



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, September 19, 2023

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 - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, 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. August 15, 2023

V. REGULAR AGENDA**A. Regular Session**

1. Hold a public hearing regarding the possible expenditure of funds.
2. Consider approving an expenditure in the estimated amount of \$4,760 for signs at Palmer Park and Lamar Park.
3. Consider awarding a grant to Jamie Carter in the amount of \$9,775 related to the Business Façade Improvement Grant Program.

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 September, 2023 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

Meeting Date: September 19, 2023

Agenda Wording: General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

Department: Community Development

Subject:

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 FY23 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program and \$75,840 remains available. Two grants have been approved since the start of the fiscal year:
 - Resident Suites (2626 Highway 90) - \$8,500
 - Betty Runkle (1808 Sam Houston) - \$5,660
- LCDC has two outstanding economic development agreements:
 - SwampSmoke, LLC (\$25,000) – Approved on 12/21/21; Business Grand Opening on 3/2/23
 - RKR Restaurants, LLC (\$65,000) – Approved on 7/18/23
- Completed Projects
 - KJ Chemical Phase I - Installation of detention pond, concrete pavement and industrial equipment (4003 Beaumont)
- Projects Under Construction – New Construction and Additions
 - Food Truck Park – New Build (1019 N Main)
 - Food Truck Park Pergola - New Build (1019 N Main)
 - KJ Chemical Phase II - Expand parking lot and add additional ingress point (4003 Beaumont)
 - Tidal Wave Car Wash - New Build (3109 N Main)
 - PLC - Office Expansion (4997 Highway 146 N)
 - Wendy's - New Build (1912 US 90)
 - Popeyes - Re-Build (1710 US 90)
 - Liberty County Warehouse - New Build (318 San Jacinto)

- Liberty High School - Welding Pavilion (2615 Jefferson)
- Liberty High School - Softball/Baseball Training Facility (2615 Jefferson)
- Fire Station No. 2 - New Build (119 Bowie)
- Projects Under Construction – Renovations and Remodels
 - Fire Station #1 - Interior Remodel (1912 Lakeland)
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
 - Wal-Mart - Interior Remodel (2121 Highway 146 N)
 - Group Home - Interior Remodel (1801 Grand)
 - Shoe Sensation - Interior Remodel (2331 N Main)
 - Odum Oil & Gas - Office Remodel (1914 Myrtle)
- Infrastructure Projects
 - Liberty High School Drainage Improvements (2615 Jefferson)
- Upcoming Projects
 - Lakeland Self-Storage (1609 Lakeland) – *Plans are currently under review.*
 - RV Park (700 Port Road) – *Plans are currently under review*
 - New 7,650 sf Shopping Center (2214 N Main) – *Plans approved, permit not issued.*
 - Casa Del Pueblo (1110 Highway 90) – *Plans are currently under review*
 - Car Wash (2812 N Main) – *Plans are currently under review*
- The City has issued permits to install manufactured homes at 210 Industrial, 206 Industrial, 205 Avenue I and 100 Glenn.
- Kate's Dance Production reserved the golf course on 10/7/23 for a tournament. They are expected to have 80 players.
- The wildlife fencing project at the airport is currently undergoing surveying and design. Construction is expected to start around October 2024.
- Clayton Bracey has submitted a contract for the Highway 90 Tree Replacement Project.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 19, 2023

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

FINANCIAL STATEMENT

AS OF: JULY 31ST, 2023

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	110,675.98	1,050,655.28	69.07	470,484.72
	*** FUND TOTAL REVENUE ***	1,521,140.00	110,675.98	1,050,655.28	69.07	470,484.72
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,521,140.00	5,243.07	905,687.93	59.54	615,452.07
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,521,140.00	5,243.07	905,687.93	59.54	615,452.07
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	105,432.91	144,967.35	0.00	(144,967.35)
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: JULY 31ST, 2023

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	102,613.46	990,078.58	88.88	123,921.42
321-0110	INTEREST INCOME	16,500.00	8,062.52	60,576.70	367.13	(44,076.70)
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	110,675.98	1,050,655.28	69.07	470,484.72
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: JULY 31ST, 2023

