The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

1829 Sam Houston Street
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, August 20, 2019 | **6:00 PM** | **City Council Chambers**

The Liberty Community Development Corporation of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
President Dennis Beasley	☐	☐	☐	
Vice-President Barbara Norwood	☐	☐	☐	
Board Member Mark Campbell	☐	☐	☐	
Board Member David Arnold	☐	☐	☐	
Board Member Mike Page	☐	☐	☐	
Board Member Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4539)

General Manager's Report - Gen. Mgr. T. Warner

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4540)

Finance Report - Asst. City Mgr./CFO N. Herrington

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A. Minutes Approval

1. Tuesday, July 16, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 4542)

Presentation by Aaron Farmer, President of The Retail Coach, regarding the WalMart Supercenter Mobile Data Survey.

2. LCDC Corporation Action (ID # 4544)

Consider approval of a grant application submitted for the LCDC Downtown Facade Improvement Program.

3. LCDC Corporation Action (ID # 4545)

Consider approval of an agreement with Zoom Prospector, for site selection services on the LCDC website.

B. Work Session

1. LCDC Work Session (ID # 4541)

Discussion and review of the proposed LCDC logo, designed by E. Sullivan Advertising and Design.

VI. ADJOURNMENT

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 15th day of August, 2019 at 4:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Dianne Tidwell

Dianne Tidwell, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Council Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the ________ day of ____________________, 2019.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4539)

DOC ID: 4539

Subject: General Manager Report - Corp. Projects and Activities

Background: This agenda item affords the General Manager the opportunity to update the Board of Directors and public on current and future projects, activities and other items related to LCDC business.

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To: Liberty Community Development Corporation (LCDC) Board of Directors

From: Tom Warner, General Manager

Date: August 20, 2019

Re: General Manager's Report

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1. The LCDC Board of Directors approved an agreement with CivicPlus on June 4, 2019, to develop a stand-alone website for LCDC. CivicPlus has completed the basic design of the website and will begin to transition the design into a working website. The website should be ready to go live within the next 6 weeks.

2. Also, on June 4, 2019, the LCDC Board of Directors approved an agreement with Image360 for the purchase and installation of new signage at the Liberty Municipal Golf Course and at the Liberty Municipal Airport. Sign design has been completed. Installation of these signs is scheduled for the first week of September.

3. The City of Liberty is working with the Liberty Rotary Club to install new signage at the Canfield Park and Magnolia Park. These signs will be of the same style and design as the signs at the Golf Course and Airport. Installation of these signs is scheduled for the first week of September.

4. The LCDC Board of Directors approved the program guidelines for the Downtown Façade Improvement Program during the July 16, 2019, LCDC meeting. To date, six downtown businesses have reached out to staff to inquire about the program. The application and program guidelines were emailed to each business.

5. The contractor, 5-T Utilities, has started the installation of a new sewer line on Highway 146. The project involves the installation of a 12-inch sewer line by open cut method. There will be a bore section under Highway 146 to serve the west side of Highway 146. The project is expected to be complete in September.

6. The Burnham Classic Golf Tournament was held at the Liberty Municipal Golf Course from August 2 to August 4. There were approximately 60 teams that participated in the tournament.

7. On August 8, 2019, the City of Liberty issued a request for proposals (RFP) for the development of a master plan for the Liberty Municipal Golf Course. Responses are due by Monday, September 9. To date, three firms have indicated interest in the RFP.

8. The Liberty City Council ratified the amendments to LCDC's Bylaws, during their August 13, 2019, meeting.

9. On August 19, 2019, the Gulf Coast Economic Development District will host an Opportunity Zone Summit from 9:30 a.m. to 12:30 p.m. at the H-GAC Offices in Houston, Texas.

10. The Texas Comptroller’s Office will hold a training seminar from 11:00 a.m. to 1:30 p.m. on August 27, 2019, regarding Tax Increment Reinvestment Zones (TIRZ). The training will take place in Beaumont, Texas at the Jefferson County Appraisal District Offices.

