



The City of Liberty
Liberty Community Development
Corporation

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

Meeting

April Gilliland
City Secretary
936-336-3684

~ Agenda ~

Tuesday, December 20, 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 the Economic Development Strategic Plan, Facade Grant Program, projects, permits issued, golf course and airport.

B. Finance Report

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation 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. October 18, 2022

V. REGULAR AGENDA**A. Executive Session**

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations

B. Reconvene into Regular Session

1. Consider and take action, if any, on the item(s) as discussed in the Executive Session

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 15th day of December, 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: December 20, 2022

Agenda Wording: General Manager's Report -Topics include the Economic Development Strategic Plan, Facade Grant Program, projects, permits issued, golf course and airport.

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.

- The Request for Proposal for the Economic Development Strategic Plan was issued on December 15, 2022. The request for proposals will be opened on January 17, 2023.
- In the FY23 budget, the LCDC Board of Directors approved \$90,000 for the business facade grant program. No grant applications have been submitted to date.
- LCDC has three outstanding economic development agreements:
 - SwampSmoke, LLC (\$25,000) – Approved on 12/21/21
 - RKR Restaurants, LLC (\$65,000) – Approved on 2/15/22
 - Timberline Products, Inc (\$30,000) – Approved on 9/20/22; Paid on 11/29/22
- Recently Completed Projects
 - Pizza Hut – Interior Buildout (2350 N Main)
 - Sheriff's Office – New Build (5345 Highway 146 N)
 - Shops at Liberty – Interior Buildout (2139 Highway 146 Bypass, Suite 200, 300 and 400)
 - Tri-County Behavioral Health – Interior Remodel (2000 Panther Lane)
- Projects Under Construction – New Construction and Additions
 - Sleep Inn Hotel – New Build (1023 N. Main)
 - Food Truck Park – New Build (1019 N Main)
 - Office Building – New Build (1811 Grand)
 - KJ Chemical – Installation of detention pond, concrete pavement and industrial equipment (4003 Beaumont)
 - Bill's American Bail Bonds – New Office (2317 Beaumont)
 - By Faith Deliverance – New Build / Fellowship Hall (105 Virginia)

- Projects Under Construction – Renovations and Remodels
 - Maxx Self-Storage - Buildout (1021 N Main)
 - Pueblos – Interior Remodel (906 Main)
 - Liberty Municipal Library – Roof and Skylight Repair (1710 Sam Houston)
 - Aaron's - Interior Buildout (2323 N Main)
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
- Upcoming Projects
 - Lakeland Self-Storage (1609 Lakeland) – *Building Plans are currently under review.*
 - RV Park (700 Port Road) – *Plans are currently under review*
 - PLC Office Expansion (4997 Hwy 146 N) – *Plans are currently under review*
- Permits were pulled to repair the electrical service at 1001 N Main (Boot Barn), 1007 N Main (World Finance) and 1011 N Main (Freedom Church). The electric meter at each location has been approved for service connection.
- The City issued sign permits for 2350 N. Main (Pizza Hut), 3560 Hwy 90 (Friendly Auto Mall) and 2139 Hwy 146, Suite 200 (Bahama Mama).
- The City issued a residential building permit for a new house at 340 FM 1011.
- The golf course officially closed on April 5, 2021 for renovations. All sprigging was completed as of June 24, 2022. Re-sprigging of fairways 4,5,6,7 and 8 was completed on September 15, 2022. The driving range and practice areas re-opened on Tuesday, October 4th.
- On Tuesday, November 8, City Council awarded a bid to Myron McDowell Construction for the T-Hangar Roof Replacement Project at the Liberty Municipal Airport.
- Construction on the Airport Pavement Rehabilitation project is expected to start in mid-December. The project is allocated a total of 150 calendar days. Contracts for both the consultant and contractor have been executed.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: December 20, 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

BALANCE SHEET

AS OF: OCTOBER 31ST, 2022

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
21-1-2110	CASH	1,969,306.64
21-1-2199	DUE FROM GBG FOR SALES TAX	4,081.22
21-1-2201	DUE FROM GENERAL FUND	93,057.91
21-1-2500	DUE FROM STATE	<u>180,636.05</u>
		<u>2,247,081.82</u>
TOTAL ASSETS		2,247,081.82
=====		
LIABILITIES & EQUITY		
=====		
21-2-1111	ENCUMBRANCE	(765,355.70)
21-2-1112	RESERVE FOR ENCUMBRANCE	765,355.70
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	<u>2,483,248.33</u>
TOTAL LIABILITIES & EQUITY		<u>2,485,503.39</u>
TOTAL REVENUE		103,097.28
TOTAL EXPENSES		<u>341,518.85</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		(238,421.57)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(<u>238,421.57</u>)
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		2,247,081.82
=====		

