



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

March 25, 2015

**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: Fred Adair
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
 - March 11, 2015
3. Summary of Revenues and Expenditures
 - March 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 a budget adjustment in the amount of \$80,000 for improvements to Bicentennial Park
5. Discuss, direct, and consider action on setting a date for a public hearing for a project of the Corporation regarding the expenditures of \$80,000 on improvements to Bicentennial Park.
6. Discuss, direct, and consider action on the pending Texas Parks & Wildlife grant application and items related to the applications.
7. Discuss and review an update on PEDC Loans.

SCHEDULES EXECUTIVE SESSION

The PEDC will convene in the City Manager's Office pursuant to the Texas Government Code for an executive session as follows:

- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. Lakewood Shopping Center
- Pursuant to Government Code Section 551.087 to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. Cookie Machine

Following the Scheduled Executive Session, the Board will reconvene in public session and may take any and all action necessary concerning the Executive Session agenda item.

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, March 22, 2015 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 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.

March 25, 2015

**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, March 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: March 25, 2015

Bicentennial Park Vandalism

Two statues were damaged by vandals in Bicentennial Park. Public Works is obtaining quotes for their repair.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 3/25/15
Re: PEDC Minutes

Attachments: 031115 PEDC Minutes

Pantego Economic Development Corporation
March 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 7:00 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 11th day of March 2015 with the following members present:

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

Members Absent:

Don Surratt	Director
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Constituting a quorum. Staff present was:

Matt Fielder	City Manager
Julie Arrington	City Secretary
Chad Joyce	Community Development Director
Scott Williams	Public Works Director

Also in attendance:

Pam Mundo	Economic Development Coordinator
Jane Barrett	Councilmember

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

Treasurer Gittiban led the invocation which was followed by the Pledge of Allegiance.

PRESIDENT'S COMMENTS

No comments were given.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Vice President Lakey informed staff the flags at the park are tethered and worn due to the freezing and unfreezing caused by the latest ice storms.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder updated the Board on the Park Row project informing them the advertisement for bids were published in today's newspaper and are due April 1, 2015 with the anticipation of construction beginning May 1, 2015.

Mr. Fielder informed the Board he has received an incentive package for review and anticipates it being on the next agenda. There was clarification the request came from an existing business and would like a grant for signage.

Mr. Fielder notified the Board the re-plat process has begun for Westbury Square and received plans for the emergency center to be located next to Bailey Junior High.

2. Approval of PEDC Minutes

• **February 25, 2015**

Vice President Lakey made a motion to approve the minutes as written. Treasurer Gittiban seconded the motion.

The vote was as follows:

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

Nays: None

Abstention: None

President Brown declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

• **March 11, 2015**

The Board verified the invoice for NTCAR included the carpet and all additional expenses and Mrs. Mundo confirmed.

Secretary Adair made a motion to approve the Vendor Payment Listing. Vice President Lakey seconded the motion.

The vote was as follows:

Ayes: Adair, Lakey, Brown, 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 an update on the Bicentennial Park Improvements and projects for the 2014-2015 fiscal year.

Mr. Fielder provided an estimate and material list on the construction of the splash pad. The estimate provided for a 700 square foot area with a concrete pad, two base footings, and 12 smaller sprayers. This will create a sprinkler affect for the kids and will use approximately 300-400 gallons of water daily; the estimate contains an underground 1,100 gallon water storage tank for the recirculation system with two chemical tanks at a cost of \$43,856.00. This will allow for

future upgrades and expansions. There was discussion on the targeted age group for the splash pad and keeping animals out. The Board clarified there will be an on/off switch somewhere for residents to activate the splash pad. Mr. Fielder explained it will be set up on a timer.

Mr. Fielder provided a Budget Work Sheet from Child's Play, Inc. that outlined the different materials and the associated costs of those materials for the replacement of the padding at the playground. He explained the differences in the materials and informed the Board the existing padding is the Vitriturf material. The board inquired on the rubber tiles and if Child's play, Inc sold them. They were informed the company does sell the tiles; however, the representative does not recommend the tiles due to the creation of tripping hazards and the cost.

