The City of Liberty

Liberty Community Development Corporation

Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, July 16, 2024	3:00 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 Betty Runkle				
Board Member Craig Vansau				

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. U.S. Small Business Administration Presentation - Barbara Nitis, Public Information Officer, Office of Disaster Recovery and Resilience

B. General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course, Airport and Faux Real Trade Days.

C. 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. June 18, 2024

V. REGULAR AGENDA

A. Work Session

1. Presentation and Work Session regarding the Proposed Budget for Fiscal Year 2024-2025 and the 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 July, 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: July 16, 2024

Agenda Wording: U.S. Small Business Administration Presentation - Barbara Nitis, Public Information Officer, Office of Disaster Recovery and Resilience

Department: Administration

Subject: U.S. Small Business Administration Presentation

Background: The U.S. Small Business Administration will make a presentation regarding Business Recovery, Disaster Stats and the Small Business Administration Disaster program. Due to the Federal Declaration relating to the recent severe weather, this presentation may benefit local businesses and residents.

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Meeting Date: July 16, 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 and Faux Real Trade Days.

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 FY24 Budget, the LCDC Board of Directors approved $90,000 for the Business Facade Grant Program and $45,806.50 has been spent so far ($44,193.50 remains). Five 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 - PAID on 3-28-24
    - Fairlake Properties, LLC (4505 Sandune) - $9,467
    - Frank & Connie Jordan (538 Main) - $20,000.00

- One facade grant was approved in the prior fiscal year that has not yet been paid:
    - Resident Suites (2626 Highway 90) - $8,500

- Projects Under Construction – New Construction and Additions
    - Popeyes - Re-Build (1710 US 90) **- Construction projected to start in late July**
    - Liberty ISD - Welding Pavilion (2615 Jefferson)
    - Liberty ISD - Administrative Office Addition (2103 N Main)
    - Fire Station No. 2 - New Build (119 Bowie)
    - Car Wash - New Build (2812 N Main)
    - Starbucks - New Build (1606 US 90)
    - Divine Integrity - Addition (1211 N Main)
    - Tiger Beach River Park - Clearing & Grading (705 Port Road)
    - Freedom Church - New Church (422 US 90)

- Projects Under Construction – Renovations and Remodels
    - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
    - Frank's Collision Repair (1625 Hwy 90)
    - Blessey Marine (3560 Hwy 90)

- 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*
    - New Life Church (2510 Jefferson) – *Plans are currently under review*

- On May 28, 2024, the City Council approved $300,000 toward the construction of one 10-unit t-hangar at the airport and also ratified LCDC's expenditure of $300,000 toward the construction of the t-hangars.

- Staff met with National Sign Plaza on June 27, 2024, to discuss the wayfinding sign project for Liberty.

- Faux Real Trade Days is on July 19 – 21. All activities take place at the TVE Fairgrounds (321 FM 563).

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Meeting Date: July 16, 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

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2024

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	1,274,950.00	117,523.54	881,558.52	69.14	393,391.48
*** FUND TOTAL REVENUE ***	1,274,950.00	117,523.54	881,558.52	69.14	393,391.48
EXPENDITURE SUMMARY					
LIBERTY COMMUNITY DEV	1,274,950.00	77,328.83	183,557.12	14.40	1,091,392.88
*** FUND TOTAL EXPENDITURES ***	1,274,950.00	77,328.83	183,557.12	14.40	1,091,392.88
EXCESS REVENUES/EXPENDITURES	0.00	40,194.71	698,001.40	0.00	(698,001.40)

FINANCIAL STATEMENT
AS OF: MAY 31ST, 2024

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	1,150,000.00	107,342.89	809,188.70	70.36	340,811.30
321-0110	INTEREST INCOME	50,000.00	10,180.65	72,369.82	144.74	(22,369.82)
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	117,523.54	881,558.52	69.14	393,391.48

FINANCIAL STATEMENT
AS OF: MAY 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
3-CHARGES & SERVICES						
421-307	MAINTENANCE WEBSITE	7,500.00	18.07	3,832.94	51.11	3,667.06
421-309	MARKETING & ADVERTISING	32,000.00	9,444.00	28,242.25	88.26	3,757.75
421-311	OFFICE SUPPLIES	0.00	0.00	(1.26)	0.00	1.26
421-313	MISCELLANEOUS	6,880.00	2,596.76	7,356.66	106.93	(476.66)
421-314	TRAVEL & TRAINING	5,000.00	0.00	1,596.94	31.94	3,403.06
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	300.00	20.00	1,200.00
421-319	LEGAL FEES	5,000.00	270.00	1,332.00	26.64	3,668.00
** CATEGORY TOTAL **		57,880.00	12,328.83	42,659.53	73.70	15,220.47
4-OTHER						
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	25,242.59	28.05	64,757.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	65,000.00	90,000.00	100.00	0.00
421-425	HWY 90 MEDIAN	85,000.00	0.00	0.00	0.00	85,000.00
** CATEGORY TOTAL **		265,000.00	65,000.00	115,242.59	43.49	149,757.41
6-DEBT SERVICE						
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	0.00	1,050.00	140.00	(300.00)
** CATEGORY TOTAL **		234,070.00	0.00	1,050.00	0.45	233,020.00
7-TRANSFERS						
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	77,328.83	183,557.12	14.40	1,091,392.88
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	77,328.83	183,557.12	14.40	1,091,392.88

FINANCIAL STATEMENT

AS OF: MAY 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	40,194.71	698,001.40	0.00	(698,001.40)

