



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

June 25, 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: President Bill Brown

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
  - June 11, 2014
3. Summary of Revenues and Expenditures
  - June 25, 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 appointing the Officers to the 2014/15 PEDC Board
5. Discuss, direct, and consider action on a Proposal from Henry Lewczyk, Vice President Marketing & Member Business Development with the Arlington Chamber of Commerce.
6. Discuss, direct, and consider action on the PEDC Budget for the 2014-2015 Fiscal Year.

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.

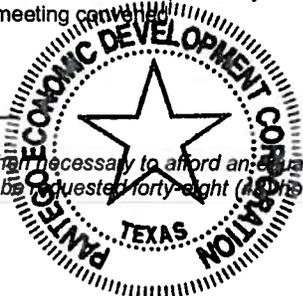
ADJOURNMENT

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 22, 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 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.**

**June 25, 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 22, 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: 06/25/2014  
Re: Executive Director Report

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### **Joint Council/PEDC Planning Retreat**

It has been requested by Council that a joint PEDC/Council planning retreat be held to discuss a common vision and strategies for attracting businesses to Pantego. Due to the upcoming budget process and consideration of a revised zoning ordinance, this will probably not be scheduled until the fall, but I wanted to make the Board aware of the Council's intent to hold the retreat.

### **Sales Tax Permit**

Staff was contacted by the Texas Comptroller of Public Accounts regarding a sales tax permit for the PEDC to operate a concession stand at Bicentennial Park. They were concerned that no sales tax had been remitted since 2011. The account holders were staff members who are no longer employed here, and the Comptroller's staff refused to discuss the matter with anyone not listed on the account. They were concerned regarding the lack of activity on the permit. Because they refused to acknowledge the authority of any current staff members to communicate on behalf of the PEDC, they cancelled the permit, citing a lack of response to their inquiries.

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13528 • AUSTIN, TX 78711-3528



June 12, 2014

PANTEGO ECONOMIC DEVELOPMENT CORPORATION  
1614 S BOWEN RD  
PANTEGO TX 76013-3336

PERMIT CANCELLATION

Dear Taxpayer:

On 01/24/2014 you were notified to appear at a hearing to show cause why your LIMITED SALES, EXCISE, AND USE TAX Permit should not be cancelled.

This is your notice that as a result of the show cause hearing, YOUR PERMIT HAS BEEN CANCELLED EFFECTIVE 06/12/2014.

Each day you engage in business as a retailer in this state without a valid permit is considered a misdemeanor offense for which you may be fined up to \$500 upon conviction.

If you have any questions regarding this notice, you may contact the Comptroller's field office in your area or call 1-800-252-8880. The Austin number is 512-463-4660.

Taxpayer number: 3-01166-0843-8

2H40



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 06/25/14  
Re: Approval of PEDC Minutes

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**Attachments:**

PEDC minutes from June 11, 2014

**Pantego Economic Development Corporation  
June 11, 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 11<sup>th</sup> day of June 2014 with the following members present:**

<b>Bill Brown</b>	<b>President</b>
<b>Paul Mayo</b>	<b>Vice 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>
<b>Stephanie Springer</b>	<b>Director</b>

**Absent:                    None.**

**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>

**Also in attendance:**

<b>Pam Mundo</b>	<b>Economic Development Coordinator</b>
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**REGULAR SESSION 7:00 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

President Brown called the meeting to order at 7:01 p.m.

**INVOCATION**

Vice President Mayo led the invocation which was followed by the Pledge of Allegiance.

**PRESIDENT'S COMMENTS**

None at this time.

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

Director Surratt informed the Board there was a presentation at the Council Meeting from Mark Joeckel who spoke on social media and websites and getting everything to function together. Mr. Joeckel was asked to attend the next PEDC meeting to give the same presentation. According to Director Surratt, a lot of what Mr. Joeckel talked about was PEDC issues and things the Board could be doing.

