



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, October 15, 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

Table with 5 columns: ATTENDEE NAME, PRESENT, ABSENT, LATE, ARRIVED. Rows include President Barbara Norwood, Vice-President Michael Dorsett Jr., Secretary Kathrine McCarty, and Board Members Mark Campbell, Dan VanDeventer, Betty Runkle, and Craig Vansau.

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the Liberty Community Development Corporation Board regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board may not deliberate or take any action during Citizen's comments for items not on the agenda.

III. PRESENTATIONS / REPORTS

- A. Board Member Betty Runkle will make comments regarding her attendance at the Texas Two Step Economic Development Conference.
B. General Manager's Report - General Manager - Tom Warner. Topics include Business Facade Grant Program, Projects, Permits, Dayton Chamber of Commerce and Faux Real Trade Days.
C. 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. September 17, 2024

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

1. Hold a public hearing regarding the possible expenditure of funds.
2. Consider awarding a grant to the Liberty Dayton Regional Medical Center in the amount of \$30,000 related to the Utilities and Public Safety Grant Program.

**B. Executive Session**

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

Discussion regarding economic development negotiations.

Receive an update from the General Manager regarding QYK Brands, LLC.

**C. Reconvene into Regular Session**

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

Update from the General Manager regarding QYK Brands, LLC.

**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 11th day of October, 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:** October 15, 2024

**Agenda Wording:** Board Member Betty Runkle will make comments regarding her attendance at the Texas Two Step Economic Development Conference.

**Department:** Community Development

**Subject:** Economic Development

**Background:**

**Funding Source:** N/A

**Staff Recommendation:** N/A

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 15, 2024

**Agenda Wording:** General Manager's Report - General Manager - Tom Warner. Topics include Business Facade Grant Program, Projects, Permits, Dayton Chamber of Commerce 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 FY25 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program and \$90,000 for the Utilities and Public Safety Grant program. No grants have been approved to date.
- Two facade grants were approved in the prior fiscal year that have not yet been paid out:
  - Jamie Carter (1312 Main) - \$20,000.00
  - Luxury Inn & Suites (3564 Highway 90E) - \$20,000
- Completed Projects
  - Frank's Collision Repair (1625 Highway 90)
- Projects Under Construction – New Construction and Additions
  - Liberty ISD - Welding Pavilion (2615 Jefferson)
  - Liberty ISD - Administrative Office Addition (2103 N Main)
  - Fire Station No. 2 - New Build (119 Bowie)
  - Starbucks - New Build (1606 US 90)
  - Divine Integrity - Addition (1211 N Main)
  - Tiger Beach River Park - Clearing & Grading (705 Port Road)
  - Freedom Church Phase I - New Church (422 US 90)
  - New Life Church - New Church (2510 Jefferson)
  - Popeyes - Re-Build (1710 US 90) - *Not Yet Started*
  - Car Wash - New Build (2812 N Main) - *Not Yet Started*

- Projects Under Construction – Renovations and Remodels
  - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
  - Blessey Marine (3560 Hwy 90)
  - Marine Recruitment Office (2139 Hwy 146 N, Suite 300)
- On Friday, October 4, the City of Liberty, the City of Dayton and the Dayton Chamber of Commerce signed a joint proclamation announcing the expansion of the Dayton Chamber to include Liberty and all of the communities in Southeast Liberty County. At some point in the future, the Dayton Chamber will change its name and branding.
- Margarito Anaya has applied for a Certificate of Occupancy to operate Brothers Catering BBQ at 1829 Hwy 90 (formerly El Tiempo Express).
- LCDC approved their Fiscal Year 2025 budget and capital improvement plan on Tuesday, August 20. City Council approved the LCDC Budget on Tuesday, September 24.
- The City has issued a permit for a new residential house at 636 Santa Anna.
- The City has issued a permit for new manufactured homes at 101 Industrial Place and 1697 FM 160 N.
- The City has issued a remodel permit for the house at 1504 N Travis.
- Dev Mohan has been issued a permit to demolish the pool at 3564 Highway 90 E (Luxury Inn & Suites).
- The State of Texas has pulled a permit to repair the Gillard Duncan House and St. Stephens Church at the Sam Houston Regional Library.
- Faux Real Trade Days is on October 25 – 27. All activities take place at the TVE Fairgrounds (321 FM 563).

