



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

March 26, 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
  - March 12, 2014
3. Summary of Revenues and Expenditures
  - March 26, 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 update on the Shopping Card Promotional event.
5. Discuss, direct, and consider action on the approval of the printing costs for the 2013 Annual Report.
6. Discuss, direct, and consider action on the authorization to reserve a trade show booth at the NTCAR Trade Show.
7. Discuss, direct, and consider action on the authorization to reserve a trade show booth at the International Council of Shopping Centers Texas Deal Making trade show.
8. Discuss and direct staff on a plan for new trade show panels.

### PEDC MEMBER INQUIRY

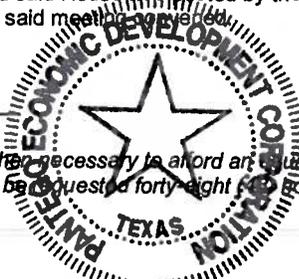
If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the PEDC cannot discuss 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 23, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting commenced.

  
Julie Arrington, City Secretary



Auxiliary aids and services are available to a person who, if 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](http://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 26, 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 23, 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: 03/26/14  
Re: Executive Directors Report

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### **On-Line Marketing**

As a follow-up to the discussion on on-line marketing and linking Pantego to Arlington in web searches, I found that it is possible to do so. In order to accomplish this, we would have to re-brand ourselves as a part of Arlington. An example would be to re-brand "Shop Pantego" into "Shop Pantego in Arlington".



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 03/26/14  
Re: Approval of PEDC Minutes

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### **PRESENTER:**

Julie Arrington, City Secretary

### **BACKGROUND:**

Minutes from the Pantego Economic Development Corporation meetings

### **FISCAL IMPACT:**

N/A

### **RECOMMENDATION:**

Staff recommends approval of the March 12, 2014 Minutes

### **ATTACHMENTS:**

March 12, 2014 PEDC Minutes

Pantego Economic Development Corporation  
March 12, 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 26<sup>th</sup> day of February 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Paul Mayo	Director
Danny Lakey	

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
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**

Ms. Arrington led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

None.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the he has met with property owners along Park Row for planning preparations for PantegoFest 2014 to discuss the use of their property and to attempt to coordinate the activities to accommodate their needs.

Mr. Fielder told the Board he has received an inquiry from a restaurant franchise investor regarding the purchase of an existing restaurant. He is interested in information on the community and its demographics.

**2. Approval of PEDC Minutes**

• **February 26, 2014**

There was no discussion. Secretary Adair made a motion to approve the minutes as submitted. Director Mayo seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

• **March 12, 2014**

Mr. Fielder informed the Board Ms. Carmona was absent but he was prepared to answer any questions. There was no discussion.

Director Mayo made a motion to accept the Financials as presented. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Adair, Lakey, Brown, 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 updated the Board informing them he has requested three quotes and received some photographs from GM Lighting unfortunately they do not have work product close enough for the board to look at. This company is currently working on a formal quote for the Town. There was discussion regarding the informal quote presented and the Board inquired about the installation cost. Mr. Joyce informed the Board the installation cost was left out due to the company has an electrical engineer that will come out and install. However, there is a charge for him to come out and give a quote so the customer did not want to incur that charge until he knows exactly what the Board is wanting. Ms. Arrington displayed the pictures on the projector screen for review. There was some discussion on the pictures and the type of lighting used in the pictures. Mr. Joyce explained he is expecting a second quote in 1-2 weeks and one of the companies has ordered a demonstration kit to present to the board. Once they are ready Mr. Joyce will invite them to a meeting to make a presentation. A third quote has been requested from Sign-A-Rama. The Board expressed their gratitude for Mr. Joyce's work on this project.

**5. Discuss and update on the Shopping Card Promotional Event.**

**Pantego Economic Development Corporation**  
**March 12, 2014**

Mrs. Mundo handed out a spreadsheet to the Board showing the businesses that have already signed up for the promotion and their contributions to the drawing with a mock up of the layout for the cards she received from Mr. Lakey. She informed the Board the response from the local businesses has been better than predicted. She requested the board to think about the number of cards they want to order informing them the original 300 may not be enough. She also stated she has received enough verbal commitments she will need three cards possibly four and not two as originally thought. Due to the limited space the name, address, and phone number of each business will need to be printed on the back of the card. She suggested the Board allow for the purchase of a stamp for each participating business that is universal. Once the event is concluded the stamps can be returned to the Town. She suggested a generic stamp with a "P" or a star on it that can be used for other events as well. There was discussion on the many uses of the stamp and the return of the stamp when the event is concluded. The drawing is set for May 15<sup>th</sup> at Town Hall. There was discussion on the Town's information being printed on the bottom of each card to allow for the shopper's to mail them to Town Hall. Ms. Mundo offered the idea of a mini market analysis based on the information the Board will receive from the cards on the shoppers.

President Brown recessed the regular session at 7:15 p.m.

President Brown called the executive session to order at 7:18 p.m.

**SCHEDULES EXECUTIVE SESSION**

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

- **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.**

President Brown adjourned the executive session at 7:38 p.m.

President Brown reconvened the regular session at 7:41 p.m.

Treasurer Gittiban made a motion to recommend to Town Council a matching grant of 50% to 50% not to exceed the amount of \$8,000 for a new sign for the new location of Anything Goes. The motion was seconded by Director Mayo.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the vote passed unanimously.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Brown adjourned the regular session at 7:42 p.m.

**APPROVED:**

**Pantego Economic Development Corporation**  
**March 12, 2014**

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**Bill Brown, President**

**ATTEST:**

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**Fred Adair, Secretary**



# Memo

**To:** President Bill Brown and PEDC Board Members

**From:** Ariel Carmona, Finance Director

**Date:** 03/24/2014

**Re:** **PEDC Expenditure Approval**

Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval

Statement of Revenues and Expenditures for Fiscal Year 2013/2014

**Vendor Payment Listing 03/14/2014**

Invoices submitted for approval:

Brown & Hofmeister, LLP	Attorney's Fees - VIP Grooming	\$ 157.50
Jacobs Engineering	Professional Services - Comprehensive Plan Update	<u>1,491.28</u>
	Total	<u>\$ 1,648.78</u>

**PURCHASE REQUISITIONS OVER \$1,000**

King Ranch Turf Grass	15 Pallets of Grass	\$ 1,780.00
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# Brown & Hofmeister, L.L.P.

