



Melody Paradise, Mayor
Don Surratt, Mayor Pro Tem

AGENDA

TOWN COUNCIL

October 10, 2016

COUNCIL MEMBERS:

Fred Adair
Don Funderlic
Jane Barrett
Russell Brewster

Matthew Fielder, City Manager

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

WORK SESSION 6:30 P.M.

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

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

1. City Manager Report
 - Personnel Vacancies
 - Texas Municipal League Annual Conference
 - Park Row Project
 - Boat and RV Ordinance
2. Monthly Staff Reports
 - Finance: Monthly Investment, Interest Distribution, Fund Investment, General Fund Variance Analysis, General Fund Summarized Expenditure Variance Analysis, Water and Sewer Variance Analysis.
 - Public Safety: Public Safety Monthly Activity Report, Officer Activity Report, Criminal Investigation Report, Crime Statistics, Fire Department Monthly Activity Summary, Letters of Appreciation.
 - Public Works Department: Director's Update, Water Billing Reports; Garbage and Recycling Billing Analysis.
 - Community Development: Certificate of Occupancies, Building Permits, Inspections, Construction Values, Contractor Registrations.
 - Municipal Court: Citations Issued, Warrants Issued, Monies Received.
3. Approval of Purchase Order Requests and Accounts Payable over \$5,000 and Review of Purchase Order Requests and Accounts Payable \$1,000 to \$5,000 previously approved by the City Manager.
4. Approval and Acceptance of Minutes
 - Approval of Town Council Minutes:
 - Town Council minutes from August 29, 2016
 - Acceptance of Minutes of Boards and Commissions:
 - PEDC minutes from September 14, 2016
 - P&Z minutes from August 1, 2016
 - P&Z minutes from September 21, 2016
 - CRB minutes from September 6, 2016
 - CRB minutes from September 20, 2016

REGULAR SESSION 7:30 P. M.

CALL TO ORDER/WELCOME

INVOCATION BY: Councilmember Brewster

PLEDGE OF ALLEGIANCE

MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS

COUNCIL LIAISON TO BOARD REPORT

- Community Relations Board
- Pantego Youth Leadership Council

PEDC REPORT

CITIZENS OPEN FORUM

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

APPROVAL OF CONSENT AGENDA ITEMS

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

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

- 5. Discuss and direct staff on the adoption of the 2015 International Codes.

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

- 6. Discuss, direct and consider action on setting a date and time to review the Draft Zoning Ordinance.
- 7. Discuss, direct, and review Article 4.06 Gas Drilling and Production of the Town of Pantego Code of Ordinances.
- 8. Discuss, direct, and consider action on PantegoFest 2016.

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

SCHEDULED EXECUTIVE SESSION ITEMS

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

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

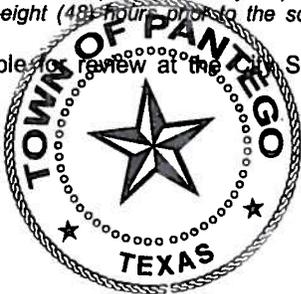
Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Friday, October 7, 2016 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.



Jessie Hanks, Support Specialist

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 to 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: October 10, 2016

Personnel Vacancies

Vacancies remain for three police officers, one dispatcher, one part-time court clerk, and one public works maintenance worker.

Texas Municipal League Conference

Some staff and Council Members attended the TML Annual Conference in Austin. This item will allow them to report on it.

Park Row Project

Staff is awaiting the information from CMA Architects, as requested by Council at the September 26th Council meeting.

Boat and RV Ordinance

Staff proposes to place an ordinance on the October 24th Council agenda for this item. Prior to that, staff also proposes to contact those who spoke on it at the previous public hearing in writing to let them know it will be on the agenda. In addition, it will be publicized on the webpage and the marquees.



AGENDA BACKGROUND

AGENDA ITEM: Monthly Staff Reports

Date: October 10, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

Staff reports on departmental activities on a monthly basis.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the reports as presented.

ATTACHMENTS:

Finance Department Reports
Public Safety Reports
Public Works Reports
Community Development Reports
Municipal Court Reports

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



**Town of Pantego
Monthly Investment Report
As of September 30, 2016**

**SEPTEMBER TEXPOOL STATEMENTS NOT AVAILABLE AT
TIME OF AGENDA PREPARATION**

Book Value of Pool Account, September 1, 2016 \$ 4,533,011

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	9/1/2016	\$ 3,327,906	9/30/2016	0.3799%	\$ 1.00
TexPool Prime	9/1/2016	1,205,105	9/30/2016	0.7068%	1.00
Certificate of Deposits	2/26/2015	907,309	2/23/2017	0.69%	907,309

Security	Beginning Book Value	Beginning Market Value	Net Change in Book Value	Ending Book Value	Ending Market Value
TexPool	\$ 3,327,906	\$ 3,327,906	\$ -	\$ 3,327,906	\$ 3,327,906
TexPool Prime	1,205,105	1,205,105	-	1,205,105	1,205,105
Certificate of Deposits	907,309	907,309	-	907,309	907,309
Total	\$ 5,440,320	\$ 5,440,320	\$ -	\$ 5,440,320	\$ 5,440,320

**Pantego Economic Development Corp.
Monthly Investment Report
As of September 30, 2016**

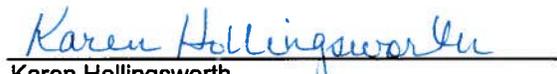
Book Value of Pool Account, September 1, 2016 \$ 420,443

Security	Purchase Date	Par	Maturity Date	Yield	Price
TexPool	9/1/2016	\$ 420,443	9/30/2016	0.3799%	\$ 1.00

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

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


Matthew Fielder
City Manager


Karen Hollingsworth
Finance Director

TOWN OF PANTEGO
CASH & INVESTMENTS REPORT
AS OF: SEPTEMBER 30TH, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
GENERAL FUND						
100-0-000-102.00	CASH	22,334.66				
100-0-000-102.20	CHANGE FUND - COURT	300.00				
100-0-000-102.30	CHANGE FUND - CITY HALL	105.00				
100-0-000-202.00	CERT OF DEPOSIT		252,755.95			
100-0-000-204.00	TEXPOOL				1,355,794.96	
100-0-000-204.50	TEXPOOL PRIME				799,741.63	
	TOTAL 100-GENERAL FUND	22,739.66	252,755.95	0.00	2,155,536.59	2,431,032.20
LONG TERM DEBT FUND						
FIXED ASSETS FUND						
WATER AND SEWER FUND						
200-0-000-102.00	CASH	24,494.11				
200-0-000-202.00	CERTIFICATE OF DEPOSIT		251,751.37			
	TOTAL 200-WATER & WASTEWATER FUND	24,494.11	251,751.37	0.00	0.00	276,245.48
CAPITAL PROJECTS FUND						
300-0-000-102.00	CASH	5,812.88				
300-0-000-204.00	TEXPOOL				9,132.47	
300-0-000-204.50	TEXPOOL PRIME				10,000.00	
	TOTAL 300-EQUIPMENT REPLACMT FUND	5,812.88	0.00	0.00	19,132.47	24,945.35
INTEREST & SINKING FUND						
400-0-000-102.00	CASH	60.14				
400-0-000-202.00	CERT OF DEPOSITS		100,700.51			
400-0-000-204.00	TEXPOOL				902.01	
400-0-000-204.50	TEXPOOL PRIME				500.00	
	TOTAL 400-DEBT SERVICE FUND	60.14	100,700.51	0.00	1,402.01	102,162.66
STREET IMPVMT CONST FUND						
500-0-000-102.00	CASH	45,897.55				
500-0-000-202.00	CERT OF DEPOSITS		251,751.37			
500-0-000-204.00	TEXPOOL				217,175.72	
500-0-000-204.50	TEXPOOL PRIME				150,000.00	
	TOTAL 500-STREET IMPVMT CONST FUND	45,897.55	251,751.37	0.00	367,175.72	664,824.64
PARK ROW PROJ FUND						
550-0-000-204.00	TEXPOOL				155,988.68	
550-0-000-204.50	TEXPOOL PRIME				899,863.38	
	TOTAL 550-PARK ROW PROJ FUND	0.00	0.00	0.00	1,055,852.06	1,055,852.06
TRUST & AGENCY FUND						

TOWN OF PANTEGO
CASH & INVESTMENTS REPORT
AS OF: SEPTEMBER 30TH, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
WATER/SEWER CONSTRUCTION						
700-0-000-204.00	TEXPOOL				71,133.65	
700-0-000-204.50	TEXPOOL PRIME				65,000.00	
	TOTAL 700-WW CONSTRUCTION FUND	0.00	0.00	0.00	136,133.65	136,133.65
INFRASTRUCTURE IMPVMT						
750-0-000-102.00	CASH	24,254.40				
750-0-000-204.00	TEXPOOL				172,699.43	
750-0-000-204.50	TEXPOOL PRIME				200,000.00	
	TOTAL 750-WATER INFRASTRUCTURE FUND	24,254.40	0.00	0.00	372,699.43	396,953.83
PAYROLL IMPREST FUND						
777-0-000-102.00	CASH	9,298.21				
	TOTAL 777-PAYROLL IMPREST FUND	9,298.21	0.00	0.00	0.00	9,298.21
COURT SECURITY FUND						
800-0-000-102.00	CASH	6,185.84				
800-0-000-204.00	TEXPOOL				5,526.02	
800-0-000-204.50	TEXPOOL PRIME				5,000.00	
	TOTAL 800-COURT SECURITY FUND	6,185.84	0.00	0.00	10,526.02	16,711.86
POLICE TRUST FUND						
815-0-000-102.00	CASH	13,137.85				
	TOTAL 815-POLICE TRUST FUND	13,137.85	0.00	0.00	0.00	13,137.85
COURT TECHNOLOGY FUND						
825-0-000-102.00	CASH	14,630.40				
825-0-000-204.00	TEXPOOL				20,275.15	
825-0-000-204.50	TEXPOOL PRIME				50,000.00	
	TOTAL 825-COURT TECHNOLOGY FUND	14,630.40	0.00	0.00	70,275.15	84,905.55
PANTEGO YOUTH LDRSHP CNL						
835-0-000-102.00	CASH	1,208.57				
	TOTAL 835-PANTEGO YOUTH LDRSHP CNCL	1,208.57	0.00	0.00	0.00	1,208.57
PANTEGOFEST						
850-0-000-102.00	CASH	441.53				
	TOTAL 850-PANTEGOFEST FUND	441.53	0.00	0.00	0.00	441.53
FSA ADMINISTRATION						
860-0-000-102.00	CASH	563.32				
	TOTAL 860-FSA/HRA ADMINISTRATION	563.32	0.00	0.00	0.00	563.32
DONATIONS FUND						
865-0-000-102.00	CASH	2,884.38				
	TOTAL 865-DONATIONS FUND	2,884.38	0.00	0.00	0.00	2,884.38

TOWN OF PANTEGO
 CASH & INVESTMENTS REPORT
 AS OF: SEPTEMBER 30TH, 2016

FUND-ACCT. NO.	ACCOUNT NAME	CASH	CD'S	DISC NOTES	TEXPOOL/ TEXPOOL PRIME	FUND TOTAL
SHAMBURGER MEMORIAL FUND						
875-0-000-202.00	CERT OF DEPOSITS		50,350.24		12,010.79	
875-0-000-204.00	TEXPOOL				15,000.00	
875-0-000-204.50	TEXPOOL PRIME					
	TOTAL 875-SHAMBURGER	0.00	50,350.24	0.00	27,010.79	77,361.03
CARTWRIGHT LIBRARY FUND						
880-0-000-204.00	TEXPOOL				7,267.06	
880-0-000-204.50	TEXPOOL PRIME				10,000.00	
	TOTAL 880-CARTWRIGHT LIBRARY FUND	0.00	0.00	0.00	17,267.06	17,267.06
PEDC INTEREST & SINKING						
901-0-000-102.00	CASH	169,103.25				
901-0-000-204.00	TEXPOOL				32,330.45	
	TOTAL 901-PEDC DEBT SERVICE FUND	169,103.25	0.00	0.00	32,330.45	201,433.70
PEDC BOND RESERVE FUND						
PEDC OPERATING FUND						
903-0-000-102.00	CASH	186,624.21				
903-0-000-204.00	TEXPOOL				388,112.65	
	TOTAL 903-PEDC OPERATING FUND	186,624.21	0.00	0.00	388,112.65	574,736.86
PEDC ADMIN EXPENDITURE						
PEDC REDEMPTION FUND						
PEDC SALES TAX REVENUE						
ACCOUNTS PAYABLE IMPREST						
<hr/>						
ALL FUNDS TOTAL		527,336.30	907,309.44	0.00	4,653,454.05	6,088,099.79
		=====	=====	=====	=====	=====
TOTAL CASH AND INVESTMENTS		527,336.30			5,560,763.49	
		=====			=====	

*** END OF REPORT ***

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

	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Revenues:									
Property Tax-Current	\$ 611	\$ 85,975	\$ (85,364)	\$ 1,032,179	\$ 1,031,701	\$ 478	\$ 1,031,701	\$ 478	0%
Property Tax-Current Interest	42	-	42	1,025	-	1,025	-	1,025	100%
Property Tax-Current Penalty	78	-	78	3,075	-	3,075	-	3,075	100%
Property Tax-Current Rendition Pen	1	-	1	2,215	-	2,215	-	2,215	100%
Property Tax-Delinquent	256	1,158	(902)	19,104	13,895	5,209	13,895	5,209	37%
Property Tax-Delinquent Interest	87	-	87	531	-	531	-	531	100%
Property Tax-Delinquent Penalty	33	-	33	394	-	394	-	394	100%
Property Tax-Delinquent Rendition Pen	17	-	17	286	-	286	-	286	100%
Sales Tax	174,414	111,679	62,735	1,632,692	1,340,151	292,541	1,340,151	292,541	22%
Franchise Fee-Natural Gas	-	2,083	(2,083)	26,648	25,000	1,648	25,000	1,648	7%
Franchise Fee-Communications	-	7,875	(7,875)	85,874	94,500	(8,626)	94,500	(8,626)	(9%)
Franchise Fee-Electricity	-	14,167	(14,167)	167,707	170,000	(2,293)	170,000	(2,293)	(1%)
Franchise Fee-Cable	-	1,042	(1,042)	9,508	12,500	(2,992)	12,500	(2,992)	(24%)
Franchise Fee-Water & Sewer	-	2,083	(2,083)	25,000	25,000	-	25,000	-	0%
Franchise Fee-Waste Disposal	3,753	-	3,753	21,718	-	21,718	-	21,718	100%
Mixed Beverage Tax	-	1,167	(1,167)	15,906	14,000	1,906	14,000	1,906	14%
Warrant Charges	5,120	8,333	(3,213)	88,317	100,000	(11,683)	100,000	(11,683)	(12%)
FTA / City (Omni Base)	251	583	(332)	4,813	7,000	(2,187)	7,000	(2,187)	(31%)
Court Fines and Penalties	18,583	32,917	(14,334)	329,622	395,000	(65,378)	395,000	(65,378)	(17%)
Special Expense Fee	15,236	22,917	(7,681)	249,331	275,000	(25,669)	275,000	(25,669)	(9%)
Accident Reports	35	50	(15)	390	600	(210)	600	(210)	(35%)
Child Safety Guard Program	500	667	(167)	11,155	8,000	3,155	8,000	3,155	39%
Traffic Fees	279	563	(284)	4,650	6,750	(2,100)	6,750	(2,100)	(31%)
City Judicial Fee	140	208	(69)	2,274	2,500	(226)	2,500	(226)	(9%)
City Arrest Fees	999	1,625	(626)	15,514	19,500	(3,986)	19,500	(3,986)	(20%)
10% Serv. Fee from T&A	-	1,846	(1,846)	16,416	22,150	(5,734)	22,150	(5,734)	(26%)
Time Payment Fee	-	2,083	(2,083)	22,392	25,000	(2,608)	25,000	(2,608)	(10%)
Planning and Zoning Fees	-	750	(750)	8,350	9,000	(650)	9,000	(650)	(7%)
Plan Review Fees	1,937	625	1,312	4,409	7,500	(3,091)	7,500	(3,091)	(41%)
Building Permits	7,916	3,417	4,500	43,900	41,000	2,900	41,000	2,900	7%
Liquor Licenses	-	667	(667)	8,303	8,000	303	8,000	303	4%
Contractor Registration Fee	875	917	(42)	13,800	11,000	2,800	11,000	2,800	25%
Certificates of Occupancy	500	583	(83)	10,000	7,000	3,000	7,000	3,000	43%
Clean & Show	40	44	(4)	320	531	(211)	531	(211)	(40%)
Dog Tag Revenue	40	25	15	335	300	35	300	35	12%
Penalties	137	-	137	722	-	722	-	722	100%
NSF Check Fees	-	2	(2)	35	25	10	25	10	40%
Ambulance Revenue	6,390	10,833	(4,443)	123,565	130,000	(6,435)	130,000	(6,435)	(5%)
Fire Inspections	-	625	(625)	14,360	7,500	6,860	7,500	6,860	91%
Park Rental Revenue	290	250	40	3,760	3,000	760	3,000	760	25%
Gas Royalty Revenue	-	833	(833)	-	10,000	(10,000)	10,000	(10,000)	(100%)
Copy Fees	100	4	96	587	50	537	50	537	1073%
No Insurance Towing Fees	-	417	(417)	2,400	5,000	(2,600)	5,000	(2,600)	(52%)
Interest Income	-	333	(333)	6,707	4,000	2,707	4,000	2,707	68%
Grant Revenue	10,521	-	10,521	12,876	-	12,876	-	12,876	100%
Other Revenue	43,464	833	42,631	64,039	10,000	54,039	10,000	54,039	540%
Revenue Before Transfers In	\$ 292,646	\$ 320,179	\$ (27,534)	\$ 4,107,204	\$ 3,842,153	\$ 265,051	\$ 3,842,153	\$ 265,051	7%