Mr. Fielder recommends the Artificial Grass due to the safety features for the kids, the ease in repair, the additional padding because it will be installed over what is in existence now, and the cost of installation. The inquired on the warranty and was informed there is a 10 year warranty on the product.

Vice President Lakey made a motion to move \$60,000 from the Unidentified Grant line item to the Park Repair line item to ensure available funds for the improvements discussed. Director Springer seconded the motion.

There was discussion by the Board regarding the amount in the motion. Vice President Lakey amended his motion to increase the amount to \$80,000. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None

Abstentions: None

President Brown declared the vote passed unanimously.

5. Discuss, direct, and consider action on the pending Texas Parks and Wildlife grant application and items related to the application.

Mrs. Mundo presented the Board with three budget scenarios. The board discussed removing the basketball court improvements from the grant due to the costs. Mrs. Mundo discussed the point system showing the points the Town would receive with the improvements discussed. Mrs. Mundo informed the Board a letter has been sent to the Cross Timbers Chapter of the Garden Club and other organizations asking for a letter of intent to participate in the project. The more letters received the more points received. There was discussion on the deeds to the property. The Board increased the amount of money for the splash pad on the alternate budget 3 option. Mrs. Arrington will discuss the participation of the Pantego Youth Leadership Council at their next meeting.

6. Discuss, direct, and consider action on the planning of a Spring Marketing Event.

Mrs. Mundo informed the Board if they are interested in conducting a Spring Marketing Event they need to allow themselves two months to get this done, which puts the target date around Memorial Day. She suggested a red, white, and blue celebration with a joint advertising piece. There was discussion of this event being in the middle of the Park Row construction, a full page ad in the Star Telegram newspaper, running an online ad through Mark Joekle, or contacting Google. Mrs. Mundo will contact Google to get pricing for target ads from Google.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Brown adjourned the regular session at 8:15 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: 03/25/2015

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 03/25/2015

Invoices submitted for approval:

None for this Meeting

Total \$ -

PURCHASE REQUISITIONS OVER \$1,000

None for this Meeting

Total \$ -

Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2014/2015
As of March 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	15,000
TOTAL PROFESSIONAL FEES	38,500	15,000
Marketing and Advertising		
Arlington Chamber of Commerce	10,000	-
Miscellaneous Marketing and Advertising	15,000	2,937
TOTAL MARKETING & ADVERTISING	25,000	2,937
Activities		
Seasonal Decorations(Tree Lighting)	8,500	4,402
TOTAL ACTIVITIES	8,500	4,402
Maintenance		
Landscaping and Improvements	20,000	1,579
Sprinkler System Maintenance	500	5
General Maintenance and Repair (Bldg & Park)	12,000	1,534
Statue Maintenance Agreement	4,050	-
TOTAL MAINTENANCE	36,550	3,118
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	-	1,762
Engineering - Park Row	-	9,003
TOTAL PROJECTS / INCENTIVES	150,000	10,765
TOTAL EXPENDITURES	\$ 263,050	\$ 37,969
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)	\$ (152,752)
Estimated Ending Fund Balance	\$ 34,921	\$ 123,430



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 03/25/15
Re: Discuss, direct, and consider action on a budget adjustment in the amount of \$80,000 for improvements to Bicentennial Park

At the March 11th PEDC Meeting, the Board directed staff to begin the process to amending the budget and declaring a project in the amount of \$80,000 for improvements to Bicentennial Park. The purpose of this item is to provide specific guidance on amending the budget. The source of the \$80,000 would be unallocated funds from the current year and utilizing a portion of the business recruitment incentives.

