



Melody Paradise, Mayor
Don Surratt, Mayor Pro Tem

AGENDA

TOWN COUNCIL

September 26, 2016

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

COUNCIL MEMBERS:

Fred Adair
Don Funderlic
Jane Barrett
Russell Brewster

Matthew Fielder, City Manager

1

WORK SESSION 6:30 P.M.

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

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

1. City Manager Report
 - Personnel Vacancies
 - Mosquito Spraying
 - Fort Worth Sewer Credit
2. Approval of Purchase Requisitions and Accounts Payable over \$5,000 and Review of Purchase Requisitions and Accounts Payable \$1,000 to \$5,000 previously approved by the City Manager.
3. Approval and Acceptance of Minutes
 - Approval of Town Council Minutes:
 - Town Council minutes from August 22, 2016
 - Acceptance of Minutes of Boards and Commissions:
 - PEDC minutes from August 24, 2016

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Councilmember Adair

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

HONORS AND RECOGNITIONS

- Swearing In Ceremony for Detective Sam Nance.

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORT

CITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

RESOLUTION

4. Discuss, direct, and consider action on Resolution 16-26 a resolution of the Town Council adopting an investment policy and investment strategies for the Town of Pantego; providing for an effective date.

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

5. Discuss, direct, and review a presentation by the Public Works Director on the new water and wastewater rate implementation.
6. Discuss, direct, and consider action on replacing the generator at the Police Department.

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

7. Discuss, direct, and consider action on a report of 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 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, and other legal matters that implicates the attorney-client privilege – Newport Investments, LLC and Now Faith Deliverance Temple v. Town of Pantego, Don Surratt, and Don Funderlic.
 2. Pursuant to Government Code Section 551.074 Personnel Matters to deliberate the appointment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee – Board and Commissions Appointments

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 23, 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 26, 2016

Personnel Vacancies

Vacancies remain for three police officers, one part-time court clerk, and a dispatcher.

Mosquito Spraying

The final scheduled preventative mosquito spraying was September 22nd. As of that date, the Town has had fifteen (15) positive West Nile mosquito samples. For 2015, there were nine (9). Mosquito testing will continue into mid- to late October.

Fort Worth Sewer Credit

Fort Worth has agreed to a credit of \$209,370 for overcharges for wastewater treatment charges. The correspondence from Fort Worth confirming this is included.



September 19, 2016

Mr. Scott Williams
 Director of Public Works
 Town of Pantego
 1614 South Bowen Road
 Pantego, TX 76013

RE: Billing Adjustment – Wholesale Wastewater Metering

Dear Mr. Williams:

The Fort Worth Water Department received your letter, dated September 2, 2016, requesting a billing adjustment to the Pantego wholesale wastewater bills for the months of December 2015 through June 2016. The stated reason for the adjustment is due to the modification of the Pantego Lift Station wetwell level settings, which allowed wastewater to backup into the upstream wholesale wastewater metering flume, affecting the metering accuracy.

Section 7.6 of the existing wholesale wastewater agreement limits the bill correction period to six months. However, because of the informal communication regarding this situation that took place between Fort Worth and Pantego staff prior to your September 2, 2016 letter, the Fort Worth Water Department is agreeable to the adjustment going back to December 2015 through June of 2016. Using the last three years average monthly flow as the basis for the adjustment, the total volume adjustment calculates to 89.4 million gallons. Incorporating the BOD and TSS adjustments to the volume adjustment calculates to a total billing adjustment of \$209,307.50, which will be credited to your future wastewater bills. The attached spreadsheet table provides a breakdown of the billing adjustment by month.

Thank you for bringing this situation to our attention. We strive to provide accurate and responsive billing services to all of our wholesale customers. Please do not hesitate to contact me in the future should there be any additional issues with our wholesale wastewater services.

Sincerely,

John Robert Carman
 Director, Water Department

CC: Jan Hale, Senior Administrative Services Manager
 Ceiti Johnson and Henry Lemlyn, Wholesale



**WATER DEPARTMENT
 ADMINISTRATION**

THE CITY OF FORT WORTH • 1000 THROCKMORTON STREET • FORT WORTH, TEXAS 76102
 817-392-8240 • FAX 817-392-8195

Usage Month/Year	Invoiced	Adjusted	Difference	BOD	BOD Cost	TSS	TSS Cost	Vol. Cost	Volume Charge	BOD Charge	TSS Charge
Dec-15	24,178,600	8,435,000	-15,743,600	179	\$0.3532	256	\$0.2514	\$1.2784	-\$20,126.62	-\$8,301.26	-\$8,450.36
Jan-16	26,749,000	9,660,000	-17,089,000	179	\$0.3532	256	\$0.2514	\$1.2784	-\$21,846.58	-\$9,010.66	-\$9,172.50
Feb-16	22,401,300	10,190,000	-12,211,300	179	\$0.3532	256	\$0.2514	\$1.2784	-\$15,610.93	-\$6,438.75	-\$6,554.40
Mar-16	25,542,800	8,740,000	-16,802,800	211	\$0.3532	209	\$0.2514	\$1.2784	-\$21,480.70	-\$10,443.62	-\$7,363.08
Apr-16	27,854,300	9,700,000	-18,154,300	211	\$0.3532	209	\$0.2514	\$1.2784	-\$23,208.46	-\$11,283.63	-\$7,955.31
May-16	16,538,500	11,710,000	-4,828,500	211	\$0.3532	209	\$0.2514	\$1.2784	-\$6,172.75	-\$3,001.11	-\$2,115.87
Jun-16	13,226,600	8,620,000	-4,606,600	211	\$0.3532	209	\$0.2514	\$1.2784	-\$5,889.08	-\$2,863.19	-\$2,018.64

Total Volume Adjustment

-89,436,100

\$ (114,335.12) \$ (51,342.22) \$ (43,630.16)

Grand Total: \$ (209,307.50)



AGENDA BACKGROUND

AGENDA ITEM: Approval of Bills Payable and Purchase Orders over \$5,000.

DATE: September 26, 2016

PRESENTER: Matthew Fielder, City Manager

BACKGROUND:

This agenda item includes a listing of bills payable over \$5,000. Included are copies of invoices for professional services and purchase orders over \$5,000, attached memo and invoice copies, if available.

FISCAL IMPACT:

Please review report for individual account number.

RECOMMENDATION:

Staff recommends the following motion:

Approval of the listing of bills payable and purchase orders over \$5,000 as submitted.

ATTACHMENTS:

Expenditure Summary and List of Purchase Orders over \$5,000 for September 26, 2016.

Purchase Orders and Bills Payable for 9/26/16
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<u>Bills Payable over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Curtco Inc	\$36,000.00	Crack Sealing
PantegoFest Petty Cash	\$10,000.00	Petty Cash for Event
<u>Purchase Orders over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2009 - Pantego Lions Club	\$6,000.00	Refund Donation
<u>Bills Payable Under \$5,000</u>		
I-Magin Graphics	\$3,031.00	Breast Cancer Awareness Shirts
Armando Gonzalez, Jr.	\$3,333.34	ROW Mowing - 9/3 & 9/10
Casco Industries	\$2,062.00	Firefighting Gloves & Hoods
Moore Rentals	\$4,974.50	PantegoFest Rentals
Vector Disease Control	\$2,66.005	August Mosquito Spraying
Home Depot	\$1,566.00	Storage Building
Fortiline, Inc	\$1,695.00	Air-Loc Smoke Test Kit & Liquid Smoke
MicroPlex Electrical	\$2,540.00	Electrical Work Lane Well
Pollardwater #3226	\$1,733.07	Hose
The Personal Touch	\$2,100.48	PantegoFest Mailings
<u>Professional Services</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Di Sciuolo-Terry Associates	\$4,378.75	6/28 to 8/31 Engineering Services
Bill Lane, Attorney	\$1,837.50	September 2016 Court Services
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
City of Arlington	\$2,422.24	Traffic Signal Maintenance Agreement 3QTR FY16
Franklin Digital Solutions	\$2,780.00	SQL Server and Digital Service
Intermedix	\$2,994.74	August 2016 Ambulance Collections Service Fee
Wells Fargo Financial Leasing	\$1,694.13	Xerox Printer 8/19/16 - 9/18/16
Gexa Energy	\$20,532.97	Electricity Billing Through 8/11/16
MetLife	\$2,005.21	September 2016 Employee Life Premiums
TML	\$20,328.59	September 2016 Employee Medical Premiums
Voyager Fleet Services, Inc.	\$3,347.15	August Fuel Usage

CURTCO INC.
6133 HWY 27
CENTER POINT, TX 78010
PHONE 830-634-3434
FAX 830-634-3435

INVOICE

September 14, 2016

Inv 091416

Town of Pantego

Scott Williams
817-617-3720
682-365-1334
swilliams@townofpantego.com

Approximately 4224 ft of 1" longitudinal joint @ \$3.50 /LF

Approximately 8964 ft of Concrete Joints @ \$2.08 /LF

Approximately 5000 ft of concrete cracks @ \$.50 /LF

All joints cleaned and sawed before sealing. Backer rod used as necessary.

Concrete cracks blown free of debris and squeegee sealed.

Poly Flex III by Crafc0 used for the sealant.

BALANCE DUE

\$36,000.00

Thank you,
Curtis Wheatcraft

Acct# 500-5-000-241.00

Williams 9/22/16

TOWN OF PANTEGO
CHECK REQUEST FORM

VENDOR NUMBER: _____
PAYEE NAME: PantegoFest Petty Cash
PAYEE ADDRESS: 1614 S. Bowen RD
Arlington, TX 76013

DEPARTMENT REQUESTING CHECK: General Administration

ACCOUNT NUMBER TO CHARGE: 850-0-000-102.20

DATE OF REQUEST: 9/22/2016 AMOUNT OF CHECK: 10,000.⁰⁰

REASON FOR CHECK: PantegoFest Cash for Change at the Ticket Booth

SIGNATURE OF EMPLOYEE REQUESTING CHECK:




TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 2009 10

INSTRUCTIONS TO VENDOR

1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
2. INVOICING. Send invoices to:
TOWN OF PANTEGO
Attn: Accounts Payable
1614 S. Bowen Road
PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt
Entity I.D. #75-1291097

TO Pantego Lions Club
3535 Marathon St.
Pantego, TX 76013

SHIP
TO

DATE		ACCT #	DEPT.		PRICE		PER	AMOUNT	
ORDERED	RECEIVED	STOCK NUMBER / DESCRIPTION							
9-21-16		845-4-000-990.80		Police - Donations					
		Refund Donation						6,000 00	
							TOTAL	6,000 00	

K. Hollingsworth



APPROVED BY

Karen Hollingsworth

From: Tom Griffith
Sent: Wednesday, September 21, 2016 11:44 AM
To: Karen Hollingsworth
Cc: Barry Reeves
Subject: RE: Donation

We will be refunding them. If you will provide me with a check I will write a letter to the Lion's Club explaining the situation and thanking them for their donation. I have already spoken to Bill Brown about the situation and he knows that we will be returning the money.

Thanks,

Tom

From: Karen Hollingsworth
Sent: Wednesday, September 21, 2016 10:53 AM
To: Tom Griffith
Subject: Donation

Tom,

Could I please get a status on the \$6,000 donation for the cameras?

