



AGENDA

PANTEGO ECONOMIC DEVELOPMENT CORPORATION

June 8, 2016

**TOWN COUNCIL CHAMBER
1614 S. BOWEN ROAD
REGULAR SESSION 7:00 P.M.**

REGULAR SESSION 7:00 P.M.
CALL TO ORDER AND PRESIDENT'S WELCOMING COMMENTS
INVOCATION: Dr. Arsalan Gittiban
PLEDGE OF ALLEGIANCE
PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

REGULAR BUSINESS

1. Executive Director Report
2. Approval of PEDC Minutes
 - May 25, 2016
3. Summary of Revenues and Expenditures
 - June 8, 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 ACTION AND/OR DIRECT STAFF ON THE FOLLOWING ITEMS OF BUSINESS:

4. Discuss, direct, and consider action on PEDC's involvement in PantegoFest.
5. Discuss and review an update on improvements to Bicentennial Park.
6. Discuss and review an update on the Economic Development Strategic Plan.

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, June 5, 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.

June 8, 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, June 5, 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: June 8, 2016

Texas Economic Development Council Conference (TEDC) and Training

TEDC offers one-day and three-day economic development training courses. I will be attending the one-day course this fall, which is required every two years by state law. However, these conferences and training courses are available to Board Members, should you be interested.

Annual Meeting

The Corporation's annual meeting will be in July, at which time the Board will select officers. I will also submit the bylaws to the Board for their review.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members

From: Matt Fielder, City Manager

Date: 6/08/16

Re: Approval of PEDC Minutes.

Attachments: 05/25/16 Minutes

Pantego Economic Development Corporation
May 25, 2016

STATE OF TEXAS §

COUNTY OF TARRANT §

TOWN OF PANTEGO §

The Pantego Economic Development Corporation of the Town of Pantego, Texas, met in special session at 6:30 p.m. in the Council Chamber, 1614 South Bowen Road, Pantego, on the 25th day of May 2016 with the following members present:

Danny Lakey	President
Don Surratt	Vice President
Fred Adair	Secretary
Gloria Van Zandt	Director

Members Absent:

Robert Jordan	Director
Stephanie Springer	Director
Arsalan Gittiban	Treasurer

Constituting a quorum. Staff present was:

Matt Fielder	Executive Director
Julie Arrington	City Secretary

Also in attendance:

Melody Paradise	Mayor
Don Funderlic	Councilmember
Russell Brewster	Councilmember
Pam Mundo	Mundo and Associates

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

President Danny Lakey called the meeting to order at 6:32 p.m. and welcomed the audience.

INVOCATION

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

PRESIDENT'S COMMENTS

None.

PEDC MEMBER REPORTS/COMMENTS OF COMMUNITY INTEREST

None.

REGULAR BUSINESS

1. Executive Director Report

Mr. Fielder informed the Board of the following items:

The follow up for the gas royalty payment, which was discussed at the last meeting, included informing the board they received a check for \$1.23 and this information has been updated in the financial reports. He explained the Town has a different agreement than the residents.

2. Approval of PEDC Minutes
• **May 11, 2016**

The Board clarified the discussion on polling the residents for the use of the exercise area was to be done by the Public Works employee who works the park. There was further clarification on the discussion regarding the cost of the entry fee for the steak cook-off.

Vice President Surratt made a motion to approve the May 11, 2016 minutes as submitted. Director Van Zandt seconded the motion.

The vote was as follows:
Ayes: Surratt, Adair, Lakey, and Van Zandt.
Nays: None.
Abstentions: None.

President Lakey declared the motion passed unanimously.

CITIZENS OPEN FORUM

None.

PEDC MEMBER INQUIRY

None.

ADJOURNMENT

President Lakey adjourned the regular session at 6:37 p.m.

APPROVED:

Danny Lakey, President

ATTEST:

Fred Adair, Secretary



Memo

To: President Danny Lakey and PEDC Board Members
From: Karen Hollingsworth, Finance Director
Date: June 8, 2016
Re: PEDC Expenditure Approval

Please see the attached Summary of Expenditures and Purchase Requisitions over \$1,000 for the month of May 2016, for board approval.

Vendor Payments over \$1,000 for May 2016:

Mundo and Associates	5/19/2016 April 2016 Services	\$ 3,000.00
		Total <u>\$ 3,000.00</u>

Purchase Requisitions over \$1,000 for May 2016:

None



V-10843
903-5-000-20270

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

MUNDO & ASSOCIATES INC. 5542 CANADA COURT 214.773.0966
ROCKWALL, TX 75082 214.642.5352
972.415.4596
fax 972.771.6915

May 3, 2016

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

Arsalan Gittiban, Treasurer
dragittiban@yahoo.com

Erica Williams
ewilliams@townofpantego.com

Town of Pantego
1614 S. Bowen Road
Pantego, TX 76013

Invoice for Services from Mundo and Associates, Inc. for the Pantego EDC.

