



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

February 25, 2015

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

REGULAR SESSION 6:30 P.M.
CALL TO ORDER AND GENERAL COMMENTS
INVOCATION: Gloria Van Zandt
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
 - February 11, 2015
3. Summary of Revenues and Expenditures
 - February 25, 2015

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 an update on the Bicentennial Park Improvements and projects for the 2014-2015 fiscal year.
5. Discuss, direct, and consider action on the pending Texas Parks & Wildlife grant application and items related to the applications.
6. Discuss, direct, and consider action on the Boards participation in the North Texas Commercial Association of Realtors tradeshow scheduled for September 2, 2015.

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.

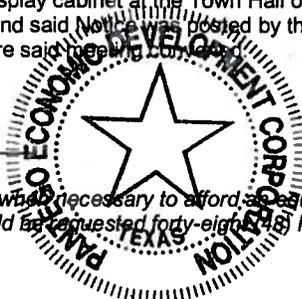
ADJOURNMENT

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, February 22, 2015 at 5:00 p.m., and remained so posted at least 72 hours before said meeting commences.


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

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.

February 25, 2015

**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, February 22, 2015 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: February 25, 2015

Park Row Project

The Park Row Water Line Project should be going to bid no later than mid-March.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 2/25/15
Re: PEDC Minutes

Attachments: 021115 PEDC Minutes

Pantego Economic Development Corporation
February 11, 2015

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 28th day of January 2015 with the following members present:

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

Absent:

| | |
|--------------------|----------|
| Stephanie Springer | Director |
|--------------------|----------|

Constituting a quorum. Staff present was:

| | |
|-----------------|-----------------------|
| Matt Fielder | City Manager |
| Julie Arrington | City Secretary |
| Ariel Carmona | Finance Director |
| Scott Williams | Public Works Director |

Also in attendance:

| | |
|-----------|------------|
| Pam Mundo | Consultant |
|-----------|------------|

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

President Brown called the meeting to order at 6:32 p.m.

INVOCATION

Ms. Arrington 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 at the council meeting Council decided to move forward with the Alan Plummer Associates, Inc. contract. The water line project will move into the bidding phase. He explained the funds received from Tarrant County for Paving must be used by September 30,

2015. He expects this project to take five months to complete.

2. Approval of PEDC Minutes

- **January 14, 2015**
- **January 28, 2015**

Ariel Carmona was not at the January 28, 2015 meeting.

Secretary Adair made a motion to approve the January 14th and January 28th minutes with changes as discussed. Vice President Lakey seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Brown declared the vote passed unanimously.

3. Summary of Revenues and Expenditures

- **February 11, 2015**

The Board clarified in December they approved an Alan Plummer invoice that stated it was 100% complete. Mr. Fielder informed the Board this was correct and it was for the design phase of the contract. The invoice on this agenda is for the geological technical costs and clears out the entire contract. The Board inquired why this invoice was on their budget. Mr. Fielder explained this is part of the original contract signed in 2012 for approximately \$68,000.00. The Design and bid phase was \$60,000 and the geological technical and reimbursable phase is \$7,235 and was included as a line item in the 2012 contract approved by Council and PEDC.

Board member Surratt made a motion to approve the PEDC Vendor Listing Payment dated February 11, 2015. Secretary Adair seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Brown declared the vote 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 an update on the Bicentennial Park Improvements.

Mr. Fielder presented rough estimate costs for the padding under and around the playground equipment. He explained the cost are based off the measurements of the covered areas. The Board directed him to move forward and obtain true estimates from the representatives of the companies. There was discussion on the type of material underneath the padding and the different styles of padding.

Mr. Fielder presented his findings on preliminary research of a sand volleyball court. He explained the steps and materials in building the court. There was discussion on the location of the court. The Board directed him to move forward on this and obtain true estimates for the building of the volleyball court.

Mr. Fielder presented quotes from three contractors for painting of the park equipments. They discussed the differences in the quotes and the work products of each company. The board discussed the equipment that needed the repair and the priority of the repairs to the park. There was discussion on the budget line item and changing it next year to reflect Park Improvements instead of a specific action; such as painting. The Board decided the priority of the repairs would be the padding, volleyball court, and painting and repair of the bridges. The board discussed next year's priority outlining them as repairs, possibly painting of other structures and repairs to the awnings, and setting aside money for the splash pad.

