



Melody Paradise, Mayor
Don Surratt, Mayor Pro Tem

AGENDA

TOWN COUNCIL

September 12, 2016

COUNCIL MEMBERS:
Fred Adair
Don Funderlic
Jane Barrett
Russell Brewster

Matthew Fielder, City Manager

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

WORK SESSION 6:30 P.M.

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

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

1. City Manager Report
 - Update on Capital Projects
 - Personnel Vacancies
 - Mosquito Spraying
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 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.
4. Approval and Acceptance of Minutes
 - Approval of Town Council Minutes:
 - Town Council minutes from August 8, 2016
 - Town Council minutes from August 15, 2016
 - Acceptance of Minutes of Boards and Commissions:
 - PEDC minutes from August 10, 2016
 - CRB minutes from June, 7, 2016
 - CRB minutes from July 5, 2016

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Mayor Paradise

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

HONORS/RECOGNITIONS

- Swearing In Ceremony for Detective Sam Nance.
- Proclamation declaring the week of September 19, 2016 as Constitution Week.

RECEPTION

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORTCITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

ORDINANCE

5. Discuss, direct, and consider action on Ordinance 16-791 an ordinance of the Town of Pantego, Texas, adopting the budget for the Fiscal Year beginning October 1, 2016 through September 30, 2017 and declaring an effective date.
6. Discuss, direct, and consider action on Ordinance 16-792 an ordinance of the Town of Pantego, Texas, adopting the Tax Rate and Tax Exemptions for the Tax Year 2016, levying the tax, and declaring an effective date.

RESOLUTION

7. 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.
8. Discuss, direct, and consider action on Resolution 16-24 a resolution of the Town of Pantego, Texas, designating the Fort Worth Commercial Recorder as the Town's Official Newspaper for Legal Publications and providing for an effective date.
9. Discuss, direct, and consider action on Resolution 16-25 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with Shady Valley Country Club for the purpose to provide a venue to the Town for the annual Christmas party 2016.

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

10. Discuss, direct, and consider action on the re-appointment of Bill Lane as the Judge of the Municipal Court of Record.

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

11. Discuss, direct, and consider action on PantegoFest 2016.

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 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee - Judge Teresa Evans
 2. Pursuant to Government Code Section 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Board and Commissions Appointments
 3. 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.
 4. 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 – Park Row Project
 5. Pursuant to Government Code Section 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – City Manager

COUNCIL INQUIRY

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

ADJOURNMENT

CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, September 9, 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: September 12, 2016

Update on Capital Projects

The crack sealing of Bowen Road is underway and should be complete by September 15th.

Personnel Vacancies

Vacancies remain for three police officers and one part-time court clerk. Dispatcher Gina Saladino has resigned citing personal reasons.

Mosquito Spraying

A resident has contacted the Town to report that they suffer from a chemical allergy to mosquito spraying that results in asthma. She plans to appear at this meeting in order to address Council about it.



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: September 12, 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 August 31, 2016**

Book Value of Pool Account, August 1, 2016 \$ 4,631,301

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	8/1/2016	\$ 3,426,820	8/31/2016	0.3737%	\$ 1.00
TexPool Prime	8/1/2016	1,204,481	8/31/2016	0.6101%	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	\$ 3,426,820	\$ 3,426,820	\$ (98,914)	\$ 3,327,906	\$ 3,327,906
TexPool Prime	1,204,481	1,204,481	624	1,205,105	1,205,105
Certificate of Deposits	907,309	907,309	-	907,309	907,309
Total	\$ 5,538,611	\$ 5,538,611	\$ (98,290)	\$ 5,440,320	\$ 5,440,320

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

Book Value of Pool Account, August 1, 2016 \$ 420,310

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	8/1/2016	\$ 420,310	8/31/2016	0.3737%	\$ 1.00

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
TexPool	\$ 420,310	\$ 420,310	\$ 133	\$ 420,443	\$ 420,443
Total	\$ 420,310	\$ 420,310	\$ 133	\$ 420,443	\$ 420,443

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



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

Location: 79038
Town of Pantego

TexPool

Average Monthly rate for August	0.3737%
Average Monthly Dividend Factor for August	0.000010239

Information as of	September 5, 2016
Daily Net Yield	0.3763%
Dividend Factor	0.000010310
7 Day Net Yield	0.37%
Daily Assets	\$13,105,323,974.19
Weighted Average Maturity	46 days
Weighted Average Life	84 days
NAV	1.00023

TexPool Prime

Average Monthly rate for August	0.6101%
Average Monthly Dividend Factor for August	0.000016716

Information as of	September 5, 2016
Daily Net Yield	0.6658%
Dividend Factor	0.000018241
7 Day Net Yield	0.65%
Daily Assets	\$2,079,674,056.18
Weighted Average Maturity	48 days
Weighted Average Life	61 days
NAV	1.00010

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 08/01/2016 - 08/31/2016

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

TexPool Update

Have you tried TexPool Academy yet? TexPool Academy is an approved provider for continuing education credits under the Public Funds Investment Act, CPE credit under the Texas State Board of Public Accountancy and CEU credit under Texas Association of School Business Officials. Contact the TexPool Participant Services to learn more!

TexPool Summary						
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$3,426,820.19	\$0.00	\$100,000.00	\$1,085.75	\$3,327,905.94	\$3,417,177.79
TexPool Prime	\$1,204,480.88	\$0.00	\$0.00	\$624.13	\$1,205,105.01	\$1,204,501.01
Total Dollar Value	\$4,631,301.07	\$0.00	\$100,000.00	\$1,709.88	\$4,533,010.95	

Portfolio Value

Pool Name	Pool/Account	Market Value (08/01/2016)	Share Price (08/31/2016)	Shares Owned (08/31/2016)	Market Value (08/31/2016)
Texas Local Government Investment Pool	449/7903800001	\$3,426,820.19	\$1.00	3,327,905.940	\$3,327,905.94
TexPool Prime	590/7903800001	\$1,204,480.88	\$1.00	1,205,105.010	\$1,205,105.01
Total Dollar Value		\$4,631,301.07			\$4,533,010.95

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7903800001	\$1,085.75	\$7,761.42
TexPool Prime	590/7903800001	\$624.13	\$4,196.46
Total		\$1,709.88	\$11,957.88

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
08/01/2016	08/01/2016	BEGINNING BALANCE	\$3,426,820.19	\$1.00		3,426,820.190
08/29/2016	08/30/2016	ACH WITHDRAWAL	\$100,000.00-	\$1.00	100,000.000-	3,326,820.190
08/31/2016	08/31/2016	MONTHLY POSTING	\$1,085.75	\$1.00	1,085.750	3,327,905.940
Account Value as of 08/31/2016			\$3,327,905.94	\$1.00		3,327,905.940

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
08/01/2016	08/01/2016	BEGINNING BALANCE	\$1,204,480.88	\$1.00		1,204,480.880
08/31/2016	08/31/2016	MONTHLY POSTING	\$624.13	\$1.00	624.130	1,205,105.010
Account Value as of 08/31/2016			\$1,205,105.01	\$1.00		1,205,105.010

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 08/01/2016 - 08/31/2016

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

TexPool Update

Have you tried TexPool Academy yet? TexPool Academy is an approved provider for continuing education credits under the Public Funds Investment Act, CPE credit under the Texas State Board of Public Accountancy and CEU credit under Texas Association of School Business Officials. Contact the TexPool Participant Services to learn more!

TexPool Summary						
Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$420,309.68	\$0.00	\$0.00	\$133.42	\$420,443.10	\$420,313.98
Total Dollar Value	\$420,309.68	\$0.00	\$0.00	\$133.42	\$420,443.10	

Portfolio Value

Pool Name	Pool/Account	Market Value (08/01/2016)	Share Price (08/31/2016)	Shares Owned (08/31/2016)	Market Value (08/31/2016)
Texas Local Government Investment Pool	449/7903800002	\$420,309.68	\$1.00	420,443.100	\$420,443.10
Total Dollar Value		\$420,309.68			\$420,443.10

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7903800002	\$133.42	\$1,023.37
Total		\$133.42	\$1,023.37

Transaction Detail

Texas Local Government Investment Pool
 Pool/Account: 449/7903800002

Participant: TOWN OF PANTEGO

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
08/01/2016	08/01/2016	BEGINNING BALANCE	\$420,309.68	\$1.00		420,309.680
08/31/2016	08/31/2016	MONTHLY POSTING	\$133.42	\$1.00	133.420	420,443.100

Account Value as of 08/31/2016	\$420,443.10	\$1.00	420,443.100
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TOWN OF PANTEGO
 CASH & INVESTMENTS REPORT
 AS OF: AUGUST 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	(597.61)				
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				1,853,044.96	
100-0-000-204.50	TEXPOOL PRIME				552,491.63	
	TOTAL 100-GENERAL FUND	(192.61)	252,755.95	0.00	2,405,536.59	2,658,099.93
LONG TERM DEBT FUND						
FIXED ASSETS FUND						
WATER AND SEWER FUND						
200-0-000-102.00	CLAIM ON CASH	(20,399.87)				
200-0-000-202.00	CERTIFICATE OF DEPOSIT		251,751.37			
	TOTAL 200-WATER & WASTEWATER FUND	(20,399.87)	251,751.37	0.00	0.00	231,351.50
CAPITAL PROJECTS FUND						
300-0-000-102.00	CLAIM ON CASH	(4,187.12)				
300-0-000-204.00	TEXPOOL				29,132.47	
	TOTAL 300-EQUIPMENT REPLACEMT FUND	(4,187.12)	0.00	0.00	29,132.47	24,945.35
INTEREST & SINKING FUND						
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-204.00	TEXPOOL				1,402.01	
	TOTAL 400-DEBT SERVICE FUND	0.00	100,700.51	0.00	1,402.01	102,102.52
STREET IMPVMT CONST FUND						
500-0-000-102.00	CLAIM ON CASH	54,298.00				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-204.00	TEXPOOL				367,175.72	
	TOTAL 500-STREET IMPVMT CONST FUND	54,298.00	251,751.37	0.00	367,175.72	673,225.09
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				403,238.68	
550-0-000-204.50	TEXPOOL PRIME				652,613.38	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	1,055,852.06	1,055,852.06
TRUST & AGENCY FUND						
WATER/SEWER CONSTRUCTION						
700-0-000-204.00	TEXPOOL				136,133.65	
	TOTAL 700-WW CONSTRUCTION FUND	0.00	0.00	0.00	136,133.65	136,133.65

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

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
INFRASTRUCTURE IMPVMT						
750-0-000-102.00	CLAIM ON CASH	(27,801.93)				
750-0-000-204.00	TEXPOOL				412,699.43	
TOTAL 750-WATER INFRASTRUCTURE FUND		(27,801.93)	0.00	0.00	412,699.43	384,897.50
PAYROLL IMPREST FUND						
777-0-000-102.00	CLAIM ON CASH	8,778.92				
TOTAL 777-PAYROLL IMPREST FUND		8,778.92	0.00	0.00	0.00	8,778.92
COURT SECURITY FUND						
800-0-000-102.00	CLAIM ON CASH	5,467.20				
800-0-000-204.00	TEXPOOL				10,526.02	
TOTAL 800-COURT SECURITY FUND		5,467.20	0.00	0.00	10,526.02	15,993.22
POLICE TRUST FUND						
815-0-000-102.00	CLAIM ON CASH	13,137.85				
TOTAL 815-POLICE TRUST FUND		13,137.85	0.00	0.00	0.00	13,137.85
COURT TECHNOLOGY FUND						
825-0-000-102.00	CLAIM ON CASH	12,777.58				
825-0-000-204.00	TEXPOOL				70,275.15	
TOTAL 825-COURT TECHNOLOGY FUND		12,777.58	0.00	0.00	70,275.15	83,052.73
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	(9,025.82)				
TOTAL 850-PANTEGOFEST FUND		(9,025.82)	0.00	0.00	0.00	(9,025.82)
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				27,010.79	
TOTAL 875-SHAMBURGER		0.00	50,350.24	0.00	27,010.79	77,361.03
CARTWRIGHT LIBRARY FUND						
880-0-000-204.00	TEXPOOL				17,267.06	
TOTAL 880-CARTWRIGHT LIBRARY FUND		0.00	0.00	0.00	17,267.06	17,267.06

TOWN OF PANTEGO
CASH & INVESTMENTS REPORT
AS OF: AUGUST 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	168,939.36				
901-0-000-204.00	TEXPOOL				32,330.45	
TOTAL 901-PEDC DEBT SERVICE FUND		168,939.36	0.00	0.00	32,330.45	201,269.81
PEDC BOND RESERVE FUND						
PEDC OPERATING FUND						
903-0-000-102.00	CLAIM ON CASH	235,299.73				
903-0-000-204.00	TEXPOOL				388,112.65	
TOTAL 903-PEDC OPERATING FUND		235,299.73	0.00	0.00	388,112.65	623,412.38
PEDC ADMIN EXPENDITURE						
PEDC REDEMPTION FUND						
PEDC SALES TAX REVENUE						
ACCOUNTS PAYABLE IMPREST						
ALL FUNDS TOTAL						
		447,732.56	907,309.44	0.00	4,953,454.05	6,308,496.05
TOTAL CASH AND INVESTMENTS		447,732.56			5,860,763.49	

*** END OF REPORT ***

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

Revenues:	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Property Tax-Current	\$ 2,529	\$ 85,975	\$ (83,446)	\$ 1,031,568	\$ 945,726	\$ 85,842	\$ 1,031,701	\$ (133)	(0%)
Property Tax-Current Interest	49	-	49	983	-	983	-	983	0%
Property Tax-Current Penalty	104	-	104	2,997	-	2,997	-	2,997	0%
Property Tax-Current Rendition Pen	36	-	36	2,215	-	2,215	-	2,215	0%
Property Tax-Delinquent	7	1,158	(1,151)	18,848	12,737	6,111	13,895	4,953	36%
Property Tax-Delinquent Interest	3	-	3	444	-	444	-	444	0%
Property Tax-Delinquent Penalty	1	-	1	361	-	361	-	361	0%
Property Tax-Delinquent Rendition Pen	(2)	-	(2)	269	-	269	-	269	0%
Sales Tax	143,637	111,679	31,958	1,458,277	1,228,472	229,806	1,340,151	118,126	9%
Franchise Fee-Natural Gas	-	2,083	(2,083)	26,648	22,917	3,732	25,000	1,648	7%
Franchise Fee-Communications	12,876	7,875	5,001	85,874	86,625	(751)	94,500	(8,626)	(9%)
Franchise Fee-Electricity	-	14,167	(14,167)	167,707	155,833	11,873	170,000	(2,293)	(1%)
Franchise Fee-Cable	-	1,042	(1,042)	9,508	11,458	(1,950)	12,500	(2,992)	(24%)
Franchise Fee-Water & Sewer	-	2,083	(2,083)	25,000	22,917	2,083	25,000	-	0%
Franchise Fee-Waste Disposal	47	-	47	17,965	-	17,965	-	17,965	0%
Mixed Beverage Tax	-	1,167	(1,167)	15,906	12,833	3,073	14,000	1,906	14%
Warrant Charges	6,357	8,333	(1,976)	83,197	91,667	(8,470)	100,000	(16,803)	(17%)
FTA / City (Omni Base)	412	583	(171)	4,562	6,417	(1,855)	7,000	(2,438)	(35%)
Court Fines and Penalties	18,736	32,917	(14,181)	311,039	362,083	(51,044)	395,000	(83,961)	(21%)
Special Expense Fee	22,725	22,917	(192)	234,095	252,083	(17,988)	275,000	(40,905)	(15%)
Accident Reports	35	50	(15)	355	550	(195)	600	(245)	(41%)
Child Safety Guard Program	448	667	(219)	10,655	7,333	3,322	8,000	2,655	33%
Traffic Fees	291	563	(272)	4,371	6,188	(1,817)	6,750	(2,379)	(35%)
City Judicial Fee	160	208	(49)	2,134	2,292	(157)	2,500	(366)	(15%)
City Arrest Fees	1,079	1,625	(546)	14,515	17,875	(3,360)	19,500	(4,985)	(26%)
10% Serv. Fee from T&A	-	1,846	(1,846)	16,416	20,304	(3,889)	22,150	(5,734)	(26%)
Time Payment Fee	-	2,083	(2,083)	22,392	22,917	(524)	25,000	(2,608)	(10%)
Planning and Zoning Fees	200	750	(550)	8,350	8,250	100	9,000	(650)	(7%)
Plan Review Fees	264	625	(361)	2,472	6,875	(4,403)	7,500	(5,028)	(67%)
Building Permits	6,383	3,417	2,967	35,984	37,583	(1,599)	41,000	(5,016)	(12%)
Liquor Licenses	-	667	(667)	8,303	7,333	969	8,000	303	4%
Contractor Registration Fee	600	917	(317)	12,925	10,083	2,842	11,000	1,925	18%
Certificates of Occupancy	800	583	217	9,500	6,417	3,083	7,000	2,500	36%
Clean & Show	40	44	(4)	280	487	(207)	531	(251)	(47%)
Dog Tag Revenue	-	25	(25)	295	275	20	300	(5)	(2%)
Penalties	141	-	141	585	-	585	-	585	0%
NSF Check Fees	-	2	(2)	35	23	12	25	10	40%
Ambulance Revenue	16,028	10,833	5,195	117,175	119,167	(1,992)	130,000	(12,825)	(10%)
Fire Inspections	-	625	(625)	14,360	6,875	7,485	7,500	6,860	91%
Park Rental Revenue	265	250	15	3,470	2,750	720	3,000	470	16%
Gas Royalty Revenue	-	833	(833)	-	9,167	(9,167)	10,000	(10,000)	(100%)
Copy Fees	107	4	103	487	46	441	50	437	873%
No Insurance Towing Fees	550	417	133	2,400	4,583	(2,183)	5,000	(2,600)	(52%)
Interest Income	891	333	557	6,707	3,667	3,040	4,000	2,707	68%
Grant Revenue	-	-	-	2,355	-	2,355	-	2,355	0%
Other Revenue	478	833	(355)	20,575	9,167	11,408	10,000	10,575	106%
Revenue Before Transfers In	\$ 236,276	\$ 320,179	\$ (83,903)	\$ 3,814,559	\$ 3,521,974	\$ 292,585	\$ 3,842,153	\$ 27,594	1%

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

Expenditures:	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
General & Administrative	\$ 51,355	\$ 50,711	\$ (644)	\$ 514,638	\$ 557,824	\$ 43,185	\$ 608,535	\$ (93,897)	(15%)
Public Works	96,762	51,154	(45,607)	571,508	562,696	(8,813)	613,850	(42,342)	(7%)
Community Development	14,036	15,128	1,092	124,067	166,409	42,342	181,537	(57,470)	(32%)
Police	117,344	115,171	(2,173)	1,166,116	1,266,877	100,761	1,382,048	(215,932)	(16%)
Fire	106,875	100,154	(6,720)	1,084,459	1,101,699	17,240	1,201,853	(117,394)	(10%)
Municipal Court	36,595	30,282	(6,313)	309,681	333,103	23,422	363,385	(53,704)	(15%)
Community Relations Board	346	1,000	654	8,233	11,000	2,767	12,000	(3,767)	(31%)
Special Events	-	708	708	9,059	7,792	(1,267)	8,500	559	7%
Other	-	167	167	1,812	1,833	22	2,000	(188)	(9%)
Expenditures Before Transfers Out	\$ 423,312	\$ 364,476	\$ (58,837)	\$ 3,789,573	\$ 4,009,233	\$ 219,659	\$ 4,373,708	\$ (584,136)	(13%)

**TOWN OF PANTEGO
WATER & WASTEWATER OPERATING FUND
REVENUE REPORT - AUGUST 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	\$ 59,107	\$ 40,000	\$ 19,107	\$ 424,582	\$ 440,000	\$ (15,418)	\$ 480,000	\$ (55,418)	(12%)
Water Tap Fees	500	25	475	1,290	275	1,015	300	990	330%
Sewer Service Charge Fee	36,645	30,000	6,645	332,006	330,000	2,006	360,000	(27,994)	(8%)
Sewer Tap Fees	-	21	(21)	300	229	71	250	50	20%
Groundwater Conservation Fee	2,545	1,870	675	17,669	20,572	(2,903)	22,442	(4,773)	(21%)
Groundwater Conservation Fee-Recovery	2,545	1,870	675	17,669	20,573	(2,904)	22,443	(4,774)	(21%)
Penalties	1,058	1,250	(192)	12,036	13,750	(1,714)	15,000	(2,964)	(20%)
Processing/Turn On Fees	-	83	(83)	(607)	917	(1,524)	1,000	(1,607)	(161%)
N.S.F. Check Fees	60	25	35	330	275	55	300	30	10%
Adm. Serv. Charge / Sewer Impact	880	583	297	8,438	6,417	2,021	7,000	1,438	21%
Interest Income	-	54	(54)	155	596	(441)	650	(495)	(76%)
Other Revenue	145	2,333	(2,188)	1,124	25,667	(24,542)	28,000	(26,876)	(96%)
Total Revenue Before Transfers In	\$ 103,485	\$ 78,115	\$ 25,370	\$ 814,991	\$ 859,270	\$ (44,279)	\$ 937,385	\$ (122,394)	13%

**TOWN OF PANTEGO
WASTEWATER CONSTRUCTION FUND
REVENUE REPORT - AUGUST 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	\$ 44	\$ -	\$ 44	\$ 397	\$ -	\$ 397	\$ -	\$ 397	0%
Total Revenue Before Transfers In	\$ 44	\$ -	\$ 44	\$ 397	\$ -	\$ 397	\$ -	\$ 397	0%

**TOWN OF PANTEGO
WATER INFRASTRUCTURE IMPROVEMENT FUND
REVENUE REPORT - AUGUST 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	\$ 27,036	\$ 25,000	\$ 2,036	\$ 281,879	\$ 275,000	\$ 6,879	\$ 300,000	\$ (18,121)	6%
Penalties	357	-	357	968	-	968	-	968	0%
Interest Income	135	-	135	1,065	-	1,065	-	1,065	0%
Total Revenue Before Transfers In	\$ 27,528	\$ 25,000	\$ 2,528	\$ 283,912	\$ 275,000	\$ 8,912	\$ 300,000	\$ (16,088)	5%

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

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Water	\$ 75,306	\$ 29,145	\$ (46,162)	\$ 282,712	\$ 320,591	\$ 37,880	\$ 349,736	\$ (67,024)	19%
Sewer	41,292	28,850	(12,442)	537,368	317,355	(220,013)	346,205	191,163	(55%)
Total Expenses Before Transfers Out	\$ 116,598	\$ 57,995	\$ (58,603)	\$ 820,079	\$ 637,946	\$ (182,134)	\$ 695,941	\$ 124,138	(18%)

**TOWN OF PANTEGO
WASTEWATER CONSTRUCTION FUND
EXPENSE REPORT - AUGUST 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	\$ 11,400	\$ 14,000	\$ (2,600)	\$ 73,421	\$ 154,000	\$ (80,579)	\$ 168,000	\$ (94,579)	56%
Total Revenue Before Transfers In	\$ 11,400	\$ 14,000	\$ (2,600)	\$ 73,421	\$ 154,000	\$ (80,579)	\$ 168,000	\$ (94,579)	56%

**TOWN OF PANTEGO
WATER INFRASTRUCTURE IMPROVEMENT FUND
EXPENSE REPORT - AUGUST 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	\$ 56,249	\$ 18,917	\$ 37,333	\$ 228,357	\$ 208,082	\$ 20,275	\$ 226,999	\$ 1,358	(1%)
Total Revenue Before Transfers In	\$ 56,249	\$ 18,917	\$ 37,333	\$ 228,357	\$ 208,082	\$ 20,275	\$ 226,999	\$ 1,358	(1%)



PANTEGO PUBLIC SAFETY

MONTHLY ACTIVITY SUMMARY- August 2016

Personnel

The Police Department has three positions open for police officer. The open Detective position has been filled by Sam Nance a former employee and recently a detective with the Watauga Police Department. Interviews took place for the position of officer and only one of three candidates exited the process as a viable candidate. Unfortunately that candidate withdrew from the process. The position will remain advertised.

