



PANTEGO ECONOMIC DEVELOPMENT CORPORATION (PEDC) BOARD OF DIRECTORS AGENDA

REGULAR MEETING | WEDNESDAY, APRIL 19, 2023 AT 6:30 P.M.

TOWN COUNCIL CHAMBERS | 1614 S BOWEN ROAD, PANTEGO, TX 76013

THERE IS A POTENTIAL THAT A QUORUM OF THE TOWN COUNCIL MAY BE PRESENT AT THIS MEETING

I. **REGULAR SESSION**

Anyone wishing to speak on an agenda item or during "Open Forum" should submit a Speaker Request form to the City Secretary before the meeting begins. Pursuant to Local Government Code §551.071, the Board reserves the right to adjourn into Executive Session at any time during the meeting to seek legal advice on any item on this agenda.

A. **CALL TO ORDER AND WELCOME**

B. **PLEDGE AND INVOCATION, LED BY TOMMY TEASDALE**

C. **REPORTS AND ANNOUNCEMENTS**

In addition to specific items below, the Board, staff, and/or consultants may give or receive reports regarding items of community interest including, but not limited to, recognition of officials, citizens, staff, or departments; information regarding holiday schedules; and upcoming or attended events.

- (1) PEDC President and Member Reports
- (2) Pantego Business Alliance (PBA) Report
- (3) PEDC Coordinator's Update
- (4) BrandEra Update including Dine, Drink & Discover on May 12, 2023
- (5) Financial Report

D. **OPEN FORUM**

At this time, anyone may address the PEDC Board regarding any item (whether it appears on this agenda or not) by submitting a form to the City Secretary. In accordance with the Texas Open Meetings Act, members of the Board cannot comment on nor deliberate except as authorized by Local Government Code §551.042.

E. **DECISION AND ACTION ITEMS**

- (6) Consider approval of revenues, expenditures, purchase orders, and accounts payable over \$3,000; and acceptance of those \$1,000 - \$3,000 approved by the Executive Director
- (7) Consider approval of March 08, 2023 minutes
- (8) Consider approval of March 20, 2023 minutes
- (9) Discuss and consider landscaping and irrigation improvements for 303 Corridor (Pioneer Parkway) and Bicentennial Park
- (10) Discuss and consider Park Row electrical improvements and new 20 MPH signs on Smith Barry

II. **BOARD INQUIRY**

Spontaneous inquiry regarding subject(s) not on this agenda may be answered with statements of fact or policy information. However, in accordance with Local Government Code §551.042, the Board can neither deliberate nor act. They may, however, direct staff to research and/or request item(s) for future agendas.

III. **ADJOURNMENT**

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE APRIL 19, 2023, PEDC BOARD OF DIRECTORS AGENDA WAS CONTINUOUSLY POSTED FOR AT LEAST SEVENTY-TWO (72) HOURS BEFORE SAID MEETING CONVENED ON THE NOTICE BOARD LOCATED OUTSIDE THE DOORS OF THE COUNCIL CHAMBERS AT TOWN HALL (1614 S BOWEN ROAD, PANTEGO, TX 76013), A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES, IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOVT CODE.


CITY SECRETARY LESLIE E. GALLOWAY, TRMC

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), ACCOMMODATIONS WILL BE MADE WHEN NECESSARY TO AFFORD AN EQUAL OPPORTUNITY TO PARTICIPATE. PLEASE CALL 817-617-3706 AT LEAST FORTY-EIGHT (48) HOURS BEFORE.

AGENDAS AND BACKGROUND INFORMATION ARE AVAILABLE FOR REVIEW IN THE CITY SECRETARY'S OFFICE OR BY VISITING TOWNOFPANTEGO.COM/AGENDA.



STAFF REPORT

TO THE PEDC PRESIDENT AND BOARD OF DIRECTORS



AGENDA ITEM **01-05. REPORTS AND ANNOUNCEMENTS**

MEETING DATE **WEDNESDAY, APRIL 19, 2023**

PRESENTER

JOE ASHTON, City Manager

BACKGROUND

The following items are either attached or will be presented during the meeting.

- (1)** PEDC President and Member Reports
- (2)** Pantego Business Alliance (PBA) Report
- (3)** PEDC Coordinator's Update
- (4)** BrandEra Update including Dine, Drink & Discover on May 12, 2023
- (5)** Financial Report

FISCAL IMPACT

N/A

STAFF RECOMMENDATION

No action is needed. Staff will be available to answer any questions the Board may have.

ATTACHMENTS

1. PEDC Coordinator's Update
2. Shop Pantego Assets and/or Analytics
3. Financials



MARCH 2023 ECONOMIC DEVELOPMENT REPORT

UPCOMING EVENTS shoppantego.com/events | townofpantego.com/calendar

- **Dine, Drink & Discover:** Friday, May 12, 2023
- **Farmer's Market:** Saturday, April 15, from 5:00 to 8:00 p.m.
- **Spring Clean-Up:** Saturday, April 29, 8:00 a.m. to 1:00 p.m.
- The Town cancelled their **May 6 election** as all incumbents were unopposed.

RIBBON CUTTINGS & OPEN HOUSES

For sponsored ribbon cuttings, PEDC sends flowers and provides ribbon and ceremonial scissors. The Mayor, Council, PEDC Board, City Manager, directors, and staff are all encouraged to attend. You can subscribe to the Shop Pantego calendar at shoppantego.com/events. We continue efforts to establish this calendar as the "go to" place for all Pantego events and appreciate each of you encouraging businesses to add their items.

