



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

May 14, 2014

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

REGULAR SESSION 7:00 P.M.  
CALL TO ORDER AND GENERAL COMMENTS  
INVOCATION: Bill Brown, President  
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 23, 2014
3. Summary of Revenues and Expenditures
  - May 14, 2013

### 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 an updated of the Spring Promotional Event Shoppers Card.
5. Discuss, direct, and consider action on a program to welcome new businesses to Pantego.
6. Discuss, direct, and consider action on the incentive guidelines currently in place.

### 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

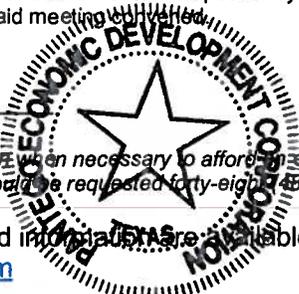
### CERTIFICATION

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, May 11, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting was held.

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](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.**

**May 14, 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, May 11, 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: 05/14/2014  
Re: Executive Director Report

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### Arch Lighting

At the previous PEDC Board meeting the Board viewed a light demonstration of the Arch located on West Park Row from Bean Electric. The Board decided the style of light for the Arch but wanted to look at other features. The contractor was requested to return to tonight's meeting for a demonstration of colors and timing displays. Chad Joyce spoke to the contractor on Friday and he has not received everything he needs for the demonstration and was not prepared to attend tonight's meeting. The contractor was informed the next meeting will be May 28<sup>th</sup> at 7:00 p.m.



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 05/14/14  
Re: Approval of PEDC Minutes

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**Attachments:**

April 23, 2014 PEDC Minutes

**Pantego Economic Development Corporation  
April 23, 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 7:30 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 9<sup>th</sup> day of April 2014 with the following members present:**

<b>Bill Brown</b>	<b>President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Arsalan Gittiban</b>	<b>Treasurer</b>
<b>Danny Lakey</b>	<b>Director</b>
<b>Don Surratt</b>	<b>Director</b>

**Constituting a quorum. Staff present was:**

<b>Matt Fielder</b>	<b>City Manager</b>
<b>Julie Arrington</b>	<b>City Secretary</b>
<b>Ariel Carmona</b>	<b>Finance Director</b>
<b>Chad Joyce</b>	<b>Community Development Director</b>

**Also in attendance:**

<b>Pam Mundo</b>	<b>Economic Development Coordinator</b>
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**REGULAR SESSION 7:30 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

President Bill Brown called the meeting to order at 7:30 p.m.

**INVOCATION**

Director Surratt led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

President Brown expressed his pleasure in the Easter Event and how well he enjoyed the event.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board April Coltharp with Flair Events will speak to the Town Council at the next Town Council meeting on Monday, April 28, 2014. She plans to attend the next PEDC meeting to discuss the location, date, and time of PantegoFest 2014 and the Boards involvement. President Brown stated it was not necessary for Ms. Coltharp to visit with both Boards.

Mr. Fielder explained he spoke to Google and learned an organic search; for instance search shoe stores, will not result in stores in Pantego. The Board can purchase buzz words and if one is

used our businesses will pop up on the screen. This is charged per word or per search and the price varies based on the word used. There was discussion on words that could be used.

**2. Approval of PEDC Minutes**

- **April 9, 2014**

Director Surratt made a motion to accept the minutes for April 9, 2014 with the correction of Ms. Carmona's attendance. 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.

**3. Summary of Revenues and Expenditures**

- **April 23, 2014**

Secretary Adair made a motion to approve 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.

**PEDC MEMBER INQUIRY**

There was discussion regarding which Directors would like to continue their appointment with the PEDC Board. Director Rogers is the only Board Member who has requested a leave of the board.

President Brown recessed the Board at 7:55 p.m.

President Brown reconvened the Board on location at 8:09 p.m.

**DISCUSS, 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.**

The representative from Bean Electric demonstrated three types of lighting stripes possible for the lighting of the arch. There was discussion on colors, intensity of the colors, timing, assembly, and possible competition with the Braum's sign. The board requested the contractor to attend the next PEDC meeting with demonstrations at Town Hall on the colors and the timing for changing the colors automatically.

- 5. Discuss, direct, and consider action upon the lighting of the Arch on Park Row.**

No action on this item.

