



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

January 8, 2014

**TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 7:00 P.M.**

REGULAR SESSION 7:00 P.M.

CALL TO ORDER AND GENERAL COMMENTS

INVOCATION: Community Development Director Chad Joyce

PLEDGE OF ALLEGIANCE

PRESIDENT'S WELCOMING COMMENTS

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

REGULAR BUSINESS

1. Executive Director Report
2. Approval of PEDC Minutes
 - October 23, 2013
 - November 13, 2013
 - December 11, 2013
3. Summary of Revenues and Expenditures
 - January 8, 2014

CITIZENS OPEN FORUM

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

DISCUSSION, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS:

4. Discuss and take possible action on the Resignation of Treasurer Karen Kuzcek
5. Discuss the Decorating Contest and the Winners.
6. Discuss the 2013 Strategic Plan and setting the items to be highlighted in the Annual Report.
7. Discussion and Recommendations for the 2014 Strategic Plan.
8. Discuss adding LED lights across the Arch on Park Row and leaving them there full time
9. Discuss the meet and greet on January 30th at Texas Fitt and propose a speaker from SBDC

PEDC MEMBER INQUIRY

If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC 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 PEDC 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: Sunday, January 5, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary

Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the City Secretary's Office at (817) 548-5852
Complete PEDC Agenda and background information are available for review at the City Secretary's Office and on the Town's website: www.townofpantego.com

NOTICE of POTENTIAL QUORUM

NOTICE IS HEREBY GIVEN THAT A POTENTIAL QUORUM OF THE TOWN COUNCIL OF THE TOWN OF PANTEGO MAY BE PRESENT DURING THE REGULAR MEETING OF THE PANTEGO ECONOMIC DEVELOPMENT CORPORATION.

January 8, 2014

**TOWN COUNCIL CHAMBER
1614 SOUTH BOWEN ROAD
PANTEGO, TEXAS**

BEGINNING AT 7:00 P.M.

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: Sunday, January 5, 2014 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary



Memo

To: President Bill Brown and PEDC Directors
From: Tom Griffith, Interim Clty Manager
Date: 01/08/14
Re: Executive Directors Report

ATTACHMENTS:

N/A



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: Minutes

ATTACHMENTS:

- 10/23/13 Minutes
- 11/13/13 Minutes (waiting on information from some Board Members for finalization)
- 12/11/13 Minutes

**PEDC Minutes
October 23, 2013**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 23rd day of October 2013 with the following members present:

William Brown	President
Paul Mayo	Vice President
Fred Adair	Secretary
Karen Kuczek	Treasurer
Don Surratt	Directors
Arsalan Gittiban	
Barbara Rogers	

Constituting a quorum. The following staff members were present:

Thomas Griffith	Interim Executive Director
Chelsea Nelson	Interim City Secretary
Ron Edwards	Public Works Director
Chad Joyce	Community Development Director

also in attendance:

Pam Mundo	Economic Development Coordinator
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REGULAR SESSION 7:00 P.M.

President William Brown called the meeting to order at 7:01 p.m.

Community Development Director Joyce gave the invocation which was immediately followed by the pledge of allegiance.

PRESIDENT'S COMMENTS

President William Brown welcomed and thanked everyone for attending.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None at this time.

REGULAR BUSINESS

1. Executive Director Report.

Assessment of PantegoFEST promotional video. Executive Director Griffith proposed an opportunity to PEDC to help pay for the video. PEDC suggested splitting the cost between the PantegoFEST budget and their 50/50. PEDC also suggested that more videos be shot throughout the year of other events enabling a video made up of all of the events put on by the Town of Pantego.

Vice President Paul Mayo moves to pay \$500 for the PantegoFEST video and Treasurer Karen Kuczek seconds.

The vote was as follows:

PEDC Minutes
October 23, 2013

Ayes: Adair, Surratt, Gittiban, and Rogers.
Nays: None

President Brown declared the motion passed unanimously.

2. Park Maintenance Dates

PEDC questioned Ron Edwards about how much longer the maintenance will continue at the park for the remainder of the year. Public Works Director Edwards informed PEDC that there is only one more maintenance scheduled and that would most likely be the last for the year.

CITIZEN'S OPEN FORUM

None at this time.

DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS

1. Discussion and possible action on how to proceed with strategic planning.

Economic Development Coordinator Pam Mundo presents the Town of Pantego Mission Statement along with the Town's Strategic Plan. Coordinator Mundo gives input on minor changes and PEDC decides to discuss further changes in the next meeting. Vice President Mayo suggests a special work session to discuss further the strategic plan and to review an annual report.

