The City of Liberty

Liberty Community Development Corporation

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

April Gilliland
City Secretary
936-336-3684

Meeting

~ Agenda ~

Tuesday, August 16, 2022 **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

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood				
Vice-President Michael Dorsett Jr.				
Secretary Kathrine McCarty				
Board Member Mark Campbell				
Board Member Dan VanDeventer				
Board Member Marsha LaFour				
Board Member Betty Runkle				

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 citizens' 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. General Manager's Report -Topics include Facade Grant Program, projects, permits issued and golf course.

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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. July 21, 2022

V. REGULAR AGENDA

A. Regular Session

1. Conduct a public hearing regarding the possible expenditure of funds - Economic development agreement with Timberline Products

2. Consider and take action authorizing the General Manager to negotiate and execute an economic development agreement with Timberline Products.

3. Public Hearing on Fiscal Year 2022-2023 (FY 2023) Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

4. Consider approval of the Fiscal Year 2022-2023 LCDC Budget

5. Consider approval of the Liberty Community Development Corporation Fiscal Year 2022-2023 Community Development Capital Improvement Program (CDCIP).

VI. ADJOURNMENT

A. Motion To: Adjourn

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 12th day of August, 2022 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 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 ____________, _____.

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: General Manager's Report -Topics include Facade Grant Program, projects, permits issued and golf course.

Department: Community Development

Subject: General Manager's Report

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 the Corporation's business.

- In the FY22 budget, the LCDC Board of Directors approved $88,000 for the business facade grant program. Since that time, the board has approved seven (7) grants worth $69,439.01. There is still $18,560.99 available to fund additional grants. Grants were awarded to the following businesses:
    - Liberty County Chamber of Commerce ($6,365.10); Not Paid
    - SwampSmoke, LLC (11,742.50); Paid
    - Tracy Williams ($20,000.00); Paid
    - Milton Fregia ($10,187.32)
        - Parking Lot, Sign, Mural; Paid
        - Lighting, Painting; Not Paid
    - Frank Biehunko ($5,192.50); Paid
    - Brandon Smith ($14,651.59) Not Paid
    - Cynthia Smith ($1,300.00); Paid

- Projects Under Construction – New Construction and Additions
    - Sleep Inn Hotel – New Build (1023 N. Main)
    - Food Truck Park – New Build (1021 N Main)
    - Precinct 3 Annex – New Build (5301 Highway 146 N)
    - Sheriff's Office – New Build (5345 Highway 146 N)
    - Office Building – New Build (1811 Grand)
    - Liberty Municipal Golf Course – Restroom Installation (100 Magnolia Ridge)
    - KJ Chemical – Installation of detention pond, concrete pavement and industrial equipment (4003 Beaumont)

- Projects Under Construction – Renovations and Remodels

- Tri-County Behavioral Health – Interior Remodel (2000 Panther Lane)
- Lee College – Interior Remodel to include cosmetology lab (1715 Highway 146)
- Maxx Self-Storage - Buildout (1021 N Main)
- Swamp Smoke BBQ - Buildout (2200 MLK)
- The Liberty House – Interior & Exterior Remodel (2208 MLK)
- Pueblos – Interior Remodel (906 Main)
- Los Panchos - Interior Remodel (2315 Highway 90)
- Liberty Municipal Library – Roof and Skylight Repair (1710 Sam Houston)
- Shops at Liberty – Interior Buildout (2139 Highway 146 Bypass, Suite 200, 300, and 400)

- Upcoming Projects
  - Bail Bonds Office (2317 Beaumont) – *Plans are currently under review*
  - Cas Del Pablo (1110 Highway 90) – *Plans are currently under review*
  - Lakeland Self-Storage (1609 Lakeland) – *Plans are currently under review by WCID#5*
  - RV Park (700 Port Road) – *Plans are currently under review*
- The City has been notified that Aaron's intends to relocate from 1314 N Main (3,850 sf) to 2323 N Main (9,550 sf).
- Permits Issued:
  - Commercial Sign Permits have been issued for the following businesses: Templar Electric (924 MLK); Fregia Insurance (1399 N Main), Liberty-Dayton RMC (1201 N Travis), and Los Ponchos (2315 Highway 90).

