



# AGENDA

## TOWN COUNCIL

**COUNCIL MEMBERS:**

Fred Adair  
Don Funderlic  
Amy Wade  
Russell Brewster

Joe Ashton, City Manager

Doug Davis, Mayor  
Don Surratt, Mayor Pro Tem

**February 10, 2020**

**Work Session 6:30 p.m.**

**Regular Session 7:30 p.m. or Immediately Following Work Session**

**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
2. Monthly Staff Reports
  - Fire Department
  - Police Department
  - Community Development Department
  - Municipal Court Department
  - Public Works
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 January 27, 2020

**REGULAR SESSION 7:30 P. M. OR IMMEDIATELY FOLLOWING WORK SESSION**

**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

**PEDC REPORT**

**CITIZENS OPEN FORUM**

*Persons may address the City Council on any issues. This is the appropriate time for citizens to address the Council on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Council may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.*

### **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.*

### **RESOLUTIONS**

5. Discuss, direct, and consider action on Resolution 20-06, a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into an interlocal cooperation contract with the Texas Department of Public Safety for the Failure to Appear program.

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

6. Discuss and consider action on a Request for Qualification for Bond Project Engineering.

### **EXECUTIVE SESSION**

*During the course of the meeting, if a need arises for a private consultation with the Town's Attorney about an agenda item, then the Town Council may convene in Executive Session pursuant to Government Code section 551.071 for private consultation about that agenda item with the Town's Attorney pursuant to Section 551.071*

### **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, February 7, 2020 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.*



Kathryn Roberson, City Secretary



*Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at (817) 617-3700.*

*Complete Council Agenda and background information are available for review at the City Secretary's Office and on the Town's website: [www.townofpantego.com](http://www.townofpantego.com).*



# City Manager's Report

**To:** Mayor Davis and Members of the Town Council

**From:** Joe Ashton, City Manager

**Date:** February 10, 2020

- I have had a few questions regarding the lights on Park Row and whether they conform to what had been presented to the city. We are currently researching the matter as far as what discussions took place and when that lead to the final product; I anticipate providing answers at the February 24 meeting.
- At the last meeting, Council had requested an update on the Country Club Drainage Project that's being performed by the City of Arlington. Kyle spoke to Arlington's Project Manager, Chris Funches, who stated that the project is scheduled to be complete in August of 2020. The road and pavement will be last portion and will take about 6-8 weeks.



# AGENDA BACKGROUND

**AGENDA ITEM:** Monthly Staff Reports

**Date:** February 10, 2020

---

**PRESENTER:**

Joe Ashton, City Manager

**BACKGROUND:**

Staff reports on departmental activities on a monthly basis.

**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval of the reports as presented.

**TOWN ATTORNEY COMMENTS & RECOMMENDATION:**

N/A

**ATTACHMENTS:**

- Fire Department Reports
- Police Department Reports
- Community Development Reports
- Municipal Court Reports
- Public Works

Director's Review: \_\_\_\_\_  
City Manager's Review: \_\_\_\_\_

**PANTEGO FIRE RESCUE MONTHLY  
ACTIVITY SUMMARY**

January 1, 2020

<b>ENGINE 1 RESPONSES</b>	<b>PANTEGO</b>		<b>AFD</b>	
	<b>January</b>	<b>2020 YTD</b>	<b>January</b>	<b>2020 YTD</b>
EMS RESPONSES	10	10	32	32
FIRE RESPONSES	0	0	0	0
HAZARDOUS CONDITIONS	3	3	4	4
SERVICE CALLS	3	3	3	3
GOOD INTENT CALLS	1	1	13	13
FALSE ALARM & FALSE CALLS	1	1	4	4
<b>TOTAL FIRE INCIDENTS</b>	<b>18</b>	<b>18</b>	<b>56</b>	<b>56</b>

<b>January TOTAL ENGINE 1 RUNS</b>	<b>74</b>
<b>YTD TOTAL ENGINE 1 RUNS</b>	<b>74</b>

<b>MEDIC 1 RESPONSES</b>	<b>PANTEGO</b>	
	<b>January</b>	<b>2020 YTD</b>
<b>TOTAL PANTEGO EMS CONTACTS</b>	<b>35</b>	<b>35</b>
MUTUAL AID to AMR - TRANSPORTS	9	9
MUTUAL AID to AMR - CANCELLED	1	1
<b>MUTUAL AID to AMR TOTAL</b>	<b>10</b>	<b>10</b>
<b>TOTAL MEDIC 1 RUNS</b>	<b>45</b>	<b>45</b>

<b>TRAINING HOURS</b>	<b>January</b>	<b>2020 YTD</b>
EMS (MCA, In-House)	44	44
FIRE (TCC, In-House)	44	44
Arlington EMS	0	0
Arlington Fire	0	0
Other ( Haz Mat, Swift water, etc.)	0	0
<b>TOTAL</b>	<b>88</b>	<b>88</b>

<b>SPECIAL EVENTS</b>	<b>January</b>	<b>2020 YTD</b>
Station Tour	3	3

<b>BUSINESS INSPECTIONS</b>	<b>January</b>	<b>2020 YTD</b>
Initial	29	29
Re-Inspections	4	4
C.O.s Issued	8	8



## ***PANTEGO POLICE DEPARTMENT***

### **MONTHLY ACTIVITY SUMMARY- JANUARY 2020**

#### **Personnel**

On January 13<sup>th</sup>, Iccari Mooney resigned from the dispatch department. On January 20<sup>th</sup>, we hired Christine Stogner to fill the vacancy we had. Chris is our new Communications supervisor; she had previously worked for the Police Department from 1986-2011. We are happy to have her back.

#### **Operations**

There is nothing to add for the month of January.

#### **Training**

Corporal Collazo attended an Intermediate Crime Scene Course and a Trauma Informed Responses Course. Officer Wiggins attended a Canine Encounters Course and went through a two-week Motorcycle Training Course, in which he passed and is now our second motor officer.

#### **Public Relations**

Officer's attended the Tuesday morning coffee with our business owners, which is held each Tuesday morning at 8:00am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jon C. Coulter". The signature is fluid and cursive.

Jon C. Coulter  
Chief of Police

## PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

**January 2020**

**Citations/Traffic/Stops**

<b><u>Officer</u></b>	<b><u>Citation/Violations</u></b>	<b><u>Stops</u></b>	<b><u>YTD/Stops</u></b>
Cpt. Nance	00	00	00
Sgt. Adams	00	00	00
Cpl. Godbold	38	32	32
Cpl. Collazo	65	36	36
Wiggins	35	26	26
Kemple	56	33	33
Bullard	33	26	26
Coduti	60	39	39
Kiser	67	42	42
Jones, C	29	25	25
Adams, J	18	08	08
Vega, R	00	00	00
<b>TOTALS</b>	<b>401</b>	<b>267</b>	<b>267</b>

**Vehicle Accidents**

<b><u>Type of Accident</u></b>	<b><u>Quantity</u></b>	<b><u>YTD</u></b>
Minor	4	04
Major	1	01
Hit & Run	2	02
<b>Totals</b>	<b>7</b>	<b>07</b>
<b>Accidents reported to the state</b>	<b>1</b>	<b>01</b>

# PANTEGO POLICE DEPARTMENT OFFICER ACTIVITY REPORT

**January 2020**

**Calls for Service-Arrests**

<b><u>Officers</u></b>	<b><u>Calls</u></b>	<b><u>Dispatched</u></b>	<b><u>Self-Init</u></b>	<b><u>Arrests</u></b>	<b><u>YTD</u></b>
Cpt. Nance	11	06	05	0	00
Sgt. Adams	43	27	16	0	00
Cpl. Godbold	72	14	58	3	03
Cpl. Collazo	254	32	222	3	04
Wiggins	182	22	160	4	04
Kemple	385	36	349	6	06
Bullard	164	51	113	3	03
Coduti	373	37	336	19	19
Kiser	251	61	190	4	04
Jones, C	336	43	293	1	01
Adams, J	52	02	50	0	00
Vega, R	58	11	47	1	00
<b><u>TOTALS</u></b>	<b><u>2181</u></b>	<b><u>342</u></b>	<b><u>1839</u></b>	<b><u>44</u></b>	<b><u>44</u></b>

Average Response Time 2.00

Respectfully,



Jon C. Coulter  
Chief of Police



# PANTEGO POLICE DEPARTMENT



## CRIMINAL INVESTIGATIONS FISCAL YEAR REPORT 2020

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

<i>Case Disposition</i>	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Open				16									
Closed / Clear	12	13	7	6									38
Pended	6	8	2	10									26
Dropped	1	2	2	2									7
Refer to other Agency		1											1
Tresspass Warning	3	1	2										6
Mental Detention			1										1

<i>Warrants / Subpoenas</i>	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Arrest Warr. Felony	4	4		3									11
Arrest Warr. MISD	1	1		2									4
Outstanding Warrants				11									
Search Warr. Residence													0
Search Warr. Building													0
Search Warr. Vehicle													0
Search Warr. Device													0
Subpoenas													0

<i>TCDA Office</i>	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Cases Accepted	5	3	8	9									25
Cases Pending			4	7									

(Cases pended TCDA, pending Lab test)

Case Note: Jan - 1 sexual assault case unfounded, 1 open. 2 of 4 stolen vehicle related to Hertz rental car.



## COMMUNITY DEVELOPMENT REPORT – January 2020

### PLANNING AND ZONING

The Planning and Zoning Board met on January 6, 2020 for a public hearing to consider action on Zoning Case Z-248. A proposed Final Plat as requested by Skytec Development LLC for the property located on 2104 w Arkansas Ln.

### ZONING BOARD OF ADJUSTMENTS

The Zoning Board of Adjustments did not meet in the month of January.

