



# AGENDA

## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

March 9, 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: President 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
  - February 24, 2016
3. Summary of Revenues and Expenditures
  - March 9, 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:

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

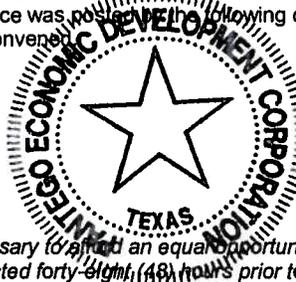
PEDC MEMBER INQUIRY

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, March 6, 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](http://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 9, 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, March 6, 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:** March 9, 2016

## Staff Changes

Finance Director Ariel Carmona accepted a position with the City of Richland Hills. A search is underway for her replacement.

## Loan Program

The Corporation's attorney, Jeff Moore, was unavailable to follow up on the discussion held on the 24<sup>th</sup> at this meeting. He is available for the March 23<sup>rd</sup> meeting, and that item will be included on the agenda.

## New Businesses

The Town has seen a number of new businesses. The following have received certificates of occupancy in 2016:

Business	Location	Type
Color New	2026 Pioneer A7 & A8	Upholstry
Joe Grandee Gallery	2400 Pioneer Ste. 123	Art Gallery
Love for Fashion	2401 Pioneer Ste. 117	Retail
Andrea Sullivan LCSW	3630 Pioneer Ste. 124	Counseling
The Prayer Room	1503 Nora	Church
Ehrlich Design Builders	2208 Park Row Ste. 104	Commercial Construction
CNS Enterprises	3615 Pioneer Ste. E	Financial Services
Wellshire Financial	2401 Pioneer Ste. 145	Financial Services
Top 2 Bottom Marketing, Inc.	2340 Superior Dr. Ste. F	Promotional Retail
Go Strapped Firearms Training	3325 Pioneer	Training Facility
Angelic Beauty Home & Braiding Salon	2401 Pioneer Ste. 123	Hair Salon
Third Shift Fabrication	3620 Graves Ste. 4	Parts Fabrication
ANKR Agency LLC	2900 Park Row Ste. F	Social Media
Leonard's Insurance Training	3610 Pioneer Ste 102 & 104	Training Facility
Colors on Cabinets	2111 Duluth, Ste 105	Cabinet Resurfacing



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 3/09/16

Re: Approval of PEDC Minutes.

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**Attachments: 02/24/16 Minutes**

Pantego Economic Development Corporation  
February 24, 2016

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 24<sup>th</sup> day of February 2016 with the following members present:

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

**Members Absent:**

Gloria Van Zandt	Director
Stephanie Springer	Director

**Constituting a quorum. Staff present was:**

Matt Fielder	Executive Director
Julie Arrington	City Secretary
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. and welcomed the audience.

**INVOCATION**

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

**PRESIDENT'S COMMENTS**

None.

**PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST**

Vice President Surratt thanked President Lakey and Directors Jordan and Springer for giving the Town Council new ideas and something to try. He appreciates the idea of a second event planner so that they can compete against each other.

Secretary Adair agreed stating Council appreciates what they have done and commented it was nice to have the support and the ideas from the PEDC Board.

**REGULAR BUSINESS**

**1. Executive Director Report**

Mr. Fielder informed the Board of the following items:

**Pantego Economic Development Corporation**  
**February 24, 2016**

Oak View Capital Partners came to Council to obtain a zoning change on the property behind Southern Flair to allow for the construction of a mini-warehouse. They will have to come back to Council after the purchase of the property behind Braums for a zoning change. This location is a tough location due to the lack of visibility from the road. They have received a variance for their request to increase the height of the building to a total of 26 feet to allow for advertisement and an apartment for 24 hour management as required by Town Ordinances. The applicant told Council after their improvements the estimated property value will be \$5 million.

The NAPA store has closed. It is located in DWG, but Pantego could see an increase in sales tax from people going to O'Reilly's instead.