740 E. Campbell, Suite 800, Richardson, TX 75081

214-747-6100

Fax 214-747-6111

Tax ID No

75-2929278

March 10, 2014

Billed through February 28, 2014

Bill number - 0156-001 - 28218 MSH

Pantego Economic Development Corporation  
PO Box 13210  
Pantego, Texas 76094

Attention: Accounts Payable

In connection with 4B Counsel

Balance forward as of last billing cycle	\$437.50
Payments received since last bill	\$437.50
Net balance forward	\$0.00

## FOR PROFESSIONAL SERVICES RENDERED

02/27/14	JLM	Preparation, review and revision of VIP Grooming loan agreement and note, correspondence to A. Carmona re: VIP Grooming loan agreement and note.	0.8 hrs
02/28/14	JLM	Review and reply to A. Carmona regarding VIP Grooming loan.	0.1 hrs

## BILLING SUMMARY

Jeff L. Moore	0.9/hrs	\$175.00/hr	\$157.50
TOTAL FEES			\$157.50
TOTAL DISBURSEMENTS			\$0.00
TOTAL CHARGES FOR THIS BILL			\$157.50
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			\$157.50





6688 N. Central Expressway #400  
 Dallas, Texas 75206-39114  
 214.424.7500 Fax 214.696.3499

5-Dec-2012

Invoice No.: F7W89000-1112

Town of Pantego  
 Town Hall, 1614 South Bowen Road  
 Pantego, Texas 76013

Attn: Mr. Sean Fox, Town Manager

PLEASE REMIT TO

Jacobs Engineering  
 c/o Bank of America  
 800 Market Street  
 Lockbox 18713F  
 St. Louis, MO 63150-8713  
 ACH. ABA/Routing 111000012  
 Acc# No. 3750916030  
 Attn: A. Kurt Dayton

JACOBS PROJECT NO. F7W89000

Comprehensive Plan Update & Codes

FOR BILLING PERIOD: 04-28-12 through 11-23-12

<u>Professional Services</u>	<u>CONTRACT AMOUNT</u>	<u>PERCENT COMPLETE</u>	<u>PREVIOUSLY BILLED</u>	<u>DUE THIS INVOICE</u>	<u>AMOUNT REMAINING</u>
<b>Phase 1 - Comprehensive Plan Update</b>					
Jacobs Labor	\$ 37,282.00	100.00%	\$ 35,790.72	\$ 1,491.28	\$ -
<b>Phase 2 - Zoning Code Update &amp; Subdivision Regulations Update</b>					
Jacobs Labor	\$ 31,000.00	85.00%	\$ 27,030.00	\$ -	\$ 4,770.00
<b>Total Project Labor</b>	<b>\$ 69,082.00</b>		<b>\$ 62,820.72</b>		<b>\$ 4,770.00</b>

TOTAL DUE THIS INVOICE

\$ 1,491.28

Submitted by:

Paul Culter, AICP  
 Jacobs Project Manager

for Paul Culter

# TOWN OF PANTEGO

1614 S. BOWEN  
 PANTEGO, TEXAS 76013

No. 1566

**INSTRUCTIONS TO VENDOR**

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

TO King Ranch Turf Grass  
 4020 S. Cooper  
 Arlington, Tx 76015

SHIP TO Public Works

DATE		ACCT #	DEPT		
3-31-2014		PEDC - 903.5' - 000 - 464.00	Public Works		
QUANTITY		STOCK NUMBER / DESCRIPTION	PRICE	PER	AMOUNT
ORDERED	RECEIVED				
		15 Pallets of Grass Sod			1780 <sup>00</sup>
				TOTAL	1780 <sup>00</sup>

*[Handwritten Signature]*

APPROVED BY



PUBLIC WORKS MEMO

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To: Matthew Fielder, City Manager  
Chad Joyce, Interim Public Works Director

From: Joshua Brown, Foreman of Public Works

Date: February 21, 2014

Re: Grass for Park

I am requesting approval of this purchase order for King Ranch Turf Grass for new sod at the park. Topsoil was recently added to low spots at the park and new sod is needed to keep up the appearance and prevent muddy runoff.

EST.  1853  
**KING RANCH**  
**TURFGRASS**

4020 S. Cooper  
 Arlington, Texas 76015  
 Metro (817) 467-1103

59765

Growing Quality for Generations

Quote date 2.21.14

Name Town of Pantego Picked up \_\_\_\_\_ Date to Deliver \_\_\_\_\_ Time \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Office: \_\_\_\_\_

City \_\_\_\_\_

TERMS: A FINANCE CHARGE OF 1 1/2% PER MONTH (ANNUAL RATE OF 18%  
 WILL BE CHARGED ON BALANCES OVER 30 DAYS.)

CASH	# _____	CHARGE	ON ACCT.
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QUAN.		UNIT PRICE	AMOUNT
	Zoysia		
	St. Augustine		
	Bermuda		
<u>15</u>	<u>Tif</u> pallets	<u>115</u>	<u>1725</u>
	Other:		
<u>1</u>	<u>Delivery</u>	<u>55</u>	<u>55</u>
	Pallet Deposit		

Quote for PARK GRASS SOD

Retain Receipt for Pallet Refund

By: \_\_\_\_\_

SUBTOTAL		<u>1780.</u>
TAX		
TOTAL		

Pantego Economic Development Corporation  
Construction/ Operating Fund Budget for Fiscal Year 2013/2014  
As of March 20, 2014

