



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

March 12, 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: Julie Arrington, City Secretary

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
 - February 26, 2014
3. Summary of Revenues and Expenditures
 - March 12, 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 direct staff on the lighting on the Arch on Park Row
5. Discuss and update on the Shopping Card Promotional event

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. Anything Goes.

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, March 9, 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.

March 12, 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, March 9, 2014 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, City Manager
Date: 03/07/14
Re: Executive Directors Report

Pantego Fest

At the request of the Town Council, I have begun meeting with property owners along West Park Row to coordinate the potential use of their property for the 2014 Pantego Fest. I will continue to do so, and ultimately form some type of committee or working group in the near future.

Restaurant Inquiry

I have received an inquiry from a restaurant franchise owner regarding the purchase of an existing restaurant. He is interested in information regarding the community and its demographics. I will continue to provide him information to assist in his decision making.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 03/12/2014
Re: Minutes

Attached for your review and approval are:

- Minutes February 26, 2014

Pantego Economic Development Corporation
February 26, 2014

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 26th day of February 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Don Surratt	Director
Arsalan Gittiban	
Barbara Rogers	
Paul Mayo	
Danny Lakey	

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
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

Mr. Joyce led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

None

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Director Surratt inquired about the PEDC Facebook page and the Shop Pantego Facebook page and if there were two pages. President Brown informed him at one time there were two pages but one page was deleted. There was discussion on Town's website page link to the Shop Pantego Facebook page.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board the questions from the financials on the last meeting were resolved. The Subway receipt was a staff meal before the November PEDC meeting and the Milk

House Heater is a space heater used to keep pipes warm. There was discussion on the need for the heater and what was done in the past.

Mr. Fielder told the Board he and Mr. Joyce met with the various contractors involved in the Park Row Project and have options to present to Council on March 10th.

2. Approval of PEDC Minutes

• **February 12, 2014**

Director Surratt made a motion to approve the minutes as written. Director Mayo seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Rogers, Mayo, and Gittiban

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

• **February 26, 2014**

The Board inquired about the mineral interest charged by the Tax Assessor. Ms. Carmona informed the Board the Town has been behind since 2011

Director Mayo made a motion to approve the Financials as submitted. Director Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Rogers, Mayo, 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

4. Discuss and direct staff on the lighting on the Arch on Park Row

Mr. Joyce informed the Board he has only received one estimate on the lighting from John Wright Associates Lighting Group (JWA). He presented the estimate to the board. There was discussion on the differences in the two estimates. There was discussion on the rope lighting presented and the type of illumination it is capable of. The Board reviewed the samples of lighting included in the proposal. There was discussion on the existing illumination on the arch, the installation of the new lights, and keeping the structural integrity of the arch. The Board requested information on live samples in the metroplex area they can look at.

5. Discuss, direct staff, and consider action on the Sign A Rama printing cost for the order of Shop Pantego Business signs

Mrs. Mundo informed the board there are two estimates one for 250 static cling signs and one for 250 11x17 signs both estimates equal \$875 each. The cost is the same as last years but the quantity available is different and is sold only in a quantity of 250 instead of 200 as presented at the last meeting for the static clings. This will result in an increased cost. There was discussion on the order compared to previous years.

Director Mayo made a motion to amend the authorization as requested and order 250 business signs, static cling and 11x17, for a total of \$875 each. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Rogers, Mayo, and Gittiban

Nays: None

Abstention: None

President Brown declared the vote passed unanimously.

6. Discuss, direct staff, and consider action on the order amount, direct mailing to residents, and other possible supplies for the Shopping Card Promotional Event.

Mrs. Mundo informed the Board she has received a lot of feedback regarding interest in the event. There was discussion on the delivery of the cards to the residents; direct mailers versus leaving the cards at the participating businesses. It was decided to have the cards placed at the counters of the participating businesses.

There was discussion on placing a flyer for the event with the monthly newsletter, the size of the flyer, and the amount of notice needed to staff. Mrs. Mundo will have them printed at a vendor then bring the flyers to staff to be placed in the newsletter. The shopping cards will be placed at the participating businesses.

7. Discuss and direct staff on the 2013 Annual Report

There was discussion on the number of printed copies from last year, how many were left, and the cost of the printing. The estimates for the 2013 Annual Report printing will be on the next agenda. There was discussion on the amount of loans and grants given out for 2013.

8. Discussion and make recommendations for the 2014 Strategic Plan.

There was not any discussion.

