



AGENDA PANTEGO ECONOMIC DEVELOPMENT CORPORATION

August 12, 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: Don Surratt
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
 - July 22, 2015
3. Summary of Revenues and Expenditures
 - August 12, 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 the PEDC Loan Program.
5. Discuss and review the Texas Parks and Wildlife Grant.
6. Discuss, direct, and consider action on the PEDC attendance to the North Texas Commercial Association of Realtors.

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, August 9, 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 who, if 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.

August 12, 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, August 9, 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: August 12, 2015

Park Row Water Line Project

The waterline is complete. Paving work on the eastbound lanes should be complete by August 10th. There will be minor paving repairs conducted on the westbound lanes once the eastbound lanes are complete. Paving repairs in the intersection are scheduled for the weekend of August 21-23 during evening hours, in order to minimize traffic disruptions.

Community Relations Board

The CRB will be holding the movie night in the park on Saturday, August 8th. The movie is *Big Hero 6*. The CRB is also planning to have a booth at PantegoFest to promote the park and volunteer opportunities at their events.

Park Vandalism Update

The insurance claim for the vandalism at the park has been approved and staff has received a check from TML to start the repairs/replacements.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Bill Brown and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 8/12/15
Re: Approval of the PEDC Minutes.

Attachments: 072215 PEDC Minutes

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 22nd day of July 2015 with the following members present:

| | |
|------------------|----------------|
| Danny Lakey | President |
| Don Surratt | Vice President |
| Fred Adair | Secretary |
| Arsalan Gittiban | Treasurer |
| Robert Jordan | Director |

Members Absent:

| | |
|--------------------|----------|
| Stephanie Springer | Director |
| Gloria Van Zandt | Director |

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:

None.

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

President Danny Lakey called the meeting to order at 7:02 p.m.

INVOCATION

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

PRESIDENT'S COMMENTS

President Lakey welcomed the audience and commented on the attendance of the Morning with the Mayor event.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board the Park Row waterline construction is ahead of schedule. The waterline is in, the water quality test is complete, and the line is pressurized. All paving over the new waterline and any failures; along with the striping, is expected to be complete before the start of the school year.

Mr. Fielder stated the Pantego Business Council Morning with the Mayor event was well attended with an estimated 25 people and 10-15 staff members. The event went longer than planned but it contained good information.

Mr. Fielder updated the Board on the playground surfacing. He stated all paperwork has been executed and he is waiting on a schedule.

Mr. Fielder informed the Board the Council pushed the strategic planning session back to October 24th.

2. Approval of PEDC Minutes

- **July 8, 2015**

Vice President Surratt made a motion to approve the PEDC minutes dated July 8, 2015 as presented. Secretary Adair seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban.

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- **July 22, 2015**

Secretary Adair made a motion to approve the Bills Payables as presented. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban.

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

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

4. Discuss, direct, and consider action on purchasing the Shop Pantego Shopping bag.

President Lakey announce his conflict of interest and stepped down from the Dias. Mr. Fielder informed the Board he has received a quote from Promo Planet for \$5.10 per bag; however, their delivery date is September 15th due to the printing in China. He reminded the Board he has two previous quotes; one from Shirtwerx at \$5.25 a bag and one from Red Truck Promos at \$7.90 per bag.

Director Jordan made a motion to approve the purchase of 1250 bags from Shirtwerx for a total of \$6,562.50. Vice President Surratt seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, and Gittiban.

Nays: None.

Abstentions: Danny Lakey

Vice President Surratt declared the motion passed unanimously.

5. Discuss and review the PEDC Fiscal Year Budget for 2015-16.

Mrs. Carmona reminded the Board they discussed this item at the last meeting. She has set the Public Hearing for August 12th for the projects. After this the Board will approved the budget and projects and send them to Council for approval. There was discussion on the continuation and benefits of the Boards membership to the Arlington Chamber of Commerce. The Board requested a report card from Mr. Fielder next month on the Arlington Chamber of Commerce and requested a debriefing of the Texas Parks and Wildlife Department grant.

Secretary Adair made a motion to approve the PEDC Budget as presented and to hold a public hearing on August 12, 2015. Director Jordan seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban.

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

6. Discuss, direct, and consider action on the Star Telegram advertising.

Amanda Onorato and Toby Morgan with the Star Telegram presented examples of advertising for the Board to select. Ms. Onorato explained they would use the geography targeted marketing with Facebook, DFW.com, Arlington Citizen Journal, Mansfield News Mirror and other targeted sites. There was discussion on the comparison of the two example slides and whether to include the sponsorships.

