



AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

September 10, 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: Stephanie Springer, Director
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
 - August 27, 2014
3. Summary of Revenues and Expenditures
 - September 10, 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 Painting of the Park facilities and equipment.
5. Discuss and review the results of the NTCAR Tradeshow.
6. Discuss the preparation of the PEDC Shopping Bags for Pantego Fest 2014.

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, September 7, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting commenced.


Julie Arrington, City Secretary



Auxiliary aids and services are available to a person 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.

September 10, 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, September 7, 2014 and remained so posted at least 72 hours before said meeting convened.


Julie Arrington, City Secretary





Executive Director's Report

To: PEDC Board of Directors
From: Matt Fielder, Executive Director
Date: September 10, 2014

Update on PantegoFest

I will provide a short update on PantegoFest planning.

Del Taco

The Town has issued a realtor sign permit for Del Taco, indicating that they will shortly be closing and placing the building for sale or lease.

Prospect

I met with a prospective new business that is a boutique specializing in vintage designer clothes and jewelry. They are currently located in Irving and have been in business for six years. They are considering moving to Pantego to be closer to their customer base.

Governor's Small Business Forum

I have been made a member of the Chamber's steering committee for the Governor's Small Business Forum. The event is scheduled for October 29th at the Arlington Convention Center.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 09/10/14
Re: Minutes

Attachments: 082714 Minutes

**Pantego Economic Development Corporation
August 27, 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 27th day of August 2014 with the following members present:

Bill Brown	President
Danny Lakey	Vice-President
Fred Adair	Secretary
Arsalan Gittiban	Treasurer
Gloria Van Zandt	Director
Don Surratt	
Stephanie Springer	

Absent:

None

Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Chad Joyce	Community Development Director
Scott Williams	Public Works 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 Brown led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

President Brown gave positive comments regarding the relationship with the Arlington Chamber of Commerce and the many opportunities for networking.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Pantego Economic Development Corporation
August 27, 2014

Mr. Fielder updated the Board on Pantego Fest 2014 informing them the schedule is completed and can be viewed on the Town's website; Council approved several mediums for advertising; CBS Radio, the Panther Island event, changeable message boards, social media, various area newspapers, and a direct mail piece. Mr. Fielder stated the PYLC Board would have students volunteer at the PEDC booth handing out the bags and there is a request for volunteers, which can sign up on the website.

Mr. Fielder discussed the various chamber meetings that are coming up within the next month and informed the Board he has been asked to sit on a steering committee. There was discussion on the Arlington Chamber of Commerce Annual Dinner.

2. Approval of PEDC Minutes

- **August 13, 2014**

Director Surratt requested a change to his comment from Johnny B's to Mr. B's Vice President Lakey made a motion to approve the minutes as submitted. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- **August 27, 2014**

None.

CITIZEN'S OPEN FORUM

None.

DISCUSS, REVIEW AND CONSIDER ANY ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS

4. Discuss, direct, and consider action on the estimate for the trade show panels designed by the Trade Group.

There was discussion on the layout of the photographs on the panels and the resolution of the map. The Board gave direction for new photos and a new layout. Mrs. Mundo will present the new ideas to the Trade Group.

5. Discuss, direct, and consider action on the Painting of the Park facilities and equipment.

Mr. Williams informed the Board he has two estimates and is waiting on one more. There was discussion on the difference in ecoblasting versus a grinding wheel and on the warranty. The Board requests this item to be on the next agenda and to have staff inspect the work prior to priming the equipment.

6. Discuss, direct, and consider action on Boardmember Shirts.

**Pantego Economic Development Corporation
August 27, 2014**

Ms. Arrington discussed a uniform color for the Board and shirts at a cost of \$26 per shirt. The Board picked charcoal as their color and each member will give Ms. Arrington their size before leaving.

PEDC MEMBER INQUIRY

President Brown made a request of the Board members to attend the Arlington Chamber of Commerce events next week.

Ms. Mundo informed the Board she and Mr. Fielder will attend the NTCAR tradeshow tomorrow evening in Dallas.

ADJOURNMENT

President Brown adjourned the regular session at 8:00 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: 09/10/2014

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 09/10/2014

Invoices submitted for approval:

Mundo & Associales	Professional Services - August	\$ 3,000.00
		<hr/>
	Total	<u>\$ 3,000.00</u>

PURCHASE REQUISITIONS OVER \$1,000

NONE FOR THIS MEETING

MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering

www.mundoandassociates.com

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0966
ROCKWALL, TX 75034 214-642-5352
972-415-4596
fax 972-771-6915

September 2, 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.

August 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.