	Budget FY 2013/2014	Actual FY 2013/2014
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.00
 <b>REVENUES</b>		
Sales Tax Revenue	285,000	-
Interest Revenue	500	50.47
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	\$ 287,750	\$ 50.47
 <b>EXPENDITURES</b>		
<b>Professional Fees</b>		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 2,619.94
Total Professional Fees	36,000	15,000.00
<b>Marketing and Advertising</b>		
Miscellaneous Marketing and Advertising	25,000	6,281.84
Total Marketing & Advertising	25,000	6,281.84
<b>Activities</b>		
Seasonal Decorations(Tree Lighting)	10,000	8,590.88
Total Activities	10,000	8,590.88
<b>Maintenance</b>		
Landscaping and Improvements	20,000	5,529.46
Sprinkler System Maintenance	500	44.67
General Maintenance and Repair (Bldg & Park)	12,000	3,881.19
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	36,000	13,505.32
<b>Other Training/Travel</b>		
Miscellaneous	3,500	1,119.14
Total Other	1,000	565.18
Total Other	4,500	1,684.32
<b>Projects</b>		
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)	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 Comprehensive Plan	5,000	4,938.60
Park Painting Project	-	1,491.28
Total Projects	20,000	-
Total Projects	175,000	85,929.88
Total Expenditures	289,250	133,612.18
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	\$ (115,607)	\$ (171,596.03)
Estimated		
Ending Fund Balance	\$ 121,214	\$ 242,084.97



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 03/26/14  
Re: Discuss and update on the Spring Shoppers Card Promotional event

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### **PRESENTER:**

Pam Mundo, Consultant with Mundo and Associates, Inc.

### **BACKGROUND:**

The Spring Promotional event is to enhance and promote the businesses in Pantego by invigorating and promoting shopping in the Town of Pantego

### **FISCAL IMPACT:**

\$ 2,000.00 budgeted

### **RECOMMENDATION:**

Staff recommends the approval of the estimates provided not to exceed \$2,000.

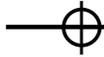
### **ATTACHMENTS:**

Spreadsheet on Budget Estimates  
Spreadsheet on Participants

<b>Shoppers Card Spring Promotion Budget Estimates</b>				
Quote from Office Depot	24 businesses	36 businesses		Total
	50 cards each	50 cards each		
color printing on card stock with 2 per sheet				
first 100 sheets for 2 layouts @0.59	\$ 59.00			
500 sheets @0.49	\$ 245.00			
Printing Costs for 24 participating businesses-front of card	\$ 304.00			
Printing back for business address-locations	\$ 304.00			
Total Printing for 24 participants with 50 cards each	<b>\$ 608.00</b>			
<i>Additional Card with 12 more participating stores</i>				
Printing				
first 100 sheets			\$59.00	
500 sheets			\$245.00	
Printing of front of card			\$304.00	
Printing of back of card			\$304.00	
Total Printing for 12 more participants with 50 cards each			<b>\$608.00</b>	
Total Printing of front and back				\$ 1,216.00
Seeking Quote from Bass Printing as well				\$
Stamp for validating store visits Vista Print estimate \$7.00	<b>\$252.00</b>			\$252.00
\$5.99 plus setup and possible sales tax				
Checking Art store for stamps and pads				\$
Printing & Stamps				<b>\$ 1,468.00</b>

## Spring Shopping Card Promotional Event

Participating Business	Owner	Address	Telephone	On Shop Pantego	Submitted Logo	Submitted Coupon	Ar	Special Instructions
Business Participating						or Prize		
All Paws Grooming & Pet Sitting	Margie Marcos	2224 Park Row #F	817 276 0300	Yes	Business Card	Pam has coupon		
Angelos's Pizza, Steaks & Spaghetti	Cliff McElroy	2590 W. Pioneer Pkwy	817 303 7242	Needs to optimize	Yes	Bill to pickup		
Anything Goes	Mary Davis	2504 W. Park Row Suite B-6	817 542 0862	Yes	Will send	To be prepared		
Botique U	Amber Gardner	2304-15 W. Park Row	817 437 2208	Will Work on it	Yes	to be picked up		
BullChicks	Danny Oge	1607 S Bowen Rd Suite C		Will Work on it	Yes	Ready After Fri 3/14	Bill to pickup	
Cox's Jewelry	Danny Cox	2223 W. Park Row ©	817 299 9000	Yes	Business Card	Pam had coupon		
Elgan's Salon	Gloria Elgan	2223 W. Park Row (A)	817 274 8898	Yes	Business Card	Will be ready in 2 wks	on Spring Break	
Four Corners Frame Shop	Rick Mullins	2504 W. Park Row Suite B-4	817 275 5791	No email address	Business Card	Pam has coupon		
Great Clips	Jennifer Carroll	2504 W. Park Row Suite B-3	817 460 1441	Yes	Yes	To be prepared		
Keepsakes-Catholic Books and Gifts	Dolores & Joe Sutton	2304-20 W. Park Row	817 275 3727	Yes	Business Card	Pam has coupons		
Mr. B's Burger Pub	Jan & Alan Bentley	2578 W. Pioneer Pkwy	817 860 6727	Yes	Sent menu	Pam has coupon		
Natures Promise	Dave Clark	1543 S Bowen Rd	817 274 8853	yes	Business Card	Pam has coupon		
Oh! Sew Cool	Diane Allen	2224 Park Row #A	817 821 8849	working on it	Business Card	To be prepared		
Papa's Murphy's	Sean	1607 S Bowen Rd Suite A		yes	will provide	Being prepared	<a href="mailto:naesbeats@yahoo.com">naesbeats@yahoo.com</a>	
Premier Health Center	Arsalan Gittiban	2019 S. Bowen Rd	817 261 6100	Needs to optimize	Business Card	To be prepared		Wants to be on top
Pure Zen Nail Spa	Anh Tran	2304-14 W. Park Row	817 999-1708	Will Work on it	Yes	To be prepared		
Saljo's Pizza	Saljo Kolic	2229 W. Park Row (D)	817 460 6082	Needs to optimize	Yes	Check if ready		
Texas Fitt	Clinton Springer	1533 S. Bowen Rd	817 304 8602	Yes	Yes	Check if ready		Want to be on top with
Texas Tans	Stephanie Springer	1535 S Bowen Rd	817 459 FITT	Will Work on it	Yes	Check if ready		Texas Tans together
Traditional Martial Arts	Shaun D. House	1541 S Bowen Rd	817 400 8624	Yes	Yes	To be prepared		
Shirt Werx	Danny Lakey	2225 W. Park Row (D)	817 559 0985	Yes	Yes	Delivered to Julie A		
Sign-A-Rama	Sharon Crumby	2400 W Pioneer Pkwy #118	817 860 9310	Yes	Will send	to be prepared		
VIP Grooming	Ginny	2304 -23 W Park Row	817 432 1007	Yes	Will send	Being prepared		
As of March 19, 2014								



