the Rollback Property Tax rate is \$0.427282/\$100 of assessed value.

The City Manager is proposing within the FY2016-17 budget to adopt a tax rate of \$0.420000/\$100 of assessed value. This is the same tax rate adopted for the FY2015-16 budget.

RECOMMENDATION:

Staff recommends the approval of the proposed tax rate of \$0.420000/\$100 of assessed value.

ATTACHMENTS:

None.



AGENDA BACKGROUND

AGENDA ITEM: Discuss, review and consider action on setting dates for the vote on the Proposed FY2016-17 Budget and the Proposed 2016 Ad Valorem Tax Rate to be acted upon in the Town Council Chambers at a special meeting on August 29, 2016 and a regular meeting on September 12, 2016, and to schedule two Public Hearings each to be held in the Town Council Chambers for the FY2016-17 Budget and the 2016 Ad Valorem Tax Rate on August 22, 2016 at 7:30 PM and August 29, 2016 at 6:30 PM.

DATE: August 8, 2016

PRESENTER:

Matt Fielder, City Manager
Karen Hollingsworth, Finance Director

BACKGROUND:

Texas Local Government Code requires that the governing body of a municipality holds a public hearing on the proposed budget after the 15th day the proposed budget is filed with the City Secretary but before the date the governing body makes its tax levy. The governing body shall provide for public notice of the date, time, and location of the hearing(s).

Truth-in-Taxation laws require that when a proposed tax rate for the entity's budget exceeds the rollback rate or the effective rate, whichever is lower, the taxing unit's governing body must vote to place a proposal to adopt the tax rate in the agenda as an action item. The vote must be recorded and the proposal must specify the desired rate.

If the motion passes, the governing body must schedule two public hearings on the proposed tax rate and notify the public of the dates, times and place for these hearings. The Town must also provide information about the proposed tax rate at least seven days before the scheduled public hearings. The notice of these public hearings will also be posted on the Town's website and published in the Town's newspaper of record.

In order to comply with the Texas Local Government Code, two public hearings will be held in the Council Chambers regarding the proposed budget. The first public hearing will be held on August 22, 2016 at 7:30 PM and the second on August 29, 2016 at 6:30 PM.

The governing body is required to adopt the budget prior to adopting the tax rate. First reading to vote to adopt the Proposed FY2017-17 Budget will be held on August 29, 2016 in the Council Chambers at 6:30 PM, and the second and final reading to vote to adopt the Proposed FY2016-17 Budget will be held at a regular scheduled Town Council meeting on September 12, 2016 in the Council Chambers at 7:30 PM.

In order to comply with Truth in Taxation laws, the Town Council will vote to place a proposal to adopt a tax rate of \$0.420000/\$100 of assessed value. Two public hearings will be held in the Council Chambers regarding the proposed tax rate. The first public hearing will be held on August 22, 2016 at 7:30 PM and the second on August 29, 2016 at 6:30 PM.

The Tax Code requires that the governing body adopt the tax rate no less than three days but no more than 14 days after the second public hearing. First reading to vote to adopt the proposed tax rate will be held on August 29, 2016 in the Council Chambers at 6:30 PM, and the second and final reading to vote to adopt the proposed tax rate will be held at a regular scheduled Town Council meeting on September 12, 2016 in the Council Chambers at 7:30 PM.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends to place a proposed tax rate of \$0.420000/\$100 of assessed value and to set the dates for the vote on the Proposed Fiscal Year 2016-17 Budget and the Proposed Ad Valorem Tax Rate to be acted upon at a special meeting held in the Council Chambers on August 29, 2016 and a regular meeting on September 12, 2016 and to schedule two public hearings for each to be held in the Council Chambers on August 22, 2016 at 7:30 p.m. and August 29, 2016 at 6:30 p.m.