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	3,748.07	7,085.66	94.48	414.34
421-309	MARKETING & ADVERTISING	32,000.00	1,495.00	10,145.20	31.70	21,854.80
421-313	MISCELLANEOUS	7,215.00	0.00	0.00	0.00	7,215.00
421-314	TRAVEL & TRAINING	5,000.00	0.00	776.38	15.53	4,223.62
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	600.00	40.00	900.00
421-319	LEGAL FEES	5,000.00	0.00	1,314.00	26.28	3,686.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		58,215.00	5,243.07	19,921.24	34.22	38,293.76
<u>4-OTHER</u>						
421-416	FIRE DEPARTMENT TANKER	335,640.00	0.00	335,758.85	100.04	(118.85)
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	14,651.59	16.28	75,348.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	60,000.00	66.67	30,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		515,640.00	0.00	410,410.44	79.59	105,229.56
<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	500.00	66.67	250.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,025.00	0.00	500.00	0.21	233,525.00
<u>7-TRANSFERS</u>						
421-710	TRANSFER TO DEBT SERVICE	0.00	0.00	192,856.25	0.00	(192,856.25)
421-728	TRANSFER TO AIRPORT FUND	13,800.00	0.00	(18,000.00)	130.43-	31,800.00
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	300,000.00	77.21	88,560.00
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	474,856.25	66.58	238,403.75
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,521,140.00	5,243.07	905,687.93	59.54	615,452.07
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,521,140.00	5,243.07	905,687.93	59.54	615,452.07

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: JULY 31ST, 2023

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	105,432.91	144,967.35	0.00	(144,967.35)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: JULY 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,461,487.67	
21-1-2199	DUE FROM GBG FOR SALES TAX	7,488.48	
21-1-2500	DUE FROM STATE	<u>180,636.05</u>	
			<u>2,649,612.20</u>
TOTAL ASSETS			2,649,612.20
=====			
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	3,748.07	
21-2-0275	NOTE PAYABLE	337,502.35	
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>2,161,139.37</u>	
TOTAL LIABILITIES & EQUITY			<u>2,504,644.85</u>
TOTAL REVENUE		1,050,655.28	
TOTAL EXPENSES		<u>905,687.93</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		144,967.35	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>144,967.35</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			2,649,612.20
=====			



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, August 15, 2023

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on August 15, 2023 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	6:04
Board Member Dan VanDeventer	X			
Board Member Marsha LaFour	X			
Board Member Betty Runkle	X			

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

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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 - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport.

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic development agreements
- Commercial New Construction and Additions
- Commercial Renovation and Remodels

- Commercial Upcoming Projects
- Residential Remodel
- New Residential Construction
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC's financials as of June 30, 2023.

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 motion was made by Board Member VanDeventer to approve all items on the consent agenda. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

A. Minutes Approval

1. July 18, 2023

V. REGULAR AGENDA

A. Regular Session

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

City Secretary April Gilliland issued the Oath of Office to re-appointed Members Dan VanDeventer and Mark Campbell of the LCDC Board of Directors.

2. Public Hearing on Fiscal Year 2023-2024 Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP).

At 6:09 p.m., President Norwood opened the public hearing to discuss the Fiscal Year 2023-2024 Liberty Community Development Corporation's Proposed Budget and the Community Development Capital Improvement Program (CDCIP). General Manager Tom Warner stated there was no change to the proposed budget presented on July 18th with the exception of two additions: \$400,000 to support the purchase of a new engine for the Fire Department and \$85,000 to replace crepe myrtle trees in the Highway 90 median. There were no public comments. At 6:09 p.m. President Norwood closed the public hearing.

3. **A RESOLUTION BY THE BOARD OF DIRECTORS OF THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION, A TYPE B ECONOMIC DEVELOPMENT CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE FISCAL YEAR 2023 – 2024 OPERATING BUDGET.**

On July 18, 2023, staff presented the LCDC Board of Directors with a proposed budget for Fiscal Year 2023-2024. That budget presented was a balanced budget with \$1,274,950 in revenues and \$1,274,950 in expenditures. The proposed FY 2023-2024 budget to be adopted is the same budget that was presented to the Board on July 18, 2023.

A motion was made by Secretary McCarty to approve the Fiscal Year 2023-2024 LCDC Budget. This motion was seconded by Board Member Campbell. The motion passed 7 to 0.

