



# AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

December 10, 2014

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

REGULAR SESSION 6:30 P.M.  
CALL TO ORDER AND GENERAL COMMENTS  
INVOCATION: Fred Adair, Secretary  
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
  - November 12, 2014
3. Summary of Revenues and Expenditures
  - December 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 times of all future PEDC meetings.
5. Discussion on a presentation of the Arlington Chamber of Commerce Activities.
6. Discuss, direct, and consider action on an update regarding PantegoFest 2015.
7. Discuss, direct, and consider action on an update regarding the Park Row Project.
8. Discuss, direct, and consider action on an update regarding the International Council of Shopping Centers Tradeshow.

### 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, December 7, 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 is 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.**

**December 10, 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, December 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:** December 10, 2014

## **International Council of Shopping Centers (ICSC)**

I have been contacted by the owner of the shopping center at 1607 Bowen Road regarding a meeting on December 8<sup>th</sup> to discuss a potential tenant.

## **Chamber events**

I attended the Corporate Leadership Council luncheon on December 2<sup>nd</sup>. In addition, ribbon cuttings were held for Anything Goes and RE Security Solutions in November.

LOAN AGREEMENT RECEIVABLE DETAIL  
FOR FISCAL YEAR 2013-14

	<u>DR. JECKYLL</u>	<u>IT'S ALL GOOD</u>	<u>CROSS FIT #1</u>
Loan Payable including interest	\$ 20,827.32	\$ 17,590.60	\$ 7,146.76
COLLECTED IN FY 2013	<u>433.90</u>	<u>4,828.60</u>	<u>-</u>
OUTSTANDING	<u>\$ 20,393.42</u>	<u>\$ 12,762.00</u>	<u>\$ 7,146.76</u>
TOTAL DUE FY 2014:	\$ 4,867.34	\$ 7,657.20	\$ 2,680.03
<u>COLLECTED:</u>			
OCT	433.90	638.10	-
NOV	433.90	638.10	-
DEC	433.90	638.10	-
JAN	433.90	638.10	297.78
FEB	433.90	638.10	297.78
MAR	433.90	638.10	297.78
APR	433.90	638.10	297.78
MAY	433.90	638.10	297.78
JUN	433.90	-	297.78
JUL	25.05	-	297.78
AUG	-	-	297.78
SEP	-	-	297.78
O/S FOR FY 2014	<u>\$ 937.19</u>	<u>\$ 2,552.40</u>	<u>\$ 2,680.02</u>
TOTAL OUTSTANDING	<u>\$ 19,456.23</u>	<u>\$ 10,209.60</u>	<u>\$ 4,466.74</u>



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Julie Arrington, City Secretary  
Date: 12/10/14  
Re: PEDC Minutes November 12, 2014

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**Attachments: 111214 PEDC Minutes.**

**Pantego Economic Development Corporation  
November 12, 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 6:30 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 12<sup>th</sup> day of November 2014 with the following members present:

<b>Danny Lakey</b>	<b>Vice-President</b>
<b>Fred Adair</b>	<b>Secretary</b>
<b>Arsalan Gittiban</b>	<b>Treasurer</b>
<b>Don Surratt</b>	<b>Director</b>
<b>Gloria Van Zandt</b>	
<b>Stephanie Springer</b>	

**Absent:**

<b>Bill Brown</b>	<b>President</b>
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**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>
<b>Scott Williams</b>	<b>Public Works Director</b>

**Also in attendance:**

**None.**

**REGULAR SESSION 7:00 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

Vice President Danny Lakey called the meeting to order at 7:00 p.m.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

Vice President Lakey informed the Board President Brown is attending the International Council of Shopping Centers Texas Deal Making conference in Dallas and unable to attend tonight's meeting.

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

None.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board President Brown and Pam Mundo, with Mundo and Associates are attending the ICSC Texas Deal Making conference in Dallas. He also informed then he attended the Governor's Small Business Forum hosted by the Arlington Chamber of Commerce on October 29<sup>th</sup> at the Arlington Convention Center. He was a panel speaker regarding dealing with commercial real estate and sight selection. He spoke on the code and zoning issues.

Mr. Fielder discussed the outstanding loan agreements and the board was informed by the Finance Director some payments have been received since the report date.

**2. Approval of PEDC Minutes**

- **October 22, 2014**

No comments.