The auditors wanted to know if we are going to refund those funds, and, if so, we need to do it before 9/30.

Thanks,

Karen Hollingsworth, MPA, CGFO

Finance Director



1614 S. Bowen Rd.
Pantego, TX 76013
817-617-3707 Voice
817-617- 3726 Fax
E-Mail: khollingsworth@townofpantego.com
Website: www.townofpantego.com



Pantego Lions Club
3535 Marathon St. Pantego, TX 76013

May 10, 2016

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

OK # 5200

Dear Chief Barry Reeves:

Thank you for coming to the Pantego Lions Club meeting and providing a very enlightening program. The Lions and the public are very proud of the Town of Pantego and our police & firefighters.

The presentation that was given included a request for assistance with a surveillance camera for Bicentennial Park with an approximate cost of \$6,000.

The Pantego Lions Foundation is proud and happy to support this project with the seed money for this equipment. This donation is made in the hopes that provisions will be made in the budget for the purchase of additional cameras either through grants or the town's budget next year.

Bicentennial Park is a jewel in our community for everyone to enjoy. Let's keep it safe and in pristine condition.

Sincerely,

A handwritten signature in blue ink that reads 'Nancy Tice'.

Nancy Tice

President

Pantego Lions Foundation

cc: Chief Tom Griffith
Matthew Fielder

108-1-000-836.08
 V11546



Quotation

Date	Quote Number
9/12/2016	S 11025

Phone: 817-460-3360 Fax:
 E-Mail: I_MAGIN GRAPHICS@AOL.COM
 1842 W DIVISION ST SUITE 105

STATION BCASHIRTS

Page 1 of 1

Bill To:

PANTEGO FEST
 MICHAEL REYNOLDS

Phone: 817-617-3712 Cell: 940-300-6475
 E-Mail: MREYNOLDS@TOWNOFPANTEG.COM

Ship To:

PANTEGO FEST
 Attn: MICHAEL REYNOLDS



Ship Method: Pick Up

Terms	Sales Rep
Require Deposit	House Account

Style	Description	Colors / Stitches	Size	Qty	Rate	Amount
2000	Ultra Cotton Tee	HELICONIA	M	2	7.00	14.00
			L	8	7.00	56.00
			XL	6	7.00	42.00
			2XL	4	8.00	32.00
			3XL	3	9.00	27.00
	Custom Screen Printing - w/ Flash	1 Col, Chest - Left		23		
	Custom Screen Printing - w/ Flash	1 Col, Center - Back		23		

NAMES TO BE PLACED ON THE SHIRTS- PER JCS

Total	171.00
Tax Amount	0.00
Net Total	171.00

We stand ready to produce your order.

Deposit Required: 8550

All orders are subject to our standard terms on conditions.

Full Name _____ Signature _____ Date _____

1/2 = 1515.50



Quotation

Date	Quote Number
9/2/2016	S 11014

Phone: 817-460-3360 Fax:
 E-Mail: I_MAGIN GRAPHICS@AOL.COM
 1842 W DIVISION ST SUITE 105

BREAST CANCER AWARENESS SHIRTS

Page 1 of 1

Bill To:

PANTEGO FEST
 MICHAEL REYNOLDS

Phone: 817-617-3712 Cell: 940-300-6475
 E-Mail: MREYNOLDS@TOWNOFPANTEG.COM Fax:

Ship To:

PANTEGO FEST
 Att MICHAEL REYNOLDS

Ship Method: Pick Up

Terms	Sales Rep
Require Deposit	House Account

Style	Description	Colors / Stitches	Size	Qty	Rate	Amount
2000	Ultra Cotton Tee	HELICONIA	S	85	7.00	595.00
			M	90	7.00	630.00
			L	90	7.00	630.00
			XL	85	7.00	595.00
			2XL	40	8.00	320.00
			3XL	10	9.00	90.00
				Custom Screen Printing - w/ Flash	1 Col, Chest - Left	
	Custom Screen Printing - w/ Flash	1 Col, Center - Back		400		

Total	2860.00
Tax Amount	0.00
Net Total	2860.00

We stand ready to produce your order.

Deposit Required: 1430.00

All orders are subject to our standard terms on conditions.

Full Name _____ Signature: _____ Date _____

V 11496



Number 1115
Date 9/5/2016



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

Description	Date	Amount
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Mowed, Line Trimmed, Blow various sites per town specifications.

9/03/16

\$1,666.67

Split Accts

100-5-135-464.00

\$ 335.00

500-5-000-475.00

\$ 283.33

200-5-201-360.00

\$ ~~888~~.34

200-5-202-360.00

\$ 165.00

\$ 1,666.67

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

Total

\$1,666.67

V 11496



Number 1116
Date 9/12/2016

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



Description	Date	Amount
Mowed, Line Trimmed, Blow various sites per town specifications.	9/10/16	\$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 Gonzalez Jr. 9/14/16

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

Total \$1,666.67



**PANTEGO FIRE
DEPARTMENT**

MEMO #: 000

To: City Manager Matt Fielder
From: Assistant Chief Robert Coker
Through: Chief Thomas Griffith
Subject: Request to expend funds
Release Date: 09-14-2016

I am requesting approval to expend \$2,062.00 this amount will purchase new firefighting gloves and hoods for all full time staff. Within the requested amount I will also buy extra gloves and hoods to have for replacement equipment in the event of damage.

This is not budgeted item from the 2015/16 annual budget.

Cc: K. Hollingsworth 100-5-150-237.10

MOORE RENTAL SERVICE, INC.

1010 WEST DIVISION
 ARLINGTON, TX 76012
 WWW.MOORERENTAL.COM

817-277-1141 Phone
 817-277-1151 Fax

Status: Reservation
 Contract #: 275571

Reserved Date: Fri 9/23/2016 4:30PM

Operator: BOB
 Terms: On Account

TOWN OF PANTEGO
 1614 SOUTH BOWEN ROAD
 PANTEGO, TX 76013



Customer # 331

817-274-1381 Phone

Job Descr: PANTEGO FEST

Ordered By: Holly Poller Harvey 214 708-1967

Qty	Key	Item	Status	Agreed Return Date	Price
4	TENT 1 HP	TENT HI PEAK FRAME 20'x20' 1day \$300.00 2dys \$300.00 3dys \$300.00 4dys \$300.00 5dys \$300.00 6dys \$300.00 1week \$300.00 4weeks \$800.00 40'x40' high peak setup Customer responsible for all applicable tent permits	Reserved	Sat 9/24/2016 4:30PM	\$1,050.00
2	TENT 1 HP	TENT HI PEAK FRAME 20'x20' 1day \$100.00 2dys \$300.00 3dys \$300.00 4dys \$300.00 5dys \$300.00 6dys \$300.00 1week \$300.00 4weeks \$800.00 20'x40' high peak set up Customer responsible for all applicable tent permits	Reserved	Sat 9/24/2016 4:30PM	\$550.00
2400	TENT LIGHTS	TENT LIGHTING .10 PER SQUARE FOOT 1week \$0.10 4weeks \$0.00 for both tents	Reserved	Sat 9/24/2016 4:30PM	\$240.00
37	TENT BARLO2	TENT WATER BARREL FULL 1week \$15.00 4weeks \$15.00 Full water barrels for tents	Reserved	Sat 9/24/2016 4:30PM	\$555.00
1	TENT 6 HP	TENT HI PEAK FRAME 10'x20' 1day \$250.00 1week \$250.00 4weeks \$500.00 Beer serving tent Customer responsible for all applicable tent permits	Reserved	Sat 9/24/2016 4:30PM	\$250.00
3	TA5900	TENT CONCESSION COUNTER 1' x 10' 1day \$20.00 2dys \$20.00 3dys \$20.00 4dys \$30.00 1week \$40.00 4weeks \$40.00 2 on 1 side/2 on 1end	Reserved	Sat 9/24/2016 4:30PM	\$60.00
20	TA5800	TABLE RECTANGULAR 30" x 8' 1day \$8.50 2dys \$17.00 3dys \$25.50 4dys \$25.50 1week \$25.50 4weeks \$53.00 tables for dining in 40x40 Customer responsible for Loss or Damage	Reserved	Sat 9/24/2016 4:30PM	\$170.00
10	TA5501	TABLE ROUND 30" COCKTAIL / BISTRO 1day \$10.00 2dys \$20.00 3dys \$30.00 4dys \$30.00 1week \$30.00 tables for beer tent	Reserved	Sat 9/24/2016 4:30PM	\$100.00
160	CA6205	CHAIR BLACK FOLDING 1day \$1.35 2dys \$2.00 3dys \$2.70 4dys \$3.35 5dys \$4.05 1week \$4.05 4weeks \$12.15 chairs for dining tent Customer responsible for Loss or Damage	Reserved	Sat 9/24/2016 4:30PM	\$216.00
12	TA6020	PIPE & DRAPE 7' - 12' TOP RAIL SUPPORT 1day \$5.00 2dys \$5.00 3dys \$10.00 1week \$15.00 4weeks \$45.00	Reserved	Sat 9/24/2016 4:30PM	\$60.00
12	TA6026	PIPE & DRAPE ADJUSTABLE DRAPE CLAMP 1day \$5.00 2dys \$5.00 3dys \$10.00 1week \$15.00 4weeks \$30.00	Reserved	Sat 9/24/2016 4:30PM	\$60.00
24	TA6024	PIPE & DRAPE BANJO DRAPE BLACK 3' 1day \$5.00 2dys \$5.00 3dys \$10.00 1week \$15.00 4weeks \$45.00	Reserved	Sat 9/24/2016 4:30PM	\$120.00
4	GA01	INVERTER / GENERATOR 2000/1600 WATTS 4Hrs \$40.00 5Hrs \$50.00 1day \$80.00 1week \$180.00 4weeks \$540.00 vender power	Reserved	Sat 9/24/2016 4:30PM	\$240.00
6	EA0801	ELECTRIC EXT CORD 25' 3 PLUG (12-3) 1day \$3.50 1week \$15.00 4weeks \$45.00 vender power	Reserved	Sat 9/24/2016 4:30PM	\$21.00
1	LA0109	TOWABLE LIGHT TOWER TEREX RL4000 1day \$110.00 1week \$385.00 4weeks \$1,155.00 BEER & DINING tent power	Reserved	Sat 9/24/2016 4:30PM	\$110.00
1	EA0802	ELECTRIC EXT CORD 50 FT 3 PLUG (12-3) 1day \$3.50 1week \$15.00 4weeks \$45.00	Reserved	Sat 9/24/2016 4:30PM	\$3.50
20	KC3096B	PLASTIC COVER BLACK 30'x96'	Selling		\$79.00
320	SETUP-C	CHAIR SET UP or TAKE DOWN set up and take down	Selling		\$90.00
60	SETUP-T	TABLE SET UP or TAKE DOWN set up and take down all tables	Selling		\$120.00
2	DELV	TRANSPORT \$45/15MI) + \$2/ea.add	Selling		\$90.00

MONDAY -FRIDAY 7AM to 5:30PM SATURDAY 7AM to 5PM

Printed On Mon 8/15/2016 12:56PM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #6
 Contract-Param: 1 (1)