# BASS PRINTING

*4620 S. Edgewood Terrace  
Fort Worth, Texas 76119  
817-293-4913 Ph. 817-293-4914 Fax*

*March 21, 2014*

*Town of Pantego  
Attn: Pam*

## **QUOTATION**

*PROJECT: Spring Shoppers Card Promotion*

*Prepress: Customer Furnished Disc*

*Ink: 4cp/Black, No Bleeds*

*Size: 5.5 x 8.5*

*Paper: 80# Uncoated Cover*

*Finishing: Trim, Shrink Warp in 50's and Carton Pack  
Deliver to Town of Pantego*

<i>Quantity:</i>		<i>1,200</i>		<i>2,400</i>
<i>Quoted Price:</i>	<i>\$</i>	<i>200.69</i>	<i>\$</i>	<i>329.67</i>
<i>per 1,000</i>	<i>\$</i>	<i>167.24</i>	<i>\$</i>	<i>137.36</i>
<i>per piece</i>	<i>\$</i>	<i>0.17</i>	<i>\$</i>	<i>0.14</i>

*We would like to thank you for the opportunity to quote on this project. Should you have any questions, please feel free to call me at any time. We look forward to working with you.*

*Thank you,*

*Brad*

As an quotation, we are providing you with preliminary numbers for the specifications you have given us. Unless otherwise noted, this quotation includes charges for all labor, material and services, less applicable taxes and shipping, to complete your project. This Quotation will remain valid for a period of thirty (30) days from the date shown.



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 03/26/14  
Re: 2013 PEDC Annual Report Printing

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### **PRESENTER:**

Pam Mundo, Consultant with Mundo and Associates, Inc.

### **BACKGROUND:**

The PEDC annual report is performed each year to evaluate the Boards success and goal attainment.

### **FISCAL IMPACT:**

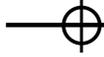
\$ 2,806.15 to \$ 2,632.76

### **RECOMMENDATION:**

Staff recommends the approval of the estimate for 250 reports at the cost of \$2,632.76

### **ATTACHMENTS:**

Bass Printing Estimate



# BASS PRINTING

*4620 S. Edgewood Terrace  
Fort Worth, Texas 76119  
817-293-4913 Ph. 817-293-4914 Fax*

*March 11, 2014*

*Town of Pantego  
Attn: Pam*

## **QUOTATION**

*PROJECT: PEDC Annual Report-12 Page + Cover*

*Prepress: Customer Furnished Disc*

*Ink: 4cp/4cp, Bleeds*

*Size: 8.5 x 11*

*Paper: Cover: 100# Gloss Cover*

*Insides: 100# Gloss Book*

*Finishing: Trim, Gather, Saddle Stitch*

<i>Quantity:</i>	<i>200</i>	<i>250</i>
<i>Quoted Price:</i>	<i>\$ 561.23</i>	<i>\$ 658.19</i>
<i>per 1,000</i>	<i>\$ 2,806.15</i>	<i>\$ 2,632.76</i>
<i>per piece</i>	<i>\$ 2.81</i>	<i>\$ 2.63</i>

*We would like to thank you for the opportunity to quote on this project. Should you have any questions, please feel free to call me at any time. We look forward to working with you.*

*Thank you,*

*Brad*

As an quotation, we are providing you with preliminary numbers for the specifications you have given us. Unless otherwise noted, this quotation includes charges for all labor, material and services, less applicable taxes and shipping, to complete your project. This Quotation will remain valid for a period of thirty (30) days from the date shown.



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 03/26/14  
Re: Discuss, direct staff, and consider action on the authorization to reserve a trade show booth at the NTCAR Trade Show.

---

### **PRESENTER:**

Pam Mundo, Consultant with Mundo and Associates, Inc.

### **BACKGROUND:**

The Trade Show marketing is presented in accordance with the Strategic Plan for 2014.

### **FISCAL IMPACT:**

Budgeted. NTCAR Booth Reservation is \$850 with additional fees for electrical and booth attendees to be paid later (estimated at \$50 + \$80).

Pam Mundo's attendance at the conference and show is paid by Mundo and Associates.

### **RECOMMENDATION:**

Consultant, Pam Mundo recommends PEDC authorize Mundo and Associates, Inc. to make the reservations allowing for reimbursement and to coordinate all aspects of the preparation and arrangements needed to ensure a successful event.

### **ATTACHMENTS:**

Email announcements of two trade shows



2014 OFFICERS

President  
Steve Trese  
CBRE

President-Elect  
Blair Oden  
CBRE

Secretary/Treasurer  
David Glasscock  
Colliers International

Past President  
Kathy Permenter  
Younger Partners

Executive VP  
Brian Jetty  
NTCAR

DIRECTORS

Trae Anderson  
Younger Partners

Ben Appleby  
PMRG

Floyd Bates  
Bates & Myers

John Bowles  
CASE Commercial

Jeff Brand  
Brand Capital Partners

David Castro  
DCT Industrial

Lynn Dowdle  
Dowdle Real Estate

Celeste Fowden  
CBRE

Sharon Friedberg  
Bradford Commercial

Curt Hefner  
Becknell Industrial

Noel Hutchinson  
Colliers International

Cincha Kostman  
Hudson Peters Commercial

Tammy Nellis  
Hall Financial

Joel Pustmueller  
Peloton Commercial

Justin Ridnour  
Ridnour Company

Thom Ridnour  
Parmenter Realty Partners

Bill Roth, CSM, CPM  
William Roth Company

Karla Smith  
UCR

Mary Stoner Yost  
Colliers International

Tom Strohbehn  
Cushman & Wakefield

Terry Syler  
The Retail Connection

February 25, 2014

Pam Mundo  
Pantego Economic Development Corporation  
5542 Canada Court  
Rockwall, TX 75032

Dear Pam Mundo,

The 2014 Commercial Real Estate Expo is set for **Thursday, August 28, 2014, from 4 p.m. to 8 p.m.** We have secured the 2<sup>nd</sup> floor in the Lone Star Ballroom, which is the same location as last year.

**We are offering all previous exhibitors the opportunity to reserve your booth first!** Over the course of the next month, you will have the opportunity to claim your booth from last year, booth #103.

