



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

June 11, 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: Vice President Mayo
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
 - May 28, 2014
3. Summary of Revenues and Expenditures
 - June 11, 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, direct, and consider action on the Arch Lighting project.
5. Discuss, direct, and consider action on updated photos and panels with graphic art at an estimated cost of \$1,000 to be used in the various Tradeshows.
6. Discuss, direct, and consider action on the Red Trolley event ideas and costs.
7. Discuss, direct, and consider action on marketing material and set up for PantegoFest 2014.
8. Discuss, direct, and consider action on the Arlington Chamber of Commerce.

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, June 8, 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.

June 11, 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, June 8, 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: 06/11/2014
Re: Executive Director Report

Park Row Project

Council has directed staff to obtain current budget information for the final plans for the Park Row Project. The two design teams are currently doing updating their projections. Once they are complete, staff will review them with both the Town Council and the PEDC Board. The project is planned to start construction in October.

Pantego Fest

The Town Council is scheduled to review options for entertainment at the 2014 Pantego Fest at their June 9th meeting. Any decisions they make will be relayed to the Board as part of the Executive Director's Report.

Board and Commission Appointments

The Town Council will be considering appointments to Boards and Commissions at their June 9th meeting. Staff will provide an update on any new appointments to the PEDC Board.

Ribbon Cuttings

Ribbon cuttings for Mad Mike's Ice Cream and the Mansion are currently being scheduled for June. Staff will provide information on the date and time once it is confirmed.

Special Events

The Community Relations Board held a Memorial Day observance on Monday, May 26th in Bicentennial Park.

New Businesses

First Dixie Café has opened at 2400 W. Pioneer Parkway. Also, Anything Goes has reopened in its new location.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, City Manager
Date: 06/11/14
Re: Approval of the PEDC Minutes

Attachments:

PEDC Minutes May 28, 2014

**Pantego Economic Development Corporation
May 28, 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 28th day of May 2014 with the following members present:

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

Absent:

Paul Mayo	Vice President
Barbara Rogers	Director

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director

Also in attendance:

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

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

INVOCATION

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

PRESIDENT'S COMMENTS

President Brown inquired about the Memorial Day event and heard the opinions of the Board Members who attended. The consensus was positive and everyone enjoyed the event.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board there was nothing to report at this time.

2. Approval of PEDC Minutes

- **May 14, 2014, 2014**

There was a correction to the spelling of Vice President Mayo's name.

Director Surratt made a motion to approve the minutes for May 14, 2014 with the correction as discussed. 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

- **May 28, 2014**

Mr. Fielder informed the Board this item is the reimbursement for the Anything Goes sign at 50% of the cost as discussed in their agreement.

Director Lakey made a motion to approve the financials as presented. Director Surratt seconded the motion.

The vote was as follows:
Ayes: Surratt, 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 an update from April Coltharp with Flair Events regarding PantegoFest 2014.

Ms. Coltharp informed the Board the date has been set for PantegoFest and will take place September 26th, 27th, and 28th located in the Park Row West Shopping Center. They will not close Park Row Dr. Set up will begin Friday afternoon. The opening ceremonies will be at 6:00 p.m. on Friday. The event hours will be Friday from 6:00 p.m. to 11:00 p.m., Saturday from 9:00 a.m. to 11:00 p.m., and Sunday from 12:00 p.m. to 6:00 pm. The 5K and Fun Run are scheduled for 8:00 a.m. on Saturday starting at the Arch on Park Row in the PCA parking lot. There will be night and day live entertainment and fine arts involving local schools.

Mr. Fielder explained they have reached the planning phase to start incorporating the businesses and tying Shop Pantego into the event. They discussed a large tent for the smaller business that cannot maintain day-to-day operations and be a part of PantegoFest where the owners can come and sit for a couple of hours at a time serving as ambassadors to the businesses and distributing information regarding their business. The idea is to get the word out by encompassing Shop Pantego and this would give opportunity to promote Shop Pantego to businesses outside of

Pantego. There was discussion on purchasing a monitor and uploading information from a USB memory stick that can loop during the festival to promote the businesses from the Shop Pantego website. There was discussion on the size of the tent, the use of the banners PEDC already have, and the strategic plan of how to make this work best. There was discussion on the purchase of a shopping bag for the visitors, the charge for advertising spots on the bag, and the size of the bag, the overall cost of the bags, the type of bag to be used, and the feasibility of the shopping bag. The Board decided there would be more discussion on this subject once there are more details and costs estimates to review.