*** END OF REPORT ***

BALANCE SHEET

AS OF: MAY 31ST, 2024

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
21-1-2110	CASH	3,032,967.53		
21-1-2199	DUE FROM GBG FOR SALES TAX	3,764.99		
21-1-2500	DUE FROM STATE	203,244.28		
			3,239,976.80	
	TOTAL ASSETS			3,239,976.80
LIABILITIES & EQUITY				
21-2-0220	AP PENDING-POOLED CASH	4,558.83		
21-2-1111	ENCUMBRANCE	(769,345.70)		
21-2-1112	RESERVE FOR ENCUMBRANCE	769,345.70		
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	2,535,161.51		
	TOTAL LIABILITIES & EQUITY		2,541,975.40	
	TOTAL REVENUE	881,558.52		
	TOTAL EXPENSES	183,557.12		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	698,001.40		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		698,001.40	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			3,239,976.80

The City of Liberty

Liberty Community Development Corporation

Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 18, 2024 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

This meeting was called to order on June 18, 2024, 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				
Vice-President Michael Dorsett Jr.				
Secretary Kathrine McCarty				
Board Member Mark Campbell				
Board Member Dan VanDeventer				
Board Member Betty Runkle				
Board Member Craig Vansau				

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. REGULAR AGENDA

A. Regular Session

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

Mayor John Hebert, Jr. issued the Oath of Office to re-appointed Members Barbara Norwood, Michael Dorsett, and Betty Runkle and newly appointed Member Craig Vansau of the LCDC Board of Directors.

2. Consider the appointment of a President for the Liberty Community Development Corporation (LCDC).

A motion was made by Board Member McCarty that Board Member Barbara Norwood be appointed to fill the position of LCDC President. The motion was seconded by Board Member VanDeventer. The motion passed 7 to 0.

3. Consider the appointment of a Vice-President for the Liberty Community Development Corporation (LCDC).

A motion was made by Board Member VanDeventer that Board Member Michael Dorsett be appointed to fill the position of LCDC Vice President. The motion was seconded by Board Member Runkle. The motion passed 7 to 0.

4. Consider the appointment of a Secretary for the Liberty Community Development Corporation (LCDC).

A motion was made by Board Member Dorsett that Board Member Kathrine McCarty be re-appointed to fill the position of LCDC Secretary. The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

IV. 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 and Faux Real Trade Days.

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic Development Agreements
- Projects
- Permits
- Golf Course
- Airport
- Events

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC's financials as of April 30, 2024.

V. 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 Campbell to approve all items on the consent agenda. The motion was seconded by Commission Member McCarty. The motion passed 7 to 0.

A. Minutes Approval

1. May 21, 2024

VI. REGULAR AGENDA

A. Executive Session

At 6:11 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.

B. Reconvene into Regular Session

At 6:30 p.m., President Norwood closed the Executive Session and reconvened the open meeting.

1. Consider awarding a grant to Kesha Pickney (Divine Integrity) in the amount of $3,925 related to the Utilities and Public Safety Grant Program.

Kesha Pickney owns the building that is located at 1211 N Main Street. Ms. Pickney operates a transitional living facility for girls out of the property. Ms. Pickney has outgrown the facility and is proposing to add approximately 1,000 square feet of space to the building. As part of that addition, Ms. Pickney is requesting reimbursement pursuant to the Utilities and Public Safety Grant program.

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

Gas Meter Upgrade
1 – CenterPoint ($350)

Fire Sprinkler Extension
1 – VSC ($7,500)
2 – New Age Security ($11,667)

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

President Norwood asked for a motion. No motion was made. Item fails.

2. Consider awarding a grant to Kesha Pickney (Divine Integrity) in the amount of $20,000 related to the Facade Grant Program.

Kesha Pickney owns the building that is located at 1211 N Main Street. Ms. Pickney operates a transitional living facility for girls out of the property. Ms. Pickney has outgrown the facility and is proposing to add approximately 1,000 square feet of space to the building. As part of that addition, Ms. Pickney is requesting reimbursement pursuant to the façade grant program.

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

Architectural
1 – MoGo Architects ($8,200)
2 – Jmack Architects ($5,000)

Construction
1 – BuildTechz Construction ($117,619)
2 – Pick and Shovel Construction ($114,945)

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

President Norwood asked for a motion. No motion was made. Item fails.

3. Consider awarding a grant to Frank Jordan in the amount of $20,000 related to the Facade Grant Program.

Frank Jordan owns the building that is located at 538 Main Street. Mr. Jordan leases the property to three commercial tenants. Mr. Jordan is proposing to repair the building and to correct structural deficiencies. Mr. Jordan is requesting reimbursement pursuant to the façade grant program.

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

1 – Brickology ($63,922)
2 – Crosslin Construction, LP ($93,000)

LCDC’s 50% reimbursement is based on the lowest bid for each project.

A motion was made by Board Member VanDeventer to approve the Business Facade Grant in the amount of $20,000 to Frank Jordan for the property at 538 Main Street. The motion was seconded by Board Member McCarty. Motion passed with a 6 to 0 to 1 vote with Board Member Campbell abstaining.

VII. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 6:38 p.m.

____
Barbara Norwood, President

ATTEST:

____
Kathrine McCarty, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation
Agenda Item Form

Meeting Date: July 16, 2024

Agenda Wording: Presentation and Work Session regarding the Proposed Budget for Fiscal Year 2024-2025 and the Community Development Capital Improvement Program(CDCIP).

Department: Community Development

Subject: FY 2024-2025 Budget

Background: The General Manager will present the Proposed Budget for Fiscal Year 2024-2025 and the Community Development Capital Improvement Program(CDCIP).

Funding Source: n/a

Staff Recommendation: n/a