



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

**September 24, 2014**

**TOWN COUNCIL CHAMBER  
1614 S. BOWEN ROAD  
SPECIAL SESSION 6:30 P.M.**

SPECIAL SESSION 6:30 P.M.  
CALL TO ORDER AND GENERAL COMMENTS  
INVOCATION: Gloria Van Zandt, 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
  - September 10, 2014
3. Summary of Revenues and Expenditures
  - September 24, 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:

The meeting will relocate momentarily to Bicentennial Park located at Smith Barry Rd. Pantego, Texas 76013 to allow the Board to view the Park facilities and equipment regarding the Park Master Plan and the Painting/Maintenance of the equipment.

4. Discuss the Park Master Plan.
5. Discuss, direct, and consider action on the Painting of the Park facilities and equipment.
6. Discuss, direct, and consider action on the estimate for the trade show panels designed by the Trade Group
7. Discussion on the preparation of the PEDC Booth for Pantego Fest 2014.

### PEDC MEMBER INQUIRY

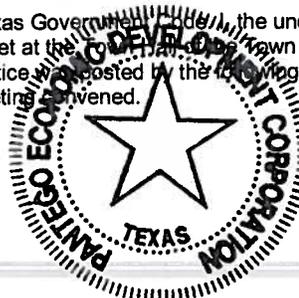
If a member of the PEDC makes a spontaneous inquiry about a subject not on this agenda, then the PEDC or an appropriate Town official may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the PEDC cannot discuss 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, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at 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 19, 2014 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

  
Julie Arrington, City Secretary



*Auxillary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxillary 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.**

**September 22, 2014**

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

**BEGINNING AT 6:30 P.M.**

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Sunday, September 19, 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 24, 2014

## **Update on PantegoFest**

I will provide a short update on PantegoFest planning.

## **Arch Lighting**

The Public Works Department was able to obtain a quote to install the Town's LED Christmas lights on the arch for PantegoFest at a cost of \$750. This is scheduled to occur the week prior to the event. The company doing the work is a professional light installer.



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 09/24/14  
Re: Minutes

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**Attachments: 091014 Minutes**

Pantego Economic Development Corporation  
September 10, 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 10<sup>th</sup> day of September 2014 with the following members present:

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

**Absent:**

Don Surratt	Director
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**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:**

Jane Barrett	Councilmember
Pam Mundo	Economic Development Coordinator

**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**

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

**PRESIDENT'S COMMENTS**

None.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board PantegoFest has approximately 40-50 vendors and they are still

**Pantego Economic Development Corporation**  
**September 10, 2014**

receiving vendor applications. Most of the vendors are not Pantego businesses. Since the Pantego Businesses are smaller they have a hard time closing their business for 3 days. We are still looking for volunteers for the event and people to help run the Shop Pantego Booth. PYLC has offered to assist PEDC with the booth. The Board shirt color was changed to white due to an ordering issue. There was discussion on the layout and the volunteer schedule. Mr. Joyce informed the Board he expects to have estimates at the next meeting for the Christmas lights to be installed on the Arch prior to PantegoFest. Mr. Fielder informed the Board he met with the Homeowners Association on the North side of Park Row. They were excited Park Row will stay open but voiced concerns on the number of followers for some of the bands.

Mr. Fielder notified the Board a realtor sign permit has been requested by Del Taco. It is expected they will close soon.

Mr. Fielder reported there was a prospect from the Tradeshow that is interested in relocating from Irving to Pantego into a 3,000 square foot location.

Mr. Fielder informed the Board he was invited by the Arlington Chamber of Commerce to be on the Steering Committee for the Governor's Small Business Forum held at the Arlington Convention Center on October 29<sup>th</sup>. This is a trade show for small businesses. The morning of the trade show a representative from the Governor's office will speak, the Steering committee will speak, the Texas Workforce Commission will speak, and the Chamber will speak, then lunch, and then an awards ceremony for small businesses. After that, they will have breakout sessions for everything from marketing to finding capital and veteran owned businesses. The cost is \$40.00 to attend.