### CONSTRUCTION AND DEVELOPMENT

- **Residential Construction** - No updates on Residential construction.
- **Commercial Construction** – No updates on Commercial construction.

### CERTIFICATES OF OCCUPANCY

Business Name	Business Address	Business Type	Reason
Metrotex Pediatrics	3610 w Pioneer Pkwy suite 203	Home Healthcare	New Business
Holiday Inn Club Vacations	2400 w Pioneer Pkwy suite 210	Call Center/Marketing	Name Change
PDR DR	2026 w Pioneer Pkwy suite C8	Automotive	New Business
Super Affordable	1922 w Pioneer Pkwy suite B	Automotive	New Business
The Berry Groupe	1533 s Bowen Rd	Dance Education	Relocated
Enterprise Rent A Car	2300 w Pioneer Pkwy	Rental Car	New Business
ACTexas	2026 w Pioneer Pkwy suite B6	HVAC	New Business
USA Signhub	2208 w Park Row suite 111	Signs	New Business
El Pariente Auto Repair	2887 w Pioneer Pkwy suite A2	Automotive	New Business
The Way of Life Christ Ministries Peace Parish	3610 w Pioneer Pkwy suite A	Church	New Business
Revised Solutions	3610 w Pioneer Pkwy suite 103	Taxes & Credit	New Business
Metro by T-Mobile	2424 w Pioneer Pkwy suite C	Wireless Retailer	Name Change



## INSPECTIONS

	<b>JAN. TOTAL</b>	<b>YTD TOTAL</b>
BUILDING INSPECTION	2	7
CERTIFICATE OF OCCUPANCY	12	18
CLEAN AND SHOW	8	12
CUSTOMER SERVICE INSPECTION	0	0
ELECTRICAL INSPECTION	2	7
MECHANICAL INSPECTION	0	4
PLUMBING INSPECTION	11	28
REINSPECTION	0	0
CODE ENFORCEMENT INSPECTION	1	42
<b>TOTAL INSPECTIONS</b>	<b>36</b>	<b>118</b>

## CONSTRUCTION VALUES

	<b>January</b>	<b>2019-2020 YTD TOTAL</b>
NEW RESIDENTIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING RESIDENTIAL REMODEL	\$26,000.00	\$115,618.70
NEW COMMERCIAL CONSTRUCTION	\$0.00	\$0.00
EXISTING COMMERCIAL REMODEL	\$128,314.00	\$209,714.00
<b>TOTAL VALUE</b>	<b>\$154,314.00</b>	<b>\$325,332.70</b>

## FEES COLLECTED

	<b>JAN TOTAL</b>	<b>JAN FEES</b>	<b>YTD TOTAL</b>	<b>YTD FEES</b>	<b>BUDGET</b>	<b>YTD DIFF.</b>
PLANNING AND ZONING FEES	1	1,500.00	4	\$2,800.00	\$2,000.00	\$800.00
ZBA FEES	0	0.00	0	\$0.00	200.00	(\$200.00)
PLAN REVIEW	3	558.00	5	\$927.53	\$2,000.00	(\$1,072.47)
BUILDING PERMITS	11	2,081.00	36	\$4,881.50	\$30,000.00	(\$25,118.50)
LIQUOR PERMITS	0	0.00	0	\$0.00	\$6,500.00	(\$6,500.00)
CONTRACTOR REGISTRATION	18	625.00	36	\$1,325.00	\$7,000.00	(\$5,675.00)
CERTIFICATE OF OCCUPANCY	14	1,100.00	25	\$2,200.00	\$8,000.00	(\$5,800.00)
CLEAN AND SHOW	6	300.00	8	\$400.00	\$500.00	(\$100.00)
<b>TOTAL FEES</b>	<b>53</b>	<b>\$6,164.00</b>	<b>114</b>	<b>\$12,534.03</b>	<b>\$56,200.00</b>	<b>(\$43,665.97)</b>

# Memo

**To:** Mayor and Town Council  
**From:** Thressa Householder, Municipal Court Administrator  
**cc:** Joe Ashton, City Manager  
Sean Smith, Finance Director  
**Date:** February 10<sup>th</sup>, 2020  
**Re:** H.B. 435

---

H.B. 435  
Subject: Uncollectible Fees  
Effective: September 1, 2019

During the 86<sup>th</sup> Legislative Update H.B. 435 was passed. This Bill allows the Municipal Court to purge and close out all Uncollected Judgements 15 or more years of age and are proved to be uncollectable.

The Pantego Municipal Court has 321 uncollected judgements 15 or more years of age totaling \$90,364.55.

Judge Bill Lane reviewed and approved all 321 judgements to be purged in accordance to H.B. 435.

All Uncollected Judgements from January 1<sup>st</sup>, 1999 thru October 31<sup>st</sup>, 2004 were pulled and are ready to be purged.

Thank you

Thressa Householder  
Municipal Court Administrator

Report for fees collected: Posted 1/01/2020 - 1/31/2020

Street:

Fee	Citation	Violation	Amount	Posting Date	Docket
COLAGY COLLECTIONS FEE	132291	03	51.00	1/20/2020	132291 03
COLAGY COLLECTIONS FEE	132291F	01	154.00	1/20/2020	132291F01
COLAGY COLLECTIONS FEE	144244	01	34.30	1/22/2020	144244 01
COLAGY COLLECTIONS FEE	E005662	01	41.20	1/20/2020	E005662 01
COLAGY COLLECTIONS FEE	E005662	02	82.80	1/20/2020	E005662 02
COLAGY COLLECTIONS FEE	E007934	01	70.80	1/23/2020	E007934 01
COLAGY COLLECTIONS FEE	E007934	02	85.80	1/23/2020	E007934 02
COLAGY COLLECTIONS FEE	E007934	03	157.20	1/23/2020	E007934 03
COLAGY COLLECTIONS FEE	E007934F	03	97.50	1/23/2020	E007934F03
COLAGY COLLECTIONS FEE	E012885	01	40.39	1/29/2020	E012885 01
COLAGY COLLECTIONS FEE	E015699	01	114.00	1/13/2020	E015699 01
COLAGY COLLECTIONS FEE	E019329	01	69.60	1/16/2020	E019329 01
COLAGY COLLECTIONS FEE	E019329V	01	92.10	1/16/2020	E019329V01
COLAGY COLLECTIONS FEE	E019344F	02	92.10	1/03/2020	E019344F02
COLAGY COLLECTIONS FEE	E019344V	01	92.10	1/03/2020	E019344V01
COLAGY COLLECTIONS FEE	E019902	02	6.00	1/30/2020	E019902 02
COLAGY COLLECTIONS FEE	E019902V	01	4.46	1/30/2020	E019902V01
COLAGY COLLECTIONS FEE	E026703F	01	65.70	1/10/2020	E026703F01
COLAGY COLLECTIONS FEE	E028095	03	14.40	1/30/2020	E028095 03
COLAGY COLLECTIONS FEE	E030009	01	139.80	1/20/2020	E030009 01
COLAGY COLLECTIONS FEE	E030888	01	25.00	1/20/2020	E030888 01
COLAGY COLLECTIONS FEE	E031802	02	100.00	1/20/2020	E031802 02
COLAGY COLLECTIONS FEE	E031855	03	19.50	1/17/2020	E031855 03

23 1,649.75 COLAGY COLLECTIONS FEE

TOTAL: 1,649.75




---



---

**MUNICIPAL COURT**


---



## Municipal Court Collections / January 2020

**On-Time Citations**

Fines- \$26,075.24

Fees- \$11,552.75

Total- \$37,627.99

**Warrants**

Fines- \$20,609.82

Fees- \$ 7,147.04

Total- \$27,756.86

Court Security Fund- \$661.61

Court Technology Fund- \$955.00

Accident Reports- \$0

Collection Fees- \$1,649.75

Gross Total Revenue- \$ 65,384.85

Less State Fee's- \$ 18,699.79

Net Revenue- \$ 46,685.06

Non Collectables	Total #	Value Amount
Jail Credit	67	\$18,368.07
Found Indigent	4	\$1,151.00
Community Service	1	\$100.00
Deceased	4	\$2,622.10
Judicial Reduction	18	\$4,212.80
<u>Total Value</u>	<u>94</u>	<u>\$26,453.97</u>

Presented by: Thressa Householder



## WARRANT MONTHLY TOTALS FOR JANUARY 2020

<b>TOTAL WARRANTS VALUE CLEARED</b> -----	\$50,400.17
FYTD-----	\$210,537.35
<b>TOTAL PAYMENTS COLLECTED</b> -----	\$28,826.71
FYTD-----	\$107,769.91
<b>TOTAL NON-CASH CLEARED</b> -----	\$20,478.66
FYTD-----	\$98,403.40
<b>WARRANT FEES COLLECTED</b> -----	\$4,024.25
FYTD-----	\$15,630.95
<b>BONDS/FORFEITURES</b> -----	\$1,094.80
FYTD-----	\$4,363.41
<b>TOTAL PHONE CALLS</b> -----	710 – 355    OUT    711 – 425    OUT    Tot – 780
	114        IN                    158    IN        Tot - 272
<b>TOTAL POST CARDS</b> -----	710– 53    711 – 35            Tot - 88
<b>PERSONAL STOPS/ATTEMPS</b> -----	2
<b>CONTACTS</b> -----	2
<b>DOOR HANGERS</b> -----	0
<b>ARRESTS</b> -----	710 – 0            711 – 3            Tot – 3
<b>PAY PLANS</b> -----	710 – 12            711 – 13            Tot - 25
<b>BONDS/COURT DATES</b> -----	710 – 10            711 – 4            Tot – 14
<b>BOND AMOUNT</b> -----	710 - \$7,852.60    711 - \$7,001.50    Tot- \$14,854.10
<b>LETTERS</b> -----	710 – 87            711 – 73            Tot- 160
<b>TOTAL WARRANTS CONTACTED</b> ----	710 – 78            711 – 69

<b>TOTAL WARRANTS CLEARED-----</b>	<b>710 -75</b>	<b>711 - 68</b>
<b>TOTAL VALUE-----</b>	<b>710 - \$26,424.74</b>	<b>711 - \$25,948.70</b>
<b>TOTAL AMOUNT COLLECTED-----</b>	<b>710 - \$8,405.40</b>	<b>711 - \$10,460.40</b>
<b>FUTURE REVENUE-----</b>	<b>710 -\$7,544.64</b>	<b>711 -\$15,488.30</b>

### **EXTRA DUTIES/VACATION/OTHER FOR JANUARY**

Officer Hopkins:

Out of the office 4 days Vacation/Sick/Training/Holiday

Completed Taser Re-Cert/Training on New model

Officer Murphy:

Out of the office ½ Day for Taser Recert/Training on New model.

