



# TOWN COUNCIL AGENDA

REGULAR SESSION | WEDNESDAY, APRIL 26, 2023 AT 6:30 P.M.  
TOWN COUNCIL CHAMBERS | 1614 S BOWEN ROAD, PANTEGO, TX 76013

## I. CALL TO ORDER AND WELCOME

Anyone wishing to speak regarding an agenda item, during a public hearing, or as part of the "Open Forum" should submit a Speaker Request form to the City Secretary before the meeting begins. Pursuant to Texas Local Government Code Section 551.071, the Council reserves the right to adjourn into Executive (Closed) Session(s) at any time during the meeting to seek legal advice from the Town Attorney on any item on this agenda.

## II. REGULAR SESSION

### A. PLEDGE AND INVOCATION, LED BY MAYOR PRO TEM BROWN

### B. CITY MANAGER'S REPORT

### C. STAFF REPORTS AND ANNOUNCEMENTS

- (1) Finance Department
- (2) Fire Department
- (3) Police Department
- (4) Municipal Court
- (5) Public Works

### D. MAYOR AND COUNCIL REPORTS AND ANNOUNCEMENTS

In addition to specific items below, at this time, the Mayor and Town Council may give or receive reports regarding items of community interest including - but not limited to - recognition of officials, citizens, staff, or departments; information regarding holiday schedules; and upcoming or attended events. At the request of the Mayor or any member of the Council, staff may also offer similar information at this time.

- (6) Community Relations Board (CRB) Report
- (7) Pantego Economic Development Corporation (PEDC) Report
- (8) Recognition of Public Works employees

### E. DISCUSSION ITEMS AND REQUESTS FOR CLARIFICATION

In addition to items listed below (if any), at this time, the Council may request discussion or seek clarification regarding items appearing on this agenda; and may deem it appropriate to add or remove items from the Consent Agenda.

### F. OPEN FORUM

At this time, anyone may address the Town Council regarding any item (whether it appears on this agenda or not) by submitting a form to the City Secretary. In accordance with the Texas Open Meetings Act, members of the Council cannot comment on nor deliberate except as authorized by Texas Local Government Code Section 551.042.

### G. CONSENT AGENDA

Consent items are considered routine and can be approved by a single motion. Approval of the Consent Agenda authorizes the City Manager to implement each item as presented and in accordance with staff recommendations. Public comment may be accepted on Consent items unless a Public Hearing has previously been held and closed. If the Town Council so desires, items may be added to or removed from Consent.

- (9) Approval of purchase order requests and accounts payable exceeding \$5,000 and acceptance of those \$1,000 - \$5,000 previously approved by the City Manager

- (10) Approval of minutes from March 27, 2023

#### H. DECISION AND ACTION ITEMS

- (11) Receive a presentation by independent auditing firm Rutledge Crain & Company, PC, and consider acceptance of the 2022 Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30 2022
- (12) Consider authorizing the City Manager to enter into an agreement for the cleaning and disinfecting of air ducts in Town Hall, the Fire Department, Public Works, and the Police and Courts building
- (13) Continued discussion regarding water system improvements and updates

#### III. EXECUTIVE SESSION

Council reserves the right to adjourn to Executive Session(s) at any time during this meeting to discuss the items below (if any) or any other item on this agenda, as authorized by the following Sections of the Local Government Code: (A) §551.071, pending or contemplated litigation or to seek advice from attorney; (B) §551.072, the purchase, exchange, lease, or value of real property; (C) §551.074, the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee; and/or (D) §551.076, security devices.

#### IV. RECONVENE AND TAKE ACTION PURSUANT TO EXECUTIVE DISCUSSION, IF NECESSARY

#### V. COUNCIL INQUIRY

Spontaneous inquiry regarding subject(s) not on this agenda may be answered with statements of fact or policy information. However, in accordance with Texas Local Government Code Section 551.042, Council can neither deliberate nor act. They may, however, direct staff to research and/or add item(s) to future agendas.

#### VI. ADJOURNMENT

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THIS WEDNESDAY, APRIL 26, 2023, PANTEGO TOWN COUNCIL AGENDA WAS CONTINUOUSLY POSTED FOR AT LEAST SEVENTY-TWO (72) HOURS BEFORE SAID MEETING CONVENED ON THE NOTICE BOARD LOCATED OUTSIDE THE DOORS OF THE COUNCIL CHAMBERS AT TOWN HALL (1614 S BOWEN ROAD, PANTEGO, TX 76013), A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES, IN ACCORDANCE WITH CHAPTER 551 OF THE TEX. GOV'T CODE.



CITY SECRETARY LESLIE E. GALLOWAY, TRMC

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), ACCOMMODATIONS WILL BE MADE WHEN NECESSARY TO AFFORD AN EQUAL OPPORTUNITY TO PARTICIPATE. PLEASE CALL 817-617-3706 IF YOU HAVE ANY QUESTIONS OR ADDITIONAL NEEDS.



# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM **B. CITY MANAGER'S REPORT**

MEETING DATE **WEDNESDAY, APRIL 26, 2023**

## PRESENTER

JOE ASHTON, City Manager

## BACKGROUND

### THRESSA HOUSEHOLDER RETIREMENT

Thressa's last day will be April 28. I can't say enough about how great she's been to work with, and I'm sorry to see her go, but she's certainly earned her upcoming retirement.

### BOWEN & SMITH BARRY DEVELOPMENT

The application for a final plat for the Bowen/Smith Barry property is scheduled for June 5 (Planning & Zoning) and June 26 (Town Council).

### PERSONNEL

We currently have one vacant firefighter position, two vacancies in PD (patrol and dispatch) and two in court (Court Administrator and Warrant Officer).

### UPCOMING EVENTS

- April 27 - Texas Trust Grand Opening
- April 29 - Town Clean-up Day
- May 12 - 2<sup>nd</sup> Annual Dine, Drink, & Discover Pantego
- May 20 - Farmer's Market

## FISCAL IMPACT

N/A

## STAFF RECOMMENDATION

No action is needed. Staff will be available to answer any questions the Council may have.

## ATTACHMENTS

None

# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL



AGENDA ITEM **01 - 05. STAFF REPORTS AND ANNOUNCEMENTS**

MEETING DATE **WEDNESDAY, APRIL 26, 2023**

## **PRESENTER**

JOE ASHTON, City Manager

## **BACKGROUND**

Attached for the Council's review are monthly reports for the following:

- (1)** Finance Department
- (2)** Fire Department
- (3)** Police Department
- (4)** Municipal Court
- (5)** Public Works

The financials are available at [www.townofpantego.com/financials](http://www.townofpantego.com/financials).

## **FISCAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

No action is needed. Staff will be available to answer any questions the Council may have regarding the attached.

## **ATTACHMENTS**

1. Financials [www.townofpantego.com/financials](http://www.townofpantego.com/financials)
2. Fire Rescue Monthly Activity Summary
3. Ambulance Billing and Collections
4. PD Monthly Activity Summary
5. Court Collections
6. Court Fees
7. Warrant Report
8. Public Works Report



## PANTEGO FIRE RESCUE MONTHLY ACTIVITY SUMMARY FOR

March 2023

<b>ENGINE 49 RESPONSES</b>	<b>PANTEGO FD</b>		ARLINGTON FD	
	<b>Mar-23</b>	<b>2022-23 YTD</b>	<b>Mar-23</b>	<b>2022-23 YTD</b>
EMS RESPONSE	27	145	53	321
FIRE RESPONSE	1	4	10	41
HAZARDOUS CONDITIONS	4	12	3	20
SERVICE CALL	11	67	10	67
GOOD INTENT CALL	5	33	41	252
FALSE ALARM / CALL	1	10	5	22
<b>TOTAL FIRE INCIDENTS</b>	<b>49</b>	<b>271</b>	<b>122</b>	<b>723</b>

<b>CURRENT MONTH TOTAL ENGINE 49 RUNS</b>	<b>171</b>
<b>YTD TOTAL ENGINE 49 RUNS</b>	<b>994</b>

<b>MEDIC RESPONSES</b>	<b>Mar-23</b>	<b>2022-23 YTD</b>
<b>CONTACTS</b>	20	<b>108</b>
TRANSPORTS	4	<b>22</b>
M/A to AMR - CANCELLED	3	<b>15</b>
<b>MUTUAL AID to AMR TOTAL</b>	7	<b>37</b>
<b>TOTAL MEDIC RUNS</b>	<b>27</b>	<b>145</b>

<b>TRAINING HOURS</b>	<b>Mar-23</b>	<b>2022-23 YTD</b>
<b>EMS (MCA, In-House)</b>	24	235
<b>FIRE (TCC, In-House)</b>	40	224
<b>Arlington EMS</b>	32	32
<b>Arlington Fire</b>	80	116
<b>Other (HazMat, Swift Water, Etc.)</b>	20	20
<b>TOTAL</b>	<b>196</b>	<b>627</b>

<b>SPECIAL EVENTS</b>	<b>Mar-23</b>	<b>2022-23 YTD</b>
Station Tour	3	28

<b>BUSINESS INSPECTIONS</b>	<b>Mar-23</b>	<b>2022-23 YTD</b>
Initial	10	52
Re-Inspections	2	13
COs Issued	9	33

# 2022-2023 EMS/Ambulance Billing and Collections (via Emergicon)

	RESIDENT	NON-RESIDENT	INVOICED	RESIDENT WRITE-OFF	WRITE-OFFS & BAD DEBT	TOTAL WRITTEN-OFF	FEES PAID TO EMERGICON	POSTED	PAID DIRECT	COLLECTED
<b>October</b>	20,964.75	11,847.25	<b>32,812.00</b>	4,114.38	13,027.51	<b>17,141.89</b>	580.15	4,807.25	794.45	<b>5,601.70</b>
<b>November</b>	11,283.00	6,437.00	<b>17,720.00</b>	97.26	5,260.14	<b>5,357.40</b>	869.51	5,311.91	2,393.45	<b>7,705.36</b>
<b>December</b>	18,046.00	10,248.25	<b>28,294.25</b>	1,829.27	8,611.04	<b>10,440.31</b>	307.34	1,910.67	706.49	<b>2,617.16</b>
<b>January</b>	9,338.89	10,959.50	<b>20,298.39</b>	2,201.00	15,033.12	<b>17,234.12</b>	217.37	836.94	494.54	<b>1,331.48</b>
<b>February</b>	25,822.25	15,102.00	<b>40,924.25</b>	1,053.00	6,684.20	<b>7,737.20</b>	1,250.86	5,855.05	3,877.94	<b>9,732.99</b>
<b>March</b>	9,272.00	10,864.25	<b>20,136.25</b>	1,232.70	4,202.33	<b>5,435.03</b>	941.08	7,232.92	1,983.00	<b>9,215.92</b>
<b>April</b>			-			-				-
<b>May</b>			-			-				-
<b>June</b>			-			-				-
<b>July</b>			-			-				-
<b>August</b>			-			-				-
<b>September</b>			-			-				-
<b>TOTALS</b>	\$ 94,726.89	\$65,458.25	<b>\$160,185.14</b>	\$ 10,527.61	\$52,818.34	<b>\$63,345.95</b>	<b>\$4,166.31</b>	\$ 25,954.74	\$10,249.87	<b>\$36,204.61</b>

FYTD Res. Write-Off Rate: **6.57%**

FYTD Collection Rate **22.60%**

FYTD Total Write-Off Rate: **39.55%**

FYTD Collection Rate (After Fees) **20.00%**



## ***PANTEGO POLICE DEPARTMENT***

### **MONTHLY ACTIVITY SUMMARY- MARCH 2023**

#### **Personnel**

We currently have one opening in dispatch and one opening in the Police department.

#### **Operations**

Nothing to report for the month of March.

#### **Training**

All officers attended Alert Training at PCA.