There are several applications for businesses in the Pecan Park Shopping Center. The new owner is very aggressive in attaining renters. One of the new establishments is a financial services company. The Texas Municipal League has created a model ordinance to regulate the credit access businesses, which the City of Arlington passed last fall, this included payday lenders, car title loans, and cash advance loans. The interest is extremely high for these services. Town Council has also passed this ordinance and is considering a distance requirement between these types of businesses. There was discussion on the enforcement of this new ordinance on the existing businesses.

**2. Approval of PEDC Minutes**  
• **February 10, 2016**

Secretary Adair made a motion to approve the minutes as submitted. 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.

**CITIZENS OPEN FORUM**

None.

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

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

Mr. Fielder informed the Board the two most outstanding loans are Dr. Jeckyll's Beer Lab and Boutique U. He presented an e-mail correspondence from Boutique U regarding their loan. Dr. Jeckyll's stated the loan would be paid on March 31<sup>st</sup> either by the sale of the business or by liquidating the assets. The Board discussed how they would like to proceed; if there were any lien clauses on the contracts; if the loan will transfer to the new owner; and sending attorney letters. The Board directed Mr. Fielder to have the PEDC Attorney at the next meeting for legal advice and discussion.

**4. Discuss, direct, and consider action on PantegoFest 2016.**

Mr. Fielder updated the Board to the Council discussions at the last Council meeting. He stated it was preferred by Council to have a Friday and Saturday event and they directed the event planners to develop a proposal to Council for review by March 4<sup>th</sup>. Council will have a special meeting on March 8<sup>th</sup> at 6:30 p.m. to discuss the proposals. Staff will post a Potential Quorum notice and notify the Board members of the meeting. President Lakey informed the Board himself, Director Jordan, and

**Pantego Economic Development Corporation  
February 24, 2016**

Director Springer received an e-mail requesting their help with the proposal. There was discussion on obtaining the proper food permits for the Steak Contest.

**PEDC MEMBER INQUIRY**

None.

**ADJOURNMENT**

President Lakey adjourned the regular session at 7:51 p.m.

**APPROVED:**

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**Danny Lakey, President**

**ATTEST:**

\_\_\_\_\_  
**Fred Adair, Secretary**



# **Memo**

To: President Danny Lakey and PEDC Board Members  
From: Ariel Carmona, Finance Director  
Date: 03/9/2016  
Re: PEDC Expenditure Approval

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

**Vendor Payment Listing 3/9/2016**

Invoices submitted for approval:

Mundo & Associates	February Professional Services	<u>\$ 3,000.00</u>
		Total <u>\$ 3,000.00</u>

**PURCHASE REQUISITIONS OVER \$1,000**

NONE

# MUNDO & ASSOCIATES

*Economic Development, Planning and Civil Engineering*

[www.mundoandassociates.com](http://www.mundoandassociates.com)

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966  
ROCKWALL, TX 75032 214.642.5352  
972.415.4596  
fax 972.771.6915

March 2, 2016

Danny Lakey, Vice President

[danny.lakey@Texasshirtwerx.com](mailto:danny.lakey@Texasshirtwerx.com)

Arsalan Gittiban, Treasurer

[dragittiban@yahoo.com](mailto:dragittiban@yahoo.com)

Ariel Carmona

[acarmona@townofpantego.com](mailto: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 2016 Services (see description attached)	\$3,000.00
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Total	\$3,000.00
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Thank you for the opportunity to serve the Pantego EDC

Pamela J. Mundo, President

Mundo and Associates, Inc.