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4540)

DOC ID: 4540

Subject: Finance Report

Background: This agenda item affords the Asst. City Mgr./CFO an opportunity to report on the financial activities and position of the Corporation, to include revenues, liabilities, assets, and other financial information.

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The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

Tuesday, July 16, 2019	6:00 PM	City Council Chambers

The Liberty Community Development Corporation of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Absent	
David Arnold	Board Member	Present	
Mike Page	Board Member	Absent	
Kathrine McCarty	Board Member	Present	
Dan VanDeventer	Board Member	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

President Beasley welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Board. There were no comments.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4511)

Finance Report - Asst. City Mgr. / CFO N. Herrington

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the Corporations financials as of May, 2019. Ms. Herrington stated that Corporation revenues are at 62% of budgeted amounts, with expenditures being 55% of budgeted amounts. Ms. Herrington further stated that the Corporation's fund balance is $2.7 million.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the LCDC and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Kathrine McCarty, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Dennis Beasley, David Arnold, Kathrine McCarty, Dan VanDeventer
ABSTAIN:	Barbara Norwood
ABSENT:	Mark Campbell, Mike Page

A. Minutes Approval

1. Tuesday, June 11, 2019

V. REGULAR AGENDA

A. Regular Session

1. LCDC Resolution 2019-1

Consider a Resolution approving amendments to the Liberty Community Development Corporation Bylaws.

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reviewed proposed changes to the Corporation Bylaws, previously discussed in a Work Session held June 4. Lengthy discussion was held regarding the various changes including, but not limited to, the following:

- Changes the registered agent from the City Secretary to the General Manager
- Changes to comply with State Law that the Corporation Secretary be a Board Member
- Specifies that the Corporation Secretary serve a one-year term
- Removes the requirement that the Corporation Secretary be a city employee
- Changes the annual meeting date from the 2nd to the 3rd Tuesday in June
- Adds a requirement that the Community Development Capital Improvement Program be approved by the Board as part of the Fiscal Year Budget
- Removes other items that the Corporation is not required to do by State Law
- Other related changes.

A motion was made to approve the Resolution.

ATTACHMENTS:

- EXHIBIT - LCDC Bylaws Amendment (DOCX)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Board Member
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

2. LCDC Corporation Action 2019-16

Consider adoption of the Downtown Facade Improvement Program Guidelines.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon also reported that the Downtown Façade Improvement Program had been discussed at the June 4 Work Session. This program encompasses the area from MLK, to Grand and Milan to San Jacinto. Mr. Jarmon reviewed the guidelines and major provisions of the Program, by which businesses will apply. This program offers incentives for renovation, restoration, and other improvements to businesses, therefore retaining the character, and improving the overall appearance of the downtown area.

A motion was made to approve the Downtown Facade Program.

ATTACHMENTS:

- EXHIBIT - Downtown Liberty Facade Improvement Grant - Program Guidelines (DOCX)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan VanDeventer, Board Member
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

3. LCDC Corporation Action 2019-17

Consider approval of a one-year agreement with The Retail Coach for retail recruitment assistance, at a cost not to exceed $21,000.00.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on a proposed one-year agreement with The Retail Coach for retail recruitment assistance. Mr. Jarmon stated that this firm will assist in analyzing our community retail market, identify the best retail opportunities by reviewing demographics/cell phone analysis, assist in recruiting various retailers and developers, and provide trade show representation.

A motion was made to approve the one-year agreement with The Retail Coach for retail recruitment assistance, at a cost not to exceed $21,000.00.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

4. LCDC Public Hearing (ID # 4515)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2019-2020 Budget and in the Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

At 6:23 p.m., President Beasley opened the Public Hearing on the proposed expenditure of funds for various projects included in the Liberty Community Development Corporation Capital Improvement Program and FY 20 Budget. After brief comments regarding the Golf Course, President Beasley closed the Public Hearing at 6:25 p.m.