Director Lakey informed the Board he spoke to Kenny with the Chop House. Kenny plans to try to do a Wednesday through Saturday schedule with live music and bands, more comfort food, and lower priced products. He will give this idea a year to succeed and if not he will move Chop House Burgers down to the Pantego location. He has a five year contract for the Pantego location.

Secretary Adair welcomed Stephanie Springer to the Board.

## **REGULAR BUSINESS**

### **1. Executive Director Report**

Mr. Fielder updated the Board on the Park Row Project with a tentative schedule for construction in October 2014. He explained there are two design team's; Alan Plummer for the water line and CMA for the streetscape. The plans are at 90% complete. Sometime this summer they will bring Council a complete design and cost for the project. Another component to this is the management of the project. It is essentially two projects and there are two contractors. A construction manager will help manage both projects at the same time with the day-to-day construction and required testing's.

Mr. Fielder stated the Council has appointed a new board member and are still working on the rest of the appointments.

Mr. Fielder explained staff is trying to schedule two ribbon cuttings; Mad Mike's Ice Cream and The Mansion. Ms. Arrington informed the Board she has spoken to the Mayor and needs the member's availability for the 21<sup>st</sup> and the 28<sup>th</sup>. Mad Mike's is leaning towards the 28<sup>th</sup> and the Mansion has been playing phone tag.

Mr. Fielder informed the Board the Memorial Day event was a success. They had a good crowd and the weather held. They have Movies in the Park coming up on the 14<sup>th</sup> they will show Frozen at 9:00 p.m.

Mr. Fielder informed the Board First Dixie Café has opened on 303 and Bowen. Anything Goes has re-opened and the Veterans Thrift store has opened next to the Boys Scouts location.

### **2. Approval of PEDC Minutes**

- **May 28, 2014, 2014**

There was a correction to the votes on item number 3.

Vice President Mayo made a motion to approve the minutes for May 28, 2014 with the correction as discussed. Director Surratt seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

### **3. Summary of Revenues and Expenditures**

- **June 11, 2014**

No comments at this time.

Director Surratt made a motion to approve the PEDC Vendor Payments dated 6-11-2014 as presented. Director Lakey seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Brown, Springer, 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 Arch Lighting project.**

Mr. Fielder introduced James Hughes with Bean Electrical. Mr. Hughes demonstrated some examples of two different lighting strips to demonstrate the illumination capabilities and the programming of different colors. There was discussion on the details of the strip; length, type of lights, and heat durability. There is a two year warranty. There was discussion on the number of drivers needed, size of the wire to be used, and the installation of the drivers. The Board discussed with the City Manager the benefits of incorporating this work with the Park Row project. Mr. Hughes explained the cost of the white lights is approximately \$17,500 and the drivers for the colors almost doubled the price. There was discussion on the color light pros and cons versus the white light pros and cons. The controller to operate the lights will be a stand-alone controller not a wireless controller.

Mr. Fielder presented a second quote received from the John Wright Lighting Group. He reminded the Board this group has not come out to talk with the Board or look at the job site. They have included a lot of qualifiers in the estimate and he believes they have not anticipated the issues Bean Electric has pointed out. Director Surratt reminded the Board this estimate is also based on one strip of lights not two that the Board has decided to use. There was discussion on the second estimate line items that may not be included because the contractor has not visited the project and line items including materials the Board has denied.

The Board thanked Mr. Hughes for coming out and discussed having the scope of work for the project completed before the Park Row Streetscape project to help contain costs and refrain from road construction more than once.

There was no action on this item, discussion only.

##### **5. Discuss, direct, and consider action on updated photos and panels with graphic art at an estimate cost of \$1,000 to be used in the various tradeshow.**

Mrs. Mundo informed the Board the photography photos that were approved in March for the trade show panels are finalized. The task now is to take the photography and place it on the panels. The panel group has a deposit of \$1,781.69 to produce the panels what she need is a budget of up to \$1,000 to perform the graphic art assembly of the photographs and some of the information the Board mentioned in March, with the maps and other elements of the panels. If the Board will authorize the Budget; Mr. Fielder, President Brown, and Mrs. Mundo will work with the graphic artists to get the pictures chosen and the revisions made. They will bring this to the Board in July for approval so that it will be ready for the North Texas commercial Realtors Association Trade show in August.