5. Discuss, direct, and consider action on recommendations for the Texas Parks & Wildlife Grant.

Mrs. Mundo presented the criteria for earning points from the Texas Parks & Wildlife (TWP) grant, the upgrades outlined in the Park Master Plan, and the necessary documentation needed along with the grant application. She is requesting the board to give her direction by the next meeting on the areas within the master plan the Board would like to have outlined in the grant. She recommends resurfacing the basketball court, replacing the spring toys at the North Park, creating a nature area, painting the gazebo, and money for the splash pad. The Board discussed the many various ways they could incorporate points and what they would like to accomplish. Mrs. Mundo advised the Board and staff the Town Council must conduct a public hearing at the March 23, 2015 council meeting for the grant and it must meet the publication requirements for public hearings. The Board discussed the different community groups and private business Mrs. Mundo may obtain a letter from in support of the improvements and donations for the improvements.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Brown adjourned the regular session at 8:42 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: 02/25/2015

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 02/25/2015

Invoices submitted for approval:

Total \$ -

PURCHASE REQUISITIONS OVER \$1,000

Christmas by Zenith Installation of 1500 LED lights \$ 1,996.00

Total \$ 1,996.00

TOWN OF PANTEGO

1614 S. BOWEN
PANTEGO, TEXAS 76013

No. 1699

INSTRUCTIONS TO VENDOR

1. PURCHASE ORDER NUMBER. Vendor must show purchase order number on all packages, shipping papers, invoices and relative correspondence.
2. INVOICING. Send invoices in duplicate to:
TOWN OF PANTEGO
PURCHASING DEPARTMENT
CITY HALL
PANTEGO, TEXAS 76013
3. TAXES. Municipality Tax Exempt
Entity I.D. #75-1281097

TO Christmas By Zenith
3200 W. Bolt St.
FortWorth, TX 76110

SHIP TO Town of Pantego

| DATE | | ACCT # | DEPT | PRICE | | PER | AMOUNT | | |
|---------|----------|---|---------|-------|----|-----------|--------|-----|----|
| ORDERED | RECEIVED | STOCK NUMBER / DESCRIPTION | | | | | | | |
| 2-8-15 | 13 | 903-5-000-716.00 | PW-PEOC | 998 | 00 | PD | 998 | 00 | |
| 1 | 1 | Installation of 1500 C7 LED lights for the tree in the park. | | | | 1/11 | | | |
| | | * PAID WITH P-CARD 2-11-15 | | | | Remaining | 998. | 00 | |
| | | | | | | | TOTAL | 998 | 00 |

William 2-5-15

APPROVED BY

1996.00



PUBLIC WORKS MEMO

Date: February 5, 2015

To: Matthew Fielder, City Manager

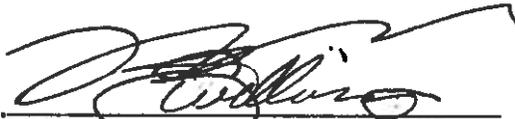
From: Scott Williams, Public Works Director

Subject: Purchase Order Authorization for Tree Lighting in the Park

The Public Works Department is requesting the approval of a purchase order in the amount of *Nine Hundred, Ninety Eight Dollars* (\$998.00) to Christmas by Zenith for the installation of 1500 count C7 LED lights for the tree in the Park. The cost is a divided total (50% upon agreement, 25% upon installation and 25% upon removal) which also incorporated expanding the C7 wire to 24" centers and installing 50 C7 twinkle lights.

The original quoted cost for services (\$1,610.00) was for 500 lights. During their course of work, Zenith found that there were 1500 lights, instead of 500 lights. Zenith continued to work on the lights and performed the installation without notifying Public Works of a substantial change order amount (\$2,885.00) for an additional 1000 lights. Upon receiving the invoice for the change order amount, Zenith was contacted and a new amount was negotiated with considerations given to the additional work that was done, although it was not first authorized. The negotiated amount (\$1,996.00) will be divided as (25% or \$998.00) for installing the lights and (25% or \$998.00) for removing the lights. The total agreement amount is now (\$2,801.00) with (\$805.00) already paid, leaving (\$1,996.00) to be paid in two invoices of (\$998.00).

Please find the attached invoice, C114066-B to reflect the requested purchase order amount (\$998.00) from PEDC account number 903-5-000-716.00.