2. Discussion and possible action on the deal making NTCAR trade show on November 6th-8th, 2013 at the Dallas Convention Center.

The Board addressed the dates and times of the NTCAR trade show. Community Development Director Joyce and President Brown will be setting up and volunteering on Thursday and Friday of the show. Vice President Mayo mentions his intentions to attend.

3. Discussion and possible action on the SHOP Pantego website.

The Board asks about how the SHOP Pantego website is doing. Development Coordinator explains how the website works and informs the Board of its' success. The Board asks for the formatting issues to be corrected on the SHOP Pantego website.

4. Discussion and possible action on Christmas decorating contest.

The Board encourages the decorating contest be promoted at the Business Meet and Greet for the month of November. The Board decides that for the judging of the contest there will need to be 4 business owners on Saturday night to judge residents and 4 residents Sunday night to judge the businesses.

Don Surratt moves that \$1000 be given to the winner of the business decorating, \$750 will be given to the best theme, and \$500 will be given for the Griswold award. Paul Mayo seconds the motion.

The vote was as follows:
Ayes: Adair, Kuczek, Gittiban, and Rogers.
Nays: None

President Brown declared the motion passed unanimously.

PEDC MEMBER INQUIRY

Treasurer Karen Kuczek inquires about the lack of use of the feather sign. The Board asks questions of staff in regards to the discussion over PantegoFEST. Director Rogers suggests seating and providing some way for families to enjoy PantegoFEST in a sitting area. Interim

PEDC Minutes
October 23, 2013

Executive Director Griffith addresses questions and assures the Board that there will be a group discussion on how to improve PantegoFEST.

President Brown addresses Public Works Director Edwards regarding progress on Park Row Court. The Public Works Director informs the Board that they are progressing although they are not looking to break ground until after the first of the year.

The Board thanks Pam Mundo for her diligence in asking for donations from Wal-Mart for the movie night.

ADJOURNMENT

President Brown adjourned the regular session at 8:39 p.m.

APPROVED:

Bill Brown, President

ATTEST:

Fred Adair, Secretary

**PEDC Minutes
November 13, 2013**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 13th day of November 2013 with the following members present:

**William Brown
Paul Mayo
Fred Adair
Don Surratt
Arsalan Gittiban
Barbara Rogers**

**President
Vice President
Secretary
Directors**

constituting a quorum. Director Karen Kuzcek were absent from tonight's meeting. The following staff members were present:

**Chelsea Nelson
Ariel Carmona
Chad Joyce**

**Interim City Secretary
Finance Director
Community Development Director**

also in attendance:

Pam Mundo

Economic Development Coordinator

REGULAR SESSION 7:00 P.M.

President William Brown called the meeting to order at 7:00 p.m.

Community Development Director Joyce gave the invocation which was immediately followed by the pledge of allegiance.

PRESIDENT'S COMMENTS

President William Brown welcomed and thanked everyone for attending.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Vice President Mayo comments on his NTCAR trade show experience. President Brown also commented on his experience at the NTCAR trade show.

Director Surratt comments on the dance studio that is moving to the Town of Pantego despite being denied a loan from the PEDC.

REGULAR BUSINESS

1. Executive Director Report.

President Brown directs all questions to Community Development Director Joyce because Interim Executive Director Griffith is absent from the meeting. President Brown directed questions about Park Row Court and when the town plans on breaking ground.

2. Summary of Revenues and Expenditures

Vice President Mayo moves to accept the summary as is and Director Surratt seconds the motion.

**PEDC Minutes
November 13, 2013**

The vote was as follows:
Ayes: Adair and Gittiban.
Nays: None

President Brown declared the motion passed unanimously.

CITIZEN'S OPEN FORUM

None at this time.

DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS

1. Discuss the Christmas lighting for commercial and residential judging.

The board discussed how judging needed to be conducted and who would be available to judge both the business competition and the residential competition. No set decisions aside from continuing discussion.

2. Discuss the proper discourse for our Strategic planning

Economic Development Coordinator Mundo explained advantages to making progressive changes to the Town's strategic plan. No decisions made to the Town of Pantego's strategic plan. Intentions for further discussion and evaluation going into the new year.

3. Report on the ICSC convention in Dallas.

President Brown mentioned the lack of retail at the ICSC convention. The social media has become pivotal in the growth of the Town of Pantego.

President Brown closes the regular session at 8:28 to go into a scheduled special session.

SCHEDULES EXECUTIVE SESSION

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

- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
 - Mad Mike's Ice Cream
 - Grand Start's Learning Academy
 - VIP Grooming

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

President Brown reconvenes the regular session to vote on Executive session discussion.