Contract #: 275571

TOWN OF PANTEGO

Page 2 of 2

Qty	Key	Items	Status	Agreed Return Date	Price
1	AFTER HOUR 10 hrs total	After Business Hours Fee	Selling		\$800.00

Delivery and Pickup

Delivery: Fri 9/23/2016 4:00PM

Contact: HOLLY LEE HARVEY

Pickup Date: Mon 9/26/2016 7:00AM - 9:00AM

Phone: 214-708-1967

Location: PANTEGO FEST

Used at Address: W. PARK ROW : Arlington, TX 76013

Delivery Notes: DELIVER FRI 4:30 23RD

TAKE DOWN CHAIRS & TABLES AFTER 11:PM SAT. AND TENTS EARLY SUNDAY

50% CANCELLATION FEE IF WITHIN 72 HOURS

Rental:	\$3,805.50
Sales:	\$1,079.00
Delivery Charge:	\$90.00
Subtotal:	\$4,974.50
Total:	\$4,974.50
Paid:	\$0.00
Amount Due:	\$4,974.50

Signature: 

TOWN OF PANTEGO

MONDAY -FRIDAY 7AM to 5 30PM SATURDAY 7AM to 5PM

Printed On Mon 8/15/2016 12:58PM

Software by Point-of-Rental Software www.point-of-rental.com

Modification #6
Contract-Params.rpt (1)



1320 Brookwood Drive, Suite H
Little Rock, AR 72202

21
INVOICE

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

V 11116

Invoice Number: PI-A00001278
Invoice Date: 08/31/16

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
			08/31/16

Qty	Item Description	Unit Price	Extension
35.2	Adulticiding-Truck Mounted Spraying-8/1-8/6	38.50	1,355.20
34.1	Adulticiding-Truck Mounted Spraying-8/7-8/13	38.50	1,312.85
34.1	Adulticiding-Truck Mounted Spraying-8/21-8/27	38.50	1,312.85

Subtotal	3,980.90
Sales Tax	0.00
Total Invoice	3,980.90
Payment Received	0.00
TOTAL	3,980.90

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Acct# 100-5-136-530.00
Carroll 9/14/16



PANTEGO PUBLIC SAFETY



To: Matt Fielder, City Manager
From: Barry Reeves, Assistant Chief of Police
Through: Tom Griffith, Chief of Public Safety
Date: September 12, 2016
Re: Storage Shed

Last week the CRB president, Chuck White, spoke with both me and Chief Griffith in reference to the storage building behind the police department that CRB bought numerous years ago. Mr. White expressed his concerns that someone is entering the building and moving items around without authorization. This led to Mr. White stating that both the Police Department and Fire Department have items inside the storage shed. Mr. White explained that the CRB has \$1000.00 extra in their annual budget that they would like to give to the Police Department in order to buy an additional storage shed to store the Police and Fire departments property.

After discussing this transaction with you for approval, I purchased an additional storage building from Tuff Shed in the amount of \$1,566.00. The additional \$566.00 will be split between the Police and Fire Departments in the amount of \$283.00 each. I will be taking the Police Departments portion out of building maintenance and the Fire Department will take from the account of their choosing.

Barry Reeves

Assistant Chief of Police



**More saving.
More doing.SM**

4611 SOUTH COOPER STREET (817)468-4224
ARLINGTON, TX 76017 (817)472-2429-PRO

0541 00015 93557 09/12/16 04:56 PM
CASHIER EDWARD

ORDER ID: H0541-37316
RECALL AMOUNT 1566.00
SUBTOTAL 1,566.00
SALES TAX 0.00
TOTAL \$1,566.00
XXXXXXXXXXXX9631 HOME DEPOT 1,566.00
AUTH CODE 012700/3154746 TA

TOWN OF PANTEGO
REEVES BARRY

P.O.#/JOB NAME: TUFF SHED



0541 15 93557 09/12/2016 8637

THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

**ENTER FOR A CHANCE
TO WIN A \$5,000
HOME DEPOT GIFT CARD!**

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Complete our short survey and
enter for a chance to win at:

www.homedepot.com/survey

**PARTICIPE EN UNA
OPORTUNIDAD DE GANAR
UNA TARJETA DE
REGALO DE THD
DE \$5,000!**

Comparta Su Opinion! Complete la breve
encuesta sobre su visita a la tienda y
tenga la oportunidad de ganar en:

www.homedepot.com/survey

**User ID:
BRH9 187944 187418**

**Password:
16462 187403**

Entries must be completed within 14 days
of purchase. Entrants must be 18 or
older to enter. See complete rules on

website. No purchase necessary 23

**DOWNLOAD THE
HOME DEPOT MOBILE APP**

View item location, inventory & reviews
Download from App store or text RECEIPT
to 65624. Message & Data rates may apply

MICROPLEX ELECTRIC LLC - TECL# 17785

2229 E DIVISION ST
 ARLINGTON, TEXAS 76011
 682-323-4615 FAX 682-323-8070

DATE	QUOTE#
6/14/2016	16291

CUSTOMER NAME
TOWN OF PANTEGO PO BOX 13210 PANTEGO, TX 76094 817-617-3700

JOB LOCATION
3524 GARNER BLVD
JOB NAME
16291 - JBOX @ LANE WELL - 6/14/16

DESCRIPTION	TOTAL BID
ELECTRICAL QUOTE FOR THE LANE WELL AT 3524 GARNER BLVD, PANTEGO TX PER REQUEST FROM JUNIOR MARQUEZ 6/13/16 SET NEW JBOX AND REFEED PUMP WITH 2" SEALTIGHT INSTALL GROUND ROD TIE GROUNDS TO GROUNDED LUGS IN JBOX QUOTE..... THIS IS A QUICK QUOTE ONLY AND IS SUBJECT TO CHANGE IF SCOPE OF WORK CHANGES.	2,540.00

*PLEASE READ THIS ENTIRE BID.
 *TOTAL PRICE MAY INCLUDE OPTIONS.
 *WE MAY WITHDRAW THIS BID IF NOT ACCEPTED WITHIN 30 DAYS.
 *ALL GENERAL EXCLUSIONS AND CONDITIONS ARE A PART OF THIS BID AND ARE INCLUDED ON THE LAST PAGE.

Subtotal	\$2,540.00
Sales Tax (8.25%)	\$0.00
BID TOTAL *	\$2,540.00

Regulated by the Texas Department of Licensing & Regulation
 P.O. box 12157, Austin, Tx 78711
 1-800-803-9202 512-463-6599
 Website: www.license.state.tx.us/complaints

ACCEPTANCE SIGNATURE & DATE



POLLARDWATER #3326
 200 ATLANTIC AVE
 NEW HYDE PARK, NY 11040-5057

Phone: 800-437-1146
 Fax: 516-746-0852

25

Deliver To:
From: Denise Buckley
Comments:

POLLARDWATER #3325
 Price Quotation
 Phone: 800-437-1146
 Fax: 516-746-0852

Bid No: B021320
Bid Date: 09/19/16
Quoted By: DBB

Cust Phone: 817-274-1381
Terms: CASH ON DEMAND

Customer: TOWN OF PANTEGO
 1614 S BOWEN RD
 PANTEGO, TX 76013

Ship To: TOWN OF PANTEGO
 1614 S BOWEN RD
 PANTEGO, TX 76013

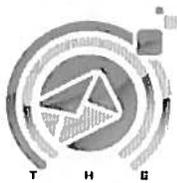
Cust PO#: HM4

Job Name: EMAIL

Item	Description	Quantity	Net Price	UM	Total
HHMBB4	BIG BOY HOSE MONSTER PITOTLESS NOZ	1	950.000	EA	950.00
A2160400010NSTALRL	4X10 NITR RUB FIRE HSE ASSY	1	399.000	EA	399.00
HHMRR12	1/4X12 REMOTE READER ASSY	1	35.000	EA	35.00
AAA137412NH4NH	4-1/2X4 FXM ALUM RIGID ADPT	1	116.900	EA	116.90
IV3265F99	VITA-D-CHLOR 24 SOCK FINE MESH	4	5.500	EA	22.00
ASTY15	HYD SPANNER WRCH STY 15	2	79.980	EA	159.96
	TOTAL				1682.86

Net Total: \$1682.86
Tax: \$0.00
Freight: \$0.00
Delivery: \$50.21
Total: \$1733.07

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at http://wolseley.com/terms_conditionsSale.html.
 Govt Buyers: All items are open market unless noted otherwise.



PERSONAL TOUCH

2321 Michigan Court
Arlington, TX 76016-5870

Invoice

Date	Invoice #
8/31/2016	20283

To:
Pantego, Town Of 1614 S. Bowen Rd Pantego, TX 76013

Project:		P.O. No.		
Pantego Fest 8-31-16				
Quantity	Description	Rate	Date	Amount
	Setup and postal paperwork	75.00		75.00
	Purchased list - resident	100.77		100.77
10,077	Address, sort, and mail	0.04		403.08
10,077	Presort standard postage	0.15	8/31/2016	1,511.55
10,077	Postal Service - USPS Electronic Filing - \$1 per Thousand	0.001		10.08
THANK YOU! Your business is sincerely appreciated!		Total		\$2,100.48
LEFTOVERS WILL BE RECYCLED 30 DAYS AFTER MAILING DATE UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE. On mailings that we provide the postage, payment is due on receipt of invoice.		Payments/Credits		\$0.00
Thank You		Balance Due		\$2,100.48

Phone: 817-795-7895

Fax: 817-795-7899

www.ptmailer.com

BILL LANE

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

V16119

100-5-160-210.00

DATE: August 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 Sept 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



DI SCIULLO-TERRY, STANTON & ASSOCIATES, INC.
 ENGINEERING AND SURVEYING
 908 WEST MAIN STREET * ARLINGTON, TEXAS 76013
 TELEPHONE: 817-275-3361 * FAX: 817-275-8920
 ESTABLISHED 1953 * FIRM NO. E-615 & S-100049-00

Invoice

Date	Invoice #
9/6/2016	16-268

V10068
 100-5-136-237.00

Town Of Pantego
 1614 South Bowen Road
 Pantego, Texas 76013
 ATTN: ACCOUNTS PAYABLE

Description	P.O. No.		Project
	Quantity	Rate	Amount
RE: TOWN OF PANTEGO AUGUST 8, 20116 THROUGH AUGUST 31, 2016			General Admin
1. Jennifer Cobbs on 8/09/2016, 8/22/2016, 8/23/2016, 8/24/2016, and 8/30/2016	10.5	125.00	1,312.50
3. Joyce Stanton on 8/08/2016, 8/10/2016, 8/17/2016, and 8/29/2016	4.75	135.00	641.25
SEE ATTACHED SHEET FOR FURTHER HOURLY BREAKDOWN OF TIME. Please Note: If Both Engineers worked on the Project at the same time, the duplicate time was omitted.			
DTS EID #75-16151473	DUE ON RECEIPT		Total \$1,953.75

Phone # 817-275-3361

Fax # 817-275-8920



DI SCIULLO-TERRY, STANTON & ASSOCIATES, INC.
 ENGINEERING AND SURVEYING
 908 WEST MAIN STREET * ARLINGTON, TEXAS 76013
 TELEPHONE: 817-275-3361 * FAX: 817-275-8920
 ESTABLISHED 1953 * FIRM No. E-615 & 9-100049-00

Invoice

Date 8/9/2016	Invoice # 16-232
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V 10068
 100-5-136-232.00

Town Of Pantego
 1614 South Bowen Road
 Pantego, Texas 76013
 ATTN: ACCOUNTS PAYABLE

Description	P.O. No.		Project
	Quantity	Rate	Amount
RE: TOWN OF PANTEGO JUNE 28, 20116 THROUGH AUGUST 7, 2016			General Admin
1. Jennifer Cobbs on 7/19/2016, 7/25/2016, 7/27/2016, 7/29/2016, 8/01/2016, 8/02/2016, 8/03/2016 and 8/07/2016	14	125.00	1,750.00
3. Joyce Stanton on 6/28/2016, 7/27/2016, and 8/01/2016	5	135.00	675.00
SEE ATTACHED SHEET FOR FURTHER HOURLY BREAKDOWN OF TIME.			
DTS EID #75-16151473	DUE ON RECEIPT		Total \$2,425.00



AGENDA BACKGROUND

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

Date: September 26, 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:

082216 TC Minutes
082416 PEDC Minutes

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

Town Council Minutes
August 22, 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 22nd day of August 2016 with the following members present:

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

Members absent:

None.