  - Commercial Certificate of Occupancy Permits were issued for the following businesses: Liberty-Dayton RMC (1201 N Travis) and Rustic Nutrition (1320 N Main).

  - A residential building permit was issued for a new house at 511 Lamar.

- The architect for the Golf Course has provided the contractor with a "punch list" of final items that need to be completed prior to the project being considered complete. All the sprigging has been completed on the fairways and the greens were sprigged on June 24. The tentative reopening date is scheduled for Tuesday, October 4, 2022.

- American Parking Control (APC) started on the golf course parking lot on Tuesday, August 2.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Finance Report

Department: Finance

Subject: Finance Report

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

Funding Source: n/a

Staff Recommendation: n/a

21 -LIBERTY COMM. DEV. CORP.

FINANCIAL SUMMARY

ACCT# ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUE SUMMARY					
ALL REVENUE	1,306,885.00	98,769.50	849,792.08	65.02	457,092.92
*** FUND TOTAL REVENUE ***	1,306,885.00	98,769.50	849,792.08	65.02	457,092.92
EXPENDITURE SUMMARY					
LIBERTY COMMUNITY DEV	1,346,885.00	6,323.44	546,042.62	40.54	800,842.38
*** FUND TOTAL EXPENDITURES ***	1,346,885.00	6,323.44	546,042.62	40.54	800,842.38
EXCESS REVENUES/EXPENDITURES	(40,000.00)	92,446.06	303,749.46	759.37-	(343,749.46)

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2022

21 -LIBERTY COMM. DEV. CORP.

REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
ALL REVENUE						
321-0101	SALES TAX REVENUE	1,000,000.00	96,534.07	832,667.57	83.27	167,332.43
321-0110	INTEREST INCOME	16,500.00	2,235.43	17,124.51	103.78	(624.51)
321-2120	TRANSFER IN FROM FUND BALANCE	290,385.00	0.00	0.00	0.00	290,385.00
*** FUND TOTAL REVENUE ***		1,306,885.00	98,769.50	849,792.08	65.02	457,092.92

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2022

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
3-CHARGES & SERVICES						
421-307	MAINTENANCE WEBSITE	7,500.00	155.94	2,581.44	34.42	4,918.56
421-309	MARKETING & ADVERTISING	32,000.00	0.00	22,690.00	70.91	9,310.00
421-313	MISCELLANEOUS	12,500.00	0.00	0.00	0.00	12,500.00
421-314	TRAVEL & TRAINING	5,000.00	0.00	5,022.26	100.45	(22.26)
421-315	DUES & MEMBERSHIPS	1,500.00	525.00	1,317.50	87.83	182.50
421-319	LEGAL FEES	5,000.00	450.00	2,610.00	52.20	2,390.00
** CATEGORY TOTAL **		63,500.00	1,130.94	34,221.20	53.89	29,278.80
4-OTHER						
421-416	FIRE DEPARTMENT TANKER	35,850.00	0.00	23,898.96	66.66	11,951.04
421-423	BUSINESS INCENTIVES FACADE	88,000.00	5,192.50	57,166.21	64.96	30,833.79
** CATEGORY TOTAL **		123,850.00	5,192.50	81,065.17	65.45	42,784.83
6-DEBT SERVICE						
421-619	INTEREST SERIES 2014	105,000.00	0.00	45,756.25	43.58	59,243.75
421-620	PRINCIPAL SERIES 2014	135,000.00	0.00	145,000.00	107.41	(10,000.00)
421-621	ADMIN FEES SERIES 2014	750.00	0.00	0.00	0.00	750.00
** CATEGORY TOTAL **		240,750.00	0.00	190,756.25	79.23	49,993.75
7-TRANSFERS						
421-728	TRANSFER TO AIRPORT FUND	328,500.00	0.00	40,000.00	12.18	288,500.00
421-730	TRANSFER TO GENERAL FUND	171,100.00	0.00	0.00	0.00	171,100.00
421-732	TRANSFER TO GOLF COURSE	357,785.00	0.00	200,000.00	55.90	157,785.00
421-733	TRANSFER TO FLEET FUND	61,400.00	0.00	0.00	0.00	61,400.00
** CATEGORY TOTAL **		918,785.00	0.00	240,000.00	26.12	678,785.00
** DEPARTMENT TOTAL **		1,346,885.00	6,323.44	546,042.62	40.54	800,842.38
*** FUND TOTAL EXPENDITURES ***		1,346,885.00	6,323.44	546,042.62	40.54	800,842.38
EXCESS REVENUES/EXPENDITURES		(40,000.00)	92,446.06	303,749.46	0.00	(343,749.46)

FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2022

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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*** END OF REPORT ***

BALANCE SHEET

AS OF: JUNE 30TH, 2022

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
21-1-2110	CASH	2,743,392.16		
21-1-2199	DUE FROM GBG FOR SALES TAX	3,354.57		
21-1-2500	DUE FROM STATE	180,636.05		
			2,927,382.78	
	TOTAL ASSETS			2,927,382.78
LIABILITIES & EQUITY				
21-2-1111	ENCUMBRANCE	(769,455.70)		
21-2-1112	RESERVE FOR ENCUMBRANCE	769,455.70		
21-2-1113	PRIOR YEAR ENCUMBRANCE	269,273.70		
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(269,273.70)		
21-2-2162	INTEREST PAYABLE	2,255.06		
21-2-2180	FUND BALANCE	2,621,378.26		
	TOTAL LIABILITIES & EQUITY		2,623,633.32	
	TOTAL REVENUE	849,792.08		
	TOTAL EXPENSES	546,042.62		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	303,749.46		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		303,749.46	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			2,927,382.78

The City of Liberty

Liberty Community Development Corporation

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

April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Thursday, July 21, 2022	6:00 PM	City Council Chambers

I. CALL TO ORDER

This meeting was called to order on July 21, 2022 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Barbara Norwood.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood	X			
Vice-President Michael Dorsett Jr.	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell	X			
Board Member Dan VanDeventer		X		
Board Member Marsha LaFour	X			
Board Member Betty Runkle	X			

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 citizens' 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.

President Norwood welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. Mrs. Martha Goodwin requested to speak to LCDC about saving Liberty's history.

III. PRESENTATIONS / REPORTS

A. General Manager’s Report -Topics include Facade Grant Program, Projects

Assistant City Manager Chris Jarmon reviewed the General Manager's report, discussing the following:

- FY22 Budget
- Recently Completed Projects
- Projects under Construction
- Upcoming Projects
- Municipal Airport
- Municipal Golf Course - Projected to open October 4 after renovations are completed

B. Finance Report

Assistant City Manager / Chief Financial Officer Naomi Herrington reported on the corporation's financials through May 31, 2022.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council 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 motion was made by Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Runkle. The motion passed 6 to 0 with Board Member VanDeventer being absent.

A. Minutes Approval

1. 06.21.2022 LCDC Minutes

V. REGULAR AGENDA

A. Regular Session

1. Consider awarding a grant to Cynthia Smith in the amount of $1,300 related to the Business Façade Improvement Grant Program.

Cynthia Smith owns the building located at 314 Main and operates The Liberty Gazette at that location. Ms. Smith is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program, which reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project. Ms. Smith has received two bids for her proposed project:

Exterior Painting:

1. Brock Construction = $4,285
2. Omar Ortiz = $2,600

LCDC’s proposed reimbursement is based on the lowest bid for each project.

A motion was made by Board Member Campbell to award a business facade improvement grant to Cynthia Smith in the amount of $1,300. The motion was seconded by Board Member LaFour. The motion passed 6 to 0, with Board Member VanDeventer being absent.

2. Consider awarding a grant to Timberline Products in the amount of $30,000 for various utility upgrades.

This item was discussed but was tabled to a further meeting date as advised by City Attorney Brandon Davis a Public Hearing must be held first before the board can hold a vote.