**2. Approval of PEDC Minutes**

- **August 27, 2014**

No comments.

Secretary Adair made a motion to approve the August 27, 2014 minutes as presented. Director Van Zandt seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

- **September 10, 2014**

No Comments.

Vice President Lakey made a motion to approve the Expenditures as presented. Secretary Adair seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

**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 Painting of the Park facilities and equipment.**

Mr. Williams presented photos of the structures and equipment at the park demonstrating the rust issues. The Board had a discussion on the surface rust versus the deep metal rust, the items to focus on, the painting, and a timeline for repairs. The Board agreed the bridges and pavilions are priority. The next Board meeting will be at 6:30 p.m. at Bicentennial Park.

**5. Discuss and review the results of the NTCAR Tradeshow.**

Mrs. Mundo informed the Board Matt and she attended the North Texas Commercial Association of Realtors tradeshow in Dallas. This was a successful tradeshow with interested investors and developers more than retailers. There were several opportunities to talk with people who already have an interest in this area; such as the Weitzman Group. They are a long standing Commercial Real Estate Group in the DFW area. Matt was able to interface with an investor who is interested in placing a Dunkin Donuts at the southeast corner of Bowen and Pioneer Parkway in the last end piece and an Investor/Broker that is looking for an apartment complex to be updated and rehabilitated.

**6. Discuss the preparation of the PEDC Shopping Bags for PantegoFest 2014.**

Ms. Mundo scheduled Wednesday, September 24<sup>th</sup> as the day to stuff the PEDC Shopping bags. Director Springer offered to allow this to take place at Texas Fitt at Noon. The Board will have an evaluation card at PantegoFest that must be filled out to receive a bag and the card will be entered into a drawing to receive the left over prizes from the Bingo Card event. A second bag will be available upon request but it will be empty and the bags will not be given to children.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Brown adjourned the regular session at 8:20 p.m.

**APPROVED:**

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**Bill Brown, President**

**ATTEST:**

\_\_\_\_\_  
**Fred Adair, Secretary**



# **Memo**

To: President Bill Brown and PEDC Board Members

From: Ariel Carmona, Finance Director

Date: 09/24/2014

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 09/24/2014**

**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 September 24, 2014**

	Budget FY 2013/2014	Actual FY 2013/2014
<b>ESTIMATED BEGINNING FUND BALANCE</b>	\$ 236,821	\$ 413,681
<b>REVENUES</b>		
Sales Tax Revenue	285,000	179,943
Interest Revenue	500	330
Gas Royalty Revenue	750	1,297
Other Revenue	1,500	-
<b>TOTAL REVENUE</b>	<b>\$ 287,750</b>	<b>\$ 181,569</b>
<b>EXPENDITURES</b>		
<b>Professional Fees</b>		
Contract Services (Engineering & Legal)	\$ 2,750	\$ 2,454
Professional Services (EDC Consultant)	36,000	33,000
<b>TOTAL PROFESSIONAL FEES</b>	<b>38,750</b>	<b>35,454</b>
<b>Marketing and Advertising</b>		
Miscellaneous Marketing and Advertising	25,000	22,036
<b>TOTAL MARKETING &amp; ADVERTISING</b>	<b>25,000</b>	<b>22,036</b>
<b>Activities</b>		
Seasonal Decorations(Tree Lighting)	10,000	8,591
<b>TOTAL ACTIVITIES</b>	<b>10,000</b>	<b>8,591</b>
<b>Maintenance</b>		
Landscaping and Improvements	20,000	12,390
Sprinkler System Maintenance	500	45
General Maintenance and Repair (Bldg & Park)	12,000	5,783
Statue Maintenance Agreement	3,500	5,370
<b>TOTAL MAINTENANCE</b>	<b>36,000</b>	<b>23,588</b>
<b>Other Training/Travel</b>		
Miscellaneous	3,500	2,138
<b>TOTAL OTHER</b>	<b>1,000</b>	<b>1,508</b>
<b>Projects</b>		
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	-
<b>TOTAL PROJECTS / INCENTIVES</b>	<b>175,000</b>	<b>97,810</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 289,250</b>	<b>\$ 191,125</b>
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	<b>\$ (115,607)</b>	<b>\$ (123,658)</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$ 121,214</b>	<b>\$ 290,023</b>



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 09/24/14  
Re: Park Master Plan

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The Executive Director will verbally discuss the Park Master Plan with the board at Bicentennial Park.