Director Springer made a motion to approve the minutes as submitted. Director Van Zandt seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt and Gittiban.

Nays: None

Abstention: None

Vice President Lakey declared the motion passed unanimously.

**3. Summary of Revenues and Expenditures**

- **November 12, 2014**

There was clarification on the Landtech systems and discussion on the scope of work for the Christmas by Zenith invoice.

Secretary Adair made a motion to approve the bills payable and to include the invoice for Mundo & Associates. Director Springer seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt and Gittiban.

Nays: None

Abstention: None

Vice President Lakey 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 cancellation of the November 26, 2014 and the December 24, 2014 meetings due to the Holidays.**

There was a small discussion on the cancellation of the meetings.

**Pantego Economic Development Corporation  
November 12, 2014**

Director Van Zandt made a motion to cancel the regularly scheduled meetings for November 26<sup>th</sup> and December 24<sup>th</sup> and to hold the December 10<sup>th</sup> meeting at 6:30 p.m. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Lakey, Springer, Van Zandt, and Gittiban.

Nays: None.

Abstentions: None.

Vice President Lakey declared the motion passed unanimously.

**5. Discuss, direct, and consider action on the creation of the Pantego Business Council.**

Mr. Fielder informed the Board President Brown and himself met with the Arlington Chamber of Commerce representatives to develop a plan to move forward with the creation of the Pantego Business Council as a division of the Chamber. Mr. Lewczyk recommended in this meeting to hold a focus group of all business to get their goals and expectations for the group. The focus group would consist of both chamber and non-chamber Pantego Businesses. The Board directed Mr. Fielder to move forward with the planning of this event and for the City Secretary to speak to the Mayor regarding a date in January for Breakfast with the Mayor or Lunch with the Mayor.

**PEDC MEMBER INQUIRY**

Treasurer Gittiban inquired about changing the time of the PEDC Meetings from 7:00 p.m. to 6:30 p.m. for all future meetings. The Board agreed to start the meeting in December at 6:30 p.m. and to discuss and vote on this at the next meeting.

**ADJOURNMENT**

Vice President Lakey adjourned the regular session at 7:36 p.m.

**APPROVED:**

\_\_\_\_\_  
**Danny Lakey, Vice President**

**ATTEST:**

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



# **Memo**

To: President Bill Brown and PEDC Board Members

From: Ariel Carmona, Finance Director

Date: 12/10/2014

Re: PEDC Expenditure Approval

- 
- Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval
  - Statement of Revenues and Expenditures for Fiscal Year 2014/2015

**Vendor Payment Listing 12/10/2014**

Invoices submitted for approval:

Alan Plummer Associates	Engineering Services	\$ 1,768.04
Mundo & Associates	November services & ISCS expense reimbursement	<u>\$ 3,335.58</u>
		Total <u>\$ 5,103.62</u>

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

None for this meeting

Total \$ -

RECEIVED  
11/4/14



1320 South University Drive, Suite 300  
Fort Worth, Texas 76107

October 24, 2014  
Project No: 1329-004-01  
Invoice No: 000000036542  
Project Manager: Brian Wright  
Total Contract: 60,070.00

Mr. Ronald Edwards  
Town of Pantego  
1614 South Bowen Road  
Pantego, TX 76013

Project 1329-004-01 Water Line Replacement along Park Row

Professional Services through October 24, 2014  
Fee

Total Fee	60,070.00				
Percent Complete	100.00	Total Earned	60,070.00		
		Previous Fee Billing	58,301.96		
		Current Fee Billing	1,768.04		
		Total Fee		1,768.04	
					Total this Invoice
					\$1,768.04

	Current	Prior	Total	Payments	A/R Balance
Billings to Date	1,768.04	58,301.95	60,069.99	58,301.95	1,768.04

Authorized By: Brian Wright Date: 11/4/14  
Brian Wright

# MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES, INC. 5542 CANADA LIGURE 214.773.0906  
RICKWALL, TX 75032 214.948.5352  
972.415.4596  
fax 972.773.0915

December 1, 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

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

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

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

November Services (see description attached)	\$3,000.00
ISCS Tx Deal Making Trade Show Booth Services (electricity and carpet)	335.58
<b>Total</b>	<b>\$ 3,335.58</b>

