



The City of Liberty
Liberty Community Development Corporation

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

Meeting
~ Agenda ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, July 21, 2020

6:00 PM

City Hall - Liberty Center

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	☐	☐	☐	
Secretary Kathrine McCarty	☐	☐	☐	
Board Member Dan VanDeventer	☐	☐	☐	
Board Member Julie Hebert	☐	☐	☐	
Board Member Michael Dorsett Jr	☐	☐	☐	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

III. PRESENTATIONS / REPORTS

1. LCDC Information Item (ID # 4843)

General Manager's Report - T. Warner - Projects and Activities - COVID-19, Sales Tax & Airport

- LCDC General Manager's Report Revised July 21 2020 (DOCX)

2. LCDC Information Item (ID # 4837)

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

IV. CONSENT AGENDA

1. Tuesday, June 16, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 4839)

Presentation from Retail Coach, LLC Regarding Retail Development in the City of Liberty.

2. LCDC Public Hearing (ID # 4840)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2020-2021 Budget and in the Community Development Capital Improvement Program (CDCIP).

3. LCDC Corporation Action (ID # 4842)

Consider approval of the Liberty Community Development Budget for Fiscal Year 2020-2021.

- EXHIBIT A - FY21 LCDC Budget (Revised) (XLSX)
- EXHIBIT B - Engineering Estimate for Liberty Square (UPDATED) (PDF)
- EXHIBIT C - Liberty PCE (PDF)

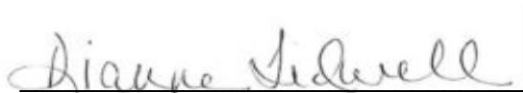
4. LCDC Corporation Action (ID # 4841)

Consider approval of the Liberty Community Development Corporation Fiscal Year 2020-2021 Community Development Capital Improvement Program (CDCIP).

- EXHIBIT A - FY21 LCDC CDCIP (DOCX)

VI. ADJOURNMENT**1. Certification**

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 17th day of July, 2020 at 5:00 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, 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 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 _____, 2020.



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

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4843)

DOC ID: 4843

Subject: General Manager Report - Corporation 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 City/ Corporation business.

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: July 21, 2020

Re: General Manager's Report

1. On July 2nd Governor Abbott issued a Proclamation amending his previous Executive Order GA-28 and issued a new Executive Order GA-29. The proclamation prohibited the gathering of ten or more people unless the mayor of which the gathering is to be held, or the county judge in the case of a gathering in an unincorporated area, approves the gathering, and such approval can be made subject to certain conditions or restriction not inconsistent with this executive order. Executive Order GA-29 requires every person in Texas to wear a face covering over the nose and mouth when inside a commercial building or space open to the public or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household. There are eleven exceptions to this face covering requirement. These orders became effective at 12:01 p.m. on July 3, 2020 and are enclosed.
2. Although it was anticipated that LCDC Meetings would be held in the City Council Chambers beginning with the July 21, 2020 meeting, the recent circumstances regarding COVID-19 has postponed the change in meeting locations. The July 21, 2020, meeting will be held in the Liberty Center with the public attending via Zoom.
3. On June 30, 2020 at 12:00 Noon, all public areas within City facilities were closed to the public except the Golf Course. Additionally, where appropriate, City staff began working split shifts to maintain continuity of services to the public, in case a city worker was to become infected with COVID-19.
4. The Fiscal Year 2020-2021 Budget preparation is currently underway. Due to the timing of COVID-19, the impact on this and next year's budgets is currently unknown. If there is a significant impact on sales tax and property tax revenues, developing a balanced budget may be difficult. Budget Work Sessions were scheduled with City Council during the July 14th Regular Meeting and on July 15th.
5. The July 2020 City Sales and Use Tax revenue for July (May sales tax) was up 2.05% and year to date is up 1.44% over the same periods last year. Total sales tax revenue to date is \$1,815,161.61.
6. The LCDC Board of Directors, in July 2019, approved the program guidelines for the downtown facade grant program. Since that time, the board has approved four grants (334 Main, 1900 Sam Houston, 725 Main and 1909 Grand) totaling \$47,375. There is \$52,625 available to fund additional facade grants.