Arraignments - 0

Prisoner Transfers – 0

Prisoner Service calls -0

Assist Patrol – (710)-0 (711)- 0 = Total=0

Additional warrants cleared – 181

**Respectfully submitted,**

**Sr. Warrant Officer: Robert Hopkins 710**

**Warrant Officer: John Murphy 711**



# PUBLIC WORKS REPORT

## January 2020

### **ADMINISTRATIVE/PROJECTS/ENGINEERING**

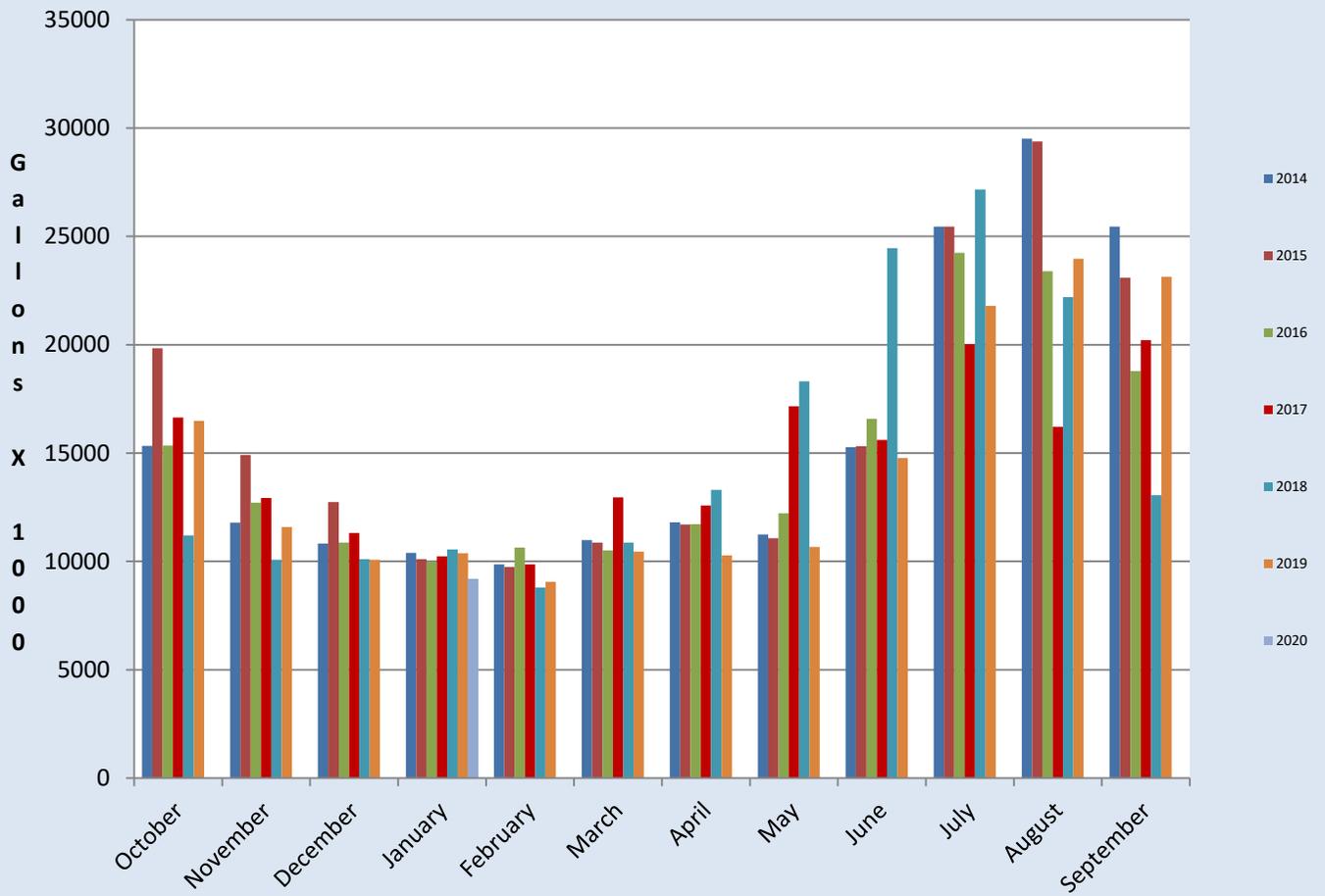
- Garner/Smith Barry storm water project – Water line has been relocated as planned; Atmos has given a timeline for relocating gas line to be completed around April
- TCEQ Monthly Operating Report completed
- TCEQ Disinfectant Level Quarterly Operating Report completed and submitted
- Park Row Lighting Project has been completed with Banners installed; Lights had been bypassing the photocells and active 24/7, but this has been fixed
- Received 5 Engineering RFQ's regarding the CO Bond Projects; Will review with Council
- Arlington Emergency Interconnect Project has been awarded to SYB Construction; Dunaway is preparing a pre-construction meeting between Pantego staff, Arlington, and SYB Construction
- Mistletoe Lane Project Phase II utilities, pavement, and sidewalk have been completed
- Traffic Signal Heads have been installed at Bowen @ Winewood and Bowen @ Smith Barry by Consolidated Traffic Control
- Fire Department traffic control lights are currently being addressed, currently evaluating options to avoid utility conflicts on the light pole to be installed
- Public Works has lost two employees that have accepted positions at the City of Grand Prairie; interviewing for new employees will begin the first week of February
- Mistletoe Drainage project will be presented to Council on February 10<sup>th</sup> meeting
- RFP for Water Rate Study has been opened and publicized on Wednesday, February 5<sup>th</sup> and will close on Thursday, March 5<sup>th</sup>



## UTILITY BILLING

January Billing for 1,213 Accounts \$117,713.58	January Past Due Balances \$5,848.00
January Billing for Garbage \$8,649.78	January Billing for Recycling \$3,215.20

### Annual/Monthly Pumpage





# 2019 ON-GOING CIP PROJECTS PROGRESS REPORT

Street Improvement Fund 500	Current Status as of September 2019	Total Budgeted	Year to Date	Remaining Budget
Garner Smith Barry Project	Water line lowering in all locations has been completed; Now awaiting Atmos to move conflicting utilities	\$253,689.00	\$33,165.00	\$220,524.00
Mistletoe Lane Project Phase II	Project has been completed and final walkthrough checklist is complete	\$334,595.07	\$330,044.67	\$4,550.40
Winewood/Bowen Traffic Head Replacement	Approved by Town Council; Consolidated Traffic Controls has installed all traffic signal heads at this intersection	\$14,659.70	\$0.00	\$14,659.70
Smith Barry/Bowen Traffic Head Replacement	Approved by Town Council; Consolidated Traffic Controls has installed all traffic signal heads at this intersection	\$15,785.00	\$0.00	\$15,785.00

# 2019 ON-GOING CIP PROJECTS PROGRESS REPORT

Water Infrastructure Fund 750	Current Status as of September 2019	Total Budgeted	Year to Date	Remaining Budget
Emergency Interconnect Engineering	Separated Engineering Costs with project costs for transparency; Dunaway is setting up pre-construction meeting in February	\$42,250.00	\$38,287.50	\$3,962.50
Emergency Interconnect Project	Bid awarded to SYB Construction; Preconstruction meeting to be set up in February	\$176,579.00	\$0.00	\$176,579.00
Water Transition Study	Report and Study has been completed; Follow up work to be completed on fire-flow questions	\$40,700.00	\$40,700.00	\$0.00
Bowen Drainage Study	Project completed; Further action to be taken after discussions with Arlington	\$12,000.00	\$12,000.00	\$0.00
Mistletoe Drainage Study	Study completed, Joyce to propose construction plan on February 10 <sup>th</sup>	\$6,650.00	\$6,650.00	\$0.00
CO Bond Projects	RFQ's to be discussed and considered on February 10 <sup>th</sup> Council meeting	TBD	TBD	TBD



## 2019 ON-GOING PEDC PROJECTS PROGRESS REPORT

PEDC Fund	Current Status as of September 2019	Total Budgeted	Year to Date	Remaining Budget
Park Row Project	Project completed; Poles installed and banners are up.	\$987,614.00	\$818,920.04	\$125,593.00
Illuminated Street Name Signs	Signs have been corrected and installed; Awaiting final invoice for completion	\$51,065.00	\$0.00	\$51,065.00
Archway Lighting	Project completed; awaiting final invoice for completion	\$13,560.00	\$0.00	\$13,560.00
Splash Pad Turfing Project	Project completed and in place	\$22,915.20	\$22,915.20	\$0.00
Exercise Area Turfing Project	Equipment has been removed and turf is being installed in early February	\$12,046.10	\$0.00	\$12,046.10