#### **Public Relations**

Nothing to report for the month of March.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jon C. Coulter".

Jon C. Coulter

Chief of Police

# Pantego Police Department

## Officer Activity Report - March 2023

	Dispatch Call	Self-Init	Total Calls	Arrests	YTD Arrest
Cpt Nance #601	12	8	20	<u>0</u>	<u>0</u>
Sgt Adams #620	0	0	0	<u>0</u>	<u>0</u>
Det/Cpl Rife #603	51	29	80	<u>0</u>	<u>4</u>
Ofc Khepri #609	81	60	141	<u>0</u>	<u>21</u>
Ofc Kiser #608	128	101	229	<u>0</u>	<u>14</u>
Ofc H Versey III #614	428	402	830	<u>0</u>	<u>9</u>
Ofc Vega #605	251	227	478	<u>1</u>	<u>47</u>
Ofc Bullard #604	105	67	172	<u>0</u>	<u>13</u>
Ofc Wiggins #602	189	142	331	<u>1</u>	<u>12</u>
Ofc. Stokes #607	296	273	569	<u>0</u>	<u>9</u>
Vacant	0	0	0	<u>0</u>	<u>22</u>
Ofc J. Adams #612 (RESV)	26	14	40	<u>0</u>	<u>2</u>
<b>Total</b>	<b>1567</b>	<b>1323</b>	<b>2890</b>	<b>2</b>	<b><u>153</u></b>

# Pantego Police Department

## Officer Traffic Activity Report - March 2023

	Citations	Stops	YTD STOPS
Cpt Nance #601	0	0	<u>0</u>
Sgt Adams #620	0	0	<u>0</u>
Det/Cpl Rife #603	0	0	<u>139</u>
Ofc Khepri #609	13	5	<u>739</u>
Ofc Kiser #608	65	43	<u>1043</u>
Ofc Versey III #614	57	38	<u>182</u>
Ofc Vega #605	144	95	<u>1892</u>
Ofc Bullard #604	39	25	<u>913</u>
Ofc Wiggins #602	77	58	<u>1571</u>
Ofc Stokes #607	21	16	<u>371</u>
Vacant	0	0	<u>457</u>
Ofc J. Adams #612 (RESV)	2	1	<u>184</u>
<b>Total</b>	<b>418</b>	<b>281</b>	<b><u>7491</u></b>

Vehicle Accidents	Quantity	YTD
Minor	6	70
Major	4	69
Hit and Run	3	36
<b>Totals</b>	<b>13</b>	<b>175</b>
Accident Reported to state	10	146

# PANTEGO POLICE DEPARTMENT

## CRIMINAL INVESTIGATIONS REPORT

### FISCAL Year October 1, 2022 to September 30, 2023



Offenses	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Assault		1		2									3
Agg Assault W/ Weapon					1								1
Assault F.V.				1									1
Interfear with 911													0
Sex type crimes													0
Sexual Assault				1									1
Burg Building	1	3	1		1	1							7
Burg Vehicle	1	2	1	1		1							6
Burg Residence													0
Burg Coin Machine													0
Theft	5	6	2	3	3	5							24
Theft Vehicle	3		1	1									5
U.U.M.V.			1										1
Robbery													0
Fraud/Forgery	4	2			1	2							9
Credit Card Abuse		1	2										3
Griffiti													0
Criminal Mischief	1	4		1	1								7
Harassment/Threat	1	1		2									4
Evading	2		2		1	1							6
Criminal Trespass	1		3		1								5
Resisting / Interfere			1		1								2
Fail to ID			1	1									2
Hit & Run		1	1		1	2							5
Drugs, Cont. Subst.					3								3
Marijuana	5	2	5		2	1							15
Unlawful Carry Weapon	3												3
Other	1	1	1		1	1							5
Public Intox	1												1
DWI	3	2	3	3	4	2							17
<b>Total</b>	<b>32</b>	<b>26</b>	<b>25</b>	<b>16</b>	<b>21</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>136</b>
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	

Note:

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# PANTEGO POLICE DEPARTMENT

## CRIMINAL INVESTIGATIONS FISCAL YEAR REPORT 2023



Case Disposition & Status & Cases Filed TCDA and Disposition  
Arrest Warrants, Search Warrants, Subpoenas and Status

<b>Case Disposition</b>	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Open	22	8	8	7	6	10							
Closed / Clear	15	6	14	13	15	8							71
Pended	4	14	9	6	4	4							41
Dropped	1	1		1									3
Refer to other Agency		1											1
Tresspass Warning Issued	1		2	1	1								5
Mental Detention	1	1											2

<b>Warrants / Subpoenas</b>	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Arrest Warr. Felony Issued	1	1	1	3	3	1							10
Arrest Warr. MISD Issued			1	1	2	1							5
Warrant Arrest other Dept.	12	7	9	4									32
Pantego Class C Arrest	19		2	1									22
CID Outstanding Warrants	10	12	14	11	10	12							69
Search Warr. Residence													0
Search Warr. Building					1								1
Search Warr. Vehicle					1								1
Search Warr. Device				1	1	1							3
Search Warrant DNA					1								1
Class "C" Issued CID			2		1								3
(Theft, Simple Assault & ETC)				2									

<b>TCDA Office</b>	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	TOTAL
Cases Accepted	15	6	8	7	12	3							51
Cases Pending	1	8	2	2	2	2							

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total
Pantego Back-Up DWG	23	11	22	10	12	10							88
DWG Back-Up Pantego	31	13	3	5	7	1							60



MUNICIPAL COURT

Municipal Court Collections / March 2023

On-Time Citations

Fines- \$32,528.13  
Fees- \$22,185.26  
Total- \$54,713.39

Warrants

Fines- \$16,410.81  
Fees- \$ 4,891.10  
Total- \$21,301.91

Court Security Fund- \$1,329.30

Court Technology Fund- \$1,130.60

Accident Reports- \$0

Collection Fees- \$2,780.97

Gross Total Revenue- \$76,015.30

Less State Fee's- \$27,076.36

Net Revenue- \$48,938.94

Non Collectables	Total #	Value Amount
Jail Credit	5	\$2,341.81
Over 15 YOA	0	\$0
Indigent	18	\$7,446.52
Deceased	6	\$2,460.40
Community Service	0	\$0
Judicial Reduction	5	\$744.90
Total Value	34	\$12,993.63

Presented by: Thressa Householder





**Report for fees collected**

**3/01/2023 - 3/31/2023**

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Fee	Citation Violation	Amount	Posting Date	Docket
COLAGY COLLECTIONS FEE	145836F 03	91.50	3/10/2023	145836F03
COLAGY COLLECTIONS FEE	145836F 03	91.50-	3/10/2023	145836F03
COLAGY COLLECTIONS FEE	500048 01	5.00	3/10/2023	500048 01
COLAGY COLLECTIONS FEE	500048 02	5.00	3/10/2023	500048 02
COLAGY COLLECTIONS FEE	500048 03	5.00	3/10/2023	500048 03
COLAGY COLLECTIONS FEE	E007824V 02	30.00	3/27/2023	E007824V02
COLAGY COLLECTIONS FEE	E007824V 04	30.00	3/27/2023	E007824V04
COLAGY COLLECTIONS FEE	E007824V 04	61.50	3/27/2023	E007824V04
COLAGY COLLECTIONS FEE	E022349 01	84.63	3/10/2023	E022349 01
COLAGY COLLECTIONS FEE	E022349 02	137.10	3/10/2023	E022349 02
COLAGY COLLECTIONS FEE	E022349 03	139.80	3/10/2023	E022349 03
COLAGY COLLECTIONS FEE	E022349F 02	92.10	3/10/2023	E022349F02
COLAGY COLLECTIONS FEE	E022349V 01	92.10	3/10/2023	E022349V01
COLAGY COLLECTIONS FEE	E023014 02	53.10-	3/01/2023	E023014 02
COLAGY COLLECTIONS FEE	E023222F 01	62.10	3/21/2023	E023222F01
COLAGY COLLECTIONS FEE	E023222V 03	62.10	3/21/2023	E023222V03
COLAGY COLLECTIONS FEE	E026357 01	30.00	3/28/2023	E026357 01
COLAGY COLLECTIONS FEE	E026357 02	30.00	3/28/2023	E026357 02
COLAGY COLLECTIONS FEE	E026357 03	30.00	3/28/2023	E026357 03
COLAGY COLLECTIONS FEE	E026357F 02	30.00	3/28/2023	E026357F02
COLAGY COLLECTIONS FEE	E028243 01	117.00	3/24/2023	E028243 01
COLAGY COLLECTIONS FEE	E029952 02	77.40	3/23/2023	E029952 02
COLAGY COLLECTIONS FEE	E029952 03	53.10	3/23/2023	E029952 03
COLAGY COLLECTIONS FEE	E029974 02	53.10	3/23/2023	E029974 02
COLAGY COLLECTIONS FEE	E033929 01	115.80	3/06/2023	E033929 01
COLAGY COLLECTIONS FEE	E033929F 01	90.60	3/13/2023	E033929F01
COLAGY COLLECTIONS FEE	E035032 01	30.00	3/08/2023	E035032 01
COLAGY COLLECTIONS FEE	E035032 02	30.00	3/08/2023	E035032 02
COLAGY COLLECTIONS FEE	E035032 03	30.00	3/08/2023	E035032 03
COLAGY COLLECTIONS FEE	E035032 04	30.00	3/08/2023	E035032 04
COLAGY COLLECTIONS FEE	E035032 05	30.00	3/08/2023	E035032 05
COLAGY COLLECTIONS FEE	E035930 03	54.17	3/22/2023	E035930 03
COLAGY COLLECTIONS FEE	E035979 01	77.40	3/06/2023	E035979 01
COLAGY COLLECTIONS FEE	E035979F 01	86.10	3/06/2023	E035979F01
COLAGY COLLECTIONS FEE	E036233V 01	50.00	3/03/2023	E036233V01
COLAGY COLLECTIONS FEE	E036233V 01	33.10	3/29/2023	E036233V01
COLAGY COLLECTIONS FEE	E037325 01	109.80	3/24/2023	E037325 01
COLAGY COLLECTIONS FEE	E038546F 01	71.10	3/06/2023	E038546F01
COLAGY COLLECTIONS FEE	E045060 01	94.80	3/17/2023	E045060 01
COLAGY COLLECTIONS FEE	E045060 01	5.20	3/17/2023	E045060 01
COLAGY COLLECTIONS FEE	E045375 02	139.80	3/09/2023	E045375 02
COLAGY COLLECTIONS FEE	E046577 01	79.20	3/22/2023	E046577 01
COLAGY COLLECTIONS FEE	E046577F 01	82.50	3/22/2023	E046577F01
COLAGY COLLECTIONS FEE	E049711 01	144.30	3/14/2023	E049711 01
COLAGY COLLECTIONS FEE	E049711 02	87.87	3/14/2023	E049711 02
COLAGY COLLECTIONS FEE	E051018 02	135.30	3/22/2023	E051018 02

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Report for fees collected	42	COLAGY COLLECTIONS FEE	TOTAL:	2,780.97
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MONTHLY REPORT  
**March 2023**

**ADMINISTRATIVE, PROJECTS, AND ENGINEERING**

- Repair fire hydrant, repair water main and water meters.
- Monthly sewer main cleaning.
- Monthly meter reading (auto and manual)
- Monthly Bac-T water samples and fire hydrant flushing completed for the month.
- Still waiting for parts from Mueller for automated meters.
- Lane booster pump is out of service, parts are on order, still waiting for parts.
- Public Works has openings for a part-time Building Official.
- Repair water main at the park.
- Finished up street repair on County Club and Arrowhead.
- Wagon Wheel bridge was inspected by TXDOT found to be in good shape.
- Waiting for the council to approve asphalt repair for Wagon Wheel bridge.