**Funding Source:**

**Staff Recommendation:**

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 15, 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

CITY OF LIBERTY  
FINANCIAL STATEMENT  
AS OF: AUGUST 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	112,727.16	1,207,282.92	94.69	67,667.08
	*** FUND TOTAL REVENUE ***	1,274,950.00	112,727.16	1,207,282.92	94.69	67,667.08
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,274,950.00	460,046.84	1,333,643.75	104.60	( 58,693.75)
	*** FUND TOTAL EXPENDITURES ***	1,274,950.00	460,046.84	1,333,643.75	104.60	( 58,693.75)
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	( 347,319.68)	( 126,360.83)	0.00	126,360.83
		=====	=====	=====	=====	=====

CITY OF LIBERTY  
 FINANCIAL STATEMENT  
 AS OF: AUGUST 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	105,000.65	1,109,576.27	96.48	40,423.73
321-0110	INTEREST INCOME	50,000.00	7,726.51	97,706.65	195.41	( 47,706.65)
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	112,727.16	1,207,282.92	94.69	67,667.08

FINANCIAL STATEMENT

AS OF: AUGUST 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 &amp; SERVICES</u>						
421-307	MAINTENANCE WEBSITE	7,500.00	3,850.00	7,701.01	102.68	( 201.01)
421-309	MARKETING & ADVERTISING	32,000.00	542.84	30,705.41	95.95	1,294.59
421-311	OFFICE SUPPLIES	0.00	0.00	( 1.26)	0.00	1.26
421-313	MISCELLANEOUS	6,880.00	0.00	7,502.66	109.05	( 622.66)
421-314	TRAVEL & TRAINING	5,000.00	0.00	1,641.94	32.84	3,358.06
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	1,039.58	69.31	460.42
421-319	LEGAL FEES	5,000.00	144.00	2,052.00	41.04	2,948.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		57,880.00	4,536.84	50,641.34	87.49	7,238.66
<u>4-OTHER</u>						
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	0.00	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	0.00	115,242.59	43.49	149,757.41
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	78,320.00	37,900.00	37,900.00	48.39	40,420.00
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	37,900.00	38,950.00	16.64	195,120.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	40,000.00	0.00	40,000.00	100.00	0.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	200,000.00	100.00	0.00
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	417,610.00	464,204.82	967.09	( 416,204.82)
421-734	TRANSFER TO CAPITAL PROJECTS	400,000.00	0.00	400,000.00	100.00	0.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		718,000.00	417,610.00	1,128,809.82	157.22	( 410,809.82)
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,274,950.00	460,046.84	1,333,643.75	104.60	( 58,693.75)
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	460,046.84	1,333,643.75	104.60	( 58,693.75)

CITY OF LIBERTY  
FINANCIAL STATEMENT  
AS OF: AUGUST 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	( 347,319.68)	( 126,360.83)	0.00	126,360.83
		=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

BALANCE SHEET

AS OF: AUGUST 31ST, 2024

-LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<b>ASSETS</b>		
=====		
-1-2110	CASH	2,203,479.65
-1-2199	DUE FROM GBG FOR SALES TAX	4,331.81
-1-2500	DUE FROM STATE	<u>203,244.28</u>
		<u>2,411,055.74</u>
TOTAL ASSETS		2,411,055.74
		=====
<b>LIABILITIES &amp; EQUITY</b>		
=====		
-2-1111	ENCUMBRANCE	( 767,850.70)
-2-1112	RESERVE FOR ENCUMBRANCE	767,850.70
-2-1113	PRIOR YEAR ENCUMBRANCE	271,273.70
-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	( 271,273.70)
-2-2162	INTEREST PAYABLE	2,255.06
-2-2180	FUND BALANCE	<u>2,535,161.51</u>
TOTAL LIABILITIES & EQUITY		<u>2,537,416.57</u>
TOTAL REVENUE		1,207,282.92
TOTAL EXPENSES		<u>1,333,643.75</u>
TOTAL REVENUE OVER/(UNDER) EXPENSES		( 126,360.83)
TOTAL EQUITY & REV. OVER/(UNDER) EXP.		( <u>126,360.83</u> )
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.		2,411,055.74
		=====



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

~ Minutes ~

Tuesday, September 17, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on September 17, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Barbara Norwood.

Table with 5 columns: ATTENDEE NAME, PRESENT, ABSENT, LATE, ARRIVED. Rows include President Barbara Norwood, Vice-President Michael Dorsett Jr., Secretary Kathrine McCarty, Board Member Mark Campbell, Board Member Dan VanDeventer, Board Member Betty Runkle, and Board Member Craig Vansau.

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment 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 Council may not deliberate or take any action during citizens' comments about items not on the agenda.