7. The City Council awarded a bid to DBT Transportation Services for the installation of an AWOS at the Liberty Municipal Airport on June 9, 2020.
8. TxDOT has informed the City that they have programmed a wildlife fencing project for the Liberty Municipal Airport in FY23. This is an estimated \$450,000 project with a 10% local match (\$45,000). Current projects programmed by TxDOT in their CIP for the Airport are provided below:
 - a. FY 2020 – Install AWOS
 - b. FY 2021 - Runway and taxiway rehab
 - c. FY 2022 – No project
 - d. FY 2023 – Install 6,500 LF of fencing



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

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 4837)

DOC ID: 4837

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.



The City of Liberty

Liberty Community Development Corporation

Annual Meeting

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

~ Minutes ~

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, June 16, 2020

6:00 PM

City Hall - Liberty Center

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

Those individuals listed in the Call to Order were physically present in the Liberty Center. The public was not yet allowed entrance into the meeting due to COVID-19.

The meeting was called to order on June 16, 2020 at the City Hall - Liberty Center, 1829 Sam Houston Liberty, TX at 6:00 PM by President Dennis Beasley.

Attendee Name	Title	Status	Arrived
Dennis Beasley	President	Present	
Barbara Norwood	Vice-President	Present	
Mark Campbell	Board Member	Absent	
Kathrine McCarty	Secretary	Present	
Dan VanDeventer	Board Member	Present	
Julie Hebert	Board Member	Present	
Michael Dorsett Jr	Board Member	Present	
Tom Warner	General Manager	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

Citizen Forum is reserved for members of the public who would like to address the LCDC Board regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The LCDC Board of Directors may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

There were no comments.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 4804)

Minutes Acceptance: Minutes of Jun 16, 2020 6:00 PM (CONSENT AGENDA)

General Manager's Report - T. Warner- Projects and Activities - Airport AWOS - CARES Act Funding/Airport - Golf Course Pro Shop - Sales Tax

COMMENTS - Current Meeting:

General Manager Tom Warner reported on the following:

- 1) The City Council awarded a bid to DBT Transportation Services for the installation of an Automated Weather Observing System (AWOS) at the Liberty Municipal Airport.
- 2) The Liberty Municipal Airport was awarded \$30,000 in federal funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. These funds will be used on the Pavement and Taxiway Rehabilitation Project.
- 3) LCDC's proposed expenditure to renovate the Golf Course Pro Shop was not ratified by the City Council. The Council voted to approve the expenditure to be funded by the Cambridge Fund.
- 4) Sales tax collections for April, 2020 were less than the same period last year, however, year to date payments were above last year's payments.

ATTACHMENTS:

- General Manager's Report (DOCX)

B. LCDC Information Item (ID # 4805)

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

COMMENTS - Current Meeting:

Asst. City Mgr./CFO N. Herrington reported on the Corporation financials through April 30, 2020. Ms. Herrington stated that revenues are at 66% of budgeted amounts, with expenditures at 40%. Sales tax collections are on budget. Ms. Herrington concluded by stating that cash on hand is \$2.5 million.

C. LCDC Information Item (ID # 4806)

Oath of Office to be administered to newly appointed Board Members.

COMMENTS - Current Meeting:

Mayor Carl Pickett issued the Oath of Office to newly appointed and re-appointed members of the LCDC Board of Directors: Dennis Beasley, Barbara Norwood, Julie Hebert and Michael Dorsett, Jr.

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 [UNANIMOUS]
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

A. Minutes Approval

1. Tuesday, April 21, 2020

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action 2020-3

Board of Directors to elect a President of the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

A motion was made that Board Member Dennis Beasley be re-appointed to fill the position of LCDC President.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Dan VanDeventer, Board Member
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

2. LCDC Corporation Action 2020-4

Board of Directors to elect a Vice-President of the Liberty Community Development Corporation.

COMMENTS - Current Meeting:

A motion was made that Board Member Barbara Norwood be re-appointed to fill the position of LCDC Vice-President.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis Beasley, President
SECONDER:	Kathrine McCarty, Secretary
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

3. LCDC Corporation Action 2020-5

Board of Directors to elect a Secretary of the Liberty Community Development Corporation.

Minutes Acceptance: Minutes of Jun 16, 2020 6:00 PM (CONSENT AGENDA)

COMMENTS - Current Meeting:

A motion was made that Board Member Kathrine McCarty be re-appointed to fill the position of LCDC Secretary.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Barbara Norwood, Vice-President
SECONDER:	Dennis Beasley, President
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

4. LCDC Resolution 2020-2

Consider a Resolution approving the transfer of deed to five (5) tracts of land to the City of Liberty.