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

	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Expenditures:									
General & Administrative	\$ 41,397	\$ 50,711	\$ 9,314	\$ 562,871	\$ 608,535	\$ 45,664	\$ 608,535	\$ (45,664)	(8%)
Public Works	82,429	51,154	(31,275)	661,996	613,850	(48,146)	613,850	48,146	8%
Community Development	12,322	15,128	2,806	142,795	181,537	38,742	181,537	(38,742)	(21%)
Police	92,812	115,171	22,358	1,262,780	1,382,048	119,268	1,382,048	(119,268)	(9%)
Fire	81,377	100,154	18,778	1,173,430	1,201,853	28,423	1,201,853	(28,423)	(2%)
Municipal Court	19,963	30,282	10,319	331,482	363,385	31,903	363,385	(31,903)	(9%)
Community Relations Board	1,465	1,000	(465)	10,072	12,000	1,928	12,000	(1,928)	(16%)
Special Events	-	708	708	9,059	8,500	(559)	8,500	559	7%
Other	-	167	167	1,812	2,000	188	2,000	(188)	(9%)
Expenditures Before Transfers Out	\$ 331,765	\$ 364,476	\$ 32,711	\$ 4,156,296	\$ 4,373,708	\$ 217,412	\$ 4,373,708	\$ (217,412)	(5%)

**TOWN OF PANTEGO
WATER & SEWER OPERATING FUND
REVENUE REPORT - SEPTEMBER 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Sale of Water	\$ 58,520	\$ 40,000	\$ 18,520	\$ 483,101	\$ 480,000	\$ 3,101	\$ 480,000	\$ 3,101	1%
Water Tap Fees	-	25	(25)	1,290	300	990	300	990	330%
Sewer Service Charge Fee	36,768	30,000	6,768	368,774	360,000	8,774	360,000	8,774	2%
Sewer Tap Fees	-	21	(21)	300	250	50	250	50	20%
Groundwater Conservation Fee	2,539	1,870	668	20,207	22,442	(2,235)	22,442	(2,235)	(10%)
Groundwater Conservation Fee-Recovery	2,539	1,870	668	20,207	22,443	(2,236)	22,443	(2,236)	(10%)
Penalties	1,043	1,250	(207)	13,079	15,000	(1,921)	15,000	(1,921)	(13%)
Processing/Turn On Fees	-	83	(83)	(607)	1,000	(1,607)	1,000	(1,607)	(161%)
N.S.F. Check Fees	-	25	(25)	330	300	30	300	30	10%
Adm. Serv. Charge / Sewer Impact	740	583	157	9,178	7,000	2,178	7,000	2,178	31%
Interest Income	-	54	(54)	155	650	(495)	650	(495)	(76%)
Other Revenue	50	2,333	(2,283)	1,174	28,000	(26,826)	28,000	(26,826)	(96%)
Total Revenue Before Transfers In	\$ 102,198	\$ 78,115	\$ 24,082	\$ 917,188	\$ 937,385	\$ (20,197)	\$ 937,385	\$ (20,197)	(2%)

**TOWN OF PANTEGO
SEWER CONSTRUCTION FUND
REVENUE REPORT - SEPTEMBER 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Interest Income	\$ -	\$ -	\$ -	\$ 397	\$ -	\$ 397	\$ -	\$ 397	100%
Total Revenue Before Transfers In	\$ -	\$ -	\$ -	\$ 397	\$ -	\$ 397	\$ -	\$ 397	100%

**TOWN OF PANTEGO
WATER INFRASTRUCTURE IMPROVEMENTS FUND
REVENUE REPORT - SEPTEMBER 2016**

Revenue	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Infrastructure Improvement Fee	\$ 26,890	\$ 25,000	\$ 1,890	\$ 308,769	\$ 300,000	\$ 8,769	\$ 300,000	\$ 8,769	3%
Penalties	317	-	317	1,285	-	1,285	-	1,285	100%
Interest Income	-	-	-	1,065	-	1,065	-	1,065	100%
Total Revenue Before Transfers In	\$ 27,207	\$ 25,000	\$ 2,207	\$ 311,119	\$ 300,000	\$ 11,119	\$ 300,000	\$ 11,119	(4%)

**TOWN OF PANTEGO
WATER AND SEWER OPERATING FUND
EXPENSE REPORT - SEPTEMBER 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Water	\$ 21,670	\$ 29,145	\$ 7,474	\$ 323,582	\$ 349,736	\$ 26,154	\$ 349,736	\$ (26,154)	(7%)
Sewer	(169,751)	28,850	198,601	370,001	346,205	(23,796)	346,205	23,796	7%
Total Expenses Before Transfers Out	\$ (148,080)	\$ 57,995	\$ 206,075	\$ 693,583	\$ 695,941	\$ 2,358	\$ 695,941	\$ (2,358)	(0%)

**TOWN OF PANTEGO
SEWER CONSTRUCTION FUND
EXPENSE REPORT - SEPTEMBER 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Capital Improvements	\$ -	\$ 14,000	\$ (14,000)	\$ 73,421	\$ 168,000	\$ (94,579)	\$ 168,000	\$ (94,579)	(56%)
Total Revenue Before Transfers In	\$ -	\$ 14,000	\$ (14,000)	\$ 73,421	\$ 168,000	\$ (94,579)	\$ 168,000	\$ (94,579)	(56%)

**TOWN OF PANTEGO
WATER INFRASTRUCTURE IMPROVEMENTS FUND
EXPENSE REPORT - SEPTEMBER 2016**

Expenses	CURRENT MONTH			YEAR-TO-DATE			BUDGET		
	Actual	Budget	Variance Favorable (Unfavorable)	Actual	Budget	Variance Favorable (Unfavorable)	Total	\$ Over/(Under)	% Over/(Under)
Infrastructure Improvements	\$ 13,590	\$ 18,917	\$ (5,327)	\$ 242,847	\$ 226,999	\$ 15,848	\$ 226,999	\$ 15,848	7%
Total Revenue Before Transfers In	\$ 13,590	\$ 18,917	\$ (5,327)	\$ 242,847	\$ 226,999	\$ 15,848	\$ 226,999	\$ 15,848	7%



PANTEGO PUBLIC SAFETY



MONTHLY ACTIVITY SUMMARY - September 2016

Personnel

The preliminary interview process for Dispatcher occurred on September 28. The position of Police Officer is currently being advertised with the new starting salary.

Lieutenant Roy de Leon continues on light duty assignment due to medical issues. We will have additional information after October 18th.

Operational Issues

Fire Department

No major issues.

Police Department

Officer Christine Hubbell has assumed the responsibility of managing the department's evidence room. We expect that she will excel at this opportunity.

Training

Police Department

Officer Hubbell attended Field Officer Training school. Officers Guy and Kizer attended TCIC/NCIC training.

Detective Nance will be presenting a basic crime scene class for officers to prepare them on how to properly secure a crime scene and to mitigate the lesser offenses as well as assist on major crimes.

Dispatcher Karen St. Valentine will be trained to assist as a civilian crime scene tech to assist with major crime investigations. She will also be schooled on how to assist with the submission of cases to the District Attorney's office.

Fire Department

Medical training for the month was over the topic of Substance Abuse During Pregnancy.

Public Relations

The Fire Department was successful in collecting \$4,943.00 during the MDA Fill-the-Boot campaign.

The department will continue to sell T-shirts supporting breast cancer awareness during the month of October. All proceeds will be presented to the Joan Katz Foundation.

Firefighters continued to support the residential Knox Box program by installing two units during the month of September.

The initiative to prevent the occurrence of children being left unattended in vehicles is ongoing and has received the support of the Tarrant County District Attorney's office and support from the Texas Municipal Police Officers Association and the North Texas Police Chiefs Association. It is hoped that new legislation will be supported and passed in the upcoming legislative session.

Respectfully submitted,

A handwritten signature in blue ink that reads "Thomas D. Griffith". The signature is written in a cursive style with a large, stylized 'T' and 'G'.

Thomas D. Griffith
Chief of Public Safety

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

September, 2016

Citations/Traffic Stops

Officer	Citations	Traffic Stops	Citations YTD
Griffith	2	4	5
Reeves	0	1	22
Open Position			
Bruton	22	29	519
Hubbell	63	62	560
Meinke	198	152	818
Marquez	47	30	160
Guy	10	11	199
Open Position			
Kiser	65	104	358
Open Position			304
Nance	0	0	0
Ex-Officers			1,123
TOTALS	407	393	3,778
<u>Vehicle Crashes</u>			
Crash Type	Quantity.		YTD
Minor	8		78
Major	2		32
Hit & Run	0		18
TOTALS	10		128
Crashes reported to State	8		63

Incident Activity

Officer		Total Calls	Dispatch	Self- Initiated	Arrests	Ytd/ arrests
400	Griffith	17	11	6	0	0
600	Reeves	23	14	9	0	5
610	Nance	16	6	9	0	0
620						
602	Bruton	90	22	68	4	55
603	Hubbell	185	35	150	6	85
604	Meinke	252	35	217	7	45

PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

605	Marquez	123	26	97	3	43
606	Guy	155	35	120	1	40
607						
608	Kiser	243	46	197	12	56
609						
710	Watson				1	41
711	Hopkins				2	25
Ex-Officers						138
Totals		1,104	230	873	36	489

Average 2:19
Response
Time

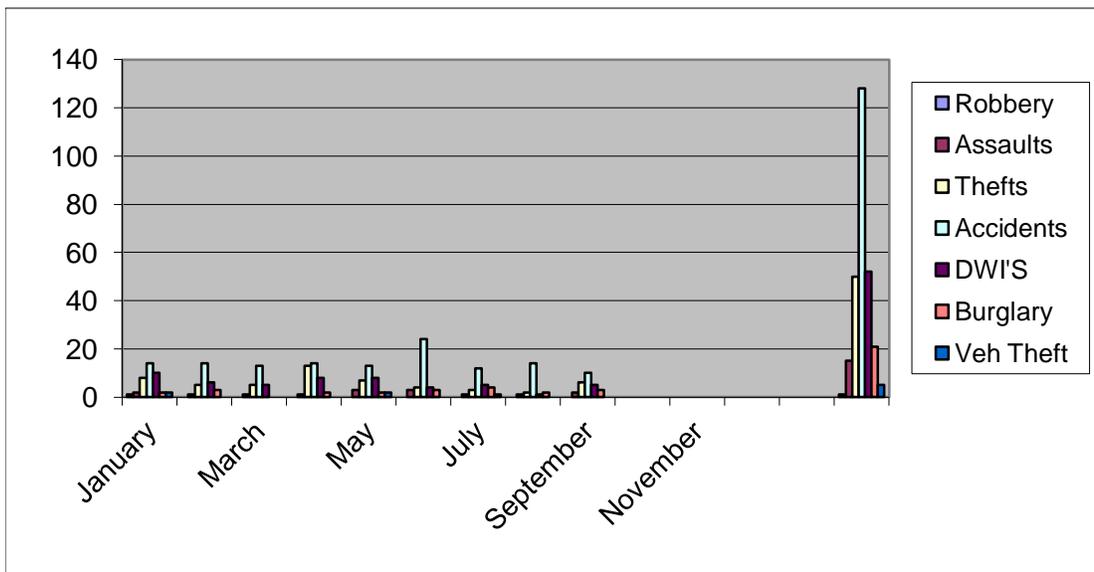
Respectfully,



Barry Reeves
Assistant Chief of Police

2016 Crime Stat's

2016 Monthly	Robbery	Assaults	Thefts	Accidents	DWI'S	Burglary	Veh Theft
January	1	2	8	14	10	2	2
February	0	1	5	14	6	3	0
March	0	1	5	13	5	0	0
April	0	1	13	14	8	2	0
May	0	3	7	13	8	2	2
June	0	3	4	24	4	3	0
July	0	1	3	12	5	4	1
August	0	1	2	14	1	2	0
September	0	2	6	10	5	3	0
October							
November							
December							
Totals	1	15	50	128	52	21	5



Unintentional Transmission of Alarm		1	2		4	3	
Smoke Detector Activation - No Fire		4	5	1	4	2	
Bomb Scare - No Bomb	1	1					
System Malfunction	1	2	1			1	
False Alarm or False Call, Other	2	10	8		12	19	
CO Detector Activation, Malfunction		3					
Sprinkler Activation, no fire		1					
Special Incident Type							
Citizen Complaint						1	
Special Incident Type, Other		1					
Mutual Aid		4					
TOTAL FIRE INCIDENTS	24	195	191	35	247	294	
AVERAGE FIRE RESPONSE TIME - PANTEGO		2.79					

PANTEGO FIRE RESCUE							
MONTHLY ACTIVITY SUMMARY							
30-Sep-16							
							
FIRE TRAINING							
CLASS SUBJECT		HOURS	YTD				
			29				
TOTAL HOURS							
EMS TRAINING							
CLASS SUBJECT		HOURS	YTD				
Substance abuse during pregnancy		4	40				
PUBLIC EDUCATION							
		MONTH	YTD	MONTH		MONTH	
				ADULTS	YTD	CHILDREN	YTD
Fire Extinguisher Class							
School Presentations		1	1	10	10	27	27
B-day parties							
Spray Downs							
Station Tours		1	2	2	4	3	5
Special Events		2	6	2500	2930	1000	1460
Home Inspections							
Public Safety Forums							
Knox Box Installed		2	5				
Fall Risk Assessment							
TOTAL CONTACTS							
BUSINESS INSPECTIONS							
		MONTH	YTD				
Initial		115	691				
Re-Inspections			1				
Plans Review Completed							
C.O Issued		2	36				



PUBLIC WORKS REPORT

September 2016

ADMINISTRATIVE/PROJECTS/ENGINEERING

- Reyes Ballroom project finalized and completed on utility side, adding 3 valves and an FDC.
- Prime Control SCADA update is complete and is now accessible to receive notifications on phones.
- Ft. Worth Utilities installed vault, and should soon be installing new meter for the Lift Station.
- Two water main breaks repaired at 2701 W. Pioneer Pkwy.
- PANTEGOFEST! All banners and signs and lights restored to normal after Pantegofest.
- Replaced leaking Fire Hydrant on Bowen Rd. & Superior