B. Work Session

1. FY 2022 - 2023 Proposed LCDC Budget Work Session

Assistant City Manager and CFO Naomi Herrington presented the budget presentation for the Proposed 2022-2023 Fiscal Year. Mrs. Herrington started the presentation with a recap of the 2021-2022 Fiscal Year. Then Mrs. Herrington went over the proposed 2022-2023 Fiscal Year Budget, talking about revenues down 11.5%, no transfer from the fund balance, and interest earned will increase. Mrs. Herrington did discuss the proposed revenues and expenditures in detail with the board members to conclude her presentation.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 7:11 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Conduct a public hearing regarding the possible expenditure of funds - Economic development agreement with Timberline Products

Department: Community Development

Subject: Economic Development

Background: Section 505.159 of the Local Government Code requires Type B Corporations to conduct at least one public hearing prior to the expenditure of funds for projects.

The proposed expenditure of funds is for the following:

(1) Economic development agreement with Timberline Products

Funding Source: n/a

Staff Recommendation: Staff recommends conducting a public hearing regarding the proposed expenditure of funds.

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Consider and take action authorizing the General Manager to negotiate and execute an economic development agreement with Timberline Products.

Department: Community Development

Subject: Economic Development

Background: Timberline Products plans to operate an antifreeze/coolant production and bottling facility at 3020 Beaumont. The business is being relocated from Coldspring to Liberty. Timberline Products plans to initially hire five (5) employees and up to twelve (12) employees once all systems are in full production. Office employees will make at least $10 per hour and warehouse employees will make at least $15 per hour. Timberline also plans to invest approximately $700,000 in new furniture, fixtures, equipment and utility upgrades.

In return, LCDC will provide reimbursements for utility upgrades. The total reimbursement for all items will not exceed $30,000. The work must be completed and invoices provided before any reimbursement is made.

This project was previously discussed with LCDC on July 21, 2022. If approved, the agreement will still need to be approved by the Liberty City Council.

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends authorizing the General Manager to execute an agreement with Timberline Products.

Liberty Community Development Corporation
Grant Application Program

RE: 3020 Beaumont Ave
Liberty, TX 77575

PROJECT DESCRIPTION

1) Build containment fields for all tanks.
2) Set processing equipment (3 Phase) capable of refining 2,000 gallons per day of crude glycols into refined glycols (including Glycerin) on West end of existing production building; equipment to include skid mounted distillation column, vacuum tank and cooling tower.
3) Add new 3 Phase power to West end of existing production building.
4) Extend existing 1 inch water line approximately 200 feet into West end of the production building to feed production equipment.
5) Extend existing 1 ½ inch gas line approximately 200 feet into West end of the production building to feed production equipment.
6) Set Centrifuge (3 Phase) designed to process 4,000 gallons per day of crude glycerin into refined glycerin.
7) Set antifreeze production line and bottling equipment in production building.
8) Bring multiple 240amp service lines approximately 150 feet from the existing service panel in the production building to the bottling equipment.
9) Add a new 2 inch water line (New Tap) from City water main to West end of the production building.
10) Add 2 inch gas line (New Tap) from City gas line.
11) Add second line of processing equipment (3 Phase) capable of refining an additional 2,000 gallons per day of crude glycols into refined glycols (including Glycerin).
12) Reroute existing storm drain from City sewer into drainage ditch. The grease trap that is in the line will be decommissioned.

-next page -

Liberty Community Development Corporation
Grant Application Program

RE: 3020 Beaumont Ave
Liberty, TX 77575

BUSINESS DESCRIPTION

Timberline Products Inc intends to utilize this location to be able to take the waste glycols from other applications and refine them into industrial or tech grade products. Through a combination of distillation, heat and centrifuge, excess water and impurities will be separated from the glycols. Most water will evaporate, with the remaining waste stream either being reused as energy for the boiler or stored for disposal. The purified glycols will be stored in tanks with appropriate containment provided. These products will be transported in bulk tanker trucks to industrial customers.

Timberline is moving the existing antifreeze production line to Liberty to produce and package antifreeze/coolant for resale. These products are currently transported by our own trucks to customers. We anticipate a limited amount of retail sales of products out of the office area.

There are four employees for the antifreeze/coolant production today, and we will be adding 1-3 more employees in the next 3 months. We anticipate that up to 12 more positions will be created once the glycol refinement systems are in full production.