5. Discuss, direct, and consider action on the Arch Lighting project.

Mr. Joyce informed the Board the contractor could not make the meeting tonight. The quote given to the Board is the latest quote from Bean Electrical. The Representative from Bean Electrical informed Mr. Joyce he has looked at something similar to the pods the Board liked with the same brightness, but will allow the change of colors in a more cost effective manner. He expects to be at the next meeting to discuss this with the Board. Mr. Joyce has spoken to the original contractor and is expecting a quote with installation and a quote without installation. Mr. Joyce explained they work with a different company for installations. There was discussion on the brightness of the tape instead of the pods. The Board feels the amount of the Bean Electrical estimate is too expensive. There was discussion on the ability for some businesses to shut down the road for installation and the regulations regarding red and/or green lights on the street as people top the hill. There was discussion on the increased cost of the estimate involving the cost of the additional electrical lines due to the multi-color controllers versus the constant white lights plus additional conduits and the quantity drivers for the system.

6. Discuss and direct staff on an update of the Spring Promotional Event Shoppers Card.

Ms. Arrington informed the Board there have been four cards received and each of them has drawn for a prize. The front office has been made aware the citizens who turn in a card will draw at that time. Notices of the extension have been placed on the Town and PEDC Facebook pages and on the websites. There was discussion on speaking with the businesses and obtaining permission to carry the left over gift certificates to PantegoFest. The board suggested a spinning wheel for the PEDC Booth for prizes. There was discussion on extending the event to the middle of the first week of June since the last day of May is a Saturday. There was discussion of raffle tickets and drawing every hour instead of a spinning wheel.

PEDC MEMBER INQUIRY

President Brown inquired if Mr. Joyce has spoken to The Chop House. Mr. Joyce informed the Board he has not. Director Lakey informed the Board he has spoken to the Chop House and knows the owner is trying to decide what he is going to do with the location and assured the Board the owner does plan on doing something.

ADJOURNMENT

President Brown adjourned the regular session at 8:08 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: 06/11/2014

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 06/11/2014

Invoices submitted for approval:

Mundo & Associates	Professional Services - May	3,000.00
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Total \$ 3,000.00

PURCHASE REQUISITIONS OVER \$1,000

NONE FOR THIS MEETING

MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0166
ROCKWALL, TX 75032 214-642-5352
972-415-4596
fax 972-771-6915

June 3, 2014

Bill Brown, President
Wm.brown@sbcglobal.net

Arsalan Gittiban, Treasurer
dragittiban@yahoo.com

Cherie Charboneau
ccharboneau@townofpantego.com

Ariel Carmona
a.carmona@townofpantego.com

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

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

May Services (see description attached)	\$3,000.00
Total	\$ 3,000.00

Description of Work Attached

Thank you for the opportunity to serve the Pantego EDC
Pamela J. Mundo, President
Mundo and Associates, Inc.



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering

www.mundoandassociates.com

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0666
ROCKWALL, TX 75032 214-642-5352
972-415-4596
fax 972-771-6915

Pantego

Description of Work

May 2014

May 6, 2014 Prepared poster layout for the Shopper Card Promotion, worked on Agenda items.	4 hrs
May 7, 2014 Proofed and continued work on poster and sent to printer, wrk'd with Bill Brown and Matt Fielder on upcoming agenda items, delivered 24 posters and spoke with business participants	8 hrs
May 14, 2014 Prepared for and attended the PEDC meeting, worked with Bill on project planning.	5 hrs
May 20, 2014 Worked on the agenda items and Strategic Planning projects, contacted Red Trolley, contacted Mike McCoy on property availability, contacted property owner on Executive Suites for Technology Center	3 hrs
May 21, 2014 Met with Southern Simplicity, Matt Fielder and Bill Brown on photos for Trade Show Booth and then planning for next meeting, visited Sew Fabricated, took photos and prepared announcement on ribbon cutting.	8 hrs
May 22, 2014 Responded to inquiry and worked on Mansion on Park Row ribbon cutting and Shop Pantego web page instructions for the business.	1 hr
May 24, 2014 Ribbon Cutting promotion for Sew Fabricated	2 hrs
May 28, 2014 Prepared for and attending PEDC meeting, surveyed the businesses On SE Pioneer Parkway, visited Mad Mikes Ice Cream	6 hrs
Total	37 hrs

TX HUB



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering

www.mundoandassociates.com

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0066
ROCKWALL, TX 75082 214-642-5352
972-415-4596
Fax 972-771-6915

Contract requirements is for 30 hours

TX HUB



Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2013/2014
As of June 11, 2014