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2022

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	1,521,140.00	103,097.28	103,097.28	6.78	1,418,042.72
	*** FUND TOTAL REVENUE ***	1,521,140.00	103,097.28	103,097.28	6.78	1,418,042.72
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,521,140.00	341,518.85	341,518.85	22.45	1,179,621.15
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,521,140.00	341,518.85	341,518.85	22.45	1,179,621.15
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	(238,421.57)	(238,421.57)	0.00	238,421.57
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2022

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	1,114,000.00	98,975.19	98,975.19	8.88	1,015,024.81
321-0110	INTEREST INCOME	16,500.00	4,122.09	4,122.09	24.98	12,377.91
321-2120	TRANSFER IN FROM FUND BALANCE	390,640.00	0.00	0.00	0.00	390,640.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,521,140.00	103,097.28	103,097.28	6.78	1,418,042.72
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: OCTOBER 31ST, 2022

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	0.00	0.00	7,500.00
421-309	MARKETING & ADVERTISING	32,000.00	5,380.00	5,380.00	16.81	26,620.00
421-313	MISCELLANEOUS	7,215.00	0.00	0.00	0.00	7,215.00
421-314	TRAVEL & TRAINING	5,000.00	200.00	200.00	4.00	4,800.00
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	0.00	0.00	1,500.00
421-319	LEGAL FEES	5,000.00	180.00	180.00	3.60	4,820.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		58,215.00	5,760.00	5,760.00	9.89	52,455.00
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	335,640.00	335,758.85	335,758.85	100.04	(118.85)
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	0.00	0.00	90,000.00
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	0.00	0.00	90,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		515,640.00	335,758.85	335,758.85	65.11	179,881.15
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	83,275.00	0.00	0.00	0.00	83,275.00
421-620	PRINCIPAL SERIES 2014	150,000.00	0.00	0.00	0.00	150,000.00
421-621	ADMIN FEES SERIES 2014	750.00	0.00	0.00	0.00	750.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,025.00	0.00	0.00	0.00	234,025.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	13,800.00	0.00	0.00	0.00	13,800.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	0.00	0.00	200,000.00
421-732	TRANSFER TO GOLF COURSE	388,560.00	0.00	0.00	0.00	388,560.00
421-733	TRANSFER TO FLEET FUND	110,900.00	0.00	0.00	0.00	110,900.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		713,260.00	0.00	0.00	0.00	713,260.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,521,140.00	341,518.85	341,518.85	22.45	1,179,621.15
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,521,140.00	341,518.85	341,518.85	22.45	1,179,621.15

C I T Y O F L I B E R T Y
 FINANCIAL STATEMENT
 AS OF: OCTOBER 31ST, 2022

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	0.00	(238,421.57)	(238,421.57)	0.00	238,421.57
		=====	=====	=====	=====	=====

*** END OF REPORT ***



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 ~

Tuesday, October 18, 2022

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on October 18, 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	6:02 PM
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. There were no comments.

III. PRESENTATIONS / REPORTS

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

City Manager Tom Warner reported on the following updates:

- FY23 Business Facade grant program
- Golf Course Renovations
- Project under construction

- Upcoming Projects
- Permits Issued

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the financials as of August 31, 2022.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Liberty Community Development Corporation 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 Commission Member McCarty to approve all items on the consent agenda. The motion was seconded by Commission Member Dorsett. The motion passed 7 to 0.

A. Minutes Approval

1. September 20, 2022

V. REGULAR AGENDA**A. Executive Session**

At 6:07 p.m., President Norwood closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

B. Reconvene into Regular Session

At 6:36 p.m., President Norwood closed the Executive Session and reconvened the open meeting.

1. Consider and take possible action on economic development matters discussed in executive session.

No action was taken.

VI. ADJOURNMENT**A. Motion To: Adjourn**

With no further business to discuss, President Norwood adjourned the meeting at 6:37 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: December 20, 2022

Agenda Wording: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations

Department: Community Development

Subject: Executive Session

Background: Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations

- To discuss or deliberate regarding commercial or financial information received from a business prospect or related to a business proposal.

Funding Source: N/A

Staff Recommendation: N/A

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Council Meeting Date: December 20, 2022

Agenda Wording: Consider and take action, if any, on the item(s) as discussed in the Executive Session

Department: Administration

Subject: Action taken following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.

Funding Source: N/A

Staff Recommendation: N/A