COMMENTS - Current Meeting:

General Manager Tom Warner reported that deed records disclose there are five tracts of property in LCDC's name. The Corporation does not own assets and has traditionally transferred any purchased assets to the City of Liberty. The properties proposed for transfer are the following: 1) Fire Substation on Hwy. 90, 2) three tracts near the Liberty Municipal Airport and 3) the Woodsprings Lift Station.

After brief discussion, a motion was made to approve the property deed transfer for the above-mentioned properties to the City of Liberty.

ATTACHMENTS:

- Warranty Deed-5 Properties (PDF)
- Exhibit-5 Properties (PDF)
- Photos-Transfer of Property-5 Tracts (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kathrine McCarty, Secretary
SECONDER:	Dan VanDeventer, Board Member
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

VI. ADJOURNMENT**A. Motion To: Adjourn****COMMENTS - Current Meeting:**

There being no further business before the LCDC Board of Directors, President Beasley adjourned the meeting at 6:20 p.m.

Dennis Beasley, President

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Jun 16, 2020 6:00 PM (CONSENT AGENDA)



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

5.A.1

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: LCDC Presentations

LCDC INFORMATION ITEM (ID # 4839)

DOC ID: 4839



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

5.A.2

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: LCDC Public Hearings

LCDC PUBLIC HEARING (ID # 4840)

DOC ID: 4840

Subject: Public Hearing on FY 21 LCDC Budget and LCDC Community Development Capital Improvement Program

Background: Section 505.159 of the Local Government Code requires type B corporations to hold at least one public hearing prior to the expenditure of funds.

The administration recommends holding a public hearing regarding the possible expenditure of funds for the following:

- (1) FY21 LCDC Budget
- (2) FY21 LCDC Community Development Capital Improvement Program (CDCIP)

Funding Source: N/A



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

5.A.3

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: Budget Items

LCDC CORPORATION ACTION (ID # 4842)

DOC ID: 4842

Subject: FY21 LCDC Budget

Background: The proposed FY21 LCDC budget includes \$1,016,500 in revenue and \$1,223,224 in expenditures. The FY21 budget proposes to use \$206,724 in fund balance in order to fund the following projects:

- 1 - Liberty Square - Engineering & Topographical Surveying
- 2 - Funds for Airport Local Match (Pavement and Taxiway Rehabilitation)

The proposed FY21 Budget is attached for your review.

Funding Source: N/A

Staff Recommendation: N/A

LCDC PROPOSED BUDGET FOR FY21Revenues

Sales Tax Revenue	\$ 1,000,000.00
Interest Income	\$ 16,000.00
Interest Income - Debt Service	\$ 500.00
Total Revenue	\$ 1,016,500.00

Charges & Services

Maintenance Website	\$ 7,500.00
Marketing & Advertising	\$ 32,000.00
Office Supplies	\$ 600.00
Miscellaneous	\$ 500.00
Travel & Training	\$ 10,000.00
Dues & Memberships	\$ 1,200.00
Legal Fees	\$ 5,000.00
Liberty Square - Engineering Fees	\$ 180,000.00

Other

Fire Department Tanker	\$ 35,850.00
Business Incentives - Façade	\$ 75,000.00

Debt Service

Interest Series 2014	\$ 105,000.00
Principal Series 2014	\$ 130,000.00
Admin Fees Series 2014	\$ 750.00

Transfers

Transfer to Airport Fund	\$ 84,000.00
Transfer to General Fund	\$ 171,100.00
Transfer to Golf Course Fund	\$ 384,724.00
Total Expenses	\$ 1,223,224.00

Beginning Fund Balance 10-01-2020	\$ 2,572,829.14
Use of Fund Balance in FY 21	\$ (206,724.00)
Ending Fund Balance 09-30-2021	\$ 2,366,105.14

**MARK WHITELEY & ASSOCIATES**

CIVIL ENGINEERING | LAND SURVEYING | PIPELINE INTEGRITY
3250 EASTEX FWY, BEAUMONT, TEXAS 77703

11 June 2020

City of Liberty
1829 Sam Houston
Liberty, TX 77575

ATTN: Tom Warner
City Manager

REF: Professional Services Proposal
Downtown Sidewalk Improvements

Dear Mr. Warner:

Thank you for the opportunity to assist you and the City of Liberty in regards to the proposed downtown sidewalk improvements. It is our understanding that the City is considering to undertake this project in a single phase of development for the limits shown on the attached image. As such, after reviewing the limits of work provided by your office, we propose a fee in the amount of \$180,000 to perform the required services for all city blocks identified. This cost includes performing a topographic survey of the existing sidewalks, and preparation of construction plans and contract documents consistent with those recently prepared by our office.