ATTACHMENTS:

Approved Fiscal Year 2016-2017 Budget Calendar
Steps Required for Proposal and Adoption of Budget
Notice of 2016 Proposed Property Tax Rate
Steps Required for Adoption of Tax Rate

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER 2016						
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- REGULAR TOWN COUNCIL MEETINGS 7:30 p.m.
- BUDGET WORKSESSIONS
- ITEMS HANDLED BY STAFF OR COUNTY
- SPECIAL SESSION MEETING

- July 11** The City Manager delivers the proposed FY 2016-2017 Budget to the Town Council -
City Manager's Overview Presentation
File Proposed Budget with City Secretary and Post on Website
- July 18** 1st Budget Work Session -General Fund Discussion: Revenues/Departmental Expenditures presentation and discussion
- July 25** Receive Certified Tax Roll from Tarrant Appraisal District
Calculate Effective and Rollback Tax Rates
- August 1** 2nd Budget Work Session - Special Revenue Funds/Capital Project Funds/Transfers presentation and discussion
- August 3** Publish "Notice of Effective Tax Rate"
- August 8** Present Effective Tax Rate And Roll Back Rate To Town Council
Present Certified Appraisal Roll from Tarrant Appraisal District to Town Council
Present Ad valorem Collection Rate from Tax Assessor Collector to Town Council
Preliminary Determination of Tax rate
Vote to schedule Public Hearings for August 22, 2016 and August 29, 2016 on Tax Rate Increase
- August 10** Publish "Notice of Public Hearing" August 22, 2016 and August 29, 2016 (50-197) (1st 1/4 page)
Includes date of vote on September 12, 2016
- August 15** 3rd Budget Work Session - Water & Sewer Funds presentation and discussion
- August 17** Publish "Notice of Tax Revenue Increase" (50-198) (2nd 1/4 page)
Includes date of vote on September 12, 2016
- August 22** 4th Budget Work Session - Budget Recap
1st Public Hearing on Proposed Budget
1st Public Hearing on Tax Increase (Decrease)
- August 29** 2nd Public Hearing on Proposed Budget
2nd Public Hearing on Tax Increase (Decrease)
1st Reading of Ordinance adopting Budget
1st Reading of Ordinance adopting Tax Rate
- September 12** Final Reading of Ordinance adopting Budget
Final Reading of Ordinance adopting Tax Rate
- September 15** File Tax rate with County
- September 30** Final budget as adopted submitted to Town Council.
Adopted budget to be posted on the Town's website.

Note: All dates MUST meet the "Truth In Taxation" Requirements

Steps Required for Proposal and Adoption of Budget

Entity Name: Town of Pantego

Date: 08/04/2016 01:36 PM

Steps for the Proposal of the Budget:

This year's property tax levy will raise more revenue from property taxes than in the preceding year. The governing body must hold a separate vote to ratify the property tax increase reflected in the budget. This vote must be in addition to and separate from the vote to adopt the budget or the vote to set the tax rate. Cities that maintain a website must post the proposed budget when it is filed with the municipal clerk. The adopted budget must also be posted on the website when it is filed with the municipal clerk.

The following statement must be included on the notices of public hearing on proposed budget. It must also be included on the cover page of the proposed budget, in 18-point type or larger.

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$78,431 OR 7.49%, AND OF THAT AMOUNT, \$8,730 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Steps for the Adoption of the Budget:

-A vote to adopt the budget must be a record vote.

-An adopted budget must contain a cover page stating a record vote of each member of the governing body by name, the property tax rates for the current and preceding fiscal year, the total amount of debt obligations, and the following statement in 18 point font:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$78,431, which is a 7.49 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$8,730.

-The budget and cover page must be filed with the clerk and posted on the entity's website at least until the date of the first anniversary the budget is adopted.

NOTICE OF 2016 TAX YEAR PROPOSED¹⁰

PROPERTY TAX RATE FOR TOWN OF PANTEGO

A tax rate of \$0.420000 per \$100 valuation has been proposed for adoption by the governing body of Town of Pantego. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of Town of Pantego proposes to use revenue attributable to the tax rate increase for the purpose of funding Town services including Police, Fire, Public Works, etc., for the 2016-2017 fiscal year. Please see www.townofpantego.com for the complete FY2016-2017 Proposed Budget.

PROPOSED TAX RATE	\$0.420000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.420000 per \$100
EFFECTIVE TAX RATE	\$0.391876 per \$100
ROLLBACK TAX RATE	\$0.427282 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for Town of Pantego from the same properties in both the 2015 tax year and the 2016 tax year.

The rollback tax rate is the highest tax rate that Town of Pantego may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Ron Wright
Tarrant County Tax Assessor-Collector
100 E. Weatherford Street, Fort Worth, TX 76196
817-884-1100
taxoffice@tarrantcounty.com
www.tarrantcounty.com

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 22, 2016 at 7:30 PM at 1614 S. Bowen Road, Pantego, TX 76013.