STREETS and DRAINAGE

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

TOWN FACILITIES

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

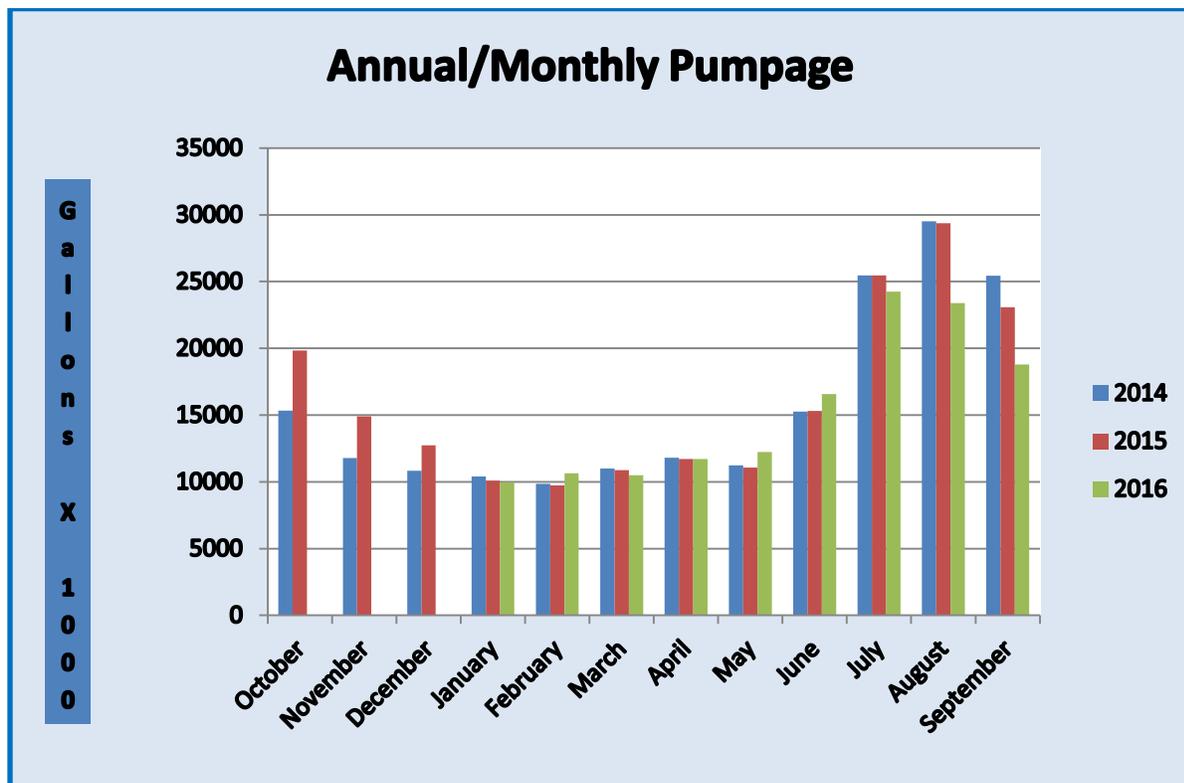


PARK OPERATIONS

- Daily cleaning at the restrooms
- Large sprinkler main-line and lateral line repair made
- All sprinklers at park checked, various repairs made and on-going
- (2) Park mowed, edged, trimmed and blown off

UTILITY BILLING

September Billing for 1,203 Accounts \$137,145.85	September Past Due Balances \$8,053.46
September Billing for Garbage \$7,880.48	September Billing for Recycling \$2,076.96





WATER: WELLS AND DISTRIBUTION

- Total water production 18,785,000
- Average daily production 626,167
- (162) Residual samples taken – average chlorine residual (.34)
- (3) Total coliform / ecoli samples taken – all tests negative
- (1200) - Meters read
- (40) – Meter rereads
- (27) - Dead end hydrants flushed
- (28) - Work orders completed relating to water turn on and turn-off's, meter replacements, etc
- (3) Large areas marked and located water and wastewater lines for contractors
- (14) Cut off/non-payment notices were issued
- (2) Cut off performed due to non-payment
- (3) valves installed on Pioneer Pkwy at Reyes Ballroom.
- (3) valves installed at new Mercantile Bank project
- (48) Exercised Hydrants
- 6" Water main break repaired at 2701 W. Pioneer Pkwy
- 6" Water main break repaired at 2701 W. Pioneer Pkwy about 4' away, 3 days later.
- (3) Cycles - Well sites mowed, edged, trimmed and blown
- Repaired a chlorine line break at 303 Well Site
- New SCADA system update is complete and Supervisors can now receive phone notifications



WASTEWATER

- (13) Cleaned the Lift Station bar screen and bagged the solids for the month
- (3) Cycles - Lift Station was mowed, edged, and blown
- 12,000 ft. of sewer main cleaned (pulled down)
- Taco Bueno sewer issue resolved and disinfected and contractors have planned to repair the issue.
- Ft. Worth began installation of new vault and will soon install a new meter to better monitor the flow of our Lift Station.
- (4) Manholes ring and lid replaced and raised
- Cleared sewer main of grease on W. Park Row that was causing pipe to hold water, preventing contractors at Mercantile Bank from making tap.

PUBLIC WORKS MAINTENANCE

- Checked fluids and topped off fluids and changed brakes on 2009-F350
- Rented lift and removed PANTEGOFEST Banner and replaced lights.
- Serviced power equipment
- Repaired/replaced 24' of sidewalk total on Nora Dr. and Doral Ct.
- Started equipment and serviced as required
- Sinkholes filled due to storm sewer issues on Nora Dr and Country Club
- Had to purchase new rim for backhoe
- (3) Cycles – medians and ROW, mowed, edged, trimmed and blown

ANIMAL SERVICES

- (1) Injured hawk captured and taken to the Bird Restoration in Hutchins
- One dog captured, but owner was found before taking it in.
- (2) Traps delivered (1) Trap returned



ENVIRONMENTAL SERVICES

West Nile Testing

Dates	2600 Miller Lane	3613 Shady Valley	Roaming #1	Roaming #2
9/07	26	50	*6 – 3307 Peachtree	21 – 1701 Silverleaf
9/14**	0	0	0 – 2704 Whispering	0 – 1613 Robin
9/21	6	0	30 – 10 Nora Ct.	9 – 1810 Stolper
9/28	1	40	9 – 1900 Melbourne	0 – 20 Doral

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

** Rain during traps

Mosquito Control Spraying

The Town was sprayed on the nights of September 12th, 13th and the 22nd

EVENTS

- PANTEGOFEST!
- Assisted with the Movie Night in the Park on September 10th (Zootopia)
- PantegoFest Banner has been removed from the Archway, signs removed and parking lots cleaned

ADDITIONAL ITEMS

N/A



PHOTOS:

Water Main break on 2701 W. Pioneer Pkwy





Walkthrough and Demo of our new Vac/Valve Trailer





Sidewalk repair/replacements on Nora and Doral Ct





Injured Hawk captured and taken to Rehabilitation Center





Firehydrant Replacement w/ Mini Excavator (Demo Unit) on Bowen Rd
@ Superior





Fire Hydrant replacement on Bowen Rd. (After 6" Valve blew off)



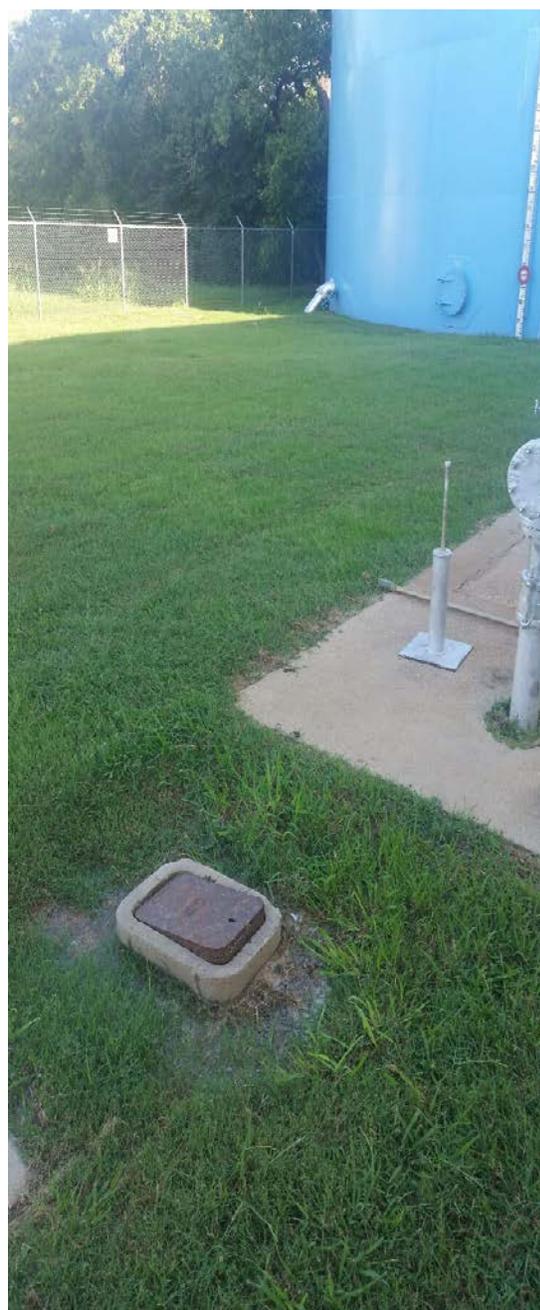


Fire Hydrant replacement on Bowen Rd. (continued)





Chlorine Line Leak at 303 Well Site





Microplex 303 well site pump wiring protection project





COMMUNITY DEVELOPMENT REPORT – SEPTEMBER 2016

CONSTRUCTION AND DEVELOPMENT

- **1900 Melbourne Drive-** Construction on a new residential building; Framing, Electrical, and Mechanical have passed initial inspection.
- **2203 S Bowen Rd-** Commercial remodel on an existing building; Luci's Chicken & Rice has been remodeling the old Chicken Express. Final Inspections are almost ready.
- **2401 W Pioneer Pkwy Suite 161-** Commercial remodel on an existing building; Reyes Ballroom 2. Rough-in Electrical, and Plumbing have been inspected.
- **2401 W Park Row Dr-** Construction on a new commercial building; Mercantile/ Woodhaven Bank. Plumbing Rough-in inspection has been completed. Foundation has been poured. Electrical T-pole and Underground Electrical has been inspected.

CERTIFICATES OF OCCUPANCY

- Antiques on Park Row- 2304 W Park Row Dr Suite 24- Storage
- AK Auto Repair- 2211 Duluth Dr Suite 108 & 109- Auto Repair
- TechTag LLC- 2221 W Arkansas Ln Suite 106A- Electronic Resale
- Restoring Faith Ministries- 2106 W Pioneer Pkwy Suite 135- Church
- Cake Bliss- 2304 W Park Row Dr Suite 23- Bakery

INSPECTIONS

	SEPT TOTAL	YTD TOTAL
BUILDING INSPECTION	6	82
CERTIFICATE OF OCCUPANCY	5	97
CUSTOMER SERVICE INSPECTION	2	8
ELECTRICAL INSPECTION	3	55
MECHANICAL INSPECTION	3	23
PLUMBING INSPECTION	8	92
REINSPECTION	4	18
CODE ENFORCEMENT INSPECTIONS	8	28
TOTAL INSPECTIONS	39	403

CONSTRUCTION VALUES

	SEPTEMBER	2015/2016 YTD
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$734,115.00
EXISTING RESIDENTIAL REMODEL	\$28,329.95	\$578,249.89
NEW COMMERCIAL CONSTRUCTION	\$950,000.00	\$950,000.00
EXISTING COMMERCIAL REMODEL	\$222,999.00	\$2,350,447.45
TOTAL VALUE	\$1,201,328.95	\$4,612,812.34

FEES COLLECTED

	SEPT TOTAL	SEPT FEES	YTD TOTAL	YTD FEES	BUDGET	YTD DIFF.
CERTIFICATE OF OCCUPANCY	5	\$500.00	76	\$7,600.00	\$7,000.00	\$600.00
ZONING FEES	0	\$0.00	12	\$7,450.00	\$9,000.00	(\$1,550.00)
DEVELOPMENT FEE	0	\$0.00	0	\$0.00	\$0.00	\$0.00
PLAN REVIEW	6	\$2,093.65	35	\$5,567.48	\$7,500.00	(\$1,932.52)
BUILDING PERMIT	30	\$8,187.99	246	\$39,613.09	\$41,000.00	(\$1,386.91)
UTILITY RELEASE	1	\$40.00	10	\$380.00	\$0.00	\$380.00
CONTRACTOR REGISTRATION	14	\$900.00	172	\$14,200.00	\$11,000.00	\$3,200.00
LIQUOR PERMITS	0	\$0.00	16	\$5,995.00	\$8,000.00	(\$2,005.00)
TOTAL FEES		\$11,721.64		\$80,805.57	\$83,500.00	(\$2,694.43)



MUNICIPAL COURT



Municipal Court Collections / September 2016

On-Time Citations

Fines- \$18,822.80
Fees- \$10,856.90
Total- \$29,679.70

Warrants

Fines- \$26,223.35
Fees- \$ 8,823.61
Total- \$35,046.96

Court Security Fund- \$753.64

Court Technology Fund- \$992.90

Accident Reports- \$35.00

Collection Fees- \$1,010.40

Gross Total Revenue- \$ 64,726.66
Less State Fee's- \$ 19,680.51
Net Revenue- \$ 45,046.15

Presented by: Thressa Householder



WARRANT MONTHLY TOTALS FOR SEPTEMBER 2016

TOTAL WARRANTS VALUE CLEARED -----	\$65,476.80										
FYTD-----	\$875,412.76										
TOTAL PAYMENTS COLLECTED -----	\$35,498.90										
FYTD-----	\$483,756.95										
TOTAL NON-CASH CLEARED -----	\$28,493.90										
FYTD-----	\$296,239.38										
WARRANT FEES COLLECTED -----	\$5,670.20										
FYTD-----	\$89,338.35										
BONDS/FORFEITURES -----	\$1,484.00										
FYTD-----	\$14,072.92										
TOTAL PHONE CALLS -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 205</td> <td style="text-align: center;">OUT</td> <td style="text-align: right;">711 - 441</td> <td style="text-align: center;">OUT</td> <td style="text-align: right;">Tot - 646</td> </tr> <tr> <td style="text-align: right;">180</td> <td style="text-align: center;">IN</td> <td style="text-align: right;">169</td> <td style="text-align: center;">IN</td> <td style="text-align: right;">Tot - 349</td> </tr> </table>	710 - 205	OUT	711 - 441	OUT	Tot - 646	180	IN	169	IN	Tot - 349
710 - 205	OUT	711 - 441	OUT	Tot - 646							
180	IN	169	IN	Tot - 349							
TOTAL POST CARDS -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 61</td> <td style="text-align: right;">711 - 50</td> <td style="text-align: right;">Tot - 111</td> </tr> </table>	710 - 61	711 - 50	Tot - 111							
710 - 61	711 - 50	Tot - 111									
PERSONAL STOPS/ATTEMPS -----	0										
CONTACTS -----	0										
DOOR HANGERS -----	0										
ARRESTS -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 1</td> <td style="text-align: right;">711 - 2</td> <td style="text-align: right;">Tot - 3</td> </tr> </table>	710 - 1	711 - 2	Tot - 3							
710 - 1	711 - 2	Tot - 3									
PAY PLANS -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 12</td> <td style="text-align: right;">711 - 13</td> <td style="text-align: right;">Tot - 25</td> </tr> </table>	710 - 12	711 - 13	Tot - 25							
710 - 12	711 - 13	Tot - 25									
BONDS/COURT DATES -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 3</td> <td style="text-align: right;">711 - 9</td> <td style="text-align: right;">Tot - 12</td> </tr> </table>	710 - 3	711 - 9	Tot - 12							
710 - 3	711 - 9	Tot - 12									
BOND AMOUNT -----	710 - \$4,805.00 711 - \$10,653.33 --- Tot \$15,458.33										
LETTERS -----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 71</td> <td style="text-align: right;">711 - 104</td> <td style="text-align: right;">Tot 175</td> </tr> </table>	710 - 71	711 - 104	Tot 175							
710 - 71	711 - 104	Tot 175									
TOTAL WARRANTS CONTACTED ----	<table style="display: inline-table; border: none; vertical-align: middle;"> <tr> <td style="text-align: right;">710 - 85</td> <td style="text-align: right;">711 - 116</td> </tr> </table>	710 - 85	711 - 116								
710 - 85	711 - 116										

TOTAL WARRANTS CLEARED-----	710 – 84	711 – 113
TOTAL VALUE-----	710 - \$26,322.43	711 - \$38,254.93
TOTAL AMOUNT COLLECTED-----	710 - \$8,584.20	711 - \$10,880.80
FUTURE REVENUE-----	710 - \$9,045.23	711 – \$11,846.30

EXTRA DUTIES/VACATION/OTHER FOR SEPTEMBER

Officer Hopkins out of the office total of 2 days Vac, Sick, Etc
Officer Hopkins conducted 2 backgrounds on potential employees
Officer Hopkins out of the office ½ day on a Special Assignment.
Officer Watson out 1 day Training/Holiday/Vacation
Both Officers participated in Annual Firearms Qualifications