4. A RESOLUTION BY THE BOARD OF DIRECTORS OF THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION, A TYPE B ECONOMIC DEVELOPMENT CORPORATION EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE FISCAL YEAR 2023 – 2024 COMMUNITY DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM.

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.” General Manager Tom Warner reviewed the 2023-2024 CDCIP with the Board answering questions as needed.

A motion was made by Board Member Runkle to approve the Liberty Community Development Corporation Fiscal Year 2023-2024 Community Development Capital Improvement Program. This motion was seconded by Vice-President Dorsett. The motion passed 7 to 0.

B. Work Session

1. Discussion of Potential Funding for T-Hangars at Liberty Municipal Airport.

City Manager Tom Warner discussed with the LCDC Board the probable cost of a 10-unit T-Hangar. Construction cost is \$2,000,000, with a contingency of \$200,000 for a total cost of \$2,200,000. Federal funding available for construction projects at the airport from FY22 - FY28 totals \$1,339,000. Leaving a funding gap of \$861,000. The balance of the project could be funded evenly by the Cambridge Fund and LCDC at a cost of \$430,500 for each fund.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:54 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 19, 2023

Agenda Wording: Hold a public hearing regarding the possible expenditure of funds.

Department: Community Development

Subject: Park Signage

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 for projects.

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

1. Pocket Park Signage at Palmer Park and Lamar Park

Funding Source: n/a

Staff Recommendation: Hold the public hearing

SIGN SPECIFICATIONS:

42' X 96' (nom) post & panel signs
4" square aluminum posts
Color - black
Substrate - 6mm Aluminum
composite material (ACM)



 <i>Graphics > Signage > Displays</i>	3930 Phelan Blvd Beaumont, TX 77707	FACILITY NUMBER:		Customer:	City of Liberty	TOTAL JOB COST - INCLUDING INSTALLATION:	Rev 0
	OFFICE: 409-892-9503 FAX: 409-892-9504	FACILITY TYPE:		Park Identification Signs	1. for comments		DATE: 8/16/23

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 19, 2023

Agenda Wording: Consider approving an expenditure in the estimated amount of \$4,760 for signs at Palmer Park and Lamar Park.

Department: Community Development

Subject: Park Identification Sign

Background: Staff has received a bid from Image 360 for the design, fabrication and installation of one new sign at Palmer Park and one new sign Lamar Park. These parks currently do not have any signage identifying the parks. The new signs will be identical to the signs installed at Magnolia Park, Canfield Park and the Airport. These signs were installed by Image 360 and the Airport sign was paid for by LCDC in June 2019.

A rendering of the sign is attached for your review.

Funding Source: LCDC Fund Balance

Staff Recommendation: Staff recommends approval of the expenditure of funds for signs at Palmer and Lamar Pocket Parks.

SIGN SPECIFICATIONS:

42' X 96' (nom) post & panel signs
4" square aluminum posts
Color - black
Substrate - 6mm Aluminum
composite material (ACM)



 <i>Graphics > Signage > Displays</i>	3930 Phelan Blvd Beaumont, TX 77707	FACILITY NUMBER:		Customer: City of Liberty		TOTAL JOB COST - INCLUDING INSTALLATION:	Rev 0
	OFFICE: 409-892-9503 FAX: 409-892-9504	FACILITY TYPE:		Park Identification Signs	1. for comments		DATE: 8/16/23



3930 Phelan Blvd.
Beaumont, TX 77707
(409) 892-9503

ESTIMATE

E-13041

BuyBoard Vendor# 20220802 (Region5 ESC)
www.image360Beaumont.com
76-0633037

Payment Terms: Cash Customer - Pmt req'd

Created Date: 8/16/2023

DESCRIPTION: Municipal signage - Lamar & Palmer Parks

Bill To: City of Liberty
1829 Sam Houston St
Liberty, TX 77575
US

Installed: City of Liberty
1829 Sam Houston St
Liberty, TX 77575
US

Requested By: Chris Jarmon
Email: cjarmon@cityofliberty.org

Salesperson: Robert Blackwell, Image360
Work Phone: 409-892-9503
Cell Phone: 409-504-1962
Entered By: Robert Blackwell, Image360

