



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

January 27, 2016

**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
 - January 13, 2016

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:

3. Discuss, direct, and consider action on the nomination of the Small Business of the Year Award.
4. Discuss, direct, and consider action on setting a date for a joint session with the Pantego Economic Development Corporation to discuss the Economic Development Strategic Planning Report.

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. The New JBK Corp
- Pursuant to Government Code Section 551.072 to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. Expansion of Bicentennial Park

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, January 24, 2016 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.

January 27, 2016

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, January 24, 2016 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: January 27, 2015

Loan Program

Boutique U has been sent a default letter. Staff will follow up at the end of the thirty days.

Chamber Events

I attended the Foundation Board of Directors meeting on January 13th. It was announced that the new President/CEO would start on February 8th. In addition, the Mayor of Arlington has launched a new initiative with the Chamber to host a monthly Prayer Breakfast. Also, I was placed on the Public Policy Committee of the Board and met with them to help assist in evaluating the Chamber's public policy efforts. All areas of the Chamber are being assessed in order to provide the new President/CEO with background information for him to begin work on developing a new strategic plan.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Julie Arrington, City Secretary
Date: 1/27/16
Re: Approval of PEDC Minutes

Attachments: 1/13/16 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 13th day of January 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Stephanie Springer	Director
Robert Jordan	Director

Members Absent:

Arsalan Gittiban	Treasurer
Gloria Van Zandt	Director

Constituting a quorum. Staff present was:

Matt Fielder	Executive Director
Julie Arrington	City Secretary
Ariel Carmona	Finance Director
Dennis Jobe	Community Development Director
Scott Williams	Public Works Director

Also in attendance:

Pam Mundo	Mundo and Associates
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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

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

PRESIDENT'S COMMENTS

President Lakey welcomed the audience and informed the Board the house adjacent to the eastern boundary is for sale and would like to discuss the possibility of purchasing to expand the park area.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board on the following items:

Staff has received a zoning application for mini warehouses on the property located behind the

Village Shopping Center, Southern Flair Photography, and Braum's. There seems to be possible access issues that will need to be worked out in the plans. Oh Sew Cool has closed their business. There is a pending sale on Mom's Liquor. Staff has received several inquiries on hookah lounges; however, the code requirements seem to have shut down the inquiries.

Mr. Williams presented an updated list of repairs to Bicentennial Park showing what has been completely, what are outstanding and new items that were added by staff. The Board requested a copy of his presentation to be e-mailed to them for review and for him to obtain electrical quotes. This item will be revisited at the next meeting.

Mr. Fielder presented an article from the Federal Reserve Bank of Dallas and Business Insider regarding the economic trends and projections for the 2016 year. He explained the Town's sales tax is holding steady even though the sales tax trend shows a decline.

2. Approval of PEDC Minutes

- December 9, 2015

No comments.

Vice President Surratt made a motion to approve the PEDC minutes dated December 9, 2015 as submitted. Secretary Adair seconded the motion.

The Vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the motion passed unanimously.

3. Summary of Revenues and Expenditures

- January 13, 2016

Mr. Fielder presented his findings on the Jacobs Engineering invoice showing the Board is responsible for the full payment. Mrs. Carmona assured them the phase one final payment was made last year and this payment will be the final for phase two.

Secretary Adair made a motion to approve the Vendor Payment Listing as submitted. Director Springer seconded the motion.

The vote was as follows:

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

Nays: None.

Abstentions: None.

President Lakey declared the vote 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 changing the meeting times to 6:30 p.m.

There was discussion on moving the time of the meeting. Several Board members mentioned a conflict with the suggested new time. There was no motion the meeting times will remain at 7:00 p.m.