- **Texas Trust Credit Union**
2427 W Pioneer Parkway at Bowen intersection
Thursday, April 27 from 11:00 a.m. to 1:00 p.m.
Their team has requested that attendees RSVP:
eventbrite.com/e/pantego-branch-ribbon-cutting-tickets-580559558267
- Staff is working to reschedule a date for **Alwadi Grill**



MEETINGS

- PEDC regular and special meetings
- Pantego Business Alliance (PBA)

CERTIFICATES OF OCCUPANCY (CO) ISSUED OR CHANGED

Automotive	AJ'S Auto Repair	2026 W Pioneer Pkwy Ste B9	Jose Dolores Mendoza Sosa
Retail Classroom	The Stitch Niche	2425 W Arkansas Ln Ste D	Stephen Fairfield
Office	Hogan Park Realtors	2425 W Arkansas Ln Ste F	Roy Hogan, Debbie Hogan
Automotive Audio	Phat Sounds LLC	2026 W Pioneer Pkwy Ste A5	Drew Skinner
Massage Therapist	Arlington Foot Massage	2401 W Pioneer Pkwy Ste 147	Mei Zhang
Automotive	2026 W Pioneer Pkwy Ste C6	Madagas-car LLC	Burcak Irem Cinar

CATHY S. ALLEN

Economic Development Coordinator
callen@shoppantego.com

ACTIVITIES & CONTACTS

- HR Director Sandra Overstreet hosted a lovely **International Women’s Day luncheon** at Reyes Ballroom that was well attended by female community leaders of both Pantego and Dalworthington Gardens.
- During the Greater Arlington Chamber of Commerce’s **Inspired Women’s Luncheon** at Loew’s Texas Live, the Town of Pantego had a table of ten and Adrian Tella of **Simply Divune** received a \$2,500 grant and one year of business services. BrandEra also had a table of ten, including Mayor Brewster and PEDC President Tori Roemmich. Town participation - by both staff and elected and appointed officials - at Greater Arlington Chamber of Commerce events has been strong in recent months and I will continue communicating opportunities to all.



- NTCOG distributed information from the U.S. Bureau of Economic Analysis showing that **Dallas-Fort Worth-Arlington is the sixth largest economic hub in the nation.**
- Renewal of the **Arlington Foodies Farmer’s Market** contract was presented to and unanimously approved by both the PEDC Board and Town Council. Staff has confirmed that no additional costs are being incurred related to the event’s use of the dumpster and will coordinate with event staff to have them place temporary “No Parking” signage each month rather than Town staff. Staff also continues working towards a compromise regarding parking arrangements that are agreeable for both Northlake Shopping Center and the Farmer’s Market during their events. City Manager Joe Ashton, CRB Chair Angie Vickerman, and I plan to meet with Cheryl Zellars of Northlake.

CATHY S. ALLEN
Economic Development Coordinator
callen@shoppantego.com



Preparation for **Dine, Drink & Discover** is in full swing. Staff - including City Manager Joe Ashton, Fire Chief Randy Fulton, Police Chief Jon Coulter, Public Works Director Bob Neal, City Secretary Leslie E. Galloway, and I - are meeting weekly with BrandEra to finalize details.

- Reviewed and approved social media, blogs, and advertising for BrandEra.
- Provided proof of insurance to three shopping centers.
- Confirmed Jeep Club's participation.
- Continued encouraging businesses to participate
- Reminded restaurants that menus are needed by early April
- Banners were ordered for Dine, Drink & Discover as well as replacement banners with the Shop Pantego logo
- Assisted BrandEra during a **video shoot** with sixteen businesses including recruiting talent, scheduling businesses, and script development.
- Working with staff and **Maxx Lovern of William Roth Company** to facilitate the process of permitting, inspection, and Certificate of Occupancy (CO) issuance.
- Put **Gina of Heilan Group** (Lakewood Shopping Center) in contact with appropriate staff regarding a grease trap.
- Sent pictures of flower pots in Waxahachie to PEDC President Tori Roemmich.
- Contacted new leasing agent for **The Towers**.
- Coordinated with City Secretary Leslie E. Galloway on PEDC packet inclusions, newsletter items, and communication for PEDC Board and the Council on various items and events.
- Facilitated Tommy Teasdale's discussions with landlord and Town staff following damage to the shopping center's monument signage.
- City Secretary Leslie E. Galloway updated the business listings on Shop Pantego site.
- **Rosa's Fashion** closed.
- Planning to make contact with the owners of the new **Oak Fashions** (which recently opened near El Chico) and **DFW Mediterranean Bakery**.
- Jennifer Jones of **Hager's Heart** recently held a fundraiser and hopes to open a storefront for the non-profit in the future.
- Requested information about the "For Sale or Lease" banner recently added to the shopping center east of Braum's.

CATHY S. ALLEN

Economic Development Coordinator
callen@shoppantego.com

Savor the Delicious Taste of Pantego!!

Friday, May 12, 2023 • 5:00 - 10:00 PM

Delicious bites, shopping
delights, live music, Jeep
& Car show and more!!

[Click to learn more!](#)



Savor the
Delicious Taste
of Pantego!

Friday, May 12, 2023
5-10 PM



Social Media Analytics for Shop Pantego



Developed by



BRANDERA

February 2023

Facebook

2,191 Followers

56 New Follower

27,853 Post Reached

1,328 Engagements (Likes & Reactions)

17 Posts



Top Performing Organic Post



18,284 People Reached
775 Engagements
641 Reactions
100 Comments
367 Link Clicks
34 Shares



Top Performing (Facebook Event)