Second Hearing: August 29, 2016 at 7:30 PM at 1614 S. Bowen Road, Pantego, TX 76013.

§26.05(b) of Property Tax Code Steps Required for Adoption of Tax Rate

Entity Name: Town of Pantego

Date: 08/04/2016 01:32 PM

Language Required in the Motion Setting This Year's Tax Rate:

This year's proposed tax rate exceeds the effective tax rate. The vote on the ordinance, resolution, or order setting the tax rate must be a record vote. A motion to adopt the ordinance, resolution, or order must be made in the following form:

I move that the property tax rate be increased by the adoption of a tax rate of 0.420000, which is effectively a 7.18 percent increase in the tax rate.

Statement Required in the Ordinance, Resolution, or Order Setting This Year's Tax Rate:

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.56 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

Statement That Must be Posted on the Home Page of Any Internet Website Operated by the Taxing Unit:

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

Town of Pantego ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.56 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on PantegoFest 2016.

Date: August 8, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

Holly Potter Harvey will be present to give an update to Council on the status of planning for PantegoFest 2016. This will include a discussion on stage/sound/lighting, and on security.

FISCAL IMPACT:

\$9,900 for Public Safety Expenses
\$11,170 for Stage/Sound/Lighting

RECOMMENDATION:

None

ATTACHMENTS:

Stage/Sound/Lighting Quotes
Memo from Chief Tom Griffith on PantegoFest Public Safety Issues

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

Production Detail and Pricing

Holly Harvey - Pantegofest – September 24, 2016

Description	QTY	Specifications	Price
Audio/lighting System			
A-EV Subs	8		\$800.00
Monitor System	6	EV/2	\$510.00
Line Array	1		\$1,080.00
Moving Wash	4		\$320.00
LED PAR	8		\$160.00
LG Bars	4	1000 W 6 cans each	\$480.00
A Distro	1		\$520.00
Staging			
Rooftop	1	25'X20'X25'	\$1,960.00
Staging	1	24'X20'X4'	\$960.00
Stairs	1		\$160.00
Labor/Techs			
Labor set up and strike			\$1,320.00
Audio tech			\$600.00
Stage hands for show			\$800.00
Lighting director			\$500.00
Power supply			
Generator		Showpower	\$1,000.00
Total			\$11,170.00



Gemini Stage Lighting
& Equipment Company, Inc
10218 Miller Road
Dallas, TX 75238

Voice: (214) 341-4822
Fax: (214) 341-9363

QUOTE

114

www.geminilsv.com

Job #: 152592-1

INVOICE TO:		DELIVERY ADDRESS:		Order Status: Tentative Order Sales Person: Cassidi A Cain Last Updated: JUL 8 16 11:59AM	
ATTENTION: Holly Potter-Harvey PHONE: (214) 708-1967 Ext: FAX: EMAIL: hpotterharvey@rentfurniture.com		2225 W Park Row Drive Pantego, TX 76013 JOB SITE: ROOM: CONTACT: PHONE: CELL:		PO: CUSTOMER #: TERMS: In Advance	

ORDER DATE & TIME: APR 14 16 9:41AM	Prep Equipment DATE & TIME:	Delivery DATE & TIME: SEP 23 16	DELIVERY VIA: GSL Truck
Set Up DATE & TIME: SEP 23 16	Show DATE & TIME: SEP 24 16 10:00AM	Strike DATE & TIME: SEP 24 16 11:00PM	RETURN VIA: GSL Truck

JOB DESCRIPTION: PANTEGO FESTIVAL

EQUIPMENT

QTY	DESCRIPTION	DUR	UNIT \$	EXTENDED	DISC	NET
1	STAGELINE TRUCK: 24x20	1.0 d	3,000.00	3,000.00		3000.00
CONTROL						
1	HIGH END WHOLE HOG III CONSOLE	1.0 d	515.00	515.00	15%	437.75
						<i>CONTROL Subtotal:</i> 515.00
						<i>CONTROL Discount:</i> (77.25)
						CONTROL Total: \$437.75
LED						
36	BLACK ELATION 108 PAR RGBW 5-PIN	1.0 d	60.05	2,161.80	30%	1513.26
						<i>LED Subtotal:</i> 2,161.80
						<i>LED Discount:</i> (648.54)
						LED Total: \$1,513.26
AUDIO						
1	SOUND SYSTEM	1.0 d	8,000.00	8,000.00	35%	5200.00
						<i>AUDIO Subtotal:</i> 8,000.00
						<i>AUDIO Discount:</i> (2,800.00)
						AUDIO Total: \$5,200.00
						<i>Equipment Subtotal:</i> 13,676.80
						<i>Equipment Discount:</i> (3,525.79)
						Equipment Total: \$10,151.01
						Tax: \$ 837.46