April 2016 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

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Description of Work

Pantego EDC

April 2016

April 14, 2016 Prepared for meeting updating information on the park grant and attended the EDC meeting, toured Duluth St and shopping centers Four Seasons, Pecan Park, center and SE corner of Pioneer and Bowen and Pantego Station for updates on businesses	6 hrs.
April 19, 2016 Prepared documents for meeting with the TPWD on the park grant And toured park with grant officials, reviewed properties on West of Park Row for Updates	4 hrs.
April 20, 2016 Updated the listing of businesses from the field research	3 hrs.
April 22, 2015 Began work on researching activities for Small Business Saturday through American Express including the Scavenger Hunt	4 hrs.
April 25, 2015 Continued planning and researching marketing ideas for Small Business Saturday and plans for preparation of the events.	5 hrs.
April 27, 2015 Worked on plans to update the Shop Pantego and visiting of the new Businesses for next week.	4 hrs.
April 29, 2015 Continued plans for Small Business Saturday and possible survey of Business owners for that activity.	4 hrs.
Total Hours	30 hrs.

Contract requirements is for 30 hours



Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of May 31, 2016

	Budget 2015/2016	YTD Actual 2015/2016
ESTIMATED BEGINNING FUND BALANCE	\$ 696,249	\$ 696,249
REVENUES		
Sales Tax Revenue	\$ 341,659	\$ 426,357
Interest Revenue	1,000	2,222
Gas Royalty Revenue	750	1
Other Revenue	-	703
TOTAL REVENUE	\$ 343,409	\$ 429,284
EXPENDITURES		
Professional Services		
Contract Services (Engineering & Legal)	\$ 2,500	\$ 280
Professional Services (EDC Consultant)	36,000	21,000
Professional Services	\$ 38,500	\$ 21,280
Marketing and Advertising		
Arlington Chamber of Commerce	\$ 10,000	\$ -
Other Marketing and Advertising	15,000	1,528
Marketing & Advertising	\$ 25,000	\$ 1,528
Activities		
Seasonal Decorations(Tree Lighting)	\$ 8,500	\$ 3,409
Activities	\$ 8,500	\$ 3,409
Maintenance		
Landscaping and Improvements	\$ 20,000	\$ 3,886
Sprinkler System Maintenance	500	4
General Maintenance and Repair(Bldg & Park)	12,000	4,011
Statue Maintenance Agreement	5,500	98
Maintenance	\$ 38,000	\$ 7,998
Other		
Training/Travel	\$ 2,500	\$ -
Miscellaneous	1,500	97
Other	\$ 4,000	\$ 97
Projects		
Economic Development Grants	\$ 31,009	\$ -
Commercial Revitalization	-	18,000
Bicentennial Park Project	75,000	-
Comprehensive Plan	-	4,770
Projects / Economic Incentives	\$ 106,009	\$ 22,770
Debt Service		
Principle	\$ 140,000	\$ 140,000
Interest	54,401	29,103
Debt Service	\$ 194,401	\$ 169,103
TOTAL EXPENDITURES	\$ 414,410	\$ 226,185
TRANSFERS OUT		
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
TOTAL TRANSFERS OUT	\$ 123,400	\$ 123,400
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 537,810	\$ 349,585
CHANGE IN FUND BALANCE	\$ (194,401)	\$ 79,699
ESTIMATED ENDING FUND BALANCE	\$ 501,848	\$ 775,947



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, City Manager
Date: 6/08/16
Re: Discuss, direct, and consider action on PEDC's involvement in PantegoFest.

President Lakey would like to discuss the level of involvement and marketing PEDC will have with the PantegoFest; such as a booth, the bags, marketing materials, etc.

Attachments: None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 06/08/16
Re: Discuss and review an update on improvements to Bicentennial Park.

Scott Williams, Public Works Director, will update the Board on information he has regarding the various improvements that have been previously discussed.

Attachments:

None.



PANTEGO ECONOMIC DEVELOPMENT CORPORATION

To: President Danny Lakey and PEDC Board Members
From: Matt Fielder, Executive Director
Date: 06/08/16
Re: Discuss and review an update on the Economic Development Strategic Plan.

The last PEDC meeting was a joint session with Council that covered the Executive Director's performance planning for the next year. One of the outcomes was a list of action items related to the strategic plan. The purpose of this item is to view those in greater detail.

Attachments:

Action Items

2016-17 PEDC Strategic Plan

Action Items

- Marketing
 - Create a Brand
 - Develop a Social Media Plan
 - Targeted Marketing
- Businesses
 - Revise Incentive Guidelines
 - Develop a Business Retention Plan
 - Develop a Business Engagement Plan
- Buildings
 - Inventory of Available Space
 - Comprehensive Assessment of Structures
 - Adopt 2015 International Codes
 - Address Code Enforcement