Dispatcher Gina Saladino tendered her resignation citing personal reasons.

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



Police administration staff attended the Robbery Investigators Organization of Texas conference in Ft. Worth. Several topics were covered including Internet Security and Investigation practices. The two invited speakers, Sheriff David Clarke of Milwaukee and Mark Geist, of the Benghazi attack, provided an interesting insight of their experiences.



Fire Department

Medical training for the month was on Airway Management. Fire training was on Elevator Rescue.

Public Relations

The Where’s Baby and Look Before You Lock key chains have arrived and are being distributed to the public by officers. Efforts are underway to propose legislative changes to Texas statues to effect changes that will hopefully deter child deaths in hot vehicles. The proposed changes will be presented to the North Texas Police Chiefs Association in September as a means of gaining support.



On the 20th the Bailey Junior High 8th Grade football team contributed numerous snacks and drinks to the Police Department. Coach Luis Lerma, who is now a Pantego resident, his wife and other parents were instrumental in organizing the collection of items.

The Police Department received several cards, hand drawn by children, which were funneled to us through the First Baptist Church of Arlington.



The police and Fire Departments received a special thank you from a resident on Peachtree for rescuing their two year old granddaughter from having locked herself in a bedroom. The resident provided cards and homemade cookies to Officer Christine Hubbell and to Firefighters Lieutenant Mitchell, Westman and Edmondson.

Respectfully submitted,

Thomas D. Griffith
Chief of Public Safety

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	127	30	97	7	40
606	Guy	232	43	189	3	39
607						
608	Kiser	206	42	168	8	44
609						
710	Watson				4	40
711	Hopkins				3	23
Ex-Officers						138
Totals		1,759	308	1,048	48	489

Average 2:42
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 August, 2016 including cases filed with the District Attorney's office, active cases, and offenses cleared.

Offenses Received	Quan.	YTD
Assault	1	7
Assault Family Violence	0	6
Burglary/Building	1	7
Burglary/Coin-op	0	0
Burglary/Vehicle	1	12
Burglary/Residence	0	1
Manufacture and Delivery	0	0
Criminal Mischief	2	19
DWI	1	47
DWLI	0	1
Evading or Resisting Arrest/Detention	0	4
Failure to ID	0	6
Fraud	1	10
Graffiti	0	0
Poss. Controlled Subst.	2	21
Poss. Marijuana	1	44
Robbery	0	1
Theft	2	47
Theft of Motor Vehicle	0	5
Other	7	37
Total Received	19	275

Case Dispositions of Above Totals	Month	YTD
Cases Active	11	92
Cases Cleared	8	183
Cleared Cases Filed with DA	5	48
Cases Suspended-Pending Leads	0	9

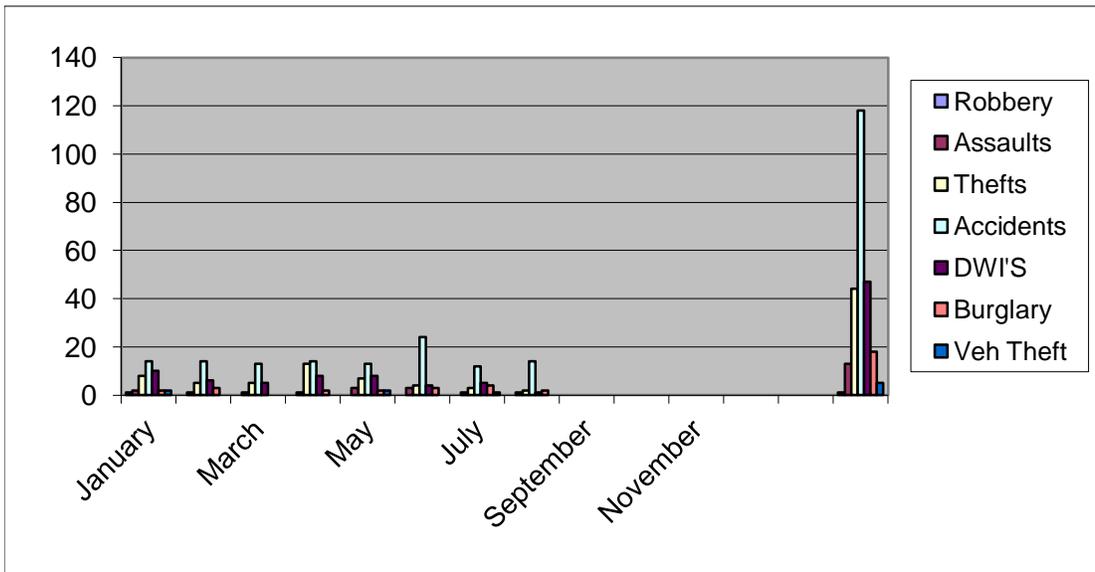
Cases Filed with DA from Previous Report Periods	37	70
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Respectfully submitted,

Chris Whitwell, Detective

2016 Crime Stat's

2016 Monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	1	2	8	14	10	2	2
February	0	1	5	14	6	3	0
March	0	1	5	13	5	0	0
April	0	1	13	14	8	2	0
May	0	3	7	13	8	2	2
June	0	3	4	24	4	3	0
July	0	1	3	12	5	4	1
August	0	1	2	14	1	2	0
September							
October							
November							
December							
Totals	1	13	44	118	47	18	5



Unintentional Transmission of Alarm	1	1	1		4	3	
Smoke Detector Activation - No Fire	1	4	4		3	1	
Bomb Scare - No Bomb							
System Malfunction		1	1			1	
False Alarm or False Call, Other		8	6	2	12	16	
CO Detector Activation, Malfunction		3					
Sprinkler Activation, no fire		1					
Special Incident Type							
Citizen Complaint						1	
Special Incident Type, Other		1					
Mutual Aid		4					
TOTAL FIRE INCIDENTS	18	171	155	32	212	267	
AVERAGE FIRE RESPONSE TIME - PANTEGO			2.8				

PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
31-Aug-16							
							
FIRE TRAINING							
CLASS SUBJECT		HOURS	YTD				
Elevator operation		4	29				
Live Fire 7 members		5					
TOTAL HOURS							
EMS TRAINING							
CLASS SUBJECT		HOURS	YTD				
Airway manegment		4	36				
				MONTH	MONTH		
PUBLIC EDUCATION		MONTH	YTD	ADULTS	YTD	CHILDREN	YTD
Fire Extinguisher Class							
School Presentations							
B-day parties							
Spray Downs							
Station Tours			1				
Special Events			5		430		460
Home Inspections							
Public Safety Forums							
Fall Risk Assessment							
TOTAL CONTACTS							
BUSINESS INSPECTIONS							
		MONTH	YTD				
Initial		3	576				
Re-Inspections			1				
Plans Review Completed							
C.O Issued			34				

Dear Christine,

Just wanted to say "Thank you" for unlocking the door to rescue my grand daughter Ana last week, and say how much we appreciate our Portago Police, you all are just the best! I pray that Our Lord

will protect and always bless you as you all bless us!

YOU DESERVE
BOTH
gratitude
&
admiration.

Sincerely
Jesus Jimson
and
'Ana'

Just can't say it enough!

Thank you all who
came to rescue my
granddaughter Ana
from being locked
in the bedroom. You
guys are the BEST.

Sincerely
Jessa Plonse
and
Ana Wright



FIRST BAPTIST CHURCH ARLINGTON
Glorifying GOD by Following The JESUS Way

Dr. Dennis Wiles, PhD, Senior Pastor

Pantego Police Department

2600 Miller Lane

Pantego, Texas 76013

Dear Pantego Police Department,

My name is Cheska Cannefax and I am the interim director for the Community Connections ministry at FBC Arlington. Every year during the annual event, Light Up Arlington, kids from all over the city of Arlington decorate cards and write notes to our community helpers to express their gratitude for all you do.

All of us at FBC Arlington would like to thank you for all of the work you do for our city. We know that being a police officer is not easy and that it means a lot of time away from your families. Thank you for sacrificing your time and putting your life on the line every day to keep our city a safe place. You are the true super heros.

I hope that these cards will provide some encouragement for your department. Please know that here at FBC Arlington we are always thinking and praying for you. Thank you again for all you do.

Blessings,

Cheska Cannefax
Community Connections Interim Director

Thank You

Thank You





PUBLIC WORKS REPORT

August 2016

ADMINISTRATIVE/PROJECTS/ENGINEERING

- 303 Well Site valve replacement with by-pass project completed.
- Installed over 45 rain catchers for Manhole inlets to prevent future I&I.
- Ft. Worth Utilities began installing a new flow vault meter at the Lift Station
- Lead and Copper results have been given to the involved residents and TCEQ.
- Reyas Ballroom project started and finished on utility side, adding 3 valves and an FDC.
- Insituform completed Doral Ct. Project re-lining the stormwater pipe.

STREETS and DRAINAGE

- (15) Inspected and removed large amounts of 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
- Insituform completed Doral Ct Project re-lining the storm sewer pipe.

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

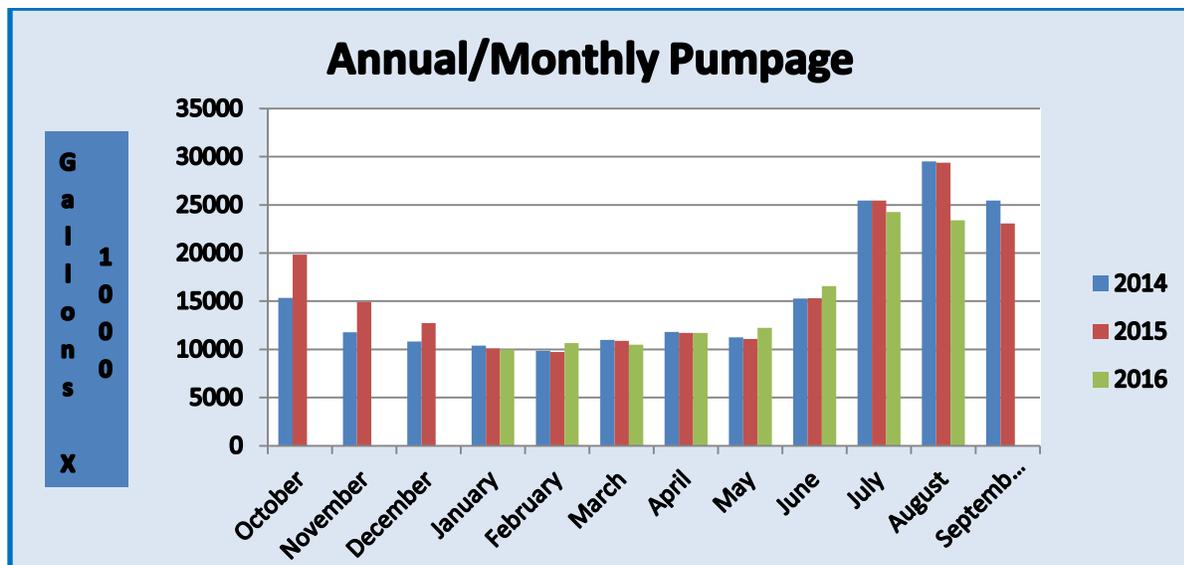


PARK OPERATIONS

- Daily cleaning at the restrooms
- Installed small security cameras in Park and notification signs
- Large sprinkler main-line repair made
- All sprinklers at park checked, various repairs made and on-going
- (2) Park mowed, edged, trimmed and blown off

UTILITY BILLING

August Billing for 1,200 Accounts \$136,549.78	August Past Due Balances \$2,250.95
August Billing for Garbage \$7,905.11	August Billing for Recycling \$2,090.29





WATER: WELLS AND DISTRIBUTION

- Total water production 21,392,000
- Average daily production 690,065
- (162) Residual samples taken – average chlorine residual (.40)
- (3) Total coliform / ecoli samples taken – all tests negative
- (1200) - Meters read
- (37) – Meter rereads
- (27) - Dead end hydrants flushed
- (24) - Work orders completed relating to water turn on and turn off's, meter replacements, etc
- (3) Large areas marked and located water and wastewater lines for contractors
- (21) Cut off/non-payment notices were issued
- (2) Cut off performed due to non-payment;(1) eventually paid
- SCADA antenna on our Elevated water tower was destroyed by lightning and replaced.
- 3 valves installed on Pioneer Pkwy at Reyes Ballroom.
- (2) Installed/replaced service valves due to customer breaking them
- (45) Exercised Hydrants
- 6" Water main break repaired at 1607 Oakridge; 5' of PVC pipe installed
- Finished backfilling main break at Pioneer and Duluth
- (3) Cycles - Well sites mowed, edged, trimmed and blown
- Repaired a chlorine line break at Nora well site



WASTEWATER

- (13) Cleaned the Lift Station bar screen and bagged the solids for the month
- (3) Cycles - Lift Station was mowed, edged, and blown
- 10,000 ft. of sewer main cleaned (pulled down)
- Located 250' of sewer pipe for residents on Garner to resolve an issue of sewage leaking into Arlington.
- Televised sewer main behind Taco Bueno to prove they had a large sewer backup and overflow on their side.
- Ft. Worth began installing new meter and vault to better monitor the flow of our Lift Station.
- (43) Rain catchers installed in manholes to prevent inflow and infiltration
- 1500' of sewer line televised
- (4) Manholes raised between 4" to 12" for easier access and visibility

PUBLIC WORKS MAINTENANCE

- Checked fluids and topped off fluids on work vehicles
- Rented lift and installed PANTEGOFEST Banner on Archway
- Serviced power equipment
- Started equipment and serviced as required
- Sinkholes filled due to storm sewer issues on Nora Dr and Country Club
- (3) Cycles – medians and ROW, mowed, edged, trimmed and blown

ANIMAL SERVICES

- (2) Dogs captured (Biscuit and Fudge) by P.D., and scanned; contacted owner and returned to owner later that day.
- Small Chihuahua mix dog surrendered by owner due to arrest, retrieved later that day.
- (4) Traps delivered and (3) returned.



ENVIRONMENTAL SERVICES

West Nile Testing

Dates	2600 Miller Lane	3613 Shady Valley	Roaming #1	Roaming #2
8/03	1	18	*23 – 1707 Arrowhead Dr	19 – 1812 Cresthaven
8/10	5	50	7 – 2 Cobble Ct.	18 – 1701 Dickerson
8/17	7	*50	*4 – 1601 Newsom Ct.	21 – 2803 Stockbridge
**8/24	0	0	0 – 1605 Mistletoe	0 – 1510 Wagonwheel
8/31	31	50	50 – 3403 Country Club	10 – 1507 Hilltop

*(3) WNV positive mosquitoes trapped in Pantego. All negative for Saint Louis Encephalitis.

** Rain during traps

Mosquito Control Spraying

The Town was sprayed on the nights of August 2, 3, 10, 23, and 25

EVENTS

- Assisted with the Movie Night in the Park on August 13th
- PantegoFest Banner has been installed on Archway

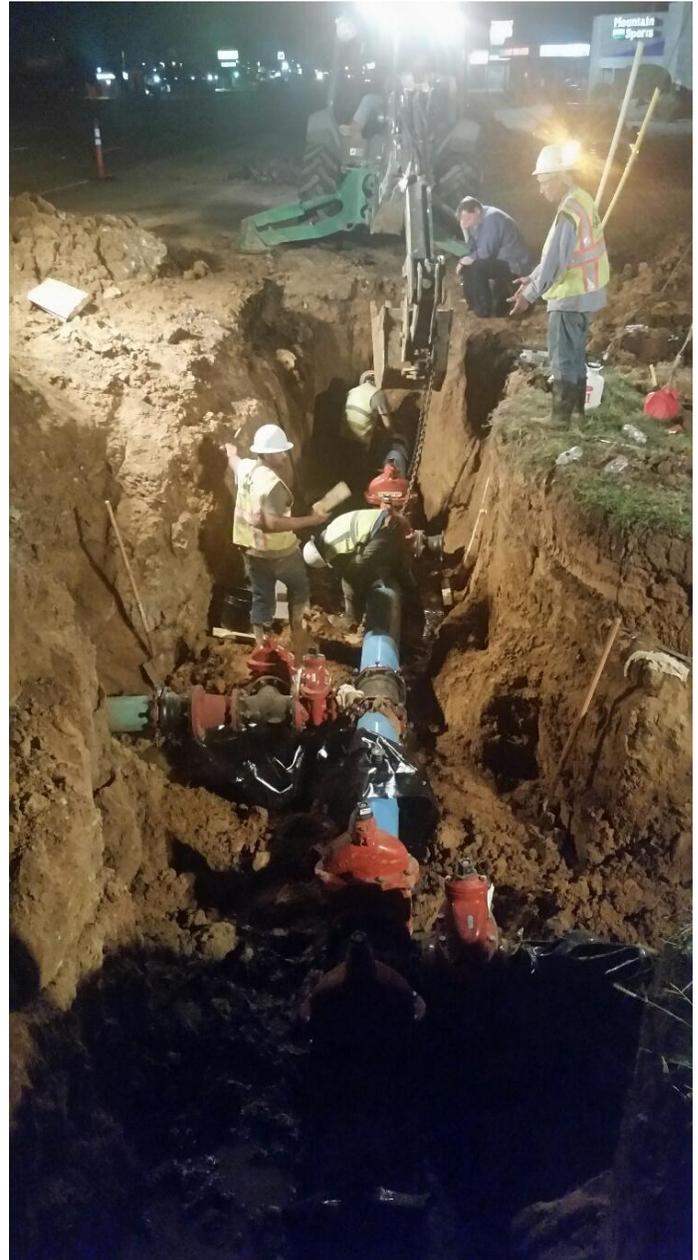
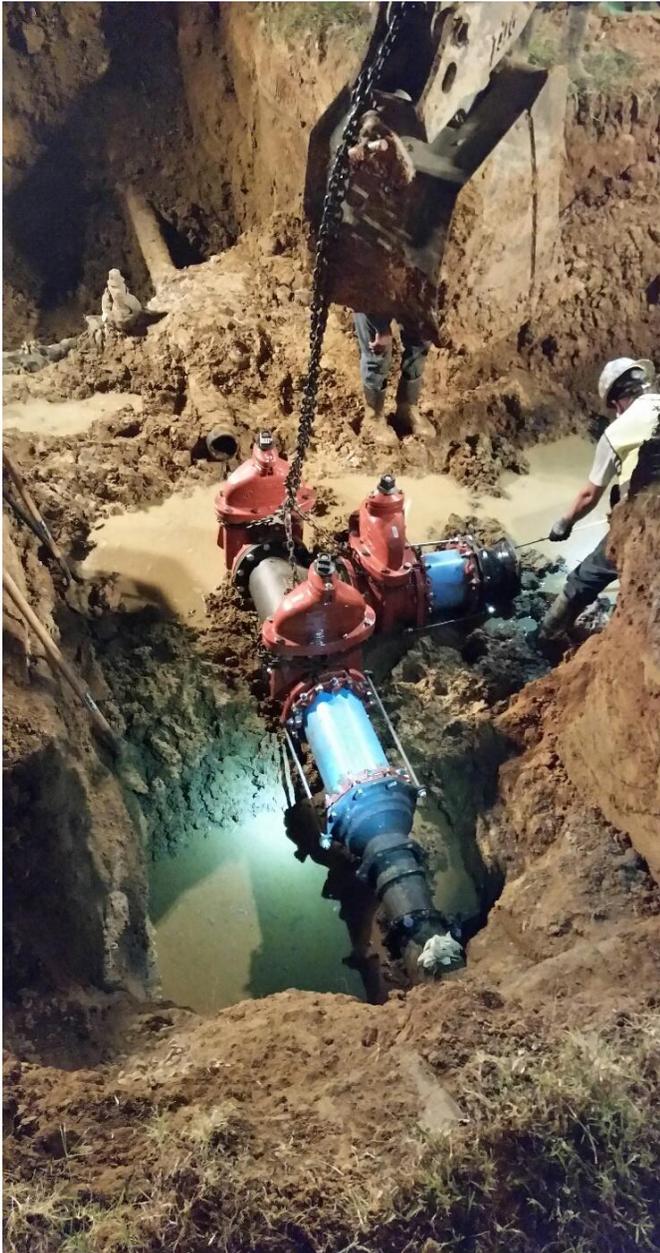
ADDITIONAL ITEMS