LABOR

DATE	TIME	QTY	PERSONNEL/TASK	DURATION	UNIT PRICE	EXTENDED
SEP 23 16	10:00AM	1	ELECTRICIAN LEAD-SET UP	8.00 Hours	55.00	440.00
SEP 23 16	10:00AM	6	STAGEHAND-SET UP	8.00 Hours	33.00	1,584.00
SEP 24 16	9:00AM	1	ELECTRICIAN LEAD-SHOW/STRIKE	16.00 Hours	65.31	1,045.00
SEP 24 16	9:00AM	1	STAGEHAND-SHOW/STRIKE	16.00 Hours	39.19	627.00
SEP 24 16	11:00PM	5	STAGEHAND-STRIKE	5.00 Hours	33.00	825.00

Labor Total: \$ 4,521.00

Rented equipment must be picked up and returned in an enclosed truck or trailer.

Lessee agrees that they are responsible for the loss or damage to rented equipment for the full replacement costs including loss of use and/or rents from the date of this lease until the equipment is returned, repaired or monies paid.

EQUIPMENT TOTAL:	\$10,151.01
LABOR TOTAL:	\$4,521.00
DEL & PICK-UP:	\$250.00
(Sales Tax Payable) TAX TOTAL:	\$ 837.46
<hr/>	
GRAND TOTAL:	\$15,759.47
PAID TO DATE:	\$ 0.00
BALANCE:	\$ 15,759.47
If paid by Credit Card:	\$ 16,232.25

Customer Signature

Customer Printed Name

Date



PANTEGO PUBLIC SAFETY



MEMO #: 000

To: Matthew Fielder, City Manager
From: Chief Thomas Griffith
Subject: PantegoFest 2016
Release Date: June 27, 2016

Effective:

It is the intent of Pantego Public Safety to exercise its authority to the extent necessary to protect the welfare and safety of its residents and visitors. The primary fire safety concerns involve access for firefighting apparatus, fire safety, occupancy load of the festival grounds, and the provision of adequate emergency medical services.

Fire and EMS Issues

Recommendations from the Fire Department are that all personnel are required to safely cover fire safety and EMS needs. Overtime costs for this requirement are listed in the below *Costs* table.

As agreed to we are expecting a Fire Watch to be implemented due to the reduction of the distance between the cooking grills and the tents. The Fire Watch shall be an off duty certified firefighter.

The local Complete Emergency Care facility has asked and been granted permission to establish a First Aid tent within the PantegoFest grounds. It is expected that they will address any minor emergencies that arise. All other serious or life threatening emergencies will be mitigated by Pantego EMS as usual. The department will have an ambulance and fire apparatus staged onsite during the festival. No additional fire or EMS safety requirements are noted at this point in time.

Police Issues

The primary law enforcement concerns are security of ingress and egress to and from the festival, prevention of intrusion by criminal elements, and safety of festival goers while they are within the PantegoFest grounds. As in previous festivals firearms will be prohibited and notice will be given.

Because of recent events regarding terrorist related incidents it is imperative that we take a strong proactive stance towards maintaining security. Security of the grounds will be continually patrolled by uniformed officers of the Pantego Police Department and by off-duty employment of non Pantego officers.

Ingress to the festival grounds will be accessed through one main entrance located on the west side between Saljo's and the main building of Park Row West center. By maintaining one entry point we can consolidate our resources and better control security. Entry will be monitored through stand alone metal detectors which will be rented from a private company. Patrons will be cleared through the detectors prior to the purchase of tickets. Costs for the metal detectors are detailed on the *Costs* table below.

Egress from the grounds will be at the main entrance and at two other locations on the east and south perimeters. The exterior perimeter of the grounds will be continuously patrolled by a Pantego Bicycle Officer. The interior perimeter will be patrolled by foot officers.

Occupancy Load

The approximate occupancy load for the open area of the festival, immediately in front of the stage, which would be occupied by the band audience, is approximately 3000 for a standing room only crowd. This number would be reduced with the addition of chair and/or table seating.