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Park Signs - Aluminum Post and Panel sign - 3.5' X 8' - Double-sided	2	\$2,379.95	\$4,759.90
1.1	Custom Product - Aluminum Frame, 4" square posts			
1.2	4' X 8' Aluminum Composite panel - Solid 6mm ACM panel - Black-6mm - 6mm ACM Panels			
1.3	3M Envision Print Wrap LX480MC - Digital Graphics w/ UV laminate			
1.4	Installation - Installation			
1.5	Mileage Charge -			
1.6	Post Fix or concrete for ground mounting - per post -			

Thank you for allowing us to provide you with an Estimate. This estimate covers only the services outlined above. If the scope of the work changes from the original estimate, approved revisions and additions will be charged accordingly. Your sign or graphic is a customized piece work. If you require changes to your design after it has been designed and approved, charges for additional design time as well as any restocking charges incurred will apply. Sizes shown are NOMINAL sizes and may not be exact. If your require exact sizing, please let us know immediately.

Subtotal:	\$4,759.90
Taxes:	\$0.00
Grand Total:	\$4,759.90

Electrical installation, service or connection by others when required.
Image360 is not licensed by the State of Texas for electrical installations.

Please submit purchase orders to: orders@image360beaumont.com

Estimate valid for **15 Days**.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 19, 2023

Agenda Wording: Consider awarding a grant to Jamie Carter in the amount of \$9,775 related to the Business Façade Improvement Grant Program.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant Program

Background: Ms. Jamie Carter owns the building located at 312 Main Street and is proposing to replace the brick façade, awning, and exterior door and add exterior lighting to the building. She 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.

Two bids were received by Ms. Carter for the proposed project:

Skaggs Construction = \$19,550.00
Arnold Construction = \$34,358.55

Ms. Carter's application is attached for your review. LCDC's proposed reimbursement is based on the lowest bid received.

Funding Source: Funds have been allocated in the FY 2024 LCDC Operating Budget.

Staff Recommendation: Staff recommends approval of the Business Facade Grant.

JAIME CARTER & ASSOCIATES

Attorneys at Law
312 Main Street
Liberty, Texas 77575

JAIME CARTER
MATTHEW GOTT

TELEPHONE
936-336-5776
FACSIMILE
936-336-9233

September 5, 2023

Liberty Community Development Corporation
Attn: Chris Jarmon, Assistant City Manager
1829 Sam Houston,
Liberty, Texas 77575

Re: Commercial Business Facade Improvement Grant Program

Dear Mr. Jarmon:

Enclosed herewith is an application for the Community Business Facade Improvement Grant Program for the consideration of the Liberty Community Development Corporation. In addition to the application, I have included two (2) bids, one from Arnold Construction and another from Skaggs Construction, as well as a current photo of the exterior of my building and a photo of the materials I plan to use to improve the aesthetics of the building.

As you can see from the enclosed photos, there is not much "curb appeal" associated with this building. However, I believe that the planned changes will have a drastic impact on the aesthetics of Main Street. I plan to replace the old brick facade with a new stone, in either an off white or very light grey as shown in the attached photos. The dirty, molded canvas awning will be replaced with a more sleek, black metal awning. The exterior door will be replaced with a more modern design that compliments that new stone and metal awning. And lastly, I plan to add exterior lighting, to be placed on both sides of the door.

I believe that these planned upgrades and changes are a necessary part of keeping up with the changes in our community and showing our citizens that we take pride in our small businesses, including their appearances.

If you need any additional information, please do not hesitate to contact me at the telephone number listed above.

Thank you in advance for your attention and consideration in this matter.

Liberty Community Development Corporation
September 5, 2023
Page 2

Very truly yours,



Jaime Carter

Commercial Business Façade Improvement Grant Program Application

Applicant Name: Jaime Carter

Business Name: JAIME CARTER & ASSOCIATES

Business Address: 312 Main Street, Liberty, TX 77575

Business Phone: 936-336-5776 Business Email: jaime@jaimecarterlaw.com

Type of Working Being Completed (check all that apply):

☒ Façade Improvements (painting, brick repair, etc.)