Juan Longoria's wastewater license renewed



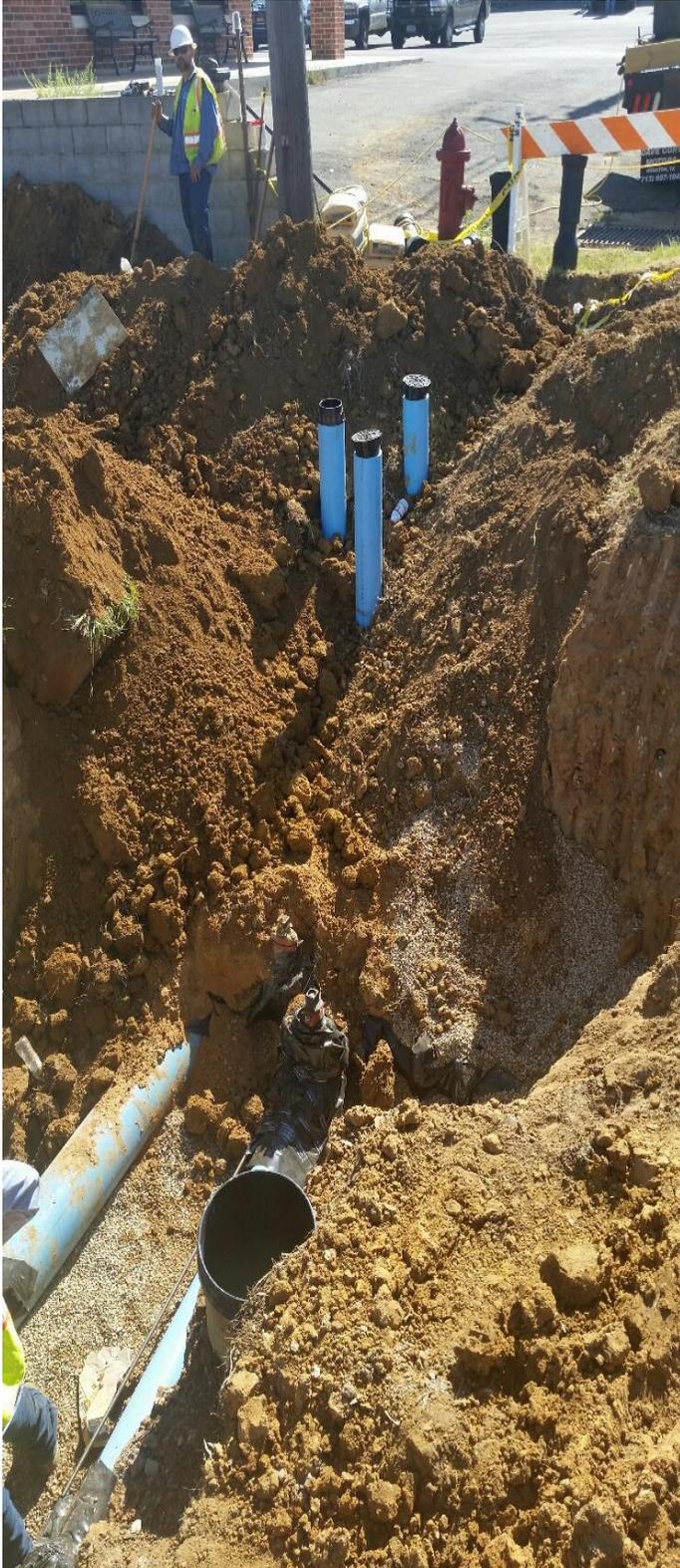
PHOTOS:

Final Installation of the 303 Well Bypass Project



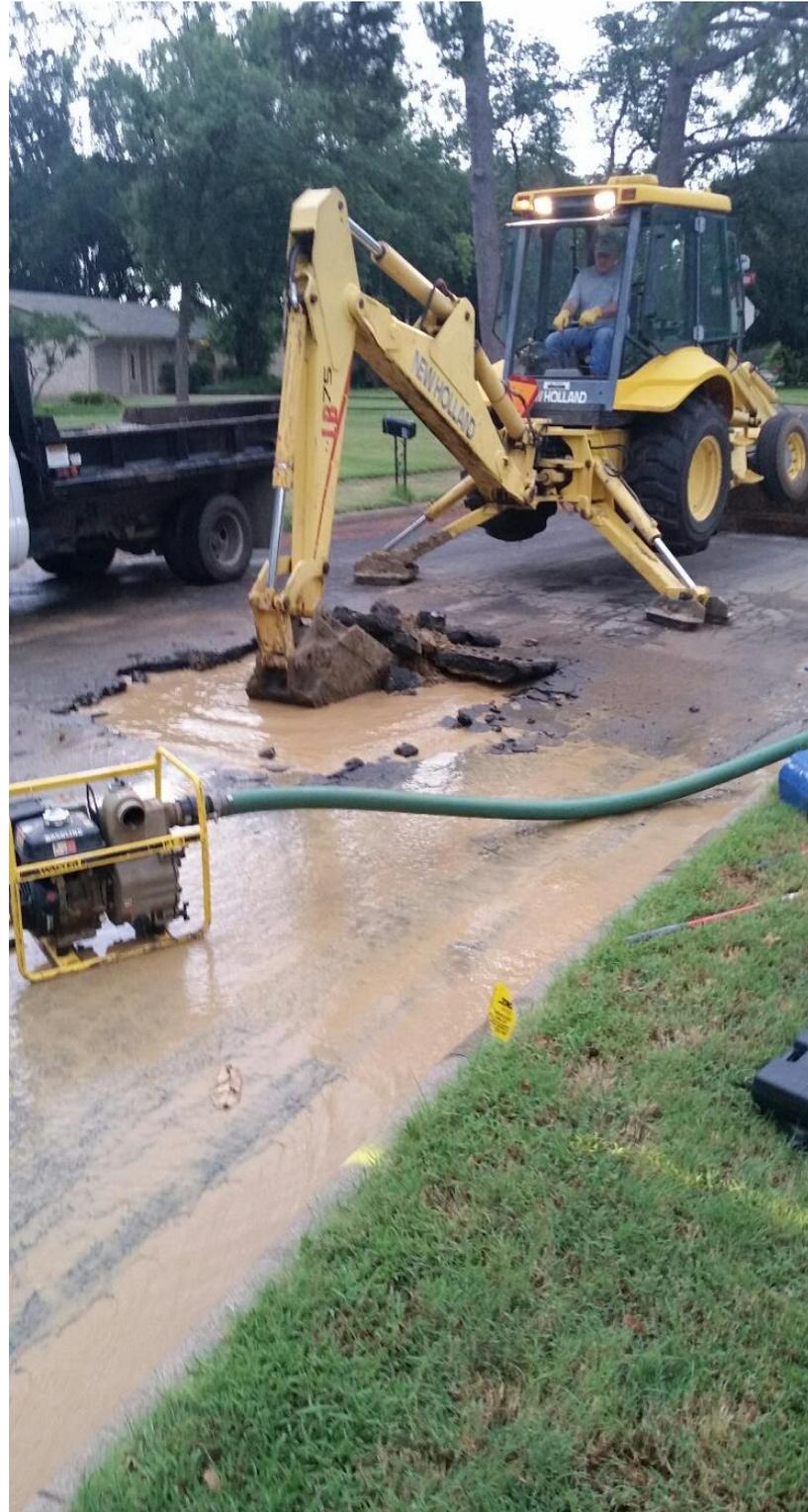


303 Well Bypass Project (continued)



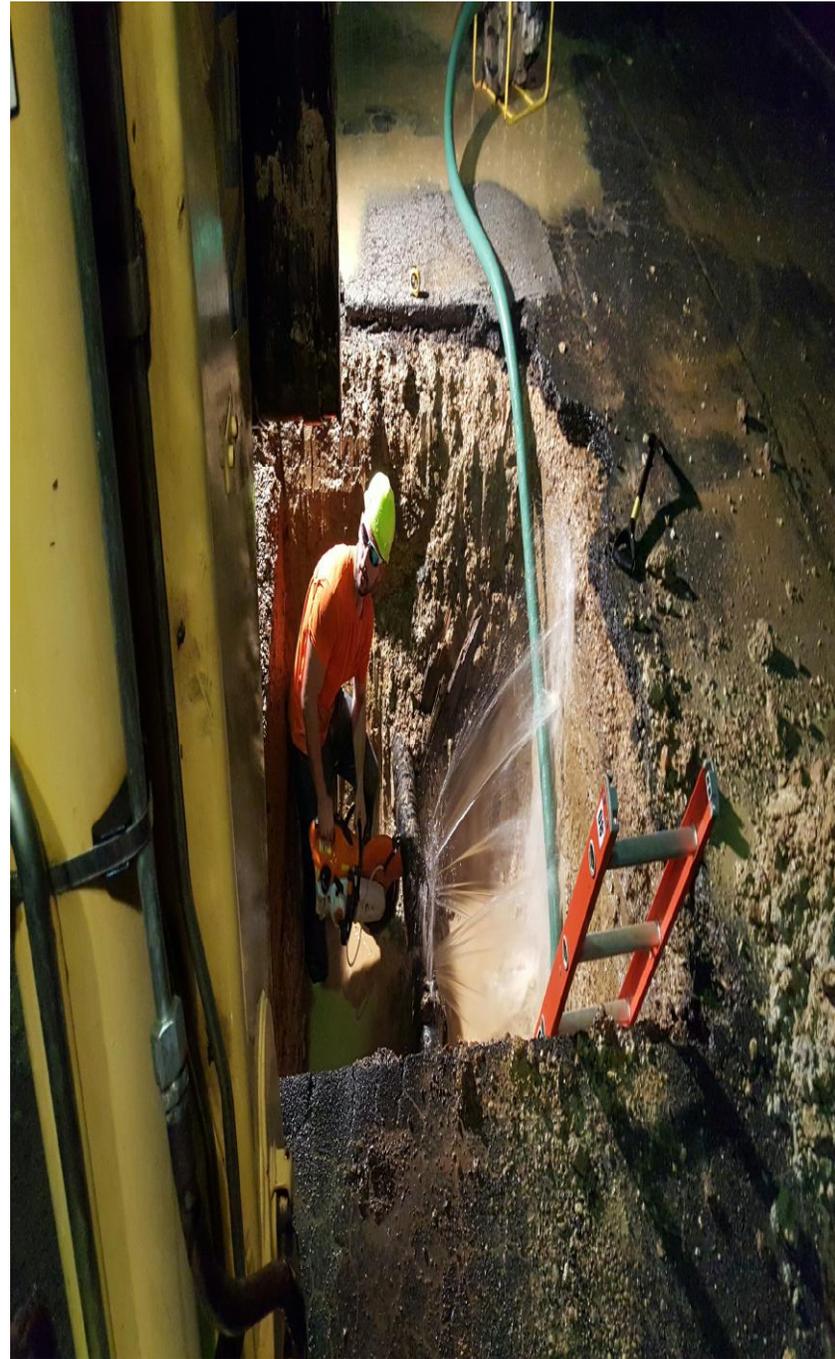


Water Main Break on Oakridge Dr.





Water Main Break on Oakridge Dr. (continued)





Water Main Break on Oakridge Dr. (continued)





Doral Ct. Insituform Project



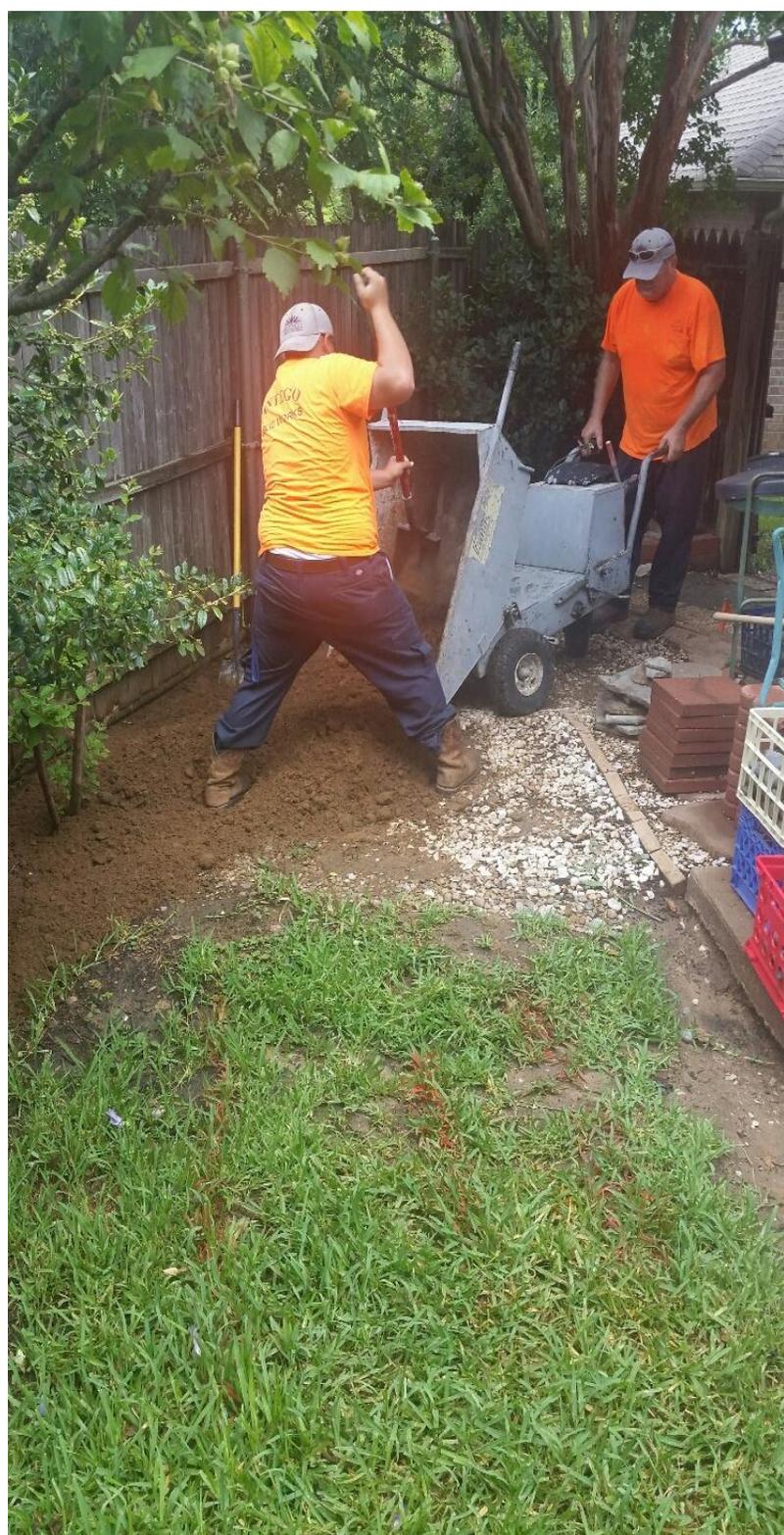


Broken Curb Stop replacement on Hilltop



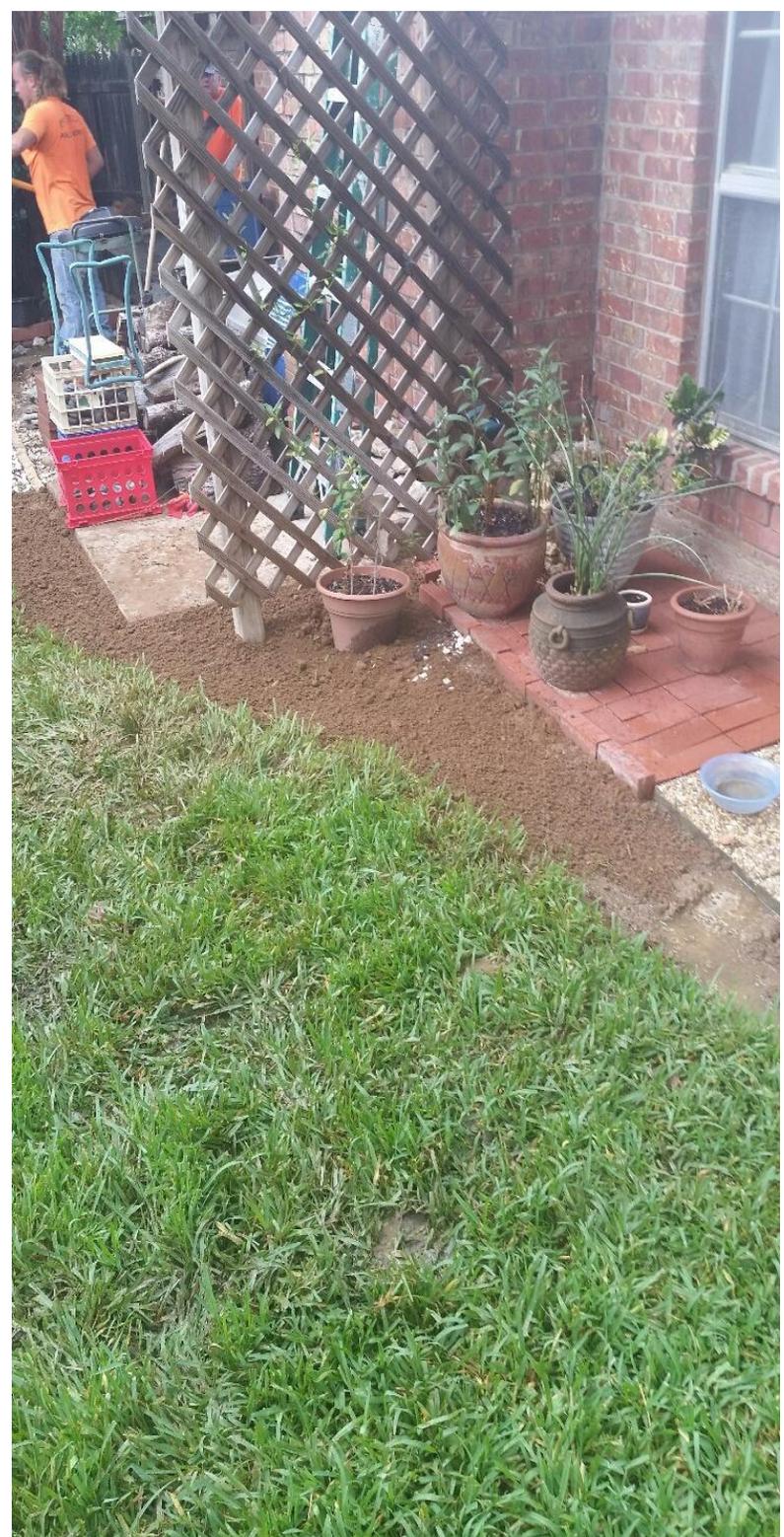
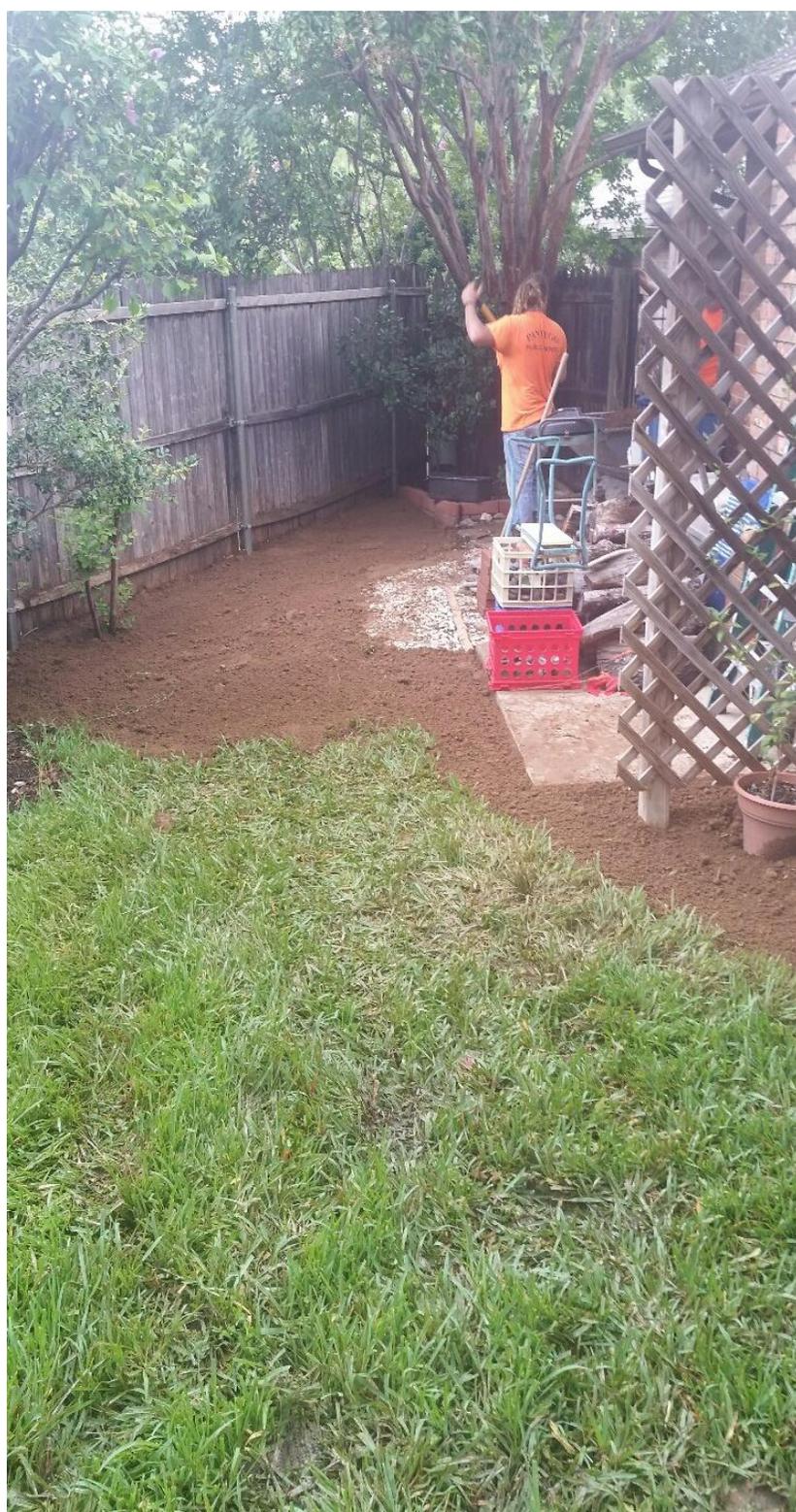


Yard recovery on Preston Trail after repairs complete on the Doral Ct Storm Sewer





Preston Trail yard recovery (continued)





Animals Captured by P.D. and returned to owner (Biscuit and Fudge)