Alcohol Consumption

Because the Town is sponsoring the sale of alcohol, the carrying in of alcohol (BYOB) by patrons will be prohibited, as will coolers. Large bags will be searched.

Firearms

Because the perimeter is confined, tickets for entry are to be sold and alcohol is present all firearms will be prohibited. Metal detectors will be employed on all those entering the grounds. Again, large bags will be searched.

Please let me know if you have any questions. I will be present at the August 8th Council Meeting to answer any questions of Council. Because of the fluid nature of the planning process additional changes to these requirements may be necessary after this date.

Costs

The below table contains a close estimate of all associated costs for the one-day festival. These costs contain combined costs for Police and Fire expenses.

Item	Cost
Overtime	\$6,200
Off Duty Officers	\$700
Metal Detector Rental	\$3,000
Total	\$9,900

Cc: R. Coker; B. Reeves; H. Harvey



AGENDA BACKGROUND

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

Date: August 8, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

At the July 25th Town Council meeting, staff was directed to bring back a draft ordinance on boat and rv parking on private property. Based on prior discussions, Council consensus was that parking them on the side or rear yard was acceptable, if it was done on a continuous paved surface. There was disagreement over whether they should be allowed in the driveway in front of the home. Two revised versions of the ordinance are included. One would allow them to be parked on a side or rear yard, and would provide a grandfathering exception for those that cannot comply until they move. The second would allow parking in the front yard on a paved surface, so long as they do not extend over a sidewalk.

FISCAL IMPACT:

None

RECOMMENDATION:

None

ATTACHMENTS:

Draft ordinances

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

ORDINANCE NO. 11-664

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

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

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

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

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

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

SECTION 1.

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

All-weather parking surface. asphalt or concrete paving suitable for vehicle parking, and which encompasses the full area of the vehicle and is continuous from the roadway to the parking area.

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

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

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

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

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

SECTION 2.

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

Sec. 12.05.002 General restrictions

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

- (1) To be parked on any surface other than an all-weather parking surface;
- (2) To be double parked at any point on the streets or alleys of the town;
- (3) To be stopped or parked upon or adjacent to a public street or alley so that any portion of the vehicle, including but not limited to any objects carried in or upon said vehicle, protrude into the main-traveled portion of said street or alley;
- (4) To be parked on any street or alley in the town for a period of time longer than twenty-four (24) hours, or the time period stated on signs posted by authority of this article;
- (5) To stop, stand or park at any time upon any public street, alleyway, other public place or fire lane when signs are erected or curbs painted giving notice that stopping, standing, or parking is prohibited;
- (6) To be parked upon any public street, alley, or public property of any nature whatever in the town for the purpose of:

(A) Washing, greasing, cleaning, polishing, waxing, changing oil, or repairing such vehicle, except repairs necessitated by an emergency; or

(B) Selling or exhibiting property of any nature;

- (7) To be parked on any median strip in the town;
- (8) To be parked within three (3) feet of the curved portion of any driveway without the effective consent of the owner of the property on which the driveway is located.
- (9) To be parked in a driveway and extend beyond the inside boundary of the public sidewalk, where present, or where the public sidewalk would normally be located, except as permitted hereinafter.

(A) Any vehicle may be parked extending onto the sidewalk while actively loading or unloading for a maximum period of twenty-four (24) hours not more than two (2) times on nonconsecutive days in any calendar week (Sunday through Saturday).

(b) Parking on Private Property.

(1) Single family residential, duplex and townhomes .

(A) Automobiles, motorcycles, trucks, and vans, which have a carrying capacity of two thousand (2,000) pounds or less:

(i) may be parked on any front, side or rear yard when such vehicle is parked upon an all-weather parking surface; or

~~(ii) (ii)~~ may be parked on any front, side or rear yard on any surface when such vehicle is screened from view from any public way or from any private property by a screening fence;

~~(B) Motorhomes, campers, boats and trailers which have a length of less than twenty-five (25) feet:~~

~~(B)~~

~~(i) shall not be parked in the front yard;~~

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

~~(iii) Any residential property owner owning a vehicle subject to this section may obtain a written exclusion from the Town if they can demonstrate they are unable to meet these requirements at the time this Ordinance is approved. Such exclusion is not transferrable with the sale of the property, and must be obtained within six months of the passage of this ordinance.~~

(iv)

(C) All other vehicles are prohibited in these areas, except that vehicles may parked in these districts when actively loading or unloading for a maximum period of ~~twenty-four (24)~~ seventy-two (72) hours not more than two (2) times ~~enfor~~ nonconsecutive ~~days periods~~ in any calendar week (Sunday through Saturday).