President Norwood welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. President Norwood requested that Board Member Runkle be placed on the next agenda to discuss the HGAC Texas Two Step Community Development Workshop she attended.

III. PRESENTATIONS / REPORTS

A. General Manager's Report - General Manager - Tom Warner. Topics include Business Facade Grant Program, Projects, Permits, Dayton Chamber of Commerce, Wayfinding Sign Project, Liberty Municipal Park, TxDOT Aviation, and Faux Real Trade Days.

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program

- Commercial New Construction and Additions
- Commercial Renovation and Remodels
- Chamber of Commerce
- Liberty Workforce Solutions
- New Residential House
- New Modular Home
- New Manufactured Home
- Park Master Plan
- Tia Juanita's opening
- Rehabilitation of 4310 N Main
- Wayfinding Signs
- Wildlife Fence Project at the Airport

**B. Finance Report**

Assistant City Manager / CFO Naomi Herrington reported on the LCDC financials as of July 31, 2024.

**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 Campbell to approve all items on the consent agenda. The motion was seconded by Board Secretary McCarty. The motion passed 6 to 0.

**A. Minutes Approval**

1. August 20, 2024

**V. REGULAR AGENDA**

**A. Regular Session**

1. Consider awarding a grant to Shoppa's Farm Supply in the amount of \$20,000 related to the Facade Grant Program.

This item was originally presented to the board on August 20, 2024. At that meeting, the board indicated that they wanted to see Shoppa's survey to confirm that the fence was on private property. Shoppa's has since provided staff with a copy of their survey.

Shoppa's Farm Supply operates Shoppa's/John Deere at 2210 Highway 90E. Shoppa's is proposing to do two projects on their property: (1) repaint their pipe fence and (2) install recycled material for the parking area. Shoppa's is requesting reimbursement pursuant to the business façade grant program.

Shoppa's has received two bids for their proposed project:

- Install Recycled Material on Property
- 1 – Smart Material (\$45,248.19)
  - 2 – Wiggins Tractor and Dozer (\$84,800.00)
  - 3 – BSC Management Ltd (\$105,925.00)

- Sandblast and Paint Pipe Fence
- 1 – B & L Industries (\$10,000)

2 – Bar T Fence (\$11,470)

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

A motion was made by Board Member Vansau to award a business facade grant to Shoppa's Farm Supply in the amount of \$20,000. The motion was seconded by Board Member Campbell. The motion passed 6 to 0.

2. Consider awarding a grant to Shoppa's Farm Supply in the amount of \$6,425 related to the Utilities and Public Safety Grant Program.

Shoppa's original request also included reimbursement for replacing the galvanized piping inside their building. Due to feedback from the LCDC Board, that request has been removed.

Shoppa's Farm Supply operates Shoppa's/John Deere at 2210 Highway 90E. Shoppa's is proposing to install a commercial grade grinder pump and associated equipment in their building to help alleviate sewer issues that they have. Shoppa's is requesting reimbursement pursuant to the UPS grant program.

Shoppa's has received two quotes for the work:

- 1 – Legacy Plumbing (\$12,850)
- 2 – Jim Debes General Contractor (\$24,572.75)

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

A motion was made by Board Secretary McCarty to award an Utilities and Public Safety Grant to Shoppa's Farm Supply in the amount of \$6,425. The motion was seconded by Board Secretary McCarty. The motion passed 6 to 0.

3. Consider awarding a grant to Miriam Medina in the amount of \$282.00 related to the Utilities and Public Safety Grant Program.

Miriam Medina is proposing to operate "Miriam Lojan Nails and Spa" at 2311 Edgewood. As part of getting her business ready, Ms. Medina must install a Knox box on her building.

Knox is the sole provider of key boxes in the City of Liberty.

- Knox Box (Sole Source)
- 1 – Knox (\$564)

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

Ms. Medina's grant application was attached for LCDC's review and mentioned installation of a Fire Sprinkler System.

The board asked that the item be resubmitted once Ms. Medina had quotes for the fire sprinkler system and included a blueprint of the business space.

No action was taken.

4. Consider awarding a grant to Dev Mohan in the amount of \$20,000 related to the Facade Grant Program.

Dev Mohan operates Luxury Inn & Suites at 3564 Highway 90E. Mr. Mohan is proposing

painting the entire motel and installing approximately 600 feet of fencing along the perimeter of the property. Mr. Mohan is requesting reimbursement pursuant to the business façade grant program.