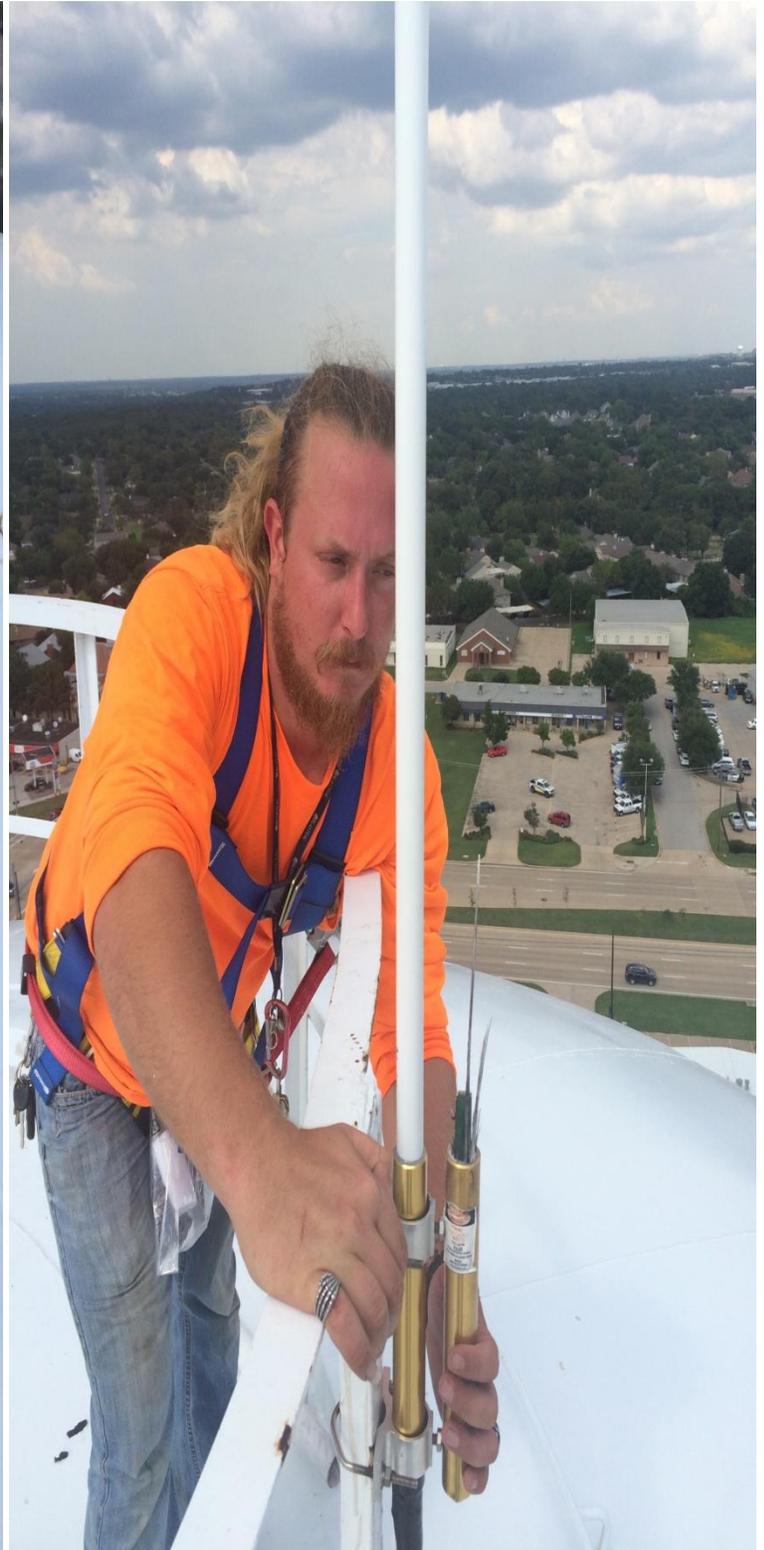


PantegoFest Banner installed on Archway





SCADA Antenna replaced due to lightning in the storm on 8/29/16





COMMUNITY DEVELOPMENT REPORT – AUGUST 2016

CONSTRUCTION AND DEVELOPMENT

- **1900 Melbourne Drive-** Construction on a new residential build; Framing, Electrical, and Mechanical have passed initial inspection.
- **2203 S Bowen Rd-** Remodel on a existing building; Luci's Chicken & Rice has been remodeling the old Chicken Express. Final Inspections are almost ready.
- **2401 W Pioneer Pkwy Suite 161-** Commercial remodel to begin soon on a ballroom.

CERTIFICATES OF OCCUPANCY

- Timeless Treasures Vintage & More- 2410 W Park Row Dr- Retail
- Highsmith Management- 2420B Superior Dr- Business Storage
- R & A Auto Repair- 1922 W Pioneer Pkwy Suite G- Auto Repair
- Perna's- 2304 W Park Row Dr Suite 25- Restaurant
- J & J Glass- 2211 Duluth Dr Suite 107- Glass Company
- PREPPED by J- 2304 W Park Row Dr Suite 21- Meal Prep Restaurant
- The Stitch Niche- 2425 W Arkansas Ln Suite C-D- Retail (Sewing Supplies)
- TMC Construction- 2026 W Pioneer Pkwy Suite D1- Construction Service
- Scott Equipment Co- 3630 W Pioneer Pkwy Suite 123- Sales Office

INSPECTIONS

	AUG TOTAL	YTD TOTAL
BUILDING INSPECTION	6	76
CERTIFICATE OF OCCUPANCY	6	92
CUSTOMER SERVICE INSPECTION	1	6
ELECTRICAL INSPECTION	5	52
MECHANICAL INSPECTION	2	20
PLUMBING INSPECTION	5	84
REINSPECTION	3	14
CODE ENFORCEMENT INSPECTIONS	4	20
TOTAL INSPECTIONS	32	364

CONSTRUCTION VALUES

	AUGUST	2015/2016 YTD
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$734,115.00
EXISTING RESIDENTIAL REMODEL	\$29,399.67	\$549,919.94
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$ 0.00
EXISTING COMMERCIAL REMODEL	\$140,795.89	\$2,127,448.45
TOTAL VALUE	\$170,195.56	\$3,411,483.39

FEEES COLLECTED

	AUG TOTAL	AUG FEES	YTD TOTAL	YTD FEES	BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	8	\$800.00	71	\$7,100.00	\$7,000.00	\$100.00
ZONING FEES	1	\$200.00	12	\$7,450.00	\$9,000.00	(\$1,550.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	1	\$264.00	29	\$3,473.83	\$7,500.00	(\$4,026.17)
BUILDING PERMIT	12	\$2,189.86	216	\$31,425.10	\$41,000.00	(\$9,574.90)
UTILITY RELEASE	1	\$40.00	9	\$360.00	\$0.00	\$360.00
CONTRACTOR REGISTRATION	5	\$600.00	158	\$13,300.00	\$11,000.00	\$2,300.00
LIQUOR PERMITS	0	\$0.00	16	\$5,995.00	\$8,000.00	(\$2,005.00)
TOTAL FEES		\$4,093.86		\$69,103.93	\$83,500.00	(\$14,396.07)



MUNICIPAL COURT



Municipal Court Collections / August 2016

On-Time Citations

Fines- \$21,435.64
Fees- \$10,969.40
 Total- \$32,405.04

Warrants

Fines- \$28,771.85
Fees- \$10,937.55
 Total- \$39,709.40

Court Security Fund- \$762.30

Court Technology Fund- \$1,028.00

Accident Reports- \$35.00

Collection Fees- \$533.70

Gross Total Revenue- \$ 72,114.44
Less State Fee's- \$ 21,906.95
 Net Revenue- \$ 50,207.49

Presented by: Thressa Householder



TOTAL WARRANTS CLEARED-----	710 – 79	711 – 128
TOTAL VALUE-----	710 - \$27,351.80	711 - \$38,765.30
TOTAL AMOUNT COLLECTED-----	710 - \$8,030.30	711 - \$16,272.40
FUTURE REVENUE-----	710 - \$10,943.40	711 – \$10,075.70

EXTRA DUTIES/VACATION/OTHER FOR AUGUST

Officer Hopkins out of the office 2 Days for training
Officer Hopkins conducted 1 background on a potential employee
Officer Hopkins out of the office ½ day on a Special Assignment.
Officer Watson out 4 days Training/Holiday/Vacation

Arraignments - 7

Prisoner Transfers - 0

Prisoner Service calls - 3

Assist Patrol - 12

Additional warrants cleared – 250

Respectfully submitted,

Warrant Officer: Chad Watson 710

Warrant Officer: Robert Hopkins 711

Report for fees collected: 8/01/2016 - 8/31/2016

Street:

Fee	Citation Violation	Amount	Posting Date	Docket
COLAGY COLLECTIONS FEE	146262 01	69.00	8/03/2016	146262 01
COLAGY COLLECTIONS FEE	146262 02	54.00	8/03/2016	146262 02
COLAGY COLLECTIONS FEE	146262F 02	91.50	8/03/2016	146262F02
COLAGY COLLECTIONS FEE	147840V 01	23.60	8/09/2016	147840V01
COLAGY COLLECTIONS FEE	E010065 02	82.80	8/22/2016	E010065 02
COLAGY COLLECTIONS FEE	E013060 01	54.00	8/11/2016	E013060 01
COLAGY COLLECTIONS FEE	E013060 02	69.00	8/11/2016	E013060 02
COLAGY COLLECTIONS FEE	E015612 01	89.80	8/11/2016	E015612 01

8 533.70 COLAGY COLLECTIONS FEE
 TOTAL: 533.70

Richard Whitehead & Associates LLC.

In conjunction with the

Tarrant County Community College Criminal Justice Center

Certifies that

Chad Watson

has satisfactorily completed the requirements of the

THREATS ~ Foreign & Domestic

(16 hours – TCOLE 3396)

August 23, 2016

Ray Hillborn

Instructor





AWARDS THIS CERTIFICATE OF TRAINING
TO

Chad Watson

**In recognition for completing an 8 hour course on 08/16/2016
entitled
2178 8-Hour SFST Refresher Course**

Bryan Flatt

TMPA Training Coordinator

CERTIFICATE of ACHIEVEMENT

This is to certify that

Robert Hopkins

has completed the course

Missing and Exploited Children

August 27, 2016



Credit Hours: 4

Donny Garland
Instructor

This course is recognized by the Texas Commission on Law Enforcement

CERTIFICATE of ACHIEVEMENT

This is to certify that

Robert Hopkins

has completed the course

Racial Profiling (3256)

August 27, 2016



Credit Hours: 4

Donny Garland
Instructor

This course is recognized by the Texas Commission on Law Enforcement



AWARDS THIS CERTIFICATE OF TRAINING
TO

Chad Watson

In recognition for completing an 8 hour course on 08/17/2016
entitled

3402 Fundamentals of DWI Investigation & Enforcement Course

Bryan Flatt

TMPA Training Coordinator

CERTIFICATE of ACHIEVEMENT

This is to certify that

Robert Hopkins

has completed the course

Child Safety Check Alert List

August 18, 2016



Credit Hours: 1

Donny Harland
Instructor

This course is recognized by the Texas Commission on Law Enforcement

COURT SECURITY CONCEPTS

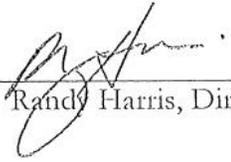
THIS CERTIFIES THAT

Chad Watson

has successfully completed the 40 course hours as required by the
Texas Commission on Law Enforcement to achieve the Court Security Specialist Certificate
and is therefore awarded this

CERTIFICATE OF COMPLETION

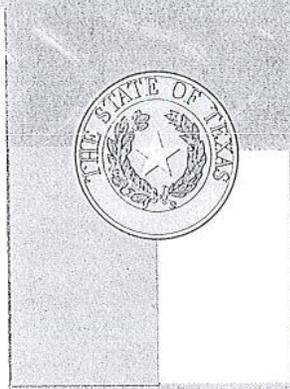
Given this 15th day of July, 2016



Randy Harris, Director

Class Coordinator

GREG ABBOTT
GOVERNOR



DAN PATRICK
LIEUTENANT GOVERNOR

Texas Commission
on
Law Enforcement

Hereby Awards The Certification

of

Court Security Specialist

to

CHAD C. WATSON

as provided for in the laws of the State of Texas and the rules of the Commission

JOEL W. RICHARDSON
PRESIDING OFFICER

August 9, 2016

CHIEF KIM VICKERS
EXECUTIVE DIRECTOR



AGENDA BACKGROUND

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

DATE: September 12, 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 August 16, 2016 and September 5, 2016, for Council Approval before payments are released, (3) a list of Accounts Payable between \$1,000 and \$5,000 processed between August 16, 2016 and September 5, 2016, previously approved for release by the City Manager for Council Review.

FISCAL IMPACT:

Please see attached summaries.

RECOMMENDATION:

Staff recommends approval of purchase orders and bills payable.

ATTACHMENTS:

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

Purchase Orders and Bills Payable for 9/12/16
--

<u>Bills Payable over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Kinloch Equipment \$ Supply, Inc.	\$49,187.77	PacificTek Valve Operator with Trailer
Stewart Evans Schwensen	\$5,585.00	PantegoFest Stage and Sound
Deltatek Engineering	\$12,025.00	Pioneer Crossover & Smith Barry Sewer
Armadillo Underground Utilites	\$37,125.00	Pioneer Pkwy. Waterline Crossover
Insituform Technologies	\$29,856.75	Doral 15" Storm Drain Rehab
<u>Purchase Orders over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
None		
<u>Bills Payable Under \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Vector Disease Control	\$2,66.005	July Mosquito Spraying
B20 Environmental, Inc.	\$2,294.30	Water/Wastewater Supplies
Armondo Gonzalez, Jr.	\$3,333.34	ROW mowing - 8/20 and 8/27
Datamatic, Inc.	\$1,678.14	Annual Software Lic. and Maintenance Agreement
Tyler Technologies/Incode	\$4,187.12	Training Onsite-Mobile Applications
<u>Professional Services</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Bill Lane, Attorney	\$1,837.50	August 2016 Court Services
Perdue Brandon, Attorney	\$1,059.70	July 2016 Collection Services
C.A. Magnuson, Attorney	\$1,300.00	August 2016 Court Services
i-Werk-Tx	\$3,169.54	July 2016 IT Services
Jim Jeffrey	\$1,417.50	August 2016 Town Attorney Fees
Sara Jane Del Carmen	\$1,150.00	August 2016 Magistration Services
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Arlington Utilities	\$8,392.17	July 2016 Wastewater Services
Fort Worth Water Dept	\$29,892.43	July 2016 Wastewater Services
Duncan Disposal	\$10,633.18	August 2016 Garbage/Recycling Services
Intermedix	\$1,907.77	July 2016 Ambulance Collections Service Fee
City of Arlington - Radio Lease	\$1,131.00	August 2016 Radio Lease
Pantego Water Utilities	\$2,645.96	August Water Service
Voyager Fleet Services, Inc.	\$3,254.15	July Fuel Usage
Neofunds by Neopost	\$1,000	August 2016 Prepaid Postage
Omnibase Services of Texas	\$1,230	2nd Qtr - Municipal Court FTA
Time Warner Cable	\$2,838.23	Internet Service 8/17/16 to 9/16/16



**Kinloch
Equipment & Supply, Inc.**

Packing Slip

Invoice Number:

E162661

Invoice Date:

Aug 17, 2016

Page:

1

Remit To:

3320 Pasadena Blvd.
Pasadena, TX 77503

Voice: 713-473-6213

Fax: 713-473-7858

Sales Order Number

Sold To:

TOWN OF PANTEGO
ATTN: ACCOUNTS PAYABLE
1614 SOUTH BOWEN RD.
PANTEGO, TX 76013-0210

Ship to:

TOWN OF PANTEGO
JR MARQUEZ
1614 SOUTH BOWEN RD.
PANTEGO, TX 76013-0210

Customer ID	Customer PO	Payment Terms	
PANTEGO, TOWN OF	1949	DUE UPON RECEIPT	
Sales Rep ID	Shipping Method	Ship Date	Due Date
20	KINLOCH DELIVERY		8/17/16

Item	Description	Location	Ordered	Current	Weight
PT-TRAILER10	PACIFIC TEK VALVE OPERATOR TRAILER VIN# 1P9BU1017GS470025 SN# 6131502		1.00	1.00	

Signature _____

Print Name _____

Pulled By _____

Ship Via _____ Frt Out _____

Checked By _____

PO # _____ Frt In _____

Total Frt _____

V 11539
850-5-000-35557



7901 TEXIAN TRAIL
MCKINNEY, TX 75070

(214) 856-3437
STEWARTAGENT@GMAIL.COM

Stewart Schwensen Productions, LLC ENTERTAINMENT AGREEMENT

Agreement made this 9TH day of AUGUST, 2016 between STEWART SCHWENSEN PRODUCTIONS(hereinafter called Artist) and THE TOWN OF PANTEGO (hereinafter called Purchaser).

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT

- 1. NAME AND ADDRESS OF ENGAGEMENT: PUBLIC PARKING LOT
2223 W. PARK ROW DRIVE
ARLINGTON, TX 76013
- 2. DATE OF ENGAGEMENT: SEPTEMBER 24, 2016 (SATURDAY)
- 3. TYPE OF ENGAGEMENT: PRODUCTION AND STAGING FOR PANTEGOFEST
- 4. HOURS: N/A
- 5. PRICE AGREED UPON: \$11,170.00
- 6. PURCHASER TO MAKE PAYMENTS AS FOLLOWS: \$5,585.00 DEPOSIT PAYABLE TO STEWART SCHWENSEN PRODUCTIONS, LLC TO BE RETURNED ALONG WITH SIGNED CONTRACT ON OR BEFORE AUGUST 23, 2016. \$5,585.00.00 BALANCE DUE ON OR BEFORE SEPTEMBER 26, 2016 (EIN 20-1333768).

- 7. Artist shall at all times have complete supervision, direction and control over the services of its personnel on this engagement and expressly reserves the right to control the manner, means and details of the performance of services, as well as the ends to be accomplished.
- 8. It is understood that the Artist executes this agreement as an independent contractor and is not an employee of Purchaser. It shall be the responsibility of Artist to withhold and pay over to government authorities any and all income taxes and social security contributions which may be required to be withheld from the musician's fees.

9. SPECIAL PROVISIONS

PURCHASER TO PROVIDE: ADEQUATE PARKING AREA FOR PRODUCTION VEHICLES. ARTIST TO PROVIDE COVERED STAGE, SOUND, LIGHTING AND POWER SUPPLY PER ARTISTS RIDER.
ARTIST CAN BEGIN SETUP NO LATER THAN 5:00PM ON SEPTEMBER 23, 2016.
ARTIST TO BE PAID IN FULL REGARDLESS OF WEATHER CONDITONS "RAIN OR SHINE"

10. AGENT PROVISIONS:

Stewart Schwensen Productions, LLC shall not be liable for the default of a purchaser or the non performance of the group. If the band does not perform or does not appear, then Stewart Schwensen Productions, LLC remains entitled to full payment from the purchaser.

11. UNION PROVISIONS:

Members of unions or guilds, which may include the leader and members of this unit, agree to accept sole responsibility for complying with the rules and regulations of said unions or guilds of which they may be members, Agent does not represent that artist is affiliated with any musician's union.

12. ARBITRATION OF CONTROVERSIES

Any controversies over the terms or conditions of this agreement will be submitted to a civil court or the office of the American Arbitration Association or Canadian equivalent in Tarrant County, Texas, and decision accepted as binding on all parties concerned. If decision involves a monetary payment which is not paid in 30 days, collection or attorney fees shall be paid by debtor. This agreement shall be construed under and in accordance with the laws of the State of Texas and is specifically performable in Collin County, Texas. The parties agree that Purchaser has not waived its sovereign immunity by entering into and performing its obligations under this agreement.

- 14. The recording, reproduction, or transmission of Artist's performance is prohibited absent written consent of Artist and his union.
- 15. We acknowledge and confirm that we have read and approve the terms and conditions set forth in this contract.

Signature _____
Purchaser **MATTHEW FIELDER, CITY MANAGER**
TOWN OF PANTEGO
Address **1614 SOUTH BOWEN ROAD**
City/State **PANTEGO, TX 76013**

Signature _____
Leader **STEWART SCHWENSEN PRODUCTIONS, LLC**
Address **7901 TEXIAN TRAIL**
City/State **MCKINNEY, TX 75070**

COMMENCEMENT OF ENGAGEMENT TOGETHER WITH PHYSICAL DELIVERY OF THIS CONTRACT IS DEEMED TO BE AN ACCEPTANCE OF ALL TERMS BY THE PURCHASER
PLEASE SIGN CONTRACT - KEEP (1) COPY FOR YOUR FILES AND RETURN (1) COPY TO STEWART SCHWENSEN PRODUCTIONS



V11306



INVOICE

Invoice Number: 081816PCC
Period Ending: August 18, 2016

August 18, 2016

Mr. Scott Williams
Director of Public Works
Town of Pantego
1614 S. Bowen
Pantego, Texas 76013

Acct# 750-5-000-477-50

Williams 8/24/16

Reference: Pioneer Parkway West
Crossover Connection

<u>Description</u>		<u>Amount</u>
Total authorized:	\$	22,750.00
Survey	\$	2,300.00
Design	\$	9,250.00
Design Supplemental Agreement	\$	3,200.00
Bid Phase Services	\$	2,250.00
Bid Phase Services Supplemental Agreement	\$	550.00
Construction Phase Services	\$	3,750.00
Construction Phase Services Supplemental Agrmt	\$	1,000.00
TxDOT Coordination	\$	450.00
	<u>Percent Complete</u>	
Survey	100%	\$ 2,300.00
Design	100%	\$ 9,250.00
Design Supplemental Agreement	100%	\$ 3,200.00
Bid Phase Services	100%	\$ 2,250.00
Bid Phase Services Supplemental Agreement	100%	\$ 550.00
Construction Phase Services	100%	\$ 3,750.00
Construction Phase Services Supplemental Agrmt	100%	\$ 1,000.00
TxDOT Coordination	100%	\$ 450.00
Total due:	\$	22,750.00
Less previous payment:	\$	22,125.00
Balance after payment:	\$	-
<u>Total due this invoice:</u>	\$	<u>625.00</u>



INVOICE

Invoice Number: 081816SBPB
Period Ending: August 18, 2015

August 18, 2015

V 11380

Mr. Scott Williams
Director of Public Works
Town of Pantego
1614 S. Bowen
Pantego, Texas 76013



Reference: Smith Barry Pipe Bursting

<u>Description</u>		<u>Amount</u>
Total authorized:	\$	23,750.00
Survey	\$	3,500.00
Design	\$	14,250.00
Bid Phase Services	\$	2,250.00
Construction Phase Services	\$	3,750.00

	<u>Percent Complete</u>		
Survey	100%	\$	3,500.00
Design	80%	\$	11,400.00
Bid Phase Services	0%	\$	-
Construction Phase Services	0%	\$	-
Total due:		\$	14,900.00
Less previous payment:		\$	3,500.00
Balance after payment:		\$	8,850.00
<u>Total due this invoice:</u>		\$	<u>11,400.00</u>

Acct# 700-5-000-477-50
Williams 8/24/16



V 11528

August 24, 2016

Mr. Scott Williams
Director of Public Works
Town Of Pantego
1614 S. Bowen
Pantego, TX 76013



Reference: Pioneer Parkway Water Line
West Crossover Connection

Dear Mr. Williams:

Attached is Pay Request No.2 submitted by Armadillo Underground Utilities, LLC for the referenced project. This pay request is approved for \$37,125.00.