**CERTIFICATES OF OCCUPANCY (CO)**

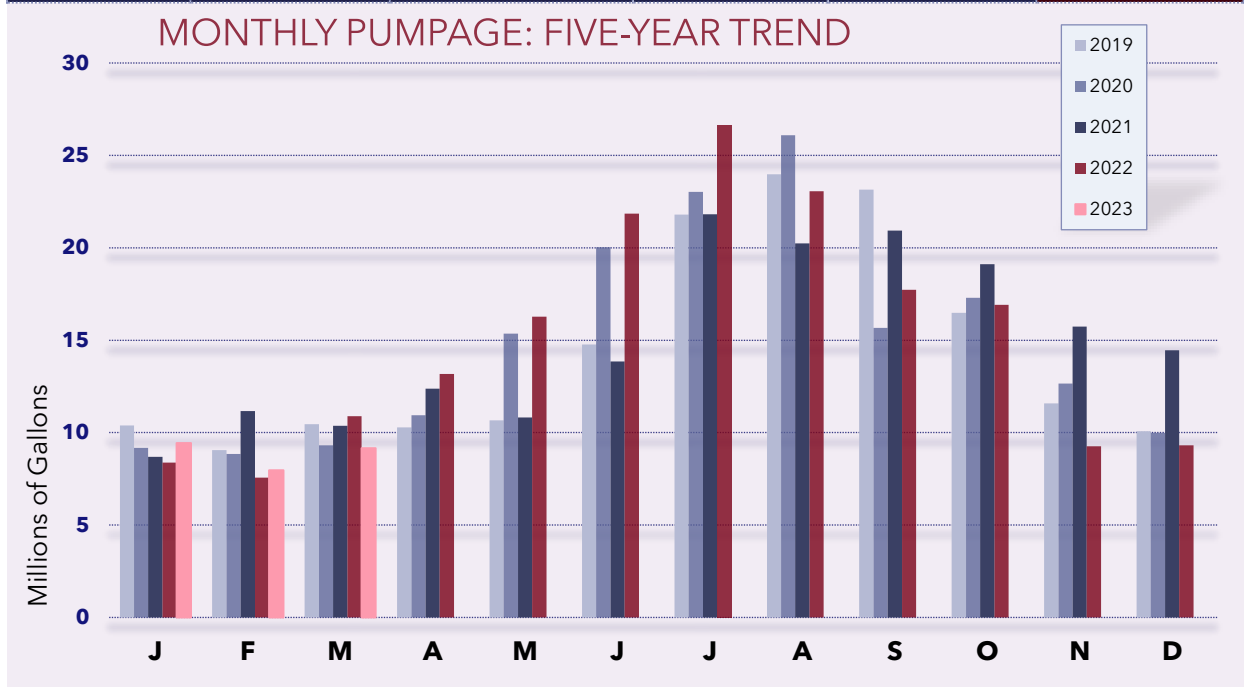
FIRE INSPECTION	BUSINESS TYPE	ADDRESS	NAME
3/3/2023	Automotive	2026 W Pioneer Pkwy Ste B-6	Campos Auto Repair
3/6/2023	Medical clinic	2562 W Pioneer Pkwy	CenterWell
3/10/2023	Automotive	2103 Duluth Dr	Mega Paint and Body, LLC
3/22/2023	Automotive	3620 Graves Blvd Ste 7	Platinum Auto Services
3/23/2023	Restaurant	1549 S Bowen Rd	El Chico Cafe
3/29/2023	Non Profit Organization	2912 W Park Row Ste B	Tree of Life Bible Society
3/29/2023	Automotive	2026 W Pioneer Pkwy Ste B10	Wheel's Doc automotive
3/29/2023	Office	3609 Smith Barry Rd Ste 105	Debra Martin Wysoski, M.A., LPC
3/31/2023	Locksmith	2003 W Arkansas Ln	Metroplex Recovery, LLC DBA Metroplex Locksmith



**PUBLIC WORKS DEPARTMENT**  
 TOWNOFPANTEGO.COM/PUBLICWORKS

## UTILITY BILLING

	ACCOUNTS	WATER SEWER	SOLID WASTE	RECYCLING	PAST DUE
<b>22-MAR</b>	1,208	134,334.18	9,252.34	3,656.80	4,201.73
<b>22-APR</b>	1,212	129,973.28	9,180.24	3,605.40	5,850.27
<b>22-MAY</b>	1,212	129,973.28	9,180.24	3,605.40	5,850.27
<b>22-JUN</b>	1,212	144,987.56	9,180.24	3,605.40	9,454.06
<b>22-JUL</b>	1,217	181,533.95	10,311.09	3,093.49	47,585.73
<b>22-AUG</b>	1,217	172,175.89	10,311.09	3,093.49	47,585.73
<b>22-SEP</b>	1,217	163,593.75	9,984.86	2,944.91	45,180.47
<b>22-OCT</b>	1,211	146,697.51	9,969.30	2,954.45	46,532.64
<b>22-NOV</b>	1,209	139,538.58	9,688.19	2,909.52	52,439.15
<b>22-DEC</b>	1210	\$118,711.34	\$9,717.62	\$2,919.52	\$46,794.22
<b>23-JAN</b>	1226	\$122,2363.17	\$9,792.20	\$2,811.12	\$46,233.29
<b>23-FEB</b>	1224	123,563.50	9,807.92	2,938.14	\$45,782.12
<b>23-MAR</b>	<b>1225</b>	<b>\$113,905.40</b>	<b>\$9,938.92</b>	<b>\$2,980.60</b>	<b>\$54,074.29</b>





**PUBLIC WORKS DEPARTMENT**  
TOWNOFPANTEGO.COM/PUBLICWORKS

## CAPITAL IMPROVEMENT PLAN (CIP) PROGRESS

STREET IMPROVEMENT FUND				
PROJECT	STATUS	BUDGETED	YTD	REMAINING
COUNTY MILL & OVERLAY	AWAITING CONTRACT	\$ 125,000.00	\$ 0.00	<b>\$ 125,000.00</b>
LED TRAFFIC LIGHTS BOWEN & PARK ROW	AWAITING TC CONTRACT APPROVAL	\$ 75,000.00	\$ 0.00	<b>\$ 75,000.00</b>
WATER INFRASTRUCTURE FUND				
CHLORAMINE TRANSITION STUDY	KIMLEY HORN DRAFTING REPORT	\$ 25,000.00	\$ 306.99	<b>\$24,693.01</b>
16" WATER LINE REPLACEMENT	LINE CAPPED; NOTICE TO PROCEED ISSUED 5/9/22	\$ 728,570.00	\$ 0.00	<b>\$728,570.00</b>
PANTEGO ECONOMIC DEVELOPMENT CORPORATION (PEDC) FUND				
PARK ROW CROSSWALKS	PRELIMINARY DISCUSSIONS	TBD	TBD	<b>TBD</b>
GATEWAY SIGNAGE	PRELIMINARY DISCUSSIONS	TBD	TBD	<b>TBD</b>
MEDIAN ENDCAPS	PRELIMINARY DISCUSSIONS	TBD	TBD	<b>TBD</b>
CERTIFICATES OF OBLIGATION (CO) BOND PROJECTS				
ENGINEERING: KIMLEY-HORN	IN PROGRESS	\$ 354,900.00	\$ 333,853.75	<b>\$ 21,046.25</b>
303 WATER LINE REPLACEMENT	COMPLETE EXCEPT SOD REPLACEMENT	\$ 1,438,000.00	\$ 1,344,244.48	<b>\$ 93,755.52</b>
COUNTRY CLUB 8" SEWER	IN PROGRESS	\$ 90,000.00	\$ 84,306.00	<b>\$ 5,694.00</b>
KIDD/PEACHTREE 8" SEWER	PIPE BURSTING AND MANHOLE REPLACEMENT COMPLETED	\$ 330,000.00	\$ 231,527.80	<b>\$ 98,472.20</b>
NORA/COUNTRY CLUB STORM CIPP	COMPLETE EXCEPT SOD REPLACEMENT	\$ 532,800.00	\$ 580,137.50	<b>[\$ 47,337.50]</b>
ADDITIONAL ITEMS	MAINT. BOND, SWPPP, CONTINGENCY; 990 LF WATER LINE	\$ 347,434.00	\$ 300,714.81	<b>\$ 46,719.19</b>



**PUBLIC WORKS DEPARTMENT**  
 TOWNOFPANTEGO.COM/PUBLICWORKS

## RECENTLY COMPLETED PROJECTS

TOWN OF PANTEGO			
PROJECT	BUDGETED	YTD	REMAINING
Bowen @ Superior Project	14,000.00	31,452.00	[17,452.00]
Water Transition Study	40,700.00	40,700.00	0.00
<b>Completed Project Totals</b>	<b>\$ 54,700.00</b>	<b>\$ 72,152.00</b>	<b>[\$ 17,452.00]</b>

PANTEGO ECONOMIC DEVELOPMENT CORPORATION (PEDC)			
PROJECT	BUDGETED	YTD	REMAINING
CENTRAL PARK SWING SET TURF	14,164.00	14,164.00	0.00
ARCHWAY LIGHTING	13,560.00	13,560.00	0.00
ILLUMINATED STREET SIGNS	51,065.00	51,065.00	0.00
SPLASH PAD TURFING	22,915.20	20,832.00	2,083.20
EXERCISE AREA TURFING	12,046.10	14,494.62	[2,448.52]
SIGNAL POLE PAINTING BY BEAN ELECTRIC	27,225.00	27,225.00	0.00
<b>Completed Project Totals</b>	<b>\$ 140,975.30</b>	<b>\$ 141,340.62</b>	<b>[\$ 365.32]</b>





**PUBLIC WORKS DEPARTMENT**  
TOWNOFPANTEGO.COM/PUBLICWORKS

## PHOTOS FROM THE FIELD







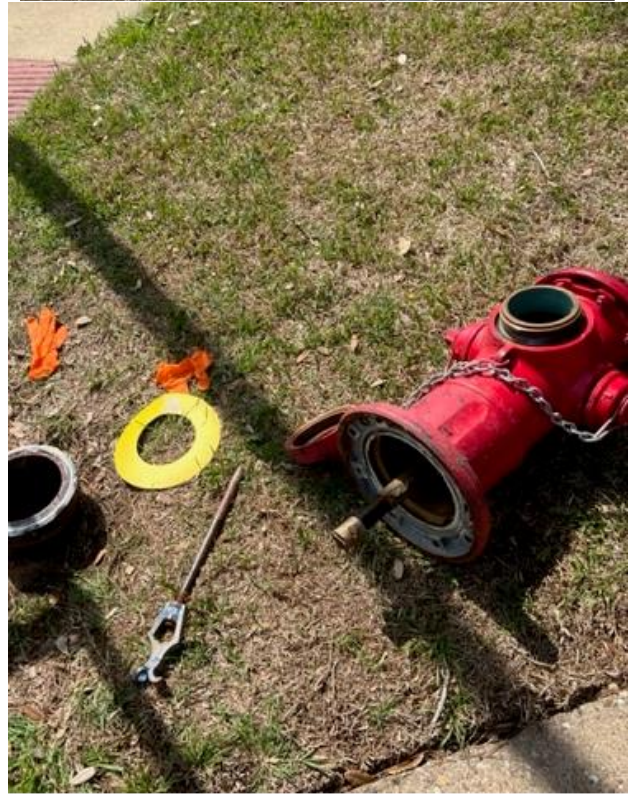
**PUBLIC WORKS DEPARTMENT**  
TOWNOFPANTEGO.COM/PUBLICWORKS







**PUBLIC WORKS DEPARTMENT**  
TOWNOFPANTEGO.COM/PUBLICWORKS







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**PUBLIC WORKS DEPARTMENT**  
TOWNOFPANTEGO.COM/PUBLICWORKS



# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM **06 - 08. MAYOR & COUNCIL REPORTS AND ANNOUNCEMENTS**

MEETING DATE **WEDNESDAY, APRIL 26, 2023**

## **PRESENTER**

JOE ASHTON, City Manager

## **BACKGROUND**

The following items are listed on this portion of the agenda:

- (6)** Community Relations Board (CRB) Report
- (7)** Pantego Economic Development Corporation (PEDC) Report
- (8)** Recognition of Public Works employees

## **FISCAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

No action is needed. Staff will be available to answer any questions the Council may have regarding the attached.