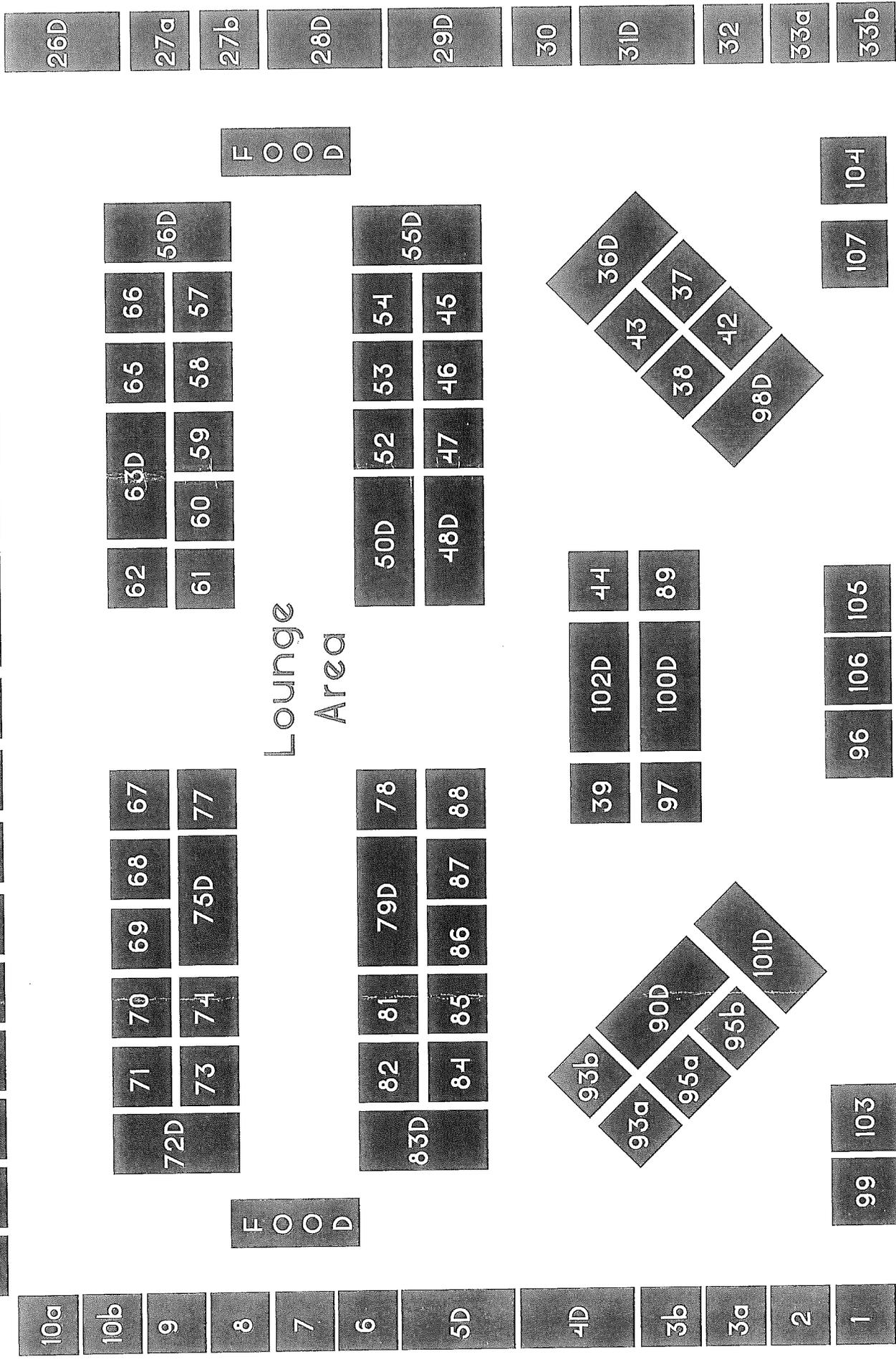
To reserve your booth space for 2014, please complete the enclosed **Advance Reservation Form, include your deposit and return by Friday, April 18, 2014.** All uncommitted booths will be open to the general public on Tuesday, April 22, 2014.

You will have the opportunity to request an alternative booth on the Advanced Reservation Form. Alternative booths are comprised of any unreserved booths. They are offered on a first-come, first-serve basis; therefore, make sure to return your reservation form, along with your deposit early.

We sincerely hope the return on your investment of time and money at the Expo continues to make this event an integral part of your marketing budget. If you have any additional questions, please feel free to contact Haili Rumsey or Brian Jetty at the NTCAR office at 214-638-5525.

Sincerely,

Tammy Nellis  
2014 Expo Chairman  
Hall Financial Group





## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 03/26/14  
Re: Discuss, direct staff, and consider action on the authorization to reserve a trade show booth at the International Council of Shopping Centers Texas Deal Making Trade Show.

---

### **PRESENTER:**

Pam Mundo, Consultant with Mundo and Associates, Inc.

### **BACKGROUND:**

The Trade Show marketing is presented in accordance with the Strategic Plan for 2014. The International Council of Shopping Centers Texas Deal Making Trade Show is scheduled for November 12-14, 2014. The Deadline is May 9<sup>th</sup> for reservations.

### **FISCAL IMPACT:**

Budgeted. International Council of Shopping Centers Texas Deal Making Trade Show booth reservation is \$445 with additional fees associated for the carpet, electrical rental, and booth attendees to be paid later.

Pam Mundo's attendance at the conference and show is paid by Mundo and Associates.

### **RECOMMENDATION:**

Consultant, Pam Mundo recommends PEDC authorize Mundo and Associates, Inc. to make the reservations allowing for reimbursement and to coordinate all aspects of the preparation and arrangements needed to ensure a successful event.