Should you have any questions, please call me at 972-255-9500.

Sincerely,
DELTATEK ENGINEERING

Bahram Niknam, P.E.

Attachments:
Pay App 2

PAYMENT REQUEST

PROJECT:	<u>Pioneer Parkway West Waterline Crossover</u>	PROJECT NUMBER
OWNER:	<u>Town of Pantego</u>	
CONTRACTOR:	<u>Armadillo Underground</u>	
ENGINEER:	<u>Deltatek Engineering</u>	

PAYMENT PERIOD FROM:	<u>7/13/2016</u>	TO:	<u>8/13/2016</u>	ESTIMATE NO #2
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SUMMARY OF PAYMENT ESTIMATE VALUES FROM ATTACHED TABULATIONS

Original Contract Amount	<u>135,900.00</u>
Approved Change Orders	<u>0.00</u>
Current Contract Amount	<u>135,900.00</u>
Total Value of Original Contract Performed	<u>128,500.00</u>
(Attachment "A" consisting of ___ pages)	
Extra Work on Approved Change Orders	<u>7,400.00</u>
(Attachment "B" consisting of ___ pages)	
Materials on Hand	<u>0.00</u>
(Attachment "C" consisting of ___ pages)	
Total Value of Work to Date	<u>135,900.00</u>
Less Amount Retained at 10%	<u>13,590.00</u>
Net Amount Earned on Contract	<u>122,310.00</u>
Less Amount of Previous Payments	<u>85,185.00</u>
BALANCE DUE THIS STATEMENT	<u>37,125.00</u>
Percentage of Contract Paid to Date	<u>70%</u>

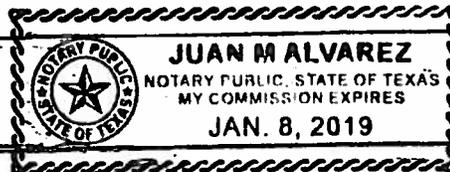
The undersigned Contractor certifies that all work, including materials on hand, covered by this Periodical Payment has been completed or delivered in accordance with the Contract Documents, that all amounts have been paid by him for work, materials, and equipment for which previous Periodical Payments were issued and received from the Owner, and that the current payment shown herein is now due.

Contractor Armadillo Underground By: [Signature] Date 8/22/16

Subscribed and sworn to before me this 22 day of AUGUST 2016

Notary Public: [Signature]

My Commission expires: JANUARY 8, 2019



Owner: Town of Pantego
 Engineer: Delatak Engineering
 Contractor: Armadillo Underground

Address: 1614 S. Bowen Road Pantego, Tx 76013
 Address: 2211 Texas Drive, Irving, Tx 75062

750.5,000.477.60

Item Ref. No. No.	Description of Item	Quantity Original Estimate	Unit Of Measure	Total Contract Unit Price	Total contract Amount	Quantity Complete This Est	Value of Work Completed This estimate	Previous Quantity Completed	Value of Previous Work Completed	Total Quantity Complete	Total Value of Work complete	% of work Completed
1	Mobilization, Bonds, & Insurance	1	LS	\$4,400.00	\$4,400.00	0	\$0.00	1	\$4,400.00	1	\$4,400.00	100
2	Traffic Control Plan	1	LS	\$1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00	1	\$1,000.00	100
3	Trench Safety	1	LS	\$1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00	1	\$1,000.00	100
4	SWPP	1	LS	\$1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00	1	\$1,000.00	100
	furnish & install 8" dr-14 water pipe by other than open cut includes encasement pipe concrete embedment or groutbackfill concrete clay or brick plugs and all labor equipment & material required to complete installation											
5	furnish and install 8" dr-14 water pipe including connections and tie ins	130	LF	\$450.00	\$58,500.00	0	\$0.00	130	\$58,500.00	130	\$58,500.00	100
6	furnish & install 8" dr-14 water pipe including connections and tie ins	50	LF	\$100.00	\$5,000.00	0	\$0.00	50	\$5,000.00	50	\$5,000.00	100
7	furnish & install 8" dr-14 water pipe including connections and tie ins	40	LF	\$95.00	\$3,800.00	0	\$0.00	40	\$3,800.00	40	\$3,800.00	100
8	furnish & install awwa c 504 8" gate valve	6	EA	\$1,500.00	\$9,000.00	0	\$0.00	6	\$9,000.00	6	\$9,000.00	100
9	removal & dispose of asbestos concret pipe	1	LS	\$500.00	\$500.00	0	\$0.00	1	\$500.00	1	\$500.00	100
10	furnish & install 10" sdr sewer pipe	20	LF	\$50.00	\$1,000.00	0	\$0.00	20	\$1,000.00	20	\$1,000.00	100
11	furnish & install 6" sdr 26 sewer pipe	20	LF	\$45.00	\$900.00	0	\$0.00	0	\$0.00	0	\$0.00	0
12	furnish & install special adapters for ac north side if damaged by construction	2	EA	\$400.00	\$800.00	0	\$0.00	2	\$800.00	2	\$800.00	100
13	furnish labor & materials to repair driveway on north side if damaged by construction	1	LS	\$1,500.00	\$1,500.00	0	\$0.00	0	\$0.00	0	\$0.00	0
14	furnish labor & install ductile iron fittings	1	TON	\$2,000.00	\$2,000.00	0	\$0.00	1	\$2,000.00	1	\$2,000.00	100
15	site restoration includes sod of disturbed areas construction contingency to be used only with written permission by the owner and or engineer	1	LS	\$1,500.00	\$1,500.00	1	\$1,500.00	0	\$0.00	1	\$1,500.00	100
16		1	LS	\$5,000.00	\$5,000.00	0	\$0.00	0	\$0.00	0	\$0.00	0
	TOTAL BASE				\$96,900.00							
	ALTERNATIVE BID ITEM											
17	Construction pipe headermodifications @ well #3 pump station on pioneer parkway (spur 303) per addendum	1	LS	\$39,000.00	\$39,000.00	1	\$39,000.00	0	\$0.00	1	\$39,000.00	100
	Change Order #1											
18	Provide labor and materials to extend casing pipe & 8" PVC C 900 by 30LF	1	LS	\$6,650.00	\$6,650.00	0	\$0.00	1	\$6,650.00	1	\$6,650.00	100
19	additional paving in parking lot	1	LS	\$750.00	\$750.00	1	\$750.00	0	\$0.00	1	\$750.00	100
	Delete pay items #11, 13, & 16								\$94,650.00		\$135,900.00	
	TOTAL with alternates & change order				\$135,900.00		\$41,250.00					

Signatures

Period covered by this payment request:

Beginning 7/13/16

Ending 8/13/16

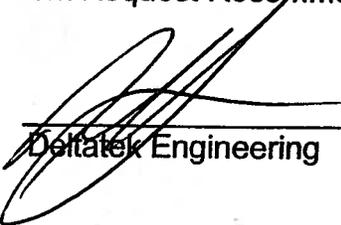
Prepared and Submitted:

By: 
Armadillo Underground

Bill Wells

Date: _____

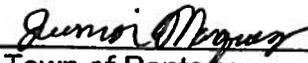
Payment Request Recommended:

By: 
Deltatek Engineering

Joel Daugherty

Date: 8-24-16

Payment Request Recommended:

By: 
Town of Pantego

Junior Marquez

Date: 8/2/16

Payment Request Approved:

By: 
Town of Pantego

Scott Williams

Date: 8/31/16



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

PAGE: 1 of 1
 DATE: 8/31/2016
 ESTIMATE #: 2
 INVOICE #: 397076
 JOB#: 181573
 BILLING PERIOD: 8/1/16-8/31/16
 FEDERAL ID: 13-3032158

5033 MOSSON
 Fort Worth, TX 76119
 817-516-0441
 Remit Payment to: PO BOX 674060
 DALLAS TX 75267-4060

Contract: Town of Pantego, TX
 Project: Doral 15" Storm Drain Rehab

ITEM NO	DESCRIPTION	CONTRACT		COMPLETED THIS PERIOD		COMPLETED-TO-DATE	
		QUANTITY	UNIT PRICE	QUANTITY	% AMOUNT	QUANTITY	% AMOUNT
1	Travel & Mobilization - CCTV	1	EA	-	EA	0.00	100%
2	15" Clean/TV Storm Sewer	390	LF	(5)	LF	-40.00	96%
3	Travel & Mobilization - CIPP	1	EA	1	EA	1,500.00	100%
4	15" X7.5mm	390	LF	375	LF	20,625.00	96%
5	15"-21" CIPP Setup Charge	390	LF	375	LF	3,468.75	96%
6	6"-18" Post TV	390	LF	375	LF	750.00	96%
7	Traffic Control	2	DY	-	DY	0.00	0%
CO1.1	Mechanical Clean	40	HR	-	HR	0.00	0%
CO2.1	15" Additional 1.5mm	380	LF	380	LF	3,553.00	100%

EARNED THIS PERIOD:		\$29,856.75	TOTAL CONTRACT:	\$36,721.75
Month Gross	\$29,856.75	Sales Tax		
Month Retention	\$0.00	Less: Retainage @	0%	0.00
Month Open	\$29,856.75	Previous Estimates		6,865.00
Customer #	2947391	Other		
Total Deductions from Earned to Date				6,865.00
AMOUNT DUE THIS ESTIMATE:				<u>\$29,856.75</u>

Acct# 100-5-135-536.00



1320 Brookwood Drive, Suite H
Little Rock, AR 72202

74

INVOICE

Voice: (800) 413-4445 • Fax: (866) 839-8595

V11116

Invoice Number: PI-A00001024
Invoice Date: 07/31/16

Town of Pantego TX

SOLD TO: Town of Pantego TX
1614 S. Bowen Rd
Pantego, TX 76013



Customer ID	Customer PO	Payment Terms	
PANTEG01		Due Upon Receipt	
Sales Rep ID	Shipping Method	Ship Date	Due Date

07/31/16

Qty	Item Description	Unit Price	Extension
35.2	Adulticiding - Truck Mounted Spraying 7/3 - 7/9	38.50	1,355.20
17.6	Adulticiding - Truck Mounted Spraying 7/10 - 7/23	38.50	677.60
16.5	Adulticiding - Truck Mounted Spraying 7/24 - 7/30	38.50	635.25

Subtotal	2,668.05
Sales Tax	0.00
Total Invoice	2,668.05
Payment Received	0.00

TOTAL	2,668.05
--------------	-----------------

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Acct# 100 - 5 - 136 - 530.00

William 8/17/16

B2O ENVIRONMENTAL, INC.

3103 Clear Lake Court
Arlington, TX 76017

V10636

Invoice

Date	Invoice #
7/29/2016	16-1398

Bill To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

Ship To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013



P.O. No.	Terms	Rep	Ship Date	Ship Via	Project
Kyle	Net 30	DB	7/25/2016	Prsnl Delvry	

Quantity	Item	Description	Price Each	Amount
3	HP-2x3	Hog Pump, 2" x 3' Hand Pump	49.95	149.85
18	HP-H	ft. 1 1/4" Reinforced Plastic Hose for Hog Pumps	2.25	40.50
48	SP-B	Krylon Blue Acrylic Spray Paint	6.00	288.00

For Aut #200-5-201-528.00

Phone #	Fax #
817-467-7006	817-465-6149

Subtotal	<i>KL 8-15-16</i>
Total	\$478.35

E-mail: dick@b2o-inc.com

THANK YOU; Your order is appreciated!!!!

B2O ENVIRONMENTAL, INC.

V10636

Invoice

3103 Clear Lake Court
Arlington, TX 76017

Date	Invoice #
8/11/2016	16-1456

Bill To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

Ship To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013



P.O. No.	Terms	Rep	Ship Date	Ship Via	Project
Kyle	Net 30	DB	8/11/2016	Prsni Delvry	

Quantity	Item	Description	Price Each	Amount
12	NFIFP-23 3/4	No Flow Inflow Protector, 23 3/4" OD, Vent Hole, less/Gasket	39.00	468.00

\$468.00

200-5-202-528.10

Phone #	Fax #
817-467-7006	817-465-6149

Subtotal	<i>28</i> 8-15-16
Total	\$468.00

E-mail: dick@b2o-inc.com

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B2O ENVIRONMENTAL, INC.

V 10634

Invoice

3103 Clear Lake Court
Arlington, TX 76017

Date	Invoice #
8/8/2016	16-1471

Bill To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

Ship To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013



P.O. No.	Terms	Rep	Ship Date	Ship Via	Project
Kyle	Net 30	DB	8/8/2016	Prsnl Delvry	

Quantity	Item	Description	Price Each	Amount
48	SP-G	Krylon Green Acrylic Spray Paint	6.00	288.00
5	NFIFP-23 3/4	No Flow Inflow Protector, 23 3/4" OD, Vent Hole, less/Gasket	39.00	195.00

\$288 in Act #200-5-201-528.00

Phone #	Fax #
817-467-7006	817-465-6149

\$195.00 in Act
#200-5-202-528.10

Subtotal	<i>Kd</i> 6-15-16
Total	\$483.00

E-mail: dick@b2o-inc.com

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B2O ENVIRONMENTAL, INC.

3103 Clear Lake Court
Arlington, TX 76017

Invoice

V10636



Date	Invoice #
8/12/2016	16-1472

Bill To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

Ship To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

P.O. No.	Terms	Rep	Ship Date	Ship Via	Project
Kyle	Net 30	DB	8/12/2016		

Quantity	Item	Description	Price Each	Amount
1	IT-VL	Inner-Tite Valve Locks	27.95	27.95
12	NFIFP-23 3/4	No Flow Inflow Protector, 23 3/4" OD, Vent Hole, less/Gasket	39.00	468.00

\$27.95 in Act #200-5-201-528.00
\$468.00 in Act #200-5-202-528.10

RL 8-15-16

Phone #	Fax #
817-467-7006	817-465-6149

Subtotal	
Total	\$495.95

E-mail: dick@b2o-inc.com

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V10636

B2O ENVIRONMENTAL, INC.

Invoice

3103 Clear Lake Court
Arlington, TX 76017

Date	Invoice #
8/15/2016	16-1481

Bill To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013

Ship To
Town Of Pantego 1614 S. Bowen Pantego, TX 76013



P.O. No.	Terms	Rep	Ship Date	Ship Via	Project
Kyle	Net 30	DB	8/15/2016	Prsnl Delvry	

Quantity	Item	Description	Price Each	Amount
21	NFIFP-23 3/4	No Flow Inflow Protector, 23 3/4" OD, Vent Hole, w/Gasket, Handles	39.00	819.00

\$369.00 in Act #200-5-202-528.10

Phone #	Fax #
817-467-7006	817-465-6149

Subtotal	<i>KL</i> 8-24-16
Total	\$819.00

E-mail: dick@b2o-inc.com

-450.00
(NEXT PAGE)

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V 11494



Number 1109
Date 8/29/2016

Bill To
Town Of Pantego
1614 S. Bowen
Pantego, TX, 76013



Description	Date	Amount
Mowed, Line Trimmed, Blow various sites per town specifications.	8/27/16	\$1,666.67

Split Acrets

100-5-135 - 464.00	\$ 335.00
500-5-000 - 475.00	\$ 283.33
200-5-201 - 360.00	\$ 883.34
200-5-202 - 360.00	\$ 165.00
	<hr/>
	\$ 1666.67

Armando Gonzalez 8/31/16

Make Checks To: Armando Gonzalez Jr.
7317 Ashcrest Ln.
Dallas, TX 75249
(214)251-2357

Total \$1,666.67

V11496



Number 1110
Date 8/22/2016

Bill To
Town Of Pantego
1614 S. Bowen
Pantego, TX, 76013



Description	Date	Amount
Mowed, Line Trimmed, Blow various sites per town specifications.	8/20/16	\$1,666.67

Split Accts 100-5-135 - 464.00 \$ 335.00
 500-5-000 - 475.00 \$ 283.33
 200-5-201 - 360.00 \$ 883.34
 200-5-202 - 360.00 \$ 165.00

\$ 1,666.67

Armando 8/31/16

Make Checks To: Armando Gonzalez Jr.
7317 Ashcrest Ln.
Dallas, TX 75249
(214)251-2357

Total \$1,666.67



PO Box 941948
PLANO TX 75094-1948

V10072

Invoice

Due Date	Date	Invoice #
10/1/2016	8/24/2016	SRV16082452

Bill To

Pantego, Town of
City Hall, Accounts Payable
1614 South Bowen Road
Pantego, TX 76013



Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

New e-mail address? Enter here: _____

Balance Due **\$1,678.14**

Datamatic, Inc

PO Box 941948
PLANO TX 75094-1948

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

Description	Account #	Terms
	495	IST30
Description		Amount
Annual Software License and Service Maintenance; 10/01/2016 - 09/30/2017		1,678.14

A 1.5% / month late fee may be applied on balances that exceed Net payment terms.

For billing inquiries: 214-540-5060

E-mail: accountsreceivable@datamatic.com

Total	\$1,678.14
Payments/Credits	\$0.00
Balance Due	\$1,678.14

Acct# 200-5-201-234.00

Collins 8/24/16



PO BOX 941948
PLANO TX 75094-1948

August 16th, 2016

Scott Williams
Town of Pantego
Director of Public Works
1614 S. Bowen Rd.
Pantego, TX 76013

Thank you for partnering with Datamatic for your meter reading system and support services. We are privileged to be a fundamental part of your billing process and we take our role seriously. You expect your vendors to be world-class and we are working hard to meet that expectation. We have improved our customer support process and with your help, we will continue to improve the value of our support service. Your **Annual** maintenance charge of **\$1,678.14** assures you complete and timely support is available to meet your service and support expectations. This change will be effective **October 01, 2016**.

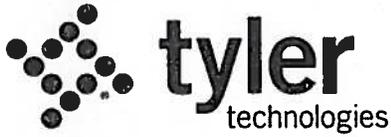
As always, we appreciate the opportunity to be of service to you. Please call if you should have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads 'Philip J. Masters'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Philip J. Masters
Chief Financial Officer

PJM/jeb



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

84
Invoice

Invoice No	Date	Page
025-157941	05/18/2016	1 of 1

Empowering people who serve the public®

Questions:

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



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



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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
44177	62060	020856	USD	NET30	06/17/2016

Date	Description	Units	Rate	Extended Price
May 9 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Training - On Site	8	125.00	1,000.00
May 10 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Training - On Site	8	125.00	1,000.00
May 11 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Training - On Site	8	125.00	1,000.00
May 8 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Diem US Rates	Per 4	59.00	236.00
May 8 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Mileage	206	0.54	111.24
May 8 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Hotel/Lodging	1	728.64	728.64
May 13 2016	Thomas Tsui Pantego, TX 020856 - Mobile Applications on Laptops Mileage	206	0.54	111.24

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

Subtotal	4,187.12
Sales Tax	0.00
Invoice Total	4,187.12

BILL LANE

V10119
100-5-160-210.00

INVOICE

1110 Tension Road
Azle, Texas 76020
Phone 817-276-4709

DATE: July 5, 2016

Bill To:

VIA FACSIMILE 817-261-4538

Matt Fielder
City Manager
Town of Pantego
1614 S Bowen Road
Pantego, Texas 76013



DESCRIPTION	AMOUNT
Court Services for Aug 2016	\$1,837.50
TOTAL	\$ 1,837.50

Make all checks payable to **BILL LANE**
If you have any questions concerning this invoice, contact **Alma Roden 817-276-4710**

PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP
Attorneys at Law
500 E. Border, Suite 640
Arlington, Texas 76010

INVOICE	IVC0003193686
Type	
Date	8/9/2016
Page	1

V 11368
100 - 1000 - 870.00



Bill to:

City of Pantego
2600 Miller Lane
Pantego TX 76013

Description	Ext. Price
Attorneys Fees for professional services provided in collecting Fines and Fees July 2016	\$1,059.70

Total \$1,059.70

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

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

PROSECUTOR SERVICE FOR THE MONTH OF AUGUST 2016

ACCOUNT # 100-5-160-210.00



INVOICE FOR SERVICES

SERVICES PERFORMED: PROSECUTOR FOR MUNICIPAL COURT

VENDOR # 10123

CRAIG MAGNUSON

\$1,300.00

BILLING ADDRESS: CRAIG MAGNUSON
2600 MILLER LANE
PANTEGO, TEXAS 76013



V 11095
100-5-101-365-00



INVOICE

Wednesday, August 17, 2016

Invoice Number: 5128

BILL TO:
Town of Pantego
Accounts Payable
1614 South Bowen Road
Pantego, TX 76013

SHIP TO:
Town of Pantego
Accounts Payable
1614 South Bowen Road
Pantego, TX 76013

July 1, 2016-July 31, 2016 services and expenses associated with Town of Pantego.

Flat Rate Monthly (20 hours) July 2016 **\$1,820.00**

Non-Contractual Hours (Above 20.00hrs/mo) - Services:

07/08/16 DLB	1.00 Hours @	\$85.00	85.00
07/13/16 DLB	1.00 Hours @	\$85.00	85.00
07/15/16 DLB	7.00 Hours @	\$85.00	595.00
07/18/16 DLB	1.00 Hours @	\$85.00	85.00
07/21/16 CMR	0.25 Hours @	\$85.00	21.25
07/26/16 DLB	4.00 Hours @	\$85.00	340.00
07/27/16 DLB	1.50 Hours @	\$85.00	127.50

Non-Contractual Hours (Above 20.00hrs/mo) - Total **\$1,338.75**

Non-Contractual Hours (Above 20.00hrs/mo) - Expenses:

Display Port to VGA Adapter	10.79
-----------------------------	-------

Non-Contractual Hours (Above 20.00hrs/mo) - Total Expenses: **\$10.79**

Please pay by Thursday, September 1, 2016:

\$3,169.54

Thank you for your business.