## **ATTACHMENTS**

1. PEDC Coordinator's Report
2. Brandera Analytics and Assets



# CRB Update to Town Council

Our annual Easter event was amazing. We had great attendance and overall folks had a wonderful time. We did receive some feedback from some people regarding the face painters. Angie is addressing that with the vendor directly.



CRB is scheduled to clean out the barn behind the Police Department ahead of the semi-annual town clean-up day.

## UPCOMING EVENT DETAILS:



- **Police and Fire Appreciation Week**
  - CRB will be reaching out to local businesses to engage them for donations and participation during this week.
  - CRB would also like to include a highlight day to incorporate all of the efforts of the guys in Public Works.
  
- **Movies in the Park**
  - CRB will be working with the Farmer's Market again this year to coordinate on some themes.
  - Dates are June 17, July 15, and August 19.
  - Businesses are invited to sponsor and help in hosting the movies.





# MARCH 2023 ECONOMIC DEVELOPMENT REPORT

## UPCOMING EVENTS [shoppantego.com/events](http://shoppantego.com/events) | [townofpantego.com/calendar](http://townofpantego.com/calendar)

- **Dine, Drink & Discover:** Friday, May 12, 2023
- **Farmer's Market:** Saturday, April 15, from 5:00 to 8:00 p.m.
- **Spring Clean-Up:** Saturday, April 29, 8:00 a.m. to 1:00 p.m.
- The Town cancelled their **May 6 election** as all incumbents were unopposed.

## RIBBON CUTTINGS & OPEN HOUSES

For sponsored ribbon cuttings, PEDC sends flowers and provides ribbon and ceremonial scissors. The Mayor, Council, PEDC Board, City Manager, directors, and staff are all encouraged to attend. You can subscribe to the Shop Pantego calendar at [shoppantego.com/events](http://shoppantego.com/events). We continue efforts to establish this calendar as the "go to" place for all Pantego events and appreciate each of you encouraging businesses to add their items.

- **Texas Trust Credit Union**  
2427 W Pioneer Parkway at Bowen intersection  
Thursday, April 27 from 11:00 a.m. to 1:00 p.m.  
Their team has requested that attendees RSVP:  
[eventbrite.com/e/pantego-branch-ribbon-cutting-tickets-580559558267](https://eventbrite.com/e/pantego-branch-ribbon-cutting-tickets-580559558267)
- Staff is working to reschedule a date for **Alwadi Grill**



## MEETINGS

- PEDC regular and special meetings
- Pantego Business Alliance (PBA)

## CERTIFICATES OF OCCUPANCY (CO) ISSUED OR CHANGED

Automotive	AJ'S Auto Repair	2026 W Pioneer Pkwy Ste B9	Jose Dolores Mendoza Sosa
Retail Classroom	The Stitch Niche	2425 W Arkansas Ln Ste D	Stephen Fairfield
Office	Hogan Park Realtors	2425 W Arkansas Ln Ste F	Roy Hogan, Debbie Hogan
Automotive Audio	Phat Sounds LLC	2026 W Pioneer Pkwy Ste A5	Drew Skinner
Massage Therapist	Arlington Foot Massage	2401 W Pioneer Pkwy Ste 147	Mei Zhang
Automotive	2026 W Pioneer Pkwy Ste C6	Madagas-car LLC	Burcak Irem Cinar

### CATHY S. ALLEN

Economic Development Coordinator  
[callen@shoppantego.com](mailto:callen@shoppantego.com)

## ACTIVITIES & CONTACTS

- HR Director Sandra Overstreet hosted a lovely **International Women's Day luncheon** at Reyes Ballroom that was well attended by female community leaders of both Pantego and Dalworthington Gardens.

- During the Greater Arlington Chamber of Commerce's **Inspired Women's Luncheon** at Loew's Texas Live, the Town of Pantego had a table of ten and Adrian Tella of **Simply Divune** received a \$2,500 grant and one year of business services.



BrandEra also had a table of ten, including Mayor Brewster and PEDC President Tori Roemmich. Town participation - by both staff and elected and appointed officials - at Greater Arlington Chamber of Commerce events has been strong in recent months and I will continue communicating opportunities to all.

- NTCOG distributed information from the U.S. Bureau of Economic Analysis showing that **Dallas-Fort Worth-Arlington is the sixth largest economic hub in the nation.**
- Renewal of the **Arlington Foodies Farmer's Market** contract was presented to and unanimously approved by both the PEDC Board and Town Council. Staff has confirmed that no additional costs are being incurred related to the event's use of the dumpster and will coordinate with event staff to have them place temporary "No Parking" signage each month rather than Town staff. Staff also continues working towards a compromise regarding parking arrangements that are agreeable for both Northlake Shopping Center and the Farmer's Market during their events. City Manager Joe Ashton, CRB Chair Angie Vickerman, and I plan to meet with Cheryl Zellars of Northlake.

**CATHY S. ALLEN**  
Economic Development Coordinator  
callen@shoppantego.com





Preparation for **Dine, Drink & Discover** is in full swing. Staff - including City Manager Joe Ashton, Fire Chief Randy Fulton, Police Chief Jon Coulter, Public Works Director Bob Neal, City Secretary Leslie E. Galloway, and I - are meeting weekly with BrandEra to finalize details.

- Reviewed and approved social media, blogs, and advertising for BrandEra.
- Provided proof of insurance to three shopping centers.
- Confirmed Jeep Club's participation.
- Continued encouraging businesses to participate
- Reminded restaurants that menus are needed by early April
- Banners were ordered for Dine, Drink & Discover as well as replacement banners with the Shop Pantego logo
- Assisted BrandEra during a **video shoot** with sixteen businesses including recruiting talent, scheduling businesses, and script development.
- Working with staff and **Maxx Lovern of William Roth Company** to facilitate the process of permitting, inspection, and Certificate of Occupancy (CO) issuance.
- Put **Gina of Heilan Group** (Lakewood Shopping Center) in contact with appropriate staff regarding a grease trap.
- Sent pictures of flower pots in Waxahachie to PEDC President Tori Roemmich.
- Contacted new leasing agent for **The Towers**.
- Coordinated with City Secretary Leslie E. Galloway on PEDC packet inclusions, newsletter items, and communication for PEDC Board and the Council on various items and events.
- Facilitated Tommy Teasdale's discussions with landlord and Town staff following damage to the shopping center's monument signage.
- City Secretary Leslie E. Galloway updated the business listings on Shop Pantego site.
- **Rosa's Fashion** closed.
- Planning to make contact with the owners of the new **Oak Fashions** (which recently opened near El Chico) and **DFW Mediterranean Bakery**.
- Jennifer Jones of **Hager's Heart** recently held a fundraiser and hopes to open a storefront for the non-profit in the future.
- Requested information about the "For Sale or Lease" banner recently added to the shopping center east of Braum's.

**CATHY S. ALLEN**

Economic Development Coordinator  
callen@shoppantego.com



# Savor the Delicious Taste of Pantego!!

Friday, May 12, 2023 • 5:00 - 10:00 PM

Delicious bites, shopping  
delights, live music, Jeep  
& Car show and more!!

[Click to learn more!](#)



Savor the  
Delicious Taste  
of Pantego!

Friday, May 12, 2023  
5-10 PM



# Social Media Analytics for Shop Pantego



Developed by



**BRANDERA**

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February 2023

# Facebook

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**2,191** Followers

**56** New Follower

**27,853** Post Reached

**1,328** Engagements (Likes & Reactions)

**17** Posts



# Top Performing Organic Post



**18,284** People Reached  
**775** Engagements  
**641** Reactions  
**100** Comments  
**367** Link Clicks  
**34** Shares



# Top Performing (Facebook Event)

 Shop Pantego created an event.  
February 3 · 🌐



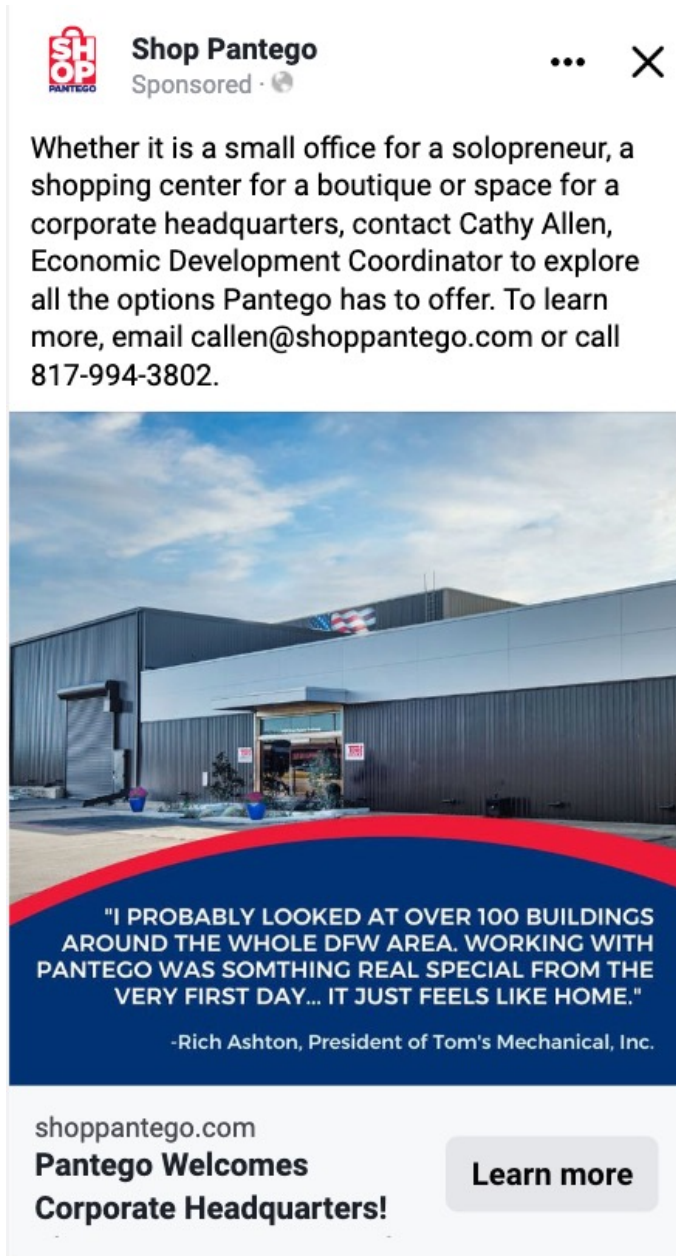
**TUE, FEB 21**  
**David's Barbecue 113th Anniversary Celebration**  
Pantego, TX  
117 Went · 482 Interested

No insights to show ⓘ [Boost a post](#)

**26,836** People Reached  
**85** Impressions  
**18** Comments



# Facebook Ad



The image shows a Facebook advertisement for Shop Pantego. At the top left is the Shop Pantego logo, which consists of the word 'SHOP' in white on a red background with 'PANTEGO' in blue below it. To the right of the logo is the text 'Shop Pantego' and 'Sponsored'. There are three dots and a close button icon to the right. The main text of the ad reads: 'Whether it is a small office for a solopreneur, a shopping center for a boutique or space for a corporate headquarters, contact Cathy Allen, Economic Development Coordinator to explore all the options Pantego has to offer. To learn more, email callen@shoppantego.com or call 817-994-3802.' Below the text is a photograph of a modern, single-story industrial building with a large glass entrance. At the bottom of the ad is a blue banner with a red curved top edge. The banner contains a testimonial in white text: '"I PROBABLY LOOKED AT OVER 100 BUILDINGS AROUND THE WHOLE DFW AREA. WORKING WITH PANTEGO WAS SOMTHING REAL SPECIAL FROM THE VERY FIRST DAY... IT JUST FEELS LIKE HOME."' followed by '-Rich Ashton, President of Tom's Mechanical, Inc.' Below the banner, the website 'shoppantego.com' is listed, followed by the text 'Pantego Welcomes Corporate Headquarters!' and a 'Learn more' button.