## 2018-2019 COMPLETED PROJECT REPORT

Project Name	Total Cost/ Budgeted	Total Expenditure	Differential
Automated Meter Replacement Project	\$312,181.00	\$312,174.00	\$7.00
*Emergency* 303 Well Pump Project	\$52,207.00	\$52,207.00	\$0.00
Phase I Microsurfacing Project	\$398,630.00	\$354,350.08	\$44,279.92
*Emergency* Lift Station Panel Relocation/Replacement Project	\$27,150.00	\$27,150.00	\$0.00
*Emergency* Small Well #6 Pump and Motor Replacement	\$37,130.10	\$37,130.10	\$0.00
Mistletoe Lane Project Phase I	\$49,580.00	\$29,167.02	\$20,412.98
Central Park Swing-Set Turf Project	\$14,164.00	\$14,164.00	\$0.00
Bowen/Cresthaven Pipebursting Project	\$213,387.40	\$159,307.40	\$54,080.00
Bowen Drainage Study	\$6,650.00	\$6,650.00	\$0.00
Phase II Streets Preservation	\$147,747.20	\$145,220.48	\$2,526.72



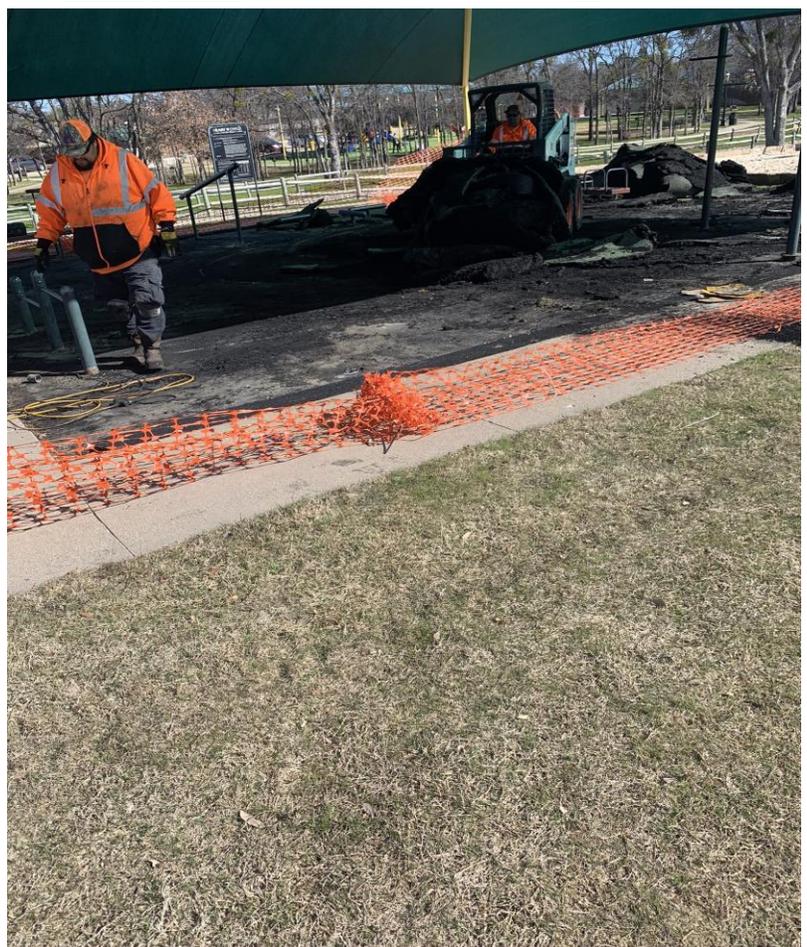
**PHOTOS:**  
Exercise area project





Exercise area

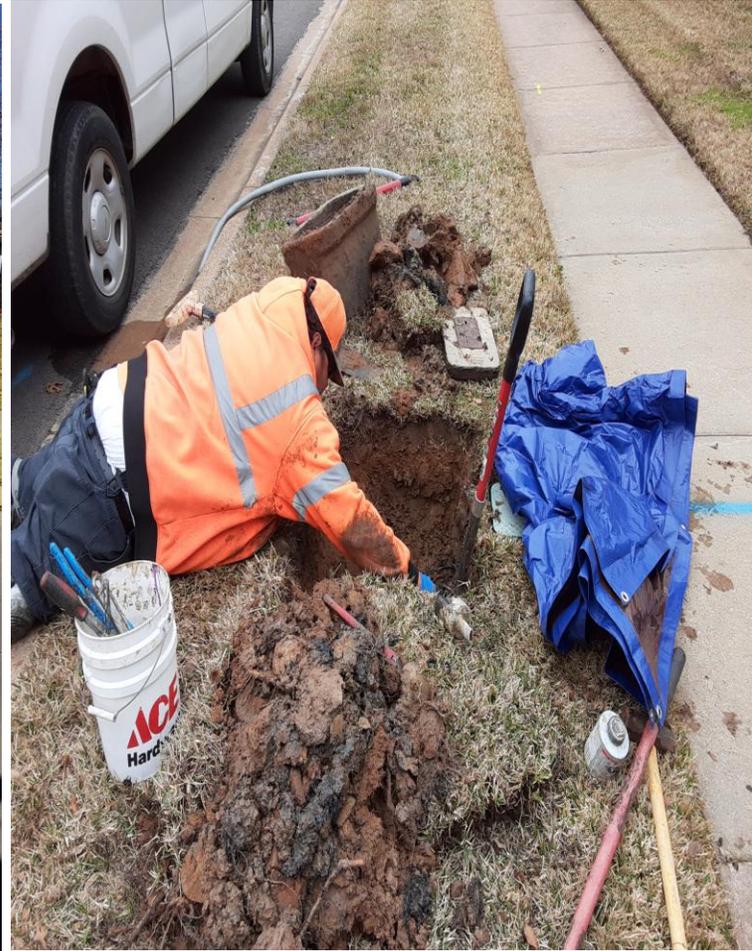


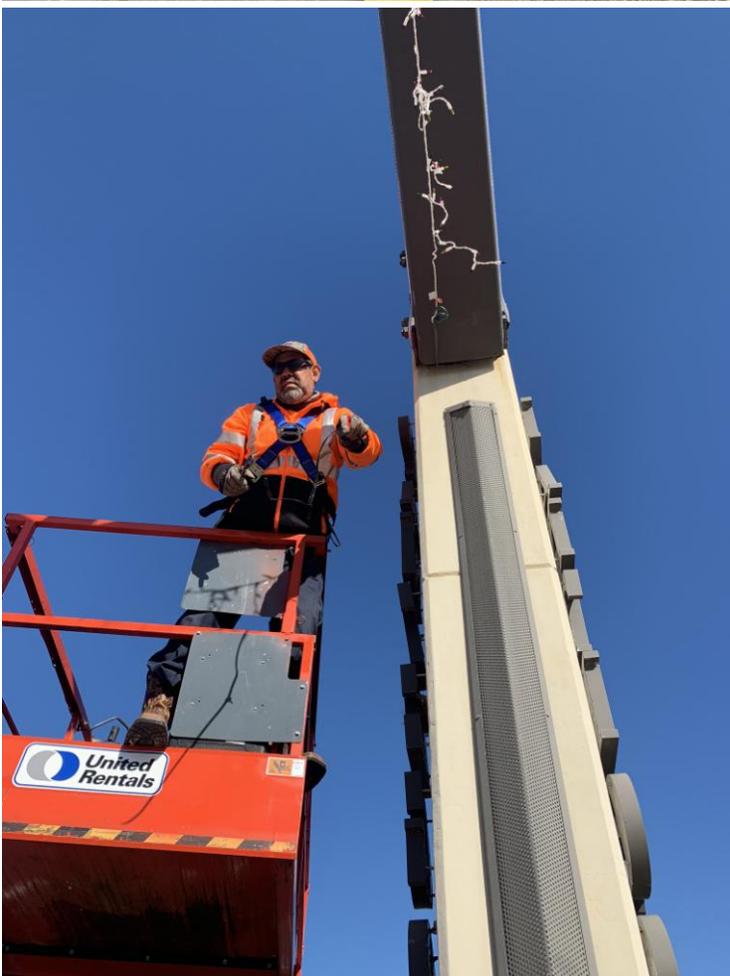






Miscellaneous Maintenance









# AGENDA BACKGROUND

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

**DATE:** February 10, 2020

---

**PRESENTER:**

Joe Ashton, 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 numbers.