Town of Pantego

Invoice Number: 5128

Invoice Detail

<u>Date</u>	<u>Hours</u>	<u>Description</u>
<i>Flat Rate Monthly (20.00 hours)</i>		
Friday, July 1, 2016	3.00	BJL Going through all the servers setting up AV scan schedules and installing agents on server where it was missing
Tuesday, July 5, 2016	1.00	TRT Audio/video for council Chambers; contacted Atlas Sound and found someone who will be able to help out with procuring the necessary equipment.
Wednesday, July 6, 2016	2.50	DLB Purchase video cable converter for Court's new PC. Uninstall unneeded applications on the new PC. Install common applications on the new PC. Install Incode on the new PC. Start windows updates on the new PC.
Thursday, July 7, 2016	4.50	DLB Finish setting up programs and install updates on the new PC. Copy Shannon's files from her old PC. Install printers under her login. Remove unneeded programs for the old computer. Clean up profiles to redeploy at the counter.
Tuesday, July 12, 2016	4.00	BJL Monthly Server Maintenance (part 1)
Tuesday, July 12, 2016	0.50	DLB Change the RAID level on the main SAN from 10 to 6 to add more free space.
Thursday, July 14, 2016	4.00	BJL Monthly Server Maintenance (part 2)
Thursday, July 14, 2016	0.50	DLB Troubleshoot the Court Incode not pulling citations from the PD server.
<i>Flat Rate Monthly (20.00 hours):</i>	<u>20.00</u>	
<i>Non-Contractual Hours (Above</i>		
Friday, July 8, 2016	1.00	DLB Troubleshoot errors running end of day reports from the day prior and Incode Documents not printing on Shannon's PC. Troubleshoot Incode Documents not opening on the Counter PC.
Wednesday, July 13, 2016	1.00	DLB Deliver signed form to Julie. Discuss the budget meetings with Julie. Help Tom retrieve an email. Unblock a website for PD.
Friday, July 15, 2016	7.00	DLB Troubleshoot Court Incode running slow. Bring servers back online after VMs crashed. Updated the Host servers and restart. Troubleshoot errors on the Backup software. Create new user for Firehouse. Troubleshoot the spam filter not updating user list from the Domain Controller.



Monday, July 18, 2016	1.00	DLB	Check on the backup server for errors. Troubleshoot the Failover Cluster Manager not responding.
Thursday, July 21, 2016	0.25	CMR	Ticket #416662: Data Destruction- Hard Drive S/N: WMAM9VN2239
Tuesday, July 26, 2016	4.00	DLB	Restart Host servers to resolve issue with the Failover Cluster Manager not connecting. Check Chad's Computer in Court for Malware after it ran extremely slow yesterday. Fix the CourtLaptop2 not turning on the wifi before logon. Try installing the printer in the Council Chambers on CourtLaptop2 on Shannon's account. Placed a tech call into Denitech after it wouldn't install.
Wednesday, July 27, 2016	1.50	DLB	Help Barry log into a Toughbook after changing his PC password. Ensure the printer works on Shannon's profile on CourtLaptop2 after Denitech installed on another user account. Check backup software on the backup server. Look at SquareUp with Julie.
Non-Contractual Hours (Above	<u>15.75</u>		
	<u>35.75</u>		

MAGISTRATION SERVICE FOR THE MONTH OF AUGUST 2016

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

**SERVICES PERFORMED: ARRAIGNMENTS/WARRANTS/MAGISTRATION
DUTIES**

VENDOR # 11022

Sara Jane del Carmen

BLOOD DRAW WARRANTS
MAGISTRATIONS



TOTAL - \$1,150.00

BILLING ADDRESS: Sara Jane del Carmen
3051 Trevino
Grand Prairie, Texas 75054



AGENDA BACKGROUND

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

Date: September 12, 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:

080816 TC Minutes
081516 TC Minutes
081016 PEDC Minutes
060716 CRB Minutes
070516 CRB Minutes

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

Town Council Minutes
August 8, 2016

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 8th day of August 2016 with the following members present:

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

Members absent:

Russell Brewster	Council Member
------------------	----------------

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
Barry Reeves	Assistant Police Chief
Robert Coker	Assistant Fire Chief
Thressa Householder	Court Administrator

Also in attendance:

Joyce Stanton	City Engineer
---------------	---------------

WORK SESSION 6:30 P.M.

Mayor Paradise called the work session to order at 6:35 p.m.

CONSENT AGENDA ITEMS

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

1. City Manager Report

Mr. Fielder informed Council on the following information:

The 303 project and the well site work are complete. There is still some cleanup to be done.

There are currently four police department vacancies. The one candidate for the municipal court position did not work out. There was a discussion on an employment agreement for reimbursement to the Town for paid training for new recruits to the police department. Public Safety Chief Griffith stated a draft would be presented to Council for discussion in the future.

2. Monthly Staff Reports

Council clarified the expenses from the Water/Wastewater Fund and Construction Fund expense and what is spent out of the Construction Fund. Mrs. Hollingsworth explained the Water/Wastewater Fund was for operations, the Construction Fund is for the sewer capital projects, Infrastructure

Town Council Minutes
August 8, 2016

Improvement Funds is for the water capital projects. There was a discussion on the overage reflected in the General Administration Fund for this month. There was a discussion on a future meeting with the City of Arlington regarding an emergency water connection at the 303 well site. Mr. Fielder explained the Town is waiting on Arlington for a proposal. There was a discussion on the subsidence issues caused by pipe failures around town. Mayor Paradise commented on the "Where's Baby Campaign" and requested a timeline for completion with Arlington for the emergency water connection.

3. Approval of Bills Payable and Purchase Orders in excess of \$5,000.

Council inquired on the bond refunds and the Armadillo invoice. Mrs. Householder explained the bond refunds are court bonds owed to other municipalities. Mr. Fielder explained the Armadillo invoice was for the Pioneer Parkway crossover connection. There was a discussion on the number of estimates received for air conditioning repairs to the server room at the police department and the number of times the mowing contractor has mowed. Council clarified the street assessment project was billed for 50% of the completed assessment and that the same contractor was used for street signs and water valves.

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

No comments.

Acceptance of Minutes of Boards and Commissions:

- P&Z minutes from July 5, 2016

No comments.

10. Discuss, direct, and consider action on PantegoFest 2016.

Mrs. Potter-Harvey updated Council on the PantegoFest planning, discussed the three different production quotes, and recommended the Stewart Schwensen contract. Council discussed the differences in the cost and quotes from last year for productions. There was a discussion on hiring a photographer. Mrs. Potter-Harvey will obtain estimates. PantegoFest is in negotiations with the Cook-off sponsor and has sold a few of the lower level sponsorships. Some of the larger sponsorships were purchased from RJ Construction, Bingham Insurance, and the Keep the Rangers organization. There is an open spot for wristband sponsorship. All Paws will do the pet parade. Ms. Arrington was able to set up the Square to allow for the purchase of tickets to the event online. This was launched today on the Facebook page and placed on the website. Chief Griffith presented a safety plan memo to Council. There was a discussion on the prohibition of firearms on private property and the use of metal detectors. Council inquired on the need for a female officer and the plan for bag searches.

Mayor Paradise adjourned the work session at 7:30 p.m.

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

Mayor Paradise called the regular session to order at 7:35 p.m. and welcomed the audience.

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

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Town Council Minutes
August 8, 2016

Mayor Pro-Tem Surratt welcomed the audience and thanked Public Works for going above and beyond and working at 8:00 p.m. on Bowen Road on a Sunday evening.

Councilmember Funderlic welcomed the audience; agreed with Mayor Pro-Tem Surratt, and thanked the first responders who keep our Town safe and are the reason our citizens choose Pantego as a place to live.

Councilmember Barrett agreed with the Councilmember Funderlic's comments and stated she used the library in the park for the first time and was pleased with her experience.

Mayor Paradise stated she was pleased to know the library had been installed; it looks beautiful, and she is glad it is getting used. She hopes it continues to be a huge success and catches on. She thanked Public Works for the quality of services they provide to the citizens, residents, and business of this Town. She commended Chief Griffith and the Police Department on the success of the "Where's Baby Campaign."

Councilmember Adair agreed with the Mayor's comments and thanked the staff for their hard work; especially Public Works, and the First Responders.

Councilmember Barrett commended the Fire Department for the "Vial of Life" program.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett reported the regularly scheduled meeting for August 1st was canceled due to the lack of a quorum. The Movies in the Park will be this Saturday. The Board will show the Minions.

Pantego Youth Leadership Council

Mayor Paradise stated the PYLC group is on summer break and will re-group in September. They will have a field trip to Fossil Rim on October 22nd and invited Council and staff to attend.

PEDC REPORT

Councilmember Adair informed Council the Board elected their officers, which did not change from last year. They approved the budget for Fiscal Year 2016-2017. They discussed PantegoFest and agreed to reuse the shopping bags from last year, but will update the coupons in them. They discussed advertising and marketing for PantegoFest. The Board requested Mr. Fielder to have the attorney create a letter to be sent to Boutique U as a final notice before legal action is taken.

CITIZENS OPEN FORUM

None.

APPROVAL OF CONSENT AGENDA ITEMS

Mayor Pro-Tem Surratt made a motion to approve the consent agenda items 1, 2, 3, and 4 as discussed in the work session. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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**

Town Council Minutes
August 8, 2016

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.

Ms. Arrington read the caption for the record. Mr. Fielder reminded Council this is the property that is located behind Braum's and Southern Flair Photography. Council approved the re-platting of this property from three lots into one lot. This is the preliminary plat that has come to them for approval.

Mayor Paradise opened the public hearing at 7:51 p.m.

With no speakers, Mayor Paradise closed the public hearing at 7:52 p.m.

Council complimented Mrs. Stanton on her review of the plat and inquired if her written comments had been addressed and all questions answered. Mrs. Stanton, City Engineer, informed the Council that her questions and concerns had not been addressed, but assured them they would be answered prior to the building of the structure.

There was a discussion on the detention pond in relation to the time it takes to drain, the use of infiltration with landscaping, and other possible options for drainage. Council expressed their concerns with the reptiles and mosquitoes due to a grassy pond and standing water. Mrs. Stanton explained other options could cause sheet flow drainage issues. Council was assured by Mrs. Stanton, Mr. Fielder, and Mr. Tidwell that these concerns would be addressed prior to the final plat approval. Mr. Jeffrey informed Council of the automatic passing of the plat if not acted upon within thirty (30) days. Mr. Fielder addressed the Town Code of Ordinance's lack of regulation on detention ponds. Mr. Williams informed Council the drainage pipe located at Braum's is too shallow for the runoff and the applicant would need to install a lift station in order to utilize the drainage system. Assistant Chief Coker assured Council a Development Review Committee meeting will be held before the building permits are approved.

There was a discussion on the procedure process for preliminary and final plats. Mayor Paradise confirmed with staff if the process could move forward without the passage of the preliminary plat and asked Mrs. Stanton if there are any issues with Council approving the preliminary plat and still being able to accomplish the requested changes and additional information. Mr. Jobe stated the preliminary plat must be approved prior to a final plat. Mrs. Stanton stated the passage of the preliminary plat is the first step with comments and conditions for the final plat. Staff assured Council the final plat will not be approved without the comments and required conditions first being met. Mr. Fielder informed Council the time frame left for the approval of the preliminary plat is eight (8) days. Mr. Tidwell informed Council he can obtain the answers within eight (8) days for the following council meeting; however, he cannot have new plans within the same eight (8) days. There was a discussion on the consequences to the applicant if the preliminary plat fails.

Councilmember Adair made a motion to approve Zoning Case Z-225 with the expectation of the applicant making the changes as discussed this evening and presented by the Town Council. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Barrett, and Adair.

Nays: Funderlic.

Abstentions: None.

Mayor Paradise declared the motion passed 3-1.

Councilmember Funderlic explained he could not pass this motion due to the lack of detail on the detention basin, easements, and impact to the neighboring property.

Town Council Minutes
August 8, 2016

- 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.**

Mr. Fielder reminded Council that two meetings ago he was directed to bring back this item after first discussing with Braum's the moving of their driveway. He has not received an answer from Braum's.

Mayor Pro-Tem Surratt made a motion to table this agenda item for resolution 16-13 until August 22nd. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 7. Discuss and review the 2016 Ad Valorem Certified Tax Roll from the Tarrant County Appraisal District.**

Mr. Fielder reminded Council each year the Appraisal District is required to provide the Certified Tax Roll by July 25th that represents 95% completion of the appraisals of the property within the Town's taxing jurisdiction. There are three items on the agenda that pertain to this. The first one is to present the tax roll to Council with a comparison of the 2015-2016 Tax Year. The next step is to discuss the property tax rate. The rate is not being set tonight only a proposal of what Council would like staff to include in the public notices. In order to set the rate Council will have to go through two public hearings and pass an ordinance. There is statutory language that is required if Council adopts anything over the effective rate. The staff is proposing the same rate that has been used in the last two years. The effective rate is \$0.391876, but we cannot exceed the rollback rate of \$0.427282. Going over the rollback rate will trigger an election with 10% of the voters passing the rate. Council commented on the large increase in the value of public property. Mr. Fielder explained some issues the appraisal district has had with a newly implemented software program.

- 8. Discuss, direct, and consider action on the 2016 Proposed Property Tax Rate.**

Councilmember Surratt made a motion to approve a proposed a tax rate of \$0.42 per \$100 of evaluation. Councilmember Barrett seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

- 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.**

Council clarified the dates and statutory laws. Mr. Fielder explained the deadline of the Tax Collector and how it affects the adoption of the budget.

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Councilmember Funderlic made a motion to schedule the public hearings for the proposed Tax Rate with the public hearing being on August 22, 2016, and the second public hearing being August 29, 2016, and the first reading scheduled on August 29, 2016, and the final reading being on September 12, 2016. Councilmember Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Barrett, and Adair.

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

10. Discuss, direct, and consider action on PantegoFest 2016.

Mayor Paradise announced this item was discussed during the work session, and no action was taken. There was a consensus among Council and direction made for the Stewart Schwensen contract for \$11,170 for sound, stage, and lighting to be provided to our City Manager for review and placed on Councils agenda for our special meeting this Monday, August 15th and also gave consensus on the amount for security measures presented by Chief Griffith to move forward on that as well.

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

Mr. Jeffrey's informed Council he has read both ordinances and approved both of them. Mayor Paradise announced Council will discuss this item after the executive session.

Mayor Paradise read the caption of the executive sessions and recessed at 8:59 p.m.

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

[SCHEDULED EXECUTIVE SESSION ITEMS](#)

- [The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:](#)
 1. [Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Newport Investments, LLC and Now Faith Deliverance Temple v. Town of Pantego, Don Surratt, and Don Funderlic.](#)

Mayor Paradise reconvened the Council meeting at 9:19 p.m. and declared no action was taken on executive session item 1.

Continuation of Item # 11

Mr. Fielder informed Council of his changes that are included in both ordinances and outlined the changes to each ordinance independently. There was a discussion on the meaning of continuous driveways and the setbacks for recreational vehicles. Council discussed options on how to get more citizen input. Mayor inquired of Council their stance on the different issues of the current ordinance and verified further discussion is needed on setbacks and grandfathering. Council discussed proposed guidelines for parking in the backyard or driveway and a setback for this parking. There was a discussion on whether a new resident to the Town will review the town ordinances to decide if this is where they want to live because the boats and recreational vehicles are, or are not, allowed to park in the driveway. There was a discussion on conducting a public hearing and council agreed to have two readings on the passage of this ordinance.

Town Council Minutes
August 8, 2016

There was a discussion on the current ordinance regulations for vehicle parking and the possible health hazards of allowing vehicles to be parked in the grass. Council agreed to add the requirement of parking on a paved surface to the vehicle section of the ordinance.

COUNCIL INQUIRY

Councilmember Barrett inquired on the Gypsy Retail display of merchandise in the front yard area of the property; the visibility triangle, and on the design of the pond located at Sarah and Melbourne that drains down Sarah.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:12 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

Town Council Minutes
August 15, 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 Chambers of Town Hall, 1614 South Bowen Road, Pantego, on the 15th day of August 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
Karen Hollingsworth	Finance Director
Dennis Jobe	Community Development Director
Scott Williams	Public Works Director
Tom Griffith	Chief of Public Safety
Barry Reeves	Assistant Police Chief
Robert Coker	Assistant Fire Chief
Thressa Householder	Court Administrator

Also in attendance:
None.

SPECIAL SESSION 6:30 P.M.

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

- 1. Discuss, direct, and consider action on Resolution 16-21 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into an agreement with Stewart Schwensen Productions, LLC to provide production and staging for PantegoFest 2016.**

Mr. Fielder reminded Council this item was discussed at the last council meeting for the production and stage costs. He stated Mr. Jeffrey's has reviewed the contract and recommends changes to paragraph 9 making it more precise; a complete deletion of paragraph 11; and changing paragraph 13 to either arbitration or a lawsuit, but not both, and changing the court jurisdiction to Tarrant County, since the services take place in Tarrant County. Council directed Mr. Fielder to change paragraph 13 to arbitration and to make all other changes as recommended by Mr. Jeffrey's.

Mayor Pro-Tem Surratt made a motion to approve Resolution 16-21 for Stewart Schwensen in the amount of \$11,170 with the changes as recommended by the Town Attorney and as discussed. Councilmember Funderlic seconded the motion.

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

Town Council Minutes
August 15, 2016

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise read the caption for the executive session and recessed the meeting at 6:38 p.m.

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

SCHEDULED EXECUTIVE SESSION ITEMS

- The Council will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:
 1. Pursuant to Government Code Section 551.074 to deliberate the appointment, evaluation, reassignment, or duties, of a public officer or employee – Discussion of Board and Commission Members.

Mayor Paradise reconvened the meeting at 7:05 p.m. and declared no action was taken on this item.

2. Discuss and review the Budget for the Fiscal Year 216-2017.

Mr. Fielder began his discussion with an explanation of the Interfund Transfer Chart. There was a discussion on the newly created Pantego Youth Leadership Council (PYLC) Fund. Ms. Hollingsworth explained she combined the fundraising revenue for PYLC and the General Administration expenses into one fund. There was a discussion on the transfers and how they are calculated. Mr. Fielder explained a percentage of the expenses are transferred based on estimated personnel time.

There were discussions on the reason for a 6.6% overall increase to the Water Fund. Mr. Williams explained the increase to the Water Fund and the Sewer Fund was due to the rate increase implemented by Council previously in the year. Ms. Hollingsworth explained the Solid Waste Franchise fee will be removed from the other revenue line item.

There were discussions on several expenses of the Water Fund. Council inquired on the TCEQ fees for 2013-2014 and why the fees began in 2015. Mr. Fielder stated he believes the fees were lumped into another fund. Mrs. Hollingsworth confirmed the water storage tanks were cleaned recently but the invoice has not been received yet. There was a discussion on the location of the Collier contract within the budget and if \$28,000 was enough for general water system repairs. Mr. Fielder confirmed a reduction in the Natural Gas and Electric line item due to the electric meter audit performed by the Public Works Department. Council requested detailed information for travel and training. Mrs. Householder and Ms. Arrington gave an update on the Request for Proposal to receive bids to allow for online utility payments. There was a discussion on convenience fees and ACH charges. Mr. Fielder verified to Council the Town is paying for the transaction fees the bank's charge for each credit card payment the Town receives.

There was a discussion on several of the Wastewater Fund expenses. Council inquired on the Fort Worth Sewer charges and a possible credit to the service. Mr. Fielder informed Council the twenty year agreement expires next year; therefore, a new agreement is currently in the process of being created. Mr. Williams answered Council inquiries on the reduction to the expenses of the infiltration supplies.

Mr. Williams displayed the findings to some recent water main breaks and discussed with Council the process for repair and a plan for the aged water valves. He presented a list of repairs and work performed throughout the Fiscal Year.

Mr. Williams presented his supplemental requests and discussed the pros and cons of hiring two part-time employees. Council would like a list of responsibilities that are not being done and needs to be done. Council verified with Mr. Williams there was enough money as a placeholder in the Wastewater

Town Council Minutes
August 15, 2016

Construction Fund budget for any unforeseen issues. Mr. Williams assured them there was and that his focus this year will be more on street projects than wastewater projects. There was a discussion on the emergency water connection with the City of Arlington, the need for an automated control to this connection, and the placement of an actuator valve for the SCADA system. Mr. Williams presented a water meter replacement plan and discussed the need for its implementation. Council agreed to revisit this discussion at the end of the budget process. Mr. Williams presented a preliminary draft of the street assessment report for discussion.

There was a discussion on the Park Row Streetscape Project in regards to the revenue sources, the fund balance total versus the cash balance total, the waterline project costs, and the work left to be done before the construction phase can begin. Some of Council raised concerns over the Park Row landlord's ability to continue to attract quality renters and discussed a proposal to assess some of the cost back to the property owners.

The Court Security Fund was reduced from \$20,000 to \$12,000. The Court Technology Fund was reduced to \$16,000. Council approved the purchase of the supplemental request.

ADJOURNMENT

Mayor Paradise adjourned the special session at 10:41 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

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

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

Members Absent:

Mickey Scott	Director
Stephanie Springer	Director

Constituting a quorum. Staff present was:

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

Also in attendance:

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

President Lakey called the meeting to order at 7:01 p.m. and welcomed the audience.

INVOCATION

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

PRESIDENT'S COMMENTS

None.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

Council approved the Texas Parks and Wildlife Department Grant Agreement. There are changes in the business community. Timeless Treasures is moving to a store front that faces Park Row Drive, in the Lakewood Shopping Center. A popcorn retailer has moved into the Granola store location. They make the popcorn and package it to sell off premise. There was a discussion on the sales tax

generated by selling the popcorn off premises. Perna's Cajun & Soul Food has moved into the Escapades location in the Lakewood Shopping Center for a working air conditioning unit and a larger space. She has partnered up with a business that sells pre-packaged dinners called My Fit Foods. President Lakey added there is a new Comedy Club that is utilizing the United Dance Studio location on Friday and Saturday nights. He stated it is a family friendly Comedy Club. Mr. Fielder announced a banquet hall will go into the old Veteran Thrift store location and the new Meineke and a State Farm Insurance location have opened up on Pioneer Parkway.

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

Secretary Adair informed President Lakey and Vice President Surratt they were re-elected to their positions at the last meeting.

Secretary Adair made a motion to approve the minutes from July 27, 2016, as presented. Director Jordan seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

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

Mr. Fielder announced the Arlington Chamber of Commerce invoice reference should have been deleted. This item was approved by Council at the last meeting. There was a discussion on the replacement of the letters of the marquee. Mr. Williams was directed to obtain quotes for an electronic message board to replace both marquees.