Description of Work Attached

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



## Description of Work

Pantego EDC

November, 2014

November 5, 2014 Prepared monthly newsletter, made reservations for Meet & Greet, Contacted property owners for new updates on property for sale or lease, updated inventory Sheets and inventory map in prep for trade show.	8 hrs
November 7, 2014 Updated inventory of business list, spoke with new business owner for Nana's Granola, updated constant contact list for Nana's and Vintage and More, sent welcome emails to Nana's and vintage and More on Shop Pantego and the Chamber, and listed Participants for the Shop Pantego 8ag .	4 hrs
November 12, 2014 Worked on updating inventory of available property contacting Dumbbell Properties on Village Park, contacting Weitzman's on the Pioneer Pkwy listing, Printing out new inventory data sheets for trade show and setting up trade show booth At trade show.	7 hrs
November 13, 2014 Attended Texas Deal Making and Pantego EDC booth responding to inquiries and prospects including Dollar Tree, DQ, HS Miller, Woodmont, Shipley donuts	8 hrs
November 14, 2014 Attended Texas Deal Making Trade show and retailer roundup	4 hrs
November 25, 2014 Worked on announcement for the Meet and Greet then canceled Meet and Greet	2 hrs
<b>Total Hours</b>	<b>33 hrs</b>
Contract requirements is for 30 hours	

TX HUB



REMIT TO:  
 FREEMAN  
 P.O. BOX 650036  
 DALLAS, TEXAS 75265-0036  
 (214) 445-0184 FAX

INVOICE #: 265806-9  
 INVOICE DATE: 11/13/2014  
 BRANCH #: 101  
 P.O. / Reference #

FOR QUESTIONS CONCERNING CHARGES ON THIS INVOICE CALL: (214) 634-1463  
 FOR QUESTIONS CONCERNING OUTSTANDING BALANCES ON THIS INVOICE CALL: (214) 445-1000

TEXAS CONF & DEAL MAKING NOV 2014  
 November 13, 2014 - November 14, 2014  
 KAY BAILEY HUTCHISON CONVENTION CENTER - DALLAS, TX

**BOOTH #: 13B**

**BILL TO:**  
 Customer #: 1749688 (0)  
 PANTEGO ECONOMIC DEV CORP  
 ATTN: PAM MUNDO  
 1614 S BOWEN RD  
 PANTEGO, TEXAS 76013-3336 USA  
 PHONE: (214) 773-0956  
 FAX:  
 EMAIL: THEMUNDO@SWBELL.NET

**EXHIBITOR:**  
 Customer #: 1749688 (0)  
 PANTEGO ECONOMIC DEV CORP  
 ATTN: PAM MUNDO  
 1614 S BOWEN RD  
 PANTEGO, TEXAS 76013-3336 USA  
 PHONE: (214) 773-0966  
 FAX:  
 EMAIL: THEMUNDO@SWBELL.NET

**BILLING SUMMARY**

DATE	DESCRIPTION	INVOICE AMT	PAYMENT AMT	BALANCE
10/24/14	Payment - Advance - MC x9801 - Complete	\$.00	\$335.58	-\$335.58
11/13/14	Invoice #: 9	\$335.58	\$.00	\$.00
Totals		\$336.58	\$335.58	\$.00

**BALANCE DUE:** \$.00 USD

Payment is due upon receipt of invoice. Customer is bound by the Payment Terms and Conditions included in the Service Manual.

Please note that there may be additional charges (i.e. Dismantle Labor, Material Handling, Exhibit Transportation etc.) incurred after the printing of this invoice. The customer is responsible for all charges.

**THANK YOU FOR YOUR BUSINESS**

FOR DETAILS SEE NEXT PAGE

TELL US WHAT YOU THINK! Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below to provide feedback on your service experience. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?265806>

**Pantego Economic Development Corporation**  
**Construction/ Operating Fund Budget for Fiscal Year 2014/2015**  
**As of December 10, 2014**

