



The City of Liberty
Liberty Community Development Corporation

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

Meeting
~ Agenda ~

April Gilliland
City Secretary
936-336-3684

Tuesday, August 17, 2021

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

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.

III. PRESENTATIONS / REPORTS

A. LCDC Information Item (ID # 5182)

General Manager's Report - T. Warner- Projects and Activities - Business Facade Grant, Completed Projects, Construction Projects, Upcoming Projects, Golf Course Renovations, Downtown Sidewalk Project, and Airport.

- LCDC General Manager's Report August 17 2021 (DOCX)

B. LCDC Information Item (ID # 5183)

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

- LCDC JUNE FINANCIAL SHEET (PDF)
- LCDC JUNE BALANCE SHEET (PDF)

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 20, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Corporation Action (ID # 5179)

Consider approving changes to the Business Façade Grant Program.

- EXHIBIT A - Façade Improvement Grant - Revised Program Guidelines (DOCX)

2. LCDC Public Hearing (ID # 5178)

Public Hearing on the potential expenditure of funds for various projects included in the Liberty Community Development Corporation Proposed FY 2021-2022 Budget and in the Community Development Capital Improvement Program (CDCIP).

3. LCDC Corporation Action (ID # 5180)

Consider approval of the Liberty Community Development Budget for Fiscal Year 2021-2022.

- EXHIBIT A - LCDC FY22 Budget (PDF)

4. LCDC Corporation Action (ID # 5181)

Consider approval of the Liberty Community Development Corporation Fiscal Year 2021-2022 Community Development Capital Improvement Program (CDCIP).

- EXHIBIT A - FY22 LCDC CDCIP (PDF)

VI. ADJOURNMENT

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 13th day of August, 2021 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.

April Gilliland

April Gilliland, 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 Corporation 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 LCDC Board of Directors was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2021.



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

3.A

Meeting: 08/17/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5182)

DOC ID: 5182

Subject: General Manager's Report - Projects and Activities

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

To: Liberty Community Development Corporation Board of Directors

From: Tom Warner, General Manager

Date: August 17, 2021

Re: General Manager's Report

1. In the FY21 budget, the LCDC Board of Directors approved \$75,000 for the downtown facade grant program. Since that time, the board has approved the following grants:
 - a. Frank Biehunko (\$19,888.25)
 - b. Rodger's Pharmacy (\$4,562.50)
 - c. Craig and Katie Russell (\$20,000)
 - d. Kesha Pickney (\$12,012.50)

There is still \$18,536.75 available to fund additional grants. Businesses on Main Street are now eligible to participate in the grant program.
2. Recently Completed Projects
 - a. Burkes Outlet Buildout (2323 N. Main) – Ribbon Cutting held on July 22nd
 - b. McDonalds – Interior Remodel (1923 US 90)
 - c. K3 Designs (2818 N. Main) – Ribbon Cutting held on August 10th
3. Projects Under Construction:
 - a. Sleep Inn Hotel (1023 N. Main)
 - b. Fuel Maxx (1025 N. Main)
 - c. 7-Eleven (2000 US 90)
 - d. County Court at Law #2 – Interior Remodel (1923 Sam Houston)
 - e. Sheriff's Office and Precinct 3 Annex (5000 Highway 146)
 - f. Lakeland Apartments – Interior Remodel (2704 N. Main)
 - g. Shelly Knapp, CPA – Interior Remodel (1809 Grand)
 - h. Marco's Pizza (2139 Highway 146, Suite 100)
 - i. Family Dollar – Freezer/Cooler Installation (1017 N. Main)
 - j. Divine Integrity Buildout (1211 N. Main)
4. Upcoming Projects
 - a. Tractor Supply Interior Remodel – *Plans are currently under review*
 - b. Firm Foundations (2708 Jefferson Drive) – *Plans are currently under review*
 - c. John Deere (2210 Highway 90 E) – *Plans are currently under review*
 - d. NSC (317 Industrial) – *Plans are currently under review*
5. The owner of dream furniture has purchased the Golden's Furniture building at 2212 N. Main with plans to renovate and occupy the space as a second Dream Furniture location.
6. Golf Course Renovation: The golf course officially closed on April 5 for renovations and substantial completion of the project is expected by September 30. The course re-opening

is tentatively scheduled for mid-November. On April 13, City Council approved a lease agreement with Scott Neal to have Mr. Neal operate a restaurant at the clubhouse.