Director Mayo made a motion to approve the plan as presented. Director Rogers seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Rogers, Mayo, and Gittiban

Nays: None

Abstention: None

President Brown declared the vote passed unanimously.

PEDC MEMBER INQUIRY

Mrs. Mundo questioned the board about a presence of business booths at the Easter event again this year. Director Rogers confirmed this was the plan of the CRB.

Pantego Economic Development Corporation
February 26, 2014

President Brown informed the Board he had learned from a meeting with Mr. Fielder of a restaurant passport program. Mr. Fielder informed the Board this will bring people to the Town's restaurants. As they visit the restaurant's the patrons will see what is in the neighboring stores.

ADJOURNMENT

President Brown adjourned the regular session at 7:57 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: 03/12/2014
Re: **PEDC Expenditure Approval**

Summary of expenditures for board approval

Statement of Revenues and Expenditures for Fiscal Year 2013/2014

Vendor Payment Listing 03/12/2014

Invoices submitted for approval:

CMA Architecture	January 2014 - Architecture Services	\$ 759.24
D Automation Corporation	March 2014 - Web Access	99.95
Faucet Parts Store	Repair parts for park bathroom fixtures	95.85
John Deere Landscapes, Inc.	Fertilizer/Pre-emergent for park	249.60
Ginny Kissinger	VIP Grooming - Loan (\$17,000) and grant (\$3,000)	20,000.00
Mundo & Associates	February 2014- Professional Services	3,000.00
Sam's Club Direct	Paper towels/Fire ant control/ hand towels	85.72
Westlake Ace Hardware	Fertilizer spreader used in park	5.00
Westlake Ace Hardware	Sink for men's central bath/fixture for ladies south bath	<u>62.48</u>
	Total	<u>\$ 24,357.84</u>



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

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February 10, 2014

Project No: 12165.001A0
 Invoice No: 12165001A-13

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 January 31, 2014

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	90.00	13,146.30	12,415.95	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		20,449.80	19,719.45	730.35	
			Fee Subtotal			730.35

Reimbursable Expenses

Printing/Reproduction	17.59	
Postage/Shipping/Del	11.30	
Reimbursables Subtotal	28.89	28.89

Billing Limits

	Current	Prior	To-Date
Consultants	0.00	39,700.00	39,700.00
Limit			55,000.00
Remaining			15,300.00

TOTAL THIS INVOICE \$759.24

Project Billings to Date Including This Invoice

	Current	Prior	BTD Total
Fee	730.35	19,719.45	20,449.80
Consultant	0.00	39,700.00	39,700.00
Expense	28.89	529.16	558.05
	759.24	59,948.61	60,707.85



Billing Backup

C M Architecture, P.A.

Invoice 12165001A-13 Dated
2/10/2014

Monday, February 10, 2014

10:58:28 AM

Project	12165.001A0	Town of Pantego - Park Row Streetscape Improvements - Phase 2
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Reimbursable Expenses

Printing/Reproduction

1216-1222PRI 12/22/2013	Printing / Originals: 0 Copies: 0	16.79
0101-0108PRI 1/8/2014	Printing / Originals: 0 Copies: 0	.40
0109-0121PRI 1/21/2014	Printing / Originals: 0 Copies: 0	.40

Postage/Shipping/Del

62204 1/8/2014	Fedex	10.84
1122- 12/19/2013	Postage	.46
1219POS		

Reimbursables Subtotal	28.89	28.89
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Total this Project	\$28.89
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Total this Report	\$28.89
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MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering
www.mundoandassociates.com

MUNDO & ASSOCIATES, INC. 5542 CANADA COURT 414.773.0960
ROCKWELL, TX 75084 214.643.5157
972.425.4596
fax 972.773.6945

March 3, 2014

Bill Brown, President

Wm.brown@sbcglobal.net

Arsalan Gittiban, Treasurer

dragittiban@yahoo.com

Ariel Carmona

a.carmona@townofpantego.com

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

Invoice for Services from Mundo and Associates, Inc. for the Pantego EDC.
February Services (see description attached)

\$3,000.00

Total

\$3,000.00

Description of Work Attached

Thank you for the opportunity to serve the Pantego EDC

Pamela J. Mundo, President
Mundo and Associates, Inc.