Thank you for the opportunity to present this proposal. We can begin on this project upon your notice to proceed. If you have any questions, please call.

Sincerely,

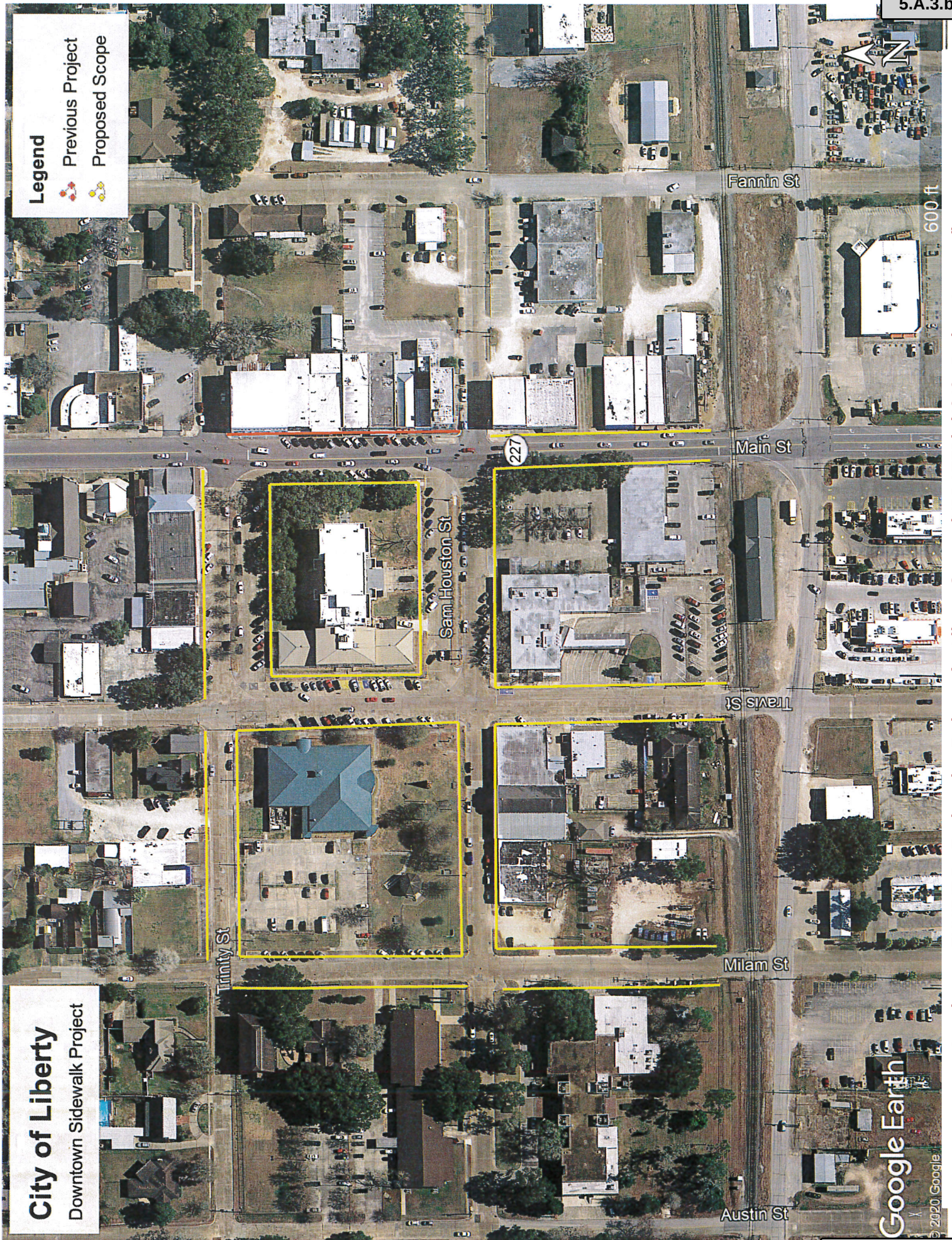
Zachary Rowe
Vice President

City of Liberty

Downtown Sidewalk Project

Legend

- Previous Project
- Proposed Scope



TxDOT AVIATION
PROJECT COST ESTIMATE

5.A.3.c

AIRPORT: Liberty Municipal

DATE: 1/24/2020

BY: HL

ITEM	ITEM DESCRIPTION	AREA	AMOUNT
1	Surface Treat & Mark Runway 16-34	3,801'x75'	\$350,000
2	Surface Treat & Mark Taxiway	18,250 SY	\$200,000
3	Surface Treat & Mark Apron	9,650 SY	\$100,000
4	Surface Treat & Mark HATs	5,500 SY	\$60,000