Arraignments - 6

Prisoner Transfers - 0

Prisoner Service calls - 3

Assist Patrol - 7

Additional warrants cleared – 272

Respectfully submitted,

Warrant Officer: Chad Watson 710

Warrant Officer: Robert Hopkins 711

P E R I O D I C F E E R E P O R T

Report for fees collected:

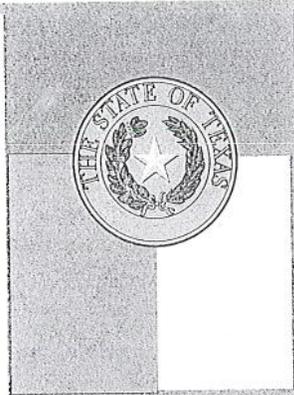
9/01/2016 - 9/30/2016

Street:

Fee	Citation	Violation	Amount	Posting Date	Docket	Name
COLAGY COLLECTIONS FEE	141702	01	26.00	9/26/2016	141702 01	
COLAGY COLLECTIONS FEE	141702	02	69.00	9/26/2016	141702 02	
COLAGY COLLECTIONS FEE	E007752	01	82.80	9/08/2016	E007752 01	
COLAGY COLLECTIONS FEE	E007752F	01	82.50	9/08/2016	E007752F01	
COLAGY COLLECTIONS FEE	E008815	03	92.00	9/16/2016	E008815 03	
COLAGY COLLECTIONS FEE	E013060	03	139.20	9/09/2016	E013060 03	
COLAGY COLLECTIONS FEE	E013060F	01	91.50	9/22/2016	E013060F01	
COLAGY COLLECTIONS FEE	E013490	01	82.80	9/26/2016	E013490 01	
COLAGY COLLECTIONS FEE	E013490	02	51.20	9/26/2016	E013490 02	
COLAGY COLLECTIONS FEE	E022529	01	54.60	9/07/2016	E022529 01	
COLAGY COLLECTIONS FEE	E022529	02	54.60	9/07/2016	E022529 02	
COLAGY COLLECTIONS FEE	E022529F	01	92.10	9/07/2016	E022529F01	
COLAGY COLLECTIONS FEE	E022529F	02	92.10	9/07/2016	E022529F02	

	13	1,010.40	COLAGY COLLECTIONS FEE
	TOTAL:	1,010.40	

GREG ABBOTT
GOVERNOR



DAN PATRICK
LIEUTENANT GOVERNOR

Texas Commission
on
Law Enforcement

Hereby Awards The Certification

of

Master Peace Officer

to

CHAD C. WATSON

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

JOEL W. RICHARDSON
PRESIDING OFFICER

September 3, 2016

CHIEF KIM VICKERS
EXECUTIVE DIRECTOR

CERTIFICATE of ACHIEVEMENT

This is to certify that

Robert Hopkins

has completed the course

Use of Force (2107)

September 2, 2016



Credit Hours: 13

Donny Caland
Instructor

This course is recognized by the Texas Commission on Law Enforcement



AGENDA BACKGROUND

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

DATE: October 10, 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 October 10, 2016.

Purchase Orders and Bills Payable for 10/10/16

<u>Bills Payable over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>Purchase Orders over \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2015 - Associated Supply Company Inc	\$58,000.00	CX36B Mini Excavator
<u>Bills Payable Under \$5,000</u>		
Armando Gonzalez, Jr.	\$3,783.34	ROW Mowing - 9/17 & 9/23
Buyers Barricades	\$2,162.50	Barricades and Traffic Cones
Thrasher Heating and Air	\$3,644.00	Gree Mini Split A/C System
Texas Water Products	\$1,720.50	Emergency Hydrant Repair
<u>Professional Services</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Holly Potter-Harvey	\$7,500.00	Pantego Fest Consultant
Jim Jeffrey	\$3,314.64	Septmber Attorney Fees
Sara Jane del Carmen	\$1,300.00	Septmber Magistration Services
Craig Magnuson	\$1,300.00	Septmber Prosecutor Services
<u>GENERAL BILLS</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Arlington Utilities	\$9,308.67	August Wastewater Service
Gexa Energy	\$22,222.48	Electricity Billing Through 9/11/16
Neofunds By Neopost	\$1,658.11	September Postage
Voyager Fleet Systems	\$3,028.01	August Fuel Usage
Duncan - Garbage	\$8,482.21	September Trash Removal
Duncan - Recycling	\$2,108.78	September Recycling Removal
Pantego Water Utilities	\$2,108.78	September Water Utilities
MetLife	\$2,052.70	October 2016 Employee Life Premiums
TML	\$22,707.35	October 2016 Employee Medical Premiums



PUBLIC WORKS MEMO

Date: October 3, 2016
To: Matthew Fielder, City Manager
From: Scott Williams, Public Works Director
Subject: Case CX36B Mini Excavator Purchase

The Public Works Department requests the approval of a Purchase Order in the amount of (\$58,000.00) to Associated Supply Company, Inc (ASCO), through BuyBoard. The expenditure is for a Case – CX36B Mini Excavator with attachments: hydraulic breaker (jack-hammer), 12", 18", 24" buckets and a 16 ft. tilt-bed trailer. The funding for this expenditure was approved by Council in the FY16-17 budget.

Staff has demonstrated both the John Deer and Case mini excavators at job sites and found them to be equal in operation. However, since the purchase will be through BuyBoard, ASCO, Inc. discounted the Case unit enough so we could add a 12" bucket and a 16' tilt-bed trailer (made for the tractor), along with a 3YR/3000HR warranty.

Scott Williams, Public Works Director

Matt Fielder, City Manager

Attachments: ASCO - Case Quotation
John Deer Quotation

CC: Karen Hollingsworth, Finance Director
Erica Williams, Accounts Payable

TOWN OF PANTEGO

1614 S. BOWEN
 PANTEGO, TEXAS 76013

No. 2015

INSTRUCTIONS TO VENDOR

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

TO Associated Supply Company, Inc.
 2019 Airport Fwy Euless, TX 76040

SHIP TO

SPLIT WATER & SEWER

DATE		ACCT #	DEPT.		
10/3/16			PW		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		CX36B Mini Excavator			
1		Hydraulic Breaker			
3		12", 18", 24" Buckets			
1		16ft tilt-bed trailer			
				TOTAL	58,000.00

[Signature]

[Signature]

APPROVED BY



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
3230 East Airport Freeway
Irving TX, 75062
Phone: (972) 438-4699 - Fax: (972) 438-6789

Proposal for:
CITY OF PANTEGO
1614 S BOWEN RD
PANTEGO, TX, 760133336
TARRANT
(817) 274-1381

Investment Proposal Date: 5/12/2016
Pricing Valid Until: 6/11/2016
Deal Number: 873100
Customer Account#: 1381007
Sales Professional: Robert Anderson
Phone: (972) 438-4699
Fax: (972) 438-6789
Email: RAAAnderson@rdoequipment.com

Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD	0	New 2016 JOHN DEERE 35G	\$46,000.00
1	TBD	0	New 2016 MIDCO MD4	\$10,800.00
Equipment Subtotal:				\$56,800.00

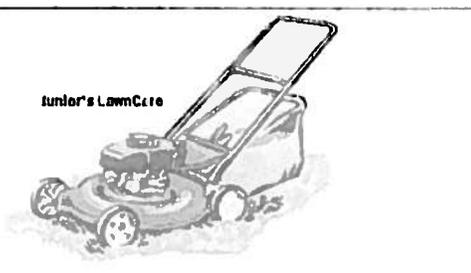
Purchase Order Totals

Balance:	\$56,800.00
Sales Tax Total:	\$0.00
Sub Total:	\$56,800.00
Cash with Order:	\$0.00
Balance Due:	\$56,800.00

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	TBD	2016 JOHN DEERE 35G	0050FF 35G COMPACT EXCAVATOR 3125 300MM RUBBER TRACK 4140 NON-SUSPENSION SEAT/VINYL 7120 5'8"(1.72M) LONG ARM/LNG LEAD 8150 CANOPY AT316557 18"HEAVY DUTY 2.8 CU.FT. BKT AT316558 24"HEAVY DUTY 4.0 CU.FT. BKT
1	TBD	2016 MIDCO MD4	MIDCO MD4 Hammer

V11496



Juniors LawnCare

Number 1225
Date 9/26/2016

Town Of Pantego
1614 S Bowen
Pantego, TX, 76013

Description	Date	Amount
Mowed, Line Trimmed, Blow various sites per town specifications.	9/22/16	\$450.00

Acct# 500 - 5 - 000 - 475 - 00



Armando Gonzalez Jr. 9/28/16

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

\$450.00

P.O. Box 7498
Fort Worth, TX 76111
817-535-3939
Fax 817-831-7171

10839

E-INVOICE

Invoice Date	Invoice No.
9/30/2016	00023383

Terms: Net 15

Town of Pantego
Wesley Hubbard
Accounts Payable
1614 South Bowen Road
Pantego, TX 76013

Job ID: 011708
Start Date: 9/28/2016
Will Call
Richland Hills, TX

Customer	Customer Job No.	Customer P.O. No.	Period Covered			Called In By		
Town-Pante		Cones	9/28/2016 - 9/28/2016			Junior		
Date	Description	From - To	Qty	Days	Units	Price	Total	
	----- SALES / ONE-TIME CHARGES -----							
09/28/16	28" TXDOT Traffic Cones -		50		50	\$15.75	\$787.50	
09/28/16	Type I Barricades (Coroplast Boards) -		20		20	\$68.75	\$1,375.00	

Note: The * indicates taxable items.

EQUIPMENT RENTAL TOTAL	\$0.00
SALES/ONE-TIME CHARGES	\$2,162.50
LABOR TOTAL	\$0.00
SUBTOTAL	<u>\$2,162.50</u>
SALES TAX (0%)	\$0.00
TOTAL CHARGES	\$2,162.50
PLEASE PAY THIS AMOUNT	\$2,162.50

Thank you for your business!

*** Job Complete ***



Thrasher Heating and Air-Conditioning

Invoice

TACLB53056E
1117 Wood Lane
Arlington TX, 76001
817-473-1247

Date-9/27/2016

TO: Tom Griffith(Police Building)
Town of Pantego

FOR: 2600 Miller Ln
Pantego, Texas 76013



Regulated by the Texas Department of Licensing and Regulation
P.O. Box 12157 Austin, Texas 78711
1-800-803-9202, 512-463-6599 www.license.state.tx.us

Make all checks payable to Thrasher Heating and Air-Conditioning
If you have any questions concerning this Invoice, call Cliff Thrasher @ 817-473-1247. Thank You.

DESCRIPTION	AMOUNT
Install new 18,000 BTU Gree Mini-Split A/C System(Complete). Install condensate drain @ existing washer drain. Labor and Material	\$3,644.00
Total	\$3,644.00

Thank You For Your Business!



TEXAS WATER PRODUCTS, INC.
 Remit to: P.O. Box 8543, Fort Worth, Texas 76124
 5825 E. Berry St., Fort Worth, Texas 76119
 PH (817) 457-9988 Fax (817) 654-2007

V 10268

Purchase Order ID
 Sales Order 141885

Sales Invoice 137180
 Date 09/27/16

Bill To: Town of Pantego
 Attn: Accounts Payable
 1614 South Bowen Rd
 Pantego, TX 76013-3336

Ship To: Town of Pantego
 Emergency Repair
 Pantego, TX



137180	141885	PANTEGO	Net 30	Will Call
09/27/16	09/27/16			33

QTY	UNIT	DESCRIPTION	PRICE	AMOUNT
***** DUPLICATE COPY *****				
1.00	EA	CLOWHYD60NST 5'0" BURY FIRE HYD - NST	1,680.00	1,680.00
1.00	EA	MEGA LUG 06 6" RESTRAINT FOR PVC PIPE	28.00	28.00
1.00	EA	MJGSK 06 6" MJ GASKET	3.50	3.50
6.00	EA	THBN 03-4 3/4" X 4" T HEAD BOLT NUT	1.50	9.00
.00	EA	THANDLEWR 6' T-HANDLE VALVE WRENCH 6' with 3' Handle	.00	.00
		Subtotal		1,720.50
		Freight		.00
		Sales Tax		.00
		Total Due		1,720.50
Acct # 200-5-201-354.00 HNS 9/27/16				
Memo shipped 9-22-16				

Holly Potter-Harvey

March 11th, 2016

Town of Pantego
1614 S Bowen Rd
Pantego, TX 76013

V-11529



Description of Services

As sole planner my role includes:

- Complete Design and Day of Operation of Event
- Budget presentation and finalization with Town Council
- Discussion and Approval of formatting, design, and layout with Town Council
- Research and contract negotiation of professionals in each category that fit the event style and budget and to provide you with suggestions and guidance for the process of approving final selections.
- Responsible for organization and payment of all exhibitors
- Responsible for sales and follow through of all sponsorships
- Responsible for registration and organization of all steak cook-off contestants
- Responsible for negotiation and booking of all entertainment
- Responsible for updated graphics, flyers, social media and other sources of marketing for the success of the promotion of the event

As Day of Festival Coordinator my duties include:

- Set-up of event and coordination of vendor delivery / teardown
- Development of a detailed timeline and floor plan for contracted vendors and bands
- Follow up telephone calls to all contracted vendors 1 - 2 weeks before day of the event
- On-site coordination and supervision at and during the festival
- At least one additional event manager, on site, the day of the event

As the client, you will rely on me to work as many hours as may be reasonably necessary to fulfill my obligations under this agreement.

Conditions

- I understand that my role will be that of complete event planner. You will make the actual selections of service providers and I will implement those selections.
- You will make payments directly to the service providers/vendors and not to me. I do not accept any commissions from recommended vendors and cannot guarantee any service provider's performance or product.
- It is also your responsibility to notify me of any changes in a timely manner. I shall not be held liable for any changes made by you or your selected service providers.
- I will use my professional judgment when taking action in regard to changes, weather, tardiness, non-performance, etc. based on the situation, time limitations and/or your wishes.

Fees & Payment Schedule

For my services you will pay me a total of \$10,000. Payment will be made as follows:

A non-refundable retainer in the amount of \$2500 - upon signature of this letter of agreement

\$2500 due Six Weeks Prior to Scheduled Event

\$5000 due one week following the scheduled event

10% of anything profited from the event paid within 6 weeks of the close of the event

\$7,500 ka 9/27

850-5-000-355.56

MDF

Term/Termination

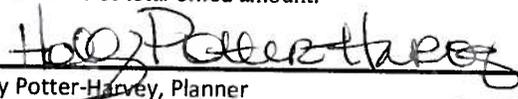
This agreement will terminate automatically upon completion of the services required by this letter of agreement.

Changes/Cancellations

Any changes made to this letter of agreement must be made in writing and signed by all parties. You may cancel this agreement, in writing, for any reason. If the event is canceled, refunds are limited to unearned fees, funds in excess of unused or non-refundable fees and out-of-pocket expenses. If you cancel less than [60] days before the event - there will be no refund.

Acts of God

If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your event; I will require payment only for 50% of total billed amount.


Holly Potter-Harvey, Planner

3-14-16

Date

3-14-16

Representative of the Town of Pantego

Date

MDF

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

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

10/2/2016
Account No. – 09.01.06
Invoice # 22185

Legal services

September 1 – September 30, 2016

Attorney Total Hours:	18.80
Hourly Rate:	\$175.00
Paralegal Total Hours	None
Hourly Rate	\$ 90.00
Total for Services:	\$ 3,237.50
Expenses:	\$ 53.14
TOTAL BALANCE DUE:	\$ 3,314.64
Nolan County land issue	\$ 0

MAGISTRATION SERVICE FOR THE MONTH OF SEPTEMBER 2016

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

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

VENDOR # 11022

Sara Jane del Carmen

**BLOOD DRAW WARRANTS
MAGISTRATIONS**

TOTAL - \$1,300.00

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

PROSECUTOR SERVICE FOR THE MONTH OF SEPTEMBER 2016

ACCOUNT # 100-5-160-210.00

INVOICE FOR SERVICES

SERVICES PERFORMED: PROSECUTOR FOR MUNICIPAL COURT

VENDOR # 10123

CRAIG MAGNUSON

\$1,300.00

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



AGENDA BACKGROUND

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

Date: October 10, 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:

082916 TC Minutes
091416 PEDC Minutes
080116 P&Z Minutes
092116 P&Z Minutes
090616 CRB Minutes
092016 CRB Minutes

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

Town Council Minutes
August 29, 2016

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Town Council of the Town of Pantego, Texas, met in special session at 6:30 p.m. in the Council Chambers of Town Hall, 1614 South Bowen Road, Pantego, on the 29th day of August 2016 with the following members present:

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

Members absent:

None

Constituting a quorum. The following staff members were present:

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

Also in attendance:

None.