Shop: 3020 Beaumont Avenue – Liberty, TX 77575
Mailing: PO Box 977 – Coldspring, Texas 77331
Office: 936-235-2047 Fax: 936-235-2048

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Public Hearing on Fiscal Year 2022-2023 (FY 2023) Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

Department: Community Development

Subject: Economic Development

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) Fiscal Year 2022-2023 LCDC Budget
(2) Fiscal Year 2022-2023 LCDC Community Development Capital Improvement Program (CDCIP)

Funding Source: n/a

Staff Recommendation: Staff recommends conducting a public hearing regarding the proposed budget and capital program.

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Consider approval of the Fiscal Year 2022-2023 LCDC Budget

Department: Community Development

Subject: FY23 LCDC Budget

Background: On July 21, staff presented the LCDC Board of Directors with a proposed budget for Fiscal year 2022-2023. That budget presented was a balanced budget with $1,130,500 in revenues and $1,130,500 in expenditures. The proposed FY 2022-2023 budget to be adopted is the same budget that was presented to the Board on July 21, 2022..

Funding Source: n/a

Staff Recommendation: Staff recommends approval of the proposed Fiscal Year 2022-2023 LCDC Budget.

BUDGET PRESENTATION

AS OF: JULY 31ST, 2022

21 -LIBERTY COMM. DEV. CORP.

BUDGET SUMMARY

ACCT# ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 ACTUAL	2021-2022 BUDGET	2022-2023 APPROVED
REVENUE SUMMARY				
ALL REVENUES	1,116,543.66	946,667.02	1,306,885.00	1,130,500.00
TOTAL REVENUES	1,116,543.66	946,667.02	1,306,885.00	1,130,500.00
EXPENDITURE SUMMARY				
LIBERTY COMMUNITY DEV	1,265,703.64	998,536.36	1,346,885.00	1,130,500.00
TOTAL EXPENDITURES	1,265,703.64	998,536.36	1,346,885.00	1,130,500.00
REVENUES OVER/(UNDER) EXPENDITURES	(149,159.98)	(51,869.34)	(40,000.00)	0.00

BUDGET PRESENTATION

AS OF: JULY 31ST, 2022

21 -LIBERTY COMM. DEV. CORP.

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2021-2022 BUDGET	2022-2023 APPROVED
21-321-0101 SALES TAX REVENUE	1,088,893.10	927,019.02	1,000,000.00	1,114,000.00
21-321-0110 INTEREST INCOME	27,650.56	19,648.00	16,500.00	16,500.00
21-321-2120 TRANSFER IN FROM FUND BALANCE	0.00	0.00	290,385.00	0.00
TOTAL REVENUES	1,116,543.66	946,667.02	1,306,885.00	1,130,500.00

21 -LIBERTY COMM. DEV. CORP.

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2021-2022 BUDGET	2022-2023 APPROVED
LIBERTY COMMUNITY DEV				
3-CHARGES & SERVICES				
21-421-307 MAINTENANCE WEBSITE	5,820.00	2,581.44	7,500.00	7,500.00
21-421-309 MARKETING & ADVERTISING	19,690.00	22,690.00	32,000.00	32,000.00
21-421-313 MISCELLANEOUS	5,029.98	0.00	12,500.00	7,215.00
21-421-314 TRAVEL & TRAINING	0.00	5,022.26	5,000.00	5,000.00
21-421-315 DUES & MEMBERSHIPS	980.00	1,317.50	1,500.00	1,500.00
21-421-319 LEGAL FEES	1,440.00	2,844.00	5,000.00	5,000.00
21-421-322 PRELIMINARY ENGINEERING FEES	178,000.00	0.00	0.00	0.00
TOTAL 3-CHARGES & SERVICES	210,959.98	34,455.20	63,500.00	58,215.00

421-307 MAINTENANCE WEBSITE PERMANENT NOTES:
CIVIC PLUS & ZOOM PROSPECTOR

421-314 TRAVEL & TRAINING PERMANENT NOTES:
REGIONAL MEETINGS
NATIONAL & STATE ICSC

4-OTHER				
21-421-416 FIRE DEPARTMENT TANKER	0.00	29,873.70	35,850.00	35,000.00
21-421-423 BUSINESS INCENTIVES FACADE	32,984.72	57,166.21	88,000.00	90,000.00
TOTAL 4-OTHER	32,984.72	87,039.91	123,850.00	125,000.00