### **ATTACHMENTS:**

Conference Application E-mail  
Deal Making Booth Application

## Pam Mundo

---

**From:** Whyte, Matthew [mwhyte@ICSC.org]  
**Sent:** Tuesday, March 18, 2014 4:00 PM  
**To:** undisclosed-recipients:  
**Subject:** 2014 Texas Conference & Deal Making Booth Application  
**Attachments:** TX2014\_ First Call App.pdf; TX2014 Max'ed Out Floor Plan.pdf

Dear Exhibitor,

I am pleased to inform you that the booth applications for the **2014 Texas Conference and Deal Making** show are now available! The 2014 Texas Conference and Deal Making show will be taking place November 12-14, 2014 at the Dallas Convention Center in Dallas, TX. Attached is the Priority Exhibit Space Application. **The priority deadline is Friday May 9, 2014.** Prices will increase \$100 after this date so make sure to sign up soon!

**As a reminder, exhibit space at the 2014 Texas Conference does not include a staff badge or booth carpet.** All attendees, even those only attending the conference to staff a booth, must register as a full conference attendee and all exhibitors must order carpet through the general contractor (Freeman). Individuals who have not registered for the full conference will not be allowed access to the show floor. No exceptions will be made.

### WHERE TO SEND APPLICATIONS

Applications can be faxed to +1 732 694 1777 or sent via email to [mwhyte@icsc.org](mailto:mwhyte@icsc.org).

### LOCATION REQUESTS

The deal making portion of the Texas Conference will be changing halls in 2014 so the floor plan will be different than in past years. At this time we do not have a lay out of the plan but attached is the max'ed out version of the floor plan for an idea of how the hall will be set up. This is not how the floor plan will look and this plan only shows 10'x10' booths; you can have as large of a booth as you see needed. In order to better accommodate everyone's exhibit space requests, we are requesting that you mark or circle 2-3 areas of preferred booth space on the attached max floor plan and submit with your application. ICSC assigns exhibit space based on the following factors:

- Submission of the "First Call" application with payment by the deadline May 9, 2014)
- When application was received
- Availability of the requested exhibit space
- Exhibit history at the Texas Conference
- Exhibit history at other ICSC events

The attached is a max'ed out version of the floor plan and is subject to change without notice.

*\*If your company decides not to exhibit, please reply to this email and let us know so that we can discontinue sending you this message.\**

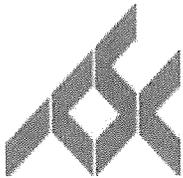
I look forward to working with you on the 2014 Texas Conference.

Thanks,  
Matt

Matt Whyte  
Trade Exposition Planner  
International Council of Shopping Centers  
1221 Avenue of the Americas - 41st floor  
New York, N Y 10020-1099

tel +1 646 728 3847 fax +1 732 694 1777

 Please consider your environmental responsibility before printing this e-mail



# 2014 TEXAS CONFERENCE & DEAL MAKING

## Priority Booth Application Deal Making Booth Request Form

Priority Deadline: Friday May 9, 2014

### When

November 12-14, 2014

### Where

Dallas Convention Center  
650 S Griffin St  
Dallas, TX 75202

### Includes

- Exhibitor ID Sign
- Pipe & drape exhibit structure (not provided with island booths)
- One (1) 6' draped table
- Two (2) chairs
- Wastebasket

**NOTE – BADGES and FLOOR CARPET ARE NOT INCLUDED WITH THE EXHIBIT SPACE. ALL EXHIBITORS MUST REGISTER FOR A CONFERENCE BADGE AND ORDER CARPET THROUGH FREEMAN. INFORMATION CAN BE FOUND AT WWW.ICSC.ORG/2014TX**

### How to Register

Fax: +1 732 694 1777

(Credit card payments only)

Contact name (to receive space confirmation) \_\_\_\_\_

Company name (to appear in Program Directory) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Booth Location Preference \_\_\_\_\_

### Method of Payment

Check or money order made payable to ICSC enclosed for \$ \_\_\_\_\_

MasterCard    Visa    AMEX    Discover   \$ \_\_\_\_\_

By signing below you acknowledge that you have read and agree to abide by the ICSC Terms, Conditions and Rules printed on the reverse side of this page.

\_\_\_\_\_  
Name (as it appears on credit card)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Credit Card Number (include all digits)

\_\_\_\_\_  
Expiration Date (month/year)

TX2014

### Booth Fee

- Check or credit card accepted as payment
- Make check payable to ICSC
- Booth fee is non-refundable/non-transferable

Check one	Member	Non-Member
( ) 10' x 10' (100 sq. ft.)	\$ 445	\$ 645
( ) 10' x 20' (200 sq. ft.)	\$ 890	\$ 1,290
( ) 20' x 20' (400 sq. ft.)	\$1,780	\$ 2,580
( ) 30' x 30" (900 sq. ft.)	\$4,005	\$ 5,805

### Guidelines

- Exhibits must not extend beyond the boundaries of the booth.
- All exhibitors are required to provide General Liability insurance naming ICSC, the official expo contractor and the Convention Center as co-insured.
- Height restrictions: Please refer to the ICSC Design Criteria available in the exhibitor manual.
- All guidelines are subject to regulations of venue and ICSC.

### Deadline

In order to be listed in the Deal Making Exhibitors Directory, ICSC must receive your expositions agreement with payment by **Friday, September 26, 2014.**

### Availability

- Booths are confirmed on a first-come, first-served basis.
- Sending in this expositions agreement does not guarantee you a booth.
- Expositions agreements cannot be processed without payment.
- ICSC cannot guarantee that you will not be placed near a competitor.

### Notification

You will receive a written Space Confirmation from ICSC prior to the meeting. If you do not receive a letter regarding the status of your request, please contact Matt Whyte at [mwhyte@icsc.org](mailto:mwhyte@icsc.org).

### Cancellations

Notify ICSC immediately if you must cancel. All expositions deposits/payments are non-refundable and non-transferable.

### Contact

Matt Whyte  
Trade Exposition Planner  
Tel: +1 646 728 3847  
Fax: +1 732 694 1777  
Email: [mwhyte@icsc.org](mailto:mwhyte@icsc.org)



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 03/26/14  
Re: Discuss and direct staff on a plan for new trade show panels.

---

### **PRESENTER:**

Pam Mundo, Consultant with Mundo and Associates, Inc.

### **BACKGROUND:**

The trades show booth panels update is in accordance with the PEDC Strategic Plan for 2014. In July 2013 the update of the panels was started but not finished.

### **FISCAL IMPACT:**

N/A at this time.