Vice President Mayo made a motion authorizing a loan to Mad Mike's Ice Cream in the amount of \$15,000.00. Director Rogers seconded the motion.

The vote was as follows:
Ayes: Gittiban, Rogers, and Mayo.
Nays: Adair and Surratt

President Brown declared the motion passed.

**PEDC Minutes
November 13, 2013**

Grand Start's Learning Academy failed for a lack of a motion.

Director Surratt made a motion authorizing a loan in the amount of \$17,000 and a grant in the amount of \$3,000 for VIP Grooming. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Adair, Gittiban, Rogers, Surratt, and Mayo.

Nays: None

President Brown declared the motion passed unanimously.

PEDC MEMBER INQUIRY

None at this time.

ADJOURNMENT

President Brown adjourned the regular session at 9:40 p.m.

APPROVED:

Bill Brown, President

ATTEST:

Fred Adair, Secretary

**Pantego Economic Development Corporation
December 11, 2013**

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in regular session at 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 11th day of December 2013 with the following members present:

Bill Brown	President
Paul Mayo	Vice President
Fred Adair	Secretary
Karen Kuczek	Treasurer
Barbara Rogers	Directors
Don Surratt	
Arsalan Gittiban	

Constituting a quorum. Staff present was:

Tom Griffith	Interim Executive Director
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director

Also in attendance:

Pam Mundo	Economic Development Coordinator
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REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND GENERAL COMMENTS

President Bill Brown called the meeting to order at 7:00 p.m.

INVOCATION

Interim Executive Director Tom Griffith gave the invocation.

PLEDGE OF ALLEGIANCE
PRESIDENT'S COMMENTS

President Brown welcomed all those in attendance. He informed the audience of the Christmas Party at Texas Fitt from 6:00 pm to 9:00 pm tonight. The Board discussed VIP possibly moving their location and the effects on the recent loan.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Vice President Mayo informed Town Staff the wreath on the Park Row arch was not centered, Interim Executive Director Griffith informed the Board it was centered this afternoon, Due to the faulty construction when staff re-centered the wreath the lights are no longer working. He advised the Board staff would get it fixed the following day. The Board discussed lighting of the arch on Park Row for the rest of the year.

REGULAR BUSINESS

1. Executive Director Report

President Brown introduced the new City Secretary, Julie Arrington, to the Board.

2. Summary of Revenues and Expenditures

- December 11, 2013

The Board questioned Land Tech as a mowing bill and Microplex for the repair on the gazebo lights. Finance Director Ariel Carmona answered their questions and the board discussed the issue.

Director Surratt made a request to table this bill until next month when the detailed bill could be reviewed and to discuss other options for future electrical repair jobs.

Vice President Mayo made a motion to pay all invoices except Microplex. Director Surratt seconded the motion.

The vote was as follows:

Ayes: Directors Mayo, Surratt, Adair, Rogers, Kuczek, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously

CITIZEN'S OPEN FORUM

None at this time.

DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS

3. Discuss the Christmas lighting for commercial and residential judging.

Pam Mundo with Mundo and Associates informed the board approximately 15 businesses donated prize baskets for the winners. Saturday Night, December 14th, the Commercial Lights will be judged from 5:00 p.m. - 8:00 p.m. Directors are needed to volunteer to Judge. Director Mayo, Brown, and Adair volunteered. Ms. Mundo stated they will offer \$1,000 to the first place winner, \$750 to the second place winner, and \$500 to the third place winner. The Board discussed how and when the awards would be presented to the winners.

The Board and Ms. Mundo discussed the awards signs in reference to the difference in last year's signs, the shape, and the size of the signs.

Vice President Mayo made a motion for staff to purchase signs for three awards not to exceed \$200 as directed by the Board for the Commercial Awards. Treasurer Kuzcek seconded the motion.

The vote was as follows:

Ayes: Directors Mayo, Kuzcek, Surratt, Gittiban, Rogers, and Adair

Nays: None

Abstention: None

President Brown Declared the motion passed unanimously

**Pantego Economic Development Corporation
December 11, 2013**

The Board discussed award presentations to the Residential winners. The Residential awards will be presented at the next Council Meeting on January 13th. The Residential judging will be Sunday, December 15th from 5:00 p.m. - 8:00 p.m. Ms. Mundo mentioned she has a quote for a 22 passenger bus with a driver for \$97 per hour with a minimum of 4 hours making the total cost \$391. The Board discussed the need and cost of the rental. Director Rogers informed the Board CRB is willing to offer their budgeted expense for this award since PEDC is helping CRB with this task.