Attachments:

Budget Amendment
PEDC Budget

**PANTEGO ECONOMIC DEVELOPMENT CORPORATION
BUDGET ADJUSTMENT FORM**

TO: PEDC Board of Directors

SUBJECT: BUDGET ADJUSTMENT

DATE: March 25, 2015

FROM:

<u>FUND</u>	<u>DEPARTMENT/ACCOUNT</u>	<u>AMOUNT</u>
PEDC Project Fund	Unidentified Projects	\$23,696

TO:

<u>FUND</u>	<u>DEPARTMENT/ACCOUNT</u>	<u>AMOUNT</u>
PEDC Project Fund	Bicentennial Park Project	\$56,304
PEDC Project Fund	Bicentennial Park Project	\$23,696

NET EFFECT:

<u>FUND</u>	<u>DEPARTMENT/ACCOUNT</u>	<u>AMOUNT</u>
PEDC Project Fund	Unidentified Projects	- \$ 23,696
<u>PEDC Project Fund</u>	<u>Bicentennial Park Project</u>	<u>\$ 80,000</u>
	Total expenditure increase	<u>\$ 56,304</u>

JUSTIFICATION

Budget adjustment in the amount of \$80,000 for Bicentennial Park Improvements.

APPROVED BY:

PEDC Board President: _____ Date: _____

PEDC Board Treasurer: _____ Date: _____

**Pantego Economic Development Corporation Budget
Statement of Revenues and Expenditures - Combined
Fiscal Year 2014-2015**

	<u>Operating Fund</u>	<u>Project Fund</u>	<u>Debt Service Fund</u>	<u>Total</u>
Estimated Beginning Fund Balance	\$ 30,388	\$ 63,618	\$ 201,260	\$ 295,265
REVENUES				
Sales Tax Revenue	\$ 231,722	\$ 86,382	\$ 201,260	\$ 519,364
Oil and Gas Royalty	750	-	-	750
Interest Revenue	500	-	-	500
TOTAL REVENUE	\$ 232,972	\$ 86,382	\$ 201,260	\$ 520,614
EXPENDITURES				
Principal Payment	\$ -	\$ -	\$ 140,000	\$ 140,000
Interest Payment	-	-	61,260	61,260
Contract Services	2,500	-	-	2,500
EDC Consultant	36,000	-	-	36,000
Arlington Chamber of Commerce	10,000	-	-	10,000
Marketing and Advertising	15,000	-	-	15,000
Activities	8,500	-	-	8,500
Park Operations/Maintenance	36,550	-	-	36,550
Travel/Training/Other	4,500	-	-	4,500
Pantego Arch Lighting	-	20,000	-	-
Unidentified Projects/Incentives	-	130,000	-	130,000
TOTAL EXPENDITURES	\$ 113,050	\$ 150,000	\$ 201,260	\$ 464,310
OTHER SOURCES/(USES)				
Transfer to GF (Admin Fees)	\$ (49,637)	\$ -	\$ -	\$ (49,637)
Transfer to GF (Park Maintenance)	(48,252)	-	-	(48,252)
Transfer to GF (CRB & Pantegofest)	(17,500)	-	-	(17,500)
TOTAL OTHER SOURCES/(USES)	\$ (115,389)	\$ -	\$ -	\$ (115,389)
Net Change In Fund Balance	4,533	(63,618)	-	(59,085)
Estimated Ending Fund Balance	\$ 34,921	\$ -	\$ 201,260	\$ 236,180



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 03/25/15
Re: Discuss, direct, and consider action on setting a date for a public hearing for a project of the Corporation regarding the expenditures of \$80,000 on improvements to Bicentennial Park.

State law requires that Type B Economic Development Corporations post notice of a project for a sixty day period and hold a public hearing prior to expending funds on a project. The purpose of this item is to set the date of the public hearing for the declaration of a project for improvements to Bicentennial Park in the amount of \$80,000.

Attachments:

N/A



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 03/25/15
Re: Discuss, direct, and consider action on the pending Texas Parks & Wildlife Department grant application and items related to the applications.