**Shop Pantego**  
Sponsored · 🌐

Whether it is a small office for a solopreneur, a shopping center for a boutique or space for a corporate headquarters, contact Cathy Allen, Economic Development Coordinator to explore all the options Pantego has to offer. To learn more, email callen@shoppantego.com or call 817-994-3802.

"I PROBABLY LOOKED AT OVER 100 BUILDINGS AROUND THE WHOLE DFW AREA. WORKING WITH PANTEGO WAS SOMTHING REAL SPECIAL FROM THE VERY FIRST DAY... IT JUST FEELS LIKE HOME."  
-Rich Ashton, President of Tom's Mechanical, Inc.

shoppantego.com  
**Pantego Welcomes  
Corporate Headquarters!**

[Learn more](#)

**Goal: Reach**  
**186,438** Impressions  
**26,618** Reach  
**108** Link Clicks



# Instagram

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**712** Followers

**37** New Followers

**2,834** People Reached

**267** Engagements (Likes & Reactions)

**14** Posts





# Top Performing Post



**403** People Reached  
**74** Engagements  
(Likes & Reactions)  
**3** Comments  
**8** Shares





# Social Media Analytics for Shop Pantego



Developed by



**BRANDERA**

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March 2023

# Facebook

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**2,210** Followers

**19** New Followers

**23,690** Post Reached

**574** Engagements (Likes & Reactions)

**16** Posts



# Top Performing Organic Post



Shop Pantego

Published by [Beth Owens](#) · March 27 at 6:00 PM



Save the Date! On May 12, ShopPantego is hosting its second annual Dine, Drink & Discover Pantego event! With tasty samples, live music, pop-up sales, drawings for prizes plus, a car and custom-built Jeep show, you won't want to miss out on this neighborhood block party. [#ShopPantego](#) [#ShopSmall](#) [#ShopLocal](#) [#DDD](#) [#DineDrinkDiscoverPantego](#)

**3,423** People Reached

**164** Engagements

**25** Shares



# Facebook/Instagram Ad



**Shop Pantego**  
Sponsored · 🌐

March is Women's History Month! We'd like to celebrate the contributions women have made in the world and recognize the specific achievements women have made in a variety of fields. It is only fitting to celebrate community leaders, economic movers & shakers like Cathy Allen, and women business owners in Pantego. Show your support by shopping at these small businesses: [Perfectly Imperfect Fancy That Again Main Event Boutique](#) [Twisted Chicks Anything Goes Jazzy Jems - Arlington Texas](#) [Hank and Ellie](#) [Simply Divune Juic'd The Runner](#) [Traveling Dog Spa !](#)

**WOMEN'S HISTORY MONTH IN PANTEGO**



shoppantego.com  
**Women's History Month in Pantego!** [Learn more](#)

**Goal: Reach**  
**164,575 Impressions**  
**30,912 Reach**  
**125 Link Clicks**





# Instagram

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**729** Followers

**17** New Followers

**2,343** People Reached

**150** Engagements (Likes & Reactions)

**14** Posts



# Top Performing Post

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 shop\_pantego



shop\_pantego Get ready to SAVE THE DATE!  
ShopPantego is hosting its second annual Dine, Drink & Discover Pantego event on May 12! Come mingle with your neighbors while enjoying tasty samples, live music, pop-up sales, drawings for prizes plus, a car and custom-built Jeep show! This will be a neighborhood block party for the books!  
#ShopPantego #ShopSmall #ShopLocal #DDD

**242** People Reached

**35** Engagements (Likes & Reactions)

**12** Shares



# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM **09 - 10. CONSENT AGENDA**

MEETING DATE **WEDNESDAY, APRIL 26, 2023**

## PRESENTER

JOE ASHTON, City Manager

## BACKGROUND

The following items are listed on this portion of the agenda:

- (9) Approval of purchase order requests and accounts payable exceeding \$5,000 and acceptance of those \$1,000 - \$5,000 previously approved by the City Manager
- (10) Approval of minutes from March 27, 2023

Payables are available at [www.townofpantego.com/payables](http://www.townofpantego.com/payables).

## FISCAL IMPACT

N/A

## STAFF RECOMMENDATION

Staff would recommend approval of the Consent Agenda as presented.

## ATTACHMENTS

1. Payables [www.townofpantego.com/payables](http://www.townofpantego.com/payables)
2. Minutes - March 27, 2023

MAYOR RUSSELL BREWSTER  
MAYOR PRO TEM JEFF BROWN, PLACE 5  
TORI ROEMMICH, PLACE 1  
TYLER LOE, PLACE 2  
MIKE DUNCAN, PLACE 3  
GREGG KIDD, PLACE 4  
CITY MANAGER JOE ASHTON



# TOWN COUNCIL MINUTES

REGULAR SESSION | MONDAY, MARCH 27, 2023 AT 6:30 P.M.  
TOWN COUNCIL CHAMBERS | 1614 S BOWEN ROAD, PANTEGO, TX 76013

Constituting a quorum, the following members of the Town Council were present:

		PRESENT	ABSENT
	Mayor Russell Brewster	X	
Place 5	Mayor Pro Tem Jeff Brown	X	
Place 1	Councilmember Tori Roemmich	X	
Place 2	Councilmember Tyler Loe	X	
Place 3	Councilmember Mike Duncan	X	
Place 4	Councilmember Gregg Kidd	X	

Staff and consultants present at the meeting included:

		PRESENT	ABSENT
City Manager	Joe Ashton	X	
City Secretary	Leslie E. Galloway	X	
Finance Director	Sean Smith	X	
Police Chief	John Coulter	X	
Fire Chief	Randy Fulton	X	
Public Works Director	Bob Neal	X	
Court Administrator	Thressa Householder	X	
Human Resources Director	Sandra Overstreet	X	
Town Engineer	Stuart Williams of Kimley Horn	X	
Town Attorney	Bessie Bronstein of TOASE	X	

## I. CALL TO ORDER AND WELCOME

Mayor Brewster called the meeting to order at 6:30 p.m., welcomed attendees, and announced that the Council would hold the Open Forum (Item F) immediately following the pledge and invocation.

## II. REGULAR SESSION

### A. PLEDGE AND INVOCATION, LED BY COUNCILMEMBER KIDD

### B. CITY MANAGER'S REPORT

City Manager Joe Ashton stated that Bessie Bronstein was attending in Town Attorney Carvan Adkins' place and announced that Friday March 31 would be Warrant Officer John Murphy's last day of employment with the Town. In response to questions from Councilmember Roemmich, Ashton stated that banners were being taken down in shopping centers and that staff continued efforts to gain access to the Davis estate to address tall grass complaints.

### C. STAFF REPORTS AND ANNOUNCEMENTS

- (1) Finance Department  
There was no discussion at this time.
- (2) Fire Department  
In response to a question from Councilmember Roemmich, Fire Chief Randy Fulton stated that the reserve engine had been sold and staff was identifying a replacement reserve to purchase directly from another city rather than waiting for auction in June.
- (3) Police Department



In response to a question from Councilmember Roemmich, Police Chief Jon Coulter stated that the new dispatcher was doing well.

(4) Municipal Court  
There was no discussion at this time.

(5) Public Works  
In response to questions from Councilmember Roemmich, Public Works Director Bob Neal stated that the 16" waterline was completed last fall, that staff was still clearing sand from sewer lines following a break, and that TxDOT had determined the bridge on Wagonwheel only needed an overlay and could be reopened.

#### D. MAYOR AND COUNCIL REPORTS AND ANNOUNCEMENTS

*THIS ITEM WAS TAKEN OUT OF ORDER. IT WAS DISCUSSED IMMEDIATELY FOLLOWING THE CONSENT AGENDA (ITEM G).*

- **Mayor Pro Tem Jeff Brown, Place 5**, welcomed attendees and thanked staff.
  - **Councilmember Kidd, Place 4**, welcomed attendees.
  - **Councilmember Duncan, Place 3**, welcomed attendees.
  - **Councilmember Loe, Place 2**, welcomed attendees.
  - **Councilmember Roemmich, Place 1**, welcomed attendees.
  - **Mayor Brewster** welcomed attendees and noted the importance of citizen involvement, thanked the staff and Council for working together, and stated that he recently attended Tarrant County Days at the Capitol with the Greater Arlington Chamber of Commerce, noting that there was proposed legislation surrounding property taxation and valuation.
- (6) Community Relations Board (CRB) Report  
Councilmember Kidd reminded everyone of the "Eggcellent" Easter event April 8, from 2:00 to 4:00 p.m. at Bicentennial Park.
- (7) Pantego Economic Development Corporation (PEDC) Report  
Councilmember Roemmich stated that, during their last meeting, the Board approved electrical work for Bicentennial Park and Park Row, were waiting on a quote for irrigation repairs and plantings on Pioneer Parkway (Spur 303) and Bicentennial Park, were still looking for a vendor to install Wi-Fi at Bicentennial Park, had spoken with Town Engineer Stuart Williams regarding plans for the basketball court, that a bus had damaged the bench at Pantego Christian Academy (PCA), BrandEra did a video and photoshoot last week, and that Dine, Drink & Discover was scheduled for May 12.

#### E. DISCUSSION ITEMS AND REQUESTS FOR CLARIFICATION

#### F. OPEN FORUM

*THIS ITEM WAS TAKEN OUT OF ORDER. IT WAS DISCUSSED IMMEDIATELY FOLLOWING THE PLEDGE AND INVOCATION (ITEM A).*

- **Sebastian Vickerman, 3409 Country Club Road**, thanked Deputy Fire Chief & Emergency Management Coordinator Rob Franklin and the fire department for helping him with his science project.
- **John Mathios, 1608 Mistletoe**, stated concerns with drainage and the functionality of a drainage easement in the rear portion of his lot. City Manager Joe Ashton stated that he and the appropriate staff would reach out.
- **Eric Torres, 1807 Arrowhead Drive**, presented photos and stated concerns with the delay of the repair at Arrowhead and Country Club.

#### G. CONSENT AGENDA

- (8) Approval of Purchase Order Requests and Accounts Payable over \$5,000 and acceptance of those \$1,000 - \$5,000 previously approved by the City Manager
- (9) Approval of minutes from February 27, 2023
- (10) Approval of minutes from March 20, 2023

**MOTION TO APPROVE. ACTION APPROVE THE CONSENT AGENDA AS PRESENTED. MOVED BY KIDD. SECONDED BY MAYOR PRO TEM BROWN. MOTION PASSED UNANIMOUSLY (5-0-0).**

## H. DECISION AND ACTION ITEMS

- (11) Consider approval of RESOLUTION NO. 2023-03, approving a one-year contract extension with Arlington Foodies Farmers Market, LLC, for the use of Bicentennial Park for monthly farmers market events on third Saturdays  
City Manager Joe Ashton stated that, at the request of the PEDC Board, staff had confirmed there were no additional costs related to the event's use of the dumpsters at Bicentennial Park. Therefore, there is no need for contract amendments.