Secretary Adair made a motion to approve the first presented advertisement. Treasurer Gittiban seconded the motion.

The vote was as follows:

Ayes: Surratt, Adair, Jordan, Lakey, and Gittiban.

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

The Board directed staff to begin the advertisements on August 24, 2015.

President Lakey recessed the regular session for the executive session at 7:49 p.m.

President Lakey reconvened the regular session at 8:52 p.m.

SCHEDULED EXECUTIVE SESSION

The PEDC may 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. **Cookie Machine and Boutique U.**

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

President Lakey declared no action was taken on Boutique U.

President Lakey declared there was action taken in regards to the Cookie Machine and made a motion to grant a refrigerator to the Cookie Machine not to exceed \$2,000 with an estimate to include the model number and style delivered to the City Manager., who will make the purchase.

The vote was as follows:

Ayes: Adair, Lakey, and Gittiban.

Nays: Surratt and Jordan

Abstentions: None.

President Lakey declared the motion passed unanimously.

PEDC MEMBER INQUIRY

Ms. Arrington informed the Board of a ribbon cutting scheduled for this Friday, July 24, 2015 at 9:00 a.m. for Dairy Queen.

ADJOURNMENT

President Lakey adjourned the regular session at 8:55 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Danny Lakey and PEDC Board Members
From: Ariel Carmona, Finance Director
Date: 08/12/2015
Re: PEDC Expenditure Approval

Summary of Expenditures and Purchase Requisitions over \$1,000 for board approval

Vendor Payment Listing 08/12/2015

Invoices submitted for approval:

| | | |
|--------------------|----------------------------|--------------------------|
| Mundo & Associates | July Professional Services | \$ 3,000.00 |
| | | <u>Total \$ 3,000.00</u> |

PURCHASE REQUISITIONS OVER \$1,000

None for this Meeting

Total \$ -

MUNDO & ASSOCIATES

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

MUNDO & ASSOCIATES, INC. 5542 CANARY COURT 214.773.0966
ROCKWELL, TX 75082 214.944.5352
972.415.4546
fax 972.771.0915

August 3, 2015

Danny Lakey, Vice President
danny.lakey@Texasshirtwerx.com

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.

| | |
|------------------------------------------|-------------------|
| June Services (see description attached) | \$3,000.00 |
| Total | \$3,000.00 |

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.mundoandassociates.com

MUNDO & ASSOCIATES, INC. 5542 CANALIA COURT 214.773.0906
ROCKWALL, TX 75087 214.644.5354
972.415.4506
fax 972.773.0915

Description of Work

Pantego EDC

July 2015

(continued)

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 7/8/15 Prepared for meeting and visited businesses regarding the Pantegofest coupons including Mad Mikes, Zen Spa, Mijo's, Iva's Flowers, Shoes for Less, updated inventory of The Auto park center | 7 hrs |
| 7 28 15 Worked on updated to the July inventory of businesses updating Lakewood Properties For Lakewood Center, updating Four Seasons retailer information, updating Westbury Square information particularly for Dollar Tree, contact Woodmont Co. on interest for properties along Arkansas and contacted Dollar Tree real estate manager for update on Dollar Tree, contacted Perna for update on her restaurant plans, reviewed plans for surveying businesses for tomorrow , Worked on plans for the September NTCAR show and reviewed information on inventory of Properties for the trade show | 8 hrs |
| 7/29/15 Continued review on needed actions on the update to the Park Grant , met with Matt Fielder and Danny Lakey concerning plans for the PEDC and prospect actions, visited Liquor Depot, Helgas Custom Alternations, Hairs 2 U Salon, Sign a Rama and First Dixie Café regarding the Shop Pantego Shopping Bag for Pantego Fest, visited with Josh Hopkins from Fork in The Road Restaurant regarding possible site in Pantego, prepared materials to send to Fork in the Road. | 8 hrs |
| 7/31/15 Worked on inventory of restaurants for Fork in The Road, prepared email to send to the Fork in the Road for Josh Hopkins. Updated owners information on the Inventory of Businesses regarding visits this week. | 7 hrs |
| Total Hours | 30 hrs |