TX HUB

MUNDO ASSOCIATES

Economic Development, Planning and Civil Engineering
www.mundoandassociates.com

MUNDO & ASSOCIATES INC. 5542 CASABA COURT 214.771.0966
 ROCKWALL, TX 75087 214.642-5152
 972.413.4596
 Fax 972.771.0965

Pantego

Description of Work

February 2014

February 6, 2013 Worked on Annual Report & data for report 4 hrs

February 7, 2013 Worked on Annual Report and inventory of Businesses and Shop

Pantego sign estimates 4 hrs

February 10, 2013 Worked on Annual Report 5 hrs

February 12, 2013 Prepared for and attended the PEDC meeting 5 hrs

February 13, 2013 Worked with David Keal on the property listings. 1 hr

February 18, 2013 Worked on Meet and Greet planning 1 hr

February 19, 2013 Worked on Agenda plans and Shop Pantego web site updates and Updates to the available properties. 6 hrs

February 20, 2013 Met with Bill Brown and Matt Fielder on activities and meeting plans, visited with Businesses regarding Meet & Greet and Spring promotions: Mijo's, Pure Zen Nail Spa, Keepsakes Gifts, VIP Grooming, Arlington Scuba Center, Mom's Liquor and Dr. Jeckyll's, Angelos, Mr. B's Burger, Horizon Learning Center, Copies/CPA, Peggy's Quilting, Liquor Depot, Sign A Rama, Iva's Flowers, Edward Jones, Local Cremation, All paws, ShirtWerx, Coxes Jewelry, Art Smart, Saljos Pizza, Mercantile Bank, State Farm ; prepared for and attended the Meet & Greet . 11 hrs

February 21, 2013 Worked on updates to the Strategic Plan and Annual Report and organized Expenditures for the Spring Promotion and the Shop Pantego signs 5 hrs

February 24, 2013 Worked on updates to Shopping Center contact list, updated inventory Of businesses list and contacted SBDC on meet and greet speaker for April. Reviewed progress For an April but not March Meet and Greet with Bill and Matt. 2 hrs

February 26, 2013 Prepared for and attended the EDC meeting 4 hrs

Total Hours 48 hrs

Contract requirements is for 30 hours

TX HUB

Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2013/2014
As of March 05, 2014

	<u>Budget</u> <u>FY 2013/2014</u>	<u>Actual</u> <u>FY 2013/2014</u>
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.00
 REVENUES		
Sales Tax Revenue	285,000	-
Interest Revenue	500	50.47
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	<u>\$ 287,750</u>	<u>\$ 50.47</u>
 EXPENDITURES		
Professional Fees		
Contract Services(Engineering & Legal)	\$ 2,750	\$ 2,462.44
(EDC Consultant)	36,000	15,000.00
Total Professional Fees	<u>38,750</u>	<u>17,462.44</u>
Marketing and Advertising		
Miscellaneous Marketing and Advertising	25,000	6,281.84
Total Marketing & Advertising	<u>25,000</u>	<u>6,281.84</u>
Activities		
Seasonal Decoratlons(Tree Lightng)	10,000	8,590.88
Total Activities	<u>10,000</u>	<u>8,590.88</u>
Maintenance		
Landscaping and Improvements	20,000	5,529.46
Sprinkler System Maintenance	500	-
General Maintenance and Repair (Bldg & Park)	12,000	3,838.88
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	<u>36,000</u>	<u>13,418.34</u>
Other Training/Travel		
Miscellaneous	3,500	1,119.14
Total Other	<u>1,000</u>	<u>565.18</u>
Total Other	<u>4,500</u>	<u>1,684.32</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 Groomng)	20,000	20,000.00
Commercial Revitalization Loan (Mad Mike's Ice Cream)	15,000	15,000.00
Unidentified Grants 2014	70,500	-
Park Row Project Redevelopment Project	5,000	4,938.60
Park Painting Project	20,000	-
Total Projects	<u>175,000</u>	<u>84,438.60</u>
Total Expenditures	<u>289,250</u>	<u>131,876.42</u>
Transfer to General Fund (Adm. Fees)	(96,607)	(32,202.32)
Transfer to General Fund (Park Board)	(17,500)	(5,832.00)
Net Change In Fund Balance	<u>\$ (115,607)</u>	<u>\$ (169,860)</u>
 Estimated		
Ending Fund Balance	\$ 121,214	\$ 243,820.73



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Chad Joyce, Community Development Director
Date: 03/12/2014
Re: Park Row Arch Lighting Update

Mr. Joyce will deliver an update to the board on the Park Row Arch Lighting



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Consultant with Mundo and Associates
Date: 03/12/2014
Re: Shopping Car Promotional Event

Mrs. Mundo will deliver an update on the Shopping Card Promotional Event