



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, March 19, 2024

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, Airport, US 90 Median Trees, Faux Real Trade Days, Jubilee and Trinity River Authority.

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. February 20, 2024

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

1. Hold a public hearing regarding the possible expenditure of funds.
2. Consider approving an expenditure of \$21,000 for the July 3, 2024 fireworks show.

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 March, 2024 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: March 19, 2024

Agenda Wording: General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course, Airport, US 90 Median Trees, Faux Real Trade Days, Jubilee and Trinity River Authority.

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 FY24 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program and \$25,806.50 has been spent so far (\$64,193.50 remains). Four grants have been approved to date:
 - ETEC Realty (116 McManus) - \$9,405 - PAID on 01-08-24
 - Abshire & Sons Bookkeeping (1315 N San Jacinto) - \$4,559 - PAID on 1-12-24
 - Health Center of Southeast Texas (1400 N Travis) - \$2,375
 - Fairlake Properties, LLC (4505 Sandune) - \$9,467
- One facade grant totaling \$8,500 has been approved in the prior fiscal year that has not yet been paid:
 - Resident Suites (2626 Highway 90) - \$8,500
- 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
 - Group Home - Interior Remodel (1801 Grand)
- Projects Under Construction – New Construction and Additions
 - KJ Chemical Phase II - Expand parking lot and driveway (4003 Beaumont)
 - 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
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
 - Odum Oil & Gas - Office Remodel (1914 Myrtle)
- Infrastructure Projects
 - Liberty High School Drainage Improvements (2615 Jefferson)
- Upcoming Projects
 - RV Park (700 Port Road) – *Plans are currently under review*
 - Casa Del Pueblo (1110 Highway 90) – *Plans are currently under review*
 - Car Wash (2812 N Main) – *Plans are currently under review*
 - Starbucks (1606 US 90) - *Plans are currently under review*
 - Freedom Church (422 US 90) - *Plans are currently under review*
- The City has issued a permit for a residential remodel and addition at 202 Chesson.
- The City has issued a permit for new residential construction at 730 Minglewood.
- The City has issued a permit to install a manufactured home at 101 Glenn.
- The City has issued a permit to install new signage at 1924 Highway 90, Suite C (Amtex Insurance).
- The City has issued the following ROW permits for fiber installation: 4620 McGuire, 4619 Sandune and 1502 Fort Worth.
- The first electric vehicle charging station in Liberty was installed at 2501 Highway 90.
- Final Designs for the wildlife fencing project at the Airport were delivered to the City on January 3rd. TxDOT reviewed the final designs on January 30th. Construction is expected to start on June 1st and be completed by October 1st.
- The City has signed a contract with Clayton Bracey for the Highway 90 Tree Replacement Project. The TxDOT Area Office has given tentative approval for the project.
- Faux Real Trade Days is on March 22 – 24. All activities take place at the TVE Fairgrounds (321 FM 563).

- The Liberty Jubilee is scheduled for March 22 and 23.
- The U.S. Army Corps of Engineers (USACE) and the Trinity River Authority of Texas (TRA) are requesting your input into the creation of a Vision Plan for the Port of Liberty. USACE and TRA would like your input and are requesting a stakeholder interview from 4:00 – 5:00 pm on **March 20, 2024**. Interviews will be held at the Liberty County - A.J. “Jack” Hartel Building - 318 San Jacinto Street - Liberty, 77575. A public open house will be held from 5:30 – 6:30 pm on March 20th at the same location.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: March 19, 2024

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

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: JANUARY 31ST, 2024

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	1,274,950.00	109,085.71	432,264.16	33.90	842,685.84
	*** FUND TOTAL REVENUE ***	1,274,950.00	109,085.71	432,264.16	33.90	842,685.84
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,274,950.00	25,377.30	65,755.07	5.16	1,209,194.93
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,274,950.00	25,377.30	65,755.07	5.16	1,209,194.93
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	83,708.41	366,509.09	0.00	(366,509.09)
		=====	=====	=====	=====	=====

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: JANUARY 31ST, 2024

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	1,150,000.00	100,172.83	397,923.95	34.60	752,076.05
321-0110	INTEREST INCOME	50,000.00	8,912.88	34,340.21	68.68	15,659.79
321-2120	TRANSFER IN FROM FUND BALANCE	74,950.00	0.00	0.00	0.00	74,950.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,274,950.00	109,085.71	432,264.16	33.90	842,685.84
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2024

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	18.07	72.28	0.96	7,427.72
421-309	MARKETING & ADVERTISING	32,000.00	265.49	10,216.56	31.93	21,783.44
421-311	OFFICE SUPPLIES	0.00	(1.26)	(1.26)	0.00	1.26
421-313	MISCELLANEOUS	6,880.00	0.00	4,759.90	69.18	2,120.10
421-314	TRAVEL & TRAINING	5,000.00	0.00	45.00	0.90	4,955.00
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	0.00	0.00	1,500.00
421-319	LEGAL FEES	5,000.00	306.00	630.00	12.60	4,370.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		57,880.00	588.30	15,722.48	27.16	42,157.52
<u>4-OTHER</u>						
421-423	BUSINESS INCENTIVES FACADE	90,000.00	23,739.00	24,377.59	27.09	65,622.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	0.00	0.00	90,000.00
421-425	HWY 90 MEDIAN	85,000.00	0.00	0.00	0.00	85,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		265,000.00	23,739.00	24,377.59	9.20	240,622.41
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	78,320.00	0.00	0.00	0.00	78,320.00
421-620	PRINCIPAL SERIES 2014	155,000.00	0.00	0.00	0.00	155,000.00
421-621	ADMIN FEES SERIES 2014	750.00	1,050.00	1,050.00	140.00	(300.00)
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,070.00	1,050.00	1,050.00	0.45	233,020.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	40,000.00	0.00	0.00	0.00	40,000.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	0.00	0.00	200,000.00
421-732	TRANSFER TO GOLF COURSE	30,000.00	0.00	24,605.00	82.02	5,395.00
421-733	TRANSFER TO FLEET FUND	48,000.00	0.00	0.00	0.00	48,000.00
421-734	TRANSFER TO CAPITAL PROJECTS	400,000.00	0.00	0.00	0.00	400,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		718,000.00	0.00	24,605.00	3.43	693,395.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,274,950.00	25,377.30	65,755.07	5.16	1,209,194.93
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	25,377.30	65,755.07	5.16	1,209,194.93

