



AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

April 23, 2014

TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 7:30 P.M.

REGULAR SESSION 7:30 P.M.
CALL TO ORDER AND GENERAL COMMENTS
INVOCATION: Director Don Surratt
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
 - April 9, 2014
3. Summary of Revenues and Expenditures
 - April 23, 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 the demonstration presented by Bean Electric for the lighting of the Arch on Park Row. The meeting will relocate momentarily to the Arch on Park Row adjacent to 2210 W. Park Row to allow the board the viewing of the demonstration.
5. Discuss, direct, and consider action upon the lighting of the Arch on Park Row.

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, April 20, 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.

April 23, 2014

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

BEGINNING AT 7:30 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, April 20, 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: Julie Arrington, City Secretary
Date: 04/23/14
Re: Executive Directors Report

Attachments:

The Executive Directors Report



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, City Manager
Date: 04/23/2014
Re: Executive Director Report

Pantego Fest

The Town Council has hired Flair Events to coordinate the Pantego Fest in 2014, which is currently scheduled for the weekend of September 26-28. She will be on the April 28th Town Council Meeting agenda to discuss a proposed location and dates to establish a baseline for future planning. Should the Council make a determination regarding these issues, she will attend the next available PEDC meeting for a discussion in preparation for detailed planning.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 04/23/14
Re: Approval of the PEDC Minutes

Attachments:

Minutes from April 9, 2014.

Pantego Economic Development Corporation
April 9, 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 9th day of April 2014 with the following members present:

Bill Brown	President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Danny Lakey	Director
Don Surratt	

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Jennifer Pauley	Support Specialist
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

President Bill Brown 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 lighting of the Arch on Park Row and was informed this will be an item on the next agenda.

Treasurer Gittiban questioned whose responsibility it is to maintain the lane indicators on the road and was informed it was the Town's responsibility. Mr. Joyce stated he would inspect the area of Treasurer Gittiban's concern; Bowen and Pioneer Parkway.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder has nothing to report at this time.

2. Approval of PEDC Minutes

• **March 26, 2014**

Director Surratt made a motion to approve the March 26, 2014 minutes. President Brown informed the Board the motion to the 2013 Annual Report does not contain the approved monetary amount or the quantity of the order and would like this added to the motion.

Director Surratt amended his motion to approve the March 26, 2014 minutes with the recommendation to add the dollar amount of \$2,632.76 and the quantity amount of 250 to the original motion of the 2013 Annual Report. Director Lakey seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

• **April 9, 2014**

Director Surratt questioned the sod invoice in the expenses the last two meetings. Mr. Fielder informed the Board the previous expense report was the approval of the estimate and the work. This report is the approval of the payment to the invoice. Director Surratt inquired about the water of the new sod. Mr. Joyce informed him the public works employees are watering appropriately and would continue to monitor it.

Secretary Adair inquired about the statute repair invoices reminding the Board there was an approved invoice for the statutes a few months ago. Mr. Joyce informed the Board the previous invoice was for annual maintenance and this invoice is for repairs. He was given a repair list from the previous Public Works Director on statutes that need repairs. Director Surratt clarified the list was created from the notes of the restoration. Mr. Joyce went on to explain the repairs have not been made and this is an estimate for the work.

Secretary Adair made a motion to accept the Financials as presented. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, 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 update on the Spring Promotional Event the Pantego Shopper's Card.

Ms. Mundo informed the board the cards were delivered today. The printing company made an error on the printing of the second card and will have them corrected and to Town Hall tomorrow.

Pantego Economic Development Corporation
April 9, 2014

All stamps and 50-100 cards were delivered to each store and the remaining balance will be at Town Hall. There are 1200 of both styles of the cards. The drawing will be May 15, 2014 at 11:00 a.m. The Bullchick's logo will act as a free space since they are out of business.

There was discussion on Bullchicks going out of business, the lighting, and visibility of the location.

There was discussion on the Boutique U customer traffic due to their location.

PEDC MEMBER INQUIRY

None

ADJOURNMENT

President Brown adjourned the regular session at 7:33 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: 04/23/2014

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 04/23/2014

Invoices submitted for approval:

Brown & Hofmeister, LLP	Professional Services - Anything Goes	<u>\$ 262.50</u>
		Total <u>\$ 262.50</u>

PURCHASE REQUISITIONS OVER \$1,000

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

April 10, 2014

Billed through March 31, 2014

Bill number - 0156-001 - 28322 MSH

RECEIVED
4/8/14

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	\$157.50
Payments received since last bill	\$157.50
Net balance forward	\$0.00

FOR PROFESSIONAL SERVICES RENDERED

03/26/14	JLM	Preparation of Performance Agreement for Anything Goes.	1.2 hrs
03/27/14	JLM	Preparation of performance agreement with Anything Goes and email to A. Carmona regarding the same.	0.3 hrs

BILLING SUMMARY

Jeff L. Moore	1.5/hrs	\$175.00/hr	\$262.50
TOTAL FEES			\$262.50
TOTAL DISBURSEMENTS			\$0.00
TOTAL CHARGES FOR THIS BILL			\$262.50
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			\$262.50

[Handwritten signature]

Pantego Economic Development Corporation
 Construction/ Operating Fund Budget for Fiscal Year 2013/2014
 As of April 23, 2014

	Budget FY 2013/2014	Actual FY 2013/2014
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.00
 REVENUES		
Sales Tax Revenue	285,000	-
Interest Revenue	500	71.85
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	\$ 287,750	\$ 71.85
 EXPENDITURES		
Professional Fees		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 2,882.44
Total Professional Fees	36,000	18,000.00
Marketing and Advertising		
Miscellaneous Marketing and Advertising	25,000	10,526.99
Total Marketing & Advertising	25,000	10,526.99
Activities		
Seasonal Decorations(Tree Lighting)	10,000	8,590.88
Total Activities	10,000	8,590.88
Maintenance		
Landscaping and Improvements	20,000	8,009.82
Sprinkler System Maintenance	500	44.67
General Maintenance and Repair (Bldg & Park)	12,000	4,273.06
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	36,000	16,377.55
Other Training/Travel		
Miscellaneous	3,500	1,119.14
Total Other	1,000	971.13
Total Other	4,500	2,090.27
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)	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 Expenditures	175,000	85,929.88
Transfer to General Fund (Adm. Fees)	(96,607)	(48,303.48)
Transfer to General Fund (Park Board)	(17,500)	(8,748.00)
Net Change In Fund Balance	\$ (115,607)	\$ (201,377.64)
Estimated		
Ending Fund Balance	\$ 121,214	\$ 212,303.36



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Chad Joyce, Community Development Director
Date: 04/23/14
Re: The Demonstration on the Park Row Arch

Attachments:

The Board will relocate to examine the demonstration on the Arch located on Park Row.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Chad Joyce, Community Development Director
Date: 03/26/14
Re: Lighting on the Park Row Arch