	<u>Budget</u> <u>FY 2013/2014</u>	<u>Actual</u> <u>FY 2013/2014</u>
Estimated		
Beginning Fund Balance	\$ 236,821	\$ 413,681.00
 REVENUES		
Sales Tax Revenue	285,000	-
Interest Revenue	500	71.85
Gas Royalty Revenue	750	-
Other Revenue	1,500	-
Total Revenue	<u>\$ 287,750</u>	<u>\$ 71.85</u>
 EXPENDITURES		
Professional Fees		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 1,610.00
Total Professional Fees	<u>36,000</u>	<u>24,000.00</u>
Total Professional Fees	38,750	25,610.00
Marketing and Advertising		
Miscellaneous Marketing and Advertising	25,000	11,123.02
Total Marketing & Advertising	<u>25,000</u>	<u>11,123.02</u>
Total Marketing & Advertising	25,000	11,123.02
Activities		
Seasonal Decorations(Tree Lighting)	10,000	8,590.88
Total Activities	<u>10,000</u>	<u>8,590.88</u>
Total Activities	10,000	8,590.88
Maintenance		
Landscaping and Improvements	20,000	8,801.80
Sprinkler System Maintenance	500	44.67
General Maintenance and Repair (Bldg & Park)	12,000	4,729.03
Statue Maintenance Agreement	3,500	4,050.00
Total Maintenance	<u>36,000</u>	<u>17,625.50</u>
Total Maintenance	36,000	17,625.50
Other Training/Travel		
Miscellaneous	3,500	1,119.14
Total Other	<u>1,000</u>	<u>971.13</u>
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
Commercial Revitalization Grant (Anything Goes)	6,882	6,882.12
Unidentified Grants 2014	63,618	-
Total Projects	<u>175,000</u>	<u>94,171.94</u>
Total Projects	175,000	94,171.94
Park Row Redevelopment Project	5,000	6,298.54
Comprehensive Plan	-	1,491.28
Park Painting Project	20,000	-
Total Projects	<u>289,250</u>	<u>159,211.61</u>
Total Projects	289,250	159,211.61
 Total Expenditures		
Transfer to General Fund (Adm. Fees)	(96,607)	(96,606.96)
Transfer to General Fund (Park Board)	(17,500)	(17,496.00)
Net Change in Fund Balance	<u>\$ (115,607)</u>	<u>\$ (273,242.72)</u>
Estimated		
Ending Fund Balance	\$ 121,214	\$ 140,438.28



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 06/11/14
Re: Discuss, direct, and consider action on the Arch Lighting Project

James Hughes with Bean Electric will be here with a demonstration on the colors available for the Arch.

David Magers with John Wright Lighting Group did not have a formal proposal ready for the packet but assures me I will have one for the meeting to present to the Board. The install quote has come in at \$2,400.00

Attachments:

Proposal from Bean Electric



Friday, May 23, 2014

To: City of Pantego

Bean Electrical, Inc. is proud to offer a budgetary cost for the project:

Park Row Arch

Scope:

1. Provide and install RGB LED Tape lights on archway
2. LED tape will have a controller for programmed color changing scenes.
3. This LED tape is different than the pods we demonstrated it has the same profile but is contained in a clear housing. (cut sheet attached)
4. We will install this system with an adhesive so we do not penetrate the arch rails.
5. Due to the quantity of drivers for this system (and the very limited space in the enclosure in the column) an exterior enclosure will need to be mounted away from the arch, near the service pedestal (my opinion)
6. The conduits will need to be routed underground to the arch and ran exterior of the columns to the arch. This will cause an eyesore but I have no other way to get the amount of cables to the LED tape.

Led system and wiring with external enclosure	\$19,000.00
Labor to install LED system	\$5,500.00
Total for system	\$24,500.00

Clarifications and Exclusions:

1. LEDs come with a 2 year warranty
2. Labor comes with a 2 year warranty
3. Excludes anything not listed in scope
4. Performance/Payment Bonds
5. Utility Company Charges
6. Damage to unseen/unmarked utilities
7. Allowances/City Fees
8. Taxes (if any)
9. Due to the market changes in materials, price good for 30 days.
10. Bid based on normal working hours (7:00 to 3:30-Mon. thru Fri).
11. No overtime or acceleration included
12. Bean Electrical, Inc. reserves the right to negotiate a mutually acceptable contract.
13. If rock is present additional fees involved for equipment

Sincerely,

James Hughes

Bean Electrical, Inc.

TECL 17979

Regulated by The Texas Department of Licensing and Regulations, P.O. Box 12157, Austin, Texas 78711, 1 800 803 9202, 512 463 6599, website www.license.state.tx.us/complaints



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Consultant
Date: 06/11/14
Re: Discuss, direct, and consider action on updated photos and panels with graphic art at an estimated cost of \$1,000 to be used in the various tradeshow.

Pam Mundo will review the photos with the board for inclusion on an update for the trade show panels.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Consultant
Date: 06/11/14
Re: Discuss, direct, and consider action on the Red Trolley event ideas and costs.

Pam Mundo will review the information she has acquired about bringing the Red Trolley service to Pantego.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 06/11/14
Re: Discuss, direct, and consider action on marketing materials and set up for Pantego Fest 2014.

The Board will review and discuss the tent size and giveaway bags for Pantego Fest 2014.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Bill Brown, President
Date: 06/11/14
Re: Discuss, direct, and consider action on the Arlington Chamber of Commerce.

President Bill Brown will report on a meeting he had with the Arlington Chamber of Commerce regarding Pantego's participation in their organization.

Attachments:

None.