The purpose of this item is to finalize the application for the Texas Parks & Wildlife Department grant application.

Attachments:

Project Description
Vicinity Map
Budget
Site Plan

PROJECT DESCRIPTION

Specifically describe the proposed project.

Provide details, at a minimum, of the following :

- number of acquisition acres (if any);
- number of acres in the park;
- quantity and type of facilities to be developed;
- any economic, health and/or community benefit;
- how the project relates to current and future public recreation needs;
- any unique design features, or any innovative community involvement; and
- access point(s) (named streets/road) to the project area.

The Pantego Bicentennial Park consists of 9.4494 acres within 8 contiguous parcels of land along the Pantego Branch of Rush Creek. No additional acreage is proposed for acquisition. The project proposed is to enhance and broaden features of the park based on requests from the community.

Bicentennial Park is the central focus of recreation for the Town of Pantego. The Park is the only public recreational open space for the Town residents. Pantego is a town of 2,394 residents(2010 US Census). The Town is a fully developed community surrounded by the City of Arlington.

The community residents regard Bicentennial Park as its most beloved public facility with recreational features that guide the development of small children through full adult maturity and into the senior years. Many a family has grown up around Bicentennial Park.

There is extensive community pride in this park with major community gatherings from the Easter Egg Roll to the Christmas Candy Train centered on Bicentennial Park. Summer family movies and holiday lightings occur at the Bicentennial Park. Throughout the park there are very detailed brass sculptures of children playing.

Bicentennial Park is centrally located within the residential area of Pantego and within easy walking distance of most homes. The Park consists of 3 distinct areas. The South Park area is accessed by two locations, the principal entrance is from Smith Barry Road at Nora Drive but also access comes from the commercial center to the south via Show Place Circle.

The South Park area is the largest park area with walking trails, picnic areas and a Gazebo, adult outdoor exercise area, children play areas and climbing rocks, grass fields and public restrooms. The former wading pool has been grassed over and is in need of replacement.

The North Park area is across Smith Barry Road, from the South Park area, at Nora Drive. North Park area was the initial park area developed in 1976. This area features a pleasant water fall garden area, an active children play area as well pleasant water fall garden area, an active children play area as well as picnic tables and a walking trail that crosses over and follows Pantego Branch into the residential areas along the creek. There are public rest rooms at this North Park area.

The grass park area and walking trails continue along Pantego Branch and the residential area to Wagon Wheel Trail which allows a second public street entrance to the North Park park features. One can also enter the North Park area along Preston Trail Court.

The West Park area runs from Wagon Wheel Trail westward along the Pantego Branch culminating at the basketball courts. Access to the West park area is best from the Oakmont Court or from private streets within the Shady Valley Apartment Complex. Pantego Branch is finished within the park with Gabion rock basket sides and a concrete channel bottom.