Vice President Mayo made a motion to approve a budget not to exceed \$1,000 for graphic art panels. Treasurer Gittiban seconded the motion.

The Vote was as follows:

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

Nayes: None.  
Abstentions: None.

President Brown declared the vote passed unanimously.

**6. Discuss, direct, and consider action on the Red Trolley event ideas and costs.**

Mrs. Mundo reminded the Board this item is on the Strategic Plan for studying options for providing public transit and marketing special events. The goal is to try to get the restaurant to provide services of eating to residents before they go to larger venues in Arlington. The Red Trolley is funded by the Arlington Downtown Association and they have a designated loop of travel for the stadiums and venues in Arlington. They are available for lease by the day. They are committed to the Texas Rangers on the day of their games with designated stops and are not available on those days for anything else. They are available for Special events at \$100 for the Trolley and it holds 35 people at a time. They can provide trolley service twice before the game and twice after the game for any Cowboys game at \$475. After visiting with several restaurants in Pantego there is not a lot of enthusiasm from the restaurant owners. There was discussion on the purpose, the use, and the different costs of marketing for the Trolley Car. The Board pointed out normally after events the businesses in Pantego are closed so the Trolley riders would arrive to empty parking lots.

**7. Discuss, direct, and consider action on marketing material and set up for PantegoFest 2014.**

Mr. Fielder discussed a Shop Pantego presence at Pantego Fest and suggested a 20X20 tent where people can duck in and talk to businesses that cannot feasibly provide a booth. They can give away gift cards and announce a drawing from the stage throughout the day. This gives businesses who donate an opportunity to have their name heard throughout the crowd. Mr. Fielder enlightened Director Springer on the last meeting discussions regarding the idea of a shopper's bag and an ambassador type program for businesses that cannot man a booth for two days; such as a dentist. There was discussion on the size of the tent needed, the size of the bag, and the printing on the bag. The Board decided not to print up T-shirts for this year instead they will do shopping bags due to cost and timeliness of the orders. There was discussion on the cost for a Pantego business to have a Pantego Fest Booth and PEDC covering the cost of the booth for them. President Brown informed the Board the Lion's Club has organized the Chili Cook off for Pantego Fest. Director Lakey was directed to bring samples and pricing to the next PEDC meeting for a decision on the size and layout of the shopping bags.

**8. Discuss, direct, and consider action on the Arlington Chamber of Commerce.**

President Brown introduced a sample of the Arlington Chamber Commerce Magazine. Mrs. Mundo reminded the Board this is part of the strategic plan to market to the 100,000 person. President Brown and Mrs. Mundo met with the CEO and the Vice President of Marketing and Member Business Development with the Arlington Chamber of Commerce. They have put a proposal together for PEDC to be a top member for the Arlington Chamber of Commerce. As a top member each PEDC Director would be on the Board of Directors for the Arlington Chamber of Commerce and they would set aside a special section of their magazine and newsletter for Pantego Businesses. A copy of their Newsletter was presented to the Board. The purpose of the Chamber of Commerce is to think regionally and they would do what it takes to make Pantego Businesses succeed and stand out from Arlington. There would be a Pantego section of the website, a separate directory, a special liaison for the businesses of Pantego from the Chamber, special events just for Pantego Businesses, and Pantego identifications for any event the Board is a part of. PEDC would need to promote the individual businesses to become a part of the Chamber. The purpose of the Chamber is a little different than an EDC that strives to bring businesses to a community. The Chamber is more for marketing the businesses of the community and helping a community retain the businesses they have. There was discussion on