TX HUB



## Description of Work

Pantego

Feb 2016

February 3, 2016 Reviewed the strategic plan report in preparation for Agenda. Contacted brokers on SH 303 regarding their available space	5 hrs.
February 10, 2016 Contacted brokers for Pecan Park Shopping Center, Auto Mall and Four Seasons Shopping Center for updates on occupancy and rates, updated marketed Analysis for opportunity gaps and updated vacancy rate spreadsheet for use in Strategic Planning Session with Council. Attended EDC meeting and Strategic Planning Session with Council	8 hrs.
February 18, 2016 Worked on updates to data sheets regarding vacancies, began work On web site updates.	2 hrs.
February 23, 2016 Wrote Board members for updated bios to update the web site, Checked on 2016 population info – not yet available. Updated population numbers on Web site, researched properties for 1,700 sf church request and sent report to MFielder.	7 hrs.
February 24, 2016 Continued demographic research for updates on web site and drove Area of Raper and Graves for available properties attended EDC meeting	7 hrs.
February 26, 2016 Updated business and building inventory in Pantego and continued On information gathering for web site updates on demographics	3 hrs.
<b>Total</b>	<b>31 hrs.</b>

*Contract requirements is for 30 hours*

TX HUB



**Pantego Economic Development Corporation (PEDC)**  
**Project / Operating Fund Financials**  
**As of March 4, 2016**

	<u>Budget</u> 2015/2016	<u>YTD Actual</u> 2015/2016
<b>ESTIMATED BEGINNING FUND BALANCE</b>	\$ 131,883	\$ 131,883
<b><u>REVENUES</u></b>		
Sales Tax Revenue	\$ 341,659	\$ 258,340
Interest Revenue	1,000	1,046
Gas Royalty Revenue	750	1
<b>TOTAL REVENUE</b>	<u>\$ 343,409</u>	<u>\$ 259,388</u>
<b><u>EXPENDITURES</u></b>		
<b>Professional Services</b>		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 280
Professional Services (EDC Consultant)	36,000	15,000
<b>Professional Services</b>	<u>38,500</u>	<u>15,280</u>
<b>Marketing and Advertising</b>		
Arlington Chamber of Commerce	10,000	-
Other Marketing and Advertising	15,000	1,353
<b>Marketing &amp; Advertising</b>	<u>25,000</u>	<u>1,353</u>
<b>Activities</b>		
Seasonal Decorations(Tree Lighting)	8,500	2,671
<b>Activities</b>	<u>8,500</u>	<u>2,671</u>
<b>Maintenance</b>		
Landscaping and Improvements	20,000	2,364
Sprinkler System Maintenance	500	4
General Maintenance and Repair(Bldg & Park)	12,000	2,482
Statue Maintenance Agreement	5,500	-
<b>Maintenance</b>	<u>38,000</u>	<u>4,849</u>
<b>Other</b>		
Training/Travel	2,500	-
Miscellaneous	1,500	97
<b>Other</b>	<u>4,000</u>	<u>97</u>
<b>Projects</b>		
Economic Development Grants	31,009	-
Bicentennial Park Project	75,000	-
Comprehensive Plan	-	4,770
<b>Projects / Economic Incentives</b>	<u>106,009</u>	<u>4,770</u>
<b>TOTAL EXPENDITURES</b>	<u>220,009</u>	<u>29,020</u>
<b>Transfers Out</b>		
Transfer to General Fund (Adm. Fees)	\$ 54,759	\$ 54,759
Transfer to General Fund (Park Maint)	56,641	56,641
Transfer to General Fund (CRB)	12,000	12,000
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<u>\$ 343,409</u>	<u>\$ 152,420</u>
<b>CHANGE IN FUND BALANCE</b>	-	106,968
<b>ESTIMATED ENDING FUND BALANCE</b>	<u><u>\$ 131,883</u></u>	<u><u>\$ 238,851</u></u>



## PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members  
From: Matt Fielder, City Manager  
Date: 3/9/16  
Re: Discuss, direct, and consider action on PantegoFest 2016

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This is a follow up from the discussions held by Town Council at their March 8<sup>th</sup> special meeting on PantegoFest.

**Attachments: N/A**