TX HUB



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering

www.mundoandassociates.com

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 972.415.4596
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Description of Work

August 2014

Pantego

August 1, 2014 Developed monthly newsletter for PEDC, worked on coupon for Cookie machine sent out newsletter to 220 businesses in Pantego.	8 hrs
August 2, 2014 Attended Mad Mikes ribbon cutting, discussed Shop Pantego bag With Lizzie Jo's Boutique	2 hrs
August 8, 2014 Prepared newsletter announcement on the two ribbon cuttings and sent To 220 businesses in Pantego via constant contact, worked on agenda item information	3 hrs
August 9, 2014 Attended Ribbon Cuttings for The Mansion on W. Park Row, The Mansion Spa and Vive by Design, discussed Chamber membership and PantegoFest shopping bag with the 3 owners of the ribbon cuttings and with Purse Zen Nail Spa, Lizzie Jo's Boutique, First Dixie Café, updated inventory information and worked on Facebook entry.	6 hrs
August 13, 2014 Prepared for the meeting of the PEDC and attended the meeting.	2 hrs
August 19, 2014 Worked on inventory of properties and businesses for sale and lease and Worked on updated to the trade show booth, tested backend of the Pantego website For updates.	7 hrs
August 20, 2014 Updated the Pantego web site with the commercial buildings properties for Sale and prepared documents for the trade show.	3 hrs
August 21, 2014 Update the Retail Strip Centers Lease Space with updated space and updated contacts and new flyers. Updated business directory listings removing 4D Electronic (gone and replaced by Texas Fitt) and Hoop Shack (no longer in Pantego) Also updated TexasFitt to their current location, as well as VIP Grooming and Dog Wash. Added TexasTans and Duke and Daisies Children Boutique, Mansion on Park Row and Spa, Vive by Design and Mad Mikes.	4 hrs
August 27, 2014 Preparation for meeting, updating information on trade show and Attending meeting of PEDC	5 hrs
August 28, 2014 Preparation for and attending NTCAR trade show	10 hrs
Total Hours	50 hrs

Contract requirements is for 30 hours



Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2013/2014
As of September 10, 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
 REVENUES		
Sales Tax Revenue	285,000	179,943
Interest Revenue	500	330
Gas Royalty Revenue	750	1,297
Other Revenue	1,500	-
TOTAL REVENUE	\$ 287,750	\$ 181,569
 EXPENDITURES		
Professional Fees		
Contract Services (Engineering & Legal)	\$ 2,750	\$ 2,436
Professional Services (EDC Consultant)	36,000	33,000
TOTAL PROFESSIONAL FEES	38,750	35,436
Marketing and Advertising		
Miscellaneous Marketing and Advertising	25,000	21,511
TOTAL MARKETING & ADVERTISING	25,000	21,511
Activities		
Seasonal Decorations(Tree Lighting)	10,000	8,591
TOTAL ACTIVITIES	10,000	8,591
Maintenance		
Landscaping and Improvements	20,000	12,390
Sprinkler System Maintenance	500	45
General Maintenance and Repair (Bldg & Park)	12,000	5,365
Statue Maintenance Agreement	3,500	5,370
TOTAL MAINTENANCE	36,000	23,169
Other Training/Travel		
Miscellaneous	3,500	2,138
TOTAL OTHER	1,000	1,508
Projects		
Commercial Revitalization Grants (Cross Fit and Faith)	35,000	35,000
Commercial Revitalization Grant/Loan (Boutique U, LLC)	9,500	9,500
Commercial Revitalization Grant/Loan (VIP Grooming)	20,000	20,000
Commercial Revitalization Loan (Mad Mike's Ice Cream)	15,000	15,000
Commercial Revitalization Grant (Anything Goes)	6,882	6,882
Unidentified Grants 2014	63,618	-
Park Row Redevelopment Project	5,000	9,937
Comprehensive Plan	-	1,491
Park Painting Project	20,000	-
TOTAL PROJECTS / INCENTIVES	175,000	97,810
TOTAL EXPENDITURES	\$ 289,250	\$ 190,163
Transfer to General Fund (Adm. Fees)	\$ (96,607)	\$ (96,607)
Transfer to General Fund (Park Board)	(17,500)	(17,496)
Net Change in Fund Balance	\$ (115,607)	\$ (122,697)
 ESTIMATED ENDING FUND BALANCE	 \$ 121,214	 \$ 290,984



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Scott Williams, Public Works Director
Date: 09/10/2014
Re: Painting of the Park Equipment

Mr. Williams will deliver an update of the estimates and information for the Painting of the Park equipment and facilities.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Mundo and Associates
Date: 09/10/2014
Re: Discuss and Review the results of the NTCAR Tradeshow

Mrs. Mundo will give an update on the prospective businesses she spoke to and other information she obtained at the North Texas Commercial Association of Realtors Tradeshow.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: President Brown
Date: 09/10/2014
Re: Discuss the preparation of the PEDC Shopping bags for Pantego Fest 2014.

President Brown would like to organize the preparation for the Pantego Fest 2014 Shopping Bags that will be handed out to the attendees of Pantego Fest.