



Lavon Economic Development Corporation Meeting Agenda

P.O. Box 340 - 120 School Rd.
Lavon, TX 75166 Ph. (214) 934-7190

**Lavon City Hall
120 School Rd
Lavon, Texas**

Aug 28, 2017

7:00 PM

NOTICE OF ATTENDANCE

NOTICE is hereby given that members of the Lavon City Council, Lavon Planning and Zoning Commission, Tax Increment Financing Zone # 1 Board, and/or the Parks & Recreation and Infrastructure Facilities Commission may attend at the Lavon Economic Development Corporation Board Meeting on Aug 28, 2017 at 7:00PM held at the Lavon City Hall.

- I. Presiding Officer to call the Economic Development Corporation Board meeting to order and announce that a quorum is present.**
- II. Presiding Officer to lead the Economic Development Corporation Board and visitors in the pledge of allegiance.**
- III. Invocation**
- IV. Items of interest and communications.**
Members of the Economic Development Corporation Board have the opportunity to notify others of community events, functions and other activities.
- V. Consent Agenda**
Approval of the July 10, 2017 Economic Development Board meeting minutes*
- VI. Public Comments**
Citizens of Lavon, who wish to address the Economic Development Corporation Board, may discuss matters not on the agenda, and who have not previously expressed to the Board a desire to discuss such matters. The only response from the Board can be to request these items be placed on a future agenda for action. There is a 3-minute time limit per person.
- VII. Items for discussion**
 - A. The Economic Development Corporation Board to receive the annual audit from Conway Company CPA. (Wright)
 - B. The Economic Development Corporation Board to discuss the vacancy on the EDC Board. (Wright)
 - C. The Economic Development Corporation Board to discuss updates on the aerial maps. (Mundo)



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- D. The Economic Development Corporation Board to discuss Zoning Ordinance Update Project. (Mundo)
- E. The Economic Development Corporation Board to discuss financials and finalize the 2017-2018 budget. (Sargent/Mundo).
- F. The Economic Development Corporation Board to discuss prospect/project updates. (Mundo)
- G. The Economic Development Corporation Board to discuss the Small Business Bazaar in November and continue making plans including the small business promotional flyer.. (Wright))
- H. The Economic Development Corporation Board to discuss The Green Ribbon project and collaborating with the City on the project. (Mundo)
- I. The Economic Development Corporation Board to discuss and review dates for upcoming shows and attendance at the shows. (Mundo/Wright)

VIII. Items for consideration and action

- A. The Economic Development Corporation Board to consider and act on approving the 2017-2018 EDC budget to present to the City council. (Wright/Mundo)
- B. The Economic Development Corporation Board to consider and act on appointing officers for 2017-2018 year. (Wright)

IX. Setting future meetings and agendas

The Economic Development Corporation Board members and staff may request items be placed on a future agenda or request a special meeting be called.

IX. Presiding Officer to adjourn the Economic Development Corporation Board meeting

Notes to the Agenda:

- 1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a Board member asks for separate discussion.
- 2. The Board may vote and/or act upon each of the items listed in this Agenda except for discussion items.
- 3. The Board reserves the right to recess into executive session under Sections 551.071 – 551.088 of the Texas Government Code (Texas Open Meetings Act) concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.
- 4. Persons with disabilities who plan to attend this meeting and who may need assistance should contact the City Secretary at (972) 843-4220 ext. 1#, two working days prior to the meeting so that appropriate arrangements can be made.

This is to certify that I, Micki Hollien, posted this Agenda on the glass of the front door of City Hall at 120 School Road, facing the outside, the city's website at www.cityoflavon.org, the Lavon EDC website at www.lavonedc.com and on the city's bulletin board on or before Aug 26, 2017 by 7:00PM

Micki Hollien Administrative Assistant: Micki Hollien

POSTED THIS 25 DAY OF Aug, 2017, AT 12 A.M./P.M.