Vice President Mayo made a motion to approve the expenditure for the 22 passenger bus from Wayne Motor Coaches for the judging of the residential Christmas lights at a cost of \$391. Treasurer Kuzcek seconded.

The vote was as follows:

Ayes: Directors Gattiban, Mayo, Rogers, Kuzcek, and Adair
Nays: Surratt
Abstention: None

President Brown declared the motion passed by a majority vote.

4. Discuss and take possible action on PEDC Loan for VIP Grooming

No discussion or action needed

5. Discuss and take possible action on PEDC Loan for Mike's Ice Cream.

No discussion or action needed

PEDC MEMBER INQUIRY

The Board inquired about the past Minutes. City Secretary Julie Arrington explained they are not completed. Staff is still trying to catch up from a lack of staff earlier in the year.

Director Rogers inquired about the Town Holiday Party and was informed it was rescheduled to the 28th of December.

Pam Mundo informed the Board Papillion Nail & Spa will need to schedule a ribbon cutting at the Mayor's earliest convenience.

ADJOURNMENT

President Brown adjourned the regular session at 7:50 p.m.

APPROVED:

Bill Brown, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Bill Brown and PEDC Board Members

From: Ariel Carmona, Finance Director

Date: 01/08/2014

Re: **PEDC Expenditure Approval**

Summary of expenditures for board approval

Statement of Revenues and Expenditures for Fiscal Year 2013/2014

Vendor Payment Listing 01/08/2014

Invoices submitted for approval:

All Paws	2nd place winner for Christmas decorating contest	\$ 750.00
Bill Brown	Reimbursement	10.00
CMA Architecture	Nov 2013 Architecture services	2,008.74
The Cookie Machine	1st place winner for Christmas decorating contest	1,000.00
D Automailon Corporation	Dec 2013 Web Access	99.95
Elgans Salon	3rd place winner for Christmas decorating contest	500.00
J Davis Tree Care Solutions	Removal of trees, shrubs & stump grinding	2,260.00
Lowe's Home Center	Icicle Lights for Decorating Park	18.84
Moore Rental Service, Inc	Sidewalk repair at park	294.00
Sign A Rama	Business Decorating Holiday Signs	55.62
Weslake Ace Hardware	Park lights	69.98
Weslake Ace Hardware	Fix leak & Backstop at park	16.16
	Total	<u>\$ 7,083.29</u>

Handwritten mark



architecture · planning · interior design

C.M. Architecture, P.A.
1300 Summit Avenue
Suite 300
Fort Worth, TX 76102-4417
p 817.877.0044
f 817.877.0418

December 10, 2013

Project No: 12165.001A0

Invoice No: 12165001A-12

Tom Griffith
Pantego Economic Development
1614 South Bowen Road
Pantego, TX 76013

Project 12165.001A0 Town of Pantego - Park Row Streetscape Improvements - Phase 2
For the period ending November 29, 2013

Fee

Billing Phase	Contract Amount	Percent Complete	Fees To Date	Previously Invoiced	Current Invoice	
Design Development	7,303.50	100.00	7,303.50	7,303.50	0.00	
Construction Docs	14,607.00	85.00	12,415.95	11,685.60	730.35	
Bid/Negotiation	1,460.70	0.00	0.00	0.00	0.00	
Construction Admin	5,842.80	0.00	0.00	0.00	0.00	
Total Fee	29,214.00		19,719.45	18,989.10	730.35	
			Fee Subtotal			730.35

Consultants Services

Structural					1,200.00	
Consultants Subtotal					1,200.00	1,200.00

Reimbursable Expenses

Printing/Reproduction					77.93	
Postage/Shipping/Del					.46	
Reimbursables Subtotal					78.39	78.39

Billing Limits

	Current	Prior	To-Date
Consultants	1,200.00	38,500.00	39,700.00
Limit			55,000.00
Remaining			15,300.00

TOTAL THIS INVOICE \$2,008.74

Outstanding Invoices

Number	Date	Balance
12165001A-11	11/13/2013	2,929.86
Total		2,929.86

Project Billings to Date Including This Invoice

Fee	Current	Prior	BTD Total
	730.35	18,989.10	19,719.45

Interest on Overdue Accounts shall accrue at 1.5% per month.



Consultant	1,200.00	38,500.00	39,700.00
Expense	78.39	450.77	529.16
	2,008.74	57,939.87	59,948.61



Billing Backup

C M Architecture, P.A.