Constituting a quorum. The following staff members were present:

<p>Matt Fielder Julie Arrington Jim Jeffrey Karen Hollingsworth Dennis Jobe Scott Williams Tom Griffith Barry Reeves Robert Coker Thressa Householder</p>	<p>City Manager City Secretary Town Attorney Finance Director Community Development Director Public Works Director Chief of Public Safety Assistant Police Chief Assistant Fire Chief Court Administrator</p>
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Also in attendance:

None.

WORK SESSION 6:30 P.M.

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

CONSENT AGENDA ITEMS

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

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

Mrs. Holly Potter-Harvey presented an updated budget to Council and discussed the available sponsorships. The number of vendors has exceeded expectations. She explained Pantego Bay will sponsor \$1,500.00, provide all the sides for the dinner, and provide the beer, but will keep the revenue. US Foods gave the Town a good price on the steaks; however, Kroger will sponsor, provide a good cost to the steaks, allow the Town to store the steaks at the store until the time of the event, and has donated bottle water to PantegoFest. The time frame for the cook-off will begin at 8:00 a.m., cooks meeting at 9:00 a.m., cooking from 10:30 a.m. to 11:00 a.m. and the judging will begin around 2:30 p.m.

The Woodland West Church of Christ, the Village Shopping Center, and Lakewood Shopping Center have agreed to allow festival goers to park in their parking lots. Mrs. Potter-Harvey is still waiting to hear from the New World Church.

Town Council Minutes
August 22, 2016

1. City Manager Report

Mr. Fielder informed Council on the following information:

The subsidence issues on Doral were repaired today and the drainage line on Doral Court was completed today.

The new detective Sam Nance will begin next Monday. The candidate for the Police Department was hired by another agency during the Department's performance of his background check.

The resolution for the North Texas Groundwater Conservation District (NTGCD) that was passed by Council was discussed in generality at their last meeting. No action was taken.

There have been discussions initiated by Tarrant County regarding aerial spraying of the unincorporated areas because of the number of positive West Nile mosquito samples. They have offered to all municipalities. Due to our size, he is not sure it would be worth doing this if Arlington does not. The town does not have a lot of unincorporated areas.

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

Council inquired on the second Collier invoice and why it was a lump sum amount. Mr. Fielder will research and inform Council. There was a discussion on the metal detectors for PantegoFest, the inclusion of a technician to set it up, and the cost of shipping. Council inquired on the changes to the format of the Bills payable and discussed the purpose of seeing both the approved purchase order from June 2016 and the invoice to the same payable for approval at this meeting. Mr. Fielder explained in June this purchase order was approved and this month's payable shows the invoice being paid. There was a discussion on a possible automatic renewal with Wells Fargo for the lease on the all-in-one copier; the animal control contract, services, and processes; and the expenses of training part-time employees in the Fire Department.

3. Approval and Acceptance of Minutes

Approval of Town Council Minutes:

- Town Council minutes from July 25, 2016
- Town Council minutes from August 1, 2016

Council pulled the July 25th minutes for a tape review. There was a change to the adjournment of the August 1st minutes.

Acceptance of Minutes of Boards and Commissions:

- PEDC minutes from July 13, 2016
- PEDC minutes from July 27, 2016

No comments.

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 for an effective date.

Mr. Fielder explained the issue is still the same with the driveway at Braum's. Their corporate office questioned why the Town was doing this. He informed them the Town has some concerns on possible visibility issues with the arch. He has not had a return call from them on this topic. Council questioned some of the decisions made on this project from four years ago and why they were made.

Mayor Paradise adjourned the work session at 7:26 p.m.

Town Council Minutes
August 22, 2016

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

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

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

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

Mayor Pro-Tem Surratt welcomed the audience and recognized and thanked the Police Officers for working around the burden of being short handed. He mentioned he was proud that a third of the total number of metals earned in the Olympics came from Texas Olympians. Mayor Pro-Tem Surratt informed Council the Pastor of a church East of Town has retired and held a retirement party that consisted of a quorum of the Arlington City Council, Mayor Williams, a former Mayor, Stat Representatives, the Police Chief, the Fire Chief, preachers from out of state, and the Arlington Independent Superintendent; as well as a couple of key officials from out of state all attended the retirement party to pay their respects to the Pastor. He stated that speaks a lot about the relationship between church and community.

Councilmember Funderlic welcomed the audience; agreed with Mayor Pro-Tem Surratt, and expressed his condolences to Assistant Chief Barry Reeves on the loss of his father.

Councilmember Barrett agreed with the previous comments and thanked the staff for all of their hard work

Councilmember Adair agreed with the previous comments and thanked the staff for all of their hard work.

Councilmember Brewster agreed with the previous comments and thanked staff and Council for working together to get things accomplished. He expressed his condolences to Assistant Police Chief Barry Reeves.

Mayor Paradise stated she did not have anything to add and reminded the audience school has begun and to be mindful of the school zones.

COUNCIL LIAISON TO BOARD REPORT

Community Relations Board

Councilmember Barrett reported the Board has not met since the last Council meeting.

Pantego Youth Leadership Council

Mayor Paradise stated the PYLC group will hold its first meeting September 20th and the field trip to Fossil Rim was rescheduled to November 5th due to a scheduling conflict with Fossil Rim. There is a minimum requirement of 20 people and invited Council and staff to attend.

PEDC REPORT

The only item on the agenda was PantegoFest. The Board discussed the ordering of T-shirts and some advertising.

CITIZENS OPEN FORUM

None.

APPROVAL OF CONSENT AGENDA ITEMS

Councilmember Brewster made a motion to approve the consent agenda items 1, 2, and 3 with pulling the July 25th minutes as discussed and with changes made to the August 1st minutes as discussed in the work session. Councilmember Funderlic seconded the motion.

The vote was as follows:

Town Council Minutes
August 22, 2016

Ayes: Surratt, Funderlic, Barrett, Adair, and Brewster.
Nays: None.
Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

PUBLIC HEARINGS

4. First public hearing to receive comments to consider the proposed budget for the Fiscal Year beginning October 1, 2016, through September 30, 2017.

Mr. Fielder informed Council this is the first of two public hearings on the budget. The second public hearing will be next Monday. After conducting two public hearings, Council will move into the approval process.

Mayor Paradise opened the public hearing at 7:44 p.m.
With no one to speak on this item, the Public Hearing was closed at 7:45 p.m.

Mayor Paradise announced the Pantego Town Council will vote on the adoption of the Fiscal Year 2016-2017 Proposed Budget on September 12th at 7:30 p.m. during a regularly scheduled meeting of Town Council located at 1614 S. Bowen Rd. Pantego, TX 76013.

5. First public hearing to receive comments to consider the proposed Tax Rate of \$0.42 of \$100 valuation for the town's 2016-2017 Fiscal Year Budget.

Mr. Fielder explained this is the first of two public hearing on the adoption of the tax rate. The proposed rate exceeds the effective rate but is below the rollback rate. There were some changes in the law as to how this process works that went into effect January 2016 the public notices are a little bit different this year, but not major changes. The second public hearing will be at the next meeting on Monday, and then the Town will begin the process to adopt the ordinance with two readings.

Mayor Paradise opened the public hearing at 7:46 p.m.
With no one to speak on this item, the public hearing was closed at 7:47 p.m.

Mayor Paradise announced the Pantego Town Council will vote on the adoption of a tax rate at a public meeting to be held on August 29, 2016, at 6:30 p.m. and on September 12, 2016, at 7:30 p.m. in the Pantego Town Council Chambers located at 1614 S. Bowen Rd. Pantego, Texas 76013.

RESOLUTION

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

This item was discussed during the work session. Mayor Pro-Tem Surratt made a motion to table this item until the September 26, 2016, council meeting. Councilmember Barrett seconded the motion.

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

Mayor Paradise announced the motion passed unanimously.

7. Discuss, direct, and consider action on Resolution 16-22 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into an Interlocal Agreement with the City of

Grand Prairie for participation in contracts for goods and services for each municipality; and providing for an effective date.

Mayor Paradise read the caption for the record. Mr. Williams introduced this item and explained the process that allows the Town to utilize the City of Grand Prairie's bidding procedures and prices. Once approved the item will be discussed at the Grand Prairie council meeting for approval. Council inquired if this was similar to the contract with the City of Desoto. Mr. Williams confirmed it was. There was a discussion on having an independent contract between the Town and the contractor. Council discussed their concerns with not obtaining bids to allow for price comparisons and being able to assure the residents they received the best price for the work performed.

Councilmember Brewster made a motion to approve Resolution 16-22 for an Interlocal agreement with the City of Grand Prairie. Councilmember Barrett seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

8. Discuss, direct, and consider action on Resolution 16-23 a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into a General Services Agreement with Curtco Inc. for the crack sealing of Bowen Road between Pioneer Parkway and Park Row Drive in an amount not to exceed \$36,000.00 and to provide an effective date.

Mayor Paradise read the caption for the record. Mr. Williams introduced this item and reminded Council of the work completed on Bowen Road previously this year. He explained this is the last phase of the work and involves the crack sealing and striping of the road. He presented pictures to Council of the current conditions and the needed repairs. There was a discussion on traffic control and the timeline of completion. Council discussed their concerns with not having comparison bids to choose from to ensure the lowest cost and requested no work to be allowed during school hours. Mr. Jeffrey's made some changes for clarification to the contract.

Councilmember Adair made a motion to approve Resolution 16-23 with the changes as discussed and for the amount not to exceed \$36,000. Mayor Pro-Tem Surratt seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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

9. Discuss, direct, and review an employment agreement for police officer recruits in training.

Public Safety Chief Griffith reminded Council this item was at Council's request to develop an agreement for reimbursement. Council requested the deletion of the fourth "Whereas" statement. Councilmember Adair confirmed this item is for reimbursement of training and not employment and that experienced officers will not need this type of contract. There was a discussion on the possibility of detouring potential candidates; the length of time for repayment; and if this would be better served to be included in the employee handbook instead. There was a discussion on sign-on bonuses instead of this agreement. Mr. Jeffrey will draft a short and simple agreement for an amount paid for training allowing the repayments to begin after completion and during an approved time period.