**MOTION TO APPROVE. ACTION ADOPTION OF RESOLUTION NO. 2023-03, APPROVING A ONE-YEAR CONTRACT EXTENSION WITH ARLINGTON FOODIES FARMERS MARKET, LLC, FOR THE USE OF BICENTENNIAL PARK FOR MONTHLY FARMERS MARKET EVENTS ON THIRD SATURDAYS. MOVED BY ROEMMICH. SECONDED BY LOE. MOTION PASSED UNANIMOUSLY (5-0-0).**

- (12) Consider approval of RESOLUTION NO. 2023-04, approving a cooperative purchasing agreement with the City of Lancaster  
City Manager Joe Ashton stated that Public Works staff initiated this agreement to take advantage of the relationship and pricing with C&M Concrete but that this agreement would allow access to all available contracts held by Lancaster.

**MOTION TO APPROVE. ACTION ADOPTION OF RESOLUTION NO. 2023-04, APPROVING A COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF LANCASTER. MOVED BY MAYOR PRO TEM BROWN. SECONDED BY DUNCAN. MOTION PASSED UNANIMOUSLY (5-0-0).**

- (13) Hold a PUBLIC HEARING, discuss, review, and consider action on ZONING CASE Z-271, a proposed preliminary plat for Pantego Business Park Addition, as requested by Chase Bryant for the property located at 2500 Smith Barry Road in the Nathan Smith Survey, Abstract 1432, Tract 9D01, Pantego, Tarrant County, Texas, a site generally located on the south side of West Pioneer Parkway between Ivygreen Court and South Bowen Road  
City Manager Joe Ashton stated that this parcel at the corner of Bowen and Smith Barry is zoned Commercial, that the Planning & Zoning (P&Z) Commission recommended approval with a vote of 4-0, and that the applicant had addressed all concerns raised by staff and engineers. Ashton noted the updated façade colors and discussed conditions recommended by P&Z, some of which were also reflected on the updated renderings. Town Attorney Bessie Bronstein noted that this item is a ministerial task and requirements could not be attached to any approval.

### **Mayor Brewster opened the Public Hearing at 7:15 p.m.**

The following registered or spoke **in favor**: Beck Beckham (2323 N Akard Street, Dallas), project engineer Joyce Stanton (1905 Ivygreen Court), project architect Craig Garcia (1320 Lawrence Street, Houston), Keith Stanton (1905 Ivygreen Court), and Madelyn Stanton (1905 Ivygreen Court). The following spoke **in opposition**: Heidi Cannella (1903 Ivygreen Court), Don Surratt (1908 Ivygreen Court), Jodie Morris (1806 S Bowen Road).

### **Mayor Brewster closed the Public Hearing at 7:42 p.m.**

There was discussion amongst the Council, staff, and representatives of the applicants regarding drainage, the design and maintenance of the two proposed stormwater management systems, outflows of stormwater, the drainage easement, building aesthetics and height, existing drainage issues on Bowen Road, fencing, traffic, parking lot entrances, business hours under the existing zoning, and the necessity to build up the lot. City Manager Joe Ashton stated that, separate from this item, staff were in discussions with Arlington about the flooding issues on Bowen.

**MOTION TO APPROVE. ACTION APPROVE ZONING CASE Z-271, A PRELIMINARY PLAT FOR PANTEGO BUSINESS PARK ADDITION, AS REQUESTED BY CHASE BRYANT FOR THE PROPERTY LOCATED AT 2500 SMITH BARRY ROAD IN THE NATHAN SMITH SURVEY, ABSTRACT 1432, TRACT 9D01, PANTEGO, TARRANT COUNTY, TEXAS, A SITE GENERALLY LOCATED ON THE SOUTH SIDE OF WEST PIONEER PARKWAY BETWEEN IVYGREEN COURT AND SOUTH BOWEN ROAD. **MOVED BY KIDD. SECONDED BY LOE. MOTION PASSED (3-2-0)**, WITH DUNCAN AND MAYOR PRO TEM BROWN VOTING AGAINST.**

- (14) Discuss and consider adoption of ORDINANCE NO. 2023-904, amending the Code of Ordinances of the Town of Pantego, Texas, by amending Appendix A "Fee Schedule," Article A9.000 "Solid Waste," Section A9.001, "Collection Fees" to provide that the current contract rates will be available for review at Town Hall and on the Town's website and to remove specific references to such solid waste and recycling rates; amending Appendix A "Fee Schedule," Article A1.000 "General Provisions," Section A1.005, "Conflicting Regulations" to allow the latter adopted fees to control when referencing other ordinances
- City Manager Joe Ashton stated that the Council would still be presented with any rate changes outside those allowed under the contract with Republic, but this would remove the actual rates from the Fee Schedule portion of the code.

**MOTION TO APPROVE. ACTION ADOPTION OF ORDINANCE NO. 2023-904, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PANTEGO, TEXAS, BY AMENDING APPENDIX A "FEE SCHEDULE," ARTICLE A9.000 "SOLID WASTE," SECTION A9.001, "COLLECTION FEES" TO PROVIDE THAT THE CURRENT CONTRACT RATES WILL BE AVAILABLE FOR REVIEW AT TOWN HALL AND ON THE TOWN'S WEBSITE AND TO REMOVE SPECIFIC REFERENCES TO SUCH SOLID WASTE AND RECYCLING RATES; AMENDING APPENDIX A "FEE SCHEDULE," ARTICLE A1.000 "GENERAL PROVISIONS," SECTION A1.005, "CONFLICTING REGULATIONS" TO ALLOW THE LATTER ADOPTED FEES TO CONTROL WHEN REFERENCING OTHER. **MOVED BY MAYOR PRO TEM BROWN. SECONDED BY KIDD. MOTION PASSED UNANIMOUSLY (5-0-0).****

- (15) Consider authorizing the City Manager to enter into an agreement for the cleaning and disinfecting of air ducts in Town Hall, the Fire Department, and Public Works
- City Manager Joe Ashton stated that Director of Human Resources Sandra Overstreet was recommending the cleaning of air ducts, which was eligible for payment via ARPA funding. Council asked about maintenance of the air scrubbers and directed staff to add the Police and Courts building to the estimate before bringing this item back.

### **III. EXECUTIVE SESSION**

*THE COUNCIL DID NOT CONVENE IN EXECUTIVE SESSION DURING THIS MEETING.*

- (16) Well site update

### **IV. RECONVENE INTO OPEN SESSION AND TAKE ANY ACTION PURSUANT TO EXECUTIVE DISCUSSION, IF NECESSARY**

### **V. COUNCIL INQUIRY**

There was no discussion at this time.

### **VI. ADJOURNMENT**

Mayor Brewster adjourned the meeting at 8:23 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
CITY SECRETARY LESLIE E. GALLOWAY, TRMC

\_\_\_\_\_  
MAYOR RUSS BREWSTER

# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM

**11. RECEIVE A PRESENTATION BY INDEPENDENT AUDITING FIRM RUTLEDGE CRAIN & COMPANY, PC, AND CONSIDER ACCEPTANCE OF THE 2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR ENDED SEPTEMBER 30 2022**

MEETING DATE

**WEDNESDAY, APRIL 26, 2023**

## PRESENTER

SEAN SMITH, Director of Finance

## BACKGROUND

At this time, the Council will receive a presentation by Louis Crain regarding the results of an audit performed by his firm, Rutledge Crain, for the fiscal year ended September 30, 2022. An ACFR is a set of financial statements that complies with the accounting requirements established by the Governmental Accounting Standards Board (GASB). Mr. Crain and internal staff will be available to answer any questions.

The ACFR consists of three sections: (1) the **introductory** section orients the reader; (2) the **financial** section presents basic financial statements and the auditor's report; and (3) the **statistical** section illustrates trends regarding overall financial health.

The purpose of performing an independent audit is to provide reasonable assurance to the Council and the public who we all serve that the Town's financial statements are free of material misstatements. This process includes examining, on a test basis, evidence supporting amounts and disclosures in the financial statements; assessing the accounting principles used; and evaluating significant estimates made by management as well as the overall financial statement presentation.

Staff is pleased to report that the auditors concluded that there was a reasonable basis for rendering an **unmodified opinion** that the Town's financial statements for the fiscal year ended September 30, 2022, are fairly presented in conformity with GAAP (Generally Accepted Accounting Principles). The independent auditor's report is the first component of the financial section of the ACFR. Also included are the Management Discussion and Analysis (MD&A), which, generally speaking, includes the "high points" of the audit.

## FISCAL IMPACT

## STAFF RECOMMENDATION

Staff recommends acceptance of the 2022 ACFR as presented.

## ATTACHMENTS

None.

The Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2022 (Oct. 1, 2021 - Sept. 30, 2022) will be presented during the meeting



# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM

**12. CONSIDER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR THE CLEANING AND DISINFECTING OF AIR DUCTS IN TOWN HALL, THE FIRE DEPARTMENT, PUBLIC WORKS, AND THE POLICE AND COURTS BUILDING**

MEETING DATE

**WEDNESDAY, APRIL 26, 2023**

## PRESENTER

SANDRA Y. OVERSTREET, Human Resources Director

## BACKGROUND

This item was originally presented to Council during a regular meeting on March 27. At that time, it was the Council's direction to bring back an estimate that included similar services for the Larry W. Smith Law Enforcement Center, where Police, Courts, and the detention facility are housed. An example of the vents in that building is at right.

### INFORMATION PREVIOUSLY PROVIDED VIA THE MARCH 27, 2023 STAFF REPORT:

*(Updated pricing is on the following page)*

Staff is attaching, for Council's consideration, two estimates for air duct and vent cleaning for all three areas (Town Hall, Fire, and Public Works) of the 1614 S Bowen facility. This service would remove existing dust, dirt, debris, or other contaminants in an effort to improve indoor air quality and guard against potential health problems. It has been several years since the Fire Department had their air ducts cleaned. Town Hall and the Public Works Department have never been cleaned. If approved, staff would expect the work to be completed after hours, if possible.



The first bid (below), Mr. Duct, has also provided a separate cost for the installation of air scrubbers in the system, which use UVC lighting among other processes to destroy 99% or more of airborne and surface contaminants.

- Mr. Duct: \$9,275 (see attachment for detailed estimate)
  - Optional: Air Scrubbers (\$6,495) - at a total of \$15,770
- Tom's Mechanical: \$9,575 (see attachment for detailed estimate)

Staff sought a third estimate from Hughes Mechanical, but it was not provided.

# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

## FISCAL IMPACT

As mentioned during the last meeting, this item is eligible for payment via ARPA funding.

## COST COMPARISON

	Tom's (Local)	Mr. Duct
Town Hall	5,930	3,775
Fire	3,645	1,570
Public Works		3,930
Police/Court	3,155	9,930
<b>TOTALS</b>	<b>\$ 12,730</b>	<b>\$ 19,205</b>
Air Scrubbers	<b>\$ 13,551.36</b> <i>Quantity: 12</i> <i>(@ \$1,129.28 ea.)</i>	<b>\$ 10,800</b> <i>Quantity: 9</i> <i>(@ \$ 1,200 ea.)</i>
<b>With Air Scrubbers</b>	<b>\$26,281.36</b>	<b>\$ 30,005</b>

## STAFF RECOMMENDATION

Staff appreciates the Council's consideration and would recommend approval of the bid from Tom's Mechanical.