Invoice 12165001A-12 Dated
12/10/2013

Tuesday, December 10, 2013
12:54:53 PM

Project	12165.001A0	Town of Pantego - Park Row Streetscape Improvements - Phase 2			
Consultants Services					
Structural					
AP 61237	10/21/2013	JAMES F. TURNER ENGINEERS, L.P. / Structural		1,200.00	
		Consultants Subtotal		1,200.00	1,200.00
Reimbursable Expenses					
Printing/Reproduction					
0001112-1119	11/19/2013	Printing / Originals: 0 Copies: 0		74.53	
0001201-1209	12/9/2013	Printing / Originals: 0 Copies: 0		3.40	
Postage/Shipping/Del					
1022- 1118POS	11/18/2013	Postage		.46	
		Reimbursables Subtotal		78.39	78.39
			Total this Project		\$1,278.39
			Total this Report		\$1,278.39

PLVL (park)

J R Davis Enterprises, Inc

4206 A Broadway Ave
Fort Worth, TX 76117
817-274-TREE(8733)

Invoice

DATE	INVOICE NO.
12/20/2013	J-9604

BILL TO
Town of Panlego 1614 S Bowen Rd Puntego, Tx 76013

P.O. NO.	TERMS	DUE DATE	Market/Referral
	Net 30	1/19/2014	

ITEM	DESCRIPTION	SERVICED	AMOUNT
Removal Stuinp	Removal of Trees/Shrubs Oak Stump Grinding	12/19/2013	850.00T
Removal Stump	Removal of Trees/Shrubs Elm Stump Grinding		120.00
Disposal Fee	Disposal Fee		1,100.00
			120.00
			70.00

Credit Card Info: Name on Credit Card _____ Card # _____ Exp. Date ____/____/____ MC_VISA_DISC_CVC Code: _____ Signature: _____	Sales Tax (0.0%)	\$0.00
	Total	\$2,260.00
	Payments/Credits	\$0.00
	Balance Due	\$2,260.00

MICROPLEX ELECTRIC LLC - TECL# 17785

1039 AVENUE M
 GRAND PRAIRIE, TX 75050
 972-660-2091 FAX 972-660-2092
 E-Mail - benita@microplexelectric.com
 Website - www.microplexelectric.com

V-10125
 903-55-000-350

INVOICE

DATE	INVOICE#
10/28/2013	62429

BILL TO
TOWN OF PANTEGUE PO BOX 13210 PANTEGUE, TX 76094 817-548-5860 FAX 817-265-1375

REMIT TO OR PAY ON-LINE SEE BELOW
MICROPLEX ELECTRIC 1039 AVENUE M GRAND PRAIRIE, TX 75050 972-660-2091 FAX 972-660-2092

DUE DATE	JOB#	JOB ADDRESS	PROJECT/JOB NAME
11/28/2013	13535	BICENTENNIAL PARK	13535 - SOUTH SIDE - 9/11/13

DESCRIPTION	AMOUNT
INVOICE FOR ELECTRICAL SERVICE CALL AT BICENTENNIAL PARK PER NOTIFICATION 9/11/13	
9/10/13 - 1MAN - 5.5HRS GAZEBO LIGHTS AND FAN NOT WORKING. FOUND DAMAGED PVC AND WIRE RUNNING TO PANEL. HAD TO DIG UP PVC/WIRE AND REPLACE WITH NEW.	594.10
9/11/13 - 2MEN - 8HRS WORKED ON DITCH. REPLACED (2) PHOTOCELLS IN TREES AROUND GAZEBO FOUND CUT WIRE BETWEEN TREE AND JBOX - REPLACED REPLACED (4) TREE BULBS REPLACED (1) GFCI ADDED (2) W/P SWITCH COVERS ADDED (1) SWITCH	1,047.22

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

PAY YOUR BILL ONLINE WITH YOUR CHECKING ACCOUNT USING OUR INTUIT PAYMENT NETWORK. COMPLETELY SAFE AND SECURE. JUST CLICK THE LINK BELOW. THERE IS **NO FEE FOR USING THE INTUIT PAYMENT NETWORK. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE MANAGER, BENITA REED, AT 972-660-2091.**

Subtotal
Sales Tax (8.25%)
Total
Payments/Credits
BALANCE DUE

Pay online at: <https://ipn.intuit.com/37ckh55j>

THANK YOU FOR YOUR PROMPT PAYMENT.