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

- 1 – Sunraj Developers Inc. (\$51,749)
- 2 – Guru Builders, LLC (\$52,700)

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

A motion was made by Board Member Runkle to award a business facade grant to Dev Mohan, owner of Luxury Inn and Suites, in the amount of \$20,000. The motion was seconded by Board Member Dorsett. The motion passed 6 to 0.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Norwood adjourned the meeting at 6:29 p.m.

\_\_\_\_\_  
Barbara Norwood, President

ATTEST:

\_\_\_\_\_  
Kathrine McCarty, Board Secretary

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 15, 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. City Manager Search Firm Expenses

**Funding Source:** n/a

**Staff Recommendation:** n/a

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** October 15, 2024

**Agenda Wording:** Consider awarding a grant to the Liberty Dayton Regional Medical Center in the amount of \$30,000 related to the Utilities and Public Safety Grant Program.

**Department:** Community Development

**Subject:** LCDC Utilities and Public Safety Grant Program

**Background:** The Liberty-Dayton Regional Medical Center (LDRMC) is located at 1353 N Travis. LDRMC is proposing to make a number of improvements to their building controls, HVAC and electrical systems in an effort to improve the efficiency of the building.

LDRMC has received two quotes for their proposed work:

- 1 – E3 Entegral Solutions, Inc (\$193,432)
- 2 – Sumrall Air Conditioning (\$117,027)

LDRMC's application is attached for your review. LCDC's 50% reimbursement is based on the lowest bid for each project. LCDC's total grant amount cannot exceed \$30,000.

**Funding Source:** LCDC Operating Budget

**Staff Recommendation:** Staff recommends awarding a Utilities and Public Safety Grant to Liberty Dayton Regional Medical Center.

# Commercial Business Utilities and Public Safety Improvement Grant Program Application

Applicant Name: Adam Anders (on behalf of) Landee Harris

Business Name: Liberty/Dayton Regional Medical Center

Business Address: 1353 N. Travis Street, Liberty, TX 77575

Business Phone: (409)504-1378

Business Email: aanders@e3es.com

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

## UTILITY IMPROVEMENTS AND UPGRADES

Water Tap & Water Meter Upgrades

Sewer Tap Upgrades

Gas Meter Upgrades

Transformer or Electrical Service Upgrades

Electrical Upgrades/Improvements for Business Expansion or Code Compliance

Utility Pole Relocation

Fire Hydrant Installation

Other Infrastructure (please describe)

1. Upgrade to current building controls system that controls HVAC system to run more efficiently.
2. Upgrade and repair of current HVAC VAV boxes to provide conditioned air to individual patient rooms.
3. Facility wide LED retrofit (January 2025)
4. Potential annual utility/maintenance and operation savings of \$38,000/year.

## INTERIOR SAFETY AND HEALTH IMPROVEMENTS

\_\_\_\_\_ Fire Safety Installations (Fire Alarms, Sprinkler Systems, Vent Hoods, etc.)

\_\_\_\_\_ Plumbing Installations (Grease Trap, Backflow Preventer, etc.)

\_\_\_\_\_ Asbestos Surveys

\_\_\_\_\_ Asbestos Removal

\_\_\_\_\_ Security Cameras

Total Estimated Cost of Proposed Improvements: \$389,000 (for both projects)

Estimated Start Date: January 2025

Estimated Completion Date: March 2025

Please include the following documentation with your application:

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

Applicant Signature:  Date: 9/25/24

**Note 1:** LCDC will only reimburse 50% of interior improvements and 50% of utility improvements up to an amount not to exceed \$30,000.

**Note 2:** All electrical upgrades and/or improvements must be compliant with the 2023 National Electrical Code (NEC).

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation  
ATTN: Chris Jarmon, Assistant City Manager  
1829 Sam Houston  
Liberty, Texas 77575  
[cjarmon@cityofliberty.org](mailto:cjarmon@cityofliberty.org)



## **Project Narrative: Building Automation System Replacement and VAV Box Repair for Liberty/Dayton RMC**

**Project Overview:** This project involves the comprehensive replacement of the Building Automation System (BAS) and the repair of 30 Variable Air Volume (VAV) boxes at Liberty/Dayton RMC. The hospital's existing BAS is outdated, leading to inefficiencies in HVAC performance, energy management, and occupant comfort. Furthermore, the 30 VAV boxes, which control airflow to individual areas within the facility, require repairs to restore their full functionality.