**RECOMMENDATION:**

Staff recommends 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

<b>Purchase Orders and Bills Payable for 02/10/2020</b>
---

<u>BILLS PAYABLES OVER \$5,000</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
N/A		
 <u>PURCHASE ORDERS OVER \$5,000</u>		
N/A		
 <u>BILL PAYABLES UNDER \$5,000</u>		
LongHorn Harley-Davidson	\$1,871.80	Replaced clutch and break pads
Lower Colorado River Authority	\$1,175.16	TCEQ Required Third Party Sampling
Vista Com	\$3,167.00	Annual Maintenance Contract for Recording 3/1/20-2/28/21
 <u>PROFESSIONAL SERVICES</u>		
Bill Lane	\$1,900.00	Court Services for March 2020
Craig Magnuson	\$1,600.00	January 2020 Services
Jim Jeffrey	\$1,642.45	Legal services for January 2020
Teresa Evans	\$1,600.00	January 2020 Services
Tyler Technologies	\$3,655.81	Software Maintenance 2/1/2020 - 01/31/2021
 <u>GENERAL BILLS</u>		
Gexa Energy	\$11,913.99	January Services
Pantego Water Utilities	\$1,588.09	November Water Service
Tarrant County Tax Office	\$10,535.98	Tax Year 2019

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 2722

31

**INSTRUCTIONS TO VENDOR**

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

Purchases over \$500

TO LongHorn Harley-Davidso  
2830 W Interstate 20  
Grand Prairie, TX. 75052

SHIP TO Pantego Police Dept  
2600 Miller Lane  
Pantego, TX 76013

DATE		ACCT#	DEPT.		
01.27.2020		100-5-140-246.00	Police		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1	1	Replaced Clutch Assembly-Repl Rear Brake Pads 1/22/20	822.42	1	822.42
1	1	Replaced Clutch Friction & Steels- Throw Out Bearings 1/23/20	1,049.38	1	1,049.38
					0.00
					0.00
***Budgeted** Yes <input checked="" type="radio"/> No <input type="radio"/>					1,871.80
					TOTAL

*Jon C. Coulter*

*[Signature]*  
APPROVED BY

Customer: 37565  
 CITY OF PANTEGO  
 1614 S BOWEN RD

PANTEGO, TX 76013

Phone: (817)274-2511

Fax:

P.O. No:

Comments: R+R CLUTCH AND R+R REAR BRAKE PADS(OWN PADS)

Work: (817)548-5883 Ext:

\*Mobile: (972)838-8858

Tax No: Tax Exempt: Yes

W.O. Number: 150865

Appointment: 1/22/20 3:21PM Mileage In: 11756

Offered Back: 1/22/20 5:16PM Mileage Out: 11761

Year: 2013

Mfg: HD

Model: FLHTP

VIN: 1HD1FMM17DB647954

Color: BLACK #19

Ref. No.:

Shop Tag:

Plate No:

Service Advisor: HG

Sold By: HG

Invoice No: 0

Dir. Lic #: P54122

Item Number / Job Code	Item Description / Labor Description	Delivered Quantity / Hours	Price Each / Hourly Rate	Extended Discount	Extended Amount
------------------------	--------------------------------------	----------------------------	--------------------------	-------------------	-----------------

Event Number: 1 Type: R

Description: R+R CLUTCH

34901-07	GASKET, PRIMARY COVER	1.00	36.99	3.70	33.29
37817-11	CLUTCH ASY	1.00	557.39	55.74	501.65
62600004	FORMULA+, 1-QT.BTL	1.00	8.49	0.85	7.64
LABOR	Job Code: 0 Tech: CBL	2.50	88.00	0.00	220.00
Work Description: R+R CLUTCH					
Work Resolution: REPLACED CLUTCH ASSEMBLY					

Sub-total For Event (without Tax): 762.58

Event Number: 2 Type: R

Description: R+R REAR BRAKE PADS(OWN)

LABOR	Job Code: 0 Tech: CBL	0.50	88.00	0.00	44.00
Work Description: R+R REAR BRAKE PADS(OWN)					
Work Resolution: REPLACED REAR BRAKE PADS					

Sub-total For Event (without Tax): 44.00

100-140-246  
 1/27/2020

*Jon C. Coulter*



This Is An Estimate Only!  
 Prices Subject To Change!  
 Not a Receipt!  
 \* Indicates Special Order Item

SO/Layaway Deposit: 0.00  
 Work Order Deposits: 0.00  
 Discount: 60.29

Item Total 542.58  
 Labor Total 264.00  
 Contract Labor: 0.00  
 Shop Supplies: 15.84  
 Storage Fees: 0.00  
 Tax Total: 0.00  
 Deductible(s) Total: 0.00  
 Work Order Total: 822.42  
 Deposits: 0.00  
 Total Balance Due: 822.42

Customer: 37565  
 CITY OF PANTEGO  
 1614 S BOWEN RD

100-140-246  
 1/27/2020

*Jon C. Coulter*

PANTEGO, TX 76013  
 Phone: (817)274-2511  
 Fax  
 P.O. No.

Work: (817)548-5883 Ext:  
 \*Mobile: (972)838-8858  
 Tax No: Tax Exempt: Yes

Comments: CLUTCHES SLIPPING

W.O. Number: 150879 33

Appointment: 1/23/20 4:19PM Mileage In: 11807  
 Offered Back: 1/23/20 6:06PM Mileage Out: 11815  
 Year: 2013 Shop Tag: NONE  
 Mfg: HD Plate No:  
 Model: FLHTP Service Advisor: JTL  
 VIN: 1HD1FMM17DB647954 Sold By: JTL  
 Color: BLACK #19 Invoice No: 0  
 Ref. No.: Dr. Lic #: P54122

Item Number / Job Code	Item Description / Labor Description	Delivered Quantity / Hours	Price Each / Hourly Rate	Extended Discount	Extended Amount
------------------------	--------------------------------------	----------------------------	--------------------------	-------------------	-----------------

Event Number: 1 Type: R  
 Description: CLUTCHES SLIPPING

11096	RETAINING RING	1.00	0.53	0.05	0.48
34901-07	GASKET, PRIMARY COVER	1.00	36.99	3.70	33.29
36805-06	GASKET, TRANSMISSION SIDE	1.00	5.42	0.54	4.88
37312-75	CLUTCH THRUST BEARING	1.00	7.41	0.74	6.67
37313-80	THRUST RACE - BEARING	2.00	3.46	0.70	6.22
37913-98	CLUTCH STEEL DISCS	8.00	15.33	12.24	110.40
37932-98	CLUTCH FRICTION DISC KIT	1.00	199.79	19.98	179.81
42200064A	COMPENSATOR, DYNW/SFTL/TOU	1.00	299.95	30.00	269.95
62600004	FORMULA+, 1-QT, BTL	2.00	8.49	1.70	15.28
LABOR	Job Code: 0 Tech: CBL	2.50	88.00	0.00	220.00

Work Description: CLUTCHES SLIPPING

Work Resolution: REPLACED CLUTCH FRICTIONS AND STEELS

Sub-total For Event (without Tax): 846.98

Event Number: 2 Type: R  
 Description: COMPENSATOR

Customer States: replaced compensator while replacing clutched. ramps on comp had significant wear that could cause future damage

LABOR	Job Code: 0 Tech: CBL	0.50	88.00	0.00	44.00
-------	-----------------------	------	-------	------	-------

Work Description: COMPENSATOR

Sub-total For Event (without Tax): 44.00

Event Number: 3 Type: R  
 Description: REPLACE THROW OUT BEARINGS

Customer States: throw out bearing damaged as a result of clutch slippage

LABOR	Job Code: 0 Tech: CBL	1.80	88.00	0.00	158.40
-------	-----------------------	------	-------	------	--------

Work Description: REPLACE THROW OUT BEARINGS

Sub-total For Event (without Tax): 158.40

This Is An Estimate Only!  
 Prices Subject To Change!  
 Not a Receipt!  
 \* Indicates Special Order Item

SO/Layaway Deposit: 0.00  
 Work Order Deposits: 0.00  
 Discount: 69.65

*A*  


Item Total: 626.98  
 Labor Total: 422.40  
 Contract Labor: 0.00  
 Shop Supplies: 0.00  
 Storage Fees: 0.00  
 Tax Total: 0.00  
 Deductible(s) Total: 0.00  
 Work Order Total: 1,049.38  
 Deposits: 0.00  
 Total Balance Due: 1,049.38

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 2727 34

**INSTRUCTIONS TO VENDOR**

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

TO Lower Colorado River Authority  
P.O. Box 301142  
Dallas, TX 75303-1142

SHIP  
TO

DATE		ACCT #	DEPT.		
2/5/20		200-5-201-351.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1	1	TCEQ required third party sampling per state regulated schedule.	1,175 16	1	1,175 16
* Budgeted *					
				TOTAL	1,175 16

*Kyle Suss*  
*Joe [Signature]*  
APPROVED BY



# INVOICE

Invoice Number: LAB-0035259<sup>35</sup>  
 Invoice Date: 08/30/19  
 Page: 1 of 1

Remit To: Lower Colorado River Authority  
 P.O. Box 301142  
 Dallas, TX 75303-1142

Customer No: 002197  
 Payment Terms: Net 30  
 Due Date: 09/29/19

Bill To: Town of Pantego  
 Attn: Accounts Payable  
 1614 S Bowen Rd  
 Arlington, TX 76013

Line	Description	Purchase Order	Quantity	UOM	Unit Amt	Net Amount
1	Q1950106		1.00	EA	775.16	775.16
2	Q1948176		1.00	EA	400.00	400.00
Subtotal:						1,175.16
<b>AMOUNT DUE:</b>						<b>\$1,175.16</b>

Thank you for your business.

If you have questions or would like to pay by credit card please contact LCRA Environmental Laboratory Services at (877) 362-5272 or (512) 730-6030. We accept Visa, Master Card, and Discover.

Please reference the invoice number when remitting payment to the address above.

Please note: A twelve percent (12%) per annum late fee may apply to invoices paid after the due date. After 90 days, delinquent accounts will be referred to LCRA Legal (and/or a collection agency) for collection and reported to credit bureaus. If an account is delinquent, any future services will require prepayment, or could be subject to delayed reporting or rejection of samples.

\$1,175.16 in

\*LCRA,  
 TCEQ required  
 Samples.