SPECIAL SESSION 6:30 P.M.

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

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

Mr. Fielder presented a quick overview of the recent changes that were incorporated into the budget. This proposed budget does not include supplemental requests or changes to the salary. Mr. Fielder recommended approval of the supplemental request of \$38,120 to include Microsoft Office, computer replacements, lavatories in the jail, LED traffic signs, thermal imaging for the Police Department, AR 15 for warrant officers, and LED side lights for the warrant vehicles. The Budget will maintain a surplus after the supplemental are added. There was a discussion on the supplemental request items.

Mr. Fielder presented his salary and workforce research findings and proposal. There was a discussion on how the number of annual turnovers affects the budget and the loss of institutional knowledge. Council commented on their concerns to sustain the salary increase in future years and the affect a salary increase will have on the turnover rates. There was a discussion on the different options ranging from an increase of \$5,000 to \$7,000. Council commented on the timing of the information. Mr. Fielder explained the methodology behind waiting until the end to discuss salary increases.

Public Hearing

2. Second and Final public hearing to receive comments to consider the proposed Budget for the Fiscal Year beginning October 1, 2016 through September 30, 2017.

Mayor Paradise read the caption for the record. Mr. Fielder explained this is the second of two required public hearings prior to adopting the budget.

Mayor Paradise opened the public hearing at 7:21 p.m.

The following Speakers spoke in favor of the adoption of the budget with a proposed \$7,000 salary increase:

Tom Griffith, Chief of Public Safety
Thressa Householder, Court Administrator
Robert Coker, Assistant Fire Chief
Roy DeLeon, Firefighter
Chris Whitwell, Sergeant Detective
Blake Slater, Lieutenant Firefighter
Junior Marquez, Public Works Supervisor
Robert Hopkins, Warrant Officer
Christine Hubbell, Police Officer
Scott Williams, Public Works Director
Dennis Jobe, Community Development Director
Erica Williams, Accounts Payable, Payroll Coordinator, and HR Coordinator
Barry Reeves, Assistant Police Chief
Shannon Story, Court Clerk
Lance Westman, Firefighter
Chad Watson, Warrant Officer
Cindy Pontley, Dispatcher
Ron Johnson, Park Maintenance

Mayor Paradise announced she was very impressed with each of the staff and what they had to say. Council stood and gave applause.

Mayor Paradise explained Council always wants to hear from staff and thanked the staff for taking time to attend the meeting and voice their concerns.

Mayor Paradise closed the public hearing at 8:32 p.m.

Mayor Paradise announced the Pantego Council will vote on the adoption of the Fiscal Year 2016-2017 Annual Budget at a public meeting to be held on August 29, 2016, at 6:30 p.m. and September 12, 2016, at 7:30 p.m. at the Pantego Town Council Chambers located at 1614 S. Bowen Rd., Pantego, TX 76013.

3. Second and final public hearing to receive comments to consider the Proposed Tax Rate of \$0.42 of \$100 valuation for the Tax Year 2016.

Mayor Paradise read the caption for the record. Mr. Fielder explained this is the second public hearing that is required by state law. The property tax will remain at \$0.42/\$100 of evaluation as it was last year.

Mayor Paradise opened the public hearing at 8:33 p.m.

With no speakers, Mayor Paradise closed the public hearing at 8:34 p.m.

Mayor Paradise announced the Pantego 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 September 12, 2016, at 7:30 p.m. at the Pantego Town Council Chambers located at 1614 S. Bowen Rd., Pantego, TX 76013.

New Business for discussion, review, approval, and/or direct staff.

4. Discuss, direct, and consider action on ratifying the property tax increase reflected in the Fiscal Year 2016-2017 Budget.

Mr. Fielder informed the Council this is something new in state law there were some changes in how the Town adopts the tax rate and adopts the Budget that went into effect January 1st. There is now an additional step that requires Council to ratify the property tax increase. The tax rate has increased due to the evaluation increases of the properties and not the property tax rate.

Councilmember Adair made a motion to ratify the property tax increase as it is reflected in the proposed annual operating budget for the 2016/2017 Fiscal Year. Councilmember Brewster 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.

Ordinance

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

Ms. Arrington read the caption for the record. Mr. Fielder presented updated numbers based on the changes to the electricity rates. Mr. Hollingsworth discussed the changes to some of the budget numbers. There was a discussion on achieving a balanced budget.

Mayor Paradise called for a recess at 8:47 p.m.

Mayor Paradise reconvened at 9:10 p.m.

Mr. Fielder reviewed the analysis of the budget and the projects for the Street Improvement Funds and drainage. There was a discussion on the surplus from the Park Row water main replacement and refunding this amount back to the Water/Sewer Fund or using this money to finish out the Streetscape project. There was a discussion on the new water rates and the affects a meter replacement program will have on the Water Fund.

Mr. Williams gave a presentation of employee time usage and the affect the new meters will have on this time. There was a discussion on the not to exceed amount of \$250,000. There was a discussion on the water loss of the town and a list of projects given to the residents for the infrastructure fee. Council discussed the timeline for completion and agreed to wait until the mid-year reviews. This item was removed from the budget.

Mr. Fielder stated the ticket writers will be added to the Court Technology Fund; Council agreed to these expenses.

There was a discussion on the completion of the electricity audit performed by Public Works. Due to charges from Fort Worth for sewer removal, Mr. Williams will compose a letter requesting a refund instead of a reimbursement.

Mr. Fielder informed Council the ticket writers will be added to the Court Technology Fund.

Town Council Minutes
August 29, 2016

Councilmember Brewster made a motion to approve the first reading of Ordinance 16-791 being the updated version received tonight adopting the annual budget for the Town of Pantego Texas for the Fiscal Year October 1, 2016, through September 30, 2017. Councilmember Barrett seconded the motion. Councilmember Funderlic reiterated his objections to the Park Row Project Funds and the Water/Sewer Funds.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

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

Ms. Arrington read the caption for the record. Mr. Fielder informed Council this ordinance maintains the current rate of \$0.42/\$100 evaluation. Council announced their concerns with the state law regulations since the tax rate did not increase only the evaluations and revenue.

Councilmember Surratt made a motion to adopt the proposed tax rate increase by adopting a tax rate of \$0.42 which is effectively a 7.18% increase. Councilmember Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Paradise declared the motion passed unanimously.

Mayor Paradise announced the Town Council of the Town of Pantego will conduct a second and final public hearing on September 12, 2016, at 7:30 p.m.

Council Inquiry

Councilmember Surratt informed Council that Bingham Insurance sponsored a Back the Blue event at David's Barbeque. He enjoyed seeing a business helping a business and supporting our first responders.

Mr. Fielder informed Council the Dropbox file will be updated by Friday with his letter.

ADJOURNMENT

Mayor Paradise adjourned the special session at 10:17 p.m.

APPROVED:

Melody Paradise, Mayor

ATTEST:

Julie Arrington, City Secretary

Pantego Economic Development Corporation
September 14, 2016

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 14th day of September 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Mickey Scott	Director
Stephanie Springer	Director

Members Absent:

Robert Jordan	Director
Arsalan Gittiban	Treasurer

Constituting a quorum. Staff present was:

Matt Fielder	Executive Director
Sheila Sherman	Support Specialist
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

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

PRESIDENT'S COMMENTS

President Lakey thanked Director Scott and his staff for helping the Town stuff the PEDC shopping bags.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

DiForte Restaurant on Pioneer has a scheduled a ribbon cutting for October 4th from 4:00 p.m. to 6:00 p.m. However, this may be rescheduled due to a conflict.

The staff has received an inquiry from a hookah lounge interested in purchasing Mijo's. They are

pursuing the possibility of a smoking establishment. There was a discussion on smoking establishment regulations and other locations in town that allow smoking.

Gypsy Resale located on Park Row has closed.

Public Works has installed the cameras in the park and placed signs to deter vandals.

2. Approval of PEDC Minutes
• August 24, 2016

Vice President Surratt made a motion to approve the PEDC minutes dated August 24, 2016, as submitted. Secretary Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

3. Summary of Revenues and Expenditures
• September 12, 2016

There was a discussion on the prior approval of some of the expenses. Mr. Fielder informed the Board they approved the purchase orders.

Secretary Adair made a motion to approve the PEDC expenditures for September 14, 2016. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

4. Public hearing, discuss, direct, and consider action on the designation of FY 2016-2017 projects for the Town of Pantego Economic Development Corporation:

- a. As a project of the Corporation, land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the corporation's board of directors to promote new or expanded business development. The estimated amount of expenditures for such type of general project in Fiscal Year 2016-2017 is \$30,000.
- b. As a project of the Corporation, land, buildings, equipment, facilities, and improvements found by the board of directors to be required or suitable for use for professional and amateur sports, including children's sports, athletic, entertainment, tourist, convention, and public park purposes and events, including stadiums, ball parks, auditoriums, amphitheaters, concert halls, parks and park facilities, open space improvements, museums, exhibition facilities, and related store, restaurant, concession, and automobile parking facilities, related area transportation facilities, and related roads, streets, and water and sewer facilities, and other related improvements that enhance any of the items described herewith. The estimated amount of expenditures for such type of general project in Fiscal Year 2016-2017 is \$150,000.

Mr. Fielder explained this notice is required by Statute; was discussed at the last meeting; and was posted for the public hearing. This will begin the sixty (60) day waiting period. The law states there must be 10% of the voting population to file a petition and call for an election during the sixty (60) day time period in order to change the project designation.

President Lakey opened the public hearing at 7:11 p.m.

With no one to speak for or against, President Lakey closed the public hearing at 7:11 p.m.

5. Discuss, direct, and consider action on the 2016-2017 Fiscal Year PEDC Budget.

Mr. Fielder informed the Board the Council made changes to the employee pay structure. This change directly affects the PEDC budget with an increase in the transfer amount from the General Fund and an increase in the payroll expenses from the PEDC budget. There was a discussion on the process since PEDC already approved their budget. The Board verified the Bicentennial Park expense showed \$150,000 total with \$75,000 carried over from last year and \$75,000 added for this year and the Economic Development Grants showed \$30,000.

Vice President Surratt made a motion to approve the PEDC Budget for Fiscal Year 2016-2017 as presented. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

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

Mr. Fielder explained this item is on the agenda in case there was anything that needed to be addressed before the festival. President Lakey inquired on the members who will be there to work the booth and help out. There was a discussion on the location of the PEDC booth in relation to the entrance. The Board would not like to be close to the entrance to allow them to monitor the event better. There was a discussion on having all the tables related to the Town together. There was a discussion on the number of cook-off teams and competition between Pantegofest and other events in the area.

President Lakey recessed the regular session at 7:37 p.m.

SCHEDULES EXECUTIVE SESSION

The PEDC will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session as follows:

1. Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. - Timeless Treasures Vintage & More

President Lackey reconvened the regular session at 7:57 p.m.

Secretary Adair made a motion to approve the grant to Timeless Treasures for 50% of the cost of a sign not to exceed \$1,180.00. Director Springer seconded the motion.

The vote was as follows:

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

President Lakey declared the motion passed unanimously.

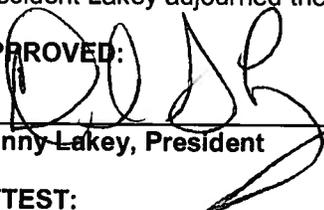
PEDC MEMBER INQUIRY

None.

ADJOURNMENT

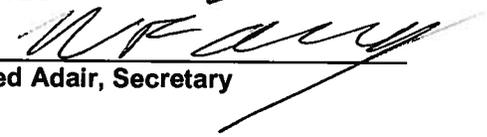
President Lakey adjourned the regular session at 7:58 p.m.

APPROVED:



Danny Lakey, President

ATTEST:



Fred Adair, Secretary



**Planning and Zoning Commission
Minutes August 1, 2016**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Planning and Zoning Commission of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, Texas on the 1st day of August 2016 with the following members present:

Jesse Howell	Vice-Chairman
John Kushma	Commissioner
Clifton Cassell	Commissioner
Matthew O'Neill	Commissioner
Victoria Roemmich	Commissioner

Constituting a quorum. The following staff members were present:

Dennis Jobe	Community Development Director
Jessie Hanks	Planning & Zoning Secretary

(The following items were considered in accordance with the official agenda posted on the 29th day of July 2016.)

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Vice-Chairman Howell called the regular session to order at 7:07 p.m.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

1. Approval of Planning and Zoning July 5, 2016 Minutes.

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

The vote was as follows:

Ayes: Howell, Cassell, Kushma, O'Neill, and Roemmich.

Nays: None.

Abstentions: None.

Vice-Chairman Howell declared the motion passed unanimously.

NEW BUSINESS

2. Discuss and consider action on the appointment of Officers to the 2016-2017 P&Z Commission

Vice-Chairman Howell made a motion to nominate Commissioner Bergins as Vice Chairman. Commissioner Roemmich seconded the motion.

The vote was as follows:

Ayes: Howell, Cassell, Kushma, O'Neill, and Roemmich.

Nays: None.

Abstentions: None.

**Planning and Zoning Commission
Minutes August 1, 2016**

Vice-Chairman Howell declared that motion passed unanimously.

Commissioner Kushma made a motion to nominate Vice-Chairman Howell to be the new Chairman. Commissioner Roemmich seconded the motion.

The vote was as follows:

Ayes: Howell, Cassell, Kushma, O'Neill, and Roemmich.

Nays: None.

Abstentions: None.

Vice-Chairman Howell declared that motion passed unanimously.

3. Discuss and direct staff on September P&Z meeting date.

The Commission discussed moving the September meeting due to the Labor Day Holiday and possible dates to move the September meeting due to the holiday. CRB agreed to move the meeting to the Fire Training room, if September 6th was selected.

Commissioner Roemmich made a motion to move the meeting to September 6th. Commissioner O'Neill seconded the motion.

The vote was as follows:

Ayes: Howell, Cassell, Kushma, O'Neill, and Roemmich.

Nays: None.

Abstentions: None.

Vice-Chairman Howell declared that motion passed unanimously.

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

Vice-Chairman Howell read the caption for the record and opened the public hearing at 7:11 p.m.

The following speakers spoke in support of zoning case Z-225:

Joyce Stanton, 1905 Ivygreen Ct, Pantego, TX 76013, explained the purpose of preliminary plat is to build a mini-storage facility behind Braum's, Southern Flair, and Village Park Center. She continued to explain how a preliminary plat works and the process if it was approved. She stated the surveyor has satisfied all the comments on the preliminary plat and emailed the updated copy. Mrs. Stanton has reviewed the preliminary plat and recommends approval of the preliminary plat. She proposed the Town hold a DRC meeting as the process continues.

Jon Buchanan, 1006 Knott Place, Dallas, TX 75208, representing Oakview Capital, informed the Commission he was there to answer any questions and hoped to move forward with the project.

No one spoke in opposition on zoning case Z-225.

With no other speakers, Vice-Chairman Howell adjourned the public hearing at 7:15 p.m.

The Commissioner inquired about the proposed detention pond. Mrs. Stanton explained that currently the drainage runs towards the existing storage facility. Once the pavement is put in, there will be a potential to cause flooding to the property west of them. In order to reduce to peak flow down to existing conditions, they have proposed a detention pond to help alleviate this issue. Currently, there are not designed plans for the detention pond, but that will be addressed as the process continues. The Town will work with the engineers of the project to come to a common agreement that benefits both the Town and the Developer. The detention pond only holds water for

**Planning and Zoning Commission
Minutes August 1, 2016**

about 24 hours. As long as there is a maintenance agreement where they keep the grass mowed, and keep it clean they will not have any more mosquito problem than anyone else. The detention pond is for flash flooding, so there should be no standing water. The drainage of the detention pond will be addressed during the design phase. Mr. Buchanan reassured the Commission that their civil engineer will be able to meet the Town's requirements.

Commissioner Kushma made a motion to recommend approval of the special use permit. Commissioner Roemmich seconded the motion.

The vote was as follows:

Ayes: Howell, Cassell, Kushma, O'Neill, and Roemmich.

Nays: None.

