



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, August 19, 2025

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 Michael Dorsett Jr., Vice-President Kathrine McCarty, Secretary Betty Runkle, Board Member Barbara Norwood, Board Member Mark Campbell, Board Member Dan VanDeventer, 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 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 on items not on the agenda.

III. PRESENTATIONS / REPORTS

A. General Manager's Report - Bryan Kendrick - Includes various updates of interest to our community.

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. June 17, 2025

**V. REGULAR AGENDA**

**A. Regular Session**

1. Consider awarding a grant to Nick Zolfaghari in the amount of \$29,845 related to the Utilities and Public Safety Grant Program.
2. Consider awarding a grant to Twila LaBuff in the amount of \$14,012 related to the Utilities and Public Safety Grant Program.
3. Consider awarding a grant to Twila LaBuff in the amount of \$17,006 related to the Business Façade Improvement Grant Program.
4. Hold a public hearing regarding the possible expenditure of funds in the Fiscal Year 2024-2025 Budget.
5. The LCDC Board of Directors to consider amending the Fiscal Year 2024-2025 Budget for mowing equipment.
6. Public Hearing on Fiscal Year 2025-2026 (FY 2026) Liberty Community Development Corporation's Proposed Budget.
7. LCDC Board of Directors consider approval of the Fiscal Year 2025-2026 Operating Budget.

**VI. ADJOURNMENT**

**A. Motion To: Adjourn**

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*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 August 2025 at 5:00 p.m. This notice will remain 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:** August 19, 2025

**Agenda Wording:** General Manager's Report - Bryan Kendrick - Includes various updates of interest to our community.

**Department:** Community Development

**Subject:** General Manager's Report

**Background:** This agenda item affords the General Manager the opportunity to update the Board members and the 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 reauthorized the business facade grant program and the utilities and public safety grant program. So far, \$65,057.50 /\$90,000 (72.4%) has been approved for the facade grant program and \$37,029.75 /\$90,000 (41.1%) has been approved for the UPS grant program.

<b>Facade Grant</b>	<b>UPS Grant</b>
Select Safety – 11/19/24 - (\$20,000) - PAID	Miriam Lohan Nails and Spa – 11/19/24 (\$3,204.75) - PAID
Deluxe Inn – 11/19/24 - (\$20,000)	LDRMC – 11/19/24 (\$30,000) - PAID
Milton Fregia - 01/28/25 (\$1,900) - PAID	John Zolfaghari (4505 Sandune) – 4/15/25 (\$3,825) - PAID
Larson's Auto Repair – 4/15/25 (\$15,250) - PAID	
Nick Zolfaghari (116 McManus) – 4/15/25 (\$7,907.50) - PAID	

- Completed Commercial Projects
  - Liberty County Central Appraisal District - Interior Remodel (303 Fannin)
  - Liberty High School - Observation Deck (2615 Jefferson)
  - Waffle House - Demo (1711 Highway 90)
  - WCID #5 – Warehouse/Storage Building (2722 Beaumont)

- Commercial Projects Under Construction – New Construction, Additions, Renovations and Remodels
  - Waffle House - New Build (1711 Highway 90)
  - Mr. Gatti's Pizza – Interior Buildout (2121 Highway 146 N [Inside Wal-Mart])
  - Tiger Beach River Park - Clearing & Grading (705 Port Road)
  - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
  - TVE Fairgrounds - New awning with concrete base (321 Wallisville)
  - Applied Refractory - New Warehouse (713 Dr MLK Dr)
  
- Completed Residential Projects
  - 1708 Webster
  - 606 Confederate
  
- The developer of the Liberty Ranch subdivision has broken ground and started to clear the property. Depending on the weather, the developer expects the infrastructure to take about 1 year to build. Clear Companies is the civil contractor for this project.
  
- Faux Real Trade Days are scheduled for August 22-24. All activities take place at the TVE Fairgrounds (321 FM 563).