☐ Landscaping

☒ Exterior Lighting

☐ Windows

☒ Doors

☐ Signage

☒ Awnings or Canopies

☐ Parking Lot

☐ Driveway

☐ Professional Services (architectural, etc.)

Total Estimated Cost of Proposed Improvements: \$ \$34,000

Estimated Start Date: September 15, 2023

Estimated Completion Date: October 15, 2023

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. At least two (2) quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature: _____



Date: _____

9-5-03

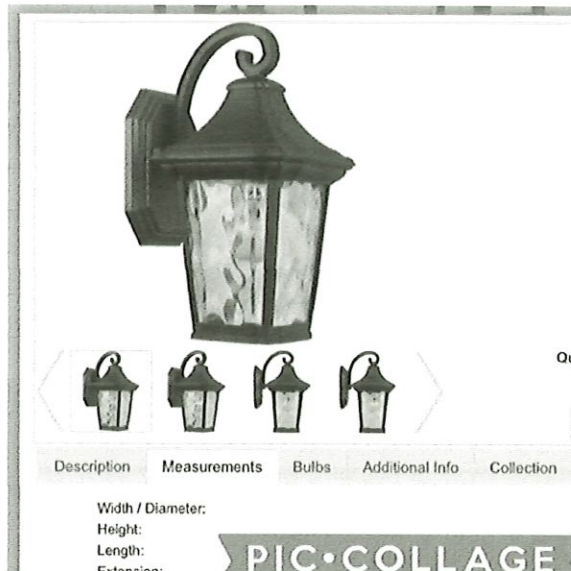
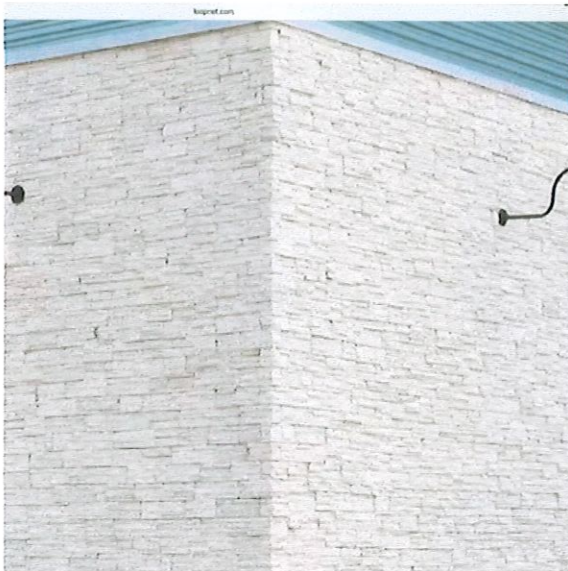
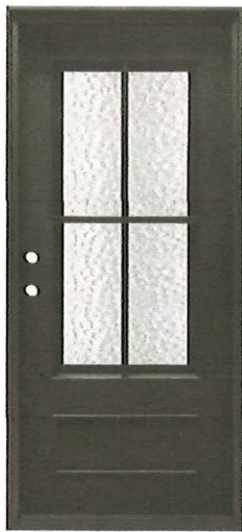
Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575

Current Exterior





Proposed changes include new stone, metal awning, new exterior door and exterior lighting on both sides of the door.

Property Details

Account	
Property ID:	56074
Legal Description:	LIBERTY INNER BLOCKS, BLOCK 33, LOT PT 4 TR 16, ACRES 0.075
Geographic ID:	005900-000229-007
Agent:	
Type:	Real
Location	
Address:	312 MAIN ST LIBERTY, TX 77575
Map ID:	IB-33
Neighborhood CD:	LISD01
Owner	
Owner ID:	2053635
Name:	CARTER JAIME
Mailing Address:	312 MAIN LIBERTY, TX 77575
% Ownership:	100.0%
Exemptions:	For privacy reasons not all exemptions are shown online.

Property Values

Improvement Homesite Value:	\$0
Improvement Non-Homesite Value:	\$178,550
Land Homesite Value:	\$0
Land Non-Homesite Value:	\$8,980
Agricultural Market Valuation:	\$0
Market Value:	\$187,530

Ag Use Value:	\$0
Appraised Value:	\$187,530
Homestead Cap Loss: ?	\$0
Assessed Value:	\$187,530

VALUES DISPLAYED ARE 2023 PRELIMINARY VALUES AND ARE SUBJECT TO CHANGE PRIOR TO CERTIFICATION.

Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.

Property Taxing Jurisdiction

Entity	Description	Tax Rate	Market Value	Taxable Value	Estimated Tax	Freeze Ceiling
CAD	APPRAISAL DIST	0.000000	\$187,530	\$187,530	\$0.00	
CLI	CITY OF LIBERTY	0.612158	\$187,530	\$187,530	\$1,147.98	
GLI	LIBERTY COUNTY	0.479900	\$187,530	\$187,530	\$899.96	
HD1	HOSPITAL DISTRICT 1	0.077782	\$187,530	\$187,530	\$145.86	
NAVS	NAVIGATION-SOUTH	0.010000	\$187,530	\$187,530	\$18.75	
PR1	PRECINCT 1	0.000000	\$187,530	\$187,530	\$0.00	
SLI	LIBERTY ISD	1.160000	\$187,530	\$187,530	\$2,175.35	
WD5	WATER DISTRICT 5	0.087640	\$187,530	\$187,530	\$164.35	

Total Tax Rate: 2.427480

Estimated Taxes With Exemptions: \$4,552.25

Estimated Taxes Without Exemptions: \$4,552.25



102 W. Clayton St.
Dayton, Texas 77535
936-258-8236

PROPOSAL

May 2, 2023

Jaime Carter & Associates
312 Main
Liberty Texas 77575

Re: Renovation

1. Interior

- Prep front wall for new door, transom window and trim
- Repair sheetrock on walls tape, float, and texture
- Paint damaged walls, ceiling, trim and door

2. Exterior

- Demo existing awning on both units
- Demo existing masonry on (1) unit
- Repair damaged wood and metal lintels
- Reframe for new door and transom window
- Install supports for new awning over (1) unit
- Rewire for new exterior lights and hang
- Install new masonry
- Prep damaged exterior for repaint
- Prime and paint all new exterior door and trim

3. Miscellaneous

- All clean -up and debris from the construction site will be hauled off.
- Permit by Contractor
- All insurance included

TOTAL \$34,358.55

Thank You,

Gene McDowell



SKAGGS Construction

For all your building needs

832-465-1741



Jaime Carter
Liberty, Texas

SKAGGS
Construction
For all your building needs
832-465-1741

***CUSTOMER INFORMATION:**

Date:
Customer Name: Jaime Carter
Address:
City, State: Liberty, Texas
Zip Code: 77575
Telephone #

Customer Acceptance Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

Payment Amount:

WAIVER OF THE LIST OF SUBCONTRACTORS AND SUPPLIERS

AN OWNER IS NOT REQUIRED TO WAIVE THE RIGHT GRANTED BY SECTION 53.256, PROPERTY CODE, TO RECEIVE FROM THE CONTRACTOR AN ORIGINAL OR UPDATED LIST OF SUBCONTRACTORS AND SUPPLIERS.

BY SIGNING THIS DOCUMENT, I AGREE TO WAIVE MY RIGHT TO RECEIVE FROM THE CONTRACTOR AN ORIGINAL OR UPDATED LIST OF SUBCONTRACTORS AND SUPPLIERS.

I UNDERSTAND AND ACKNOWLEDGE THAT, AFTER SIGNING THIS DOCUMENT, THIS WAIVER MAY NOT BE CANCELED AT A LATER DATE.

I HAVE VOLUNTARILY CONSENTED TO THIS WAIVER.

Customer Initials _____/_____

DISCLAIMER OF WARRANTY OF MERCHANTABILITY AND WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

CONTRACTOR SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY AND WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE FOR ALL FIXTURES, PRODUCTS, AND MATERIALS PURCHASED FROM THIRD PARTY SELLERS AND USED IN THIS PROJECT AS ALLOWED UNDER TEXAS BUSINESS AND COMMERCE CODE 2.316. THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. CONTRACTOR DOES NOT WARRANT ANY MATERIAL, FIXTURE, OR PRODUCT IS SUITABLE FOR A PARTICULAR PURPOSE AND ALL MATERIALS, FIXTURES, AND PRODUCTS ARE PROVIDED "AS IS" AND WITH ALL FAULTS.