# 200-5-201-351.00  
 2/5/20

2020 FEB -5 AM 10:08

# TOWN OF PANTEGO

1614 S. BOWEN  
PANTEGO, TEXAS 76013

No. 2723

36

**INSTRUCTIONS TO VENDOR**

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

Purchases over \$500

TO Vista Com  
9824 Whithorn Dr  
Houston, TX. 77095

SHIP TO Pantego Police Dept  
2600 Miller Lane  
Pantego, TX 76013

DATE		ACCT #	DEPT.		
01.28.2020		100-5-140-234.00	Police		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
1		Annual Maintenance Contract for Recording system coverage dates 3/1/2020 - 2/28/2021	3,167.00	1	3,167.00
					0.00
					0.00
					0.00
		***Budgeted** Yes <input checked="" type="radio"/> No <input type="radio"/>			3,167 00
				TOTAL	

*Jon C. Coulter*

*[Signature]*  
APPROVED BY

2020 JAN 28 PM 12: 56



100-140-234  
1/28/2020

*Jon C. Coulter*

**Houston, TX**  
9824 Whithorn Drive  
Houston, Texas 77095  
P: (800) 708-6423  
[www.vistacomtx.com](http://www.vistacomtx.com)

*Remit, Sales and Support*

**Oklahoma City, OK**  
4200 Perimeter Center Drive, Suite 140  
Oklahoma City, OK 73112  
P: (800) 708-6423  
[www.vistacomtx.com](http://www.vistacomtx.com)

*Sales and Support*

**We have prepared a quote for you**

**Pantego Police Department Maintenance Quote**

**Quote # HOU003113**

Version 1

**Pantego Police Department**



Oklahoma City, OK  
Bellinger Center Drive, Suite 140  
Oklahoma City, OK 73112  
P: (800) 708-6423  
www.vistacomtx.com

Houston, TX  
9824 Whithorn Drive  
Houston, Texas 77095  
P: (800) 708-6423  
www.vistacomtx.com

*Sales and Support*

*Remit, Sales and Support*

Tuesday, May 14, 2019

Pantego Police Department  
Jon Coulter  
2600 Miller Ln  
Pantego, TX 76013  
jcoulter@townofpantego.com

Dear Jon,

This proposal is for the continuation of the maintenance contract in effect per agreement of your organization and Vista Com. This quote is for the new period beginning midnight on 03/01/2020. Failure to receive payment by the expiration date will result in an expired contract whereby you may be subjected to loss of coverage or coverage for time and materials per service event. Continuation of maintenance coverage after an expiration period may also result in an onsite re-inspection of the recording system at the customer expense.

Please contact Vista Com Service 30 days prior to contract expiration if you wish to alter the terms of the contract.

A handwritten signature in black ink, appearing to read "Dayna Bargas", with a horizontal line underneath.

Dayna Bargas  
Operations Manager  
Vista Com



Oklahoma City, OK  
 10000 Parimeter Center Drive, Suite 140  
 Oklahoma City, OK 73112  
 P: (800) 708-6423  
 www.vistacomtx.com

Houston, TX  
 9824 Whithorn Drive  
 Houston, Texas 77095  
 P: (800) 708-6423  
 www.vistacomtx.com

Sales and Support

Remit, Sales and Support

## Pantego Police Department Maintenance Quote



**Prepared by:**  
**Vista Com**  
 Dayna Bargas  
 (800) 708-6423 ext. 209  
 Fax (281) 518-7056  
 dayna.bargas@vistacomtx.com

**Prepared for:**  
**Pantego Police Department**  
 2600 Miller Ln  
 Pantego, TX 76013  
 Jon Coulter  
 jcoulter@townofpantego.com  
 (817) 274-2511

**Quote Information:**  
**Quote #: HOU003113**  
 Version: 1  
 Delivery Date: 05/14/2019  
 Expiration Date: 02/28/2020

Part Number	Services	Price	Qty	Ext. Price
Prof. Services Maintenance	<b>Annual Maintenance Contracts</b> Annual Maintenance Coverage For Your Solution -740000526 Coverage dates 3/1/2020 through 2/28/2021	\$3,167.00	1	\$3,167.00
<b>Subtotal:</b>				<b>\$3,167.00</b>

Quote Summary	Amount
Services	\$3,167.00
<b>Total</b>	<b>\$3,167.00</b>

Payment Terms	No. of Payments	Amount
Net 30	1 None	\$3,167.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 2719

**INSTRUCTIONS TO VENDOR**

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

Purchases over \$500

TO **Tyler Technologies**  
**P.O. Box 203556**  
**Dallas, TX 75320-3556**

SHIP TO *Municipal court*  
*2600 Miller Lane*  
*Pantego, TX 76013*

DATE		ACCT #	DEPT.		
1-23-20		100-5-104-234.30	Municipal Court		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		Brazos RDC Software Maintenance Feb 1st thru Jan 31st	1,895.61	1	1,895.61
		interface to court	880.10		0.00
		interface to PD	880.10	1	880.10
					0.00
***Budgeted** Yes <input checked="" type="radio"/> No <input type="radio"/>					3655.81
<b>TOTAL</b>					

*Theresa Householder*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_  
 APPROVED BY

10106



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

Invoice

Table with Invoice No (130-10873), Date (12/13/2019), Page (1 of 1)

Questions: Tyler Technologies - Public Safety Phone: 1-800-772-2260 Press 2, then 5 Email: ar@tylertech.com



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

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

Summary table with columns: Cust No.-BillTo-ShipTo, Ord No, PO Number, Currency, Terms, Due Date

Main invoice table with columns: Date, Description, Units, Rate, Extended Price



2020 JAN 23 AM 9:53

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

Summary table with Subtotal (3,655.81), Sales Tax (0.00), Invoice Total (3,655.81)



# AGENDA BACKGROUND

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

**Date:** February 10, 2020

---

**PRESENTER:**

Kathryn Roberson, City Secretary

**BACKGROUND:**

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

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

Staff recommends minutes as submitted.

**TOWN ATTORNEY COMMENTS & RECOMMENDATION:**

N/A

**ATTACHMENTS:**

012720 TC Minutes

**Town Council Minutes  
January 27, 2020**

**STATE OF TEXAS                   §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO               §**

The Town Council of the Town of Pantego, Texas, met in regular session at 6:30 p.m. in the Council Chambers of Town Hall, 1614 South Bowen Road, Pantego, Texas, on the 27<sup>th</sup> day of January, 2020, with the following members present:

<b>Doug Davis</b>	<b>Mayor</b>
<b>Don Surratt</b>	<b>Mayor Pro-Tem</b>
<b>Fred Adair</b>	<b>Councilmember</b>
<b>Amy Wade</b>	<b>Councilmember</b>
<b>Don Funderlic</b>	<b>Councilmember</b>
<b>Russell Brewster</b>	<b>Councilmember</b>

**Constituting a quorum. The following staff members were present:**

<b>Joe Ashton</b>	<b>City Manager</b>
<b>Jim Jeffrey</b>	<b>City Attorney</b>
<b>Kathryn Roberson</b>	<b>City Secretary</b>
<b>Sean Smith</b>	<b>Finance Director</b>
<b>Kyle Sugg</b>	<b>Public Works Director</b>
<b>Cody Payne</b>	<b>Community Development Director</b>
<b>Thressa Householder</b>	<b>Court Administrator</b>
<b>Randy Fulton</b>	<b>Fire Chief</b>
<b>Jon Coulter</b>	<b>Police Chief</b>

**WORK SESSION 6:30 P.M.**

Mayor Davis called the Work Session to order at 6:30 p.m.

**CONSENT AGENDA ITEMS**

Council and staff discussed the following Consent Agenda Items:

**1. City Manager Report.**

City Manager Joe Ashton stated to Council that he is grateful and blessed to be a part of the team here with the Town of Pantego and he looks forward to this opportunity.

Mr. Ashton announced that the Park Row banners arrived and have been installed. He also stated that staff has confirmed that all 2500 Blackboard Connect subscribers have been successfully migrated to the new CodeRed System. In addition, those subscribers have been automatically subscribed to National Weather Alerts. Existing subscribers and new subscribers will be able to opt-in for additional general alerts, such as special event cancellations, gas line breaks, mosquito spraying, and any other non-emergency issues that need to be communicated to our residents. The City Secretary has also created an employee notification to alert all Department Heads in the event of a threat to staff or Town buildings, or any other matter that needs to be communicated quickly. Staff is working to try to get the word out to residents, and to educate them, about this new system. Emergency Management Coordinator Rob Franklin will be circulating flyers explaining how it works and will also be available to answer questions. He plans to be at the Farmer's Market on Saturday, January 25, passing out flyers.

**Town Council Minutes  
January 27, 2020**

**2. Monthly Staff Reports.**

Regarding the Finance Department Report, there was a question relative to the increase in water revenue. Finance Director Sean Smith advised Council he would research whether there was a correction to a previous month billing error. There was a question regarding the franchise fee for cable TV. Mr. Smith confirmed this is fourth quarter revenue, however, the budget does not include any income for this fiscal year due to state legislative changes. There was also a question regarding Police Department and Fire Department overtime pay. Mr. Smith confirmed the bulk of the total was due to the payroll cycle.

Regarding the Public Works Department Report, there was a question relative to the estimated completion date for the City of Arlington street maintenance affecting Country Club Road and the surrounding area. Public Works Director Kyle Sugg stated that the project was initially estimated to continue for approximately one year. Council requested that staff contact the City of Arlington to receive an update on the project.

**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.**

There was no discussion on this item.

**4. Approval and Acceptance of Minutes**

Approval of Town Council Minutes:

- Town Council minutes from January 13, 2020

There was no discussion on this item.

**RESOLUTIONS**

**5. Discuss, direct, and consider action on Resolution 20-01, a resolution of the Town of Pantego, Texas, adopting the Tarrant County Hazard Mitigation Action Plan.**

Emergency Management Coordinator Rob Franklin addressed the Council with changes to the original proposed resolution. City Attorney Jim Jeffrey reviewed and approved the revised resolution which included verbiage stating the Town of Pantego has added the Pantego Annex to the plan. The Plan and the Pantego Annex is not legally binding, and mitigation actions identified can be implemented as funding and capabilities allow.