**ADJOURNMENT**

President Brown adjourned the regular session at 8:55 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:** 05/14/2014

**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 05/14/2014**

**Invoices submitted for approval:**

Mundo & Associates	Professional Services & Spring Promo Expenses	<u>\$ 3,099.33</u>
		Total <u>\$ 3,099.33</u>

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

# MUNDO ASSOCIATES

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0966  
ROCKWALL, TX 75087 214-642-8352  
972-415-4596  
10-972-773-0966

May 6, 2014

Bill Brown, President

[Wm.brown@sbcglobal.net](mailto:Wm.brown@sbcglobal.net)

Arsalan Gittiban, Treasurer

[dragittiban@yahoo.com](mailto:dragittiban@yahoo.com)

Cherie Charboneau

[ccharboneau@townofpantego.com](mailto:ccharboneau@townofpantego.com)

Ariel Carmona

[a.carmona@townofpantego.com](mailto:a.carmona@townofpantego.com)

Town of Pantego

1614 S. Bowen Road

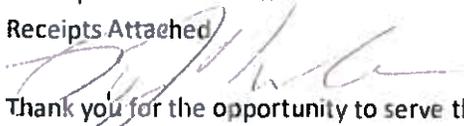
Pantego, TX 76013

Invoice for Services from Mundo and Associates, Inc. for the Pantego EDC.

April Services (see description attached)	\$3,000.00
Hobby Lobby Drawing Plastic Container	10.79
Hobby Lobby Stamp Pads	50.72
Michaels Stamp Sets	9.72
Michaels Stamp Pads	28.10
<b>Total</b>	<b>\$ 3,099.33</b>

Description of Work Attached

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

MUNDO & ASSOCIATES INC. 5542 CASANOVA COURT 214.773.0966  
 ROCKWALL, TX 75087 214.642.5352  
 972.415.4500  
 fax 972.773.0915

## Pantego

Description of Work

Description of Work

April 2014

Pantego

April 1, 2014 Worked on Revisions to Shopper Cards, placed Vive by Design event on Shop Pantego, Sent document on Shopper Cards to Printer. Organized and sent document on Annual Report To the printer. 8 hr

April 2, 2014 Contacted with Vixon Vapor and Texas Appliance on future shopping card events, Prepared documents for meeting with developer, Rosebriar Corporation. Wkd on shopper Card promotion 5 hrs

April 8, 2014 Held meeting with Rosebriar Corporation on potential development sites in Pantego 3 hrs

April 9, 2014 Picked up from printer the Annual Reports and Shopper Cards, delivered Shopper cards and explained program to 12 businesses participating, attended EDC Meeting 6 hrs

April 11, 2014 Delivered Shopper Cards to participating businesses and explained program 4 hrs

April 14, 2014 Prepared for and attended Council meeting on the annual report and Strategic plan 6 hrs

April 21, 2014 Worked on Shopper Card promotion and preparation for the PEDC meeting 3 hrs

April 23, 2014 Worked on Shop Pantego and Attended the PEDC Meeting 4 hrs

April 29, 2014 Worked on information for City Manager meeting, met with City Manager 4 hrs

Total Hours 43 hrs

Contract requirements is for 30 hours

TX HUB



4628 S. Cooper St.  
Arlington, TX 76010  
Hobby Lobby Store #175 (972) 977-2440

S-176 R-4 T-5812 TERRY L SALE

100000000	Home Accents	10.99
106000000	Home Accents	29.99
105100000	Papercraftin	10.99
105100000	Papercraftin	5.99
105100000	Papercraftin	7.79
105100000	Papercraftin	6.99
105100000	Papercraftin	5.99
105100000	Papercraftin	5.99

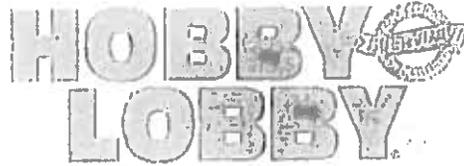
SUBTOTAL 109.69  
TAX TOTAL 8.78  
TOTAL ~~118.47~~