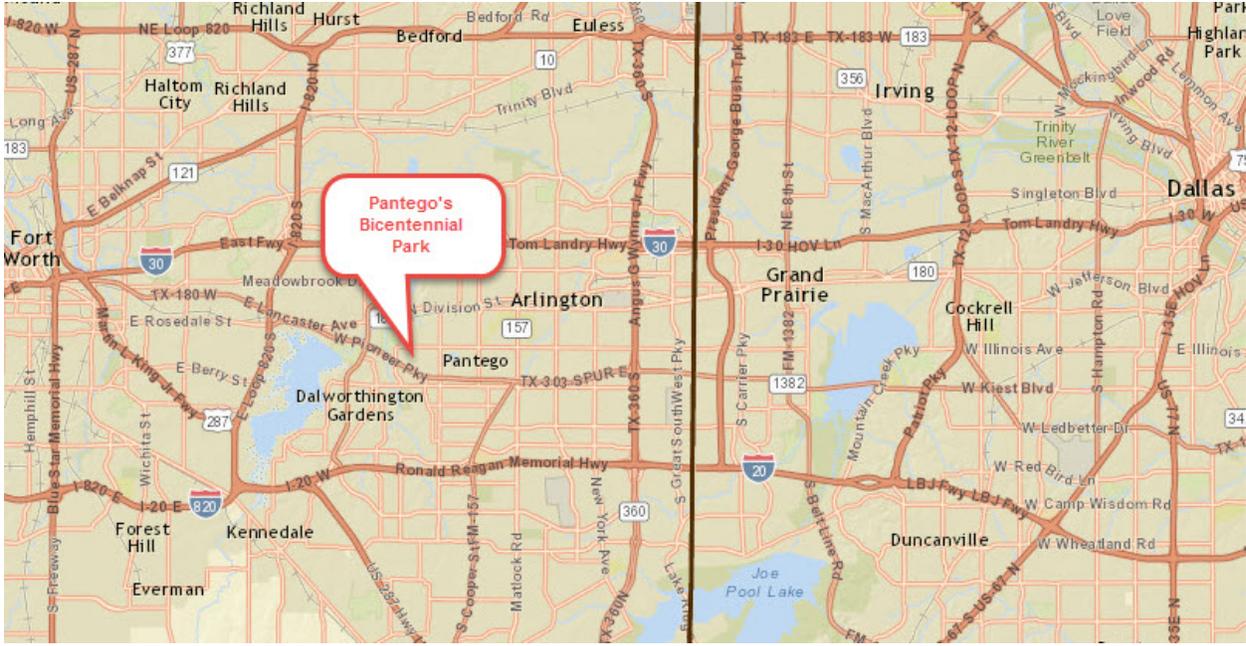
Bicentennial Park was originally developed by a group of committed citizens who then turned the completed park over to the City and the City's Economic Development Corporation. The City's Economic Development Corporation (PEDC) annually sets aside funding for staffing and maintenance of the Park. This year, 2014-2015, \$60,000 of additional funds were set aside for replacement of play area surfaces and other maintenance activities.