7. On May 11th, the Liberty City Council authorized the City Manager to submit a grant application to the Texas Department of Transportation 2021 Transportation Alternatives Set-Aside Program (LCDC provided funding for the engineering services in their FY21 budget). The program provides grant funds that can be used to pay for sidewalk improvements. If awarded, staff expects to use the grant funds to fund construction of the downtown brick sidewalk project. The deadline to submit an application is June 14. A list of conditionally approved projects will be posted by TxDOT in October 2021.
8. On April 20, LCDC approved an agreement with Strand Associates for engineering services related to the development of two (2) 10-unit t-hangars at the airport. City Council ratified the expenditure on May 11. The contract with Strand Associates has been signed and engineering work is expected to be complete on or before February 28, 2022.



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

3.B

Meeting: 08/17/21 06:00 PM

Department: Administration
Category: LCDC Reports

LCDC INFORMATION ITEM (ID # 5183)

DOC ID: 5183

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.

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2021

21 -LIBERTY COMM. DEV. CORP.

FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>						
	ALL REVENUE	1,278,230.00	101,172.15	862,804.05	67.50	415,425.95
	*** FUND TOTAL REVENUE ***	1,278,230.00	101,172.15	862,804.05	67.50	415,425.95
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,576,373.00	3,827.37	537,690.08	34.11	1,038,682.92
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,576,373.00	3,827.37	537,690.08	34.11	1,038,682.92
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	(298,143.00)	97,344.78	325,113.97	109.05-	(623,256.97)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2021

21 -LIBERTY COMM. DEV. CORP.

REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ALL REVENUE</u>						
321-0101	SALES TAX REVENUE	1,000,000.00	98,829.18	844,282.47	84.43	155,717.53
321-0110	INTEREST INCOME	16,000.00	2,342.97	18,521.58	115.76	(2,521.58)
321-0111	INTEREST INCOME DEBT SERVICE	500.00	0.00	0.00	0.00	500.00
321-2120	TRANSFER IN FROM FUND BALANCE	261,730.00	0.00	0.00	0.00	261,730.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,278,230.00	101,172.15	862,804.05	67.50	415,425.95
		=====	=====	=====	=====	=====

Attachment: LCDC JUNE FINANCIAL SHEET (5183 : Finance Report)

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2021

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>3-CHARGES & SERVICES</u>						
421-307	MAINTENANCE WEBSITE	7,500.00	0.00	2,310.00	30.80	5,190.00
421-309	MARKETING & ADVERTISING	32,000.00	0.00	17,095.00	53.42	14,905.00
421-311	OFFICE SUPPLIES	600.00	0.00	0.00	0.00	600.00
421-313	MISCELLANEOUS	500.00	0.00	0.00	0.00	500.00
421-314	TRAVEL & TRAINING	10,000.00	0.00	0.00	0.00	10,000.00
421-315	DUES & MEMBERSHIPS	1,200.00	525.00	980.00	81.67	220.00
421-319	LEGAL FEES	5,000.00	315.00	900.00	18.00	4,100.00
421-322	PRELIMINARY ENGINEERING FEES	180,000.00	0.00	126,000.00	70.00	54,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		236,800.00	840.00	147,285.00	62.20	89,515.00
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	35,850.00	2,987.37	26,886.33	75.00	8,963.67
421-417	AIRPORT PROJECT	204,500.00	0.00	0.00	0.00	204,500.00
421-423	BUSINESS INCENTIVES FACADE	75,000.00	0.00	4,562.50	6.08	70,437.50
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		315,350.00	2,987.37	31,448.83	9.97	283,901.17
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	105,000.00	0.00	48,456.25	46.15	56,543.75
421-620	PRINCIPAL SERIES 2014	130,000.00	0.00	135,000.00	103.85	(5,000.00)
421-621	ADMIN FEES SERIES 2014	750.00	0.00	500.00	66.67	250.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		235,750.00	0.00	183,956.25	78.03	51,793.75
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	166,500.00	0.00	0.00	0.00	166,500.00
421-730	TRANSFER TO GENERAL FUND	171,100.00	0.00	0.00	0.00	171,100.00
421-732	TRANSFER TO GOLF COURSE	450,873.00	0.00	175,000.00	38.81	275,873.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		788,473.00	0.00	175,000.00	22.19	613,473.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,576,373.00	3,827.37	537,690.08	34.11	1,038,682.92
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,576,373.00	3,827.37	537,690.08	34.11	1,038,682.92