	Budget FY 2014/2015	Actual FY 2014/2015
<b>ESTIMATED BEGINNING FUND BALANCE</b>	\$ 94,006	\$ 276,182
<b>REVENUES</b>		
Sales Tax Revenue	318,104	-
Interest Revenue	500	-
Gas Royalty Revenue	750	-
Other Revenue	-	-
<b>TOTAL REVENUE</b>	<b>\$ 319,354</b>	<b>\$ -</b>
<b>EXPENDITURES</b>		
<b>Professional Fees</b>		
Contract Services (Engineering & Legal)	\$ 2,500	\$ -
Professional Services (EDC Consultant)	36,000	6,000
<b>TOTAL PROFESSIONAL FEES</b>	<b>38,500</b>	<b>6,000</b>
<b>Marketing and Advertising</b>		
Arlington Chamber of Commerce	10,000	-
Miscellaneous Marketing and Advertising	15,000	1,127
<b>TOTAL MARKETING &amp; ADVERTISING</b>	<b>25,000</b>	<b>1,127</b>
<b>Activities</b>		
Seasonal Decorations(Tree Lighting)	8,500	805
<b>TOTAL ACTIVITIES</b>	<b>8,500</b>	<b>805</b>
<b>Maintenance</b>		
Landscaping and Improvements	20,000	1,579
Sprinkler System Maintenance	500	5
General Maintenance and Repair (Bldg & Park)	12,000	309
Statue Maintenance Agreement	4,050	-
<b>TOTAL MAINTENANCE</b>	<b>36,550</b>	<b>1,893</b>
<b>Training/Travel</b>		
Miscellaneous	3,500	1,632
<b>TOTAL OTHER</b>	<b>1,000</b>	<b>63</b>
<b>TOTAL OTHER</b>	<b>4,500</b>	<b>1,694</b>
<b>Projects</b>		
Unidentified Grants 2014	130,000	-
Pantego Arch Lighting	20,000	-
Park Row Redevelopment Project	-	787
Engineering - Park Row	-	1,768
<b>TOTAL PROJECTS / INCENTIVES</b>	<b>150,000</b>	<b>2,555</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 263,050</b>	<b>\$ 14,074</b>
Transfer to General Fund (Adm. Fees)	\$ (49,637)	\$ -
Transfer to General Fund (Park Maint)	(48,252)	-
Transfer to General Fund (CRB & PantegoFest)	(17,500)	-
<b>Net Change in Fund Balance</b>	<b>\$ (59,085)</b>	<b>\$ (14,074)</b>
<b>Estimated Ending Fund Balance</b>	<b>\$ 34,921</b>	<b>\$ 262,107</b>



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 12/10/14  
Re: Discuss, direct, and consider action on the times of all future PEDC meetings.

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The PEDC Board previously requested an agenda item to discuss changing the time of regular meetings to 6:30 p.m. This item has been included to allow discussion and direction on this issue.

**Attachments:**

N/A



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 12/10/14  
Re: Discussion on a presentation of the Arlington Chamber of Commerce Activities.

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**Henry Lewczyk, Vice President of Marketing and Member Business Development for the Arlington Chamber of Commerce, will be present to give a report on the commitments the Chamber made as part of the PEDC's membership, as well as to discuss the progress towards creating the Pantego Business Council.**

**Attachments:**

N/A



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 12/10/14  
Re: Discuss, direct, and consider action on an update regarding PantegoFest 2015.

---

Council has hired Flair Events again to coordinate PantegoFest 2015. It is scheduled for the weekend of September 25-27. At the December 8<sup>th</sup> meeting, they will be discussing a wrap-up of the last event and providing guidance for planning for the next one. I will provide a summary of that discussion.

**Attachments:**

N/A



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 12/10/14  
Re: Discuss, direct, and consider action on an update regarding the Park Row Project.

---

The plans for the Park Row Project are nearing completion and we anticipate going to bid in January. The Council will hear a presentation from CMA Architects on Monday, December 8<sup>th</sup>, regarding the final streetscape plans. In addition, they will consider an interlocal agreement to receive \$260,000 in paving, street marking, and crosswalk funding from Tarrant County for street improvements. I will provide an update to the Board on the outcome of those discussions.

**Attachments:**

N/A



## **PANTEGO ECONOMIC DEVELOPMENT CORPORATION**

To: President Bill Brown and PEDC Board Members  
From: Matt Fielder, Executive Director  
Date: 12/10/14  
Re: Discuss, direct, and consider action on an update regarding the International Council of Shopping Centers Tradeshow.

---

**Pam Mundo will report on contacts made at the International Council of Shopping Centers (ICSC) tradeshow in November.**

**Attachments:**

N/A