Shop Pantego created an event.
February 3 · 🌐



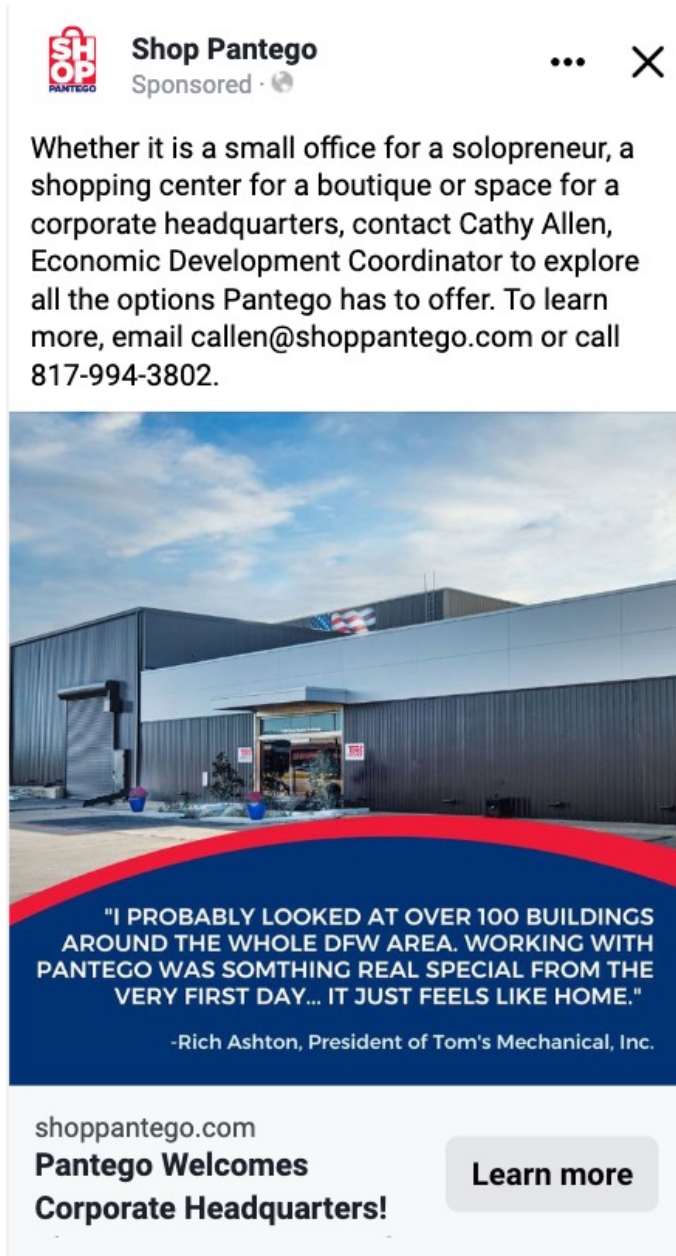
TUE, FEB 21
David's Barbecue 113th Anniversary Celebration
Pantego, TX
117 Went · 482 Interested

No insights to show ⓘ [Boost a post](#)

26,836 People Reached
85 Impressions
18 Comments



Facebook Ad



The screenshot shows a Facebook advertisement for Shop Pantego. At the top left is the Shop Pantego logo, which consists of the word 'SHOP' in white on a red background with a shopping bag handle, and 'PANTEGO' in blue below it. To the right of the logo is the text 'Shop Pantego' and 'Sponsored'. There are three dots and a close button icon to the right. The main text of the ad reads: 'Whether it is a small office for a solopreneur, a shopping center for a boutique or space for a corporate headquarters, contact Cathy Allen, Economic Development Coordinator to explore all the options Pantego has to offer. To learn more, email callen@shoppantego.com or call 817-994-3802.' Below the text is a photograph of a modern, single-story industrial building with a large glass entrance. At the bottom of the ad is a blue banner with a red curved top edge. The banner contains a testimonial in white text: '"I PROBABLY LOOKED AT OVER 100 BUILDINGS AROUND THE WHOLE DFW AREA. WORKING WITH PANTEGO WAS SOMTHING REAL SPECIAL FROM THE VERY FIRST DAY... IT JUST FEELS LIKE HOME."' followed by '-Rich Ashton, President of Tom's Mechanical, Inc.' Below the banner, the website 'shoppantego.com' is listed, followed by the text 'Pantego Welcomes Corporate Headquarters!' and a 'Learn more' button.

Shop Pantego
Sponsored · 🌐

Whether it is a small office for a solopreneur, a shopping center for a boutique or space for a corporate headquarters, contact Cathy Allen, Economic Development Coordinator to explore all the options Pantego has to offer. To learn more, email callen@shoppantego.com or call 817-994-3802.

"I PROBABLY LOOKED AT OVER 100 BUILDINGS AROUND THE WHOLE DFW AREA. WORKING WITH PANTEGO WAS SOMTHING REAL SPECIAL FROM THE VERY FIRST DAY... IT JUST FEELS LIKE HOME."
-Rich Ashton, President of Tom's Mechanical, Inc.

shoppantego.com
**Pantego Welcomes
Corporate Headquarters!** [Learn more](#)

Goal: Reach
186,438 Impressions
26,618 Reach
108 Link Clicks



Instagram

712 Followers

37 New Followers

2,834 People Reached

267 Engagements (Likes & Reactions)

14 Posts



Top Performing Post



403 People Reached
74 Engagements
(Likes & Reactions)
3 Comments
8 Shares



Social Media Analytics for Shop Pantego



Developed by



BRANDERA

March 2023

Facebook

2,210 Followers

19 New Followers

23,690 Post Reached

574 Engagements (Likes & Reactions)

16 Posts



Top Performing Organic Post



Shop Pantego

Published by [Beth Owens](#) · March 27 at 6:00 PM ·



Save the Date! On May 12, ShopPantego is hosting its second annual Dine, Drink & Discover Pantego event! With tasty samples, live music, pop-up sales, drawings for prizes plus, a car and custom-built Jeep show, you won't want to miss out on this neighborhood block party. [#ShopPantego](#) [#ShopSmall](#) [#ShopLocal](#) [#DDD](#) [#DineDrinkDiscoverPantego](#)

3,423 People Reached

164 Engagements

25 Shares



Facebook/Instagram Ad



Shop Pantego
Sponsored · 🌐

March is Women's History Month! We'd like to celebrate the contributions women have made in the world and recognize the specific achievements women have made in a variety of fields. It is only fitting to celebrate community leaders, economic movers & shakers like Cathy Allen, and women business owners in Pantego. Show your support by shopping at these small businesses: [Perfectly Imperfect Fancy That Again Main Event Boutique](#) [Twisted Chicks Anything Goes Jazzy Jems - Arlington Texas](#) [Hank and Ellie](#) [Simply Divune Juic'd The Runner](#) [Traveling Dog Spa !](#)

WOMEN'S HISTORY MONTH IN PANTEGO



shoppantego.com
Women's History Month in Pantego! [Learn more](#)

Goal: Reach
164,575 Impressions
30,912 Reach
125 Link Clicks



Instagram

729 Followers

17 New Followers

2,343 People Reached

150 Engagements (Likes & Reactions)

14 Posts



Top Performing Post

 shop_pantego



shop_pantego Get ready to SAVE THE DATE!
ShopPantego is hosting its second annual Dine, Drink & Discover Pantego event on May 12! Come mingle with your neighbors while enjoying tasty samples, live music, pop-up sales, drawings for prizes plus, a car and custom-built Jeep show! This will be a neighborhood block party for the books!
#ShopPantego #ShopSmall #ShopLocal #DDD