Attachment: LCDC JUNE FINANCIAL SHEET (5183 : Finance Report)

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2021

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
		=====	=====	=====	=====	=====
EXCESS REVENUES/EXPENDITURES		(298,143.00)	97,344.78	325,113.97	0.00	(623,256.97)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

3.B.b

AS OF: JUNE 30TH, 2021

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
21-1-2110	CASH	2,882,792.46
21-1-2199	DUE FROM GBG FOR SALES TAX	1,686.61
21-1-2500	DUE FROM STATE	<u>213,490.66</u>
		<u>3,097,969.73</u>
TOTAL ASSETS		3,097,969.73
		=====
LIABILITIES & EQUITY		
=====		
21-2-0880	FB-INTEREST INCOME	2,317.52
21-2-1111	ENCUMBRANCE	(787,145.70)
21-2-1112	RESERVE FOR ENCUMBRANCE	787,145.70
21-2-1113	PRIOR YEAR ENCUMBRANCE	269,273.70
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(269,273.70)
21-2-2180	FUND BALANCE	<u>2,770,538.24</u>
TOTAL LIABILITIES & EQUITY		<u>2,772,855.76</u>
TOTAL REVENUE		862,804.05
TOTAL EXPENSES		<u>537,690.08</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		325,113.97
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		<u>325,113.97</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		3,097,969.73
		=====

Attachment: LCDC JUNE BALANCE SHEET (5183 : Finance Report)



The City of Liberty

Liberty Community Development Corporation

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

Meeting

~ Minutes ~

April Gilliland
City Secretary
936-336-3684

Tuesday, July 20, 2021

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

The meeting was called to order on July 20, 2021 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:00 PM by Vice-President Barbara Norwood.

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	City Manager	Present	
Naomi Herrington	Assistant City Manager / CFO	Present	
Chris Jarmon	Assistant City Manager	Present	
Brandon Davis	City Attorney	Present	
April Gilliland	City Secretary	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.

Vice-President Norwood welcomed guests and visitors in attendance, 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 # 5162)

General Manager's Report - T. Warner- Projects and Activities - Business Facade Grant update, Projects under Construction, Upcoming Projects, Golf Course, AWOS, Sidewalk Project, and Airport

COMMENTS - Current Meeting:

General Manager Tom Warner reviewed the various City Projects as listed:

- Business Façade Grant Update
- Commercial Projects
- Downtown Sidewalk Project
- Golf Course
- AWOS
- Airport

ATTACHMENTS:

- LCDC General Manager's Report July 20 2021 (DOCX)

B. LCDC Information Item (ID # 5163)

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

COMMENTS - Current Meeting:

Assistant City Manager / CFO Naomi Herrington reported on the Corporation financials through May 2021.

ATTACHMENTS:

- LCDC Financials May 2021 (PDF)
- LCDC Balance Sheet May 2021 (PDF)

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:	Kathrine McCarty, Secretary
SECONDER:	Michael Dorsett Jr, Board Member
AYES:	Beasley, Norwood, McCarty, VanDeventer, Hebert, Dorsett Jr
ABSENT:	Mark Campbell

A. Minutes Approval

1. Tuesday, June 15, 2021

V. REGULAR AGENDA

A. Regular Session

1. LCDC Information Item (ID # 5165)

Mr. Chad Finch will address the Liberty Community Development Corporation Board regarding the Business Facade Grant.