5. Discuss, direct, and consider action on the outstanding incentive loans.

There was discussion on the situation of the various loans. It was confirmed *It's All Good* has completed their term in full and in good standing. The City Secretary will draft a Thank You letter to be signed by the President and Vice President of the Board. The City Manager will discuss the outstanding balance for Boutique U with the PEDC Attorney and have a letter drafted. There was discussion on the sale of Mom's Liquor and the obligation of their loan. Crossfit will meet with the Finance Director to examine their payment history.

6. Discuss, direct, and consider action on PantegoFest 2016.

Mr. Fielder presented Council comments and suggestions from the recent Council discussion regarding PantegoFest 2016 and the main focus being incorporating Pantego businesses into PantegoFest. Mrs. Mundo informed the Board Ann Farrell, owner of the Lakewood Village Shopping Center, does not feel the festival would work in her parking lot and does not want to hold the festival there. Mrs. Mundo stated there was a suggestion from some of the businesses to change the focus to a music festival without vendors and increase the number of food trucks. There was discussion on parking and logistical issues with the festival located on Park Row, Pioneer Parkway, or at the Park. There was discussion on food trucks, how they charge, the number of trucks, and a discussion on how to engage the local businesses. Tori Roemmich, with the Community Relations Board, suggested a joint effort in soliciting donations for their events. Mrs. Mundo stated the Board will need to give at least three months notice to allow for the planning of a small event. There was discussion on bands, vendors, town personnel, and expectations for the outcome of the event.

7. Discuss and review the Strategic Planning report.

Mr. Fielder informed the Board the Strategic Planning report was uploaded to Dropbox for their review. The intent is for them to review the report and have a joint session with Council to discuss any implementations for programs and changes that need to be made based on the report. He asked them to send him all changes and questions they have at this time and they will meet at a later date to discuss setting a date for the joint session with Council. Mrs. Mundo handed out a packet of information discussing the economic demographics of the Town.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Lakey adjourned the regular session at 8:59 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 01/27/16
Re: Discuss, direct, and consider action on the nomination of the Small Business of the Year Award.

During several presentations by the Arlington Chamber of Commerce, they have suggested the Town nominate a small business for their Small Business of the Year Award. The deadline is February 19th.

Attachments:

Small Business of the Year Nomination Form
2016 Salute to North Texas Small Business Lunch Flyer



Arlington Chamber of Commerce 2016 Outstanding Small Business, Veteran-Owned & Not-For-Profit Organization Awards

Overview:

Every year, the Arlington Chamber of Commerce recognizes a small business, a non-profit and a Veteran-owned organization in the community for their achievements, innovativeness, response to adversity and contributions to aid community-oriented projects. The Arlington Chamber utilizes the Small Business Administration's widely used size standards to define "small business"—500 maximum employees for most manufacturing and mining industries and \$7.5 million maximum in average annual receipts for most non-manufacturing industries.

Award Categories & Selection Criteria Defined by the Chamber's Business Development Advisory Council:

- I. *Outstanding Small Business of the Year* selection criteria:
 - a. Business longevity
 - b. Employment growth
 - c. Sales increases or product/service diversification
 - d. Response to economic and business adversity
 - e. Civic engagement and participation
 - f. Site visit (optional)

- II. *Outstanding Not-for-Profit Organization of the Year* selection criteria:
 - a. Organization's longevity
 - b. Growth in volunteers & patrons served
 - c. Innovativeness of community service
 - d. Collaboration with other not-for-profit agencies
 - e. Response to economic adversity
 - f. Site visit (optional)

- III. *Veteran-Owned Small Business of the Year* selection Criteria (Award Sponsored by Oncor Electric Delivery):
 - a. At least 51% owned, managed, and controlled by one or more veterans from a Military branch of the United States.
 - b. Business longevity
 - c. Employment growth
 - d. Sales increases or product/service diversification
 - e. Response to economic and business adversity
 - f. Civic engagement and participation
 - g. Site visit (optional)

Award Procedures and Timeline:

<u>Step</u>	<u>Timeline</u>	<u>Action</u>
I.	February 19, 2016	Nominations deadline
II.	February 29, 2016	Nominees sent questionnaire & affidavit
III.	March 24, 2016	Nominees deadline for submitting completed questionnaire and affidavit of good standing forms
IV.	April 7, 2016	Finalists selected
V.	April 11 –15, 2016	Selection committee conducts site visit (optional)
VI.	April 18, 2016	Final evaluation of finalists & winners selected
VII.	May 5, 2016	Winners announced at 2016 Salute to Small Business Awards Luncheon During National Small Business Week – May 5, 2016.