Scott Williams, Public Works Director

.....
CBZ LLC
3200 W BOLT ST
FORT WORTH, TX 76110
817-467-3620

C O P Y

02/11/2015 15:49:32

Sale:

Transaction # 1
Card Type: Visa
Acc: *****0458
Exp. Date: **/**
Entry: Manual
Amount: 998.00

Auth.Code: 01022G
AUTH/TKT 01022G

AUS Resp.: Z - Zip Match
CUU2 Resp.: M - Match

CUSTOMER COPY

THANK YOU!!!

Apply to Account # 903-5-000-716.00



3200 W. Bolt St.

Invoice

CHRISTMAS BY
ZENITH

Phone: 817-467-3620

Fax: 214-754-0007

| | |
|-----------|-----------|
| Date | Invoice # |
| 12/8/2014 | C114066-B |

| | |
|--|---|
| Bill To | Job Address |
| Town of Pantego 1614 S. Bowen Rd. Pantego, TX. 76013 | Town of Pantego 1614 S. Bowen Rd. Pantego, TX 76013 |

| | | | | | |
|----------|----------------|-----------|-----|--------------|-------------|
| P.O. No. | Terms | Due Date | Rep | Service Date | Maint. Type |
| | Due on receipt | 12/8/2014 | JK | 11/27/2014 | |

| Description | Amount |
|---|--------|
| Per Contract C1014020 | 998.00 |
| Purchase 50 C7 Twinkle lights. Install in new C7 wire. Replace existing C7 wire for New 24" spaced C7 wire. 500 sockets. Install 500 C7 LED Lights to Large tree in park. Using bucket truck. CHANGE ORDER: ADDITIONAL 1,000 C7 BULBS AND WIRE. Total Contract: \$1,610.00 before additional \$2,080.00 for 1,000 LED C7 Bulbs and C7 Wire. New contract Total \$3,690.00 50% due upon receipt of invoice. \$805.00 paid. PLEASE NOTE Invoice change order-Made agreement with Scott Williams Agreement with Scott Williams only charging \$998.00 in two invoices for 2014/15. Will charge the correct amount for installation and takedown in 2015/16 season. 25% due upon installation completion. \$998.00 25% due at takedown in Jan 2015. \$998.00 | |
| Tax Exempt | 0.00 |

Happy Holidays and thank you for giving us this opportunity to work with you this holiday season. We appreciate your business!

Please visit our website at: www.christmasbyzenith.com

| | |
|-------------|----------|
| Total | \$998.00 |
| Payments | \$0.00 |
| Balance Due | \$998.00 |

Like us on Facebook !!

For your convenience Christmas by Zenith now accepts Visa, Mastercard, American Express and Discover Credit Cards. Just call our office if you wish to pay using your credit card and thank you again for choosing Christmas by Zenith.

Acct# 903-5-000-716.00
STW

Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2014/2015
As of February 25, 2015

| | Budget FY 2014/2015 | Actual FY 2014/2015 |
|--|------------------------|------------------------|
| ESTIMATED BEGINNING FUND BALANCE | \$ 94,006 | \$ 276,182 |
| REVENUES | | |
| Sales Tax Revenue | 318,104 | - |
| Interest Revenue | 500 | 275 |
| Gas Royalty Revenue | 750 | 331 |
| Other Revenue | - | - |
| TOTAL REVENUE | \$ 319,354 | \$ 606 |
| EXPENDITURES | | |
| Professional Fees | | |
| Contract Services (Engineering & Legal) | \$ 2,500 | \$ - |
| Professional Services (EDC Consultant) | 36,000 | 12,000 |
| TOTAL PROFESSIONAL FEES | 38,500 | 12,000 |
| Marketing and Advertising | | |
| Arlington Chamber of Commerce | 10,000 | - |
| Miscellaneous Marketing and Advertising | 15,000 | 1,867 |
| TOTAL MARKETING & ADVERTISING | 25,000 | 1,867 |
| Activities | | |
| Seasonal Decorations(Tree Lighting) | 8,500 | 3,404 |
| TOTAL ACTIVITIES | 8,500 | 3,404 |
| Maintenance | | |
| Landscaping and Improvements | 20,000 | 1,579 |
| Sprinkler System Maintenance | 500 | 5 |
| General Maintenance and Repair (Bldg & Park) | 12,000 | 1,349 |
| Statue Maintenance Agreement | 4,050 | - |
| TOTAL MAINTENANCE | 36,550 | 2,933 |
| Training/Travel | | |
| Miscellaneous | 3,500 | 1,632 |
| TOTAL OTHER | 1,000 | 115 |
| TOTAL OTHER | 4,500 | 1,746 |
| Projects | | |
| Unidentified Grants 2014 | 130,000 | - |
| Pantego Arch Lighting | 20,000 | - |
| Park Row Redevelopment Project | - | 1,030 |
| Engineering - Park Row | - | 9,003 |
| TOTAL PROJECTS / INCENTIVES | 150,000 | 10,033 |
| TOTAL EXPENDITURES | \$ 263,050 | \$ 31,984 |
| Transfer to General Fund (Adm. Fees) | \$ (49,637) | \$ (49,637) |
| Transfer to General Fund (Park Maint) | (48,252) | (48,252) |
| Transfer to General Fund (CRB & PantegoFest) | (17,500) | (17,500) |
| Net Change in Fund Balance | \$ (59,085) | \$ (146,767) |
| Estimated Ending Fund Balance | \$ 34,921 | \$ 129,414 |