PAST DUE ACCOUNTS WILL BE CHARGED A SERVICE CHARGE OF 1.5 PERCENT PER MONTH OR MAXIMUM PERMITTED BY LAW

MICROPLEX ELECTRIC LLC - TECL# 17785

1139 AVENUE M
 GRAND PRAIRIE, TX 75050
 972-660-2091 FAX 972-660-2092
 E-Mail - benita@microplexelectric.com
 Website - www.microplexelectric.com

INVOICE

DATE	INVOICE#
10/28/2013	62429

BILL TO
TOWN OF PANTIGO PO BOX 13210 PANTIGO, TX 76094 817-548-5860 FAX 817-265-1375

REMIT TO OR PAY ON-LINE SEE BELOW
MICROPLEX ELECTRIC 1139 AVENUE M GRAND PRAIRIE, TX 75050 972-660-2091 FAX 972-660-2092

DUE DATE	JOB#	JOB ADDRESS	PROJECT/JOB NAME
11/28/2013	13535	BICENTENNIAL PARK	13535 - SOUTH SIDE - 9/10/13

DESCRIPTION	AMOUNT
9/12/13 - 1MAN - 7.5HRS FINISHED REPAIRING PVC/WIRE RUNNING FROM GAZEBO TO PANEL. RAN CIRCUITS, MADE CONNECTIONS. USED: 300' #10 WIRE 50' 1" PVC PIPE (11) PVC CONNECTORS (2) 2G W/P BOX (2) W/P COVERS (1) 4X4 PVC BOX (2) PVC 90S (1) PVC LB (1) W/P GFCI COVER (1) PHOTOCELL	1,142.46
FUEL SURCHARGE:	30.00

Regulated by the Texas Department of Licensing & Regulation
 P.O. Box 12157, Austin, Tx 78711
 1-800-803-9202 512-463-6509
 Website: www.license.state.tx.us/complaints

PAY YOUR BILL ONLINE WITH YOUR CHECKING ACCOUNT USING OUR INTUIT PAYMENT NETWORK. COMPLETELY SAFE AND SECURE. JUST CLICK THE LINK BELOW. THERE IS ****NO FEE**** FOR USING THE INTUIT PAYMENT NETWORK. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE MANAGER, BENITA REED, AT 972-660-2091.

Subtotal	\$2,833.68
Sales Tax (8.25%)	\$0.00
Total	\$2,833.68
Payments/Credits	\$0.00
BALANCE DUE	\$2,833.68

Pay online at: <https://ipn.intuit.com/37ckh55j>

THANK YOU FOR YOUR PROMPT PAYMENT.

PAST DUE ACCOUNTS WILL BE CHARGED A SERVICE CHARGE OF 1.5 PERCENT PER MONTH OR MAXIMUM PERMITTED BY LAW

Pantego Economic Development Corporation
 Construction/ Operating Fund Budget for Fiscal Year 2013/2014
 As of December 31, 2013

	<u>Budget</u> <u>FY 2013/2014</u>	<u>Actual</u> <u>FY 2013/2014</u>
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.18
 <u>REVENUES</u>		
Sales Tax Revenue	285,000	-
Interest Revenue	500	31.94
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	<u>\$ 287,750</u>	<u>\$ 31.94</u>
 <u>EXPENDITURES</u>		
Professional Fees		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 665.00
Total Professional Fees	<u>36,000</u>	<u>6,000.00</u>
Marketing and Advertising	38,750	6,665.00
Miscellaneous Marketing and Advertising	25,000	5,924.17
Total Marketing & Advertising	<u>25,000</u>	<u>5,924.17</u>
Activities		
Seasonal Decorations(Tree Lighting)	10,000	8,530.26
Total Activities	<u>10,000</u>	<u>8,530.26</u>
Maintenance		
Landscaping and Improvements	20,000	5,099.86
Sprinkler System Maintenance	500	-
General Maintenance and Repair (Bldg & Park)	12,000	3,036.78
Statue Maintenance Agreement	3,500	-
Total Maintenance	<u>36,000</u>	<u>8,136.64</u>
Other Training/Travel	3,500	1,083.55
Miscellaneous	1,000	-
Total Other	<u>4,500</u>	<u>1,083.55</u>
Projects		
Commercial Revitalization Grants (Cross Fit and Faith)	35,000	35,000.00
Commercial Revitalization Grant/Loan (Boutique U, LLC)	9,500	9,500.00
Commercial Revitalization Grant/Loan (VIP Grooming)	-	-
Commercial Revitalization Loan (Mad Mike's Ice Cream)	15,000	15,000.00
Unidentified Grants 2014	90,500	-
Park Row Project Redevelopment Project	5,000	4,938.60
Park Painting Project	20,000	-
Total Projects	<u>175,000</u>	<u>64,438.60</u>
Total Expenditures	<u>289,250</u>	<u>94,778.22</u>
Transfer to General Fund (Adm. Fees)	(96,607)	(24,151.74)
Transfer to General Fund (Park Board)	(17,500)	(4,374.00)
Net Change in Fund Balance	<u>\$ (115,607)</u>	<u>\$ (123,272)</u>
 Estimated		
Ending Fund Balance	\$ 121,214	\$ 290,409.16