Arlington Chamber of Commerce

2016 Outstanding Small Business, Veteran-Owned & Not-For-Profit Organization Awards

NOMINATION FORM

The Arlington Chamber of Commerce is seeking nominations for the **2016 Outstanding Small Business, Veteran-Owned and Not-for-Profit Organization of the Year Awards**. The winners will be recognized at the 2016 Salute to Small Business Awards Luncheon on May 5, 2016. The Small Business Award recipients selected will be judged on the following criteria: business longevity, employment growth, sales increases or added services, financial strength, response to adversity, and contributions to aid community oriented projects. The Not-For-Profit Organization Award Recipient selected will be judged on the following criteria: organization longevity, volunteer growth, patrons served, innovativeness, collaboration with other not-for-profit agencies and response to adversity. Award Recipients must be a current member in good standing with the Arlington Chamber of Commerce.

The Arlington Chamber utilizes the Small Business Administration's widely used size standards to define "Small Business"—500 maximum employees for most manufacturing and mining industries and \$7.5 million in average annual receipts for most nonmanufacturing industries. To nominate a company, simply provide us with the following information and return to the Arlington Chamber of Commerce via email at hlewczyk@arlingtontx.com or mail to the address at the bottom of the page. **SUBMISSION DEADLINE IS FRIDAY, February 26, 2016.**

Person Submitting Nomination: _____

Company: _____

Telephone Number: _____

Email Address: _____

The Nominee

Company Nominated: _____ Veteran-Owned - Yes: _____ No: _____ Not Sure: _____

Main Contact Person: _____

Address: _____

City/State/Zip: _____

List products or services provided by company: _____

Website address: _____ Is the company a _____ for-profit or _____ not-for-profit entity?

Email address: _____

Year company established: _____ Is the company based in Arlington? ___ Yes; ___ No.

Please describe your relationship with the nominee: _____

On a separate sheet of paper, please indicate why you feel this company/organization merits being selected for the award based on the selection criteria listed above. Please include the nominee company name at the top of the document.

Email or mail to
2016 Small Business of the Year Award
Arlington Chamber of Commerce
505 East Border
Arlington, TX 76010
hlewczyk@arlingtontx.com



Proud Sponsor
of the Veteran-
Owned
Business of the
Year Award

<u>Recipients:</u>	<u>For Profit</u>	<u>Non-Profit</u>
2015	LBL Architects, Inc.	Boys & Girls Club of Arlington
2014	Galactic Performance/Southern Flair Photography	Dental Health Arlington
2013	Bob Moore Construction	Girls Incorporated of Tarrant County
2012	Graham & Associates, Inc.	SafeHaven of Tarrant County
2011	Wade Family Funeral Home	The Arlington Life Shelter
2010	Schrickel, Rollins and Associates, Inc.	Helping Restore Ability
2009	Bowling Proprietors' Assoc. of America	-----
2008	Peyco Southwest Realty, Inc.	
2007	Tricare Chiropractic, P.A.	<u>Veteran-Owned</u>
2006	Spartan Printing, Inc.	2014 - IKids Pediatric Dentistry

The Spirit of America: 2016 Salute to North Texas Small Business May 5, 2016

Sheraton Arlington Hotel
Registration 10:30 - 11:30 a.m.
Doors open 11:15 a.m.



Please join us as the U.S. Small Business Administration recognizes outstanding businesses throughout North Texas. The Arlington Chamber of Commerce will also recognize the contribution of this year's Outstanding Small Business, Not-For-Profit Organization & Veteran-Owned Businesses.