*Stamp Psets*

H/C  
ACCOUNT #: \*\*\*\*\*7712  
AUTH#: 90857P  
REF#: 4099155315  
CHANGE DUE

118.47  
**50.72**  
0.00

--Continued on Side 2--



2004 South Goliad  
Rockwall, TX 75087  
Hobby Lobby Store #176 (972) 772-5021

S-176 R-4 T-5818 LINDA B SALE

105100000	Papercraftin	7.99
105100000	Papercraftin	5.99
105100000	Papercraftin	5.99
105100000	Papercraftin	5.99

SUBTOTAL 25.96  
TAX TOTAL 2.14  
TOTAL **28.10**

H/C  
ACCOUNT #: \*\*\*\*\*7712  
AUTH#: 83289P  
REF#: 4097153145  
CHANGE DUE 0.00

Number Of Items Purchased: 4

Thank you. Please come again.  
Become a fan on Facebook.  
RETURN POLICY ON BACK OF RECEIPT

Visit our website at [www.hobbylobby.com](http://www.hobbylobby.com)



4/7/14 03:31 PM

--Continued on Side 2--



Panlego Economic Development Corporation  
 Construction/ Operating Fund Budget for Fiscal Year 2013/2014  
 As of May 14, 2014

	Budget FY 2013/2014	Actual FY 2013/2014
<b>Estimated</b>		
<b>Beginning Fund Balance</b>	\$ 236,821	\$ 413,681.00
 <b>REVENUES</b>		
Sales Tax Revenue	285,000	-
Interest Revenue	500	71.85
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
<b>Total Revenue</b>	\$ 287,750	\$ 71.85
 <b>EXPENDITURES</b>		
<b>Professional Fees</b>		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 2,882.44
Total Professional Fees	36,000	21,000.00
	38,750	23,882.44
<b>Marketing and Advertising</b>		
Miscellaneous Marketing and Advertising	25,000	10,726.27
Total Marketing & Advertising	25,000	10,726.27
<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	8,759.82
Sprinkler System Maintenance	500	44.67
General Maintenance and Repair (Bldg & Park)	12,000	4,330.76
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	36,000	17,185.25
<b>Other Training/Travel</b>		
Miscellaneous	3,500	1,119.14
Total Other	1,000	971.13
	4,500	2,090.27
<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	6,430.88
Total Expenditures	175,000	5,928
	289,250	148,404.9
Transfer to General Fund (Adm. Fees)	(96,607)	(48,303.48)
Transfer to General Fund (Park Board)	(17,500)	(8,748.00)
Total	(114,107)	(57,051.48)
<b>Net Change in Fund Balance</b>	\$ (115,607)	\$ (205,384.62)
 <b>Estimated</b>		
<b>Ending Fund Balance</b>	\$ 121,214	\$ 208,296.38



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 05/14/14  
Re: Spring Promotional Event Shopper Card Update

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The 2014 Spring Promotional Event Shopper Card is scheduled to end on May 14, 2015 with the drawing scheduled for 11:00 on May 15, 2014. As of Friday, May 9, 2014, Town staff has not received any cards into our office for this event.

**Attachments:**

Shopper Card Expenses Spreadsheet

## Spring Shopper Card Expenses

<b>Locations</b>	<b>Cost</b>
Ink pads and stamps	
Hobby Lobby	\$ 112.34
Hobby Lobby	\$ 10.79
Hobby Lobby	\$ 50.72
Michaels	\$ 9.72
Michaels	\$ 28.10
Printing the mailers	\$ 396.75
Printing Cards	\$ 329.67
Printing Posters - Office Max	\$ 33.83
Total Expenditures	<u>\$ 971.92</u>
Budget \$2,000	



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Bill Brown, President  
Date: 05/14/14  
Re: Discuss, direct, and consider action on a program to welcome new businesses to Pantego.

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The purpose of this item is to discuss organizing a program whereby PEDC Board members would personally visit and welcome new businesses to Pantego.