Lavon Economic Development Corporation Meeting Minutes July 10, 2017

I. MEETING CALLED TO ORDER AT 7:01pm BY LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD PRESIDENT

Members Present:

Place One	Kay Wright
Place Three	Bill Sargent
Place Four	Jimmie Catravas
Place Six	(open)
Place Seven	David Piekarski

<i>Administrative Staff Present:</i>	Micki Hollien
<i>Executive Director Present:</i>	Pam Mundo

<i>Members absent:</i>	Place Two	Chris Kane
	Place Five	John Balfour
	<i>Liaison</i>	Vicki Sanson

Quorum is present

II. LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD VICE PRESIDENT LED THE ECONOMIC DEVELOPMENT CORPORATION IN THE PLEDGE OF ALLEGIANCE

III. LAVON ECONOMIC DEVELOPMENT CORPORATION BOARD VICE PRESIDENT LED THE LAVON ECONOMIC DEVELOPMENT CORPORATION IN THE INVOCATION

IV. ITEMS OF INTEREST AND COMMUNICATION

The July 4th celebration at Lake View Cemetery was a huge success!

V. CONSENT AGENDA June 26, 2017 Economic Development Board Meeting minutes

- *Director Piekarski made motion to approve the Minutes*
 - *Seconded by President Wright*
 - *Accepted by all directors present*
 - *Vote carried*

VI. PUBLIC COMMENTS

Director prospect John Kell is selling his home in Wichita Falls and is considering investing proceeds in Lavon



Lavon Economic Development Corporation Meeting Minutes July 10, 2017

VII. ITEMS FOR DISCUSSION

A. The Economic Development Corporation Board to discuss the Small Business Bazaar in November and continue making plans

Directors reviewed flyer done by Admin Staff Hollien and made minor changes to wording and will review again at next meeting.

B. The Economic Development Corporation Board to discuss options on the aerial map

The only changes made was adding the "Shell" station, Police Department and Fire Department logos to map

C. The Economic Development Corporation Board to discuss financials and preparations for 2017-2018 budget

There were some minor changes to the budget

D. The Economic Development Corporation Board to discuss prospect updates

It's very important to lease out the new Domino Center

VIII. ITEMS FOR CONSIDERATION AND ACTION

The Economic development Corporation to consider an act on appointments of board members

NONE

SETTING FUTURE MEETINGS AND AGENDAS

Economic Development Corporation Board members and staff may request items to be placed on a future agenda or request a special meeting be called. Each request that passes by a majority vote will be placed on the schedule by the Board Secretary.

BOARD VICE PRESIDENT TO ADJOURN ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING AT 7:46pm

Duly passed and approved on this ___ day of _____, 2017

Attest:

Kay Wright, Board President

Jimmie Catravas, Secretary

Audit Report provided separately. See web site

A copy of the new aerial map and new City Map and new Zoning map will be send separately due to size of document