**6. Discuss, review, and consider action on Resolution 20-04, a resolution of the Town of Pantego, Texas, to approve zoning case Z-248, a proposed Final Plat as requested by Skytec Development LLC for the properties located at 2104 West Arkansas Lane, lots 1-59, blocks 1-3 of the Skytec Vista Addition, Pantego, Tarrant County, Texas. The property is generally located on the South side of West Arkansas Lane between Stockbridge Court and Windy Pine Lane.**

There was a question relative to the responsibilities of the HOA. Community Development Director Cody Payne stated that this is private property and any drainage or flooding issues are not the responsibility of the Town. City Attorney Jim Jeffrey confirmed that any property drainage or maintenance problems are the responsibility of the HOA or the individual homeowner. Any potential problems would be addressed according to the Town Codes of Ordinance. There was also a question relative to the approval of setbacks by the Zoning Board of Adjustments. Mr. Payne confirmed that the setbacks had been approved by the Board on November 29, 2018. City Attorney Jim Jeffrey confirmed all changes have been made to the final plat for approval, with the exception of the correction to the Zoning Board of Adjustments meeting date.

**Town Council Minutes  
January 27, 2020**

- 7. Discuss, direct, and consider action on Resolution 20-05, a resolution of the Town of Pantego, Texas, authorizing the City Manager to award a bid for construction and to enter into a contract for construction for the Emergency Interconnect Project.**

Public Works Director Kyle Sugg advised Council that approval of Resolution 20-05 in the amount of \$194,239.90 would cover the total cost and also takes into account the 10% contingency.

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

- 8. Discuss and consider action on a Request for Proposal for a Surface Water Rate Study.**

Council requested an independent consultant to conduct a water rate study that would include the current rate structure and side-by-side numbers comparing current Pantego water and infrastructure costs and costs that would be incurred as a result of moving to Arlington water. They requested that the examples be presented using exact numbers.

Mayor Davis adjourned the Work Session at 7:14 p.m.

**REGULAR SESSION 7:30 P. M.**

**CALL TO ORDER/WELCOME**

Mayor Davis called the Regular Session to order at 7:18 p.m. and welcomed the audience

Councilmember Adair gave the invocation, which was followed by the Pledge of Allegiance.

**MAYOR/COUNCIL/STAFF COMMENTS OF COMMUNITY INTERESTS**

Councilmembers welcomed and thanked the audience for coming. They thanked staff for all the hard work they do every day. They recognized the Pantego Fire Department for being featured on the nightly news regarding the fund raising they are doing for victims of earthquakes in Puerto Rico.

**COUNCIL LIAISON TO BOARD REPORT**

**Community Relations Board**

None.

**PEDC REPORT**

City Manager Joe Ashton announced that the Two Cooks In The Kitchen bankruptcy has been dismissed, which permits the PEDC to continue pursuing their outstanding loan debt.

**CITIZENS OPEN FORUM**

None.

**APPROVAL OF CONSENT AGENDA ITEMS**

Councilmember Brewster made a motion to approve Consent Agenda Items 1, 2, 3, and 4 as presented. Councilmember Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Davis declared the motion passed unanimously.

**Town Council Minutes  
January 27, 2020**

**RESOLUTIONS**

**5. Discuss, direct, and consider action on Resolution 20-01, a resolution of the Town of Pantego, Texas, adopting the Tarrant County Hazard Mitigation Action Plan.**

City Attorney Jim Jeffrey provided the Council with the updated resolution verbiage. There were no other questions from Council.

Mayor Pro Tem Surratt made a motion to approve Resolution 20-01 as discussed. Councilmember Wade seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Davis declared the motion passed unanimously.

**6. Discuss, review, and consider action on Resolution 20-04, a resolution of the Town of Pantego, Texas, to approve zoning case Z-248, a proposed Final Plat as requested by Skytec Development LLC for the properties located at 2104 West Arkansas Lane, lots 1-59, blocks 1-3 of the Skytec Vista Addition, Pantego, Tarrant County, Texas. The property is generally located on the South side of West Arkansas Lane between Stockbridge Court and Windy Pine Lane.**

Joyce Stanton, Di Scullo-Terry, Stanton and Associates, summarized the final plat changes, to include the Maintenance Statement for a Retaining Wall, the Maintenance Statement for a Detention Pond, and additional General Notes. Council directed the Town Engineer and staff to correct the date on the plat to reflect the accurate date of the November 29, 2018 Zoning Board of Adjustments Meeting.

Ronny Grubb, 2103 Warwick, Arlington, spoke in opposition to Resolution 20-04.

Councilmember Adair made a motion to approve Resolution 20-04 as presented. Mayor Pro Tem Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Funderlic, Adair, and Brewster.

Nays: Wade.

Abstentions: None.

Mayor Davis declared the motion passed 4-1.

**7. Discuss, direct, and consider action on Resolution 20-05, a resolution of the Town of Pantego, Texas, authorizing the City Manager to award a bid for construction and to enter into a contract for construction for the Emergency Interconnect Project.**

Mayor Pro Tem Surratt made a motion to approve Resolution 20-05 as presented, in the amount not to exceed \$194,239.90. Councilmember Funderlic seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

Mayor Davis declared the motion passed unanimously.

**Town Council Minutes  
January 27, 2020**

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

**8. Discuss and consider action on a Request for Proposal for a Surface Water Rate Study.**

Councilmember Funderlic made a motion to authorize the City Manager to initiate a Request for Proposal for a Surface Water Rate Study as discussed. Councilmember Brewster seconded the motion.

The vote was as follows:

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

Nayes: None.

Abstentions: None.

Mayor Davis declared the motion passed unanimously.

**COUNCIL INQUIRY**

Mayor Pro Tem Surratt asked that his preferred email contact information be updated.

**ADJOURNMENT**

Mayor Davis adjourned the Regular Session at 7:49 p.m.

APPROVED:

\_\_\_\_\_  
Doug Davis, Mayor

ATTEST:

\_\_\_\_\_  
Kathryn Roberson, City Secretary



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss, direct, and consider action on Resolution 20-06, a resolution of the Town of Pantego, Texas, authorizing the City Manager to enter into an interlocal cooperation contract with the Texas Department of Public Safety for the Failure to Appear program

**Date:** February 10, 2020

**PRESENTER:**

Thressa Householder, Court Administrator

**BACKGROUND:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTORNEY COMMENTS & RECOMMENDATION**

P. 1 Paragraph V – We need to make sure the PD is giving written notices either printed on the citation or on a separate document. If the notice is part of the printed citation there is less chance for a foul up.

P. 1 Paragraph IV – The Council likes to know about renewals. This contract provides for annual automatic renewals for up to three years.

P. 4 Paragraph VII (D) – The council also likes to know about termination. This has easy termination procedures – 30 days notice or shorter by mutual agreement.

I recommend approval. An appropriate Council motion could be: *“I move to approve Resolution 19-authorizing the City Manager to enter the contract with the Texas Department of Public Safety for the Failure to Appear program”*.

**ATTACHMENTS:**

Resolution 20-06  
Interlocal Cooperation Contract

Director’s Review:

TH

City Manager’s Review:

**RESOLUTION NO. 20-06**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL COOPERATION CONTRACT WITH THE TEXAS DEPARTMENT OF PUBLIC SAFETY FOR THE FAILURE TO APPEAR PROGRAM; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the purpose of the Contract is to implement provisions of Texas Transportation Code, Chapter 706; and

**WHEREAS,** the Town of Pantego, on behalf of its Municipal Court, and the Texas Department of Public Safety mutually desire to enter into a contract for implementation of the FTA System by the Pantego Municipal Court.

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

**Section 1:** The Town Council hereby authorizes the City Manager to enter into a contract with the Texas Department of Public Safety for the TXDPS to provide information necessary to deny renewal of the driver license of a person who fails to appear for a complaint or citation, or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the court in a matter involving any offense that a court has jurisdiction of under Chapter 4, Texas Code of Criminal Procedure.

**Section 2:** Pursuant to the terms of the contract, the Town agrees to pay the Vendor a fee of \$6.00 per person for each violation which has been reported to the Vendor and for which the Town has subsequently collected the statutorily required \$10.00 administrative fee no later than the last day of the month following the close of the calendar quarter in which the payment was received by the Town.

**Section 3:** This resolution is effective immediately upon passage.

**PASSED AND APPROVED this the 10<sup>th</sup> day of February 2020, at a regular meeting of the Town Council of the Town of Pantego, Texas, by a vote of \_ ayes, \_ nays and \_ abstentions.**

\_\_\_\_\_  
**Doug Davis, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kathryn Roberson, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Jim Jeffrey, City Attorney**

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



STEVEN C. McCRAW  
DIRECTOR  
SKYLOR HEARN  
FREEMAN F. MARTIN  
RANDALL B. PRINCE  
DEPUTY DIRECTORS

January 10, 2020



COMMISSION  
STEVEN P. MACH, CHAIRMAN  
A. CYNTHIA LEON

Dear Court Administrator:

Enclosed please find the revised contract offered by the Texas Department of Public Safety to accommodate Chapter 706 of the Texas Transportation Code. Please complete all of the appropriate entries on the contract and arrange for the approval and signature of the presiding official authorized to sign contractual documents in your jurisdiction (mayor, city manager, county judge, etc.).

Only one (1) original signed contract should be submitted for each political subdivision; if you require a final copy for the court, please indicate so when you return the document. Signed contracts should be returned to:

Texas Department of Public Safety  
Attn: Enforcement and Compliance Service  
5805 North Lamar Blvd.  
Austin, Texas 78752-0001

After the contract has been returned to the Department it will be processed for the appropriate signatures.

Any questions regarding the contract should be forwarded to Enforcement and Compliance Service; Tijuana Pendergrass at (512) 424-5431.