Contract requirements is for 30 hours

Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of July 31, 2015

| | <u>Budget</u> 2014/2015 | <u>YTD Actual</u> 2014/2015 |
|-----------------------------------------------|----------------------------|--------------------------------|
| ESTIMATED BEGINNING FUND BALANCE | \$ 258,038 | \$ 258,038 |
| REVENUES | | |
| Sales Tax Revenue | \$ 318,104 | \$ 275,068 |
| Interest Revenue | 500 | 1,338 |
| Gas Royalty Revenue | 750 | 758 |
| TOTAL REVENUE | <u>\$ 319,354</u> | <u>\$ 277,164</u> |
| EXPENDITURES | | |
| Professional Services | | |
| Contract Services (Engineering & Legal) | \$ 2,500 | \$ 105 |
| Professional Services (EDC Consultant) | 36,000 | 27,000 |
| Professional Services | <u>38,500</u> | <u>27,105</u> |
| Marketing and Advertising | | |
| Arlington Chamber of Commerce | 10,000 | - |
| Other Marketing and Advertising | 15,000 | 3,382 |
| Marketing & Advertising | <u>25,000</u> | <u>3,382</u> |
| Activities | | |
| Seasonal Decorations(Tree Lighting) | 8,500 | 4,402 |
| Activities | <u>8,500</u> | <u>4,402</u> |
| Maintenance | | |
| Landscaping and Improvements | 20,000 | 4,929 |
| Sprinkler System Maintenance | 500 | 197 |
| General Maintenance and Repair(Bldg & Park) | 12,000 | 2,795 |
| Statue Maintenance Agreement | 4,050 | 17 |
| Maintenance | <u>36,550</u> | <u>7,938</u> |
| Other | | |
| Training/Travel | 3,500 | 1,632 |
| Miscellaneous | 1,000 | 318 |
| Other | <u>4,500</u> | <u>1,950</u> |
| Projects | | |
| Unidentified Projects / Incentives | 106,304 | - |
| Economic Development Grants | - | - |
| Bicentennial Park Project | 80,000 | - |
| Pantego Arch Lighting | 20,000 | - |
| Comprehensive Plan | - | - |
| ISO Rating Project | - | - |
| Park Row Redevelopment Project | - | 1,762 |
| Engineering - Park Row | - | 9,003 |
| Projects / Economic Incentives | <u>206,304</u> | <u>10,765</u> |
| TOTAL EXPENDITURES | <u>319,354</u> | <u>55,542</u> |
| Transfers Out | | |
| 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 |
| Transfer to PEDC Debt Service Reserves | - | - |
| TOTAL EXPENDITURES & TRANSFERS OUT | <u>\$ 434,743</u> | <u>\$ 170,931</u> |
| CHANGE IN FUND BALANCE | (115,389) | 106,233 |
| ESTIMATED ENDING FUND BALANCE | <u>\$ 142,649</u> | <u>\$ 364,271</u> |



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 8/12/15
Re: Discuss, direct, and consider action on the PEDC Loan Program.

This item has been placed on the agenda to discuss the idea of partnering with a financial institution to administer the Corporation's loan program.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Pam Mundo, Consultant
Date: 8/12/15
Re: Discuss and review the Texas Parks and Wildlife Grant.

The purpose of this item to discuss the rejection of the Town's grant application for Bicentennial Park and the opportunity to reapply in September.

From: Dana Lagarde [<mailto:Dana.Lagarde@tpwd.texas.gov>]
Sent: Tuesday, June 23, 2015 12:17 PM
To: mfielder@townofplantego.com
Cc: swilliams@townofplantego.com; Tim Hogsett; pmundo@mundoandassociates.com
Subject: Town of Pantego's Bicentennial Park Application

Dear Mr. Fielder,

We have finished our review of the Town of Pantego's Bicentennial Park Small Community Grant Application. I regret to inform you that your application was considered ineligible for consideration as pertinent information was missing from the Resolution.

We would like to encourage the City to contact us to discuss the project and consider re-submitting your application. Our next grant deadline is October 1, 2015.

Sincerely,

Dana Lagarde
Texas Parks & Wildlife
Recreation Grants Branch
Local Park Grants Manager
512-389-8175 (o)
512-571-7847 (m)



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Pam Mundo, Consultant
Date: 8/12/15
Re: Discuss, direct, and consider action on the PEDC attendance to the North Texas Commercial Association of Realtors.

The purpose of this item is to discuss the Corporation's participation at the North Texas Commercial Association of Realtors conference in September.