421-416 FIRE DEPARTMENT TANKER PERMANENT NOTES:
HGAC Payment @$2987 a month

6-DEBT SERVICE				
21-421-619 INTEREST SERIES 2014	0.00	45,756.25	105,000.00	83,275.00
21-421-620 PRINCIPAL SERIES 2014	0.00	145,000.00	135,000.00	150,000.00
21-421-621 ADMIN FEES SERIES 2014	0.00	0.00	750.00	750.00
21-421-624 INTEREST ON HGAC LOAN	14,833.07	0.00	0.00	0.00
21-421-625 PRINCIPAL ON HGAC LOAN	21,015.37	0.00	0.00	0.00
TOTAL 6-DEBT SERVICE	35,848.44	190,756.25	240,750.00	234,025.00
7-TRANSFERS				
21-421-710 TRANSFER TO DEBT SERVICE	229,712.50	0.00	0.00	0.00
21-421-728 TRANSFER TO AIRPORT FUND	97,425.00	328,500.00	328,500.00	13,800.00
21-421-730 TRANSFER TO GENERAL FUND	171,100.00	0.00	171,100.00	200,000.00
21-421-732 TRANSFER TO GOLF COURSE	450,873.00	357,785.00	357,785.00	388,560.00
21-421-733 TRANSFER TO FLEET FUND	0.00	0.00	61,400.00	110,900.00
21-421-734 TRANSFER TO CAPITAL PROJECTS	36,800.00	0.00	0.00	0.00
TOTAL 7-TRANSFERS	985,910.50	686,285.00	918,785.00	713,260.00

421-728 TRANSFER TO AIRPORT FUND PERMANENT NOTES:
$8,800 Local Match for Engineering & Design Wildlife Fence
$5,000 Airport Map

21 -LIBERTY COMM. DEV. CORP.

EXPENDITURES			2020-2021 ACTUAL	2021-2022 ACTUAL	2021-2022 BUDGET	2022-2023 APPROVED
421-730	TRANSFER TO GENERAL FUND	PERMANENT NOTES: Administrative Costs				
421-733	TRANSFER TO FLEET FUND	PERMANENT NOTES: $9,900 Equipment Lifet @ Golf Course $48,000 Cab Tractor @ Golf Course $53,000 Sidewinder Mower @ Golf Course				
TOTAL LIBERTY COMMUNITY DEV			1,265,703.64	998,536.36	1,346,885.00	1,130,500.00
TOTAL EXPENDITURES			1,265,703.64	998,536.36	1,346,885.00	1,130,500.00
REVENUES OVER/(UNDER) EXPENDITURES			(149,159.98)	(51,869.34)	(40,000.00)	0.00

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Council Meeting Date: August 16, 2022

Agenda Wording: Consider approval of the Liberty Community Development Corporation Fiscal Year 2022-2023 Community Development Capital Improvement Program (CDCIP).

Department: Community Development

Subject: LCDC FY 2022-2023 Community Development Capital Improvement Plan

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 2022-2023 CDCIP is attached for your review.

Funding Source:

Staff Recommendation:

FY2023 BUDGET: OCTOBER 1, 2022 – SEPTEMBER 30, 2023
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 Airport Property Map — *$5,000*

The City, working in collaboration with TxDOT Aviation, will update the airport's property map.

Wildlife Fencing – Engineering and Design [2] — *$8,000*

This project will provide for the City's 10% local match to be used for the Engineering and design of approximately 6,000 linear feet of wildlife fence.

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.

Subdivision Construction Participation

This project will allow LCDC to financially participate in the infrastructure or utility costs of one of the four subdivisions being proposed in Liberty, TX.

Projects for Consideration – Airport

Runway Extension [3] *$176,130*

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 *$3,900,000*

This project calls for the construction of foundations and structures for two (2) ten-unit t-hangars (20 hangars in total) at the Liberty Municipal Airport. LCDC provided funding for engineering services in FY21.

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.

Projects for Consideration – Community Development

Citywide Wayfinding Signage *$212,180*

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 — *$327,818*

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

Liberty Square – Sidewalk Improvements — *$2,567,009*

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 $2,362,009 for construction and $205,000 for construction management.

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