242 People Reached

35 Engagements (Likes & Reactions)

12 Shares



Pantego Economic Development Corporation (PEDC)
Project / Operating Fund Financials
As of March, 2023

	Budget 2022/2023	YTD Actual 2022/2023
ESTIMATED BEGINNING FUND BALANCE	\$ 973,012	\$ 973,012
REVENUES		
Sales Tax Revenue	\$ 752,386	\$ 390,869
Interest Income	9,500	16,814
Gas Royalty Revenue	750	381
Other Revenue	-	-
Grant Revenue	-	-
TOTAL REVENUE	\$ 762,636	\$ 408,064
EXPENDITURES		
Professional Services		
Auditing Contractual Service	\$ 3,000	\$ 1,500
Contract Services	\$ 45,000	\$ 36,699
Professional Services	\$ 48,000	\$ 38,199
Marketing and Advertising		
Other Marketing and Advertising	75,238	15,351
Marketing & Advertising	\$ 75,238	\$ 15,351
Activities		
Seasonal Decorations(Tree Lighting)	\$ 15,000	\$ 13,607
Activities	\$ 15,000	\$ 13,607
Maintenance		
Landscaping and Improvements	\$ 12,000	\$ 3,270
Sprinkler System Maintenance	500	-
General Maintenance and Repair(Bldg & Park)	30,000	9,189
Statue Maintenance Agreement	4,000	-
Splash Pad Maintenance	28,000	-
Volleyball Court Maintenance	2,000	-
Maintenance	\$ 76,500	\$ 12,459
Other		
Postage Service/Maintenance	\$ 1,650	\$ 8
Arlington Chamber of Commerce	\$ 12,000	\$ -
Natural Gas and Electricity	5,250	3,033
Training/Travel	1,500	-
Miscellaneous	1,500	2,828
Other	\$ 21,900	\$ 5,868
Projects		
Economic Development Incentives	\$ 80,000	\$ -
Bicentennial Park Project	95,000	\$ 24,176
Marquee Signage	40,000	\$ -
303 Corridor	50,000	\$ -
Park Row Corridor	\$ 380,000	\$ 39,396
Projects / Economic Incentives	\$ 645,000	\$ 63,572
Debt Service		
Principal	\$ -	\$ -
Interest	-	-
Debt Service	\$ -	\$ -
TOTAL EXPENDITURES	\$ 881,638	\$ 149,057
TRANSFERS OUT		
Transfer to General Fund (Adm. Fees)	\$ 183,845	\$ 91,923
Transfer to General Fund (Park Maint)	119,755	59,878
Transfer to General Fund (CRB)	15,000	7,500
TOTAL TRANSFERS OUT	\$ 318,600	\$ 159,300
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 1,200,238	\$ 308,357
CHANGE IN FUND BALANCE	\$ (437,602)	\$ 99,706
ESTIMATED ENDING FUND BALANCE	\$ 535,410	\$ 1,072,719

Memo

FIXED ASSET FUND -	\$ 342,700
OUTSTANDING BOND DEBT	\$ -
not part of above fund balances	

Town of Pantego
Economic Development Corporation
Sales Tax Update
FY 2022-2023

	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Percentage Change 2023 over 2022	Percentage Change 2023 over 2021	Percentage Change 2023 over 2020	Percentage Change 2023 over 2019
October Payment for August Sales	\$ 56,934.41	\$ 52,005.85	\$ 57,344.89	\$ 57,150.50	\$ 67,177.20	17.54%	17.15%	29.17%	17.99%
November Payment for September Sales	\$ 58,640.85	\$ 55,677.32	\$ 58,423.42	\$ 69,235.83	\$ 64,289.84	-7.14%	10.04%	15.47%	9.63%
December Payment for October Sales	\$ 62,768.55	\$ 53,445.73	\$ 53,385.73	\$ 59,598.22	\$ 61,654.62	3.45%	15.49%	15.36%	-1.77%
January Payment for November Sales	\$ 54,292.80	\$ 51,949.23	\$ 52,703.21	\$ 60,039.82	\$ 69,379.49	15.56%	31.64%	33.55%	27.79%
February Payment for December Sales	\$ 58,817.78	\$ 60,733.81	\$ 60,157.27	\$ 68,297.56	\$ 69,982.28	2.47%	16.33%	15.23%	18.98%
March Payment for January Sales	\$ 51,539.27	\$ 49,404.06	\$ 52,254.64	\$ 54,630.44	\$ 58,385.41	6.87%	11.73%	18.18%	13.28%
April Payment for February Sales	\$ 53,102.27	\$ 48,138.56	\$ 47,454.10	\$ 51,647.74	\$ 58,760.96	13.77%	23.83%	22.07%	10.66%
May Payment for March Sales	\$ 57,941.92	\$ 57,202.21	\$ 68,287.73	\$ 73,596.47	\$ -				
June Payment for April Sales	\$ 51,805.41	\$ 48,862.25	\$ 60,344.04	\$ 62,744.25	\$ -				
July Payment for May Sales	\$ 53,736.98	\$ 53,942.89	\$ 57,618.63	\$ 66,001.81	\$ -				
August Payment for June Sales	\$ 58,089.60	\$ 60,013.37	\$ 66,857.17	\$ 69,303.87	\$ -				
September Payment for July Sales	\$ 56,200.17	\$ 53,250.07	\$ 57,694.72	\$ 58,815.17	\$ -				
Fiscal Year Total	<u>\$ 673,870.01</u>	<u>\$ 644,625.35</u>	<u>\$ 692,525.55</u>	<u>\$ 751,061.68</u>	<u>\$ 449,629.80</u>				

STAFF REPORT

TO THE PEDC PRESIDENT AND BOARD OF DIRECTORS



AGENDA ITEM

06. CONSIDER APPROVAL OF REVENUES, EXPENDITURES, PURCHASE ORDERS, AND ACCOUNTS PAYABLE OVER \$3,000; AND ACCEPTANCE OF THOSE \$1,000 - \$3,000 APPROVED BY THE EXECUTIVE DIRECTOR

MEETING DATE

WEDNESDAY, APRIL 19, 2023

PRESENTER

SEAN SMITH, Finance Director

BACKGROUND

The payables are attached for the Board's review.

FISCAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approval as presented.

ATTACHMENTS

1. Payables



Purchase Orders and Bills Payable for 04/19/2023

BILLS PAYABLE OVER \$5,000

N/A

PURCHASE ORDERS OVER \$5,000

N/A

BILLS PAYABLE / PO'S UNDER \$5000

PROFESSIONAL SERVICES

Brandera

903-5-000-456.00

\$31,958.62

Y

DDD, May & June services, advertising, rebranding

GENERAL BILLS

N/A

BrandEra, Inc.

219 S. Main St. Ste. 301
Fort Worth, TX 76104
(817) 927-7750



BRANDERA

INVOICE

BILL TO
Joe Ashton
Town of Pantego
1614 South Bowen Road
Pantego, TX 76013

SHIP TO
Joe Ashton
Town of Pantego
1614 South Bowen Road
Pantego, TX 76013

INVOICE 1427
DATE 03/21/2023
TERMS Due on receipt

ITEM	DESCRIPTION	AMOUNT
Project Coordination	Equipment Rentals - Dine, Drink & Discover (deposit)	7,500.00
Consulting	Special Event Management & Planning for Dine, Drink & Discover (balance)	3,000.00
Advertising	Facebook/Instagram Advertising	4,000.00
Advertising	Extended Streaming	6,000.00
Advertising	iHeart Streaming	325.00
Advertising	Location Based Display	3,380.00
Expenses	Event Expenses (deposit)	500.00

SUBTOTAL	24,705.00
TAX	0.00
TOTAL	24,705.00

BALANCE DUE **\$24,705.00**

BrandEra, Inc.

219 S. Main St. Ste. 301
 Fort Worth, TX 76104
 (817) 927-7750

**BRANDERA****INVOICE**

BILL TO
 Joe Ashton
 Town of Pantego
 1614 South Bowen Road
 Pantego, TX 76013

SHIP TO
 Joe Ashton
 Town of Pantego
 1614 South Bowen Road
 Pantego, TX 76013

INVOICE 1428
DATE 03/21/2023
TERMS Due on receipt

ITEM	DESCRIPTION	AMOUNT
Consulting	Marketing Consulting - May	1,500.00
Copywriting	Social Media Monthly Management - May	950.00
Advertising	Credit on Facebook Advertising - April (clerical error)	-450.00
Advertising	Facebook Advertising - May	400.00
Copywriting	Blog Writing April - June	1,250.00
Art Production	Arlington Today Ad Revision - May	1,000.00
Advertising	Arlington Today Full Page Ad - May	1,945.00
Copywriting	Ad Writing for Video Campaign - May	100.00
Advertising	Video Campaign - May	300.00
Advertising	Retargeting Campaign - May	200.00
Expenses	Video shoot Expenses	58.62

SUBTOTAL	7,253.62
TAX	0.00
TOTAL	7,253.62
BALANCE DUE	\$7,253.62

STAFF REPORT

TO THE PEDC PRESIDENT AND BOARD OF DIRECTORS



AGENDA ITEM **07-08. CONSIDER APPROVAL OF MINUTES**

MEETING DATE **WEDNESDAY, APRIL 19, 2023**

PRESENTER

LESLIE E. GALLOWAY, City Secretary

BACKGROUND

The minutes are attached for the board's review.

FISCAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approval as presented.

ATTACHMENTS

1. Minutes - March 08, 2023
2. Minutes - March 20, 2023



**PANTEGO ECONOMIC DEVELOPMENT CORPORATION
(PEDC) BOARD OF DIRECTORS MINUTES**

**REGULAR MEETING | WEDNESDAY, MARCH 08, 2023 AT 6:30 P.M.
TOWN COUNCIL CHAMBERS | 1614 S BOWEN ROAD, PANTEGO, TX 76013**

Constituting a quorum, the following members of the PEDC Board of Directors were present:

		PRESENT	ABSENT
Place 7	President Tori Roemmich, Councilmember	X	
Place 6	Vice President Jeff Brown, Mayor Pro Tem	X	
Place 5	Secretary Larissa Peterson	X	
Place 1	Tommy Teasdale	X	
Place 2	Fred Adair	X	
Place 3	Rob Walker	X	
Place 4	John Valentine		X

Staff, consultants, and partners present at the meeting included:

		PRESENT	ABSENT
PEDC Executive Director	Joe Ashton, City Manager	X	
PEDC Coordinator	Cathy S. Allen	X	
City Secretary	Leslie E. Galloway		X
Finance Director	Sean Smith		X
Public Works Director	Bob Neal	X	
Utility Support Specialist	Christie Barris	X	
BrandEra Co-Founder and Marketing Strategist	Beth Owens	X	
BrandEra Special Projects Manager	Alexis Rosebrock	X	
Utility Support Specialist	Christie Barris	X	

I. REGULAR SESSION

President Roemmich called the meeting to order at 6:30 p.m.

A. CALL TO ORDER AND WELCOME

B. PLEDGE AND INVOCATION, LED BY VICE PRESIDENT JEFF BROWN

C. REPORTS AND ANNOUNCEMENTS

(1) PEDC President and Member Reports

President Roemmich provided updates regarding splashpad repairs, WiFi, awnings, landscaping, and speed limit signs at Bicentennial Park; benches and lamp posts on Park Row; irrigation on Pioneer Parkway; and marquee and monument signs. In response to questions from Vice President Brown, Roemmich stated that the splashpad was partially functional but did not open until May and that the cause of damage to the sign at Pioneer and Bowen was unknown. In response to a question from Boardmember Walker, Executive Director Joe Ashton stated that staff would look into adoption of Pioneer Parkway.