Town Council Minutes
August 22, 2016

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

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

This item was discussed during the work session.

Mayor Paradise read the caption of the executive sessions and recessed at 9:00 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 9:20 p.m. and declared no action was taken on executive session item 1.

COUNCIL INQUIRY

None.

11. Discuss review the Budget for the Fiscal Year 2016-2017.

Mr. Fielder began where the last meeting left off with Special Revenue Funds. There was a discussion on the Pantego Youth Leadership Council budget. Ms. Arrington explained how the budget numbers were obtained. There was a discussion on the fundraising amounts over the past several years and if there is a need for trip insurance for the Field Trip to Fossil Rim. Council requested a corrected copy of Holly Potter-Harvey's budget for PantegoFest to be added into the budget for next year. The contribution funds were consolidated. There was a discussion on the Lion's Club donation to the Pantego Police Department and other 501(c)(3) available donations. There was a discussion on the Shamburger Fund and its uses. There was a discussion on the expected life of the Cartwright Fund. Mrs. Hollingsworth explained the creation of the Police Trust Fund and which revenues are contained within this fund and explained the discovery of the Fire Apprenticeship Program Funds.

Mr. Fielder presented the PEDC Budget for Council approval and outlined some changes. The sales tax showing in the Street Improvement Fund will be reduced to the projected numbers for this year. The Court Technology Fund carried over due to the project not complete. Council requested a list of items still open for discussion. Mr. Fielder informed the Council the topics for the next budget meeting.

ADJOURNMENT

Mayor Paradise adjourned the regular session at 10:14 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Town Council Minutes
August 22, 2016

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 24th day of August 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Mickey Scott	Director

Members Absent:

Robert Jordan	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
-----------	----------------------

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

President Lakey called the meeting to order at 7:00 p.m. and welcomed the audience.

INVOCATION

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

PRESIDENT'S COMMENTS

None.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Vice President Surratt informed the Board that one of the PantegoFest sponsors, Bingham Insurance, is also sponsoring a Back the Blue event at David's Barbeque for a free lunch on Friday for the local Police and Fire Departments. He will swing by to visit as a board member and show support for the officers and invited the other board members to do the same.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

A commercial brokerage company called to discuss the zoning of two locations in town for a business

office for a cargo transportation company and a wrecker company. Mr. Fielder confirmed with them the transportation company could only house the business offices and the wrecker company would require a Special Use Permit.

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

Secretary Adair made a motion to approve the minutes from August 10, 2016, as presented. Vice President Surratt seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

3. Discuss, direct, and consider action on designating projects for the Fiscal Year 2016-2017 and setting the date of a public hearing as September 14, 2016.

President Lakey clarified this is the public hearing and the sixty (60) day waiting period to spend money on the projects. Mr. Fielder explained the process to the new members on the board.

Vice President Surratt made a motion to set the public hearing dates for the project designation for Fiscal Year 2016-2017 as presented. Treasurer Gittiban seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

4. Discuss, direct, and consider action on an update on a splash pad in Bicentennial Park.

Mr. Fielder informed the Board he met with a perspective splash pad company that is a turnkey company and offered some advice on the design. He recommends utilizing two to three vendors for the equipment and to minimize the above ground features. There was discussion on the design questions, options of the features, and cost. Mr. Fielder explained the purchasing and bidding processes. There was a discussion on the timeline for completion.

5. Discuss, direct, and consider action on attending the Arlington Chamber Foundation Annual Dinner and Business Meeting.

Mr. Lakey discussed the date, time, and location of the event and asked the boardmembers who could attend. The board discussed inviting a new business to the dinner and sitting them at the PEDC table.

Vice President Surratt made a motion to spend \$1,000 for PEDC's involvement with the Arlington Chamber of Commerce 2016 Award Dinner. Director Scott seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Scott, and Gittiban.
Nays: None.
Abstentions: None.

President Lakey declared the motion passed unanimously.

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

Mrs. Mundo reminded the Board of the shopping bag stuffing party on September 14th in the Town Council Chambers. There will be 750 coupons from each vendor to place within the bags. If they do not complete the bags before the meeting they will continue after the meeting. She will provide Pizza for lunch and sandwiches for dinner.

PEDC MEMBER INQUIRY

Vice President Surratt welcomed Director Scott to the PEDC Board and stated it was exciting to have a new business member on the board. Director Scott thanked Vice President Surratt.

ADJOURNMENT

President Lakey adjourned the regular session at 8:00 p.m.

APPROVED:



Danny Lakey, President

ATTEST:



Fred Adair, Secretary





AGENDA BACKGROUND

AGENDA ITEM: Review and Consider Action on a Resolution 16-26 resolution of the Town Council adopting an Investment Policy and Investment Strategies for the Town of Pantego; providing for an effective date.

DATE: September 26, 2016

PRESENTER:

Karen Hollingsworth, Finance Director

BACKGROUND:

Per Section 2256.021 of the Public Funds Investment Act, the governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

There are no changes nor revisions to the Town's Investment Policy and Investment Strategies this year.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Investment Policy and Investment Strategies be approved as presented.

ATTACHMENTS:

Proposed Resolution
Investment Policy and Investment Strategies

RESOLUTION NO. 16-26

A RESOLUTION OF THE TOWN COUNCIL ADOPTING AN INVESTMENT POLICY AND INVESTMENT STRATEGIES FOR THE TOWN OF PANTEGO; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 2256.005(a) of the Public Funds Investment Act (PFIA) directs the governing body of an investing entity to adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control; and

WHEREAS, the Town Council has reviewed the attached Investment Policy and Investment Strategies for the Town of Pantego; and

WHEREAS, the Investment Policy outlines the provisions affecting Municipalities included in Title 4 of the Texas Local Government Code; and

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

Section 1: the Town Council hereby adopts the attached Investment Policy and Investment Strategies as the Town's Investment Policy.

Section 2: the Town Council agrees and accepts the terms and conditions of the Investment Policy and Investment Strategies as presented by the Finance Director in "Exhibit A."

Section 3: all policies or resolutions in conflict with the provisions of this resolution or which are inconsistent or in conflict with the terms or provisions contained in this resolution are hereby repealed to the extent of any such conflict only. The non-conflicting sections, sentences, paragraphs, and phrases shall remain in full force and effect.

Section 4: this resolution shall be in full force and is effective immediately upon passage.

PASSED AND APPROVED this the 26th 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



**INVESTMENT POLICY
AND
INVESTMENT STRATEGIES**

Revised April 28, 2014

Prepared by the Finance Department

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I. POLICY STATEMENT

It is the Policy of the Town of Pantego (the "Town") that the administration of its funds and the investment of those funds shall be handled at its highest public trust. Investments shall be made in a manner which will provide the maximum security of the principal through established limitations and diversification while meeting the daily cash flow needs of the Town and conforming to all applicable state statutes governing the investment of public funds.

This Policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The Policy and investment strategies shall be reviewed annually by the Town Council who will formally approve any modifications. This Investment Policy, as approved, is in compliance with all state laws and statutes which govern the investments of public funds, including but not by way of limitation, the Public Funds Investment Act (PFIA), Chapter 2256, Government Code.

II. SCOPE

- A. This investment policy applies to all the financial assets and funds of the Town of Pantego and the Pantego Economic Development Corporation. The Town commingles its funds into one pooled investment portfolio for efficiency and maximum investment opportunity. These funds are defined in the Town's Annual Financial Report and include any new funds created by the Town unless specifically exempted by the Town Council and this Policy.

In addition to this Policy, the investment of bond proceeds and other bond funds (including debt service and reserve funds) shall be governed by and controlled by their governing ordinance and by the provisions of the Tax Reform Act of 1986, including all regulations and ruling promulgated there under applicable to the issuance of tax-exempt obligations.

- B. Funds covered by this Policy and managed as a pooled fund group:
1. General Fund – used to account for resources traditionally associated with government, which are not required to be accounted for in another fund.
 2. Special Revenue Funds – used to account for the proceeds from specific revenue sources which are restricted to expenditures for specific purposes.
 3. Debt Service Funds – including reserves and sinking funds to the extent not required by law or existing contract to be kept segregated and managed separately - and used to account for resources to be used for the payment of principal, interest and related costs on general obligation debt.
 4. Capital Projects Funds – used to account for resources to enable the acquisition or construction of major capital facilities which are not financed by enterprise funds, internal service funds, or trust funds.
 5. Enterprise Funds – used to account for operations that are financed and operated in a manner similar to private business enterprises.

6. Trust and Agency Funds – used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.
 7. Any new fund created by the Town unless specifically exempted from this policy by the Town or the law.
- C. Funds covered by this Policy and managed as separately invested assets as defined in PFIA 2256.002(9):
1. Bond Funds – funds established with the proceeds from specific bond issues when it is determined that segregating these funds from the pooled fund's portfolio will result in maximum interest earning retention under the provisions of the Tax Reform Act of 1986.
 2. Endowment funds – funds given to the Town with the instructions that the principal is to remain intact, unless otherwise agreed to, and the income generated by the investments will be used for specific purposes.
 3. Trust of Escrowed Funds – funds held outside the Town by a trust or escrow agent but belonging to the Town.

This Policy shall not govern funds, which are managed under separate investment programs in accordance with the PFIA 2256.004.

III. GENERAL OBJECTIVES

It is the policy of the Town that, giving due regard to the safety and risk investments, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Ordinance requirements, adopted Investment Policy and adopted Investment Strategies. In accordance with the Public Funds Investment Act Section 2256.005(d), the following prioritized objectives (in order of importance) apply to each of the Town's investment strategies:

- A. Suitability – Understanding the suitability of the investment to the financial requirements of the Town is important. Any investment eligible in the Investment Policy is suitable for all Town funds.
- B. Safety of Principal – Preservation and safety of principal are the foremost objective of the Town. Investments of the Town shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio.
- C. Liquidity – The Town's investment portfolio will be based on a cash flow analysis of cash needs and will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with estimated cash flow requirements and by investing in securities with active secondary markets.
- D. Marketability – Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. Historical market "spreads" between the bid and offer prices of a particular security type or less than a quarter of a percentage point shall define an efficient secondary market.

Diversification – Diversification of the portfolio will include diversification by maturity and market sector to protect against credit and market risk. The Town will diversify its investments in an effort to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

- F. Yield – Attaining a competitive market yield, commensurate with the Town’s investment risk constraints and the cash flow characteristics of the portfolio, is the desired objective. The goal of the Town’s investment portfolio is to regularly meet or exceed the average rate of return on U.S. Treasury Bills at a maturity level comparable to the portfolio’s weighted average in days. The yield of an equally weighted, six month Treasury Bill portfolio shall be the minimum yield objective or “benchmark”. A secondary objective will be to obtain a yield equal to or in excess of a local government investment pool or money market mutual fund.

Applicable tax exempt debt proceeds shall attempt to achieve a return equal to the above unless that return exceeds applicable arbitrage yield limit on the debt. In certain interest rate environments the Town may need to restrict yields in order not to exceed arbitrage limits.

IV. STANDARDS OF CARE

- A. Prudent Person Rule. The Town’s staff will follow the “Prudent Person” statement relating to the standard of care that must be exercised when investing public funds as expressed in PFIA Sec. 2256.006(a-b):

“Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived”.