### **Scope of Work:**

#### **1. Building Automation System (BAS) Replacement:**

- **Assessment and Design:** The project will begin with a detailed assessment of the hospital's current HVAC and control systems. Based on this assessment, a new BAS will be designed to meet the facility's operational requirements. The new system will offer enhanced energy efficiency, remote monitoring, and improved control over the hospital's HVAC system.
- **Installation and Integration:** The existing BAS will be decommissioned and replaced with a modern, state-of-the-art system. All HVAC equipment, including air handling units (AHUs), chillers, boilers, and exhaust fans, will be integrated into the new BAS, ensuring seamless and efficient operation.
- **Testing and Commissioning:** Once the new system is installed, thorough testing and commissioning will be performed to ensure all components are functioning correctly. This includes configuring the system for optimal performance and conducting training sessions for hospital staff on system operation and maintenance.

#### **2. VAV Box Repair:**

- **Diagnostics and Repair:** Each of the 30 VAV boxes will undergo an individual diagnostic review to identify issues such as faulty actuators, malfunctioning sensors, or airflow obstructions. Repairs will be performed to restore correct airflow regulation to each zone.
- **Calibration and Testing:** After repairs, each VAV box will be recalibrated to ensure it operates according to the design specifications. Testing will verify proper temperature control, airflow distribution, and system response to demand changes in different hospital zones.



### **Key Benefits:**

- **Energy Efficiency:** The new BAS will enable real-time energy management, leading to reduced energy consumption and operational costs for the hospital.
- **Improved Indoor Air Quality:** Repairing and optimizing the VAV boxes will ensure more precise control of temperature and air distribution throughout the hospital, enhancing patient comfort and health outcomes.
- **Reliability and Longevity:** By replacing the outdated BAS and repairing the VAV boxes, the hospital's HVAC system will operate more reliably, reducing the need for emergency repairs and extending the lifespan of critical infrastructure.

**Timeline and Milestones:** Once started, the project will be completed in 8 weeks.

**Conclusion:** The replacement of the BAS and the repair of the 30 VAV boxes at Liberty/Dayton RMC will significantly improve the facility's operational efficiency, patient comfort, and energy management. The hospital will benefit from a modernized system that supports the long-term sustainability of its infrastructure.



## **SCHEDULE A: PROJECT DESCRIPTION**

### **HVAC CONTROL SYSTEM UPGRADES / REPLACEMENTS**

#### **Nursing Wing, Rehabilitation Wing & Central Plant**

- 1) The intent of the work is to replace existing pneumatic and/or hybrid HVAC control system with the necessary system components, re-using as much of the existing system infrastructure as possible, to provide a fully functional electronic DDC HVAC control system.
- 2) Disconnect and remove any existing exposed pneumatic equipment, pneumatic control cabinets, and tubing, including equipment in the mechanical rooms.
- 3) Pneumatic control equipment located above ceiling, other than what is directly attributed to HVAC equipment, shall be abandoned-in-place after it has been de-pressurized, disconnected, capped, and de-activated.
- 4) Pneumatic control equipment and lines serving above ceiling HVAC equipment shall be disconnected and removed in a 5- foot radius around the HVAC equipment.
- 5) Remaining / re-used HVAC control system components shall be inspected and tested for proper function prior to re-use. Any failed or non-functional control components shall be replaced with new control system components as required for a fully functional electronic DDC control system.
- 6) Furnish and install all necessary new parts and components for a complete and fully functional direct digital control (DDC) system to regulate and monitor the building's HVAC systems including:
  - a. One (1) air-cooled chiller and associated chilled water pump
  - b. Two (2) hot water boilers, two (2) boiler circulation pumps, two (2) dedicated hot water distribution pumps
  - c. One (1) two-deck, constant volume, multi-zone air handler unit
  - d. One (1) two-deck, constant volume, dual duct multi-zone air handler unit
  - e. Thirty (30) constant volume, dual duct zone mixing boxes
- 7) Re-use as required existing control panel enclosures. Additional enclosures shall be provided if required to house additional DDC control system hardware and components.
- 8) Furnish and install new wiring, transformers, and relays as required by the new DDC system.
- 9) Furnish and install new electrical power service, communication or controller wiring, and conduit as required for use by the new DDC controls equipment. New electrical power service shall be routed from existing sources as necessary.
- 10) Provide and install the following features and quality control aspects:
  - a. Programming



- b. Equipment and system graphics
  - c. Testing and training
  - d. Functional tests and point-to-point verification
  - e. Final system commissioning per control specification requirements
  - f. Label wiring and termination points, as required
  - g. O & M documents and as-built drawings
- 11) Any control or monitoring points resident in the existing control system shall be migrated over to the new DDC system. Operation and function of any migrated points shall be validated in the new control system.