(2) PEDC Coordinator’s Update

PEDC Coordinator Cathy S. Allen asked the Board emphasized the importance of shopping locally, congratulated Simply Divune for winning a grant from the Greater Arlington Chamber of Commerce and Secretary Peterson for her Rising Star nomination, and stated her appreciation for Mayor Brewster’s involvement in chamber events. Allen stated that the Texas Trust ribbon cutting was April 27, that BrandEra was about to begin videography, provided participation numbers for Dine, Drink & Discover, and that the Highland Group was planning improvements to Lakewood Shopping Center.

(3) Pantego Business Alliance (PBA) Report

President Roemmich stated that during the PBA meeting, discussion included Texas Trust, lamp posts, and the fire in Dalworthington Gardens. She encouraged the Board to participate in Police and Fire appreciation week and to add items to the Shop Pantego calendar. Roemmich also reminded the Board of "Eggcellent" Easter on April 8.

(4) BrandEra Update

Brand Era Co-Founder & Marketing Strategist Beth Owens discussed Dine, Drink & Discover including participants, parking, insurance, and liquor licensing. She stated a desire to expand the event each year, noting that there was a need for a policy regarding businesses outside of Pantego participating. At this time, it was the consensus of the Board to exclude businesses not located in Pantego but to allow regional or national brands. There was some discussion of a location for a mural and the potential to utilize a Chapter 380 agreement. Owens also reported on website and Facebook analytics.

(5) Financial Report

In response to a question from Boardmember Walker, Ashton stated that staff could research the acreage owned by the PEDC that generated gas and oil royalties.

D. OPEN FORUM

There were no requests to speak at this time.

E. DECISION AND ACTION ITEMS

- (6)** Consider approval of revenues, expenditures, purchase orders, and accounts payable over \$3,000; and acceptance of those \$1,000 - \$3,000 approved by the Executive Director

MOTION TO APPROVE. ACTION APPROVAL OF REVENUES, EXPENDITURES, PURCHASE ORDERS, AND ACCOUNTS PAYABLE OVER \$3,000; AND ACCEPTANCE OF THOSE \$1,000 – \$3,000 APPROVED BY THE EXECUTIVE DIRECTOR. MOVED BY ADAIR. SECONDED BY VICE PRESIDENT BROWN. MOTION PASSED UNANIMOUSLY (6-0-0).

- (7)** Consider approval of February 08, 2023 minutes

MOTION TO APPROVE. ACTION APPROVAL OF FEBRUARY 08, 2023 MINUTES. MOVED BY ADAIR. SECONDED BY SECRETARY PETERSON. MOTION PASSED UNANIMOUSLY (6-0-0).

- (8)** Consider making a recommendation to the Council regarding the contract with Arlington Foodies for the 2023-2024 use of Bicentennial Park for Farmer's Market events

PEDC Executive Director Joe Ashton stated that staff recommended approval. There was some discussion regarding deposit, use of the dumpster, and no parking signs.

MOTION TO APPROVE. ACTION APPROVE RECOMMENDING THAT THE COUNCIL APPROVE THE CONTRACT WITH ARLINGTON FOODIES FOR THE 2023-2024 USE OF BICENTENNIAL PARK FOR FARMER'S MARKET EVENTS, ASSUMING IT ACCOUNTS FOR ANY ADDITIONAL COSTS RELATED TO THE EVENT'S UTILIZATION OF THE DUMPSTER AND THAT EVENT ORGANIZERS WILL PLACE NO PARKING SIGNS RATHER THAN STAFF. MOVED BY VICE PRESIDENT BROWN. SECONDED BY ADAIR. MOTION PASSED UNANIMOUSLY (6-0-0).

- (9)** Update regarding the Dine, Drink & Discover event scheduled for May 12, 2023

The board authorized PEDC Executive Director Joe Ashton to engage BrandEra for a separate vide shoot of the Farmer's Market.

II. BOARD INQUIRY

In response to a question from President Roemmich, PEDC Executive Director Joe Ashton stated that staff would reach out to the STEM interactive program to get an update. In response to a question from Boardmember Walker, Ashton stated that staff would look into the line of sight triangle of the lefthand turn lane heading east on Smith Barry heading to Bowen.

III. ADJOURNMENT

President Roemmich adjourned the meeting at 7:45 p.m.

APPROVED

ATTEST

PEDC PRESIDENT TORI ROEMMICH

PEDC SECRETARY LARISSA PETERSON



**PANTEGO ECONOMIC DEVELOPMENT CORPORATION
(PEDC) BOARD OF DIRECTORS MINUTES**

SPECIAL MEETING | MONDAY, MARCH 20, 2023 AT 5:00 P.M.

TOWN COUNCIL CHAMBERS | 1614 S BOWEN ROAD, PANTEGO, TX 76013

Constituting a quorum, the following members of the PEDC Board of Directors were present:

		PRESENT	ABSENT
Place 7	President Tori Roemmich, Councilmember	X	
Place 6	Vice President Jeff Brown, Mayor Pro Tem	X	
Place 5	Secretary Larissa Peterson		X
Place 1	Tommy Teasdale	X	
Place 2	Fred Adair		X
Place 3	Rob Walker	X	
Place 4	John Valentine	X	

Staff, consultants, and partners present at the meeting included:

		PRESENT	ABSENT
PEDC Executive Director	Joe Ashton, City Manager	X	
PEDC Coordinator	Cathy S. Allen	X	
City Secretary	Leslie E. Galloway	X	
Public Works Operations Manager	Dale Alexander	X	
Public Works Director	Bob Neal	X	

I. SPECIAL SESSION

A. CALL TO ORDER AND WELCOME

President Roemmich called the meeting to order at 5:00 p.m., noting that anyone wishing to speak should submit a request form and that the Board reserved the right to recess into Executive Session.

B. DECISION AND ACTION ITEMS

- (1) Consider approval of a bid for electrical improvements at Bicentennial Park
Public Works Operations Manager Dale Alexander stated that this item was for electrical repairs on the north side of Bicentennial Park, noting that pricing had not changed since staff first presented these items (among others) to the Board.
- (2) Consider approval of a bid for replacement of speed control poles Smith Barry Road
Alexander stated that this item would replace wooden poles with metal and included Oncor reconnecting them for service. In response to a question from Boardmember Teasdale, Alexander stated that signs would not need to be relocated once the crosswalks were replaced and that the sign that recently fell was still in working condition.
- (3) Consider approval of a bid for evaluation and repair of light poles along Park Row
Alexander stated this was work that the Board requested staff get pricing on for the electrical repairs of light poles on Park Row. The Board discussed all three items simultaneously. There was some discussion regarding obtaining more bids but President Roemmich noted the need to repair light poles before Dine, Drink & Discover on May 12.