Investment of funds shall be governed by the following investment objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

The Investment Officers and those delegated investment authority under this Policy shall seek to act responsibly as custodians of the public trust. Investment participants shall avoid any transactions that might impair public confidence in the Town’s ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable and must be considered within the context of the overall portfolio’s investment rate of return, provided that adequate diversification has been implemented.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the entity's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Whether the investment decision was consistent with the written investment policy of the Town.

The Investment Officers, when acting in accordance with the written procedures and due diligence, shall not be held personally responsible for market price changes, provided that deviations from expectations are reported in a timely manner and that appropriate action is taken to control adverse market effects. The governing body of the investing entity retains ultimate responsibility as fiduciaries of the assets of the entity.

B. Delegation of Investment Authority

The Town Manager and Finance Director, acting on behalf of the Town, are designated as the Investment Officers of the Town and are responsible for management decisions and activities. The Investment Officers are also responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures.

The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. The Investment Officers shall also designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officers are not available.

The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. No officer or designee, shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the Finance Director and the explicit authorization by the Town Manager to withdraw, transfer, deposit and invest the Town's funds.

C. Internal Controls

The Investment Officers shall establish a system of written internal controls which will be reviewed annually with the independent auditors of the Town. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the Town. Controls deemed most important include: control of collusion, separation of duties, third party custodial safekeeping, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions,

minimizing the number of authorized investment officials, and documentation and rationale for investment transactions.

D. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment Officers involved shall disclose in writing to the Town Council any financial interest in financial institutions that conduct business with the Town or any personal financial/investment position that could be related to the performance of the Town.

The Investment policy requires the investment officers to file a disclosure statement with the Texas Ethics Commission and the governing body if the investment officer has a personal business relationship or is related within the second degree of affinity or consanguinity to an individual or organization seeking to sell an investment to the Town. For purposes of this section, an investment officer has a personal relationship with a business organization if and as defined in PFIA 2256.005(i)(1-3):

1. The Investment officer owns 10% or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed 10% of the investment officer's gross income for the previous year; or
3. The Investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

E. Investment Training Requirements

Town of Pantego shall provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the Town's investment personnel making investment decisions in compliance with the PFIA 2256.005(b)(3).

All Investment Officers shall attend ten (10) hours of training within twelve (12) months of taking office or assuming duties and ten (10) hours in each succeeding two year period as defined in PFIA 2256.008. The training provider must be an independent source approved by Town Council or investment committee.

For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute or higher learning or any other sponsor other than a business organization with whom the Town of Pantego may engage in an investment transaction. Such training shall include education in investment controls, credit risk, market risk, investment

strategies, and compliance with investment laws, including the Texas State Public Funds Investment Act.

F. Investment Committee

The Finance/Audit Committee shall function as the Town's Investment Committee. This Committee shall recommend strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than U.S. Treasury Bills, U.S. Treasury Notes and Investment Pool(s). The recommendations of the Investment Committee will be presented to the Town Council for final approval.

V. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by the Town will be made through either the Town's banking services or an authorized broker/dealer.

- A. Depository – The Town Council shall, by ordinance, “select and designate one or more banking institutions as the depository for the monies and funds of the Town” in accordance with PFIA. At least every five years a depository shall be selected through the Town's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of the depository will be determined by a competitive process and evaluated on the following criteria:
1. Qualified as a depository for public funds in accordance with state and local laws.
 2. Provided requested information or financial statements for the periods specified.
 3. Complied with all requirements in the banking RFP.
 4. Completed responses to all required items on the proposal form.
 5. Offered lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
 6. Met credit worthiness and financial standards.
- B. Investment Broker/Dealers – If the Town has not retained an investment advisor, then the Investment Committee shall be responsible for adopting the list of qualified brokers/dealers and financial institutions authorized to engage in investment transactions with the Town. The Town Council will, at least annually, review, revise and approve a list of authorized/qualified broker/dealers along with this investment policy. These firms may include:
1. All primary government securities dealers; and
 2. Those regional broker/dealers who qualify under Securities and Exchange Commission rule 15C3 (Uniform Net Capital Rule), and who meet other financial criteria standards in the industry.

A list of no less than three (3) and no more than five (5) authorized brokers/dealers will be established and maintained. These firms will be selected based on their competitiveness, participation in agency selling groups, and experience and background of the salesperson handling the account.

- C. Signed Investment Policy Certification Form. Investments shall only be made with those business organizations, including money market mutual funds and local government investment pools, that have provided the Town with a written instrument, executed by a qualified representative of the firm, acknowledging that the business organization has:
1. Received and reviewed the Town's Investment Policy; and
 2. Implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the Town and the organization that are not authorized by the Town's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the Town's entire portfolio or requires an interpretation of subjective investment standards. PFIA 256.005(k-l).
- D. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the investment officers with the following:
1. Audited financial statements;
 2. Proof of National Association of Securities Dealers (NASD) certification, unless it is a bank;
 3. Resumes of all sales representatives who will represent the financial institution or broker/dealer firm in dealings with the Town, and
 4. Any other document that should help evaluate the financial institution's and broker/dealers' soundness such as rating agency reports, review of call reports and analysis of management profitability, capitalization and assets quality.
- E. Financial/Investment Advisor – The Town may retain the services of an investment advisory firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to assist in the review of cash flow requirements, the formulation of investment strategies, and the execution of security purchases, sales and deliveries. The investment advisory contract with the Town may not be for a term longer than two years and its renewal or extension must be approved by the Town Council by ordinance or resolution as required by PFIA 2256.003(b). If the Town has contracted with an investment advisor, the advisor shall be responsible for performing financial due diligence on the Town's behalf. On an annual basis, the advisor will provide the Town with a list of its authorized broker/dealers as well as the written instrument above.

VI. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

- A. As specified in PFIA 2256.005(b)(4)(E), the laws of the State of Texas and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by an independent third party financial institution, or the Town's designated banking services depository. Funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The only exception to DVP settlement shall be wire transactions for money market funds and government

- investment pools. The safekeeping or custody bank is responsible for matching up instructions from the Town's investment officers or an investment settlement with what is wired from the broker/dealer, prior to releasing the Town's designated fund for a given purchase.
- B. All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the Town or its agent a listing of each specific security, rate, description, maturity, par amount, CUSIP number and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the Town or pledge to the Town.
 - C. All securities pledged to the Town for certificates of deposit or demand deposits shall be held by an independent third party bank doing business in the State of Texas. The safekeeping bank may not be within the same holding company as the bank from whom the securities are pledged.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

- A. Acceptable investments under this policy shall be limited to the investments authorized by PFIA listed in Sections 2256.009-2256.016 and 2256.019-2256.0201 and as shown below:
 1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities;
 2. Direct obligations of the State of Texas or its agencies and instrumentalities;
 3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States;
 4. Obligations fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
 5. Obligations of states, agencies, counties, cities and other political subdivisions of any state rated not less than A or its equivalent;
 6. Bonds issued, assumed, or guaranteed by the State of Israel.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the Town until this policy has been amended and the amended version approved by the Town Council.

- B. Investment instruments **not** authorized for purchase by the Town of Pantego, including those specifically prohibited by PFIA 2256.009(b)(1-4), include:
 1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and bears no interest, such as banker's acceptances;

2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest, such as mutual funds;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in the market index.

C. Authorized Investments:

1. Certificates of Deposit and Share Certificates – authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in the State of Texas and is (1) guaranteed or insured, (2) collateralized, or (3) secured in any other manner provided by law. (PFIA 2256.010)
2. Repurchase agreements – is an authorized investment if (1) has a defined termination date, (2) is secured by obligations in Section 2256.009(a)(1) and (3) requires third-party safekeeping and (4) is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.
 - Repurchase agreement means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date.
 - Reverse security repurchase agreement may not exceed 90 days.
 - Investments acquired must mature no later than the expiration in the reverse security repurchase agreement.
3. Securities Lending Program – to qualify as an authorized investment under PFIA 2256-0115:
 - The value of the securities loaned under the program must not be less than 100% collateralized, including accrued income;
 - A loan under this program must allow for termination at any time;
 - Must be secured by cash, letters of credit or securities described in PFIA 2256.009;
 - Collateral must be (1) pledge, (2) held in the Town's name and (3) be deposited with a third party.
 - A loan made under this program must be placed through a primary dealer or a financial institution doing business in the State of Texas.
 - An agreement to lend securities executed under this section must have a term of one (1) year or less.
4. Bankers' Acceptances – authorized investment under PFIA 2256.012 if it has a stated maturity of 270 days or fewer; will be liquidated in full at maturity; is eligible for collateral for borrowing from a Federal Reserve Bank; and is accepted by a U.S. bank rated no less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating.

5. Commercial Paper – authorized investment under PFIA 2256.013 if the commercial paper has a stated maturity of 270 days or fewer and is rated not less than A-1 or P-1 or an equivalent rating by at least two nationally recognized credit rating agencies, or one credit rating agency and an irrevocable bank letter of credit.
6. Mutual Funds
 - a. A *no-load money market mutual fund* is an authorized investment under PFIA 2256.014 **if**:
 1. Is registered with and regulated by the Securities Exchange Commission (SEC);
 2. Has a dollar-weighted average stated maturity of 90 days or fewer; and
 3. Includes in its investment objectives the maintenance of a stable net asset value of one dollar for each share.
 - b. A *no-load mutual fund* is an authorized investment under this section **if**:
 1. Is registered with the SEC;
 2. Has an average weighted maturity of less than two years;
 3. Is invested exclusively in approved obligations;
 4. Is continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
 5. Conforms to the requirement set forth in PFIA 2256.016(b-c) relating to the eligibility of investment pools to receive and invest funds of investing entities.
 - c. An entity is **not** authorized by this section to:
 1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described above;
 2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described above; or
 3. Investing entity may not own more than 10 percent of the mutual fund's total net assets.
7. Guaranteed Investment Contracts – authorized investment for bond proceeds under PFIA 2256.015 if the guaranteed investment contract:
 - Has a defined termination date;
 - Is secured by obligations described in PFIA 2256.009(a)(1);
 - Is pledged to the entity and deposited with the entity or with a third-party selected and approved by the entity;
 - Term may not exceed 5 years from date of bond issuance, excluding reserves and debt service funds;
 - To be eligible as an authorized investment: (1) it must be specifically authorized when authorizing bond, (2) requires at least 3 bids from separate providers, (3) the entity must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received, (4) must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested, and (5) must have reasonable administrative costs expected to be paid to third parties in connection with the guaranteed investment contract.

8. Investment Pools – An entity may invest its funds and funds under its control through an eligible investment pool if the governing body of the entity by rule, order, ordinance, or resolution, as appropriate, authorizes investment in that particular pool. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. A public funds investment pool created to function as a money market mutual fund must mark to market daily and stabilize at a \$1 net asset value.

To be eligible to receive fund from an invest funds on behalf of the Town, an investment pool must furnish to the Investment Officer or other authorized representative an offering circular or other similar disclosure instrument that contains information required by PFIA 2256.016. Investments will be made in a local government investment pool only after a thorough investigation of the pool and approval by the Town Council which shall at least annually review, revise and adopt the local government investment pool(s) list.