### **RECOMMENDATION:**

Consultant, Pam Mundo recommends PEDC review the list of photography and determine if other photo shots should be considered. The Board should discuss their ideas of the key "retail" branding elements to attract retail investment in Pantego for display on the panels.

### **ATTACHMENTS:**

Initial Layout for booth panels for 2013  
Past trade show booth panels  
List of photography suggestions  
Cost Proposal from 2013  
Southern Flair e-mail estimate

### GRAPHIC INFORMATION BOX

**CLIENT:** Mundo & Associates Inc  
**JOB #:** PR022004  
**CONTACT:** \_\_\_\_\_  
**CONTACT EMAIL:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ X \_\_\_\_\_  
**DATE CREATED:** 8-20-13  
**DUE DATE:** 8-23-13

**REP / AM:** Claire / Joellen  
**ARTIST:** Ron  
**FILE NAME:** Mundo & Assoc... / PR022004 / ... / fabrication / digital / PR22004\_33x82\_... .tif  
**PART #:** 14326 Projector-33  
**SIZE:** 33.5 x 82.5 (78 live)  
**QUANTITY:** 1 each

### COLOR INFORMATION BOX

#### FILE TYPE & COLOR MODE

RGB tif file

#### SPOT COLOR(S)


### MATERIAL

VELCRO     BACKLIT  
 MAGNET     O/S:  
 \_\_\_\_\_

### PROCESS

INKJET \_\_\_\_\_  
 VINYL \_\_\_\_\_  
 OTHER \_\_\_\_\_



**SHOP  
Pantego**

**Heart of the Metroplex**



- 20,000+ cars/day at SH303/Bowen/Park Row
- Close to UTA
- October PantegoFest



**PANTEGO FEST**




**PANTEGO**  
PANTEGO ECONOMIC DEVELOPMENT CORP.



- 100,000 person market
- Great dining and restaurants
- Unique shops and fun venues




33.5" w X 82.5" h  
(78" visible area)

- Great Walkability
- Public investments to assist private sector growth
- Great small business energy




Red lines at top and bottom indicate ends of visible area. These lines will not print.

### CUSTOMER PROOF

PLEASE check this proof carefully for errors and omissions. Your signature below constitutes acceptance of the example provided in this document. THE TRADE GROUP will begin production based on the signature below and will inform you of any changes in pricing due to further developments from your previously approved copy, according to both time and materials.

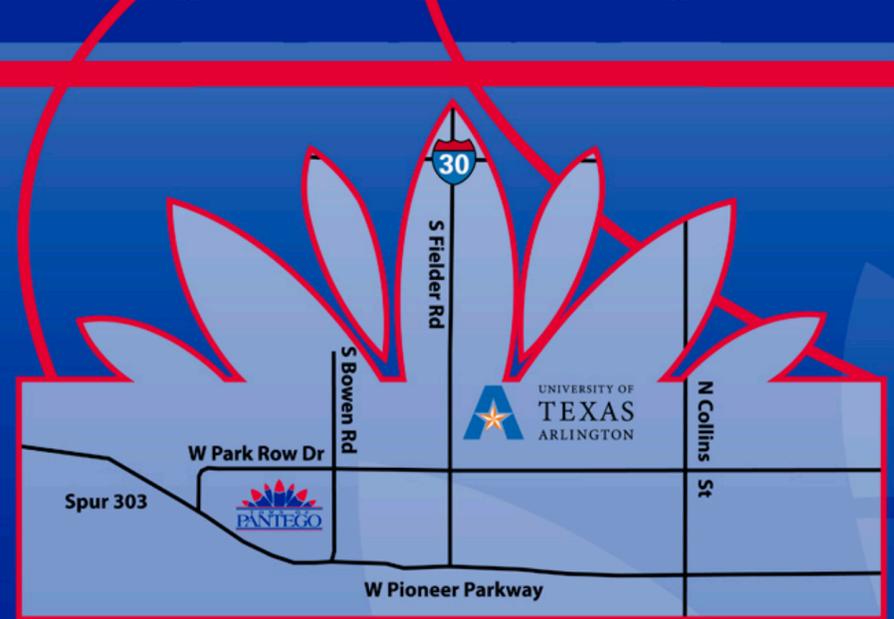
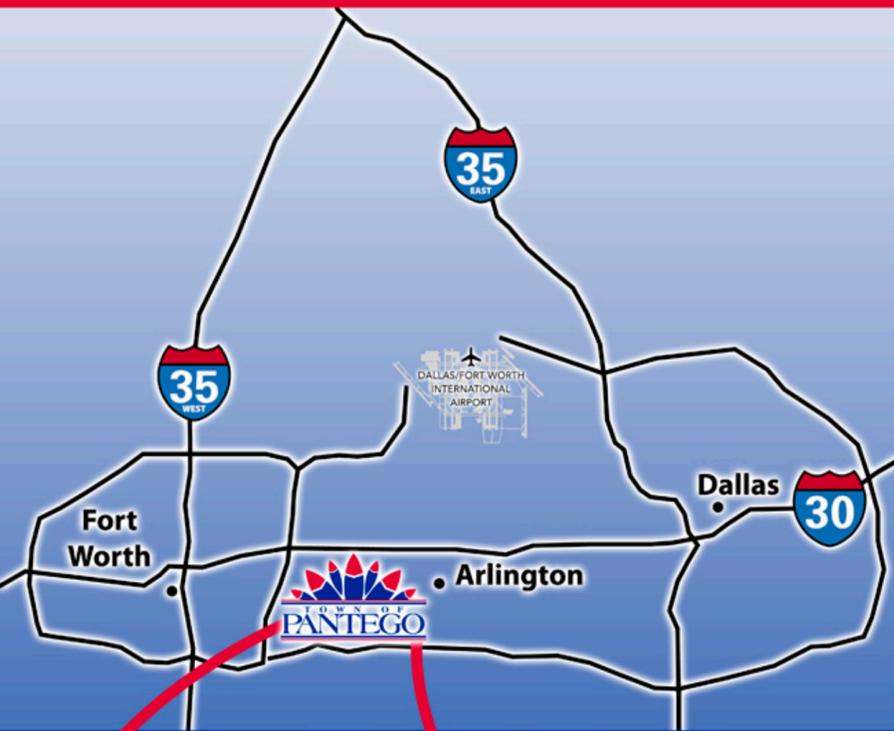
\_\_\_\_\_  
CUSTOMER SIGN-OFF