**Attachments: None.**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Scott Williams, Public Works Director  
Date: 09/24/14  
Re: Painting of the Park Facilities and Equipment

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Mr. Williams will assess the condition of the facilities and equipment at Bicentennial Park with the Board and prepare a strategy for repairs.

**Attachments: None.**



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Pam Mundo, Consultant  
Date: 09/24/14  
Re: Trade Show Panels

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Mrs. Mundo will present the revised proof of the trade show panels.

**Attachments: Trade Show Panel Proof**

**GRAPHIC INFORMATION BOX**

<b>CLIENT:</b> Mundo & Associates	<b>REP / AM:</b> Claire / Nicolle
<b>JOB #:</b> PR026445	<b>ARTIST:</b> Ron
<b>CONTACT:</b>	<b>FILE NAME:</b> P14 / Mundo & Assoc... / PR026445 / ... / fab... / digital / PR26445_33x82_Pantego-#.tif
<b>CONTACT EMAIL:</b>	<b>PART #:</b> DURATRACT - Projector-33
<b>PHONE:</b> _____ X _____	<b>SIZE:</b> 33.5 x 82.5 (78 live)
<b>DATE CREATED:</b> 9-15-14	<b>QUANTITY:</b> 1 each
<b>DUE DATE:</b>	

**COLOR INFORMATION BOX**

**FILE TYPE & COLOR MODE**

RGB tif file

**SPOT COLOR(S)**


**MATERIAL**

<input type="checkbox"/> VELCRO	<input type="checkbox"/> BACKLIT
<input type="checkbox"/> MAGNET	<input type="checkbox"/> O/S:
_____	_____

**PROCESS**

<input checked="" type="checkbox"/> INKJET	_____
<input type="checkbox"/> VINYL	_____
<input type="checkbox"/> OTHER	_____

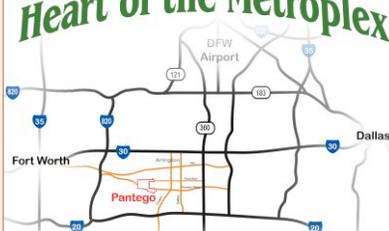



- Public investments to assist private sector growth
- Strong residential neighborhoods





**Heart of the Metroplex**



- 20,000 cars/day on Park Row
- 28,000 cars/day on Bowen
- 29,000 cars/day on Pioneer Pkwy
- Close to University of Tx Arlington
- PantegoFest





- Family Income \$103,148
- 107,000 person market - 3 mile
- Great dining & restaurants
- Unique shops & fun venues







33.5" w X 82.5" h  
(78" visible area)

Red lines at top and bottom indicate ends of visible area. These lines will not print.

**CUSTOMER PROOF**

PLEASE check this proof carefully for errors and omissions. Your signature below constitutes acceptance of the example provided in this document. THE TRADE GROUP will begin production based on the signature below and will inform you of any changes in pricing due to further developments from your previously approved copy, according to both time and materials.

**CUSTOMER SIGN-OFF**

**DATE**

<input type="checkbox"/> COLORS
<input type="checkbox"/> QUANTITY
<input type="checkbox"/> SPELLING
<input type="checkbox"/> SIZES

**NOTES / CHANGES**

Please match to previous graphics for this client if possible.



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 09/24/14  
Re: Shop Pantego Booth

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Ms. Arrington will discuss the preparation of the PEDC Shop Pantego Booth at PantegoFest 2014. The Board members need to sign up for booth time slots and discuss the set up and timeline for the event.

**Attachments: None.**