		Oct 2016 Actual	Nov 2016 Actual	Dec 2016 Actual	Jan 2017 Actual	Feb 2017 Actual	Mar 2017 Actual	Apr 2017 Actual	May 2017 Actual	June 2017 Actual	July 2017 Actual	Aug 2017 Outlook	Sept 2017 Outlook	FY 2016-2017 Yr. to DateTOTAL	Actual + Outlook	Official Budget 2016--2017	% of Budget	Possible End of Yr Savings
	Ordinary Income/Expense																	as of August 30
	Income																	
	Prior Year Carryover																	
	Starting Balance (Carryover)	118,588.15			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	Total Carryover	118,588.15	114,485.12	98,669.29	98,960.49	88,223.21	87,545.63	87,580.46	88,133.41	87,600.83	88,928.63	0.00	0.00	88,928.63	88,928.63	110,000		
	Revenue																	
2-5	Donations/Credits	94.00	443.25	96.11	11.52	0.00	0.00	234.00	445.00	30.00	15.00	0.00	0.00	1,368.88	1,368.88	2,450	56%	
2-2	Sales & Use Tax	6,528.26	7,107.85	6,372.63	6,666.90	8,077.26	4,872.62	4,974.41	6,300.17	6,021.27	6,613.25	7,425.77	6,250.00	70,960.39	77,210.39	75,000	95%	
2-6	EDC Agreement Receipts							2,390.00						2,390.00	2,390.00			
	Total Revenue +Carryover	125,210.41	122,036.22	105,138.03	105,638.91	96,300.47	92,418.25	95,178.87	94,878.58	93,652.10	95,556.88	7,425.77	6,250.00	163,647.90	177,323.67	187,450	87%	
	Expense																	
	Operations																	
	General Operations																	
3-1a	Email software/archiving	3,240.00	746.29	0.00	191.52	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	4,177.81	4,377.81	5,000	84%	600
3-1b	Misc - Dues, Ads, Cell Svc	264.93	0.00	56.41	56.41	56.36	191.16	56.71	380.21	79.88	0.00	100.00	100.00	1,142.07	1,342.07	4,000	29%	2600
3-1c	Auditor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	3,000	0%	1000	
3-1d	Meeting Expenses	0.00	0.00	15.00	0.00	250.00	0.00	30.00	36.40	0.00	15.00	60.00	60.00	346.40	481.40	1,000	35%	500
2-1e	Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	125.00	1,500	0%	1250
3-1f	Admin Support	1,811.43	1,811.43	1,811.43	1,811.43	1,811.43	1,811.43	1,811.43	1,811.43	1,811.83	1,811.43	1,811.43	1,811.43	18,114.70	21,737.56	22,500	81%	700
	Total General Operations	5,316.36	2,557.72	1,882.84	2,059.36	2,117.79	2,002.59	1,898.14	2,228.04	1,891.71	1,826.43	2,071.43	3,696.43	23,780.98	29,563.84	37,000	64%	6650
	Consulting																	
4-1	Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000	0	1,000
4-3	City Attorney	0.00	0.00	708.50	0.00	2,344.00	0.00	0.00	1,041.50	0.00	0.00	0.00	400.00	4,094.00	4,494.00	10,000	41%	5,000
4-4	Economic Dev Consulting	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	20,000.00	24,000.00	24,000	83%	0
	Total Consulting	2,000.00	2,000.00	2,708.50	2,000.00	4,344.00	2,000.00	2,000.00	3,041.50	2,000.00	2,000.00	2,000.00	2,400.00	24,094.00	28,494.00	35,000	69%	6,000
	Equipment																	
5-1	Computers	1,398.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	1,796.26	1,996.26	4,000	45%	2,000
5-2	Office Supplies	119.19	208.84	0.00	248.65	398.26	0.00	24.97	0.00	272.76	0.00	129.17	129.17	1,272.67	1,531.01	1,750	73%	0
	Total Equipment	1,517.19	208.84	0.00	248.65	398.26	0.00	24.97	0.00	272.76	0.00	229.17	229.17	3,068.93	3,527.27	5,750	53%	2,000
	Total Operations 2016-2017	8,833.55	4,766.56	4,591.34	4,308.01	6,860.05	4,002.59	3,923.11	5,269.54	4,164.47	3,826.43	4,300.60	6,325.60	50,943.91	61,585.11	77,750	66%	14,650
	Promotional																	
	General Promotion & Trade Shows																	
6-1	Shows	476.86	425.37	786.20	0.00	912.98	210.20	0.00	1,858.21	559.00	675.00	0.00	0.00	5,903.82	5,903.82	7,000	84%	\$ 500
6-2	Promo Carryover 2012 -14	0.00	0.00	0.00	0.00	106.81	0.00	0.00	0.00	0.00	0.00	325.00	325.00	106.81	1,391.81	3,900	3%	\$ 2,500
6-3	Aerial Map & Brochures	0.00	0.00	0.00	0.00	0.00	0.00	2,390.00	0.00	0.00	0.00	0.00	2,390.00	2,390.00	4,780.00	4,900	49%	\$ -
6-4	Advertising	75.00	75.00	0.00	75.00	75.00	75.00	75.00	150.00	0.00	0.00	0.00	45.83	600.00	700.00	700	86%	\$ 50
6-5	Web Site & Updates	539.88	0.00	0.00	0.00	0.00	550.00	657.35	0.00	0.00	0.00	0.00	0.00	1,747.23	1,747.23	3,600	49%	\$ 1,200
	Total Promotional	1,091.74	500.37	786.20	75.00	1,094.79	835.20	3,122.35	2,008.21	559.00	675.00	325.00	2,760.83	10,747.86	14,522.86	20,100	53%	\$ 4,250
	Capital Projects																	
7-1	Zoning Ordinance Update	800.00	800.00	800.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00	3,200.00	3,200	100%	\$ -
7-2	Lavon Business Pk inspection pymt & loan pymts	0.00	0.00	0.00	13,032.69	0.00	0.00	0.00	0.00	0.00	0.00	832.81	0.00	13,032.69	13,865.50	13,900	94%	\$ -
7-3	Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,500	0%	\$ 29,500
7-4	Additional Infrastructure Projects	0.00	17,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,000.00	17,300.00	38,300.00	43,000	40%	\$ 12,000
	Total Capital Projects	800.00	18,100.00	800.00	13,032.69	800.00	0.00	0.00	0.00	0.00	0.00	832.81	21,000.00	33,532.69	55,365.50	89,600	37%	\$ 41,500
	Total Expenses	10,725.29	23,366.93	6,177.54	17,415.70	8,754.84	4,837.79	7,045.46	7,277.75	4,723.47	4,501.43	15,620.83	15,620.83	95,224.46	131,473.47	187,450	51%	\$ 60,400
	Estimated Bank Balance	114,485.12	98,669.29	98,960.49	88,223.21	87,545.63	87,580.46	88,133.41	87,600.83	88,928.63	91,055.45							