5. LCDC Corporation Action 2019-18

Consider approval of the Liberty Community Development Corporation Budget for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

The proposed Corporation FY 20 Budget was reviewed by Asst. City Manager Jarmon. Mr. Jarmon stated the balanced budget includes new expenditures for recently approved items such as LCDC website maintenance, marketing and advertising, and funding of the Downtown Facade Improvement Program.

After brief discussion of budget related items, a motion was made to approve the Corporation Fiscal Year 2019-2020 Budget.

ATTACHMENTS:

- EXHIBIT - LCDC FY20 Budget (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Barbara Norwood, Vice-President
SECONDER:	David Arnold, Board Member
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

6. LCDC Corporation Action 2019-19

Consider approval of the Liberty Community Development Corporation Fiscal Year 2019-2020 Community Development Capital Improvement Program (CDCIP).

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported that on June 4, 2019, the LCDC Board of Directors held a work session to review and discuss the LCDC Community Development Capital Improvement Program (CDCIP), also stating that the CDCIP is a requirement of Article IV Section 5 of the LCDC Bylaws. Mr. Jarmon reviewed the diverse portions of the Program to include a downtown master plan, golf course master plan and various repairs to the course, and numerous future elements of the program.

A motion was made to approve the LCDC Community Development Capital Improvement Program.

ATTACHMENTS:

- EXHIBIT - LCDC CDCIP (DOCX)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathrine McCarty, Board Member
SECONDER:	Dan VanDeventer, Board Member
AYES:	Beasley, Norwood, Arnold, McCarty, VanDeventer
ABSENT:	Mark Campbell, Mike Page

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Board, President Beasley adjourned the meeting at 6:50 p.m.

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Dennis Beasley, President

ATTEST:

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Kathrine McCarty, Corp. Secretary

The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC INFORMATION ITEM (ID # 4542)

DOC ID: 4542

Subject: Retail Coach Presentation

Background: The LCDC Board of Directors approved an agreement with The Retail Coach, in July 2019, to determine Liberty's Retail Trade Area, identify retail and developer prospects, act as our representative at trade shows and conduct active retail recruitment on our behalf for one year. The Retail Coach has completed the Walmart Supercenter Mobile Data Survey and will present the results to the LCDC Board of Directors.

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The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Grant Funds

LCDC CORPORATION ACTION (ID # 4544)

DOC ID: 4544

Subject: Grant Application Downtown Facade Improvement Program

Background: On July 16, 2019, the LCDC Board of Directors approved the program guidelines for the Downtown Façade Improvement Program. The owner of the building at 334 Main Street, Ms. Meadow Coward, applied and is requesting reimbursement for façade improvements pursuant to the program guidelines approved by LCDC. The tenants in the building include Meadow Coward Insurance, The Health Fix and Pack, Ship and Copy.

Funding Source: LCDC

Staff Recommendation: Approval of the grant application.

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Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC CORPORATION ACTION (ID # 4545)

DOC ID: 4545

Subject: Site Selection Services

Background: Zoom Prospector is a GIS-based site and property selection service that can be embedded within a website. Zoom Prospector allows staff to input photos and data on properties to assist with the marketing and advertising of properties. Zoom Prospector also allows clients to search for properties based on a variables such as property type, size and sales price. If approved, staff intends to work with local brokers and realtors to develop a database of sites and buildings available in the City of Liberty. The cost for this service is $3,402.00.

Funding Source: LCDC

Staff Recommendation: Staff recommends approval of the agreement.

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The City of Liberty
Liberty Community Development Corporation
1829 Sam Houston Street
Liberty, TX 77575

Meeting: 08/20/19 06:00 PM

Department: Administration
Category: LCDC Misc.

LCDC WORK SESSION (ID # 4541)

DOC ID: 4541

Subject: LCDC Logo

Background: On June 4, the LCDC Board of Directors approved an agreement with E.Sullivan Advertising & Design to develop a logo for LCDC. E.Sullivan has completed a preliminary design for the Board to review and discuss.

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