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: Karen Kuzcek Resignation

ATTACHMENTS:

Resignation Letter from Treasurer Karen Kuzcek

**MERCANTILE
BANK**

A BRANCH OF WOODHAVEN NATIONAL BANK

2229-A W. Park Row
Arlington, Texas 76013

T: 817-277-2225
F: 817-277-2365

KAREN KUCZEK
Senior Vice President
NMLS ID #562266

NMLS COMPANY ID #431003
kkuczek@woodhavenbank.com

January 2, 2014

Mr. Bill Brown
President
Pantego Economic Development Corp.
wm.brown@sbcglobal.net

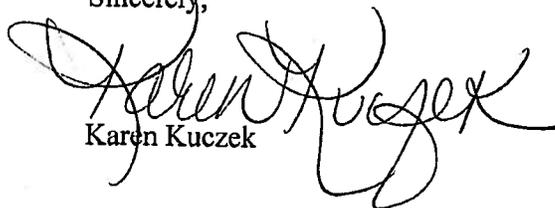
Re: PEDC Resignation

Dear President Brown:

Per our conversation before Christmas, I am submitting my resignation to the PEDC. Please accept this letter as my resignation as Treasurer and Board Member of the Pantego Economic Development Corporation. My full-time position with the bank, coupled with my increased responsibility for our family-owned business prevents me from devoting the time necessary to the serve the PEDC adequately.

It has been a pleasure working with you and the other Board members. Thank you for the opportunity and I wish all of you the best.

Sincerely,



Karen Kuczek



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: Business and residential Christmas Light Decorating Contest Winners

ATTACHMENTS:

E-mail from Pam Mundo stating the Business winners names and the residential winners addresses

Julie Arrington

From: Pam Mundo [pmundo@modoandassociates.com]
Sent: Friday, December 27, 2013 5:21 PM
To: 'Pam Mundo'; Jennifer Pauley; Julie Arrington
Cc: 'Bill Brown'; Ariel Carmona
Subject: RE: Winners in Christmas Business and Home/yard Decorating

Its 2303 Stonebridge Ct, Honorable Mention Award. Jim _____.
Pam Mundo

From: Pam Mundo [mailto:pmundo@modoandassociates.com]
Sent: Friday, December 27, 2013 5:19 PM
To: 'Pam Mundo'; 'jpauley@townofpantego.com'; 'Julie Arrington'
Cc: 'Bill Brown'; 'acarmona@townofpantego.com'
Subject: RE: Winners in Christmas Business and Home/yard Decorating

Another winner for the Home and Yard was an honorable mention on Stonebridge Ct. Bill can provide us the address.
Sorry, I forgot this important award.
Pam Mundo

From: Pam Mundo [mailto:pmundo@modoandassociates.com]
Sent: Friday, December 27, 2013 4:52 PM
To: 'jpauley@townofpantego.com'; 'Julie Arrington'
Cc: 'Bill Brown'; 'acarmona@townofpantego.com'
Subject: Winners in Christmas Business and Home/yard Decorating

Jennifer and Julie;

Not sure who to send this announcement to, but could you direct me to the proper person(s) to place an announcement on the Town web site regarding the

Winners and for the Jan 13th Agenda of Council-presentation of the awards

Pantego Economic Development Corporation – Light Up Pantego Decorating Contest

Best Theme-The Cookie Machine, owned by Tanya Terrell

Best Traditional Decorations –All Paws, owned by Margie Marcos

The Griswold Award – Elgan's Salon, owned by Gloria Elgan

Pantego Community Relations Board Home and Yard Decorating Contest

Traditional Decorations

1604 Stagecoach Drive – Kari and Blake Bowen

1811 Nora Drive – Bill and Wendy Ponder

Spirit of the Season

27 Lacosta Court – Jim Staples

1812 Nora Drive – Sara and Smoky Garrett

Whimsical

3407 Country Club Road – Barbara Johnson

2702 Peachtree Lane – Ronald Kruse

The awards for the PEDC will be a check of \$1,000 to The Best Theme, \$750 for Best Traditional Decorations and \$500 for The Griswold Award

The awards for the PCR Home and Yard Decorating Contest will be gift baskets being prepared by the Anything Goes store. Bill and myself will be sure that on Monday the 13th those award baskets and "stockings" are at the City Hall.