**Attachments:**

List of New Businesses

## Pantego New Business New Investment

<b>Business Name</b>	<b>Address</b>	<b>Business Description</b>	<b>Telephone</b>	<b>Notes &amp; information</b>	<b>to visit the business</b>
<b>January</b>					
Liberty Tax Service	2424 W. Pioneer Pkwy, Suite B	Tax and Accounting	469-240-1700	May only be open during tax	
RJK-Vending	2211 Duluth Drive, Suite 106	Vending Repair	817-948-4771		
The Dance Company	1539 S. Bowen Road	Dance Studio		Business closed replaced by expansion of Texas Fitt &	
Sew Fabricated, LLC	2899 W. Pioneer Parkway	Reatil-Fabric	817-275-7711	New business and new owners	
Hairs 2 U	2400 W. Pioneer Parkway #124	Beauty Salon	972-741-1129	replace a previous beauty salon	
Tuscan Villa	3273 W. Pioneer Pkwy	Banquet Hall	817-460-8600	existing business improvements	
Arlington Financial Services Inc.	2111 W. Arkansas Lane, Suite 207	Insurance Agency	682-554-9082	new business	
Texas FITT				expansion and new business	
Perez Rack	2111 W. Arkansas Lane, Suite 103		817-881-3741		
Pure Zen Nail Spa				2013 business opened in Jan	
Keith's Motorplex	2405 W. Arkansas Lane (D)	Vending Repair	817-504-5914	existing business improvements	
<b>February</b>					
Texas Drug Testing, LLC	3630 W. Pioneer Pkwy, Suite 126	Drug Testing	817-690-3647	New business	
Semaj Mat Corp	2202 Raper Blvd, Suite c	Rental Management	817-496-1076	New Business	
Dake Construction	2200 Smith Barry Road, Suite 150	General Construction of Municipal Water	817-303-7111	New Business	
Professional Framers	2910 W. Park Row Drive	Framing	817-460-5100	New Business	
Zingem, LLC	3610 W. Pioneer Pkwy, Suite 103 and 105	Software Consulting	817-690-6847	New Business	
Mary Roth Staff Training Programs and Leonards Training by Mary Roth	3610 W. Pioneer Pkwy, Suite 102,104,106 & 108	Insurance Training	817-299-0777	New Business	
Texas FITT				Expansion and new investment	
El Chico				Expansion and new investment	
Paperwerks	3630 W. Pioneer Pkwy, Suite 118	Income Tax Services	682-999-8299		
<b>March</b>					
Precision Motorsports	2103 W. Pioneer Pkwy, Suite 313	Motorsports	682-227-2927	New Business	
A NewBeginning888.inc	3279 W. Pioneer Pkwy	Healthcare Office	817-521-8290	New Business	
Uncle Bucks Automotive	2101 W. Pioneer Pkwy, Suite 113	Automotive Repairs	817-899-8880	New Business	
Vihiga International Group	2101 Arkansas Lane, Suite 3	Office	817-323-3273	New Business	
<b>April</b>					
Iva's Flower Shop	2400 W. Pioneer Pkwy, Suite 108	Flower Shop	817-261-8023	New Owner	
Mike's Speed Shop	3619 Graves Blvd, Suite B4	Motorcycle Part and Repair	817-709-6582	New Business	
Circle C&J Trading	2011 Roosevelt Drive, Suite B	Second Chance Merchandise	817-875-9019	New Business	
Happy Headz Kidz Shuttle	3600 Pioneer Pkwy, Suite 5	Kidz Shuttle	817-691-1104	New Business	

## Pantego New Business New Investment

The Mansion's Spa	2702 W. Park Row Drive	Spa	682-970-8702	New Business
Concrete Design Solutions, LLC	3605 W. Pioneer Pkwy, Suite A1	Concrete	877-446-5225	New Business
Mad Mike's Ice Cream, LLC	2304 W. Park Row, Suite 16	Ice Cream Parlor	817-832-8261	2013 business to open
Captain Peacock Yachts & Expeditions Inc.	3611 W. Pioneer Pkwy, Suite E 2400 W. Pioneer Pkwy, Suite 100	Tour Operator	682-219-9167	New Business
First Dixie Café, LLC	& 105	Restaurant/Grocery	214-463-0838	New business
<b>May</b>				
Greg Roe Insurance Agency (Farmers)	2400 W. Park Row, Suite A	Insurance	817-277-8373	New Business
Simple Wireless Services	2425 W. Pioneer Pkwy Suite 207	Office Services	817-798-2790	New Business
Professional Image	2230 W. Park Row Drive, Suite F	Barber Shop	510-289-1717	New Business



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Bill Brown, President  
Date: 05/14/14  
Re: Discuss, direct, and consider action on the incentive guidelines currently in place.

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This item was included to discuss with Board Members issues that have been brought up in the past deliberations on incentives, including considering the location of the business within the Town, as well as the level of participation of the landlord.