#### **Dual Duct Mixing Boxes – Damper Actuator Replacements**

- 1) Demo and remove thirty (30) existing pneumatic damper actuator and transducer components.
- 2) Furnish and install thirty (30) new electronic damper actuator(s) as required to modulate the existing mixing box's hot and cold duct dampers.
- 3) Furnish and install new damper linkage(s) as required if existing damper linkages have failed or are non-functional.
- 4) Furnish electrical power service or re-use existing electrical power service for new electronic actuator(s) functional requirements.

#### **Clarifications and Exclusions:**

- 1) Work areas containing a known asbestos hazard shall be identified by Liberty Dayton Regional Medical Center. Neither E3, nor its sub-contractors shall handle, attempt to remove, or remediate any asbestos containing material (ACM). Any area(s) where E3 work is to be commenced shall have any asbestos hazard thoroughly removed and abated by the Liberty Dayton Regional Medical Center prior to E3 work being initiated.
- 2) Existing dual duct mixing boxes shall be re-used. New dual duct mixing boxes shall not be furnished or installed as part of this project.
- 3) Furnishing, mounting, and wiring of new duct mounted smoke detectors shall not be provided.
- 4) New fire dampers, fire and smoke dampers or any associated interlock wiring shall not be furnished or installed as part of this project.



## Liberty Dayton Regional Medical Center (LDRMC)

Liberty Dayton Regional Medical Center (LDRMC) provides comprehensive health care services to the residents in Liberty, Dayton, and surrounding rural communities of Southeast Texas. The hospital is dedicated to providing quality, accessible health care for all people in the region.

**High-Quality Health Care Close to Home:** LDRMC provides a wide range of inpatient, outpatient, and emergency medical services. These include:

- **Emergency Services:** A 24/7 emergency department that handles trauma, urgent medical conditions, and life-threatening situations with skilled medical staff and up-to-date technology.
- **Inpatient Care:** Our hospital offers comprehensive inpatient care services for patients who need to be hospitalized for treatment and recovery.
- **Outpatient Services:** LDRMC provides medical procedures and testing which do not generally require an overnight hospital stay to diagnose or treat an illness, disorder, injury or other medical condition.
- **Diagnostic Imaging:** LDRMC's medical imaging services provide a variety of advanced technology to assist in diagnosing a medical condition. These services include X-ray, CT scanning and ultrasound.
- **Rehabilitation Services:** Our hospital provides post-operative and injury rehabilitation services to assist patients in regaining mobility, strength and independence.
- **Laboratory Services:** The hospital's laboratory is open Monday through Friday from 7:30 a.m. to 5:00 p.m., with staff available through the Emergency Room after hours and on weekends.
- **Swing Bed Program:** The Swing Bed program provides transitional care for patients needing additional recovery time after an illness, injury, or surgery. It allows patients to move from acute care to skilled rehabilitation while staying in the hospital.

**Commitment to Community Health:** As a regional medical center, LDRMC plays an important role in promoting community health and wellness. In addition to acute treatment, the hospital focuses on preventive care through health education, wellness programs, and routine screenings, with the goal of promoting long-term health results to improve the community.

**Medical staff and expertise:** LDRMC is staffed by a team of dedicated physicians, nurses, and healthcare professionals who bring expertise across a variety of specialties. This multidisciplinary team works collaboratively to provide personalized care tailored to the needs of each patient. LDRMC's healthcare professionals are committed to continuous learning and the adoption of best practices in medicine, ensuring that patients receive the most up-to-date treatments and care available.

**Patient Care:** At Liberty Dayton Regional Medical Center, patient-centered care is at the heart of its services. The hospital prioritizes compassionate, respectful, and culturally sensitive care for all patients. By creating an



environment for open communication and patient participation in decision-making, LDRMC seeks to empower individuals and families in their health journey.

**Partnerships and Future Growth:** LDRMC is committed to expanding its services and increasing access to health care for the region. The hospital partners with major health systems and specialists in nearby cities to ensure patients receive comprehensive care, including referrals for more complex medical conditions

In the future, LDRMC plans to continue investing in advanced medical technology and facilities to keep up with the growing needs of its community. The hospital's commitment to innovation and excellence is a cornerstone of health care in Liberty, Dayton, and the surrounding areas.

2040 Highland Village Road, Suite 100  
Highland Village, Texas 75077  
972.325.1919 • e3es.com



### **E3 Entegral Solutions, Inc.**

E3 Entegral Solutions, Inc. is a Texas-based company that provides comprehensive energy and facility management solutions for clients seeking efficiency, sustainability, and utility savings. E3 empowers businesses, schools, and government organizations to optimize their energy usage, reduce operational costs, and enhance their environmental stewardship.