COMMENTS - Current Meeting:

Mr. Chad Finch addressed the LCDC Board in regards to 2208 Dr. MLK Dr. Mr. Finch has purchased the property at 2200 and 2208 Dr. MLK Dr. Mr. Finch has torn down the structure at 2200 and is requesting that LCDC expanding the Business Facade grant from the current area to a larger area or to business' citywide. His property is just outside the current business facade grant area and he would like to apply for assistance to upgrade the structure facade at 2208 Dr. MLK Dr.

ATTACHMENTS:

- Chad Finch Speaker Request (PDF)
- Chad Finch Request (PDF)

2. LCDC Corporation Action 2021-9

Consider awarding a Business Façade Improvement Grant to Kesha Pickney in the amount of \$12,012.50.

COMMENTS - Current Meeting:

Ms. Kesha Pickney owns the building that is located at 1211 N Main Street and is proposing to operate the facility as a transitional living center for youths ages 14 to 18. Ms. Pickney is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program.

Ms. Pickney has received two bids for her proposed project:

- 1 - Pick and Shovel Construction (\$29,525)
- 2 - Chicas Construction (\$43,887)

Ms. Pickney's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project.

The \$12,012.50 reimbursement will be made from the Business Façade Grant Improvement Program in LCDC's Operating Budget. Reimbursements are made after a project is complete.

A motion was made to approve the Business Façade Improvement Grant to Kesha Pickney for the property located at 1211 N. Main Street in the amount of \$12,012.50.

ATTACHMENTS:

- EXHIBIT A - Quote 1 (Kesha Pickney) (PDF)

- EXHIBIT B - Quote 2 (Keshia Pickney) (PDF)

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

B. Work Session

1. LCDC Work Session (ID # 5166)

Work session regarding a proposal from Tiffany York.

COMMENTS - Current Meeting:

Ms. Tiffany York presented to the LCDC Board her business model for her furniture restoration business at 723 Main Street. Ms. York discussed with LCDC the possibility of financial incentives. The LCDC Board members want to know what they can fund and cant fund under the law before making a final decision.

2. LCDC Work Session (ID # 5164)

Work Session to discuss the LCDC Fiscal Year 2021-2022 Budget and Community Development Capital Improvement Plan (CDCIP).

COMMENTS - Current Meeting:

LCDC Board of Directors held a work session to discuss the LCDC Fiscal Year 2021-2022 Budget and Community Development Capital Improvement Plan (CDCIP).

The Fiscal Year 2021-2022 LCDC budget and capital improvement plan is currently being developed. The work session was an opportunity for the LCDC Board to review and comment on the preliminary budget prior to final adoption in August.

City Manager Tom Warner presented the proposed Revenues and Expenditures for the 2021-2022 budget and discussed the Community Development Capital Improvement Program with the LCDC board.

ATTACHMENTS:

- EXHIBIT A - Proposed LCDC FY22 Budget (PDF)
- EXHIBIT B - FY22 LCDC CDCIP (PDF)

VI. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the LCDC Board of Directors, Vice-President Norwood adjourned the meeting at 7:00 p.m.

Barbara Norwood, Vice President

ATTEST:

Kathrine McCarty, Board Secretary

Minutes Acceptance: Minutes of Jul 20, 2021 6:00 PM (Minutes Approval)



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

5.A.1

Meeting: 08/17/21 06:00 PM

Department: Administration
Category: Grant Related Issues

LCDC CORPORATION ACTION (ID # 5179)

DOC ID: 5179

Subject: LCDC Business Façade Grant Program

Background: On July 20, 2021, LCDC discussed changes to the business façade improvement grant program. During that meeting there was consensus to make the program city-wide, leave the max grant at \$20,000 per fiscal year and have the program operate on a first-come, first-served basis.

The proposed changes to the grant program will make the program available on a citywide basis to all commercial businesses.

Funding Source: n/a

Staff Recommendation: Staff recommends approval of the changes to the Business Façade Improvement Grant Program.

Commercial Business Facade Improvement Grant Program Guidelines

Preamble

The Liberty Community Development Corporation (LCDC) is committed to preserving, improving and beautifying the City of Liberty. LCDC is pleased to offer a facade improvement grant program to help businesses make exterior improvements to their property. This program is designed to improve aesthetic qualities and promote or develop business enterprises in the City of Liberty, ~~particularly in the downtown area and on Highway 227 (Main Street).~~

Areas Eligible For Participation

All commercial businesses within the Liberty city limits are eligible to participate in the business façade improvement grant program.