(2) Commercial and multi-family residential

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

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

(1) Offense

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

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

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

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

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

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

- (A) upon the premises of or immediately adjacent to a single-family residence if the vehicle is registered to, owned or operated by the owner or legal occupant of the single-family residence; or
- (B) in a permitted parking space at a multi-family housing facility if the vehicle is registered to, owned by or operated by the owner or legal occupant of a unit in the multi-family housing facility; or
- (C) in the parking area of a commercial establishment or place of business when the driver is then and there employed and working or is then and there transacting business at the establishment or business.

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SECTION 3: PROVISIONS CUMULATIVE

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

SECTION 4: PENALTY CLAUSE

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

SECTION 5: PUBLICATION IN OFFICIAL NEWSPAPER

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

SECTION 6: EFFECTIVE DATE

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

ORDINANCE NO. 11-664

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

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

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

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

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

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

SECTION 1.

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

All-weather parking surface. asphalt or concrete paving suitable for vehicle parking, and which encompasses the full area of the vehicle and is continuous from the roadway to the parking area.

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

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

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

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

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

SECTION 2.

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

Sec. 12.05.002 General restrictions

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

- (1) To be parked on any surface other than an all-weather parking surface;
- (2) To be double parked at any point on the streets or alleys of the town;
- (3) To be stopped or parked upon or adjacent to a public street or alley so that any portion of the vehicle, including but not limited to any objects carried in or upon said vehicle, protrude into the main-traveled portion of said street or alley;
- (4) To be parked on any street or alley in the town for a period of time longer than twenty-four (24) hours, or the time period stated on signs posted by authority of this article;
- (5) To stop, stand or park at any time upon any public street, alleyway, other public place or fire lane when signs are erected or curbs painted giving notice that stopping, standing, or parking is prohibited;
- (6) To be parked upon any public street, alley, or public property of any nature whatever in the town for the purpose of:

- (A) Washing, greasing, cleaning, polishing, waxing, changing oil, or repairing such vehicle, except repairs necessitated by an emergency; or
- (B) Selling or exhibiting property of any nature;

- (7) To be parked on any median strip in the town;
- (8) To be parked within three (3) feet of the curved portion of any driveway without the effective consent of the owner of the property on which the driveway is located.
- (9) To be parked in a driveway and extend beyond the inside boundary of the public sidewalk, where present, or where the public sidewalk would normally be located, except as permitted hereinafter.

(A) Any vehicle may be parked extending onto the sidewalk while actively loading or unloading for a maximum period of twenty-four (24) hours not more than two (2) times on nonconsecutive days in any calendar week (Sunday through Saturday).

(b) Parking on Private Property.

- (1) Single family residential, duplex and townhomes .
 - (A) Automobiles, motorcycles, trucks, and vans, which have a carrying capacity of two thousand (2,000) pounds or less:

(i) may be parked on any front, side or rear yard when such vehicle is parked upon an all-weather parking surface; or

~~(ii) (ii)~~ may be parked on any front, side or rear yard on any surface when such vehicle is screened from view from any public way or from any private property by a screening fence.

~~(B)~~ Motorhomes, campers, boats and trailers which have a length of less than twenty-five (25) feet:

~~(B)~~ (i) shall not may be parked in the front yard when such a vehicle is parked upon an all-

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weather surface and no part of the vehicle extends over a sidewalk;

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

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(C) All other vehicles are prohibited in these areas, except that vehicles may be parked in these districts when actively loading or unloading for a maximum period of ~~twenty-four (24)~~ seventy-two (72) hours not more than two (2) times ~~enfor~~ nonconsecutive ~~days~~ periods in any calendar week (Sunday through Saturday).

(2) Commercial and multi-family residential

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

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

(1) Offense

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

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

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

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

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

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

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

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

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

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

SECTION 3: PROVISIONS CUMULATIVE

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

SECTION 4: PENALTY CLAUSE

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

SECTION 5: PUBLICATION IN OFFICIAL NEWSPAPER

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

SECTION 6: EFFECTIVE DATE

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