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 2/25/2015
Re: Bicentennial Park Improvements

The Board requested information on three potential projects:

Splash Pad

I contacted a local company that installs splash pads for cities, homeowner associations, and other recreational facilities. They are scheduled to visit the park in person on 2/25 to gauge the feasibility of installing a splash pad for us. We did discuss the specifications of a 1,500 square foot splash pad with three water features. It was estimated that we could install a similar sized one with a system to recapture the water for approximately \$100,000. This size pad would use an estimated 400 gallons per minute of water, and could use up to 150,000 - 200,000 gallons on a hot summer day. This would exceed our water production capacity in the summer months, and would necessitate the recapture system.

Playground Matting

I sent the dimensions of the playground areas to the company that makes interlocking rubber pads for the fall zone, and have not yet received a response.

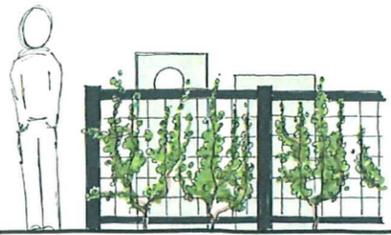
Sand Volleyball Court

I contacted a company that sells the materials and equipment necessary to construct a sand volleyball court. Their estimate for construction costs is as follows:

| | |
|---------------------------|---------------------|
| Equipment (Poles and Net) | \$750 - \$2,500 |
| Sand (200 Tons) | \$10,000 - \$15,000 |
| Excavation | \$3,000 - \$5,000 |

The total price would range from \$13,750 to \$22,500. Variables include the quality of the pole and nets, the distance the sand must be delivered, as well as the soil conditions and labor market for excavation.

The maintenance costs would include adding approximately 25 tons of sand every five years, at a cost of \$1,250 to \$1,875.



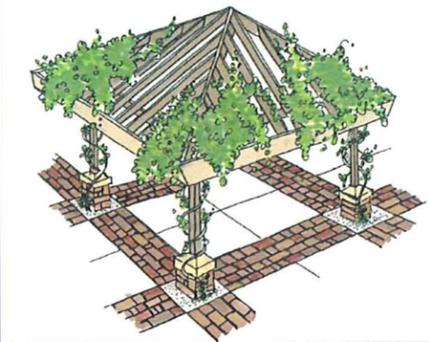
SCALE 1"=30'



david mccaskill design group

landscape architecture / park, trail and recreation planning

david@dmccaskilldesign.com
620 east southlake blvd · southlake, tx 76092 817/709/2084



TOWN OF
PANTEGO



NCTCOG

SCALE 1"=30'

Bicentennial Park - South - Master Plan

8.24.2012





PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members

From: Matt Fielder, Executive Director

Date: 2/25/2015

Re: TPWL Grant

This item is placed on the agenda for Pam Mundo to discuss participation in the TPWL Grant Application.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members

From: Matt Fielder, Executive Director

Date: 2/25/2015

Re: NTCAR Conference

This item is placed on the agenda for Pam Mundo to discuss participation in the 2015 NTCAR conference.