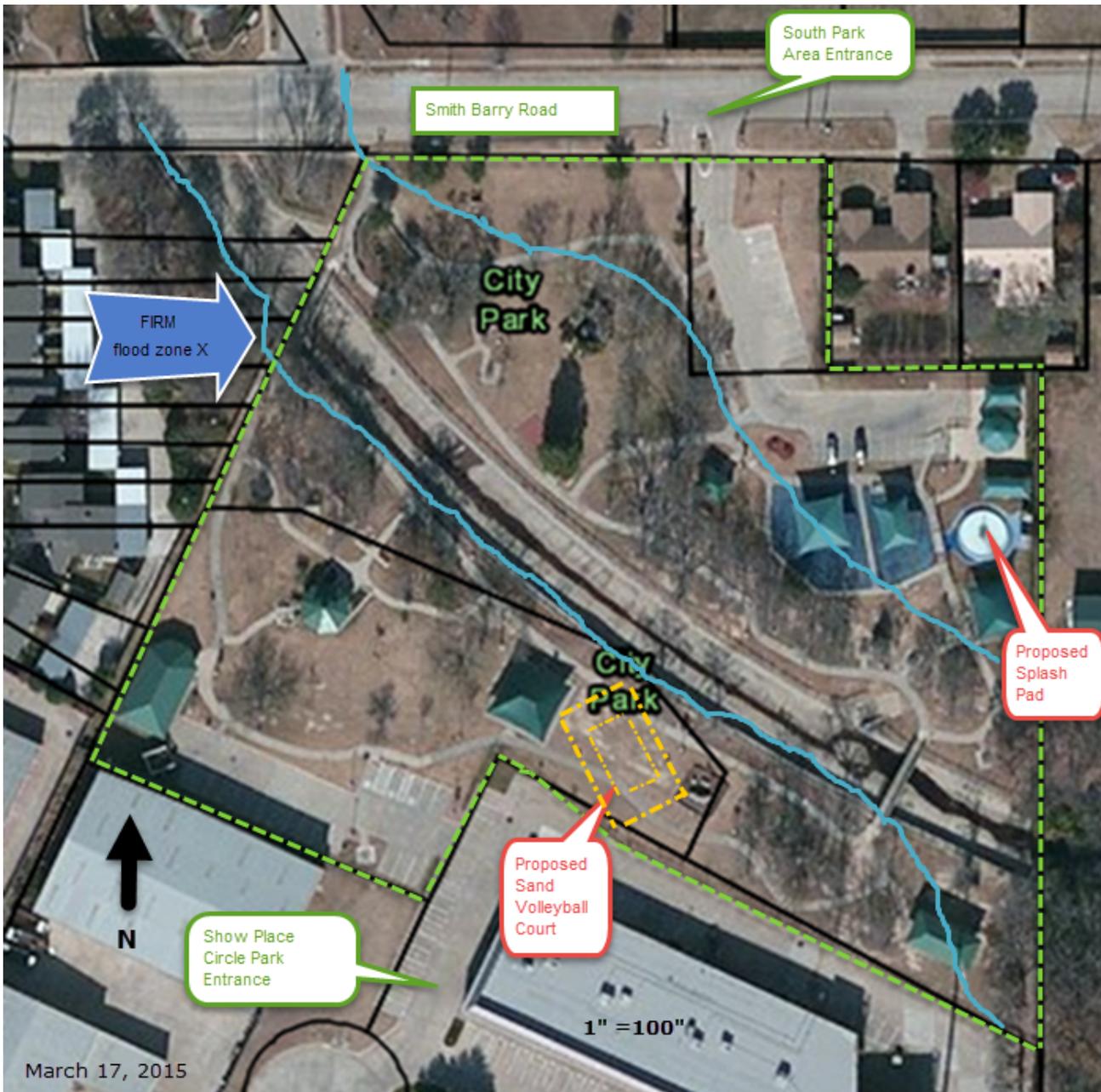
The proposed development project consists of replacement of an out of date wading pool with a splash park which is a primary request of the citizens of Pantego. Further, at the request of teenagers and school age youth, planned is the installation of a sand volleyball court. The splash park and volleyball court are proposed for South Park area.

Creation of a Texas Native Plants and Butterfly Garden is proposed for the North Park area off of Preston Trail Court along the walking trail. This area is often passed by residents walking along Pantego Branch on the way to more active recreational pursuits in the South Park area. The selected location for the Garden will include park benches and educational stands explaining the Texas Native Plants selected.

The Project (splash park, volleyball court and Butterfly Garden) are intended to add new features that to date has not been budgeted due to the maintenance needs being a priority. It is a goal of the City Council and the Pantego EDC to keep the Bicentennial Park at a significant level of importance since the community has always regarded the Park as its center of activity.

These park improvements will assist in improving the recreational features offered for a wider range of age groups, meet needs clearly identified by the residents and add to the overall community well being. Pantego's strength as a quality community is demonstrated by the quality of recreational offerings at its Bicentennial Park.





Town of Pantego, Texas
Bicentennial Park - South Park Area - SITE PLAN
Proposed Improvements

1. Install splash pad; a reuse of former wading pool site
2. Install 1 sand volleyball court (safe area 50' x 80' and court 30' x 60')
 - a. Adjust walking trails and climbing rocks from volleyball court area



Town of Pantego, Texas
Biccennial Park - North park Area - SITE PLAN
Proposed Improvements
1. Install Texas Native & Butterfly Garden 30' x 30' with 2 benches and 6' sidewalk and curb cut



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 03/25/15
Re: Discuss and review an update on PEDC Loans.

The purpose of this item is to update the Board on the status of loan repayments for PEDC incentive projects.

Attachments:

Loan Status can be found in Drop Box in PEDC Resource Documents/Loan Receivable Detail.