Vice President Surratt made a motion to approve the July 2016 expenditures with the exception of the Arlington Chamber of Commerce invoice due to previous approval. Secretary Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

4. Discuss, direct, and consider action on PEDC's involvement in PantegoFest.

Mr. Fielder presented quotes for the T-shirt purchase. There was a discussion on the cost of the shirts and the different colors available. The Board decided on tan shirts for the volunteers and white shirts for the cooking teams. There was a discussion on the different targeted areas and how to select the targeted area. The Board directed Mrs. Potter-Harvey to move forward with the direct mailers for the 76013 zip code area. There was a discussion on the early release of the cooking teams and vendors before the end of the concert. Mrs. Potter-Harvey informed the Board they need at least 14-15 local cooking teams for the event. Mr. Fielder was directed to purchase 4 inch by 6-inch mailers

and some yard signs for advertising PantegoFest. Mrs. Potter-Harvey stated the banner will be placed on the Arch within the next couple of weeks. She informed them the purchase of tickets for the event is on the website. There was a discussion on the Pet Parade. Mrs. Mundo discussed the update to the bags for this year and was directed to build a list of valid coupons and verify with the vendor to continue the use of those coupons.

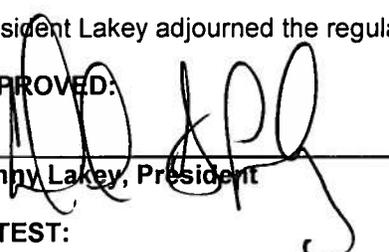
PEDC MEMBER INQUIRY

None.

ADJOURNMENT

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

APPROVED:

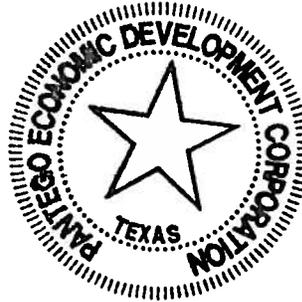


Danny Lakey, President

ATTEST:



Fred Adair, Secretary



**Community Relations Board Minutes
June 7, 2016**

STATE OF TEXAS

COUNTY OF TARRANT

TOWN OF PANTEGO

The Community Relations Board (CRB) of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 7th day of June, 2016 with the following members present:

Chuck White	Chair
Leanna Cartier	Secretary / Treasurer
Sheila Burcham	Board Members
Michael Cartier	
Lothar Heller	

The following staff and council members were present:

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

The following citizen was present:

Tori Roemmich (Resigned member of the CRB)

Call To Order and General Comments:

The meeting was called to order at 7:07 p.m. by Chairperson Chuck White.

Pledge Of Allegiance

Citizens Open Forum:

Tori Roemmich brought all supplies regarding Halloween to the meeting and made the following points:

- Paint for the various crafts must be stored in someplace other than the barn because of the heat. Sheila Sherman said she would find someplace for it.
- Black drapes need to be measured.
- Stockade was not made to the originally agreed upon specifications, as the head hole is too small to just slip a person's head into without lifting the top. An earlier meeting agreed that the top should not need to be lifted, in case it slipped and hurt someone.

CRB Member Reports:

Old Business:

Approval of minutes: May 3, 2016 – Michael Cartier moved to approve the minutes as written. Sheila Burcham seconded and the minutes were passed unanimously as written.

New Business for Discussion, Review and Approval:

1. Election of Officers – Tabled until July meeting because of several members leaving at the end of their terms.
2. Memorial Day Event Recap:
 - a. All feedback from the event has been positive.
 - b. Only the first place essay winner, Alyssa Lopez, was available to present her essay at the event. Other winners were contacted and confirmed for the June 13th City Council session, where all 3 winners will receive their awards.
 - c. There were two Boy Scouts in attendance to present the military colors. A plaque thanking the entire troop on behalf of the town and the CRB was presented by Chairperson White after the event.
 - d. Thank you cards for the trumpet players, the guest speaker, and Captain Jones of the Salvation Army will be sent.
 - e. Captain Jones of the Salvation Army will be leaving the local branch of the Salvation Army in the near future, so another contact will be needed.
 - f. A suggestion for the 2017 event is to have the deadline for the essay submissions to be no later than two weeks prior to the event and to ensure some kind of contact information is available besides the school.
3. Movie Night Events:

3. **Movie Night Events:**
 - a. The providing of hot dogs at movie nights was discussed.
 - i. Because of the amount still available in the budget, it was discussed that hot dogs be available at all four movie nights, without the need for getting a sponsor for them.
 - ii. Michael Cartier motioned and Sheila Burcham seconded. The motion passed with 4 votes for and 1 vote against.
 - b. Sheila Sherman had already ordered the first movie ("Minions") for the June movie night.
 - i. Sheila Sherman will obtain the second movie ("Hotel Transylvania 2") for July 9th.
 - ii. Michael Cartier will provide "Monsters, Inc." from his video library for the August 13th event.
 - iii. Sheila Burcham will provide "Zootopia" for the September 10th event, as it came out the day of the meeting.
 - c. Michael Cartier mentioned an idea he had while en route to the meeting.
 - i. He suggested drafting up some evaluation forms for the various events, with an area also dedicated to allowing people to sign up to be members.
 - ii. Since the first movie night comes shortly after the meeting, he would try to draft something for that event.
4. **Budget:**
 - a. A discussion of obtaining new canopies for the CRB was tabled until next meeting so information could be gathered regarding prices and availability.
 - b. Michael Cartier pointed out that the only major expenses really left for the current calendar year are:
 - i. All 4 movie nights and
 - ii. One half of the Halloween event (the other ½ of the Halloween budget falls in the 2017 budget because of the way the fiscal year works out) and
 - iii. Anything that might be done with Pantegofest this year.
 - iv. Currently, just under half of the original budget is still available, mostly due to the inclement weather at both the Halloween 2015 and Christmas 2015 events.

CRB Member Inquiry:

Because of the number of people who either left or were considering leaving the CRB at the end of the term on June 30, 2016, Chairperson White asked members Michael and Leanna Cartier if they would consider staying on a little longer to allow the board to try and build up membership. Without them, the board would only have 3 or 4 active / eligible members remaining. They told him they would talk about it and let him know as soon as they could.

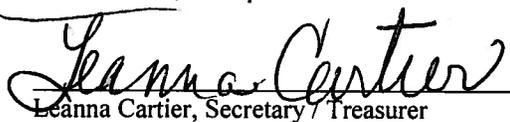
Adjournment:

Chairperson Chuck White adjourned the regular session at 8:04 p.m.

Approved:


 Chuck White, Chairperson

Attested:


 Leanna Cartier, Secretary / Treasurer



Community Relations Board Minutes
July 5, 2016

STATE OF TEXAS

COUNTY OF TARRANT

TOWN OF PANTEGO

The Community Relations Board (CRB) of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Fire Training Room, 1614 South Bowen Road, Pantego, on the 5th day of July, 2016 with the following members present:

Chuck White	Chair
Leanna Cartier	Secretary / Treasurer
Sheila Burcham	Board Members
Michael Cartier	
Cal Kost	

The following staff and council members were present:

Scott Williams	Public Works Director
Sheila Sherman	Staff Liaison

Call To Order and General Comments:

The meeting was called to order at 7:00 p.m. by Chairperson Chuck White.

Pledge Of Allegiance

Citizens Open Forum:

CRB Member Reports:

Old Business:

Approval of minutes: June 7, 2016:

- One change: Boy Scouts not getting thank you cards.
- Cal Kost motioned to accept the change and approve as amended.
- Michael Cartier seconded and the minutes were passed unanimously.

New Business for Discussion, Review and Approval:

1. Election of Officers:
 - a. Chairperson: Chuck White was nominated by Michael Cartier, and seconded by Sheila Burcham. Approved unanimously.
 - b. Vice-Chairperson: Sheila Burcham was nominated by Leanna Cartier, and seconded by Chuck White. Approved unanimously.
 - c. Secretary / Treasurer: Leanna Cartier was nominated by Chuck White, and seconded by Michael Cartier. Approved unanimously.
2. Movie Night Events:
 - a. The sound on the new Blu-Ray player cannot be connected to the existing sound system due to the lack of any connection but HDMI, which is not available on the sound board. A workaround that was used was to place the microphone next to the speaker and use that to project the sound.
 - b. Alex's Lemonade Stand was successful at the first movie night.
 - i. Michael Cartier made a motion that, if they wanted, Alex's Lemonade Stand could be contacted about continuing to be present for the last 2 movie nights.
 - ii. The motion was seconded by Chuck White, who said he would contact the representative. The motion passed unanimously.
 - c. Chuck White mentioned that he had posted July movie night information on a website called "NextDoorNeighbor.com" to see if it might help generate more people.
3. Upcoming Events:
 - a. Halloween (October 29th):
 - i. Chuck White will take on the responsibility for the event. He will sit down with Tori Roemmich to figure out more details on the event.

- ii. Both Tori Roemmich and Jesse Howell (former board members) have said they should be available to help as volunteers for this and other events.
 - iii. Dog treats will be obtained from one of the local pet businesses.
 - iv. The prizes for the Cake Walk will be cupcakes, supplied by Perna's. It was decided that 12 dozen cupcakes should be ordered, and boxed in groups of 4 per box.
 - v. The scavenger hunt will use the previous form, which wasn't used due to the cancelling of the event last year. Prizes will be discussed at a later meeting.
 - vi. Candy for the event will be generic, so that excess amounts can be rolled over to the Christmas event.
 - vii. Crafts are going to be handled by Sheila Burcham. A request was made to save toilet paper tubes and paper towel tubes.
- b. Christmas Event:
- i. Will be held the Saturday after Thanksgiving.
 - ii. Event will be handled by Michael and Leanna Cartier.
 - iii. Will start discussing at the August meeting.
- c. Easter event: Will be handled by Sheila Burcham. More details as it gets closer.
4. Volunteer and recruitment form:
- a. Michael Cartier made a sample and ran 200 (50 sheets, 4 per sheet, 2 sided on goldenrod paper then cut down) for the first movie night. He will also send the PDF file to Chuck White.
 - b. Chuck White said he will bring the forms to the August meeting for everyone to review.
5. Budget:
- a. No real change to the budget since the previous meeting.
 - b. The canopies discussed at the last meeting will run about \$50.00 - \$100.00 each, depending on what we get.
 - i. Cal Kost moved that we request the town to purchase (on behalf of the Board) 5 sturdy canopies.
 - ii. Each will be 10' x 10' and blue in color, with a maximum price of \$100.00 each.
 - iii. The motion was seconded by Michael Cartier and passed unanimously.
 - c. The issue with the Blu-Ray was brought up.
 - i. Sheila Burcham motioned that we let Scott Williams take the Blu-Ray player and the sound board to see if the issue with the sound could be resolved easily, and that the service would come out of the Board's budget.
 - ii. The motion was seconded by Chuck White and passed unanimously.
 - d. A discussion of how much budget to request for the next fiscal year was brought up.
 - i. After discussion, Michael Cartier motioned that the Board should keep the same budget for the 2017 fiscal year.
 - ii. Sheila Burcham seconded and the motion passed unanimously.

CRB Member Inquiry:

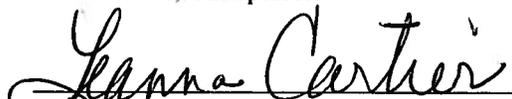
Adjournment:

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

Approved:


 Chuck White, Chairperson

Attested:


 Leanna Cartier, Secretary / Treasurer





AGENDA BACKGROUND

AGENDA ITEM: Swearing In Ceremony for Detective Sam Nance.

Date: September 12, 2016

PRESENTER:

Barry Reeves, Assistant Police Chief

BACKGROUND:

Sergeant Detective Sam Nance is a previous employee of the Town of Pantego. He has returned after several years to replace Sergeant Detective Chris Whitewell. He comes to Pantego from the Watauga Police Department, where he was a Detective.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None.

ATTACHMENTS:

None.



AGENDA BACKGROUND

AGENDA ITEM: Proclamation/Oath of Office.

Date: September 12, 2016

Proclamations:

- Constitution Week 2014 – Dorothy Rencurrel with the Daughters of the Revolution requested the Town of Pantego issue this proclamation for the week of September 17th through September 23rd.



Proclamation

- WHEREAS,** September 17, 2016 marks the two hundred and twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; AND
- WHEREAS,** It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary with patriotic celebrations which will commemorate the occasion, AND
- WHEREAS,** Public Law #915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through 23rd as Constitution Week.

NOW, THEREFORE, I, MELODY PARADISE, MAYOR OF THE TOWN OF PANTEGO ALONG WITH THE ENTIRE TOWN COUNCIL, URGE ALL CITIZENS TO JOIN ME IN DECLARING:

**SEPTEMBER 17TH THROUGH SEPTEMBER 23RD
CONSTITUTION WEEK**

IN WITNESS WHEREOF I HAVE HEREUNTO SET MY HAND
AND CAUSED THE SEAL OF THE TOWN OF PANTEGO TO
BE AFFIXED THIS 12TH DAY OF SEPTEMBER 2016.

**MELODY PARADISE
MAYOR**



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on Ordinance 16-791 an ordinance of the Town of Pantego, Texas, adopting the Proposed Annual Operating Budget for the Town of Pantego, Texas for the Fiscal Year period of October 1, 2016 through September 30, 2017 and declaring an effective date.

DATE: September 12, 2016

PRESENTERS: Matthew Fielder, City Manager
Karen Hollingsworth, Finance Director

BACKGROUND:

The Town conducted public hearings on August 22, 2016 and August 29, 2016 for public comment on the proposed budget. The Town Council and Town Staff held work sessions to discuss the budget and various changes were made to the proposed budget during those sessions.

FISCAL IMPACT

The Budget ordinance will appropriate the funds which are authorized by the Town Council to be spent during the 2016-2017 fiscal year.

RECOMMENDATION:

Staff recommends the following motion:

Approval of the second and final reading of the ordinance adopting the annual budget for the Town of Pantego, Texas, for the fiscal period October 1, 2016 through September 30, 2017.

ATTACHMENTS:

Ordinance

ORDINANCE NO. 16-791

AN ORDINANCE OF THE TOWN OF PANTEGO, TEXAS, ADOPTING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017 AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Pantego, Texas, has voted that this municipality shall have a fiscal year from October 1 through September 30 each year and that is shall conform to the provisions of the Texas Local Government Code Title 4 Chapter 102; and

WHEREAS, the Town of Pantego, Texas, has followed the procedures established by the Texas Local Government Code, including the publishing and posting of required notices and the holding of required public hearings; and

WHEREAS, The Town of Pantego, Texas held the first public hearing on August 22, 2016 during a regularly scheduled Town Council Meeting at 7:30 p.m. and the second public hearing on August 29, 2016 during a special scheduled Town Council Meeting at 6:30 p.m. both held in the Town Council Chambers located at Town Hall 1614 S. Bowen

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

Section 1: the budget for the fiscal year October 1, 2016 through September 30, 2017 will be adopted as presented.

Section 2: The Town Council shall review the condition of the budget on a periodic basis.

Section 3: That no single appropriation (where applicable) shall be overspent without prior approval of the Town Council.

Section 4: That no interfund transfers, except those authorized by the budget, shall be made without prior approval of the Town Council.

Section 5: That the City Manager is hereby authorized to transfer budgeted funds from one line item to another line item within any one department or within any one activity provided that the total appropriation is not exceeded.

Section 6: Town Council approves a total staff of 44 full-time and 7 part-time employees.

Section 7: There is hereby appropriated for the following:

General Fund	\$4,857,389
General Obligations Interest and Sinking Fund	\$ 33,573
Capital Projects/Equipment Replacement Fund	\$ 0
Street Improvements Construction Fund	\$ 241,130
Shamburger Estate Fund	\$ 3,000
Cartwright Estate Fund	\$ 4,000

Court Security Fund	\$ 0
Court Technology Fund	\$ 14,794
PantegoFest Fund	\$ 70,000
Park Row Development Fund	\$1,061,034
Water and Sewer Operating Fund	\$ 710,770
Sewer Construction Fund	\$ 199,950
Water Infrastructure Fund	\$ 221,000
Police Trust Fund	\$ 13,809
Fire Apprenticeship Program Fund	\$ 0
Pantego Youth Leadership Council Fund	\$ 3,596
Donations Fund	\$ 8,926
PEDC Debt Service Fund	\$ 192,141
PEDC Operating Fund	\$ 223,800
PEDC Sales Tax Revenue Fund	\$ 0

There are the following interfund transfers:

FROM	TO	AMOUNT
General Fund	Pantego Youth Leadership	\$ 4,200
Water and Sewer Operating Fund	General Fund	\$ 410,639
Water and Sewer Operating Fund	Sewer Construction Fund	\$ 4,479
PEDC Operating Fund	General Fund	\$ 151,383
Street Improvement Fund	General Fund	\$ 110,077
Court Security Fund	General Fund	\$ 20,000
Fire Apprenticeship Program Fund	Donations Fund	\$ 42
PEDC Sales Tax Revenue Fund	PEDC Operating Fund	\$ 374,509

Section 8: An official copy of the approved budget is duly filed with the City Secretary.

Section 9: Upon its final passage this ordinance will become effective on October 1, 2016.

**PASSED AND APPROVED on First Reading this the 29th day of August 2016, by a vote of _
 _____ ayes, _nays, and ___ abstentions at a special meeting of the Town Council of the
 Town of Pantego, Texas.**

PASSED AND APPROVED on Second and Final Reading this the 12th day of September 2016, by a vote of ___ ayes, _nays, and ___ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVED AS TO FORM:

Jim Jeffrey, City Attorney

FUND SUMMARIES

	100 General	200 Water & Wastewater	500 Street Imp Const	550 Park Row Project	700 WW Construction	800 Court Security	820 Fire Apprntcshp Prog	825 Court Tech	835 PYLC	850 Pantegofest	865 Donations	901 PEDC Debt Service	903 PEDC Operating	906 PEDC Sales Tax Rev
Projected Beginning FB	\$2,247,606	\$1,963,177	\$706,848	\$1,058,034	\$195,246	\$17,202	\$42	\$82,585	\$1,194	\$6,399	\$8,884	\$201,260	\$603,315	\$0
Proposed Revenue before Transfers	\$4,169,490	\$1,005,536	\$330,105	\$3,000	\$225	\$12,050	\$0	\$16,200	\$500	\$73,525	\$0	\$192,141	\$2,500	\$374,509
Net Proposed Transfers In/(Out)	\$687,899	(\$415,118)	(\$110,077)	\$0	\$4,479	(\$20,000)	(\$42)	\$0	\$4,200	\$0	\$42	\$0	\$223,126	(\$374,509)
Total Revenues	\$4,857,389	\$590,418	\$220,028	\$3,000	\$4,704	(\$7,950)	(\$42)	\$16,200	\$4,700	\$73,525	\$42	\$192,141	\$225,626	\$0
Proposed Exp's	\$4,857,389	\$710,770	\$241,130	\$1,061,034	\$199,950	\$0	\$0	\$14,794	\$3,596	\$70,000	\$8,926	\$192,141	\$223,800	\$0
Revenue - Exp's (Change in FB)	\$0	(\$120,352)	(\$21,102)	(\$1,058,034)	(\$195,246)	(\$7,950)	(\$42)	\$1,406	\$1,104	\$3,525	(\$8,884)	\$0	\$1,826	\$0
Proposed Ending FB	\$2,247,606	\$1,842,825	\$685,746	\$0	\$0	\$9,252	\$0	\$83,991	\$2,298	\$9,924	\$0	\$201,260	\$605,141	\$0



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on Ordinance 16-792 an ordinance of the Town of Pantego, Texas adopting the tax rate and tax exemptions for Tax Year 2016, levying the tax, and declaring an effective date.

DATE: September 12, 2016

PRESENTERS: Matthew Fielder, City Manager
Karen Hollingsworth, Finance Director

BACKGROUND:

The Town Council conducted public hearings on August 22, 2016 and August 29, 2016, for public comment regarding the tax rate. According to Tax Code Chapter 26, the meeting to take the final vote on the tax increase may not be earlier than the third day after the date of the second public hearing. This is the second reading and final vote on the proposed tax rate.

	<u>2015</u>	<u>2016</u>
Tax rate	\$0.4200	\$0.4200
Less: Debt Service (I&S rate)	\$0.0000	\$0.0000
= Maintenance and operations rate (M&O rate)	\$0.4200	\$0.4200
Tax Year 2015:	Tax Year 2016:	
<u>Tax on \$100,000 home at \$0.4200</u>	<u>Tax on \$100,000 home at \$0.4200</u>	
\$100,000	\$100,000	Value of home
/100	Value of home	/100
= \$1,000	Taxed per \$100 value	Taxed Per \$100 value
X 0.38532	Taxable value	Taxable value
= \$420.00	M&O rate	M&O rate
	M&O taxes	M&O taxes
	= \$420.00	= \$420.00

The M&O tax will **remain unchanged** on a \$100,000 home.

Tax Year 2015:		Tax Year 2016:	
<u>Tax on \$100,000 home at \$0.4200</u>		<u>Tax on \$100,000 home at \$0.4200</u>	
\$100,000	Value of home	\$100,000	Value of home
/100	Taxed per \$100 value	/100	Taxed Per \$100 value
= \$1,000	Taxable value	= \$1,000	Taxable value
X 0.4200	Tax rate	X 0.4200	Tax rate
= \$420.00	Total taxes	= \$420.00	Total taxes

The **total** tax will remain unchanged on a \$100,000 home.

RECOMMENDATION:

Staff recommends that Council complete the second reading and final vote on the ordinance adopting the tax rate for the Town of Pantego, Texas for the 2016 tax year in the amount of \$0.42 per \$100 valuation. According to Tax Code Chapter 26.05 the recorded vote on the ordinance must have at least **60%** of the Council voting in favor of the ordinance.

The motion on the Tax Rate Ordinance must be made using the following language:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.42, which is effectively a 7.18% increase in the tax rate.”

ATTACHMENTS:

Ordinance

ORDINANCE NO. 16-792

AN ORDINANCE OF THE TOWN OF PANTEGO, TEXAS, ADOPTING THE TAX RATE AND TAX EXEMPTIONS FOR THE TAX YEAR 2016, LEVYING THE TAX, AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Town of Pantego, Texas, has followed the procedures established by the Property Tax Code, including the publishing and posting of required notices and the holding of required public hearings; and

WHEREAS, The Town of Pantego, Texas held the first public hearing on August 22, 2016 during a regularly scheduled Town Council Meeting at 7:30 p.m. and the second public hearing on August 29, 2016 during a special scheduled Town Council Meeting at 6:30 p.m. both held in the Town Council Chambers located at Town Hall 1614 S. Bowen

WHEREAS, the Town Council has approved separately each of the two components of the tax rate hereinafter set forth; and

WHEREAS, 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% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$0.00.