The Town shall take all prudent measures consistent with this Investment Policy to liquidate an investment that no longer meets the required minimum rating standards, as per PFIA 2256.021. However, if it is determined by the Investment Committee that the Town will benefit from holding the securities to maturity to recapture its initial investment then the Investment Officers may act accordingly. The Town is not required to liquidate investments that were authorized investments at the time of purchase. (PFIA 2256.017)

VIII. COLLATERALIZATION

A. Market Value

In order to anticipate market changes and provide a level of additional security for all funds, the market value of collateral will be maintained at 102% of total principal and accrued interest for cash balances in excess of the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) insurance coverage. The Town's depository will be contractually liable for monitoring and maintaining the collateral and margins at all times. The depository or custodian will also provide monthly reports to the Town detailing the collateral and including current market values. Only an authorized Town representative will approve and release all pledged collateral.

Collateral will be pledged under the terms of a written third-party depository agreement executed under the terms of the Financial Institutions Resource and Recovery Enforcement Act (if the custodian is the Federal Reserve the Town will execute a Circular 7 form). The agreement will be approved by resolution of the bank's board or loan committee.

B. Collateral Substitution

Collateralized investments often require substitution of collateral. The safekeeping bank must contact the City for approval and settlement. The substitution will be approved if its value is equal to or greater than the required collateral value.

C. Collateral Reduction

Should the collateral's market value exceed the required amount, the Safekeeping bank may request approval from the Town to reduce collateral. Collateral reductions may be permitted only if the collateral's market value exceeds the required amount.

D. Letters of Credit

Letters of credit are acceptable collateral for Certificates of Deposit. Upon the discretion of the Town, a letter of credit can be acceptable collateral for Town funds held by the Town's bank depository.

E. Subject to Audit – All collateral shall be subject to inspection and audit by the Town Manager, or designee, as well as the Town's independent auditors.

IX. INVESTMENT PARAMETERS

A. Bidding Process for Investments

It is the Policy of the Town of Pantego to require at least 3 competitive bids or offers for all investment transactions (securities and CD's) except for:

1. Transactions with money market mutual funds and local government investment pools (which are deemed to be made at prevailing market rates); and
2. Treasury and agency securities purchased at issue through an approved broker/dealer.

B. Maximum Maturities

The maximum maturity for each fund group and instrument is set forth in the investment strategies under the Investment Strategies section of this Policy.

C. Maximum Dollar-Weighted Average Maturity

Under most market conditions, the composite portfolio will be managed to achieve a one (1) year or less dollar-weighted average maturity. However, under certain market conditions investment officers may need to shorten or lengthen the average life or duration of the portfolio to protect the Town. The maximum dollar-weighted average maturity based on the stated final maturity, authorized by this investment policy for the composite portfolio of the Town is two (2) years.

D. Diversification

It is the policy of the Town to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuers, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

<u>Security Type</u>	<u>Max % of Portfolio</u>
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 75%
Fully insured or collateralized CDs	not to exceed 30%
Limitation by individual bank	not to exceed 15%
Repurchase agreements	100%
Money market funds	not to exceed 75%
Local government Investment Pools	100%
Maximum percent ownership of pool	10%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk.

Investments in eligible investment pools are “diversified” by the very nature of their inclusion in a very large and active pool of investments. Consequently, concentrations of investment pools represent a lower risk than concentrations in such individual instrument as agency discount notes or certificates of deposit.

The Investment officers shall review diversification strategies and establish or confirm guidelines on at least an annual basis regarding the percentages of the total portfolio that may be invested in securities other than U.S. Government obligations.

X. INVESTMENT STRATEGIES

- A. General. The Town will group investment instruments into a number of “pool investment groups”. These groups will reflect characteristics of maturity limits, diversity and liquidity, commensurate with the underlying purpose for which investments are intended to ultimately fund. Under this approach various individual investment instruments will comprise the total pool type. Individual funds will share equity interest in the assets and earnings of each pool (or pools), equal to their proportionate contributions to the pool (or pools). A pooled investment approach should provide several advantages including yield enhancement, improved diversity and improved liquidity, over a system that seeks to procure specific investment instruments for specific fund types and financial resources.
- B. Basic Pool Requirements. The Town requires the following basic types of pools:
- a. Short Term/Operating Funds – Most of the Town’s fund types contain operating capital required to finance the particular activities for which the fund is responsible. Cash flows are reasonably predictable but occasional circumstances may require unforeseen or unpredicted cash requirements. Financial resources for this category should be maintained at relatively short levels. The weighted average maturity of operating funds may not exceed one (1) year.

This pooled investment group includes the total of cash and investment available for current operations plus all required operating reserves of the following fund types:

- General Fund
- Debt Service Funds
- Special Revenue Funds
- Enterprise Funds

A key investment strategy for operating funds is to assure that anticipated cash flows are matched with adequate investment liquidity. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Committee and Town Council in light of existing market conditions.

- b. Long term/Non Operating Funds – Various fund types may contain financial assets in excess of the amounts necessary to fund the sum of operating costs and operating reserves. Other financial assets may be designated for projects schedule to be implemented beyond the current operating period. The pool structured to invest these assets will require longer maximum maturity limit than the operating pool. The size of the pool may vary widely over time. The pool will expand rapidly with the receipt of bond fund proceeds and contract as the capital is used for project construction.

The primary revenue source of this pooled investment group is bond proceeds (which are typically subject to arbitrage yield limitations). This category also includes any amount of cash and investments in excess of the estimated required operating reserves in the general fund, enterprise funds or debt service funds. The maximum weighted average maturity of the portfolio shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Committee and Town Council in light of existing market conditions.

- c. Yield/Restricted Funds – Proceeds from bond issuances subject to arbitrage restrictions may necessitate yield restrictions under some market conditions. Length of investment maturity may be dependent on market conditions as well as cash flow needs.

The Investment strategy for these funds is to limit investment yields to arbitrage ceilings. The maximum weighted average maturity of an individual investment shall not exceed two (2) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Committee and Town Council in light of existing market conditions.

- d. Debt Service Reserve Funds – These reserves are usually specifically defined in terms of amount and size. Bond covenants typically require that reserve balances be maintained with a third party financial institution or paying agent. These institutions invest deposited reserves on behalf of the Town and indirectly

on the behalf of investors in whose interest the reserves are established. In such instances, the Town may contract with such parties who will operate in the capacity of an investment advisor. These relationships will be approved by the Town Council. The Investment advisors will be confined to the particular instruments and parameters specified as appropriate for this pool of funds.

A primary investment strategy for debt service funds is to provide income to the reserve portions of revenue bonds. Because investments may be subject to arbitrage yield restrictions, the secondary investment strategy is to attempt to invest at a yield equal to the arbitrage limit applicable to the reserves. The maximum maturity of an individual investment may not exceed ten (10) years. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Committee and Town Council in light of existing market conditions.

- e. Interest and Sinking Fund Reserve – These funds are usually specifically defined in terms of amount and size. The primary investment strategy for debt service sinking funds is to match investment maturities with debt service payment requirements. The maximum maturity of an individual investment shall not exceed five (5) years unless a specific longer maturity is legally required. Diversification among authorized investment options is not restricted and will be determined and approved by the Investment Committee and Town Council in light of existing market conditions.

XI. PERFORMANCE EVALUATION AND REPORTING

- A. Reporting. The Investment Officers shall submit an investment report at least quarterly to the Town Council (PFIA 2256.023) containing sufficient information to permit and informed outside reader to evaluate the performance of the investment program and consistent with the Act's statutory requirements. All reports shall be in compliance with the Act. At a minimum the report shall include:
 1. Description of each investment and depository position,
 2. Book and market values at the end of the reporting period,
 3. Be signed by all investment officers of the entity,
 4. Changes to the market value and accrued interest during the period,
 4. The maturity date of each separately invested asset,
 5. The account, fund, or pooled group fund for which investment was acquired,
 6. The earnings for the period and
 7. The overall yield for the portfolio in comparison to its benchmark yield for the period.
- B. Marking to Market. The market value of the portfolio must be determined at least quarterly and included in the quarterly investment reports. Market prices for all public fund investments will be obtained and monitored through the use of a third party independent pricing source or by meand oa an on-line financial data service.

- C. Annual Compliance Audit. If the Town invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the Investment Officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

The Town shall, in conjunction with its annual financial audit, perform a compliance audit of management controls on investments and adherence to the Town's Investment Policy.

- D. Monitoring. The Investment officer shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency and/or approved broker/dealer. If any security falls below the minimum rating required by Policy, the investment officer shall immediately solicit bids for and sell the security, if possible, regardless of a loss of principal.
- E. Policy Considerations. The Town's Investment Policy and investment strategies shall be reviewed, revised and adopted annually by the Town Council. A written resolution approving that review will be passed and recorded by the Town Council.

GLOSSARY OF INVESTMENT POLICY TERMS

Accrued Interest – The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency – A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government.

Arbitrage – The simultaneous purchase and sale of an asset in order to profit from a difference in the price (profiting from the mispricing in the market). Arbitrage exists as a result of market inefficiencies; it provides a mechanism to ensure prices do not deviate substantially from fair value for long periods of time.

Banker's Acceptance – A short-term debt instrument issued by a firm that is guaranteed by a commercial bank. Banker's acceptances are issued by firms as part of a commercial transaction. These instruments are similar to T-Bills and are frequently used in money market funds. Banker's acceptances are traded at a discount from face value on a secondary market, which can be an advantage because the banker's acceptance does not need to be held until maturity. The date of maturity typically ranges from between 30 and 180 days from the date of issue. Banker's acceptances are considered to be relatively safe investments, since the bank and the borrower are liable for the amount that is due when the instrument matures.

Bid – The anticipated price at which a buyer is willing to purchase a security or commodity.

Bond covenant – A legally binding term of an agreement between a bond issuer and a bond holder. Bond covenants are designed to protect the interest of both parties. Bond covenants may include restrictions on the issuer's ability to take on additional debt, requirements that the issuer provide audited financial statement to bond holders and limitations on the issuer's ability to make new capital investments. A common penalty for violating a bond covenant is the downgrading of a bond's rating, which could make it less attractive to investors and increase the issuer's borrowing costs.

Book value – The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Certificate of Deposit (CD) – A savings certificate entitling the bearer to receive interest; a promissory note issued by a bank. It is a time deposit that restricts holders from withdrawing funds on demand. Although it is still possible to withdraw the money, this action will often incur a penalty. A CD bears a maturity date, a specified fixed interest rate and can be issued in any denomination. CDs are generally issued by commercial banks and are insured by the FDIC. The term of a CD generally ranges from one month to five years.

Collateralization – Process by which a borrower pledges securities, property or other deposits for the purpose of securing the repayment of a loan and/or security.

Collateralized Mortgage Obligations (CMO's) – A type of mortgage backed security in which principal repayments are organized according to their maturities and into different classes based on risk. A collateralized mortgage obligation is a special purpose entity that receives the mortgage repayments and owns the mortgages it receives cash flows from (called a pool). The mortgages serve as collateral, and are organized into classes based on their risk profile. Income

received from the mortgages is passed to investors based on a predetermined set of rules, and investors receive money based on the specified slice of mortgages invested in.