**Attachments: None**

**Pantego Economic Development Corporation  
Guidelines and Criteria  
for the Business and Development Assistance Program**

**Sec. 1 Purpose**

The Pantego Economic Development Corporation (*PEDC*) is committed to the attraction of new development investment as well as the retention and expansion of existing businesses in the community in order to produce a strong local economy and generate a favorably quality of life. Pursuant to the aims and objectives stated above, the *PEDC* Board of Directors (*PEDC Board*) shall establish and create the Pantego Business and Development Assistance Program (*the Program*) to support the expansion of business and development within the community and to incentivize business relocation to the Town of Pantego.

In addition to other economic development activities pursued by the *PEDC*, the Pantego Business and Development Assistance Program will provide a structured mechanism for the extension of financial incentives and loans by the *PEDC* under legal authorization as stated in Chapter 505 of the Texas Local Government Code. Financial incentives will be evaluated on a case-by-case basis such that any incentives extended will be based upon the merits of each individual project.

Each application shall be judged upon the merits of the individual project. The *PEDC* is under no obligation to provide incentives to any applicant. Participation in the *Program* does not remove any obligation to satisfy any and all applicable codes and ordinances issued by the Town or any affected taxing jurisdiction that may be in effect at the time the agreement is executed.

**Sec. 2 Incentives & Assistance**

The *PEDC* seeks to provide flexibility in its economic development activities. Economic development incentives and assistance are based on the unique needs and individual nature of each development, expansion project, or business need. However, in order to maintain a sound structure for the orderly utilization of appropriate incentives/assistance, the *Program* maintains a formal application process and designates certain guidelines and procedures for the extension of incentives/assistance. To accomplish this, the *Program* provides the *PEDC* two alternative incentive methods including *Storefronts in Pantego (SIP)*, and the *PEDC Loan Program*. These two methods are targeted to improvements to existing centers and aim to assist in mitigating up-front development cost barriers.

Storefronts in Pantego (SIP)

In order to support the upgrade and renewal of business storefronts within the Pantego community, the *PEDC* may utilize *SIP* to provide area businesses or property owners financial assistance toward the following improvements:

- A. Facade
- B. Parking
- C. Signage
- D. Landscaping
- E. Lighting

Improvements that are ineligible for financial assistance through *SIP* include:

- A. HVAC
- B. Plumbing
- C. Electrical
- D. Any Structural Improvements
- E. Any Interior Improvements

Other improvements related to the upgrade of business storefronts may be considered if associated with one or more of the approved storefront improvements listed above. It shall be left to the discretion of the *PEDC* to determine if any other projects are eligible for financial assistance under *SIP*. Any such determination will be delivered during the course of the application process.

Any and all incentives provided through *SIP* shall be in the form of a loan which may be forgiven if certain criteria (as established in the application process) is met by the recipient. Any failure to meet these criteria will result in recapture of any financial assistance provided as described in Section 6.

If, as determined by the application process, financial assistance through *SIP* is demonstrated to be warranted, the amount of assistance provided shall be bound by criteria found in Table 4.1 (below).

Table 2.1

<b>Recipient</b>	<b>Amount of Assistance</b>
Multi-tenant center larger than 15,000 sq.ft.	Match up to \$25,000
Any commercial or mixed-use facility up to 15,000 sq. ft.	match up to \$12,500

### *PEDC Loan Program*

The *PEDC Loan Program* is designed to be a flexible tool for use by the PEDC in supporting local businesses and property owners seeking to make substantive improvements to their facilities or operations or to new businesses/developments locating in the Town of Pantego.

These loans are primarily meant to address the following circumstances:

- A. Unusual barriers to development exist
- B. Project supports separate economic development efforts by *PEDC* or the Town
- C. Project has been demonstrated to be a catalyst for additional development/redevelopment

The review and approval of any proposed project submitted to the *PEDC* for assistance through the *PEDC Loan Program* will be subject to the application process described in Section 3. All agreements approved for the *PEDC Loan Program* will be in the form of a forgivable loan, shall be performance-based, and shall be subject to recapture as described in Section 6.