MOTION TO APPROVE. ACTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE BIDS RELATED TO ITEMS 1, 2, AND 3, UNDER THE CONDITION THAT THE VENDOR GUARANTEES COMPLETION OF ITEM 3 BY THE FIRST WEEK OF MAY AND THAT STAFF REQUEST A WRITTEN WARRANTY. MOVED BY VICE PRESIDENT BROWN. SECONDED BY VALENTINE. MOTION PASSED UNANIMOUSLY (5-0-0).

II. ADJOURNMENT

President Roemmich adjourned the meeting at 5:20 p.m.

APPROVED

ATTEST

PEDC PRESIDENT TORI ROEMMICH

PEDC SECRETARY LARISSA PETERSON

STAFF REPORT

TO THE PEDC PRESIDENT AND BOARD OF DIRECTORS



AGENDA ITEM **09. DISCUSS AND CONSIDER LANDSCAPING AND IRRIGATION IMPROVEMENTS FOR 303 CORRIDOR (PIONEER PARKWAY) AND BICENTENNIAL PARK**

MEETING DATE **WEDNESDAY APRIL 19, 2023**

PRESENTER

JOE ASHTON, City Manager

BACKGROUND

Attached are two bids for landscaping and irrigation improvements for Pioneer Pkwy and Bicentennial Park. These improvements were included in our 2022-23 PEDC Budget and are considered a part of the 303 Corridor Project and Bicentennial Park Project, respectively. Staff sought additional bids, with the attached being the only ones submitted. Those bids are:

- Bowman Landscape Construction - \$71,550
- Pantego Landscape - \$89,880

FISCAL IMPACT

\$71,550

STAFF RECOMMENDATION

Staff recommends the Bowman Landscape Construction bid in the amount of \$71,550.

ATTACHMENTS

1. Bowman Landscape Construction Bid
2. Pantego Landscape Bid

Bowman Landscape Construction

PO BOX 150988
Arlington, TX 76015



ADDRESS

Town of Pantego

ESTIMATE # 2945

DATE 03/27/2023

PROJECT NAME:

Pantego landscape

DESCRIPTION	QTY		AMOUNT
Cedar Elm 3" B&B	82	\$650 ea	53,300.00
Crepe Myrtles 6'-8'	6	\$375 ea	2,250.00
Bald Cypress 7"	1		2,300.00
12 End Caps	12	\$550 ea	6,600.00
each endcap: (6) Pink Muhly 3 gal (6) Color Guard Yucca 3 gal (15) bags mulch			
Repair irrigation to make sure all plants are watered and irrigation clocks are working properly * install (3) new zones in front of Tire Mart * repair all other problems assuming water source is off for PPG Paint * Issues listed below: Controller in front of Christmas store-- (1) zone doesn't come on Controller in front of Tom's Mechanical--need to replace controller with 12 zone Solar power controller Controller in front of Tire Mart--no zones come on from controller, had to manually open valve, zones 7,8,& 9 have bad wires, (1) broken pipe, (3) broken/clogged bubbler nozzles Controller across from PPG Paint--wires tested good, but there's no water ***this is a budgetary number until we can get water to run through all controllers. We can't detect issues if water is not running			7,100.00

All plant material has a 1 year warranty or one-time replacement; does not include over/under watering, acts of God, theft, vandalism.

melanie@bowmanlc.com
682-276-8322

SUBTOTAL	71,550.00
TAX	0.00

The following on apply if line items require them: Bid includes 2 mobilizations; 1 for sleeves, 1 for landscape and irrigation, sales tax included.
Bid does not include grade work.
Bid is good for 30 days.
Irrigation in Texas is regulated by the Texas Commission on Environmental Quality (TCEQ)(MC-178), P.O. Box 13087, Austin, Texas 78711-3087.
TCEQ website is: www.tceq.state.tx.us
Price is good for 7 days.
30-day warranty on all work.

TOTAL

\$71,550.00

Accepted By

Accepted Date



Estimate #398

Sent on 04/06/2023

Phone 817-800-9291

Email pantegolandscape@gmail.com

From Pantego Landscape

2002 Roosevelt Dr.

Pantego Texas, 76013

Town of Pantego
1614 South Bowen Road
Pantego, Texas 76013

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Cedar Elms	83-3 inch cedar elms-\$750 a piece Any quantities under 20 trees at a time are \$850 a piece No Warranty- both prices go up by 20% to add warranty	1	\$750.00 82 w/ warranty \$73,800	\$750.00
Crepes	Crepes-\$400 a piece for 15 gallon No Warranty- both prices go up by 20% to add warranty	1	\$400.00 6 w/ warranty \$2,880	\$400.00
Bald Cypress	Bald Cypress is \$4800 installed No Warranty- both prices go up by 20% to add warranty	1	\$4,800.00 w/ warranty \$5,760	\$4,800.00
Per End Cap	6) Pink Muhly 3 gal, (6) Color Guard Yucca 3 gal, (15) bags mulch Per endcap. Repair irrigation to make sure all plants are watered and irrigation clocks are working properly.	1	\$620.00 12 medians \$7,440	\$620.00

Total \$89,880

This quote is valid for the next 30 days, after which values may be subject to change.

FOR SAFETY REASONS, PANTEGO LAWN AND LANDSCAPE, REQUIRES THE WORKSITE BE OCCUPIED ONLY BY EMPLOYEES
WE ARE NOT RESPONSIBLE FOR DAMAGE TO ANY UNDERGROUND INSTALLATIONS SUCH AS PIPES, CABLES, WIRES AND IRRIGATION SYSTEMS THAT ARE NOT CLEARLY MARKED (ADDITIONAL FEE WILL BE APPLIED IF WE FIX)
HALF DEPOSIT IS REQUIRED FOR ALL CONTRACTS.