		Official Budget 2015-2016	Approved Budget Amndmnt 2015-16	Budget 2016-17	FY16-17 Actual through July	FY-16-17 Actual + Outlook at July	Budget consideratio ns 2017- 2018	Alternate budget consideratio n
LEDC REVENUE							as of July	
	Starting Balance (Carryover)							
	Total Carryover	136,900	132,527	110,000	88,928.63	88,928.63	60,400	
2-5	City grant/credits/donations		2,000	2,450	3758.88	3758.88	1,500	
2-2	Sales & Use Tax	60,000	65,000	75,000	70,960.39	77,210.39	80,000	\$ 75,000
	Total Revenue	60,000	67,000	77,450	163,647.90	169,897.90	141,900	136,900
Total Revenue + Carryover			199,527	187,450				
LEDC EXPENDITURES								
Operations								
General Operations								
3-1b	Misc - Dues, Ads, Cell Svc	4,000		4,000	1,142.07	1,342.07	2,500	
3-1a	Email Software/Archiving			5,000	4,177.81	4,377.81	4,600	
3-1c	Auditor	3,500		3,000	0	1,500.00	3,000	
3-1d	Meeting Expenses	1,000		1,000	346.4	481.4	600	
2-1e	Training	1,500		1,500	0	125.00	500	
3-1f	Admin Support	21,500		22,500	18,114.70	21,737.16	23,000	
	Total General Operations	31,500		37,000	23,780.98	29,563.44	34,200	
Consulting								
4-1	Other	1,000		1,000	0	0	-	
4-2	Non-Capital Tech Equip & Svc, Website	4,500			0	0	1,000	
4-3	City Attorney	10,000		10,000	4,094.00	4,494.00	5,800	
4-4	Economic Dev Consulting	24,000		24,000	20,000.00	24,000.00	25,596	
	Total Consulting	39,500		35,000	24,094.00	28,494	32,396	
Equipment								
5-1	Computers	2,500		4,000	1,796.26	1,996.26	1,500	
5-2	Office Supplies	1,500		1,750	1272.67	1,531.01	1,750	
	Total Equipment	4,000		5,750	3,068.93	3,527.27	3,250	
	Total Operations 2016-2017			77,750	50,943.91	61,584.71	69,846	
Promotional								
Mkting & Promotion								
6-1	General Promotion & Trade Shows	6,000		7,000	5,903.92	5,903.82	6,500	
6-2	Promo Carryover 2012 -14	7,151		3,900	106.81	1,391.81	2,988	
6-5	Web Site & updates			3,600	1,747.23	1,747.23	2,500	
6-3	Aerial Map & Brochures	0		4,900	2,390.00	4,780.00	1,500	
6-4	Advertising	500		700	600.00	700	700	
	Total Promotional	13,651		20,100	10,747.96	14,522.86	14,188	
	88,651							
Capital Projects								
7-1	Zoning Ordinance Update		4,000	3,200	3,200.00	3,200.00	-	
7-2	Lavon Business Pk sewer line loan pymts	13,249		13,900	13,032.69	13,865.50	13,866	
7-3	Incentives	15,000		29,500	0	0	44,000	39,000
7-4	Additional Infrastructure Projects	40,000		43,000	17,300.00	38,300.00		
7-7	Small Business Loan Guarantee	10,000		0				
	Total Capital Projects	78,249	4,000	89,600	33,532.69	55,365.50	57,866	
	Reserve for Additional Projects	30,000	28,626					
Total Expenditures		196,900	4,000	187,450	95,224.56	131,473.07	141,900	\$ 136,900
Net surplus / (deficit)				0				