Abstentions: None.

Vice-Chairman Howell declared that motion passed unanimously.

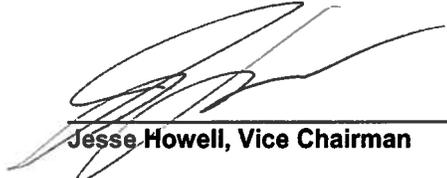
ADJOURNMENT

Vice-Chairman Howell declared the meeting adjourned at 7:32 p.m.

ATTEST:



Jessie Hanks, Planning & Zoning Secretary



Jesse Howell, Vice Chairman



**Planning and Zoning Commission
Minutes September 21, 2016**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Planning and Zoning Commission of the Town of Pantego, Texas, met in special session at 7:00 p.m. in the Town Council Chambers, 1614 South Bowen Road, Pantego, Texas on the 21st day of September 2016 with the following members present:

Jesse Howell	Chairman
John Kushma	Commissioner
Matthew O'Neill	Commissioner
Victoria Roemmich	Commissioner

Constituting a quorum. The following staff members were present:

Matthew Fielder	City Manager
Jim Jeffery	Town Attorney
Dennis Jobe	Community Development Director
Jessie Hanks	Planning & Zoning Secretary

(The following items were considered in accordance with the official agenda posted on the 16th day of September 2016.)

SPECIAL SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

Chairman Howell called the special session to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- 1. Discuss and review a presentation by the Town Attorney on the roles, responsibilities, and procedures of the Planning & Zoning Commission.**

Jim Jeffery prepared a training outline for the Commission to help explain their roles, responsibilities and procedures. He explained that the Commission is subject to the Open Meetings Act and the Public Information Act. He discussed how agendas, executive sessions, and quorums work in relation to the Open Meetings Act. Mr. Jeffery informed the Commission their role is an advisory board for Council, but this is an important role as Council cannot approve anything without a recommendation from the Commission. The special use permit and plat processes were discussed.

Chairman Howell read the caption for the executive session and recessed the meeting at 7:58 p.m.

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

SCHEDULED EXECUTIVE SESSION ITEMS

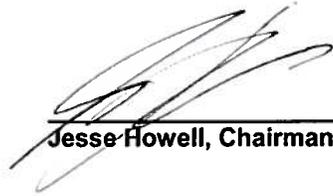
- **The Planning & Zoning Commission will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session on the following items:**
 - 1. Pursuant to Government Code Section 551.071 Litigation Matters, to discuss pending or contemplating litigation, settlement offers, 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.**

Planning and Zoning Commission
Minutes September 21, 2016

Chairman Howell reconvened the meeting at 9:06 p.m. and declared no action was taken on this item.

ADJOURNMENT

Chairman Howell declared the meeting adjourned at 9:06 p.m.



Jesse Howell, Chairman

ATTEST:



Jessie Hanks, Planning & Zoning Secretary



**Community Relations Board Minutes
September 6, 2016**

STATE OF TEXAS

COUNTY OF TARRANT

TOWN OF PANTEGO

The Community Relations Board (CRB) of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber of Town Hall, 1614 South Bowen Road, Pantego, on the 6th day of September, 2016 with the following members present:

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

The following staff and council members were present:

Jane Barrett	Town Council Member
Scott Williams	Public Works Director
Sheila Sherman	Staff Liaison

The following citizens were present:

Tori Roemmich
James Jones (Pending new member)

Call To Order and General Comments:

The meeting was called to order at 7:03 p.m. by Chairperson Chuck White.

Pledge Of Allegiance

Citizens Open Forum:

CRB Member Reports:

Old Business:

Approval of minutes: July 5, 2016:

- Michael Cartier motioned to accept the minutes as written.
- Cal Kost seconded and the minutes were passed unanimously.

There was no meeting in August due to lack of a quorum.

New Business for Discussion, Review and Approval:

1. Pantego Fest
 - a. Will be held one day only this year on September 24th from 11:00 AM to 11:00 pm.
 - b. CRB will participate for most of the day, but will probably stop when the paid only events begin (tentatively around 5:00 pm)
 - c. Chuck White and James Jones will set up and take the first shift.
 - d. Volunteers for other shifts were setup as well.
2. Movie Night Events:
 - a. Final movie night is scheduled for September 10th, with the movie "Zootopia".
 - b. A motion was made by Cal Kost to change movie nights in 2017 to the months of May through August.
 - c. The motion was seconded by Leanna Cartier, and passed unanimously.
3. Upcoming Events:
 - a. Halloween (October 29th):
 - i. Because there was no August meeting, an additional special meeting was agreed upon for September 20th to further discuss the Halloween event.
 - ii. To participate in the spinning wheel, people will have a choice:
 1. Bring at least one non-perishable food item and receive a ticket.
 2. Participants in the Scavenger Hunt will get a ticket for completing the list.

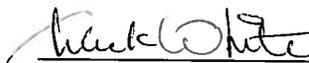
- iii. Lion's Club will be participating.
 - iv. Other events at the Halloween event include Haunted House, Cupcake walk, Dog costume contest, bean bag toss, stockade photo opportunity, Plinko, and a ring toss game.
 - v. PYLC will be contacted to obtain volunteers for setup and participation at the event itself.
 - vi. Tori Roemmich agreed to contact Cowboy Towing for a candy donation.
- b. Christmas Event:
- i. Cal Kost contacted the clowns at the Lion's Club regarding balloon artists and face painters.
 - 1. Rates are \$70 per hour, per person.
 - 2. Cal Kost will see about booking them. Board suggested 4 people overall (2 for face painting, and 2 for balloon art)
 - ii. Still have not located the missing costumes from last year, so PYLC will be contacted about it.
 - iii. Also, one complaint about the costumes was they didn't include leggings so they were cold. Checked the catalog and found it says leggings sold separately. Leggings will be ordered as part of the Christmas event supplies this year.
 - iv. Michael Cartier brought up that Oriental Trading has pre-stuffed stockings with 8 toys in each.
 - 1. The cost of the stockings is higher than the unstuffed ones, but about the same when factoring in the cost of adding all the individual items into them.
 - 2. Because of the budget overage this year, Michael suggested getting them on this year's budget.
 - 3. Recommended 30 dozen prestuffed stockings (360 pieces)
 - 4. Cal Kost motioned to accept this, with Michael Cartier seconding. Motion passed unanimously.
 - 5. Because of the impending deadline for the 2016 budget, Sheila Sherman was asked to go ahead and order the stockings as soon as possible.
4. New storage building:
- a. Because of the budget overage this year, it was suggested that the Board purchase a storage building for the police department to store the town's 9/11 sign (as well as other items not belonging to the CRB) so that we might free up some space in the CRB storage barn.
 - b. Chuck said he would talk to representatives from the police department.
 - c. The hope is to have this fall in the current year's budget, so it needs to be ordered as soon as possible.
 - d. Cal Kost suggested allocating up to a maximum of \$1,000 and let the police department select which one they wanted to obtain. They would be responsible for the assembly. Michael Cartier seconded and the resolution passed unanimously.
5. Budget was reviewed and unanimously accepted.
6. Meeting was adjourned at 8:34 PM.

CRB Member Inquiry:

Adjournment:

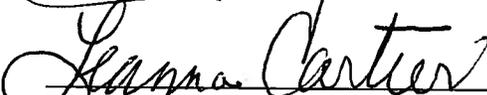
Chairperson Chuck White adjourned the regular session at 8:06 p.m.

Approved:



 Chuck White, Chairperson

Attested:



 Leanna Cartier, Secretary / Treasurer



Community Relations Board Minutes
September 20, 2016

STATE OF TEXAS

COUNTY OF TARRANT

TOWN OF PANTEGO

The Community Relations Board (CRB) of the Town of Pantego, Texas, met in special session at 7:00 p.m. in the Fire Training Room at Town Hall, 1614 South Bowen Road, Pantego, on the 20th day of September, 2016 with the following members present:

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

The following staff and council members were present:

Scott Williams	Public Works Director
Sheila Sherman	Staff Liaison

The following citizens were present:

Tori Roemmich (Pending returning member)
James Jones (Pending new member)

Call To Order and General Comments:

The meeting was called to order at 7:05 p.m. by Chairperson Chuck White.

Pledge Of Allegiance

Citizens Open Forum:

CRB Member Reports:

Old Business:

New Business for Discussion, Review and Approval:

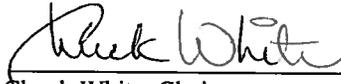
1. New Member: The City Secretary came over and administered the oath of office to new member James Jones.
2. Halloween (October 29th):
 - a. Setup will run from 10:00 AM until 12:00 PM. Final setup will run from 2:00 PM until 5:00 PM and the event will start about 5:30 PM.
 - b. Chuck White looked at the spinning wheel. There are 3 distinct colors on it. One slot of each color (non-consecutive) will be specially marked on masking tape for the larger prizes, so that 4 prizes will be needed (3 regular and one large).
 - i. The only ways to get a chance to spin the wheel are to bring a non-perishable canned good or food item OR to participate in the scavenger hunt. These people will each get a ticket good for one spin.
 - ii. Michael Cartier presented his suggestions for the various wheel prizes from the Oriental Trading catalog.
 1. These included large plush monsters (large prize), Halloween designed rubber ducks, Halloween bendables, and Halloween decorated hacky-sacks.
 2. Tori Roemmich suggested that the large prizes be a choice of the toy or a large candy bar.
 - iii. It was decided to go with a mix of all of the above, and quantities were discussed.
 - iv. The final list of items was given to Sheila Sherman to order. Candy will be purchased separately.
 - c. Other games at the event will include a spider ring toss, a bean bag toss, and a Plinko style game.
 - d. James Jones will take care of the stockade.
 - e. Lighting and the limited availability of electricity on that side of the park was discussed.
 - f. Michael Cartier went over to talk to the PYLC group which was meeting on the other side of the building to solicit help for both setup and the actual event. While there, he also mentioned the missing Christmas costumes from last year.
 - g. Dog Costume judging: one judge will be Matt Fielder, while others will be determined. There will be only 2 prizes.
 - h. Children's costume contest:
 - i. There will be 4 age levels: 0-3, 4-7, 8-11 and 12-15

- ii. Each level will have 1st and 2nd place prizes
 - iii. Judges to be determined.
3. Christmas Event:
- a. Pre-stuffed stockings have arrived.
 - b. Leggings for the elf costumes will be ordered from Oriental Trading, as they were not included with the female costumes.
 - c. Additional Christmas items will be ordered at a later date.
 - d. Leanna Cartier was asked to verify that the train and Santa sleigh were still good, and to go ahead and secure them for both Easter 2017 and Christmas 2017.
4. The town's Wal-Mart card was signed out by Chuck White in order to procure candy and other decorations before the next meeting. Candy should be generic so it can be rolled over into Christmas if needed.

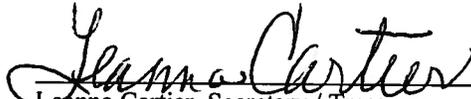
CRB Member Inquiry:

Adjournment:

Chairperson Chuck White adjourned the meeting at 8:35 p.m.

Approved: 

Chuck White, Chairperson

Attested: 

Leanna Cartier, Secretary / Treasurer





AGENDA BACKGROUND

AGENDA ITEM: Discuss and direct staff on the adoption of the 2015 International Codes.

Date: October 10, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

The Town of Pantego currently operates under the 2009 International Codes for building, fire, plumbing, electrical, mechanical, fuel gas, existing building, property maintenance, and residential codes. The one exception is that state law requires that we utilize the 2015 Energy Code. The Insurance Service Office (ISO), which rates communities on fire protection and code compliance, recommends that municipalities adopt a code less than five years old.

Staff is recommending that the Council consider the 2015 International Codes, with amendments. The purpose of this item is to receive guidance from Council as to the extent they want to review the Codes prior to considering them.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None

ATTACHMENTS:

None

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



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct and consider action on setting a date and time to review the Draft Zoning Ordinance.

Date: October 10, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

The purpose of this item is to establish a date and time to review the revised draft Zoning Ordinance.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None

ATTACHMENTS:

Both a clean and red-lined updated copy of the draft zoning ordinance will be placed in Drop Box for Council's review.

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



AGENDA BACKGROUND

AGENDA ITEM: Discuss, direct, and review Article 4.06 Gas Drilling and Production of the Town of Pantego Code of Ordinances.

Date: October 10, 2016

PRESENTER:

Matt Fielder, City Manager

BACKGROUND:

Council Member Funderlic inquired at the September 26th Council Meeting about a fee referenced in Chapter 4.06 Gas Drilling and Production in the Town Code of Ordinances. The blank fee is found in 4.06.042. The Code of Ordinances was amended in 2008 to add this provision, which was blank in the ordinance that was actually adopted. A review of the meeting minutes and recording can't account for it.

At that time, Gas Drilling and Production was found in Chapter 14 of the Code of Ordinances. The entire Code was re-codified in 2008, moving it to Chapter 4. It appears that this provision was mistakenly left in it at that time. Article 4.06 was further amended in 2012, at which time permit and inspection fees were included in the fee schedule, making this section superfluous.

The Code currently reads:

Sec. 4.06.042 Gas well permit application and filing fees

(b) Every application shall be accompanied by a nonrefundable permit fee in the amount of \$_____ per well. The applicant/operator, in addition to the usual application fee, shall reimburse the town for the actual cost to the town for the services of an inspection services provider and/or a technical expert to review the application and/or information supplement. (Ordinance 08-579, sec. 1(E), adopted 4/14/08)

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends an amendment to the Code of Ordinances be placed on a future agenda to eliminate the blank space.

ATTACHMENTS:

Ordinance 08-579
Ordinance 12-672

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

ORDINANCE NO. 08-579

AN ORDINANCE AMENDING CHAPTER 14, "GAS DRILLING AND PRODUCTION" OF THE CODE OF ORDINANCES OF THE TOWN OF PANTEGO, TEXAS, BY CHANGING THE TITLE OF CHAPTER 14 TO "GAS AND OIL DRILLING AND PRODUCTION", BY REVISING THE REQUIREMENTS CONCERNING GAS WELL PERMITS, PERMIT APPLICATIONS AND FEES, INDEMNIFICATION, SEISMIC SURVEYS AND APPEALS TO THE CITY COUNCIL; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER AND PROVIDING AN EFFECTIVE DATE. Z-125

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

WHEREAS, the Town Council of the Town of Pantego has previously adopted Chapter 14, "Gas Drilling and Production", which provides comprehensive regulations governing the drilling and operation of gas wells within the city limits; and

WHEREAS, the Town Council desires to adopt certain amendments to Chapter 14 in order to protect the public health, safety and general welfare.

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

SECTION 1.

That Chapter 14 of the Code of Ordinances of the Town of Pantego, Texas, is hereby amended as follows:

- (A) *Section 14.01.010, Short Title, is amended to read as follows:*

This Chapter shall be known and cited as the Gas and Oil Drilling and Production Chapter.

- (B) *Section 14.01.020, Purpose, is amended to read:*

The exploration, development, and production of gas and oil in the Town are activities which necessitate reasonable regulation to ensure that all property owners, mineral and otherwise, have the right to peaceably enjoy their property and its benefits and revenues. It is hereby declared to be the purpose of this Chapter to establish reasonable and uniform limitations, safeguards and regulations for present and future operations related to the exploring, drilling, developing, producing, transporting and storing of gas, oil and other substances produced in association with gas and oil within the Town to protect the health, safety and general welfare of the public, minimize the potential impact to property and mineral rights owners, protect the quality of the environment and encourage the orderly production of available mineral resources.

Whenever the term "gas" is used in this Chapter, it shall include oil and the terms of this Chapter shall be applicable to the exploration, development, and production of both gas and oil in the Town.

To the extent that any provision of this Ordinance might be inconsistent or in conflict with the specific provisions of any other Ordinance of the Town of Pantego, this Ordinance shall control with regard to the conflict.

- (C) *Section 14.04.010, Operator's Agent, is amended by adding the following at the end of the Section:*

A physical address will be required on all applications. No P.O. Box addresses will be accepted.