Staff believes that there would be benefits to installing the air scrubbers as they could lessen the spread of airborne bacteria, colds, flus, and viruses and make the office environment more friendly for anyone suffering from asthma or allergies. *We would, therefore, be grateful for the installation of air scrubbers in addition to the duct cleaning but, at this time, the cleaning is the higher priority.* If the Council seeks more information regarding the air scrubbers, that can be found here:

- [Air Scrubber by Aerus](#)
- [VIDEO: ActivePure® Technology Video - AirScrubber by Aerus](#)

## ATTACHMENTS

01. Tom's Mechanical Bid - Updated
02. Mr. Duct Bid - Updated



**3428 W Pioneer Pkwy**

**Contract Proposal**

**Metro (817) 640-6253  
Fax (817) 695-6612**

**Billing Information**

**Name: Town of Pantego**  
**Address: 1614 S. Bowen Rd**  
**Arlington Tx 76013**  
**Phone: 817-617-3722**

**Project Information**

**Project: Duct cleaning**  
**Address: 1614 S. Bowen Rd**  
**Contact: Sandra Overstreet**  
**Phone:**

We hereby submit this quote on March 29, 2023 for the following in the amount of **\$12,730.00**

We will perform duct cleaning on 12 systems total. 4 at the City Council building, 4 at the Fire Station, and 4 at the Police Station. We are recommending Superior duct cleanings on all 4 systems at the City Council building. We are recommending One Superior, one Preferred, and two Basic duct cleanings at the Fire Station. We are recommending basic duct cleanings on 3 of the Police station systems and a specially priced cleaning on the jail system. I have attached a copy of the duct cleaning description that goes into detail on what each level consists of and the cost breakdown of each.

City Council building—All superior level duct cleanings:

- 1st system \$1595.00
- 2nd system \$1520.00
- 3rd system \$1445.00
- 4th system \$ 1370.00

Fire station:

- 1st system—superior \$1295.00
- 2nd system—preferred \$985.00
- 3rd system—basic \$720.00
- 4th system—basic \$645.00

Police station:

- System that serves the jail - \$1595.00. This system is priced due to the degree of difficulty. This system has large metal trunk lines that require us to clean them from the attic by cutting into the metal ducts and cleaning a section at a time. Both plenums and all individual duct runs will also be cleaned on this system.
- 2nd system - Basic - \$570.00
- 3rd and 4th systems - basic - \$495.00 each.

We propose to furnish labor and materials, complete in accordance with the above specifications, for the sum of Dollars **(\$12,730.00)** with payment due upon completion. This proposal is valid for 30 days after which time it is subject to review.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner during regular Monday—Friday business hours unless otherwise indicated according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the bid. All agreements contingent upon strikes, accidents or delays beyond our control.

Date Submitted 3/29/23

Authorized Signature  
Title

Jimmy Hixon  
Residential Service Manager

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Tom's Mechanical, Inc. (Tom's) is authorized to perform the work as specified and payment will be made as outlined above. The undersigned hereby grants to Tom's an express and contractual lien on all materials, equipment, or other property to be furnished hereunder, which lien shall be separate, distinct and independent of any statutory liens to which Tom's may be entitled and shall be supplemental thereto. Should it become necessary to employ an attorney to collect any indebtedness due hereunder, or to enforce the contractual lien herein created, or any statutory lien, or to otherwise enforce rights or the undersigned's obligation hereunder, whether or not suit is filed, the undersigned agrees to reimburse Tom's for all reasonable costs incurred.

Date Submitted \_\_\_\_\_ Authorized Signature \_\_\_\_\_



**3428 W Pioneer Pkwy**

**Contract Proposal**

**Metro (817) 640-6253  
Fax (817) 695-6612**

**Billing Information**

**Name: Town of Pantego**  
**Address: 1614 S. Bowen Rd  
Arlington Tx 76013**  
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City Council building—All superior level duct cleanings:

- 1st system \$1595.00
- 2nd system \$1520.00
- 3rd system \$1445.00
- 4th system \$ 1370.00

Fire station:

- 1st system—superior \$1295.00
- 2nd system—preferred \$985.00
- 3rd system—basic \$720.00
- 4th system—basic \$645.00

Police station:

- System that serves the jail - \$1595.00. This system is priced due to the degree of difficulty. This system has large metal trunk lines that require us to clean them from the attic by cutting into the metal ducts and cleaning a section at a time. Both plenums and all individual duct runs will also be cleaned on this system.
- 2nd system - Basic - \$570.00
- 3rd and 4th systems - basic - \$495.00 each.

We propose to furnish labor and materials, complete in accordance with the above specifications, for the sum of Dollars **(\$26,281.36)** with payment due upon completion. This proposal is valid for 30 days after which time it is subject to review.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner during regular Monday—Friday business hours unless otherwise indicated according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the bid. All agreements contingent upon strikes, accidents or delays beyond our control.

Date Submitted 4/21/23

Authorized Signature  
Title

Jimmy Hixon  
Residential Service Manager

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Tom's Mechanical, Inc. (Tom's) is authorized to perform the work as specified and payment will be made as outlined above. The undersigned hereby grants to Tom's an express and contractual lien on all materials, equipment, or other property to be furnished hereunder, which lien shall be separate, distinct and independent of any statutory liens to which Tom's may be entitled and shall be supplemental thereto. Should it become necessary to employ an attorney to collect any indebtedness due hereunder, or to enforce the contractual lien herein created, or any statutory lien, or to otherwise enforce rights or the undersigned's obligation hereunder, whether or not suit is filed, the undersigned agrees to reimburse Tom's for all reasonable costs incurred.

Date Submitted \_\_\_\_\_ Authorized Signature \_\_\_\_\_





Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_  One Story  Two Story

Email \_\_\_\_\_

Phone \_\_\_\_\_ Technician \_\_\_\_\_

(817) 277- 4493 | tomsmechanical.com

## PICK YOUR PLAN

### Basic Vent & Duct Cleaning

Remove, clean, and disinfect supply and return vents. Contact and non-contact cleaning of return and supply ducts with EPA anti-microbial coating. Does not include cleaning equipment or plenums.

### Preferred Vent & Duct Cleaning with Air Seal

Everything included in Basic Duct Cleaning plus cleaning return and supply plenums, applying EPA anti-microbial coating, air sealing duct collar connections and plenums.

### Superior Vent, Duct, & System Cleaning with Air Seal

Everything included in Preferred plus pull and clean blower wheel, clean evaporator coil in place, and clean dryer vent.

Multi System Discounts			
System Price	1st Add'l System	2nd Add'l System	3rd Add'l System
\$720	\$645	\$570	\$495
\$985	\$910	\$835	\$760
\$1,595	\$1,520	\$1,445	\$1,370

## Additional Air Quality Enhancements

- Replace Supply Grilles** \$35 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_
- Replace Return Grilles** \$70 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_
- Dryer Vent Cleaning** \$185 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_
- Air Seal Plenums** \$249 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_
- Blower Wheel and Motor Cleaning** \$335 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_
- Air Scrubber** \$1,255 X Qty \_\_\_\_\_ = \$ \_\_\_\_\_

Whole house air cleaner with certified space technology to help protect you from dust, germs, odors, dander, viruses and more.

### Air Enhancement Proposal

Duct Cleaning Plan \$ \_\_\_\_\_  
 Additional Enhancements \$ \_\_\_\_\_  
 Sub Total \$ \_\_\_\_\_  
 Less 10% Discount (PSA only) \$ \_\_\_\_\_  
 Total Due Upon Completion \$ \_\_\_\_\_

#### DISCLAIMER

Sealed and painted grilles can sometimes be difficult to cleanly remove. Tom's Mechanical will make every effort to ensure a smooth removal process. However, due to environments beyond our control, any resulting damages to paint, register, or sheetrock may be the responsibility of the homeowner



Sign for proposal acceptance:



#### TERMS & CONDITIONS

As a trained professional I have recommended the above. Unless agreed upon, all work is to be completed during normal business hours. Prices are subject to review after 90 days.

Payment is due when services are rendered  
 TACL73911E www.tdlr.texas.gov



ESTIMATE	#2927
ESTIMATE DATE	Mar 31, 2023

## Mr. Duct Cleaner Arlington

Sandra Overstreet  
 1614 S Bowen Rd  
 Pantego, TX 76013

### SERVICE ADDRESS

2600 Miller Ln  
 Pantego, TX 76013

Sandra,

Attached are the purposals for The City of Pantego Police Department as we discussed on the phone earlier this afternoon. 3 out of 4 Units were fairly clean, 1 of the units did have some debris in it as well as the plenums. I have attached a full service cleaning purposal which in my opinion does not need to be performed for another year or two as well as a recommended purposal which is the cleaning of the supply, return plenums and all the duct work for the facility if that is a "want" from the city but I do not think it is a "need" at this time.. Also I attached a purposal for Air Scrubbers that I would recommend to be installed currently to help reduce dust and debris while we wait for either the recommended or the full service as needed in the future. We appreciate the opportunity and look forward to working with you and the Town of Pantego in the future.

### PD Full Service

Services	qty	unit price	amount
Commercial Pricing - Detach and Reset Vent Covers	59.0	\$15.00	\$885.00
Commercial Pricing - Clean Vent Covers	59.0	\$10.00	\$590.00
Commercial Pricing - Clean Supply Ducts	34.0	\$45.00	\$1,530.00
Commercial Pricing - Clean Return Duct	25.0	\$65.00	\$1,625.00
Commercial Pricing - Commercial AHU Clean interior housing, coil and blower of suspended AHU	4.0	\$950.00	\$3,800.00
Commercial Pricing - Clean Exhaust Fan Housing & Duct Work	3.0	\$150.00	\$450.00
Commercial Pricing - Clean Mini-Split HVAC System Remove panels and clean interior of split system	1.0	\$450.00	\$450.00
Commercial Pricing - Clean Interior Of Rectangle Duct Make openings as needed for access. Cover openings with 12"X12" sheet metal. Affix with 8 screws, foil tape and mastic	12.0	\$250.00	\$3,000.00
Subtotal			\$12,330.00
Tax (Sales Tax 8.25%)			\$0.00

**Total** **\$12,330.00**

## Recommended

Services	qty	unit price	amount
Commercial Pricing - Detach and Reset Vent Covers	59.0	\$15.00	\$885.00
Commercial Pricing - Clean Vent Covers	59.0	\$10.00	\$590.00
Commercial Pricing - Clean Supply Ducts	34.0	\$45.00	\$1,530.00
Commercial Pricing - Clean Return Duct	25.0	\$65.00	\$1,625.00
Commercial Pricing - Clean Supply Plenum Clean Supply Plenum with Roto-Brush and or HEPA Vacuum per NADCA Standards	4.0	\$175.00	\$700.00
Commercial Pricing - Clean Return Plenum Clean return Plenum with Roto-Brush and/or HEPA vacuum per NADCA standards	4.0	\$175.00	\$700.00
Commercial Pricing - Clean Exhaust Fan Housing & Duct Work	3.0	\$150.00	\$450.00
Commercial Pricing - Clean Mini-Split HVAC System Remove panels and clean interior of split system	1.0	\$450.00	\$450.00
Commercial Pricing - Clean Interior Of Rectangle Duct Make openings as needed for access. Cover openings with 12"X12" sheet metal. Affix with 8 screws, foil tape and mastic	12.0	\$250.00	\$3,000.00
Subtotal			\$9,930.00
Tax (Subcontract 0%)			\$0.00
<b>Total</b>			<b>\$9,930.00</b>

## Air Scrubbers Add On

Services	qty	unit price	amount
Commercial Pricing - Aerus Air Scrubber	4.0	\$1,200.00	\$4,800.00
Subtotal			\$4,800.00
Tax (Subcontract 0%)			\$0.00
<b>Total</b>			<b>\$4,800.00</b>



ESTIMATE  
ESTIMATE DATE

#2887  
Feb 28, 2023

## Mr. Duct Cleaner Arlington

Sandra Overstreet  
1614 S Bowen Rd  
Pantego, TX 76013

### Town Hall

Services	qty	unit price	amount
Commercial Pricing - Detach and Reset Vent Covers	25.0	\$15.00	\$375.00
Commercial Pricing - Clean Vent Covers Includes Supplies and Returns	30.0	\$10.00	\$300.00
Commercial Pricing - Clean Supply Ducts	25.0	\$45.00	\$1,125.00
Commercial Pricing - Clean Return Duct	5.0	\$65.00	\$325.00
Commercial Pricing - Commercial AHU Clean interior housing, coil and blower of suspended AHU	1.0	\$650.00	\$650.00
Commercial Pricing - Clean Interior Of Rectangle Duct Make openings as needed for access. Cover openings with 12"X12" sheet metal. Affix with 8 screws, foil tape and mastic	4.0	\$250.00	\$1,000.00
<b>Total</b>			<b>\$3,775.00</b>