Lavon					
Sales Tax History	Tax received by City				
2005	\$ 69,223				
2006	\$ 104,929				
2007	\$ 124,155				
2008	\$ 111,281				
2009	\$ 124,325				
2010	\$ 115,889				
2011	\$ 129,340				
2012	\$ 145,277				
2013	\$ 153,947				
2014	\$ 189,898				
2015	\$ 228,313				
2016	\$ 268,371				
2017	\$ 163,648				
Source Texas Comptroller					
LEDC Revenue	Sales Tax Revenue	Retained Funds	Project Investments	Tax Note-2021@ 3.33%	
2010-2011 Budget	\$ 45,000.00	\$ 182,000.00	0		
2011-2012 Budget	\$ 45,000.00	\$ 208,092.91	35,000		
2012-2013 Budget	\$ 45,000.00	\$ 208,045.00	20,000		
2013-2014 Budget	\$ 48,000.00	\$ 185,000.00	0		
2014-2015 Budget	\$ 50,000.00	\$ 244,961.00	\$ 93,967.00	\$ 84,000.00	
2015-2016 Budget	\$ 60,000.00	\$ 136,828.00	\$ 34,999.00		
2016-2017 Budget	\$ 75,000.00	\$ 132,527.00			
2017-2018 (proposed)	\$ 75,000.00	\$ 60,400.00			
LEDC Projects	LEDC Grant	Grantee Project Contribution	New Projects Pending	Future Project Potential	Land Added into Lavon-Appraised Value
City Hall 7 Year Rent	\$ 35,000.00	\$ 31,685.00			
City Pk at City Hall	\$ 20,000.00	\$ 124,836.17			
Lavon Gateway Sign	\$ 25,000.00				
Lavon Business Pk					
Phase I sewer line	\$ 80,500.00	\$ 16,453.00	\$ 1,250,000	\$ 5,000,000	
Main Property into City					\$ 357,500
M-Tex Property into City					\$ 528,274
DPB Property off Ag Value					\$ 895,953
Lavon Business Pk					
Phase II sewer line	\$ 9,667.00	\$ 45,676.81		\$ 5,000,000	
Lake Rd					
Sewer line	\$ 9,999.00	\$ 30,000.00	\$ 900,000	\$ 900,000	900,000
Sports Complex					
Master Plan	\$ 3,800.00	\$ 4,700.00			
Retail Center Sewer Line	\$ 21,500.00	\$ 22,250.00	\$ 2,750,000	2,750,000	2,700,000
Zoning Ordinance Update	\$ 2,000.00	\$ 2,000.00			
Total	\$ 207,466.00	\$ 277,600.98	\$ 4,900,000	\$ 13,650,000	\$ 5,381,727
Total Grants	Total LEDC Projects to Date	Total Grantee Project Contributions	Total Projects Pending	Additional Projects on Sites Possible	Total Land Value Brought into City
Total Investment	\$ 207,466.00	\$ 277,601.00	\$ 4,900,000	\$ 13,650,000	\$ 5,381,727
Total Potential Annual			\$ 22,329.30	\$ 62,203.05	\$ 24,524.53
10 yr Property Tax return	\$ 1,090,568.80				

Small Business Bazaar Advertising				
Prepare Vendor Flyer	7-Jul			
Review Vendor Flyer with Bd	10-Jul			
Prepare Bazaar Flyer	24-Jul			
Review Vendor and Bazaar Flyers with Bd	14-Aug			
Ck with CISD on Vendor Flyer Distribution	24-Aug			
Around Town Advertizing	15-Aug	\$75		
Print vendor flyers for City and CISD	28-Aug	\$98	per	1100
Fold Vendor Flyer	30-Aug			
Deliver Vendor Flyer to City	13-Sep			
Deliver Vendor Flyer to CISD	13-Sep			
Around Town Advertizing	13-Sep	\$75		
ck with CISD on Bazaar Flyer	27-Sep			
Print Bazaar Flyer for City & CISD	Oct 4th	\$98	per	1100
Fold Bazaar Flyer	Oct 11th			
Deliver Bazaar Flyer to City and CISD	Oct 13th			
Around Town Advertizing	1-Nov	\$75		



Small Business Saturday "Christmas Bazaar"

Saturday, Nov. 25, 2017
Lavon City Hall & Pavilion
Noon – 5pm
Set-up 10am

Be part of the local businesses celebrating the upcoming holiday by displaying your goods and/or services to the residents of Lavon and surrounding areas!