CONSTRUCTION TOTAL:	\$710,000
ENGINEERING TOTAL:	\$30,000
CADMIN, RPR, TESTING, CONTINGENCY:	\$100,000
TOTAL PROJECT COST:	\$840,000

Attachment: EXHIBIT C - Liberty PCE (4842 : Budget Approval)



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

5.A.4

Meeting: 07/21/20 06:00 PM

Department: Administration
Category: LCDC Financial Issues

LCDC CORPORATION ACTION (ID # 4841)

DOC ID: 4841

Subject: LCDC Capital Improvement Program (CDCIP)

Background: Article IV, Section 5 of the LCDC Bylaws state that "The Board shall develop a Community Development Capital Improvement Program (the "CDCIP"), including maintenance and operation costs thereof, for the City which shall include and set forth short and long term goals" The Bylaws further state that "The Board shall review and update the CDCIP once a year to ensure the plan is up to date with current community needs and is capable of meeting the City's community development needs."

The proposed FY 2020-2021 CDCIP is attached for your review.

Funding Source: N/A

Staff Recommendation: Approval of the FY 2020-2021 CDCIP

FY2021 BUDGET: OCTOBER 1, 2020 – SEPTEMBER 30, 2021
LIBERTY COMMUNITY DEVELOPMENT CORPORATION
COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM

Article IV Section 5 of the Bylaws of the Liberty Community Development Corporation (LCDC) calls for the Board to develop a combined Community Development Capital Improvement Program (the “CDCIP”). The program shall be updated once a year to “ensure the plan is up to date with current community needs and is capable of meeting the City’s community development needs.”

The Bylaws further state that the Board shall conduct a public hearing prior to updating the CDCIP.

Projects for Consideration – Economic & Business Development

Est. Construction Cost

Development of Rail Spur

This project will provide for the purchase and/or development of a rail spur that could be used to assist industry in South Liberty County.

Development of Industrial Business Park

This project will provide for the development of a 200-500 acre Industrial business park within the City of Liberty. An industrial park will offer shovel-ready sites for companies looking at building and/or build-to-suit options. Industrial parks are fully served by utilities and internet and allow for the concentration of similarly situated light or heavy industrial operations that require large acreage.

Economic Development Strategic Plan

An economic development strategic plan will help the Liberty Community Development Corporation and the City of Liberty develop goals and priorities, target specific industries and plan for future growth related to economic growth and development.

Projects for Consideration – Community Development

Airport - Update Liberty Municipal Airport Development Plan

The City of Liberty, working in conjunction with the TxDot Aviation Division – hired Garver, LLC to complete an airport development plan (ADP) for the Liberty Municipal Airport. The final report of the ADP was delivered to city staff in August 2013. This project will update the ADP, which will provide for planned improvements to the airport, along with construction estimates for those improvements as well as potential

state and federal funding sources for the improvements.

Airport – Runway Extension [1]

\$131,000

This project will provide for an extension of the runway at the Liberty Municipal Airport from 3,801 feet to 5,000 feet. Extending the airport to 5,000 feet will provide more opportunities for larger aircraft to utilize the airport.

Citywide Wayfinding Signage

\$200,000

This project will provide for the purchase and citywide installation of wayfinding signs for city landmarks and tourist attractions.

Downtown - Master Plan

This project will provide for the commission of a downtown master plan that city staff and LCDC can use to guide business development and marketing in the downtown area.

Expansion and Improvement of Fire Department Substation

In September 2011, LCDC awarded a bid to Target Contracting for construction of a three bay six-door Fire Department Substation. This project would expand the Fire Department Substation by adding restrooms, kitchen, sleeping and common areas, office space and other areas necessary to convert the Fire Department Substation into Fire Station #2.

Liberty Square – Electrical Improvements

\$309,000

This project calls for burying all electrical lines, where feasible, in the downtown area.

Liberty Square – Sidewalk Engineering

\$180,000

This project calls for the topographic surveying, engineering, and design of sidewalk improvements in the downtown area.

Update Hotel Study

\$12,000

This project will provide an update to the 2012 Hotel Study. This study will be used to assist in the recruitment of an interior-corridor hotel to the City of Liberty.

[1] Represents local match. 90/10 funding from TXDOT.