E3 utilizes a multi-disciplinary approach, blending engineering expertise, innovative technologies, and a deep understanding of each client's unique operational needs to design and implement projects. The company offers a full suite of services including energy audits, facility assessments, project design, implementation, and ongoing monitoring. By leveraging advanced energy analytics and custom-tailored solutions, E3 helps clients significantly reduce energy consumption while maintaining operational efficiency and improving indoor air quality.

At the heart of E3's work is a commitment to sustainability and client partnership. The company's projects aim to deliver immediate energy savings, while creating long-term benefits through improved facility performance, indoor air quality, and reduced environmental impact. E3 maintains a hands-on approach throughout each project lifecycle, ensuring that clients achieve the maximum return on their energy investments.

With a team of energy experts, engineers, and project managers, E3 has successfully implemented projects across various industries, helping clients adapt to rapidly changing energy landscapes. E3's expertise is HVAC systems, lighting upgrades, renewable energy integration, and building automation, making them a trusted partner in delivering sustainable energy solutions for the future.

Driven by its core values of integrity, innovation, and impact, E3 leads the way in energy management, which allows organizations to achieve their sustainability goals while reducing maintenance and operational costs.

## PROPOSAL FORM

<b>Eng Firm:</b>	E3 Entegral Solutions, Inc.	
<b>Project Name:</b>	Liberty-Dayton Regional Medical Center	
<b>Contractor:</b>	Ferrara's HVAC	I have seen Addendum #1

Proposal Form consisting of two (2) pages is to be returned to all E3 Project Team Members by Proposal Deadline: 12:00PM on Friday, September 20, 2024.

### Project Summary

Scope ID	Bldg. ID	Description
1	All Buildings	HVAC Control System Upgrades / Replacements
2	NURSE	Dual Duct Mixing Boxes - Damper Actuator Replacements

### Pricing

Contractor to give pricing for each line item below. Though E3 intends to include the entire scope of work in the final project, each line item should be priced such that it can be removed from the project scope. An electronic copy of the Proposal Form can be provided upon written request.

Scope ID	Building ID	Installed Price	Manufacturer	Duration (Weeks)
1	NURSE	\$67,180.00	Honeywell	8 weeks
1	REHAB	\$42,291.00	Honeywell	8 weeks
1	CP	\$35,530.00	Honeywell	8 weeks
2	NURSE	\$43,479.00	Belimo	8 weeks
P&P Bond		\$4,952.00		
Total		\$193,432.00		

**\*\*Pricing is good for 40 days\*\***

### Proposal Clarifications/Exclusions:

#	Excludes weather station	Comment	Carrier gateway add \$4,500
1	Provide and install chilled water insulation AHU 5,6 and Central plant \$4,866.00		
2	Provide and install (2) OSA dampers w/actuators, intake caps and sheet metal duct work		
3	Provide curbs for OSA in (2) locations, roofer to install – \$9,300.00		
4	Remove duct silencers, provide and install new sheet metal duct work \$9,900		



# Estimate

**PetroSpect Industrial Services Inc DBA  
Sumrall Air Conditioning**  
License No.TACLA75932C, LACL65693,  
TECL19163, ME322231  
7064 Patillo Rd.  
Beaumont, TX 77705

Phone: 409-722-7024  
Email: chris.metreyeon@sumrallac.com  
URL:www.sumrallac.com