Booth availabilities:

6X8 in Gymnasium
10X10 (outside) under Pavilion
with table-\$25
w/o table-\$15

Contact Micki Hollien at 214-934-7190 or Micki.hollien@lavonedc.com for further information.

Applications available on the EDC web site (*click "Small Business" twice*), can be mailed to 120 School Rd, Lavon, TX 75166 with your payment (cash or check) or dropped off at the EDC office (at Lavon City Hall)-M-W- F 10am to 3pm



**Small Business Saturday “Christmas Bazaar”
November 25, 2017 noon – 5pm
Lavon City Hall, 120 School Rd, Lavon**

APPLICATION

First Name _____ Last Name _____

Street Address _____ City _____ Zip _____

Phone _____ Email _____

Company Name _____

Product Category *please circle appropriate item(s)*

- | | | | |
|---------------------|--------------------|------------------|-------------------|
| Accessories/Jewelry | Art/Books/Music | Bath & Beauty | Candies |
| Ceramics/Pottery | Woodworking | Crochet/Knitting | Embroidery/Quilts |
| Children’s Clothing | Women’s Clothing | Men’s Clothing | Furniture |
| Housewares | Paper Goods | Toys | Pets |
| Holiday/Weddings | Vintage | Plants | Edibles |
| | All Other Products | | |

Price Range of Product: \$ _____

Description of your Product: _____

Booth sizes:

6x8 Gym

10x10 Pavilion

(Please Circle One)

Cash or Check

*Make Check payable to: **Lavon EDC***

With Table \$25

W/O Table \$15

Contact Micki Hollien at 214-934-7190 or Micki.hollien@lavonedc.com for further information
Or mail to: Lavon Economic Development Corp, 120 School Rd, Lavon, TX 75166



Small Business Saturday

“Christmas Bazaar”

Saturday, Nov. 25, 2017

Lavon City Hall & Pavilion

Noon – 5pm

Sponsored by



Come visit the booths

Visit with local small business owners

Get a head start on your Christmas shopping

Enjoy great BBQ!

Accessories/Jewelry
Ceramics/Pottery
Children’s Clothing
Housewares
Holiday/Weddings

Art/Books/Music
Woodworking
Women’s Clothing
Paper Goods
Vintage
.....and more info contact

Bath & Beauty
Crochet/Knitting
Men’s Clothing
Toys
Plants

Candies
Embroidery/Quilts
Furniture
Pets
Edibles

Micki Hollien, LEDC Administrative Staff 214-934-7190 Micki.hollien@lavonedc.com



Small Business Saturday
“Christmas Bazaar”
Saturday, Nov. 25, 2017
Lavon City Hall & Pavilion
Noon – 5pm

Sponsored by
LAVON
EDC 

Come visit our booths
Get a head start on your Christmas shopping
Enjoy great BBQ!

Accessories/Jewelry
Ceramics/Pottery
Children’s Clothing
Housewares
Holiday/Weddings

Art/Books/Music
Woodworking
Women’s Clothing
Paper Goods
Vintage
.....and more

Bath & Beauty
Crochet/Knitting
Men’s Clothing
Toys
Plants

Candies
Embroidery/Quilts
Furniture
Pets
Edibles

Contact Micki Hollien at 214-934-7190 or Micki.hollien@lavonedc.com for further information



You have a great “no cost” opportunity to promote your business and your surrounding business area!

Go today to www.shopsmall.com

- ✓ Click on “apply now” and learn, as a business or as an individual, how to organize your neighborhood to promote Small Business Saturday-November 25th . It’s a great day to shop the unique shops and store here. Lots of free gifts to promote your business on that special day if you sign up.
- ✓ Click on “promote your small business” & learn tools to promote your business all year.

Do not miss this opportunity to promote your business!