Commercial paper – An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Coupon rate – The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the “interest rate.”

Delivery Versus Payment (DVP) – A type of securities transaction in which the purchaser pays for the securities when they delivered either to the purchaser or his/her custodian.

Discount – The amount by which the par value of a security exceeds the price paid for the security.

Diversification – A process of investing assets among a range of security types by sector, maturity, and quality rating.

Fair value – The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) – Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Government Securities – An obligation of the U.S. government backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See “Treasury Bills, Notes and Bonds.”

Guaranteed Investment Contract – Insurance contract that guarantees the owner principal repayment and a fixed or floating interest rate for a predetermined period of time. Guaranteed investment contracts are typically issued by insurance companies and marketed to institutions that qualify for favorable tax status under federal laws. These products provide institutions with guaranteed returns.

Interest rate – See “Coupon Rate.”

Internal Controls – An internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgment by management. Internal controls should address the following points:

1. Control of collusion – Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of duties – By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping – Securities purchased by any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

4. Avoidance of physical delivery securities – Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members – Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers – Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Development of a wire transfer agreement with the lead bank and third party custodian – The designated official should ensure that an agreement will be entered into and will address the following points: control, security provisions, and responsibilities of each party making and receiving wire transfers.

Investment Policy – A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Letter of Credit – A letter from a bank guaranteeing that a buyer's payment to a seller will be received on time and for the correct amount. In the event that the buyer is unable to make payment on the purchase, the bank will be required to cover the full or remaining amount of the purchase.

Liquidity – An asset that can be converted easily and quickly into cash.

Local Government Investment Pool (LGIP) – An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-market – The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market risk – The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market value – Current market price of a security.

Maturity – The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Mutual Fund – Mutual funds that invest solely in money market instruments (short-term instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos, and federal funds).

Mutual Fund – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.

2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator, or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

National Association of Securities Dealers (NASD) – A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value – The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued interest earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price of each security in the fund's portfolio. (Total assets – liabilities/Number of shares outstanding)

No Load Fund – A mutual fund which does not levy a sales charge on the purchase of its shares.

Nominal Yield – The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

Offer – An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

Par – Face value or principal value of a bond, typically \$1,000 per bond.

Premium – The amount by which the price paid for a security exceeds the security's par value.

Primary Market – A market that issues new securities on an exchange. Companies, governments and other groups obtain financing through debt or equity based securities. Primary markets are facilitated by underwriting groups, which consists of investment banks that will set a beginning price range for a given security and then oversee its sale directly to investors. Also known as "New Issue Market" (NIM).

Prime rate – A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal – The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus – A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management and certain certified financial statements.

Prudent Person Rule – An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Repurchase Agreement (Repo) – An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Safekeeping – Holding of assets, such as securities, by a financial institution.

Secondary Market – A market where investors purchase securities or assets from other investors, rather than from issuing companies themselves. The national exchanges, such as the New York Exchange and the NASDAQ are secondary markets. In any secondary market trade, the cash proceeds go to an investor rather than to the underlying company/entity directly. In the primary market prices are often set beforehand, whereas in the secondary market only basic forces like supply and demand determine the price of the security.

Security – A financial instrument that represents: an ownership position in a publicly traded corporation (stock), a creditor relationship with a governmental body or a corporation (bond), or rights to ownership as represented by an option. A security is a fungible, negotiable instrument that represents some type of financial value.

Securities Lending – The act of loaning a stock, derivative, other security to an investor firm. Securities lending requires the borrower to put up collateral, whether cash, security or a letter of credit. When a security is loaned, the title and the ownership is also transferred to the borrower. The borrower hopes to profit by selling the security and buying it back at a lower price. Since ownership has been transferred temporarily to the borrower, the borrower is liable to pay any dividends out to the lender.

Serial Bond – A bond issue, usually a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Share Certificates – A share certificate is a written document signed on behalf of a corporation, and serves a legal proof of ownership of the number of share indicated. Also refer to as “stock certificate.”

Sinking Fund – Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Treasury Bills – Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes – Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

Treasury Bonds (T-bills) – Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule – SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Weighted Average Maturity (WAM) – The average maturity of all the securities that comprise a portfolio. According to the SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

Yield – The current rate of return on an investment security generally expressed as a percentage of the security's current price.

Yield-to-call (YTC) – The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

Yield-to-maturity – The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities – Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.



AGENDA BACKGROUND

AGENDA ITEM: Presentation for Council which covers the implementation of the 2016 water/ sewer rates, process adjustments to Incode and a two month rate increase analysis.

Date: September 26, 2016

PRESENTER:

Scott Williams, Public Works Director
Sheila Sherman, Support Specialist/Utility Billing Coordinator

BACKGROUND:

Upon Council's approval of the 2016 water and sewer rate increase, staff began preparing and implementing systematic adjustments to the software system Incode. The adjustments were necessary for Incode to support a tiered water and sewer rate increase. In this process numerous inconsistencies were discovered relating to items such as meter accounts/units, meter sizes, and billing. Subsequent to the found inconsistencies, corrective actions were made prior to implementing the new rates through Incode. The presentation will generally cover the process adjustments which were made, why these adjustments were necessary, and a two month rate increase impact analysis.

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A

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



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and consider action on replacing the generator at the Police Department.

Date: September 26, 2016

PRESENTER:

Barry Reeves, Assistant Police Chief

BACKGROUND:

On-Site Power Systems, Inc. performs routine generator inspections for the Police Department. Upon their routine inspection, it was discovered that the generator had a compression issue that required the company to internally inspect the unit. After further inspection, I was notified by Conrad Wareham the generator could not be repaired. He has attached two recommendations for replacement. One of which is a used unit, and the second a new unit. The unit being replaced is approximately 23 years old. Mr. Wareham will be present to further explain the malfunction(s) that occurred and answer questions regarding his recommendations.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff is at the discretion of Council.

ATTACHMENTS:

On-Site Power Systems Estimate #1
On-Site Power Systems Estimate #2

On-Site Power Systems, Inc.

8101 Boat Club Rd.
Ste #240-155
Fort Worth, Texas 76179
Office: (817) 750-0207
Fax: (817) 750-0218

September 20th, 2016

Pantego Police Dept.
2600 Miller Lane
Pantego, Texas 76013

Attn: Barry Reeves

Re: Replacement Generator Installation

Management,

We are pleased to offer you the following proposal for the Standby Generator Installation to be done at Pantego Police Dept. located at 2600 Miller Ln. Pantego, Texas 76013. This correspondence outlines the complete scope of work you requested and the new bid amount for the same. We value our business relationship with your firm and look forward to working with you in the future.

OBJECTIVE

Remove and replace existing standby generator currently installed at the above mentioned facility with a used replacement standby generator listed below.

SCOPE OF WORK

- 1: Deliver replacement generator to facility.
- 2: Disconnect and remove existing generator.
- 3: Install replacement generator make ac/dc electrical connections.
- 4: Test the EPSS emergency power system for proper operation.

Pantego Police Dept.
September 20th, 2016
Page 2

GENERATOR INFO

Make: Cummins

Size: 20kw / 20kva

Condition: Used

Hours: 684

Fuel: Diesel

POWER INTERRUPTION

None

DURATION

The duration for this "Scope of Work" is projected to be one (1) day and is based on estimations. All work will be performed during business hours with the permission of the customer. The primary work will be conducted outside the facility.

PROPOSAL AMOUNT

We propose hereby to furnish material and labor and complete in accordance with above specifications for the sum of:

Five Thousand Dollars and no cent	\$5000.00
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SUB-CONTRACTORS

None

General Notes:

1. Price does not include applicable sales tax.
2. Any proposed work above is contingent on the approval of the Town of Pantego.
3. Rental Generator fees, diesel fuel or any other work not listed in scope will be an addendum on final invoice.
4. Bid amount is good for thirty (30) days from the date of this proposal.

Payment Schedule:

A. All invoices submitted are to be paid within fifteen (15) days of receipt of the same.

If the foregoing correctly sets forth your understanding of the proposed work, please secure the signature of the owner or authorized person of the company on a copy of this letter in the space provided for that purpose below and return the same to the undersigned. If you have any questions, please feel free to call me at (817) 492-6200.

Respectfully,

Conrad Wareham

OPS/nk

Agreed to and accepted this
____day of September, 2016

(Name of owner or Authorized Person)

By_____

Name_____

Title_____

On-Site Power Systems, Inc.

8101 Boat Club Rd.
Ste #240-155
Fort Worth, Texas 76179
Office: (817) 750-0207
Fax: (817) 750-0218

September 20th, 2016

Pantego Police Dept.
2600 Miller Lane
Pantego, Texas 76013

Attn: Barry Reeves

Re: Replacement Generator Installation

Management,

We are pleased to offer you the following proposal for the Standby Generator Installation to be done at Pantego Police Dept. located at 2600 Miller Ln. Pantego, Texas 76013. This correspondence outlines the complete scope of work you requested and the new bid amount for the same. We value our business relationship with your firm and look forward to working with you in the future.

OBJECTIVE

Remove and replace existing standby generator currently installed at the above mentioned facility with a new replacement standby generator listed below.

SCOPE OF WORK

- 1: Deliver replacement generator to facility.
- 2: Disconnect and remove existing generator.
- 3: Install replacement generator make ac/dc electrical connections.
- 8: Install new annunciator panel at command center.
- 9: Run new communication cable between generator, transfer switch and annunciator panel.
- 10: Perform start-up services and resistive loadbank on new generator.
- 10: Test the EPSS emergency power system for proper operation.

GENERATOR INFO

Make: TBD

Size: 25KW

Condition: New

Hours: 00

Fuel: Diesel

POWER INTERRUPTION

None

DURATION

The duration for this "Scope of Work" is projected to be two (2) day and is based on estimations. All work will be performed during business hours with the permission of the customer. The primary work will be conducted outside the facility with the exception of installation of the new annunciator panel at the command center.

PROPOSAL AMOUNT

We propose hereby to furnish material and labor and complete in accordance with above specifications for the sum of:

Twenty Three Thousand two Hundred Dollars and no cent	\$23,200.00
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SUB-CONTRACTORS

None

General Notes:

1. Price does not include applicable sales tax.
2. Any proposed work above is contingent on the approval of the Town of Pantego.
3. Rental Generator Fees, diesel fuel or any other work not listed in scope will be an addendum on final invoice.
4. Bid amount is good for thirty (30) days from the date of this proposal.
5. 50% deposit of total bid required before work is to commence.
6. Lead time on new generator is twelve (12) weeks from order date.

Pantego Police Dept.
September 20th, 2016
Page 3

Payment Schedule:

A. All invoices submitted are to be paid within fifteen (15) days of receipt of the same.

If the foregoing correctly sets forth your understanding of the proposed work, please secure the signature of the owner or authorized person of the company on a copy of this letter in the space provided for that purpose below and return the same to the undersigned. If you have any questions, please feel free to call me at (817) 492-6200.

Respectfully,

Conrad Wareham

OPS/nk

Agreed to and accepted this
____day of September, 2016

(Name of owner or Authorized Person)

By_____

Name_____

Title_____



AGENDA BACKGROUND

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

Date: September 26, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

The purpose of this item is to discuss the results of the 2016 PantegoFest.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None

ATTACHMENTS:

None

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