Invoice Date: September 12, 2024

Estimate: CM1877

## Customer Summary

Customer Information

E3 Entegral Solutions  
409-781-2903  
jfreeman@e3es.com

Service Address

1353 N Travis St  
Liberty, Tx 77575

Billing Address

2040 Highland Village Rd  
Suite #100  
Highland Village, Texas 75077

## Invoice Summary

<b>Amount</b>	<b>Terms</b>
<b>\$126,220.64</b>	<b>Due upon Completion</b>

## Invoice Details

TaskID	Description	System	Tax	Qty	Amount
CM1877-1	<p>Equipment Materials and Labor to replace the existing HVAC controls system, and Pneumatic VAV actuators, with KMC BACnet Controls. KMC controls come with a 5 Year factory warranty, 24/7 tech support, custom graphical interface, and end user training. This upgrade will be done without any HVAC downtime.</p> <p>Project Summary: Comfort Control proposes to replace the existing HVAC controls system, and Pneumatic VAV actuators, with KMC BACnet Controls. KMC controls come with a 5 Year factory warranty, 24/7 tech support, web based graphical interface, and end user training. KMC BACnet controls meets and exceeds the Specified controls KMC is BACnet BTL listed, with the best warranty of any HVAC controls on the market. Made in the USA.</p> <p>Project Summary: Comfort Control proposes to replace the existing HVAC controls system, and Pneumatic VAV actuators, with KMC BACnet Controls. KMC controls come with a 5 Year factory warranty, 24/7 tech support, web based graphical interface, and end user training. KMC BACnet controls meets and exceeds the Specified controls KMC is BACnet BTL listed, with the best warranty of any HVAC controls on the market. Made in the USA.</p> <p>Additional issues that need to be addressed at a later date: • Building is in a negative causing supply registers to condensate, high humidity in</p>	Chiller System	✓	1	\$90,809.74

- Chiller coils are clogged up and disintegrating.
- Boiler upgrade to more efficient with smaller footprint
- Viewable runtime logs of equipment to manual changeover. This will help give the HVAC equal runtime.
- Brown bomber relays to replace the existing ICE cube style that keep coming unplugged due to equipment vibrations.

#### Proposal

We hereby submit estimates for specifications issued on the above subject Project as follows:

#### ITEM QTY DESCRIPTION

- 1 5 BAC-5901C BACnet MSTP communicating advanced application controllers that will control and monitor the HVAC equipment (Chiller, Boilers, Pumps, AHUs, and mixing Boxes). These controllers will reside in an existing enclosure, and dedicated power supplies.
- 2 10 CAN-5901 input extension cans for the BAC-5901C controllers that will allow the controllers to pick up the additional Points for temperatures, setpoints, and mixing box actuators.
- 3 40 STE-1402 Discharge air sensors for 10 zones on AHU 2, and 30 Mixing boxes.
- 4 1 TPE-1483 wet/wet pump differential transducer for pump status
- 5 1 Carrier UPC Open BACnet interface that will allow the HVAC control system to monitor the chiller operating values. (capacity, temperatures, start/stop, alarms, etc.)
- 5 1 TC-BAC Total Control software and license key for the Graphical interface and HVAC controls monitoring/control.
- 6 30 STE-6019W-10 mixing box room temperature sensors with setpoint dial that can have minimum and maximum space temp setpoints put in the logic to prevent temperature swings throughout the space.
- 7 30 HLO-4001 linkage kits for the mixing boxes. This linkage kit with extension rods and custom mounts will allow the actuator to mount to the outside of the mixing box and control the hot/cold deck dampers.
- 8 1 Labor to modify the boxes, cap off and clean up existing pneumatic lines, pull new control wire for discharge air sensors and mixing box actuators.
- 9 1 Labor and material to program HVAC Controls, build graphics, and test before installing. NOTE: Labor conforms to prevailing wage requirements, and after hour labor cost included.
- 10 1 5 Year Factory Warranty on KMC Controllers

Proposal Valid 60 Days					
CM1877-Controls Bond	Controls Bond	Chiller System	✗	1	\$4,550.00
CM1877-2	Optional Alternate to move 10 Zone actuators to front of air handler  Labor, wire, flex conduit, and custom mounts to move the 10 Zone actuators to the front side of the AHU.	Chiller System	✓	1	\$2,941.18
CM1877-Bond 2	Bond additional for moving zone actuators	Chiller System	✗	1	\$150.00
CM1877-Alternate 1	Alternate to remove duct silencers and extend return ducting	Chiller System	✓	1	\$17,676.92
CM1877-Bond 3	Bond additional for duct silencer alternate	Chiller System	✗	1	\$900.00
<b>Customer Notes</b>		Commercial Install			\$0.00
		Subtotal			\$117,027.84
		Taxable Subtotal			\$111,427.84
		Sales Tax (City of Liberty Commercial) - 8.25%			\$9,192.80
		Total Amount or Financed Price			\$126,220.64 or \$11,619.12/mo*

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\* Estimated monthly payment for qualified buyers

**Payment**

Date	Payment Method	Payment Made By	Comment / Notes	Amount
Total Payment Received				\$0.00

**Equipment & Diagnostics**

<u>Diagnostics</u>
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**Affiliations**

**Terms and Conditions**

I have the authority to order the above described work. It is agreed that the seller will retain title to any equipment or material furnished until full and complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller shall be held harmless for damages resulting from the removal thereof. If this invoice is not paid within 30 days, I agree to pay 1 1/2% per month (18% annual rate) or the maximum allowed in the state of residence on the unpaid balance. If this invoice is placed for collection I agree to pay seller's attorney fees and any court costs.