~~Area 1: Downtown Liberty – Commercial businesses in Liberty, Texas located between (1) Martin Luther King, Jr. Drive and Grand Ave and between (2) Milam St and San Jacinto St.~~

~~Area 2: Main Street / Highway 227 – Commercial businesses in Liberty, Texas located on Main Street from Grand Ave heading north to the northern city limits.~~

Program Guidelines

- All applications are reviewed on a first-come first-served basis and approved subject to the availability of funding.
- Businesses must submit an application for assistance to the Liberty Community Development Corporation prior to beginning any exterior work in order to be eligible for this grant program. Applications must include, at a minimum, a written description of the project, a list of proposed improvements, the estimated cost of the proposed improvements, and photos showing the current condition of the exterior.
- All work must start within one-hundred and eighty (180) days of an application being approved and must be complete within one (1) year.
- Projects must have a minimum estimated cost of \$3,000 in order to be considered for the facade grant program.
- Applicants must receive at least two (2) bids of estimated construction costs.
- Businesses must comply with all applicable City Ordinances, Building Codes, and Americans with Disabilities Act Guidelines.
- Businesses must pull permits when required.
- Facade improvements should attempt to maintain the historic character of the building being improved.

Maximum Award Amount

All downtown facade improvement grants are awarded on a *reimbursement basis* only. Commercial businesses may be eligible for a grant equal to 50% of the cost of facade improvements or renovations, up to an amount not to exceed \$20,000. Reimbursements will not be disbursed until *after completion* of the project.

Eligibility

All businesses located within the City Limits Area 1 or Area 2 are eligible to participate in the facade improvement grant except the following:

- Businesses currently listed for sale;
- Businesses are eligible to receive multiple grants per year, as long as the total reimbursement does not exceed \$20,000 ~~one (1) grant~~ per fiscal year;
- Businesses that are in arrears for property taxes, city fees or are in litigation with the City of Liberty;
- Owners that sell their business property within two (2) years of receiving a facade improvement grant will be required to repay their grant award upon closing
- Residential buildings (single family detached homes, etc.) are not eligible to participate in this program

Business owners who lease property, must have permission from the property owner to participate in the program.

Eligible and Ineligible Expenses

- Eligible expenses
 - Landscaping
 - Porches
 - Signage
 - Awnings or canopies
 - Windows
 - Doors
 - Facade improvements (painting, brick repair, etc.)
 - Exterior Lighting
 - Parking Lot or Sidewalk Improvements
 - Driveway (repairs must be concrete)
 - Professional or consulting fees associated with the facade renovation or improvement
- Ineligible expenses
 - Interior renovations
 - The purchase of equipment or machinery used in the business
 - Payroll expenses
 - New construction
 - Permitting Fees

Approvals

- All applications for assistance under this program must be approved by the Liberty Community Development Corporation (LCDC) Board of Directors.

Contact Information

- For more information, please contact the Assistant City Manager for Economic & Community Development at 936-334-7118 or cjarmon@cityofliberty.org.



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

5.A.2

Meeting: 08/17/21 06:00 PM

Department: Administration
Category: LCDC Public Hearings

LCDC PUBLIC HEARING (ID # 5178)

DOC ID: 5178

Subject: Public Hearing on FY 22 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) FY22 LCDC Budget
- (2) FY22 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: 08/17/21 06:00 PM

Department: Administration
Category: Budget Items

LCDC CORPORATION ACTION (ID # 5180)

DOC ID: 5180

Subject: FY22 LCDC Budget

Background: The proposed FY22 LCDC budget includes \$1,306,885 in revenue and \$1,306,885 in expenditures. The FY22 budget proposes to use \$290,385 in fund balance in order to fund the following projects:

Staff is recommending one change to the budget that was presented on July 20, 2021:

Proposed Budget 07-20-21:

- \$100,000 = Façade Grant
- \$500 = Miscellaneous

Proposed Budget 08-13-21:

- \$88,000 = Façade Grant
- \$12,500 = Miscellaneous

The transfer of \$12,000 from the façade grant to miscellaneous is necessary to fund an update to the city's 2012 hotel market study. The updated hotel study will be used to assist in the recruitment of an additional interior corridor hotel.