Come early and visit the display tables of suppliers providing products and services for small business.

Emcee: Scott Murray



From U.S. Presidents to U.S. Opens, World Series to the World Cup, the Olympic Games to 30 straight Super Bowls, Scott Murray has covered them all. For close to a quarter of a century, he was the multi Emmy Award-winning television sports anchor and broadcast journalist at NBC 5. He was named Sportscaster of the Year 17 times and is a recipient of the prestigious Silver Circle Lifetime Achievement Award from the Nat'l Academy of Television Arts and Sciences.

Although Scott has retired from television news, he has returned to NBC 5 to host the weekly public affairs/philanthropic program, *Talk Street*. In addition, he continues to be a sought-after keynote speaker, published author of two books (*Whatever It Takes* and *Bring Out The BEST*), TV host/radio spokesperson and Chairman/CEO of **Murray Media**, a video/television production and A/V event company.

Small Business Awards 2016

Sponsorships & Tickets

Presenting Sponsor - \$2,500 - SOLD

___ Gold Sponsor - \$1,500

- 1 preferred table: 10 reserved seats
- Company recognition on all promotional and printed materials
- Company logo in newspaper advertisement
- On-site event presentation screen display (logo)
- Company logo and link to website on the Chamber's registration page
- Table sign recognition

___ Silver Sponsor - \$1,000

- 1 preferred table: 10 reserved seats
- Company name & logo recognition on all promotional and printed materials
- On-site event presentation screen display (logo)
- Company name on website promoting the event
- Table sign recognition

___ Bronze Sponsor - \$600

- 1 reserved table: 10 reserved seats
- On-site event presentation screen display (logo)
- Table sign recognition

___ Exhibit Table Sponsor (limited) - \$200

- Two reserved seats
- One display table (6') to showcase your product or service from 10:30 am - 1:30 p.m.

___ Individual Ticket - \$40

Total _____

Fill out form on back to complete registration

Presenting Sponsor:



The Spirit of America 2016 Salute to North Texas Small Business

10:30 a.m. - 1:30 p.m. - Exhibitor displays are open

10:30 - 11:30 a.m. - Registration

11:15 a.m. - Ballroom doors open

11:30 a.m. - 1:15 p.m. - Salute to Small Business Awards Ceremony



Registration Form

Company: _____

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Method of Payment: Cash Check Mastercard Visa Discover Amex

Card #: _____ Exp Date: _____ Billing Zip: _____

Signature (Billing Authorization): _____

Due to the Chamber's financial and contractual obligations, the Chamber is unable to accept reservations without payment which may be made by cash, check, credit card or signed billing authorization. Requests for refunds must be received in writing at least two weeks prior to the event.

Please complete form and send to the Arlington Chamber of Commerce:
Email: events@arlingtontx.com, Fax: 817-261-7067, or
mail: Arlington Chamber of Commerce, 505 E. Border Street, Arlington, TX 76010.

For more information please contact 817-275-2613.

Are you or anyone that is attending a Veteran? Yes No Not Sure

If yes, please provide us with the names of the Veteran(s). Please note that you do not have to know all attendees names at this point and we will contact you at a later date. _____

Presenting Sponsor:



Silver Sponsors:



UNIVERSITY OF
TEXAS
ARLINGTON

COLLEGE OF
BUSINESS

Bronze Sponsors:

Coldwell Banker Commercial Alliance

Register online at
www.ArlingtonTX.com



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 01/27/16
Re: Discuss, direct, and consider action on setting a date for a joint session with the Pantego Economic Development Corporation to discuss the Economic Development Strategic Planning Report.

As discussed at the last meeting, the Town Council has this same item on their agenda for their January 25th meeting to suggest dates for a joint meeting to finalize the Economic Development Strategic Planning Report.

Attachments:

None