**Funding Source:**

**Staff Recommendation:**



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, June 17, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 17, 2025, 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, 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 on 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. 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. administered the Oath of Office to re-appointed members Kathrine McCarty, Mark Campbell, and Dan VanDeventer of the LCDC Board of Directors.

2. Presentation, discussion and possible action on Placer.ai

Tiffany Huber with Placer.ai software zoomed into the Liberty Community Development Corporation Meeting to demonstrate how Placer.ai could help with economic and community development growth. After the presentation, a motion was made by board member McCarty to

approve the expenditure of \$12,000 a year for the Placer.ai software with the vetting of references. The motion was seconded by board member Dorsett. The motion passed 7 to 0.

**IV. PRESENTATIONS / REPORTS**

**A. General Manager’s Report - Bryan Kendrick - Includes various updates of interest to our community.**

Assistant City Manager Chris Jarmon reported on the following updates:

- Business Facade and Utility/Public Safety Grant Program
- Completed Projects
- New Construction and Additions
- Renovations and Remodels
- Permits issued for new houses
- Waffle House update
- Demolition of 4102 N Main
- Park Master Plan
- July 3rd Fireworks
- Lamar Park Improvements
- Trinity Valley Chamber of Commerce
- Liberty Ranch Subdivision
- Faux Real Trade Days

**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 McCarty to approve all items on the consent agenda. The motion was seconded by board member Vansau. The motion passed 6 to 0 to 1 with board member Norwood abstaining.

**A. Minutes Approval**

1. May 20, 2025

**VI. REGULAR AGENDA**

**A. Regular Session**

1. Consider the appointment of a 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 President. The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

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

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

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

A motion was made by Board Member Vansau that Board Member Betty Runkle be appointed to fill the position of LCDC Secretary. The motion was seconded by Board Member McCarty. The motion passed 7 to 0.

- 4. Hold a public hearing regarding the possible expenditure of funds.

President Norwood opened the public hearing at 7:01 pm per Section 505.159 of the Local Government Code, which 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 Christmas Program. No public comments were made. President Norwood closed the public hearing at 7:02 pm.

- 5. Consider approving an expenditure not to exceed \$25,000 to be used for the 2025 Christmas Program.

During the June 10 City Council meeting, the City Council agreed to allocate up to \$50,000 to be used for the 2025 Christmas Program. The City Council directed staff to reach out to LCDC regarding funding half of the expenditures for the program.

A motion was made by Board Secretary Dorsett to approve the expenditure not to exceed \$25,000 for the Christmas Program. The motion was seconded by Board Member Campbell. The motion passed 6 to 0 to 1 with board member Runkle abstaining.

**VII. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, President Norwood adjourned the meeting at 7:19 p.m.

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

ATTEST:

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

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** Consider awarding a grant to Nick Zolfaghari in the amount of \$29,845 related to the Utilities and Public Safety Grant Program.

**Department:** Community Development

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

**Background:** Nick Zolfaghari owns the manufactured home park located at 116 McManus. Mr. Zolfaghari is proposing to install LED street/parking lights and upgrade the drainage on the property.

Mr. Zolfaghari is requesting reimbursement for infrastructure improvements pursuant to the Utilities and Public Safety Program, which reimburses 50% of the cost of infrastructure projects. Applicants are not reimbursed until after completion of the project.

Mr. Zolfaghari received two (2) quotes:

1. Texan Landscape Group - \$59,690.00
2. Lone Star Property Works - \$59,920.00

Mr. Zolfaghari's application is attached for your review. LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$29,845.