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: JANUARY 31ST, 2024

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	83,708.41	366,509.09	0.00	(366,509.09)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: JANUARY 31ST, 2024

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
21-1-0101	CLAIM- DUE TO POOLED CASH	1.26
21-1-2110	CASH	2,700,118.42
21-1-2199	DUE FROM GBG FOR SALES TAX	1,804.68
21-1-2500	DUE FROM STATE	<u>203,244.28</u>
		<u>2,905,168.64</u>
TOTAL ASSETS		2,905,168.64
=====		
LIABILITIES & EQUITY		
=====		
21-2-0220	AP PENDING-POOLED CASH	1,242.98
21-2-1111	ENCUMBRANCE	(781,355.70)
21-2-1112	RESERVE FOR ENCUMBRANCE	781,355.70
21-2-1113	PRIOR YEAR ENCUMBRANCE	271,273.70
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(271,273.70)
21-2-2162	INTEREST PAYABLE	2,255.06
21-2-2180	FUND BALANCE	<u>2,535,161.51</u>
TOTAL LIABILITIES & EQUITY		<u>2,538,659.55</u>
TOTAL REVENUE		432,264.16
TOTAL EXPENSES		<u>65,755.07</u>
TOTAL REVENUE OVER/ (UNDER) EXPENSES		366,509.09
TOTAL EQUITY & REV. OVER/ (UNDER) EXP.		<u>366,509.09</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/ (UNDER) EXP.		2,905,168.64
=====		



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, February 20, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on February 20, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:01 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. 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
- Projects

- Permits
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC's financials as of December 31, 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 Secretary McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Vandeventer. The motion passed 7 to 0.

A. Minutes Approval**1. January 23, 2024****V. REGULAR AGENDA****A. Regular Session**

1. Consider awarding a grant to the Health Center of Southeast Texas in the amount of \$2,375 related to the Business Façade Improvement Grant Program.

The Health Center of Southeast Texas (HCSET) owns the building located at 1400 N Travis and is proposing to make landscaping improvements to the exterior. HCSET 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.

HCSET has received two bids for their proposed project:

Precision Lawns = \$8,914.05

Ed's Tree, Lawn & Landscaping = \$4,750.00

HCSET's application is attached for your review. LCDC's proposed reimbursement of 50% of the total cost is based on the lowest bid received.

A motion was made by Board Member LaFour to award a Business Facade Improvement Grant in the amount of \$2,375 to Health Center of Southeast Texas for 1400 N Travis and seconded by Board Member McCarty. The motion passed 7 to 0.

2. Consider awarding a grant to Ali Zolfaghari in the amount of \$9,467.50 related to the Business Façade Improvement Grant Program.

Ali Zolfaghari recently purchase the Sandune Manufactured Home Park at 4505 Sandune and is proposing to make landscape, signage and driveway improvements to the property. Mr. Zolfaghari 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.

Mr. Zolfaghari has received two bids for his proposed project:

Lone Star Property Works = \$19,895.00

Texas Landscape Group = \$18,935.00

Mr. Zolfaghari's application is attached for your review. LCDC's proposed reimbursement of 50% of the total cost is based on the lowest bid received.

Each manufactured home on the property is allowed a one-time change out.

A motion was made by Board Member Dorsett to award a Business Facade Improvement Grant in the amount of \$9,467.50 to Ali Zolfaghari for 4505 Sandune Road and seconded by Board Member Runkle. The motion passed 7 to 0.

B. Executive Session

At 6:12 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
 - Discussion regarding economic development negotiations

C. Reconvene into Regular Session

At 6:38 p.m., President Norwood closed the Executive Session and reconvened the open meeting.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:39 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: March 19, 2024

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

Department: Community Development

Subject: LCDC Potential Projects

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. July 3rd Fireworks Show

Funding Source: n/a

Staff Recommendation: Staff recommends holding a public hearing.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: March 19, 2024

Agenda Wording: Consider approving an expenditure of \$21,000 for the July 3, 2024 fireworks show.

Department: Community Development

Subject: July 3rd Fireworks

Background: The City has contracted with Pyro Shows of Fort Worth to provide the annual fireworks display. This year's display will be held on Wednesday, July 3, 2024. Pyro Shows has been providing fireworks displays since 2019. The cost of the display this year is \$21,000, which is \$5,000 more than last year.

During the February 27, 2024, City Council Meeting, this item was presented to the City Council for approval. City Council directed staff to present the firework agreement and payment to LCDC for consideration. This request for LCDC to fund the July 3rd fireworks show was to relieve pressure on the general fund and due to the size of LCDC's fund balance.

The fireworks show was previously funded by Hotel Occupancy Tax (HOT) funds. State law no longer allows fireworks to be paid for by HOT funds.

Funding Source: LCDC Fund Balance

Staff Recommendation: n/a