### Public Works

Services	qty	unit price	amount
Commercial Pricing - Detach and Reset Vent Covers	11.0	\$15.00	\$165.00
Commercial Pricing - Clean Vent Covers Includes Supply and Return covers	13.0	\$10.00	\$130.00
Commercial Pricing - Clean Supply Ducts	11.0	\$45.00	\$495.00
Commercial Pricing - Clean Return Duct	2.0	\$65.00	\$130.00
Commercial Pricing - Commercial AHU Clean interior housing, coil and blower of suspended AHU	1.0	\$650.00	\$650.00
<b>Total</b>			<b>\$1,570.00</b>



## Fire Department

Services	qty	unit price	amount
Commercial Pricing - Detach and Reset Vent Covers	24.0	\$15.00	\$360.00
Commercial Pricing - Clean Vent Covers Includes Supply and Return vent covers	28.0	\$10.00	\$280.00
Commercial Pricing - Clean Supply Ducts	24.0	\$45.00	\$1,080.00
Commercial Pricing - Clean Return Duct	4.0	\$65.00	\$260.00
Commercial Pricing - Commercial AHU Clean interior housing, coil and blower of suspended AHU	3.0	\$650.00	\$1,950.00
<b>Total</b>			<b>\$3,930.00</b>

## Air Scrubbers

Services	qty	unit price	amount
Commercial Pricing - Aerus Air Scrubber Based on 14,000 square feet each Air Scrubber can clean upto 2800 square feet each	5.0	\$1,200.00	\$6,000.00
<b>Total</b>			<b>\$6,000.00</b>

# STAFF REPORT

TO THE HONORABLE MAYOR AND TOWN COUNCIL

AGENDA ITEM **12. CONTINUED DISCUSSION REGARDING WATER SYSTEM IMPROVEMENTS AND UPDATES**

MEETING DATE **WEDNESDAY, APRIL 26, 2023**

## **PRESENTER**

SEAN SMITH, Finance Director

## **BACKGROUND**

On March 20, Council asked Staff to provide an updated Capital Projects list as well as an analysis of what our water and tax rates would look like if the discussed bond were to be paid using 50% tax rates and 50% water rates. That information is provided as is analysis showing where that new tax rate would place us in relation to the rest of Tarrant County.

## **ATTACHMENTS**

1. Project Cost Summary
2. Estimated 50/50 Funding Source Split
3. Property Tax Comparison



## Town of Pantego - Capital Projects Lists

Project	Cost
New 1 MG Ground Storage Tank	\$ 2,300,000.00
New RO System for Lane, 303, and New Trinity Well Yard	\$ 3,475,890.00
Piping For Booster Station	\$ 200,000.00
Booster Pump Station for Trinity Well	\$ 875,000.00
New 500 GPM Trinity Well	\$ 2,280,000.00
Generator and ATS	\$ 500,000.00
Engineering and Design	\$ 720,000.00
Land Acquisition for new Trinity Well and Tank	\$ 665,854.00
Subtotal	\$ 11,016,744.00
Newsome Water and Sewer Pipe Bursting	\$ 699,942.00
Arrowhead Water and Sewer Pipe Bursting	\$ 689,904.50
Total	\$ 12,406,590.50

**2023 CO Debt Issuance Analysis - SCENARIO B (Wrap)**

Combination Tax & Revenue Certificates of Obligation <b>Series 2023   20 year 4.20%</b>				Series 2019 CO's	
	Principal	Interest	Total New D/S	Total Prior	TOTAL D/S
2024	340,000	642,873	982,873	179,150	1,162,023
2025	440,000	544,740	984,740	175,850	1,160,590
2026	460,000	526,260	986,260	177,475	1,163,735
2027	475,000	506,940	981,940	178,950	1,160,890
2028	500,000	486,990	986,990	175,350	1,162,340
2029	520,000	465,990	985,990	176,675	1,162,665
2030	540,000	444,150	984,150	177,850	1,162,000
2031	560,000	421,470	981,470	178,875	1,160,345
2032	590,000	397,950	987,950	174,825	1,162,775
2033	615,000	373,170	988,170	175,700	1,163,870
2034	640,000	347,340	987,340	176,425	1,163,765
2035	665,000	320,460	985,460	177,000	1,162,460
2036	690,000	292,530	982,530	177,425	1,159,955
2037	720,000	263,550	983,550	177,700	1,161,250
2038	750,000	233,310	983,310	177,825	1,161,135
2039	780,000	201,810	981,810	177,800	1,159,610
2040	815,000	169,050	984,050	177,625	1,161,675
2041	1,025,000	134,820	1,159,820		1,159,820
2042	1,070,000	91,770	1,161,770		1,161,770
2043	1,115,000	46,830	1,161,830		1,161,830
	\$ 13,310,000	\$ 6,912,003	\$ 20,222,003	\$ 3,012,500	\$ 23,234,503

<b>Enter % Here</b>	do not edit	TOTAL PROJECTED ANNUAL INCREASE	\$ 710.20
<b>TAX BURDEN</b>	<b>WATER RATE</b>	TOTAL PROJECTED MONTHLY INCREASE	\$ 59.18
50%	50%		

**SCENARIO A PROJECTED PROPERTY TAX RATE IMPACT**

PROJECTED AVERAGE INCREASE TO MONTHLY RESIDENTIAL TAX LEVY IF	<b>50%</b>	BURDEN PLACED ON AD VALOREM
\$ 1,163,870.00		\$ 19.14
		<b>INCREASE %</b>
		<b>23.7%</b>

Estimated New Debt Rate Portion of the Tax Rate	
Typical Valuation Increase (Based on past 4 years average )	0.313990

Current Tax Rate	HIGH BASED ON TYPICAL VALUATION INCREASES
M&O 0.431809	0.431809
I&S 0.044122	0.313990
<b>Tax Rate 0.475931</b>	0.745799
	<b>Increase 0.269868 56.7%</b>

<b>NEW I&amp;S RATE</b>	0.156995
<b>NEW TAX RATE</b>	0.588804
<b>INCREASE</b>	<b>0.112873 23.7%</b>

CALCULATIONS		
Change in Tax Levy for a Home of Average Value (\$203K)		
	ANNUAL	MONTHLY
<b>NEW LEVY INCREASE</b>	\$ 1,517.48	\$ 126.46
	\$ 549.10	\$ 45.76
<b>NEW LEVY INCREASE</b>	\$ 1,198.04	\$ 987.52
	\$ 229.66	\$ 19.14

<b>TAX INC.</b>	\$ 229.66	\$ 19.14
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**OPTION 1 PROJECTED WATER RATE IMPACT**

PROJECTED AVERAGE INCREASE TO RESIDENTIAL WATER BILL IF	<b>50%</b>	BURDEN IS PLACED ON WATER
\$ 1,163,870.00		\$ 40.05
		<b>INCREASE %</b>
		<b>33.4%</b>

	<b>ANNUAL \$</b>	<b>INCREASE %</b>
<b>Sale of Water (FY2022) \$ 618,210.24</b>	\$ 1,163,870.00	188.26%

AVERAGE MONTHLY BILLING	NEW MONTH	INCREASE	
		MONTHLY	ANNUAL
\$ 51,517.52	\$ 148,506.69	\$ 96,989.17	\$ 1,163,870.00

CURRENT AVERAGE TOTAL BILL	# OF ACCTS	INCREASE		AVERAGE NEW TOTAL BILL	CALCULATIONS
		MONTHLY \$	%		
\$ 119.82	1,211	\$ 80.09	66.84%	\$ 199.91	\$ 159.87
		<b>ANNUAL \$</b>	<b>CALCULATIONS</b>		
		\$ 961.08	\$ 480.54		

TAX YEAR	Total Appraised Taxable Value	Average Residential Tax Levy Under Current Adopted AV Tax Rate
2022	\$ 396,586,030	AVERAGE HOME VALUE 203,470
2021	\$ 365,480,814	DIVIDED BY 100 2,035
2020	\$ 365,259,883 4-YEAR AVG.	CURRENT AVG. RES. TAX LEVY \$ 968
2019	\$ 355,356,016	



TARRANT COUNTY 2022 TAX YEAR TAX RATES

Rank	Tax Unit Name	Total TaxRate	M&O Rate	I&S Rate
1	CITY OF WESTLAKE	0.167880	0.104910	0.062970
2	TOWN OF EDGECLIFF VILLAGE	0.267425	0.267425	0.000000
3	CITY OF COLLEYVILLE	0.265618	0.256026	0.009592
4	CITY OF GRAPEVINE	0.271775	0.143681	0.128094
5	CITY OF NORTHLAKE	0.295000	0.177648	0.117352
6	CITY OF HASLET	0.296957	0.272682	0.024275
7	CITY OF ROANOKE	0.339779	0.182348	0.157431
8	CITY OF KELLER	0.354500	0.299234	0.055266
9	CITY OF SOUTHLAKE	0.360000	0.295000	0.065000
10	CITY OF FLOWER MOUND	0.405000	0.360873	0.044127
11	CITY OF LAKE WORTH	0.438928	0.198241	0.240687
12	CITY OF TROPHY CLUB	0.434799	0.335000	0.099799
13	CITY OF NEWARK	0.448056	0.385086	0.062970
14	CITY OF EULESS	0.460000	0.370847	0.089153
15	CITY OF RENO	0.468166	0.350882	0.117284
16	CITY OF WESTWORTH VILLAGE	0.475000	0.245970	0.229030
17	TOWN OF PANTEGO	0.475931	0.431809	0.044122
18	CITY OF WESTOVER HILLS	0.486833	0.400000	0.086833
19	TOWN OF LAKESIDE	0.493500	0.493500	0.000000
20	CITY OF BEDFORD	0.495726	0.367497	0.128229
21	CITY OF SAGINAW	0.508042	0.273156	0.234886
22	CITY OF RICHLAND HILLS	0.538885	0.413628	0.125257
23	CITY OF NORTH RICHLAND HILLS	0.547972	0.347744	0.200228
24	CITY OF BLUE MOUND	0.560545	0.515838	0.044707
25	CITY OF WATAUGA	0.570200	0.375187	0.195013
26	CITY OF BENBROOK	0.595000	0.574000	0.021000
27	CITY OF ARLINGTON	0.599800	0.403000	0.196800
28	CITY OF HALTOM CITY	0.608162	0.376427	0.231735
29	CITY OF HURST	0.614043	0.513753	0.100290
30	CITY OF AZLE	0.623426	0.569478	0.053948
31	CITY OF CROWLEY	0.645203	0.499736	0.145467
32	CITY OF GRAND PRARIE	0.660000	0.451076	0.208924
33	CITY OF DALWORTHINGTON GARDENS	0.665133	0.567716	0.097417
34	CITY OF SANSOM PARK	0.677660	0.556458	0.121202
35	CITY OF MANSFIELD	0.680000	0.464434	0.215566
36	CITY OF KENNEDALE	0.706190	0.569154	0.137036
37	CITY OF WHITE SETTLEMENT	0.712115	0.589803	0.122312
38	CITY OF FORT WORTH	0.712500	0.565000	0.147500
39	CITY OF PELICAN BAY	0.753999	0.753999	0.000000
40	CITY OF RIVER OAKS	0.754168	0.652999	0.101169
41	CITY OF FOREST HILL	0.882820	0.781775	0.101045
42	CITY OF EVERMAN	1.119676	0.844683	0.274993

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