The proposed FY22 Budget is attached for your review.

Funding Source: N/A

Staff Recommendation: Staff recommends approval of the Fiscal Year 2021-2022 Budget.

LCDC			3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	CURRENT	Y-T-D	PROJECTED	PROPOSED
Revenue									
21	321-0101	SALES TAX REVENUE	1,003,525.60	1,030,428.13	1,114,656.70	1,000,000.00	636,381.79	1,085,000.00	1,000,000.00
21	321-0110	INTEREST INCOME	9,879.85	9,257.94	24,014.77	16,000.00	11,616.32	25,000.00	16,500.00
21	321-0111	INTEREST INCOME DEBT SERVICE	1,054.56	0.00	0.00	500.00	0.00	0.00	0.00
21	321-0117	WASTEWATER EXTENSION REVENUE	0.00	42,100.00	13,763.90	0.00	0.00	0.00	0.00
21	321-2106	TRANSFER IN FROM OTHER FUNDS	231,381.64	0.00	34,633.50	0.00	0.00	0.00	0.00
21	321-2120	TRANSFER IN FROM FUND BALANCE	0.00	0.00	0.00	261,730.00	0.00	93,700.00	290,385.00
			1,245,841.65	1,081,786.07	1,187,068.87	1,278,230.00	647,998.11	1,203,700.00	1,306,885.00
			3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	CURRENT	Y-T-D	PROJECTED	PROPOSED
Expense									
21	421-307	MAINTENANCE WEBSITE	0.00	6,727.31	12,615.66	7,500.00	2,310.00	7,500.00	7,500.00
21	421-308	PROFESSIONAL DEVELOPMENT	24,421.00	4,359.28	0.00	0.00	0.00	0.00	0.00
21	421-309	MARKETING & ADVERTISING	0.00	12,818.10	28,984.00	32,000.00	15,900.00	32,000.00	32,000.00
21	421-310	LEVEE MAINT.	0.00	44,849.74	0.00	0.00	0.00	0.00	0.00
21	421-311	OFFICE SUPPLIES	587.77	0.00	0.00	600.00	0.00	0.00	0.00
21	421-313	MISCELLANEOUS	630.62	875.00	9,471.81	500.00	0.00	0.00	12,500.00
21	421-314	TRAVEL & TRAINING	1,793.45	0.00	670.54	10,000.00	0.00	0.00	5,000.00
21	421-315	DUES & MEMBERSHIPS	0.00	989.17	985.83	1,200.00	455.00	500.00	1,500.00
21	421-319	LEGAL FEES	7,582.00	4,775.00	3,146.39	5,000.00	450.00	3,500.00	5,000.00
21	421-322	PRELIMINARY ENGINEERING FEES	2,065.30	10,000.00	27,568.00	180,000.00	108,000.00	180,000.00	0.00
21	421-404	CONTINGENCY	3,860.10	3,595.90	0.00	0.00	0.00	0.00	0.00
21	421-406	CONTRACTOR MOWING SERVICES	1,660.00	1,960.00	160.00	0.00	0.00	0.00	0.00
21	421-410	WCID#5 NRCS GRANT MANAGEMENT	6,494.30	0.00	0.00	0.00	0.00	0.00	0.00
21	421-411	WCID#5 NRCS PROJECT ENGINEERIN	66,785.00	0.00	0.00	0.00	0.00	0.00	0.00
21	421-412	WCID#5 NRCS PROJECT CONSTRUCTI	139,893.56	0.00	0.00	0.00	0.00	0.00	0.00
21	421-416	FIRE DEPARTMENT TANKER	0.00	0.00	0.00	35,850.00	11,949.48	35,850.00	35,850.00
21	421-417	AIRPORT PROJECT	0.00	0.00	0.00	204,500.00	0.00	0.00	0.00
21	421-419	SEWER LINE EXTENSION	0.00	393,432.23	3,500.00	0.00	0.00	0.00	0.00
21	421-421	SLOPE MOWER	0.00	74,388.40	0.00	0.00	0.00	0.00	0.00
21	421-423	BUSINESS INCENTIVES FACADE	0.00	0.00	47,375.00	75,000.00	44,450.75	75,000.00	88,000.00
21	421-619	INTEREST SERIES 2014	107,887.50	0.00	0.00	105,000.00	48,456.25	105,000.00	105,000.00
21	421-620	PRINCIPAL SERIES 2014	125,000.00	0.00	0.00	130,000.00	135,000.00	135,000.00	135,000.00
21	421-621	ADMIN FEES SERIES 2014	0.00	0.00	0.00	750.00	500.00	750.00	750.00
21	421-624	INTEREST ON HGAC LOAN	17,205.76	16,446.23	15,655.75	0.00	0.00	0.00	0.00
21	421-625	PRINCIPAL ON HGAC LOAN	18,642.68	19,402.21	20,192.69	0.00	0.00	0.00	0.00
21	421-710	TRANSFER TO DEBT SERVICE	231,381.64	234,062.50	229,512.50	0.00	0.00	0.00	0.00
21	421-728	TRANSFER TO AIRPORT FUND	0.00	4,155.68	0.00	84,000.00	0.00	82,500.00	288,500.00
21	421-730	TRANSFER TO GENERAL FUND	454,427.76	110,589.60	171,100.00	171,100.00	0.00	171,100.00	171,100.00
21	421-732	TRANSFER TO GOLF COURSE	526,294.25	404,302.00	318,000.00	450,873.00	175,000.00	375,000.00	357,785.00
21	421-733	TRANSFER TO FLEET FUND	0.00	0.00	0.00	0.00	0.00	0.00	61,400.00
			1,736,612.69	1,347,728.35	888,938.17	1,493,873.00	542,471.48	1,203,700.00	1,306,885.00