**Funding Source:** LCDC Operating Budget

**Staff Recommendation:** N/A

# Commercial Business Utilities and Public Safety Improvement Grant Program Application

Applicant Name: Nick Zolfaghari

Business Name: Wood Ranch Estates

Business Address: 116 McManus Rd Liberty Tx

Business Phone: 936 641 4008

Business Email: Nmzwork@gmail.com

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

## UTILITY IMPROVEMENTS AND UPGRADES

- Water Tap & Water Meter Upgrades (Replace meter boxes with concrete boxes)
- Sewer Tap Upgrades
- Gas Meter Upgrades
- Transformer or Electrical Service Upgrades (Add (Add safety lighting to poles))
- Electrical Upgrades/Improvements for Business Expansion or Code Compliance
- Utility Pole Relocation
- Fire Hydrant Installation
- Other Infrastructure (please describe) Drainage pipes

## 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: \$ 60,000

Estimated Start Date: 1/20/25

Estimated Completion Date: 2/20/25

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: 1/8/25

**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)

ESTIMATE



Prepared For

Nickfarr Zolfaghari  
116 mcmanus rd  
liberty , tx 77575  
(936) 641-4008

**Texan Landscape Group**

Phone: (832) 248-8428  
Email: texanlandscapegroup@gmail.com

Estimate # 189  
Date 01/06/2025

**Description** **Total**

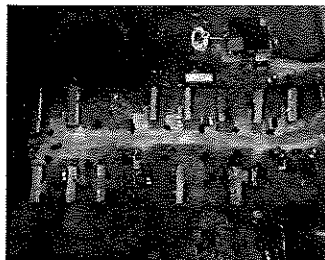
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Park Street Lighting \$54,250.00

Street Light: 14 total  
- ZL-16000 Cast Aluminum LED Post Light

Scope of Work:

- Install dedicated breaker in existing panels inside each unit to power up lights in street poles
- Dig trench & run underground wiring in conduit to poles on each side of all units
- Securely attach poles into ground with cement to prevent from any damage to electrical lines in case of a natural disaster
- Securely Install weatherproof lighting on each pole with necessary dusk to dawn sensors



Drainage Installation \$5,440.00

Total Linear Feet: 800ft

Material:

- 4 in. x 10 ft. PVC Pipes
- 9 in. x 9 in. Plastic Square Drainage Catch Basin

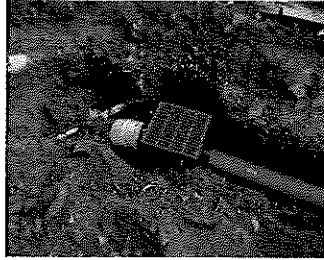
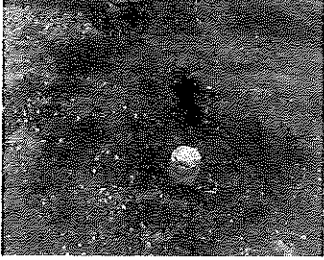
Scope of Work:

- Dig trench from back of property to front of property on both sides behind trailers
- Install PVC pipes & Water catch basins with water flowing from back of property to front flowing

into street ditch

- Backfill/Level out dirt from trench

- Add Fake Boulder covers over water meters



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<b>Subtotal</b>	<b>\$59,690.00</b>
<b>Total</b>	<b>\$59,690.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Nickfarr Zolfaghari

# ESTIMATE

Lone Star Property Works  
 2801 N Main St  
 Liberty, TX 77575-3910

lonestarpropertyworks@gmail.com  
 +1 (713) 515-9448



**Bill to**

Nick Zolfaghari  
 Woodranch Estates  
 116 Mcmanus Rd  
 liberty, tx 77575 tx

**Ship to**

Nick Zolfaghari  
 Woodranch Estates  
 116 Mcmanus Rd  
 liberty, tx 77575 tx

**Estimate details**

Estimate no.: 1002  
 Estimate date: 01/07/2025

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Street Light Poles Installation</b>	Light Pole Style: GM 8056 Powder Coated Cast Aluminum LED Post Light / Parking lot lighting / Street Light  Quantity: 14 Total Lights  Scope of Work: - run electrical wiring to the light pole, attach light fixture to the pole, securely connect the wires inside the fixture to the power source coming from the underground cable	14	\$3,980.00	\$55,720.00
2.	<b>Drainage Solution + Water Meter Caps</b>	Scope of work: - Grade existing soil between trailers (Ground will be sloped so water flows to sides of property) - Dig Trench where PVC piping & Catch Basins will be installed to catch rain water( Water will travel from back of property to front of property into street ditch) - Backfill where trenches are dug - Located and Cover all property utilities ( Fake Boulder Covers will be placed on top of all utilities located	1	\$4,200.00	\$4,200.00
<b>Total</b>					<b>\$59,920.00</b>

Accepted date

Accepted by

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** Consider awarding a grant to Twila LaBuff in the amount of \$14,012 related to the Utilities and Public Safety Grant Program.