We are your neighborhood champion and support the Shop Small Program. Participate in the Small Business Bazaar at City Hall on November 25th

info@lavonedc.com

May 17, 2017

Kim Dodds, City Administrator
Lavon City Hall
120 School Rd.
P.O. Box 340
Lavon, TX 75166

Kim:

On May 5, 2017 we attended the TXDOT "required" workshop for the Green Ribbon Program grant for TXDOT landscaping grants. These grants apply to TXDOT rights of way and TXDOT lands within a city. This is an annual grant from TXDOT to cities. The grant is available for landscaping that assists TXDOT in meeting air pollution goals of the DFW region. Since I represented Lavon at this grant training workshop, Lavon is able to apply for a grant this year if the City so desires. Deadline for the grant application is June 5th. The application includes a concept plan of the landscaping proposed and extent of the project. Probable costs and project schedule is also required. TXDOT will cover the cost of all landscaping materials for the landscaping and manage the landscaping maintenance for 1 year. After the initial year, the City is responsible for the landscaping maintenance of the project area. The City is responsible for the cost of the application preparation including the concept plan. If selected for a grant, then the City is responsible for the cost of the design which is usually 20% of the project cost.

Mundo and Associates, Inc. would be pleased to prepare the application, probable costs, project schedule and concept plan for \$1,000. There are numerous TXDOT properties, in Lavon, that are eligible for this landscaping grant. We recommend the TXDOT triangle on SH 78 at Geran Road for this year's project to eliminate a serious eyesore and to eliminate this property's use as a storage yard and truck cross over to SH 78. Landscaping this area would enhance the community and surely reduce a dangerous situation. Project size could be set at an affordable \$50,000 of landscaping. The \$10,000 design fee is outside of the grant. It's possible that this design fee could be shared between the City and the EDC. Payment for the design fee would be in the next fiscal year if selected for the grant. Plan schedule is for contract award after March of 2018 but before July of 2018. TXDOT would cover the \$50,000 of landscaping for this triangle area. No hardscape is paid for by TXDOT. Example is walls or curbing. Decorative stone is allowed. TXDOT will pay a tap fee for the irrigation required for the initial year. In

MUNDO & ASSOCIATES

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

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972.415.4596
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future years additional grants for the grass islands along SH 78 may be applied for. Design may include an overall theme to enhance the beauty of Lavon. Ideas for the future can be explored prior to next year's deadline.

If the City of Lavon desires to proceed to apply for this year's grant including application concept plan, probable project costs and project schedule, please let us know. We look forward to working with the City on this initial project. Deadline for the application in June 5th so we need to know ASAP if we are to proceed.

Pamela J. Mundo, AICP/CEcD

MUNDO & ASSOCIATES

214.773.0966

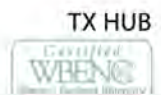
Mundo & Associates Inc.

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www.mundoandassociates.com

"Creating options and actions for making great places"

Join us on Twitter at Mundoedc





DALLAS DISTRICT GREEN RIBBON PROGRAM WORKSHOP FY2018

GREEN RIBBON PROGRAM OVERVIEW

- Since 2001, the Texas Legislature has added a rider to the Department's appropriation legislation which requires TxDOT to expand the concepts of the Houston District's Green Ribbon Project (developed in the 1990s), allocating **funding for landscape projects to Districts with non-attainment and near non-attainment air quality.**
- TxDOT is accomplishing the requirements of the rider by allocating funds for Districts with non-attainment and near non-attainment counties **to install and establish trees, shrubs and groundcover on the state highway system to help mitigate the effects of air pollution.**
- For FY2018, we expect the Dallas District to be allocated **approximately \$3.5.** This allocation is calculated at 0.5% of the total contract amount of highway improvements let within the past fiscal year.
- **Projects using Green Ribbon funds MUST be let within FY2018** (September 2017 – August 2018), or the funds are lost to the District.

GREEN RIBBON PROGRAM OVERVIEW

- **Design Standards:** Landscape improvement work will be structured to provide appropriate **planting installation, soil preparation and irrigation activities** at locations which are **suitable and approved by the District**. Projects must meet design standards and each District must ensure appropriate safety, construction, establishment and maintenance considerations are applied.
- This program calls for the use of regionally appropriate and, where possible, use of **drought tolerant, native and adaptive plant material**. Soil preparation to improve the fertility, structure, and drainage of planting areas is permitted. **Irrigation systems** will be used that take into consideration the highest water conservation and efficiency possible on each project. Considerations should be given for **at least 12 months of plant establishment and maintenance (Item Special Provision 192-001)**.
- Seeding, sodding, or other erosion control measures are not allowed under the Green Ribbon Program. Aesthetic treatments such as **special finishes and decorative designs on structural surfaces or other hardscape elements and amenities are not be funded under this program**. These items may be included within a project at the Local Government/Agency's expense.