Customer Initials _____/_____

INDEMNIFICATION

OWNER AGREES TO COMPLETELY INDEMNIFY, DEFEND AND HOLD HARMLESS CONTRACTOR, INCLUDING, WITHOUT LIMITATION, CONTRACTOR'S OWNERS, OFFICERS, AGENTS, REPRESENTATIVES, EMPLOYEES AND SUBCONTRACTORS FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, LAWSUITS AND JUDGMENTS, INCLUDING, WITHOUT LIMITATION, ANY AND ALL ATTORNEYS' FEES, COSTS AND EXPENSES THAT MAY BE ASSERTED AGAINST CONTRACTOR FOR DAMAGES OF ANY KIND WHATSOEVER FOR PERSONAL INJURY OR DEATH OR PROPERTY DAMAGE RESULTING FROM OR ARISING OUT OF A CONDITION OF THE PREMISES OR NEGLIGENT OR INTENTIONAL ACTIVITY UNRELATED TO THE WORK PERFORMED HEREUNDER BY CONTRACTOR OR RESULTING FROM OR ARISING OUT OF ANY ACTS OR OMISSIONS OF OWNERS OR OWNERS OFFICERS, AGENTS, REPRESENTATIVES AND EMPLOYEES.

Customer Initials_____/_____

ALTERATIONS, AMENDMENTS, AND WAIVERS

Any amendment, addition to, alteration, modification, extension, release, or waiver of all or any part of this Agreement must be made in writing and signed by both parties.

TERMINATION

1. Owner may cancel or rescind this Agreement with out penalty or charge within three (3) days after the execution of this agreement by all parties. Owner must notify Contractor in writing of desired cancellation.
2. After the initial 3-day cancellation period, either party may terminate this agreement without cause with 14 days written notice.
3. In the event of notice of termination, Owner shall pay any outstanding balances for materials ordered, services rendered, or any other cost incurred by Contractor under the terms of the Agreement.
4. In the event of notice of termination, Contractor shall turn over any materials paid for by Owner.

ENTIRETY OF THE AGREEMENT

1. This Agreement constitutes the entire agreement between the Parties with respect to the services performed pursuant to this Agreement and supersedes and replaces any prior agreement between the Parties.
2. There are no oral representations, stipulations, warranties, agreements, or understandings with respect to the subject matter of this Agreement that are not fully expressed in this Agreement, and neither this Agreement nor its execution has been induced by any representation, stipulation, warranty, agreement, or understanding of any kind other than those expressed in writing in this Agreement.

NO THIRD-PARTY BENEFICIARIES

This Agreement is intended solely for the benefit of the Parties and their permitted assigns and will not impart rights enforceable by any other person or entity, except as expressly provided in this Agreement.

SEVERABILITY

The invalidity or unenforceability of any particular provision of this Agreement will not affect the other provisions and this Agreement will be construed in all respects as if such invalid or unenforceable provision was omitted.

GOVERNING LAW, VENUE, AND ATTORNEYS FEES

Texas law governs this Agreement and any suit under this Agreement must be brought in Liberty County, Texas. Each party will be responsible for its legal costs and attorneys fees unless otherwise provided by law or this agreement.

Exterior Repair

1. Remove existing awning from building
2. Remove existing brick
3. Install new 12" x 60" black frame window
4. Install new 36" door- door budget \$1,800
5. Install two wall mounted lights on each side of door-lighting budget \$300
6. Install white brick on front of office
7. Construct 20' x 5' black metal awning with gutter and downspout

Customer Initials _____ /

Contractor Initials _____ /

PAYMENT CONTRACT



Total Amount : \$19,550

<i>Payment Date</i>	<i>Payment Amount</i>	<i>Balance</i>
	\$	\$
	\$	\$
	\$	\$
	\$	\$

This agreement is binding, and failure to meet its terms will allow Skaggs Construction to take certain recourse, including legal action.

By signing this agreement, all parties agree to the terms as described above. Alterations to this agreement can only be made by both parties and must be placed in writing. Both parties will receive a printed copy of this agreement, and will be responsible for upholding its terms.

Client Signature

Date

*Jonathan Skaggs on behalf of
Skaggs Construction*

Date