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

Section 1: There shall be and there is hereby levied the following taxes on each One Hundred Dollars (\$100.00) of valuation on all taxable property within the Town of Pantego, Texas, to be assessed and collected for the year 2016 for the purpose hereinafter stipulated, to-wit:

- a. For the General Fund (maintenance and operations) levied on the \$100.00 valuation: \$0.4200 and,
- b. For the Interest and sinking Fund (debt service) levied on the \$100.00 valuation: \$0.00000

TOTAL TAX LEVIED: \$0.42000

Section 2: The Town Council agrees to allow property tax exemptions as previously adopted and are as follows:

- a. General Homestead Exemption: 20%
- b. 65 Years of Age and Over: \$50,000
- c. Disability Exemption: \$10,000
- d. Disabled Veteran Exemption: \$5,000/\$7,500/\$10,000/\$12,000

Section 3: This ordinance will become effective October 1, 2016 following its final passage.

PASSED AND APPROVED on First Reading this the 29th day of August 2016, by a vote of _____ ayes, _____ nays, and _____ abstentions at a special meeting of the Town Council of the Town of Pantego, Texas.

PASSED AND APPROVED on Second and Final Reading this the 12th day of September 2016, by a vote of _____ ayes, _____ nays, and _____ abstentions at a regular meeting of the Town Council of the Town of Pantego, Texas.

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

APPROVED AS TO FORM:

Jim Jeffrey, City Attorney



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: September 12, 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. Council tabled it again at the July 11th, August 8th, and August 22nd meetings, and instructed Staff to bring it back once a response from Braum's has been received. Braum's has approved the relocation of the drive, conditional upon it being designed for a thirty-five (35) foot width.

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 4: This resolution is effective immediately upon passage.

PASSED AND APPROVED this the 12th Day of September 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
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75206-5294
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www.cmatx.com

Bruce M. Carlson, AIA
Patrick G. Bles, 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, direct, and consider action on Resolution 16-24 a resolution of the Town of Pantego, Texas, designating the Fort Worth Commercial Recorder as the Town's Official Newspaper for legal publications and providing for an effective date.

Date: September 12, 2016

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The Texas Local Government Code Title 2 Chapter 52 requires the governing body of a municipality to contract with a public newspaper of the municipality to be its official newspaper. The Fort Worth Commercial Recorder meets all legal requirements of an official designated newspaper. The Town of Pantego has utilized the Commercial Recorder for several years.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends the approval of this resolution.

ATTACHMENTS:

Resolution16-24

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

RESOLUTION NO. 16-24**A RESOLUTION OF THE TOWN OF PANTEGO, TEXAS, DESIGNATING THE FORT WORTH COMMERCIAL RECORDER AS THE TOWN'S OFFICIAL NEWSPAPER FOR LEGAL PUBLICATIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Texas Local Government Code Title 2 Chapter 52 requires the governing body of a municipality to contract, as determined by ordinance or resolution, with a public newspaper of the municipality to be the municipality's official newspaper; and

WHEREAS, the Town Council finds that the Fort Worth Commercial Recorder is a paper of general circulation within the Town of Pantego; and

WHEREAS, the Town Council finds that the Fort Worth Commercial Recorder:

1. Devotes not less than 25% of its total column lineage to general interest items;
2. Is published at least once a week;
3. Is entered as 2nd class postal matter in the county where published;
4. Has been published regularly and continuously for at least twelve (12) months before the governmental entity or representative publishes notice; and

WHEREAS, the Town Council finds that the Fort Worth Commercial Recorder is a publication that meets all the criteria legally required of an officially designated newspaper for the Town of Pantego.

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

Section 1: the Fort Worth Commercial Recorder is designated as the official newspaper for the Town of Pantego for Fiscal Year 2016/2017, commencing on October 1, 2016.

Section 2: the Town of Pantego shall continue to publish in the Fort Worth Commercial Recorder each ordinance, notice or other matter required to be published by law until September 30, 2017.

Section 3: This resolution shall be in full force and is effective on October 1, 2016.

PASSED AND APPROVED this the 12th day of September 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:

James T. Jeffrey, Jr., City Attorney



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on Resolution 16-25 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a contract with Shady Valley Country Club for the purpose to provide a venue for the annual Town Christmas party 2016.

Date: September 12, 2016

PRESENTER:

Julie Arrington, City Secretary

BACKGROUND:

The Town holds an annual Christmas party every year to honor the volunteers, staff, and board members of the Town. The last two years it was held at Shady Valley Country Club. It has been held at the Lion's Club and Pantego Christian Academy in the past. Each year I research and compare other locations within Pantego and Arlington. Shady Valley is the most cost effective for the town. They provide the food, decorations, tables, chairs, Christmas Trees, cash bar, music, and more.

FISCAL IMPACT:

\$6,200.00

RECOMMENDATION:

Staff recommends the approval of Resolution 16-25.

ATTACHMENTS:

Resolution 16-25
Shady Valley Contract

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

RESOLUTION NO. 16-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SHADY VALLEY COUNTRY CLUB FOR PROVIDING A VENUE LOCATION FOR THE ANNUAL TOWN CHRISTMAS PARTY.

WHEREAS, the Town Council sees the need to furnish a venue large enough to accommodate the attendees at the annual Town Christmas party; and

WHEREAS, Shady Valley Country Club agrees to furnish their facilities for the purpose of the annual Town Christmas party; and

WHEREAS, the proposed date for the 2015 Town Christmas party is Friday, December 9, 2016.

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

Section 1: the Town Council authorizes the City Manager to enter into a contract with Shady Valley Country Club for providing a venue large enough to accommodate the attendees of the 2016 Town Christmas party.

Section 2: the Town Council authorizes the City Manager to pay a total contract price of \$6,200; with an initial deposit of \$500.00, a second deposit of \$2,850.00 on October 10, 2016, and a final deposit of \$2850.00 on November 29, 2016 as outlined in "Exhibit A".

Section 3: the Town Council agrees and accepts the terms and conditions of the contract as presented by Shady Valley Country Club in "Exhibit A".

Section 4: this resolution is effective immediately upon passage.

PASSED AND APPROVED this the 12th day of September 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:

James T. Jeffrey, Jr., City Attorney

PRIVATE EVENT AGREEMENT

FUNCTION: Town of Pantego Holiday Party
DATE OF FUNCTION: December 09, 2016

ROOM	TIME IN	TIME OUT	ROOM FEE
Tavern59	12/09/2016 06:30 pm	12/09/2016 10:30 pm	\$1,500.00
Tavern59 Bar	12/09/2016 06:30 pm	12/09/2016 10:30 pm	\$0.00
Treetop	12/09/2016 06:30 pm	12/09/2016 10:30 pm	\$500.00
Wilemon	12/09/2016 06:30 pm	12/09/2016 10:30 pm	\$0.00

ESTIMATED ATTENDEES: 130 FOOD AND BEVERAGE MINIMUM: \$3,500.00
ESTIMATED COST: \$6,200.00 NONREFUNDABLE DEPOSIT: \$500.00
MEMBER CLIENT: Julie Arrington
PHONE: (817) 617-3701 EMAIL: jarrington@townofpantego.com

This Agreement is not binding upon the Club unless it is signed by both parties and any deposit paid by: 09/30/2016

This Private Event Agreement (this "Agreement") is between Shady Valley Management Corp. dba Shady Valley CC ("Club"), located at 4001 WEST PARK ROW, ARLINGTON, TX, 76013-2940 and Julie Arrington ("Member/Client").

Member/Client has requested that Club reserve a portion of Club's facilities for an event, party, banquet, or function (the "Function"). Member/Client has selected the arrangement summarized above, which will be more specifically described on Exhibit "A" to be attached hereto (the "Banquet Event Order"). Member/Client understands and agrees that the following are express terms and conditions applicable to the Function:

1. **Payment Schedule.** At the time of execution of this Agreement by both parties, Member/Client shall pay to Club a nonrefundable deposit of \$500.00 to secure the Function. This nonrefundable deposit will be applied to the total cost of the Function. No later than 10/10/2016 (or, if blank, 60 days) prior to the Function, Member/Client will pay an additional deposit equal to 50% of the estimated cost for the Function set forth above (the "Estimated Cost"). The remaining 50%, less the nonrefundable deposit, is due no later than 11/29/2016 prior to the Function. In the event of an overpayment, the Club shall issue a refund check to Member/Client for the difference within 20 days after the Function. Any outstanding amounts and any additional charges incurred with respect to the Function will be charged to Member/Client's authorized **credit card**. If any payment is not made when due, the Club may, at its option, deem the Function canceled, in which case cancellation charges will apply.

2. **Cancellation Policy.** In the event Member/Client cancels the Function for any reason, Club will be entitled to a cancellation fee as liquidated damages (plus service charges and applicable taxes) at the time of cancellation as follows:

More than 121 days prior to the Function - 40% of the Estimated Cost

Initial: _____

120 days to 90 days prior to the Function	-	50% of the Estimated Cost
89 days to 45 days prior to the Function	-	75% of the Estimated Cost
Less than 45 days prior to the Function	-	90% of the Estimated Cost

Given the Club's capacity to prepare and serve food and beverages, the parties acknowledge that it is highly unlikely that the Club would be able to mitigate any losses caused by cancellation of the Function. The parties agree that prospectively calculating the damages that Club would suffer as a result of the cancellation of the Function would be exceptionally difficult or impossible. For this reason, the parties have agreed that the calculations set forth above are a reasonable forecast of just compensation in the event of the cancellation of the Function. The amounts due for cancellation set forth herein are intended as liquidated damages and not as a penalty.

3. **Guest Guarantee.** No later than seven (7) days prior to the Function, Member/Client will confirm the number of guests attending the Function. In the event Club is not notified of the guest confirmation at least seven (7) days in advance, Club will use the estimated number of attendees set forth above as the guaranteed number. Club reserves the right to adjust or substitute the space allocated to the Function to appropriately accommodate the number of confirmed guests. If there is a food and beverage minimum set forth above, the Member/Client will be charged the food and beverage minimum or the actual food and beverage charges, whichever is greater. Subject to any food and beverage minimum set forth above, the Member/Client will be charged for the guaranteed number or the actual number of attendees, whichever is greater.

4. **Service Charge/Taxes/Banquet Event Order Pricing.** The prices listed on the BEO (Banquet Event Order), when attached hereto, are subject to proportionate increases to meet increased cost of supplies for Functions reserved more than 120 days in advance, but any such increase shall not exceed 10%. Prices can be set 90 days in advance of the Function. All food and beverage purchases are subject to an automatic 20% Service Charge, a portion of which may be distributed by the Club to certain food beverage service employees. The Service Charge is not a tip or gratuity. Applicable taxes and fees, in addition to the service charge, will be added to all amounts due under this Agreement, including without limitation cancellation fees as liquidated damages. Once the BEO has been finalized, it shall be signed and attached hereto no later than seven (7) days prior to the Function. Exemptions from sales tax will be honored when a valid tax exemption certificate or other required document is presented no later than seven (7) days prior to the event. After that time, any tax refunds claims must be made directly with the tax jurisdiction.

5. **Member/Client and Guest Conduct/Contractors.** Member/Client is responsible for conduct of Member/Client's guests, attendees, and permitted contractors and will promptly pay for all damages incurred by the Club due to their actions or omissions. No food or beverage of any kind can be brought into or removed from the Club by Member/Client or Member/Client's guests or attendees. Member/Clients that wish to use a third party contractor(s) to provide a specific service, not available through the Club, agree to use a contractor(s) that meets the insurance requirements established by the Club. The Club reserves the right to approve all contractors, such approval not to be unreasonably withheld, and all contractors must provide appropriate proof of adequate insurance. Member/Client's contracts with its contractors will all specify that such contractor and the

Initial: _____

Member/Client will indemnify and hold the Club and its affiliates harmless from any and all damages or liabilities which may arise by such contractor or through its use. Damage to the Club premises by the Member/Client or contractors hired by Member/Client will be the Member/Client's sole responsibility. The Function is subject to the rules and regulations and Membership Bylaws of the Club.

6. **Security.** Club is not responsible for security or any damage to or the loss of any personal property or articles brought into the Club, or for any item left unattended, or for loss or damage which occurs in Club's parking areas. Member/Client will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. The Club is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Club, and/or for the loss of equipment, exhibits, or other materials left in meeting rooms.

7. **Alcohol Consumption.** Member/Client covenants to be responsible for the consumption of alcoholic beverages by Member/Client's guests and attendees at the Function. Club does not serve alcoholic beverages to minors as required by state law, and Member/Client assumes the duty to ensure observance of this state statute. In the event Member/Client has reason to believe a guest or attendee has become impaired to the extent they should not drive, Member/Client will prevent the person from leaving the Function without assistance. Member/Client acknowledges Club may refuse service to any guest or attendee or, at its discretion, discontinue service to all guests and attendees. Any such discontinuation of service shall not relieve Member/Client of any obligations or any amounts owed pursuant to this Agreement.

8. **Americans with Disabilities Act.** Both the Member/Client and the Club shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act ("ADA"). The Club agrees that it will comply with Title III of the ADA and the regulations promulgated thereunder. Club shall provide, to the extent required by the ADA, such auxiliary aids and/or services as may reasonably be requested by Member/Client, provided that Member/Client gives reasonable advanced written notice to Club of such needs. Member/Client shall be responsible for the cost of any auxiliary aids and/or services (including engagement of and payment to specialized service providers, such as sign language interpreters) other than those types and quantities typically maintained by the Club.

9. **Payments.** Member/Client shall remain liable for all amounts owed to Club and shall have no right to obtain a refund of any deposits paid to the Club. Interest will accrue on any unpaid balance or deposit paid late at the lesser of (i) the rate of 1.5% per month (18% per annum) or (ii) the highest rate permitted under applicable law. Additionally, should the Club, in its sole discretion, deem collection action necessary, whether prior to, during, or subsequent to litigation, the entire cost of collection, including reasonable attorneys' fees, costs, and expenses shall be paid by Member/Client.

10. **Limitation of Liability.** In no event will the Club be liable for consequential, incidental, or punitive damages of any nature for any reason, including without limitation lost profits or goodwill, even if Club has been advised of their possible existence. Furthermore, in the event the Club shall have any liability to Member/Client (whether under this Agreement or otherwise), the amount of such liability shall not exceed 50% of the amount paid

Initial: _____

to Club pursuant to this Agreement.

11. **Miscellaneous.** In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. Neither Club nor Member/Client shall be required to perform any term, condition, or covenant in this Agreement so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, war, terrorist act, strikes, lockouts, material or labor restrictions, damage to or destruction of Club facilities, or prohibitions by any governmental authority. In the event that the Function is cancelled as the result of a force majeure event, all deposits shall be returned to Member/Client, less actual costs incurred by Club in anticipation of the Function. In no event shall Club be liable for the failure of or interruption of utilities. If, for any reason, the space reserved hereunder is not available for the Function, the Club may substitute other space and the Member/Client agrees to accept such substitutions. This Agreement and attachments embody the entire agreement and understanding of the parties relating to the subject matter hereof, is nonassignable, may not be amended except in writing signed by both parties, and supersedes any prior representations, agreements, and understandings, oral or written, if any, relating to such subject matter. All notices, including a cancellation notice, must be in writing. Text messages, instant messages, messages on social media sites, and similar messages are not "in writing" for purposes of this Agreement. This Agreement shall be deemed drafted by all parties and shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement may be executed by facsimile or other electronic means, and each facsimile or other electronic signature shall be deemed to constitute a valid and binding signature of the executing party.

12. **Governing Law and Place for Suit.** This Agreement will be deemed to be a contract under the laws of the State in which Club is located and for all purposes will be governed by and construed in accordance with such laws. Member/Client irrevocably agrees that any legal action or proceeding brought by or against Club with respect to this Agreement will be brought in the courts of the State in which Club is located or in the U.S. District Court for that State. Member/Client consents to the jurisdiction of such courts and that the venue for any such action will be the county in which Club is located. **TO THE FULLEST EXTENT PERMITTED BY LAW, EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ANY RIGHT THAT IT MAY HAVE TO A TRIAL BY JURY IN ANY LITIGATION ARISING OUT OF, BASED UPON, OR IN ANY WAY RELATING TO THIS AGREEMENT OR THE SUBJECT MATTER HEREOF.**

Initial: _____

The undersigned has read and agrees to the terms and conditions stated above, certifies that he or she is an authorized representative of Member/Client and has the authority to bind Member/Client to this Agreement, and acknowledges receipt of a copy of this Agreement.

Member/Client:

Club:

Printed Name

Signature

By: _____
Private Events Director or General Manager

Address

Address

Date: _____

Date: _____

Initial: _____

Credit Card Authorization

I hereby certify that I am an authorized representative of Member/Client, that I am an authorized signor on the credit card listed below, that I have the authority to authorize charges to the credit card, and that the address above is the billing address for the credit card. By signing below, I irrevocably authorize all deposits, payments, and outstanding amounts and/or charges owed to the Club as of the date of the Function or cancellation of the Function to be charged to the following credit card:

 Master Card Visa American Express

Credit Card Number: _____

Code: _____ Expiration Date: _____

(Last 3 digits)

Cardholder Name: _____

Authorized Signature: _____

Date: _____

Initial: _____

Banquet Event Order
SHADY VALLEY COUNTRY CLUB
Event: Town of Pantego Holiday Party

EVENT DATE:	Fri. December 09, 2016	EST PEOPLE:	130 - 200
START TIME:	06:30pm	GUARANTEE:	0
END TIME:	10:30pm	F & B MINIMUM:	\$3,500.00
EVENT TYPE:	Reception Social	TAX EXEMPT:	Yes
CLUB CONTACT:	Kristen Spruill	BILL TO:	X9031

	Name	Phone	Email	Address
Customer	Julie Arrington	(817) 617-3701	jarrington@townofpantego.com	--

FACILITIES

FUNCTION TYPE: Main Event	TIME IN: 06:30pm	TIME OUT: 10:30pm	
			Subtotal
ROOM: Tavern59			\$1,500.00
SETUP:			
ROOM: Tavern59 Bar			\$0.00
SETUP:			
ROOM: Treetop			\$500.00
SETUP:			
ROOM: Wilemon			\$0.00
SETUP:			

INSTRUCTIONS

- Tree Top:
 - for Kids under 10 years old
 - White table cloths Rolled silverware
 - Have a Regular Dinning chair, infront of trees upstairs for Santa
 - Please have DVD & TV set up for movies
 - Have Xmas Music playing softly
 - Have long table set up for buffet
 - There will be babysitters upstairs to watch the kids
 - Santa from 7-8pm.
 - Have food stay out longer so that all the kids have food to eat. Please try to keep the food hot. If you need to split the batch of tenders and put a second batch out at 8:30 then please do that.

- Downstairs:
 - 3 Presents table for mayor st up in wilemon in the nook area with podium in front. leave open space for pictures and guest to walk up to receive awards.

Initial: _____

Sign in table in lobby (please do not drag tables across lobby floor. Please find a buddy to help you pick the table up.¹³⁷
Thank you!)

Mix of rounds and large Square

White table cloths, red and green napkins, but keep same color at each table.

Host bringing dessert, set up in nook in Tavern. we will need to check on the desserts and refill when it gets low. She may need to use our platters or serving dishes. please get with Julie (host) to see what platters or dishes we have that will work best with whatever dessert she brings.

Apps ready at 6 upon guests arrival. Dinner served at 7:30

*** END OF FACILITIES SECTION ***

MENU

FUNCTION TYPE: Main Event

TIME IN: 06:30pm

TIME OUT: 10:30pm

INDIVIDUAL MENU ITEMS

1	Food & Beverage Minimum \$3,500++	\$3,500.00
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*** END OF MENU SECTION ***

All F&B subject to service charge and sales tax. See signature page for details.

The prices listed on this BEO are subject to proportionate increases to meet cost of supplies for functions reserved more than 120 days in advance, but such increases shall not exceed 10%. Prices can be set 90 days before the function. All food and beverage purchases are subject to an automatic 20% service charge, a portion of which may be distributed by the Club to certain food & beverage service employees. The service charge is not a tip or a gratuity. In addition, applicable sales tax will be added to the final bill. The BEO must be finalized and signed no later than seven (7) days prior to the function. Exemptions from sales tax will be honored when a valid tax exemption certificate or other required document is presented no later than seven (7) days prior to the function. After that time, any tax refund claims must be made directly with the tax jurisdiction.

CUSTOMER SIGNATURE: _____

DATE: ____ / ____ / ____

Initial Deposit Due by 09/30/2016:	\$500.00
Second Deposit Due by 10/10/2016:	\$2,850.00
Final Deposit Due by 11/29/2016:	\$2,850.00
Balance Due:	\$6,200.00

Initial: _____

SHADY VALLEY COUNTRY CLUB Proposal Summary

Date: 09/07/2016

Event: Town of Pantego Holiday Party

Date: 12/09/2016 Friday

	Price	Service Charge	Tax	Total
Menu:	\$3,500.00	\$700.00	\$0.00	\$4,200.00
Bar - Beer:	\$0.00	\$0.00	\$0.00	\$0.00
Wine:	\$0.00	\$0.00	\$0.00	\$0.00
Liquor:	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00
Equip/Services:	\$0.00	\$0.00	\$0.00	\$0.00
Non-Banquet:	\$0.00	\$0.00	\$0.00	\$0.00
Room Rental:	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Subtotal:	<u>\$5,500.00</u>	<u>\$700.00</u>	<u>\$0.00</u>	<u>\$6,200.00</u>
Balance Due:				\$6,200.00

Initial: _____



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on the re-appointment of Bill Lane as the Judge of the Municipal Court of Record.

Date: September 12, 2016

PRESENTER:

Matt Fielder, City Manger

BACKGROUND:

The Pantego Municipal Code of Ordinances Section 7.03.003 – Appointments, removal and term of Judge provides the office of judge of the municipal court of record shall be filled by appointment of the governing body and the judge shall serve for a two year term concurrent with that of the mayor. Judge Lane was sworn in as municipal judge; however, the Town Attorney recommends taking formal action to re-appoint Judge Lane.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends the reappointment of Judge Lane.

ATTACHMENTS:

None.

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



AGENDA BACKGROUND

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

Date: September 12, 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.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None

ATTACHMENTS:

None

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