**Pantego Economic Development Corporation**  
**June 11, 2014**

the separation and Pantego having its own identity with the Chamber. The cost is \$10,000 a year for this level. This is the top level and the Board would be able to network immediately with the other directors of the Chamber. The Arlington Chamber of Commerce is one of the top three in the Metroplex and is a very effective chamber. There was discussion on the benefits of joining the Chamber. Ms. Arrington will upload the entire Chamber packet into Dropbox for the Boards review. Mr. Fielder believes Chambers can offer more resources for business to be successful than an EDC can and some of Pantego's businesses are already a part of the Chamber. Director Springer informed the Board one of the female business owners in Pantego is the President of the Women's Alliance in Arlington. President Brown informed the Board the Arlington Chamber of Commerce is not just comprised of Arlington businesses they are worldwide. There was discussion on the ability to use their lobbyist, monthly County Commissioner meetings, and social media help. President Brown discussed the benefits of having our own Pantego Business Directory and Town Identity. President Bill Brown will speak to the Vice President of Marketing and invite him to come to the next PEDC meeting to discuss this item further.

**PEDC MEMBER INQUIRY**

**ADJOURNMENT**

President Brown adjourned the regular session at 9:12 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:** 06/26/2014  
**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 06/23/2014**

Invoices submitted for approval:

NONE FOR THIS MEETING

Total \$           -

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

NONE FOR THIS MEETING

Pantego Economic Development Corporation  
Construction/ Operating Fund Budget for Fiscal Year 2013/2014  
As of June 26, 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
 <b>REVENUES</b>		
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>
 <b>EXPENDITURES</b>		
Professional Fees		
Contract Services(Engineering & Legal) (EDC Consultant)	\$ 2,750	\$ 1,610.00
	<u>36,000</u>	<u>24,000.00</u>
Total Professional Fees	38,750	25,610.00
Marketing and Advertising		
Miscellaneous Marketing and Advertising	<u>25,000</u>	<u>11,123.02</u>
Total Marketing & Advertising	25,000	11,123.02
Activities		
Seasonal Decorations(Tree Lighting)	<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	<u>3,500</u>	<u>4,050.00</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>
	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	-
Park Row Redevelopment Project	5,000	6,298.54
Comprehensive Plan	-	1,491.28
Park Painting Project	<u>20,000</u>	<u>-</u>
Total Projects	175,000	94,171.94
Total Expenditures	<u>289,250</u>	<u>159,211.61</u>
Transfer to General Fund (Adm. Fees)	(96,607)	(96,606.96)
Transfer to General Fund (Park Board)	<u>(17,500)</u>	<u>(17,496.00)</u>
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: Bill Brown, President  
Date: 06/25/14  
Re: Discuss, direct, and consider action on appointing the Officers to the 2014/15 PEDC Board.

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Every year Council appoints new members or re-appoints old member to the Boards and Commissions. This year we have two new members and four members that are up for re-appointments by Council. At the time of the PEDC Meeting the Council will have solidified the appointments to this Board. Due to the possibility of having new members, each year the Boards and Commissions have the opportunity to appoint a new President, Vice President, Treasurer, and Secretary or keep the same ones to their Board.

Current Officers to the PEDC Board are: President Bill Brown

Vice President Paul Mayo

Treasurer Arsalan Gittiban

Secretary Fred Adair

**Attachments: None**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Bill Brown, President  
Date: 06/25/14  
Re: Discuss, direct, and consider action on a Proposal from Henry Lewczyk, Vice President Marketing & Member Business Development with the Arlington Chamber of Commerce.

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This is a continuation from the discussion at the last PEDC Meeting regarding the Arlington Chamber of Commerce.

**Attachments: None**



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 06/23/2014  
Re: FY 2014-15 Budget

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Staff will review revenues and obligations, as well as receive input from the Board on priorities in preparation for the FY 2014-15 Budget. This information will be used to create a proposed budget to be presented for consideration at the July 17<sup>th</sup> PEDC Board Meeting.