- (D) *Section 14.05.010, Gas Well Permit Required, is amended as follows:*

- (1) Paragraph B is changed to read:

B. Gas Well Permit

1. A person wanting to engage in and operate gas production activities shall apply for and obtain a Gas Well Permit as required by this Chapter. It shall be unlawful for any person acting either for himself or acting as agent, employee, independent contractor, or servant for any person to drill any well, assist in any way in the site preparation, re-working, fracturing or operation of any such well or to conduct any activity related to the production of gas without first obtaining a Gas Well Permit issued by the Town in accordance with this Chapter. Such activities include but are not limited to re-working, initial site preparation, drilling, operation, construction of rigs or tank batteries, fracturing and pressurizing, drilling operation, production gathering or production maintenance, repair, re-working, testing, plugging and abandonment of the well and/or any other activity associated with mineral exploration at the site of such well.
2. A separate Special Use Permit shall be required for a compressor station unless the Gas Well Permit issued for the gas well has expressly authorized installation of the compressor station.

- (2) Paragraph C is changed to read:

C. Separate Permits Required

Operator must apply for and obtain a Gas Well Permit for the drilling, re-drilling, deepening, re-entering, activating or converting of each well. Each proposed well bore shall require a separate permit and shall not be permitted on a "blanket" basis.

- (3) Paragraph H is changed to read:

H. Termination and Extension of Permit

A Gas Well Permit shall automatically terminate, unless extended, if drilling is not commenced within one hundred eighty (180) days from the date of issuance.

A Gas Well Permit may be extended by the Zoning Administrator for an additional period of one hundred eighty (180) days upon request by the Operator and proof that the classification of the requested gas well permit for such location has not changed.

- (E) *Section 14.05.020, Gas Well Permit Application and Filing Fees, is amended by changing Paragraph B thereof to read:*
- B. Every application shall be accompanied by a non-refundable permit fee in the amount of \$_____ per well. The Applicant/Operator, in addition to the usual application fee, shall reimburse the Town for the actual cost to the Town for the services of an Inspection Services Provider and/or a technical expert to review the application and/or information supplement.
- (F) *Section 14.05.030, Issuance of Gas Well Permit, is amended as follows:*
- (1) The first paragraph of the section is changed to read:
- A Gas Well Permit shall be required if a proposed well or other surface operations are to be located within the territorial limits of the Town of Pantego.
- (2) Paragraph A, Permitting Procedure, is amended by changing subparagraph 2 thereof to read:
- For purposes of this Chapter, a residence or building shall be considered to be in existence if an application for a building permit was on file on the date the application for a Gas Well Permit was filed with the Zoning Administrator.
- (3) Paragraph A, Permitting Procedure, is amended by changing subparagraph 4 to read:
- As provided in Section 14.050.010A, a Gas Well Permit will be considered a Special Use Permit. Therefore, in accordance with Chapter 17.32 of the Pantego Municipal Code, the request for a Gas Well Permit shall be first referred to the Planning and Zoning Commission for a public hearing and report in relation to such application. The City Council may not take action on the application until it receives the report of the Planning and Zoning Commission.
- (4) Paragraph A, Permitting Procedure, is amended by changing the first two sentences in subparagraph 12 to read:
- The Planning and Zoning Commission shall consider the following factors in making its recommendation to the Town Council concerning the granting of a Gas Well Permit, and the Town Council shall consider the following factors in deciding whether to grant a Gas Well Permit:..."
- (5) Paragraph D, Vehicle Routes for Gas Well Permit, is amended by adding the following at the end of the paragraph:
- The Operator shall keep thoroughfares throughout the Town free from dirt, dust, mud or other debris deposited by vehicles involved in the well drilling or servicing or the pipeline installation process. The Operator shall eliminate air, dust, mud or other debris within two hours of notification by the Town. If for safety or other reasons, the Town elects to perform the removal, the cost of such removal shall be paid by the Operator.
- (G) *Section 14.05.050, Amendment of Gas Well Permits, is amended as follows:*

- (1) Paragraph A, Subparagraph 1 is amended to read:

A non-refundable permit fee in the amount of \$750.00 per well. The Applicant/Operator, in addition to the usual application fee, shall reimburse the Town for the actual cost to the Town for the services of an Inspection Services Provider and/or the services of a technical expert to review the application and/or information supplement.

- (2) Paragraph H is amended to read:

An Operator must submit an application for a new Gas Well Permit to commence drilling a new or additional well whether or not from a new drill site.

- (H) A new Section 14.05.051, Assignment of Gas Well Permits, is hereby added as follows:

Except as permitted in this Section, an Operator shall not convey, transfer, or assign any of its rights under a Gas Well Permit without the prior written consent of the Town. Notwithstanding the foregoing, however, an Operator may assign its rights under the Gas Well Permit without the consent of the Town provided that all of the following conditions are satisfied: (a) the assignee must have the requisite legal authority to operate a gas well in the State of Texas; (b) the Operator must give written notice of the assignment to the Town; and (c) the Operator must deliver to the Town a written agreement signed by the assignee in which the assignee agrees to comply with and be bound by all the terms and conditions of the Gas Well Permit and this Chapter. Any purported assignment that does not satisfy all of the foregoing conditions shall be void.

- (I) Section 14.06.040, Indemnification and Express Negligence Provisions, is amended to read:

Each Gas Well Permit issued by the Town of Pantego shall include the following language:

"Operator does hereby expressly release and discharge, all claims, demands, actions, judgments, and executions which it ever had, or now has or may have, or assigns may have, or claim to have, against the Town of Pantego, and/or its departments, agents, officers, servants, successors, assigns, sponsors, volunteers, or employees, created by, or arising out of personal injuries, known or unknown, and injuries to property, real or personal, or in any way incidental to or in connection with the performance of the work performed by the Operator under a Gas Well Permit. The Operator shall fully defend, protect, indemnify, and hold harmless the Town of Pantego, Texas, its departments, agents, officers, servants, employees, successors, assigns, sponsors, or volunteers from and against each and every claim, demand, or cause of action and any and all liability, damages, obligations, judgments, losses, fines, penalties, costs, fees, and expenses incurred in defense of the Town of Pantego, Texas, its departments, agents, officers, servants, or employees, including, without limitation, personal injuries and death in connection therewith which may be made or asserted by Operator, its agents, assigns, or any third parties on account of, arising out of, or in any way incidental to or in connection with the performance of the work performed by the Operator under a Gas Well Permit. The Operator agrees to indemnify and hold harmless the Town of Pantego, Texas, its departments, its officers, agents, servants, employees, successors, assigns, sponsors, or volunteers from any liabilities or damages suffered as a result of claims, demands, costs, or judgments against the Town, its departments, its officers, agents, servants, or employees, created by, or arising out of the acts or omissions of the Town of Pantego occurring on the drill site or operation site in the course and scope of inspecting and

permitting the gas wells INCLUDING, BUT NOT LIMITED TO, CLAIMS AND DAMAGES ARISING IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE TOWN OF PANTEGO OCCURRING ON THE DRILL SITE OR OPERATION SITE IN THE COURSE AND SCOPE OF INSPECTING AND PERMITTING THE GAS WELLS. IT IS UNDERSTOOD AND AGREED THAT THE INDEMNITY PROVIDED FOR IN THIS SECTION IS AN INDEMNITY EXTENDED BY THE OPERATOR TO INDEMNIFY AND PROTECT THE TOWN OF PANTEGO, TEXAS AND/OR ITS DEPARTMENTS, AGENTS, OFFICERS, SERVANTS, OR EMPLOYEES FROM THE CONSEQUENCES OF THE NEGLIGENCE OF THE TOWN OF PANTEGO, TEXAS AND/OR ITS DEPARTMENTS, AGENTS, OFFICERS, SERVANTS, OR EMPLOYEES, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF THE RESULTANT INJURY, DEATH, AND/OR DAMAGE.

Operator's Authorized Representative"

The Operator shall sign this Release and Indemnity Agreement before issuance of a Gas Well Permit.

(J) *A new Section 14.07.070, Seismic Survey Permit Requirements, is added to read as follows:*

- A. A permit shall be required for seismic surveys in the Town of Pantego. All seismic survey permit applications shall be submitted to the Inspection Services Provider(s) for processing. A seismic survey shall not begin prior to the issuance of a seismic survey permit by the Inspections Services Provider(s). A seismic survey permit is an administrative permit and is not considered a Special Use Permit under Chapter 17.32 of the Pantego Municipal Code
- B. A permit application shall include the following:
 - 1. Operator/applicant name, phone number, fax number, physical address, and, if possible, email address; if the operator is a corporation, the state of the incorporation, and if the operator is a partnership, the names and addresses of the general partners shall be provided.
 - 2. Detailed mapping of location and extent of seismic survey.
 - 3. Date and time the seismic survey will be conducted.
 - 4. Detailed explanation of the seismic survey method to be used on site.
 - 5. Date and time the seismic survey will be completed.
 - 6. If the seismic survey is to be conducted in any Town owned right-of-way or on Town property, issuance of the permit must be approved by the Town Council and the operator must reimburse all costs to the Town for any damages associated with the seismic survey.
 - 7. The permit fee for a seismic survey in the Town shall be Five Hundred (\$500.00) Dollars.
 - 8. Under no circumstances may explosive charges, including, but not limited to, the use of dynamite, be used in any way related to the preparation and/or operation of conducting a seismic survey.
- C. Upon demonstrated compliance with the provisions of Subsections A and B of this Section, the Inspections Services Provider(s) shall issue a seismic survey permit covering the proposed activities set forth in the application. The seismic survey permit shall be valid for dates and times stated in the application.

(K) Section 14.09, Appeals, is amended by adding the following new paragraph:

C. The decision of the Town Council shall be final and binding on the appellant.

**SECTION 2:
PROVISIONS CUMULATIVE**

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

**SECTION 3:
PROVISIONS SEVERABLE**

That it is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the Town Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4:
SAVINGS CLAUSE**

That all rights or remedies of the Town of Pantego, Texas, are expressly saved as to any and all violations that have accrued at the time of the effective date of this ordinance of the provisions of any ordinances affecting gas exploration, production and development that have accrued at the time of the effective date of this ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**SECTION 5:
PENALTY CLAUSE**

A. It shall be unlawful and an offense for any person to do the following:

- (1) Engage in any activity not permitted by the terms of a Gas Well Permit issued under this Ordinance.
- (2) Fail to comply with any condition set forth in a Gas Well Permit issued under this Ordinance; or.
- (3) Violate any provision or requirement set forth under this Ordinance.

B. Any violation of this Ordinance shall be punished by a fine of not more than \$2,000.00 per day, subject to applicable State law. Each day that a violation exists shall constitute a separate offense. No notice of default required by this Ordinance shall be a precondition to immediate criminal enforcement due to a violation of this Ordinance.

**SECTION 6:
PUBLICATION IN PAMPHLET FORM**

The Town Secretary of the Town of Pantego is hereby authorized to publish this ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof.

**SECTION 7:
PUBLICATION IN OFFICIAL NEWSPAPER**

The Town Secretary of the Town of Pantego is hereby directed to publish the caption, penalty and effective date of this ordinance at least once in the official newspaper of the Town of Pantego.

**SECTION 8:
EFFECTIVE DATE**

This ordinance shall be in full force and effect from and after its passage and publication as required by law.

PASSED AND APPROVED ON FIRST AND FINAL READING THIS THE 14TH DAY OF APRIL 2008 BY A VOTE OF 5 AYES, 0 NAYS, AND 0 ABSTENTIONS, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO, TEXAS.



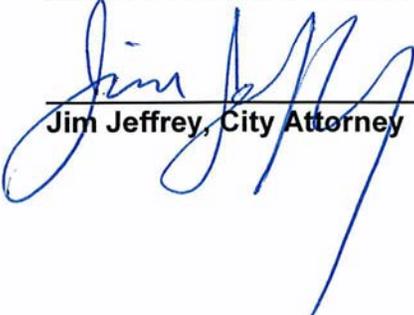
Dorothy Aderholt, Mayor

ATTEST:



Norma Zenk, Town Secretary

APPROVED AS TO FORM:



Jim Jeffrey, City Attorney

ORDINANCE NO. 12-672

AN ORDINANCE AMENDING CHAPTER 4, 'BUSINESS REGULATIONS', ARTICLE 4.06 'GAS DRILLING AND PRODUCTION', OF THE CODE OF ORDINANCES OF THE TOWN OF PANTEGO, TEXAS, AMENDING REGULATIONS GOVERNING GAS WELL SITE WORK HOURS, NOISE LIMITATIONS, LANDSCAPING AND SCREENING; PROVIDING FOR AN ADMINISTRATIVE FEE FOR PERIODIC INSPECTIONS; PROVIDING FOR ADDITIONAL REGULATIONS GOVERNING THE OPERATION OF GAS LIFT AND LINE COMPRESSORS; PROVIDING FOR DEFINITIONS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING FOR THE REPEAL IN ITS ENTIRETY OF ORDINANCE NO. 11-666; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the Town Council of the Town of Pantego has previously adopted Article 4.06, "Gas Drilling and Production" of Chapter 4 of the Town Code of Ordinances (the "Code"), which provides comprehensive regulations governing the drilling and operation of gas wells within the Town limits; and

WHEREAS, on November 14, 2011 the Town Council adopted Ordinance No. 11-666 setting forth certain amendments to Article 4.06 in order to protect the public health, safety and general welfare; and

WHEREAS, since the adoption of Ordinance No. 11-666, Town staff and officials have studied and, with the assistance of a licensed sound engineer and the collaboration of Carrizo Oil and Gas, Inc. and other stakeholders, thoroughly revised the amended regulations set forth in Ordinance No. 11-666; and

WHEREAS, in light of the foregoing, the Town Council is now of the opinion that the amendments to Article 4.06 of the Code established by Ordinance No. 11-666 should be repealed in their entirety and replaced with the amendments set forth herein; and

WHEREAS, the amendments set forth herein are found to be necessary and are hereby adopted in order to protect the public health, safety and general welfare.

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

SECTION 1.

That Chapter 4 of the Code of Ordinances of the Town of Pantego, Texas, is hereby amended as follows:

(A) *Section 4.06.001, Definitions, is amended by adding the following new definitions, which shall read as follows:*

Ambient noise level. The all encompassing noise level associated with a given environment, being a composite of sounds from all sources at the location, constituting the normal or existing level of environmental noise at a given location.

Daytime. The period between 8:30 a.m. and 8:30 p.m. during weekdays and 10:00 a.m. and 7:00 p.m. during weekends and federally recognized holidays.

Decibel (db). A unit of measurement of noise intensity. The measurements are based on the energy of the sound waves, and the units are logarithmic.

Lift compressor. A device that raises the pressure of a compressible fluid (gas) in order to lift gas from the well.

Line compressor. A device that raises the pressure of a compressible fluid (gas) in order for the gas to be transported through a pipeline.

Nighttime. Those periods not included in the definition of “daytime,” above.

Protected use. A residence, church, hospital, public or private school, day care or public park.

Workover operations. Work performed in a well after its completion in an effort to secure production where there has been none, restore production that has ceased or slowed, or to increase production.

Zoning Administrator. The zoning administrator of the Town.

(B) *Section 4.06.004, Inspection, is amended by adding a new Subsection (d) to read as follows:*

(d) The cost of all periodic inspections mandated by Subsection (b) of this Section shall be charged to the well operator and shall be in an amount set forth in the Town’s fee schedule, Appendix A of the Code of Ordinances, Town of Pantego, Texas. All invoices issued to the operator for the administrative cost of a periodic inspection must be paid by the operator within 30 days of receipt of the Town’s invoice.

(C) *Section 4.06.042, Gas well permit application and filing fees, is amended by adding a new Subsection (25) to Subsection (c) to read as follows:*

(25) The landscaping and irrigation plan required by Section 4.06.043.

(D) *Section 4.06.043, Issuance of gas well permit, is amended by amending Subsections (c), (d), (f) and (g) to read as follows:*

(1) Subsection (c) is changed to read:

(c) Fencing for gas well permit. Fence and gate requirements shall meet those outlined in section 4.06.104 of this article.

(2) Subsection (d) is changed to read:

(d) Landscaping. The gas well permit application shall be accompanied by a landscaping and irrigation plan designed by a licensed landscape architect and a licensed irrigator, respectively. At a minimum, the plan must account for landscaping and irrigation around the operation site and all associated equipment with the goal of ensuring compatibility with the environment and existing surrounding area. The Town Council, in its sole discretion, may modify the landscaping requirements and the timing of the installation of the landscaping and irrigation improvements.

(3) Subsection (f) is changed to read:

(f) Work hours for gas well permit. All operations, other than drilling and initial fracturing flow back, shall be only conducted during daytime hours. Truck deliveries of equipment and materials associated with drilling and/or production, well servicing, site preparation and other related work conducted on the well site, shall be limited to daytime hours, except in cases of fires, blowouts, explosions and any other emergencies or where the delivery of equipment is necessary to prevent the cessation of drilling.