### **Sec. 3 Application and Application Process**

All applicants must fill out the “Pantego Business and Development Assistance Program Application,” and submit the form to the City Manager or other designee identified by the *PEDC Board*. Included with the application, the applicant must submit the following:

- A. A written description of the business and the general nature and extent of the operations to take place in the Town of Pantego, and (if applicable) any new construction associated with the project.
- B. A document detailing the type, amount, and purpose of any incentives sought.
- C. A document detailing the impact of the requested assistance upon the applicant business.
- D. A document illustrating the financial benefit to the town generated by the addition of the applicant business.
- E. A description of any construction associated with the project (if applicable), including site plans and elevations if available.
- F. A map of the facility location and property description (including current ownership).
- G. A time schedule detailing the anticipated relocation to the Town of Pantego (including any construction and initiation of operations).
- H. Financial documents indicating projected sales for the new or expanded business (if applicable) as well as the anticipated impact of any and all improvements upon sales

revenue (if sales tax applies).\*

\* Other financial information including but not limited to annual reports, balance sheet, income statement, cash flow report, or tax returns may be required upon request by the *PEDC Board* or designee.

Please refer to Exhibit A for an explanation of the financial incentive application process. Any assistance must be approved by the *PEDC Board* and may be subject to approval by additional jurisdictions.

It is required that all applicants (or a duly designated agent) be present to answer questions at any *PEDC Board* meeting at which their application is under consideration for approval unless prior arrangements have been submitted and approved by the *PEDC Board*. Notice will be given to the applicant at least two weeks in advance of any such meeting.

All Incentive Program Applications must be submitted prior to (re)locating in Pantego and/or prior to any associated construction, and prior to the commencement of any projects for which financial assistance is being sought. **No application will be considered after construction has begun and/or after the applicant has begun any activities for which assistance is being sought in Pantego.**

#### **Sec. 4 Advisory Review Committee**

The *PEDC* may designate members of the *PEDC Board* or Town Staff to serve within a Business and Development Assistance Advisory Review Committee (*Review Committee*) that will be responsible for the review, assessment, and analysis of any and all applications submitted to the *PEDC* and to work with City Staff and City Council as necessary to the application process. The *Review Committee* may also be required to meet with applicants (or their designated representative) in order to evaluate the applicant's request and to provide guidance to the applicant on the form and content of the Final Incentive/Assistance Proposal to be submitted to the *PEDC Board* for approval (as described in Exhibit A).

Moreover, it will be the responsibility of the *Review Committee* to coordinate, as appropriate, matters relating to the review of an applicant's request with appropriate staff (and/or other designated body) of the Town of Pantego should the applicant's request relate to or be submitted concurrent to an application to the Town of Pantego for incentives or assistance.

The role of the *Review Committee* is strictly advisory in nature. No recommendations or declarations on behalf of the *Review Committee* shall be considered binding with regards to the *PEDC*.

It shall be left to the discretion of *PEDC Board* to determine the appropriate form and makeup of the *Review Committee*. No restrictions shall be established regarding the size or membership of the *Review Committee* unless so desired by the *PEDC Board*.

## **Sec. 5 Additional Community Guidelines**

The Town of Pantego and the *PEDC* work hard to create a favorable family and business environment. Strong corporate support of the community is highly encouraged. The *PEDC Board* urges all incentive recipients to act as strong community citizens, and, though not required, any demonstration or commitment to this end that is included with the incentive application, including plans for community service, etc., will be most welcome.

The *PEDC* also seeks to support existing area businesses in its economic development activities. Therefore, it is also requested that applicants look first to Pantego as a source for labor, supplies, lending, and construction assistance.

## **Sec. 6 Recapture**

All incentive agreements shall be performance-based, therefore any Programs dispersed by the *PEDC* shall be contingent upon certain performance measures to be identified in the assistance agreement. Any loans awarded through the *Program* shall be deemed in default should any performance measures not be met and all funds shall be paid to the *PEDC* immediately.

## **Sec. 7 The Agreement**

Guided by the application process illustrated in Exhibit A, any agreement to extend economic development incentives will be individually suited to the merits of the project, the needs of the applicant, and the capabilities of the *PEDC*. The terms and conditions of any incentive agreement shall be contained in the final version submitted to the *PEDC Board* for approval and may be subject to review by the City Council of Pantego as required by Chapter 505 of the Texas Local Government Code. No terms shall apply that are not contained in the Final Incentive Proposal approved by the *PEDC Board*, unless already stipulated in these Guidelines and Criteria.

## **Sec. 8 The Application**

Please refer to the “Pantego Incentive Program Application” for further instructions on the initial application process.

# Exhibit A

## Pantego Program Application Process