\_\_\_\_\_  
DATE

### NOTES / CHANGES

COLORS  
 QUANTITY  
 SPELLING  
 SIZES

Please match to previous graphics for this client if possible.



i'm lovin' it®

Walmart  
Neighborhood Market

**SUBWAY**  
eat fresh.®



CVS/pharmacy®

**Jack**  
in the box



Photography suggestions for Trade Show Booth and Branding Efforts of

Pantego Economic Development and Shop Pantego

Interior of Boutique U with staged shopper

Family staged in Park and Egg Hunt

Monument Sign for Pantego at Bowen and Pioneer Parkway

Arch at Park Row West

Texas Fitness – inside action shot

Aldie Food Market

David's Bar B Q inside

Liquour Depot – inside

Walmart Neighborhood Market – outside

Pantego Bay

Annie Freeze

Runtime Sotre

Camp Thurman

PCA

Two residential streets

Waterford

Water Towers



# The Trade Group-Dallas, LLC

1434 Patton Place  
Ste 190  
Carrollton, TX 75007  
Phone: 214-343-2000 Fax: 214-343-3461

# PROPOSAL

**Project:** PR022004  
**Proposal:** Q0114239  
**Proposal Date:** 07/25/13  
**Page:** 1

### Sell To:

Mundo & Associates Inc  
5542 Canada Ct  
ROCKWALL, TX 75032  
USA

Sell-to Contact:  
Contact Phone:  
Contact Fax:  
Contact Email:  
Account Number: 24667  
P.O. Number:  
Description:

Salesperson: Claire Amberson  
Salesperson Phone: 214-764-7105  
Salesperson Fax: 214-343-3461  
Salesperson E-mail: [camberson@tradegroup.com](mailto:camberson@tradegroup.com)  
Account Manager:  
Acct Manager Phone:  
Acct Manager Fax:  
Acct Manager Email:

Description	Quantity	List Price	Unit Price	Total Price
<b>Banner stand Lights</b>				285.00
11405-Sell Projector Series Halogen light - Silver	3 EA			
<b>Projector33 Retractable BannerStand Kit</b>				996.69
11420-Sell Projector33 Retractable BannerStand Hardware w/Bag	3 EA			
14326-Sell Projector33 Graphic Panel, 33.5"Wx78"H • Total area is 33.5"Wx82.5"H w/bleed of .5"H at top and 4"H at bottom	3 EA			
<b>Lay out</b>				500.00
12457-Sell Lay out Estimate	5 HR			
			Subtotal:	1,781.69
			Total Sales Tax:	0.00
			<b>Total:</b>	<b>1,781.69</b>
			<b>Required Deposit</b>	<b>890.85</b>

Prices valid 30 days. Tax, shipping or show svcs are for estimate purposes only; actual charges will be billed. Deposit due upon acceptance; Bal due prior to Shipment.

TTG agrees to sell to Purchaser and Purchaser agrees to purchase goods and or services described above on the terms and conditions within this agreement. IN NO EVENT SHALL TTG BE LIABLE TO PURCHASER OR THIRD PARTIES FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS OR REVENUE, LOSS OF USE OF THE GOODS, COST OF CAPITAL OR CLAIMS BY CUSTOMER, CUSTOMER'S CUSTOMERS OR OTHER THIRD PARTIES FOR DAMAGES RESULTING FROM PROPERTY DAMAGES OR PERSONAL INJURY. FURTHER, IN NO EVENT, SHALL TTG'S LIABILITY UNDER THIS PROPOSAL EXCEED THE TOTAL AMOUNTS PAID BY CUSTOMER TO TTG FOR THIS PARTICULAR ORDER WHICH IS THE SUBJECT OF THE CLAIM. Purchaser acknowledges he/she has read, understands, and agrees to the terms of this Proposal. All sales are final.

Pmt. Method: Check: \_\_\_\_\_ Credit Card No.: Master Card Expiration Date: 6/30/14  
 (Please Print)  
 Card Holder Address: 5542 Canada Ct City: Rockwall State: Tx Zip: 75032  
 Card Holder Signature: Pam Mundo Amount Approved for Charge: 1,781.69  
 Purchaser Name: Pam Mundo Purch. Signature: [Signature] Date: 8/9/13  
 on behalf of Pantego EDC

**From:** Dwayne Lee [<mailto:southernflair@sbcglobal.net>]  
**Sent:** Friday, March 21, 2014 12:55 PM  
**To:** Pam Mundo  
**Cc:** Matthew Fielder; Bill Brown  
**Subject:** Re: Estimate on cost of photography

Good afternoon, Pam. To do this project right, it will take several hours of pre-, post-, and actual production and would cost a small fortune.

However, I would be willing to do this project for \$400.

What timeframe are you looking for?

Dwayne Lee, M.Photog., CR-API  
Southern Flair Photography  
817.277.0477 or Metro 817.261.3366  
[www.sflair.com](http://www.sflair.com)

(Sent from my iPhone)

On Mar 20, 2014, at 1:19 PM, "Pam Mundo" <[pmundo@mandoandassociates.com](mailto:pmundo@mandoandassociates.com)> wrote:

Dwayne Lee:

See attached a preliminary list of photography that the Pantego Economic Development Corporation seeking to be obtained. We need the photography for the development of trade show booth panels to assist in branding the economic development effort of Pantego and its Shop Pantego Program. The trade shows are before investors, developers and retail companies seeking new locations. See attached the current booth that we are looking to update to give you an idea of the change of photos we are looking for.

We need a price quote to complete the photography.

Thank you

**Consultant for the Pantego Economic Development Corporation**

**Pamela J. Mundo, AICP/CEcD**

<[image001.gif](#)>

214.773.0966

Mundo & Associates Inc.

[pmundo@mandoandassociates.com](mailto:pmundo@mandoandassociates.com)

[www.mundoandassociates.com](http://www.mundoandassociates.com)

*"Creating opportunities & options for making great places"*

<tx deal mking 420.JPG>

<Banners\_Proof\_REV4.pdf>

<Pantego EDC Trade Show booth list of photos needed.doc>