



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

April 22, 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: Danny Lakey
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
 - April 8, 2015
3. Summary of Revenues and Expenditures
 - April 22, 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 presentation from the Star Telegram Newspaper regarding their Arlington Citizen Journal section for digital advertising.

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 on the following date and time: Sunday, April 19, 2015 at 5:00 p.m., and remained so posted at least 72 hours before said meeting.


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.

April 22, 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, April 19, 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: April 22, 2015

Business Prospect

Staff is working with a prospective business interested in relocating to Pantego. They are a plumbing retailer/wholesaler.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 4/15/15
Re: PEDC Minutes

Attachments: 040815 PEDC Minutes

**Pantego Economic Development Corporation
April 8, 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 8th day of April 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

Members Absent:

Stephanie Springer	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:

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

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

PRESIDENT'S COMMENTS

President Brown stated the Easter Event was really good and gave compliments to the Public Works Department for their efforts in the event.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

Secretary Adair expressed he felt the Easter event had a good turn out and appreciates the work of staff. He stated he did not receive any complaints and felt all Easter egg hunters were happy.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board Mrs. Mundo has submitted the grant application and he does not expect to hear back from the Texas Parks & Wildlife Department regarding the application until August. Mrs. Mundo stated she would check their schedule in July and informed the Board she received intent letters from PCA, PYLC, the Boy Scouts, and the Lions Club. She also explained the town received a lot of points from the planned renovations in the application.

Mr. Fielder updated the Board on the Park Row project and informed them this item is on the Council agenda for next week. He expects the work to begin around the first of May and last 150 days. Mrs. Mundo stated she would get the information into the monthly newsletter for the businesses.

There was discussion on the completion timeline of Dairy Queen and a follow up on all open business construction in town; such as the Dollar Tree and the Emergency Care office.

2. Approval of PEDC Minutes

- **March 25, 2015**

No comments. Vice President Lakey made a motion to approve the minutes as presented. Treasurer Gittiban 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

- **April 8, 2015**

There were no finances to approve.

CITIZEN'S OPEN FORUM

None.

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

4. Public Hearing, discuss, direct, and consider action on improvement projects of Bicentennial Park.

Mr. Fielder explained this is part of the process to set aside the \$80,000 for park improvements. The State law requires a public hearing and then a 60 day waiting period to allow for 10% of the registered voters to draft and sign a petition for an election regarding the improvements.

President Brown opened the Public Hearing at 7:16 p.m.

Vice President Lakey clarified they do not have to specifically name the projects. There was discussion on the medium used to post the Public Hearing.

President Brown closed the Public Hearing at 7:18 p.m.

5. Discuss, direct, and consider action on advertising opportunities.

Pantego Economic Development Corporation
April 8, 2015

Mrs. Mundo discussed various options for advertising and extending awareness outside of Pantego hitting the 100,000 person market. She explained the Board budgeted for \$15,000 and has only spent \$3,000 so far this year. She presented an estimate she received last year for bulk mailings. There was discussion on advertising in the Texas Rangers Yearbook which is handed out at every home game for the season with 1.1 million copies printed. The Board discussed the outcome of previously using the Star Telegram Newspaper print advertising and on printed materials in the various area magazines; such as Arlington Today and the Arlington Chamber of Commerce Magazine. The Board requested Mrs. Mundo to review the QR codes for coupons to local businesses and see if this if something that would benefit Pantego businesses and to have the representative from the Arlington Citizen Journal come and speak to the Board regarding digital advertising.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Brown adjourned the regular session at 7:51 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: 04/22/2015

Re: PEDC Expenditure Approval

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

MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0906
ROCKWALL, TX 75082 214-942-5352
972-415-4596
fax 972-773-0915

April 2, 2015

Bill Brown, President

Wm.brown@sbcglobal.net

Arsalan Gittiban, Treasurer

dragittiban@yahoo.com

Cherie Charboneau

ccharboneau@townofpantego.com

Ariel Carmona

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.

February Services (see description attached)

\$3,000.00

Total

\$3,000.00

Description of Work and Receipt Attached

Thank you for the opportunity to serve the Pantego EDC

Pamela J. Mundo, President

Mundo and Associates, Inc.



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering
www.mundolandassociates.com

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966
ROCKWALL, TX 75082 214.942.5352
972.415.4596
fax 972.771.0915

Description of Work

Pantego EDC

March 2015

3/3/15 Work on the TPWD grant application	4 hrs
3/6/15 Continued work on the TPWD Grant application and started work on site planning	6 hrs
3/9/15 Continued research for the preparation of the TPWD Grant	3 hrs
3/11/15 Coordinate efforts of the volunteer participation for the TPWD Grant application, assisting with letter preparations and contacting Texas Master Naturalists, PCA. Prepared sample letters, worked on budget and list of needed items, prepared for meeting and attended the EDC meeting	10 hrs
3/13/15 Continued work on volunteer letters, worked on site plans, vicinity illustration and Sent volunteer letter examples to Board members	4 hrs
3/16/15 Continued work on grant, preparing text and project description and sustainable Planning elements	4 hrs
3/17/15 Worked on the grant application and Texas Ranger advertising elements	5 hrs
3/20/15 Completed major elements of the TPWD grant except for missing items and Started uploading documents to the files	8 hrs
3/25/15 Worked at courthouse for missing deeds and took additional photos for project	

TX HUB



MUNDO & ASSOCIATES

Economic Development, Planning and Civil Engineering
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MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214-773-0969
ROCKWALL, TX 75087 214-942-5352
972-415-4506
fax 972-771-6915

And for TPWD grant application, surveyed tree types in the park, attended meeting of PEDC.	6 hrs
3/30/15 Finalized TPWD grant application except for missing pieces.	6 hrs
3/31/15 Continued finalizing grant application, added the Scouts letter and adjusted budget	6 hrs
Total Service Hours	62 hrs

Contract requirements is for 30 hours

TX HUB



Pantego Economic Development Corporation
Construction/ Operating Fund Budget for Fiscal Year 2014/2015
As of April 22, 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	18,000
TOTAL PROFESSIONAL FEES	38,500	18,000
Marketing and Advertising		
Arlington Chamber of Commerce	10,000	-
Miscellaneous Marketing and Advertising	15,000	3,082
TOTAL MARKETING & ADVERTISING	25,000	3,082
Activities		
Seasonal Decorations(Tree Lighting)	8,500	4,402
TOTAL ACTIVITIES	8,500	4,402
Maintenance		
Landscaping and Improvements	20,000	2,035
Sprinkler System Maintenance	500	5
General Maintenance and Repair (Bldg & Park)	12,000	1,942
Statue Maintenance Agreement	4,050	-
TOTAL MAINTENANCE	36,550	3,982
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	\$ 41,978
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)	\$ (156,761)
Estimated Ending Fund Balance	\$ 34,921	\$ 119,421



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Pam Mundo, Consultant
Date: 04/15/15
Re: Discuss, direct, and consider action on a presentation from the Star Telegram Newspaper regarding their Arlington Citizen Journal section for digital advertising.

Toby Morgan and Amanda Oronato with the Star Telegram will be here to discuss the advertising opportunities with the Star Telegram Newspaper.

Attachments:

None.