Estimate #398

Sent on 04/06/2023

Phone 817-800-9291

Email pantegolandscap@gmail.com

From Pantego Landscape

2002 Roosevelt Dr.

Pantego Texas, 76013

Town of Pantego

1614 South Bowen Road

Pantego, Texas 76013

Notes Continued...

Signature: _____ Date: _____

STAFF REPORT

TO THE PEDC PRESIDENT AND BOARD OF DIRECTORS



AGENDA ITEM **10. DISCUSS AND CONSIDER PARK ROW ELECTRICAL IMPROVEMENTS AND NEW 20 MPH SIGNS ON SMITH BARRY**

MEETING DATE **WEDNESDAY, APRIL 19, 2023**

PRESENTER

JOE ASHTON, City Manager

BACKGROUND

At last month's meeting, the Board approved the Sodd Electric bid for electrical work in Bicentennial Park, however directed that the Park Row Outlets bid could only be approved if Sodd could guarantee we'd have the work started in time to be completed by the May 12 Dine, Drink, & Discover Event. As they could not, staff sought multiple additional bids, receiving one. The total bids received are:

- Sodd Electric Co. - \$18,000
- Associated Electrical - \$12,140

FISCAL IMPACT

\$12,140

STAFF RECOMMENDATION

Staff recommends approval of the bid from Associated Electrical in the amount of \$12,140.

ATTACHMENTS

1. Sodd Electric Co. Bid
2. Associated Electrical Bid

Sodd Electric Co., Inc.

PO Box 477
Arlington, TX 76004

Proposal

Proposal Submitted To:

Town of Pantego
1614 S Bowen Rd
Pantego, TX 76013

Date	Proposal #
3/13/2023	4623

Job
Misc Electrical

Description

ITEM 1

1. Replace Photocell at electrical panel - \$75.00
2. Bridge plug Northeast side. Outlet box filled with dirt. Remove from current location, raise and mount directly to bridge frame, install new devices - \$735.00
3. Bridge plug Southeast side. No functioning grounding conductor and loose fittings. Pull new ground, tighten flex and strap properly - \$275.00
4. Main power box for water feature. 12"x12"x6" HOFFMAN type junction box. Heavily overgrown weeds around structure. Remove existing junction box and replace with new KRALOY (heavy duty) wet-rated junction box with hinged cover - \$2,456.00
5. NOTE: Water feature feeder conduits for outlets and pump motors may require new underground conduits and conductors. Estimated cost could be up to \$3,500.00.
6. Tree lights. Replace covers, install LED lamps, and install new sockets - \$350.00
7. Tree lights. Replace covers, install LED lamps, and install new sockets - \$350.00
8. Two-gang bell box. Gasket not visible for water proofing. Replace cover - \$25.00
9. Tree Lights. Complete overhaul required on this tree. Up to \$1,500.00.
10. Two-gang bell box. Not covered and improperly protected conductors. Replace and cover - \$250.00
11. Tree Lights complete overhaul required on this tree. Up to \$1,500.00.
12. Two-gang bell box. Improperly installed and not connected to conduit feeder, with exposed conductors. Complete replacement - \$275.00
13. Two-gang outlet box. GFCI protection confirmation required. Perform circuit trace to verify outlet supply circuit is on a GFCI breaker - \$400.00

ITEM 2

Smith Barry Rd. Reduced Speed pole replacement.
 Remove (2) existing REDUCED SPEED sign on Smith Barry Rd.
 Pour new concrete pole base for (2) new 12' poles.
 Furnish and install (2) new 12' round straight steel black poles.
 Mount existing meter base, panel, and riser to the new 12' poles.
 Mount the existing Speed limit sign and yellow light to the new 12' pole.
 Have Oncor re-attach overhead power connections and energize power.
 Total for (2) poles - \$9,600.00

ITEM 3

Park Row City Street Pole Light Power Outlets
 Check power to the existing GFCI outlets at each of the marked poles.
 Replace each GFCI outlet with a new WET RATED GFCI Outlet @ \$175.00 per outlet.
 48 OUTLETS = \$8,400

ITEM 1 WAS APPROVED LAST MONTH.
 TOTAL BID AMOUNT FOR ITEMS 2 & 3 = \$18,000

ASSOCIATED ELECTRICAL

231 RANCHO DR.
FORT WORTH TX 76108
Russtate@att.net
817-929-6062 Russ Tate

Estimate

DATE	ESTIMATE NO.
4/10/2023	1137 A

NAME / ADDRESS
City Of Pantego 1614 S Bowen Rd Pantego TX 76103

PROJECT

Sign post

DESCRIPTION	TOTAL
<p>Bid for replacing (2) wood post with new painted 4"x4"x 16' 11 gauge post.</p> <p>Remove wood posts and transfer existing electrical services, timers, signs and lights to new steel posts. Paint and set posts in concrete. Install ground rod to ground service. Timer and panel have locks on them so I was not able to inspect them. There may be additional charges for unseen material that needs replacing.</p> <p>ONCOR will need to be contacted for a temporary disconnect and reconnect. Once power has been disconnected from pole we can start and complete each pole in one day.</p> <p>I was only able to find and inspect the pole located at 3100 block of Smith Barry.</p> <p>Total time and material</p>	5,900.00

BID GOOD FOR 30 DAYS	TOTAL	\$5,900.00
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ASSOCIATED ELECTRICAL

231 RANCHO DR.
 FORT WORTH TX 76108
 Russtate@att.net
 817-929-6062 Russ Tate

Estimate

DATE	ESTIMATE NO.
4/10/2023	1138 A

NAME / ADDRESS
City Of Pantego 1614 S Bowen Rd Pantego TX 76103

PROJECT

Replacing GFCI o...

DESCRIPTION	TOTAL
<p>Bid for replacing bad GFCI outlets on light poles located on Park Row</p> <p>Replace none working GFCI outlets. Reuse existing bubble covers. Not sure on the exact count to be replaced so bid is based on per GFCI replaced.</p> <p>Total per GFCI replaced</p>	130.00

BID GOOD FOR 30 DAYS	TOTAL	\$130.00
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TOTAL BID = \$12,140

x 48 OUTLETS
 = \$6,240