DALLAS DISTRICT GUIDELINES



GREEN RIBBON PROGRAM SUBMITTAL PROCESS

- **Mandatory representation at this Workshop.**
- Local Government/Agency must submit application no later than June 5th, 2017 by 5pm, hard copy or via email. Incomplete submittals will be rejected. Submittal will include the application, agency name and contact information, Consultant (if applicable), project location, project limits, Scope of Work, and a detailed preliminary concept plan.
- TxDOT will review all applications within two weeks of submittal. TxDOT will notify all applicants of project acceptance by July 3rd. Meetings with successful applicants will be immediately set for review of application package to determine schedule for PS&E package submittals. Meetings with successful applicants will be held no later than August 1st.
- All PSE packages must be completed by the end of December 2017 or as determined by the Dallas District Landscape Architect. This means the earliest lettings would be February/March 2018, and actual construction 30 to 60 days later. **Consider a delayed start in your plans to hit appropriate planting times. No planting is allowed between June 1st and September 15th.** Maximum delayed start is six months. **No lettings will be allowed after July 2018.** Plans must meet all state requirements, as all projects must be within the state right-of-way.
- Local Government/Agency are encouraged to combine GCAA funds, if available, with Green Ribbon projects. If applicable, the Local Government/Agency will be required to sign an **Advanced Funding Agreement (AFA)** for potential cost overruns.
- Those that have not received allocations in the recent past (last 2 years) and on-going phases of current Green Ribbon projects *may* be given more consideration for funding than those that have had recent projects. **We want to spread the funding as equitably as possible throughout the District.**

DALLAS DISTRICT GUIDELINES

- With an anticipated 3.5 million dollar allocation for FY2018, **project awards will be limited to a maximum of \$750,000** (this includes mobilization, barricades, etc.). This means **there may only be only 3 to 4 projects in FY2018**, if funded at the maximum amount.
- Landscape enhancements will no longer be coupled with roadway projects. Roadway projects must be completed prior to any Green Ribbon construction.
- Local Government / Agency are encouraged to submit applications for projects in advance of the next 4 to 5 years. The Area Offices will be your best contact for upcoming roadway projects for the next 4 to 5 years. **PLAN AHEAD !!**
- Applicants need to **work closely with the Area Offices to make sure the locations are appropriate**. The designers (Local Government or consultants) need to make sure they are aware of visibility issues, clear zones, utilities, future roadway projects, etc.

DALLAS DISTRICT GUIDELINES

- Irrigation is typically limited to tree bubblers and drip irrigation for shrubs and groundcover. No spray (turf) irrigation will be allowed within the Right-Of-Way. However, water capture and storage may be considered.
- If water is not available for an operational irrigation system, any application for Green Ribbon funding will be denied.
- **Lettings will be managed by TxDOT** . Local let projects are NOT encouraged.
- Local Government/Agency will be responsible for the long term maintenance of the project and therefore required to sign a **Landscape Maintenance Agreement** . This includes the ability to provide irrigation and to perform ALL needed maintenance including, but not limited to, all the requirements noted in Specification Item 192 and 193.
- Landscape Maintenance Agreements must be executed upon notification of application package acceptance.

PROJECT ELIGIBILITY

- **Projects must be on the State Right-Of-Way.**
- Green Ribbon funds only allow for plant material, irrigation, up to 12 months of maintenance and mow strips. **No other hardscape or amenities can be paid for with these funds.** The City may add such hardscape or amenities to a project and fund them directly or utilize GCAA fund if available.
- Local Government/Agency must **provide plans that meet TxDOT design criteria.**
- No match is required for Green Ribbon funding.

Trade Shows

NTCAR

Thursday, Sept 7th

4-8 p.m.

Sheraton Dallas

Olive St-Dallas Downtown

Booth 53

\$20 for entrance fee

ICSC

November 8 through 10

Wednesday through Friday

Dallas Convention Center

650 Griffin Street

Booth 734

\$95 for entrance fee