Thank you and Happy New Year!

Pamela J. Mundo, AICP/CEcD

MUNDO & ASSOCIATES

214.773.0966

Mundo & Associates Inc.

pmundo@mandoandassociates.com

www.mundoandassociates.com

"Creating opportunities & options for making great places"

Join us on Twitter at Mundoedc



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: PEDC 2013 Strategic Plan

ATTACHMENTS:

PEDC Strategic Plan FY2013



Pantego Economic Development Corporation

**Strategic Plan
For
Economic Development
2013**

Mission Statement

To promote, assist and enhance economic development activities for the Town of Pantego plus assist the expansion and retention of primary businesses that attract dollars into Pantego.

Goal 1:

Invest in public infrastructure to attract quality retail and other businesses investment.

Strategies....

- a. **Complete project of the** 10 inch water line for Park Row Rd.
- b. Bid and Install/Construct the Pedestrian Street Lighting and Landscaping along Park Row Rd.
- c. Bid and Install the Pedestrian Crossings for Park Row Rd.

Goal 2:

Implement an active and vibrant business retention program

Strategies...

- a. Hold a minimum of 6 Meet and Greet Business Events for the Pantego Business community

-
- b. Continue to Invigorate the Shop Pantego web site and business participation including coupon advertising with the program to attract shoppers
 - c. Develop specialty directories noting unique shopping experience in Pantego-quality dining, unique gifts, arts and crafts etc.
 - d. Actively utilize the Shop Pantego Facebook tool assisting retailers with their promotions.
 - e. Meet monthly with Pantego employers to obtain input and gain their participation in the Pantego Economic Development Program

Goal 3:

Develop the entertainment/shopping experience of the commercial areas.

Strategies....

- a. Develop minimum of 4 seasonal banner décor for Park Row and Pioneer Parkway. Two seasonal banners exist.
- b. Continue and expand the Shop Pantego experience of the PantegoFest community event.
- c. Continue and strengthen the Christmas Holiday the competitive shopping center marketing décor/event participation grant
- d. Develop two additional Shop Pantego retailer events for Spring and Summer

Goal 4:

Market to the 100,000 person market

Strategies:

- a. Seek out marketing actions to increase awareness of Pantego at area special events
- b. Advertise through the internet and with local media opportunities
- c. Expand the marketing of Shop Pantego to the Shoppers with newspaper advertising and one or four direct mailers to local residents

Goal 5:

Attract \$1,000,000 of new investment annually

Strategies

- a. Attract interest in new development through public investment in infrastructure and streetscape improvements as well as innovative incentives to private investment.
- b. Encourage entrepreneurship and small business innovation with grants and incentives.
- c. Attend the Texas Deal making conference of the International Council of Shopping Center and the North Texas Association of Commercial Realtors to market and build the “brand” that Pantego is an opportunity to invest and develop.
- d. Seek out investors and developers interested in urban infill and redevelopment for sites identified in the available property inventory.
- e. Examine the available commercial property to attempt to eliminate barriers to their development

Pantego EDC SWOT Analysis

Strengths

- ✓ Convenient Location*
- ✓ Low Tax Rate*
- ✓ Excellent Reputation for Public Safety and Police/Fire Departments*
- ✓ Active community
- ✓ Large Customer Base
- ✓ Dedicated and Long Term Business Owners
- ✓ Strong Fiscal Status
- ✓ Supportive Council and EDC
- ✓ High Quality Private and Public Schools
- ✓ Success in 2012
- ✓ Many new restaurants

Weaknesses

- ✓ Dated retail areas
- ✓ Lack of Retail Space
- ✓ Need for up to date infrastructure including water and waste water lines
- ✓ Identity
- ✓ Demographics
- ✓ Limited retail shopping selections
- ✓ Limited Brand Identification
- ✓ Limited leadership from retailers

Opportunities

- ✓ Strong Market
- ✓ UTA as a Neighbor
- ✓ Good traffic
- ✓ Location adjacent sport and event venues
- ✓ Partnerships-UTA, PCA, Arlington
- ✓ Market the success of 2012

Threats

- ✓ Internet Shopping
- ✓ Lack of large development sites



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: PEDC Strategic Plan 2014

ATTACHMENTS:

N/A



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: LED Lighting on the Arch over Park Row

ATTACHMENTS:

N/A



Memo

To: President Bill Brown and PEDC Directors
From: Julie Arrington, City Secretary
Date: 01/08/14
Re: Texas Fitt Meet and Greet

ATTACHMENTS:

N/A