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

5.A.4

Meeting: 08/17/21 06:00 PM

Department: Administration
Category: LCDC Financial Issues

LCDC CORPORATION ACTION (ID # 5181)

DOC ID: 5181

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.”

Staff is recommending that the board fund two projects out of the CDCIP:

1. Local match for runway/taxiway rehabilitation project
2. Hotel market study update

The proposed FY 2021-2022 CDCIP is attached for your review.

Funding Source: N/A

Staff Recommendation: Staff recommends approval of the Fiscal Year 2021-2022 CDCIP

FY2022 BUDGET: OCTOBER 1, 2021 – SEPTEMBER 30, 2022
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 Funding

Airport – Runway and Taxiway Rehabilitation [1] ***\$288,500***

This project will rehabilitate the runway and taxiway at the airport.
The funding amount represents the city’s 10% local match.

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.

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 – Airport**Runway Extension [2]****\$171,000**

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. The funding amount represents the city's 10% local match.

T-Hangar Foundation and Building Construction**\$1,500,000**

This project calls for the construction of foundations and structures for two (2) ten-unit t-hangars at the Liberty Municipal Airport. LCDC provided funding for engineering services in FY21.

T-Hangar Roof Repair**\$165,000**

This project will replace the roofs of the twenty city-owned t-hangars at the Liberty Municipal Airport.

Update Airport Layout Plan (ALP)

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.

Wildlife Study**\$45,000**

This project will conduct a wildlife study at the airport to determine the type of wildlife intruding on the airport and the type of fencing necessary to prevent those intrusions.

Projects for Consideration – Community Development**Citywide Wayfinding Signage****\$206,000**

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.

Liberty Square – Electrical Improvements**\$318,270**

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

Liberty Square – Sidewalk Improvements\$2,492,242

This project calls for the rehabilitation of sixteen (16) blocks of dilapidated sidewalks in the downtown area. The project will include the installation of ADA ramps at intersections and driveways and add decorative lighting. The cost includes \$2,287,424 for construction and \$205,000 for construction management.

[1] Amount represents the city's 10% local match. 90/10 funding from TXDOT.

[2] Amount represents the city's 10% local match. 90/10 funding from TXDOT.