Sincerely yours,

Frances Gomez, Manager  
Enforcement and Compliance Service

**Interlocal Cooperation Contract  
Failure to Appear (FTA) Program**

State of Texas

County of \_\_\_\_\_

**I. PARTIES AND AUTHORITY**

This Interlocal Cooperation Contract (Contract) is entered into between the Department of Public Safety of the State of Texas (DPS), an agency of the State of Texas and the \_\_\_\_\_ Court of the [City or County] of \_\_\_\_\_ (Court), a political subdivision of the State of Texas, referred to collectively in this Contract as the Parties, under the authority granted in Tex. Transp. Code Chapter 706 and Tex. Gov't Code Chapter 791 (the Interlocal Cooperation Act).

**II. BACKGROUND**

As permitted under Tex. Transp. Code § 706.008, DPS contracts with a private vendor (Vendor) to provide and establish an automated FTA system that accurately stores information regarding violators subject to the provisions of Tex. Transp. Code Chapter 706. DPS uses the FTA system to properly deny renewal of a driver license to a person who is the subject of an FTA system entry.

**III. PURPOSE**

This Contract applies to each FTA Report submitted by the Court to DPS or its Vendor and accepted by DPS or its Vendor.

Court will supply information to DPS, through its Vendor, that is necessary to deny renewal of the driver license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the Court in a matter involving any offense that Court has jurisdiction of under Tex. Code Crim. Proc. Chapter 4.

**IV. PERIOD OF PERFORMANCE**

This Contract will be effective on the date of execution and will automatically renew on the anniversary date of execution for up to three additional years unless terminated earlier.

**V. COURT RESPONSIBILITIES**

**A. Written warnings**

A peace officer authorized to issue citations within the jurisdiction of the Court must issue a written warning to each person to whom the officer issues a citation for a traffic law violation. This warning must be provided in addition to any other warnings required by law. The warning must state in substance that if the person fails to appear in court for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the Court, the person may be denied

renewal of the person's driver license. The written warning may be printed on the citation or on a separate instrument.

#### **B. FTA Report**

An FTA Report is a notice sent by Court requesting a person be denied renewal in accordance with this Contract. The Court may submit an FTA Report to Vendor if a person fails to appear or fails to pay or satisfy a judgment as required by law. There is no requirement that a criminal warrant be issued in response to the person's failure to appear. The Court must make reasonable efforts to ensure that all FTA Reports are accurate, complete, and non-duplicative. The FTA Report must include the following information:

1. the jurisdiction in which the alleged offense occurred;
2. the name of the court submitting the report;
3. the name, date of birth, and Texas driver license number of the person who failed to appear or failed to pay or satisfy a judgment;
4. the date of the alleged violation;
5. a brief description of the alleged violation;
6. a statement that the person failed to appear or failed to pay or satisfy a judgment as required by law;
7. the date that the person failed to appear or failed to pay or satisfy a judgment; and
8. any other information required by DPS.

#### **C. Clearance Reports**

The Court that files the FTA Report has a continuing obligation to review the FTA Report and promptly submit appropriate additional information or reports to the Vendor. The clearance report must identify the person, state whether or not a fee was required, and advise DPS to lift the denial of renewal and state the grounds for the action. All clearance reports must be submitted immediately, but no later than two business days, from the time and date that the Court receives appropriate payment or other information that satisfies the person's obligation to that Court.

To the extent that a Court uses the FTA system by submitting an FTA Report, the Court must collect the statutorily required \$10.00 reimbursement fee. If the person is acquitted of the underlying offense for which the original FTA Report was filed, the Court will not require payment of the reimbursement fee.

Court must submit a clearance report for the following circumstances:

1. the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose;
2. the dismissal of the charge for which the warrant of arrest was issued or judgment arose;
3. the posting of a bond or the giving of other security to reinstate the charge for which the warrant was issued;
4. the payment or discharge of the fine and cost owed on an outstanding judgment of the Court; or

5. other suitable arrangement to pay the fine and cost within the Court's discretion.

DPS will not continue to deny renewal of the person's driver license after receiving notice from the Court that the FTA Report was submitted in error or has been destroyed in accordance with the Court's record retention policy.

**D. Quarterly Reports and Audits**

Court must submit quarterly reports to DPS in a format established by DPS.

Court is subject to audit and inspection at any time during normal business hours and at a mutually agreed upon location by the state auditor, DPS, and any other department or agency, responsible for determining that the Parties have complied with the applicable laws. Court must provide all reasonable facilities and assistance for the safe and convenient performance of any audit or inspection.

Court must correct any non-conforming transactions performed by the Court, at its own cost, until acceptable to DPS.

Court must keep all records and documents regarding this Contract for the term of this Contract and for seven years after the termination of this Contract.

**E. Accounting Procedures**

Court must keep separate, accurate, and complete records of the funds collected and disbursed and must deposit the funds in the appropriate municipal or county treasury. Court may deposit such fees in an interest-bearing account and retain the interest earned on such accounts for the Court.

Court will allocate \$6.00 of each \$10.00 reimbursement fee received for payment to the Vendor and \$4.00 for credit to the general fund of the municipal or county treasury.

**F. Non-Waiver of Fees**

Court will not waive the \$10.00 reimbursement fee for any person that has been submitted on an FTA Report, unless the person is deemed to be indigent, or the person is acquitted of the charges for which the person failed to appear.

Failure to comply with this section will result in: (i) termination of this Contract for cause; and (ii) the removal of all outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

**G. Litigation Notice**

The Court must make a good-faith attempt to immediately notify DPS in the event that the Court becomes aware of litigation in which this Contract or Tex. Transp. Code Chapter 706 is subject to constitutional, statutory, or common-law challenge, or is struck down by judicial decision.

**VI. PAYMENTS TO VENDOR**

Court must pay the Vendor a fee of \$6.00 per person for each violation which has been reported to the Vendor and for which the Court has subsequently collected the statutorily required \$10.00 reimbursement fee. In the event that the person has been acquitted of the underlying charge or is indigent, no payment will be made to the Vendor or required of the Court.

Court agrees that payment will be made to the Vendor no later than the last day of the month following the close of the calendar quarter in which the payment was received by the Court.

DPS will not pay Vendor for any fees collected by Court.

**VII. GENERAL TERMS AND CONDITIONS**

- A. Compliance with Law.** The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.
- B. Contract Amendment.** DPS and Court may amend this Contract through a written amendment signed by an authorized signatory on behalf of the respective party.
- C. Notice.** The respective party will send the other party notice as noted in this section.

Court	Department of Public Safety
Attn.:	Enforcement & Compliance Service 5805 North Lamar Blvd.
Address:	Austin, Texas 78752-0001
Address:	(512) 424-5311 [fax]
Fax:	<a href="mailto:Driver.Improvement@dps.texas.gov">Driver.Improvement@dps.texas.gov</a>
Email:	(512) 424-7172
Phone:	

- D. Termination.** Either party may terminate this Contract with 30 days' written notice. DPS may also terminate this Contract for cause if Court doesn't comply with Section V.F., *Non-Waiver of Fees*. After termination, the Court has a continuing obligation to report dispositions and collect fees for all violators in the FTA system at the time of termination. Failure to comply with the continuing obligation to report will result in the removal of all

outstanding entries of the Court in the FTA Report, resulting in the lifting of any denied driver license renewal status from DPS.

**VIII. CERTIFICATIONS**

The Parties certify that (1) the Contract is authorized by the governing body of each party; (2) the purpose, terms, rights, and duties of the Parties are stated within the Contract; and (3) each party will make payments for the performance of governmental functions or services from current revenues available to the paying party.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

**Court\***

**Department of Public Safety**

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signature**

**Driver License Division Chief or Designee**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Date**

\*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person's title and date.



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss and consider action on evaluating Reference for Qualifications for engineering services for the bond projects

**Date:** February 10, 2020

---

**PRESENTER:**

Joe Ashton, City Manager

**BACKGROUND:**

The Town has made a public request for qualifications (RFQ) in regards to professional engineering services for the set of bond projects. Council members have received a copy of each RFQ in November/December. By council request, this item is to be discussed before making final decision on which firm to move forward with.

**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

**TOWN ATTORNEY COMMENTS & RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Public Works RFQ Bond Project Memo

Director's Review: \_\_\_\_\_  
 City Manager's Review: \_\_\_\_\_



## PUBLIC WORKS MEMO

---

Date: February 6, 2020  
To: Joe Ashton, City Manager  
From: Kyle Sugg, Public Works Director  
Subject: RFQ Bond Projects Discussion

The Public Works Department has received (5) responses from the Request for Qualifications (RFQ) sent out for the bond projects. I have put together a general value sheet to evaluate these responses which considered the RFQ itself, responsiveness, size, history, and project relevance as key points that would fit the Town's needs. This method was used to narrow down the RFQ to a top (3). Next, I made an additional value for references for each firm in different project categories that were relevant to the Town needs.

Staff reached out to references with a matching set of questions regarding each firm and based an additional evaluation to the responses. All responses for these three firms were very positive with no negative feedback. Questions asked included:

- Were you overall satisfied with the quality of work this firm has provided over the particular project and others?
- Was the firm able to handle the workload of the project(s) you had for them?
- How responsive was this firm?
- Did this firm communicate efficiently and frequently?
- Based on the timeline of the projects, do you feel that this firm did everything on their part to stay on or ahead of schedule?
- Was this firm knowledgeable regarding the funding for the projects and able to stay within budget?
- Were the costs and charges reasonable in relation to the work that was performed by this firm?
- Did you experience any problems or issues that would discourage you from hiring this firm in the future?

With all of these items considered, Staff believes that the best firm to fit the Town's needs for the referenced projects would be Kimley-Horn. Due to the range of projects that will be addressed in this bond package, Staff believes Kimley-Horn to be the best equipped for the services needed.