(4) Subsection (g) is changed to read:

(g) Noise restrictions for gas well permit.

(1) Prior to the issuance of a new gas well permit or amended gas well ordinance, and the commencement of operations, the Operator shall submit a noise management plan, approved by the inspection service provider, detailing how the equipment used in the drilling, completion, transportation, or production of a well complies with the maximum permissible noise levels of this Section. The noise management plan must:

(A) Identify operation noise impacts;

(B) Provide documentation establishing the Ambient Noise Level, which shall include low frequency prior to construction of any wellhead, compressor or compression facility;

(C) Detail how the impacts will be mitigated. In determining noise mitigation, specific site characteristics shall be considered, including, but not limited to, the following:

- (i) Nature and proximity of adjacent development, location, and type;
- (ii) Seasonal and prevailing weather patterns, including wind directions;
- (iii) Vegetative cover on or adjacent to the site; and
- (iv) Topography.

The Operator shall be responsible for verifying compliance with this section and the noise management plan after the installation of the noise generation equipment.

(2) The noise requirements contained within this section 4.06.104(g) of this article are hereby declared to be necessary to protect the public health of the community and are applicable to all current gas well permits and any new gas well permits.

(3) No well shall be drilled, re-drilled or any equipment operated at any location within the Town in such a manner so as to create any noise which causes an exterior noise level, when measured at a Protected Use receiver's/receptor's property line, that:

- (A) Exceeds the Ambient Noise Level by more than five (5) decibels during daytime hours and more than three (3) decibels during nighttime hours.
- (B) Exceeds the Ambient Noise Level by more than ten (10) decibels over the daytime average ambient noise level during fracturing operations during daytime hours..
- (C) Exceeds the Ambient Noise Level by more than three (3) decibels during nighttime hours for flowback operations.
- (D) Creates pure tones where one-third octave band sound-pressure level in the band with the tone exceeds the arithmetic average of the sound-pressure levels of two contiguous one-third octave bands by 5 dB for center frequencies of 500 Hertz and above, and by 8 dB for center frequencies between 160 and 400 Hertz, and by 15 dB for center frequencies less than or equal to 125 Hertz; or
- (E) Creates low-frequency outdoor noise levels that exceed the ambient low-frequency dB levels by no more than three (3) decibels in the:

16 Hz octave band
32 Hz octave band
64 Hz octave band

(4) The Operator shall be responsible for establishing and reporting to the Town a continuous seventy-two (72) hour Ambient Noise Level, which includes low frequency and is completed by a qualified Sound Engineer

approved by the Town. The seventy-two hour time span shall include at least one twenty-four (24) hour reading during either a Saturday or Sunday. The Operator shall use the prior established ambient noise level for the installation of any new noise generation equipment unless the Operator can demonstrate that the increase in the ambient noise level is not associated with non-drilling and production activities located either on or off-site.

- (5) Exterior noise levels, including pure tone and low frequency data, shall be continuously monitored during drilling, fracturing, initial flowback and for a one-week time period after installation of new equipment to ensure compliance. If complaints are received by either the operator, or the Zoning Administrator from any protected use, the operator may be required to continuously monitor, for a seventy-two (72) hour period, the exterior noise level generated by the drilling, re-drilling, operation of equipment, or other site operations for investigative purposes and to ensure compliance. The data shall also include an audio recording to help identify the source of sound level 'spikes' throughout the logging period. The cost of all such monitoring shall be borne by the operator. The noise reading shall also be submitted to the Zoning Administrator on a daily basis in an electronic format or other format specified by the Zoning Administrator. The daily report shall contain all noise data including pure tone and low frequency readings.
- (6) As a part of site preparation and during drilling, fracturing and initial flowback, the operator shall install and maintain noise reduction blankets on the drill site boundaries facing any protected uses within one thousand (1000) feet. The height of the boundary blankets shall be at a minimum (30) thirty feet. The height may be increased at the discretion of the inspection service provider in response to topographic necessity. The blankets shall be constructed of a fire retardant material approved by the Town fire department. All noise abatement measures including, but not limited to, noise walls and blankets, must be maintained in good repair at all times.
- (7) Any exhaust from an internal combustion engine or compressor, stationary or mounted on wheels, must be controlled through the utilization of a hospital grade muffler or equivalent control device.
- (8) During nighttime operations, the operation of a vehicle audible back-up alarm shall be prohibited or replaced with approved 'no auditory' signaling systems, such as spotters or flagmen. Deliveries of pipe, casing and heavy loads shall be limited to daytime hours except in emergency situations. The derrick man and driller shall communicate by walkie talkie or other non-disruptive means only when the derrick man is on the derrick. Horns may not be used to signal for connection or to summon crew (except that a horn may be used for emergency purposes only). The operator shall conduct onsite meetings to inform all personnel of nighttime operations noise control requirements.

- (9) The sound level meter used in conducting noise evaluations shall be certified and meet the American National Standard Institute's standard for sound meters or an instrument and the associated recording and analyzing equipment which will provide equivalent data.
- (10) A citation may be immediately issued for failure to comply with the provisions of this Section. However, if the Operator is in compliance with the approved noise management plan and a violation still occurs, the Operator may be granted 24 hours from the receipt of the notice of non-compliance to correct the violation from an identified source before a citation is issued. Additional extensions of the 24-hour period may be granted in the event that the source of the violation cannot be identified after reasonable diligence by the Operator.

(E) *Section 4.06.101, On-site Requirements is amended by adding new Subsections (cc), (dd), (ee) and (ff) to read as follows:*

- (1) Subsection (cc) is added as follows:

(cc) Landscaping. All live landscaping required by Section 4.06.043(d) shall be properly maintained. All dead or dying landscaping shall be removed and replaced within a reasonable time, as determined by Town staff. All sodded areas, on the operation site and within the Town's rights-of-way adjacent to the operation or drill site, shall be mowed, fertilized and irrigated on a regular basis.

- (2) Subsection (dd) is added as follows:

(dd) Lift compressors. The use of any lift compressors shall require authorization from Town Council. Additional requirements for a lift compressor are as follows.

- (1) A lift compressor shall be considered temporary if the installation is for less than thirty (30) days and shall be allowed five (5) dBA over ambient noise during daytime hours and three (3) dBA over ambient noise during nighttime hours. No compressor shall be considered temporary if installed after the removal of the initial compressor for that well. Sound blankets shall be required for noise abatement on any temporary lift compressor.
- (2) Permanent lift compressors shall be all electric, enclosed within an acoustical structure, constructed of structurally sound proof, non combustible and vibration resistant material. If the enclosure is visible from the public way or an adjacent property, it shall be a structure that significantly screens the equipment, is a non-contrasting soft earth tone color to match the nearby surroundings as nearly as possible and meets applicable building and fire codes. The structure shall be architecturally compatible with surrounding building structures, and the structure's facade shall be approved by the Town Council.

- (3) Any exhaust from an internal combustion engine or compressor, stationary or mounted on wheels, must be controlled through the utilization of hospital grade mufflers or equivalent control device. This device must be sufficient to meet or exceed TCEQ air quality standards.
- (4) The operation of permanent lift compression equipment shall not create any noise that causes the exterior noise level to exceed the predevelopment ambient noise levels as measured at the nearest protected use structure (as measured to the closest exterior point of the building), whichever is closer to the receiver/receptor. The operator shall be responsible for establishing and reporting to the Town the predevelopment ambient noise level prior to the issuance of the building permit for the compression structure. The ambient noise level shall be determined as required by section 4.06.043(g) of this Article. Additionally, there will be no allowable increase in vibration when measured at a Protected Use receiver's/receptor's property line. Any measureable increase in vibration will require mitigation to the levels prior to equipment installation, at the cost of the operator.

(3) Subsection (ee) is added as follows:

(ee) Line compressors. This subsection shall apply to line compressors restricted to gas drilling well sites. Line compressors on gas drilling well sites shall be installed only with Town Council approval. Additional requirements for line compressors are as follows.

- (1) Line compressors shall be all electric, enclosed within an acoustical structure, constructed of structurally sound proof and vibration resistant material. If the enclosure is visible from the public right-of-way or an adjacent property, it shall be a masonry structure that significantly screens the equipment, is a non-contrasting soft earth tone color to match the nearby surroundings as nearly as possible and meets applicable building and fire codes. The structure shall be architecturally compatible with surrounding building structures, and the structure's facade shall be approved by the Town Council.
- (2) The operation of line compression equipment shall not create any noise that causes the exterior noise level to exceed the predevelopment ambient noise levels as measured at the nearest protected use structure (as measured to the closest exterior point of the building), whichever is closer to the receiver/receptor. The operator shall be responsible for establishing and reporting to the Town the predevelopment ambient noise level prior to the issuance of the building permit for the compression structure. The ambient noise level shall be determined as required by section 4.06.043(g) of this Article. Additionally, there will be no allowable increase in vibration when measured at a Protected Use receiver's/receptor's property line. Any measureable increase in vibration will require mitigation to the levels prior to equipment installation, at the cost of the operator.

(4) Subsection (ff) is added as follows:

(ff) Well fracturing. All well fracturing operations shall occur during daytime hours. No fracturing shall be permitted during nighttime hours.

(F) *Section 4.06.104, Fences, screening is amended by amending Subsection (a) and adding a new Subsection (c) to read as follows:*

(1) Subsection (a) is changed to read:

(a) Fences/screening. Fences shall be required on drill sites during initial drilling, completion or reworking operations. A secured entrance gate shall be required. All gates are to be kept locked when the operator or his employees are not within the enclosure. The initial fence shall be installed according to the requirements of the gas well permit, as follows:

(1) Fencing specifications. The fence shall be at least eight (8) feet in height, but not greater than ten (10) feet.

(2) Subsection (c) is added as follows:

(c) Screening Fence. Within 30 days after the production of the well has been established, the operation site shall be completely enclosed by a cedar stockade fence and gate. An alternative fence with vegetation may be approved by the Town Council as a condition of the Special Use Permit. Screening fence specifications shall be as follows:

(1) The fence shall be of a design and material approved by the Town.

(2) The fence shall be at least eight (8) feet in height.

(3) The fence and gate shall be stained upon installation and re-stained every two years, at a minimum, or when deemed necessary by the Zoning Administrator.

SECTION 2: PROVISIONS CUMULATIVE

This ordinance shall be cumulative of all provisions of the ordinances of the Town of Pantego, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such Ordinances, in which event the conflicting provisions of such Ordinances are hereby repealed. Ordinance No. 11-666 is hereby repealed in its entirety.

SECTION 3: PROVISIONS SEVERABLE

That it is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness or

unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the Town Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 4: SAVINGS CLAUSE

That all rights or remedies of the Town of Pantego, Texas, are expressly saved as to any and all violations that have accrued at the time of the effective date of this ordinance of the provisions of any ordinances affecting gas exploration, production and development that have accrued at the time of the effective date of this ordinance; and as to such accrued violations, and all pending litigation, both civil or criminal, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 5: PENALTY CLAUSE

- A. It shall be unlawful and an offense for any person to do the following:
 - (1) Engage in any activity not permitted by the terms of a Gas Well Permit issued under this Ordinance.
 - (2) Fail to comply with any condition set forth in a Gas Well Permit issued under this Ordinance; or.
 - (3) Violate any provision or requirement set forth under this Ordinance.

- B. Any violation of this Ordinance shall be punished by a fine of not more than \$2,000.00 per day, subject to applicable State law. Each day that a violation exists shall constitute a separate offense. No notice of default required by this Ordinance shall be a precondition to immediate criminal enforcement due to a violation of this Ordinance.

SECTION 6: PUBLICATION IN PAMPHLET FORM

The Town Secretary of the Town of Pantego is hereby authorized to publish this ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof.

SECTION 7: PUBLICATION IN OFFICIAL NEWSPAPER

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

SECTION 8: EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication as required by law.

PASSED AND APPROVED ON THIS THE 13th DAY OF FEBRUARY, 2012.

TOWN OF PANTEGO

By: Melody Paradise
Melody Paradise, Mayor

ATTEST:

Lindsay Wells
Lindsay Wells, City Secretary

APPROVED AS TO FORM:

Jim Jeffrey
Jim Jeffrey, City Attorney





AGENDA BACKGROUND

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

Date: October 10, 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:

Staff Report on PantegoFest 2016

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

MEMO

TO: Mayor Melody Paradise
City Council Members

FROM: Matt Fielder, City Manager
Town of Pantego

DATE: October 5, 2016

RE: PantegoFest 2016

The comments below represent my thoughts on the PantegoFest event held on September 24, 2016, as well as input provided by other staff members.

ISSUE 1: The amount of time planned for setup before the advance was not sufficient. Many of the preparations required of staff could only be performed the day of the event, as they are impacted by weather. These include setting up “pop-up” tents, cardboard trash cans, signage, delivering materials on site. In addition, vendor and steak cook-off setup was ongoing at the same time.

Recommendation: Push back the start time to noon.

ISSUE 2: There was a lack of information and directional signage onsite. Signage directing participants to entrances, pricing, and informing them of the timeline for events was lacking, especially at the entrance.

Recommendation: Provide that signage in the future.

ISSUE 3: Prices initially charged and start times advertised were inconsistent with those actually planned in advance.

Recommendation: Ensure consistency in the information included in marketing with planning efforts.

ISSUE 4: There were some people who left when they were informed of the entrance fee after 6:00 p.m. Attendance was lighter than in the past, and this could have been a contributing factor.

Recommendation: Consider whether the lack of attendance is worth the additional revenues collected.

ISSUE 5: Lack of coordination between the steak cook-off association and the initial plan for the overall event. On several occasions, the steak cook-off coordinator either passed on conflicting instructions, or no information at all from the original plan for the event.

Recommendation: Include the steak cook-off coordinator in advance planning for the event.

ISSUE 6: There were public safety lapses involving the steak cook-off. These included the lack of an off-duty firefighter to act as a fire guard, as had been agreed to before the event. In addition, there was an incident later in the event where children put aerosol cans in a coal collection barrel, causing them to explode and spread hot coals and ash in the surrounding area.

Recommendation: Revisit the fire code issues related to the cook-off.

ISSUE 7: The overall operation of the kid zone was impacted by the distance required to purchase tickets/wrist bands and by the lack of volunteer staffing.

Recommendation: Consider a staffing company in lieu of volunteers to man the kid zone, and sell tickets at the actual entrance.

ISSUE 8: Inclement weather impacted the event, both through disruptions and by reducing attendance.

Recommendation: Consider changing the date to a different time of year.

ISSUE 9: There was very limited utilization of the VIP tent.

Recommendation: Improve signage and marketing of what constitutes the VIP tent, and move it to nearer the stage. Also include VIP restrooms.

ISSUE 10: There were several heat-related emergencies.

Recommendation: Establish a “cooling station” where attendees can rest and re-hydrate.

ISSUE 11: Attendees utilized parking in adjacent shopping centers, causing a public safety issue when they crossed Park Row, especially at night.

Recommendation: Consider adding a signalized crosswalk at Milby and Park Row.

ISSUE 12: The metal detectors were not water proof, and had to be removed during periods where there was a threat of rain.

Recommendation: Simplify the security at the entrance to emptying pockets and searching bags.

ISSUE 13: Utilizing Milby as an entrance for vendor and steak cook-off setup caused a traffic jam at the Milby/Park Row Intersection in the morning.

Recommendation: Utilize a vendor/cook-off entrance off of Park Row.

ISSUE 14: Signage, other than the banner, was not set up until the week of the event, and was placed in low-visibility/traffic areas.

Recommendation: Set out signage three weeks in advance, and put it at major intersections where traffic comes to a stop and can see it.

I offer the following general recommendations for a future event, should Council decide to continue PantegoFest:

1. Divide the planning duties with staff responsible for the logistical side – setup, obtaining the stage, fencing, handling the layout, etc. Hire an event coordinator who will handle obtaining bands, marketing, vendors/kid zone, etc.
2. Eliminate the cook-off. While the participation was significantly better than past attempts at competitions, the cook-off as a whole did not substantively impact turnout. Alternatively, separate them the steak cook-off into a different event operated by an independent group.
3. Start the event at noon, and have bands all day.
4. Establish a consistent theme to be followed in future events.
5. Continue to use the DJ.
6. Move the date to the spring, so as to not conflict with the numerous other events in September/October, and plan the next event for Spring 2018.