**Department:** Community Development

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

**Background:** Twila LaBuff owns the property located at 1001 Dr. Martin Luther King Jr. Drive. Ms. LaBuff is proposing upgrades to electrical service, upgrades to building insulation, new central HVAC unit and upgrades to fire alarms and extinguishers.

Ms. LaBuff is requesting reimbursement for infrastructure improvements pursuant to the Utilities and Public Safety Program, which reimburses 50% of the cost of infrastructure projects. Applicants are not reimbursed until after completion of the project.

Mr. LaBuff received the following quotes:

### Electrical

1. Victor Gallegos Construction Services - \$22,500
2. Burr Electric - \$15,525

### HVAC

1. Best Solutions Cooling & Heating - \$7,800
2. A/C Barn - \$6,500

### Insulation

1. Victor Galegos Construction Services - \$5,500
2. Phone Me 2 Foam LLC - \$7,500

Fire Safety Installation - \$500

Total Project = \$28,025

Ms. LaBuff's application is attached for your review. LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$14,012.

**Funding Source:** LCDC Operating Budget

**Staff Recommendation:** N/A

# Commercial Business Utilities and Public Safety Improvement Grant Program Application

Applicant Name: Twila LaBuff (owner)

Business Name: \_\_\_\_\_

Business Address: 1001 Dr. Martin L. King Jr. Drive

Business Phone: 936-402-6004 Business Email: labuff@yahoo.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 ? Don't know if tenant needs gas.

Transformer or Electrical Service Upgrades

Electrical Upgrades/Improvements for Business Expansion or Code Compliance

Utility Pole Relocation

Fire Hydrant Installation

Other Infrastructure (please describe) spray foam Roof for Insulation  
Installed central A/c & Heat

## INTERIOR SAFETY AND HEALTH IMPROVEMENTS

Fire Safety Installations (Fire Alarms, Sprinkler Systems, Vent Hoods, etc.) \$500.00

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

Asbestos Surveys

Asbestos Removal

Security Cameras

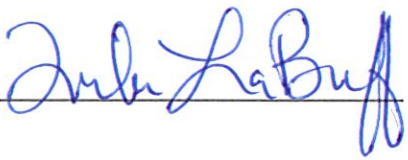
Total Estimated Cost of Proposed Improvements: \$ 28,025.<sup>00</sup>

Estimated Start Date: May 13, 2025

Estimated Completion Date: July 31, 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: 6/31/25

**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)

**1001 DR MARTIN L KING JR DR., LIBERTY, TX**

1001 DR. MLK JR DR

Commercial Business Utilities and Public Safety  
Improvement Grant Program

The industrial warehouse project includes updated metal siding. It features a new HVAC System for more effective climate control and new spray foam insulation. The electrical System has been modernized to various commercial uses. This facility is designed as a rental property, providing a practical space for a new businesses coming to the area.

Thank you,

Twila LaBuff  
owner  
1001 Dr Martin L King Jr Dr., Liberty, Tx

June 28, 2025

Building at:1001 Dr. MLK Jr DR., Liberty

Outside service removed all old service and weather head

Installed all new outside service and weather head

Inside installed new breaker box and breakers

New wiring in Shop area

4 new shop lights

4 new exit lights

Inside offices new plugs and trouble shout overhead lights

Spray foam roof for insulation

Installed central air and heating

Install New smoke alarms

Install New Fire Extinguishers

A/C

Statement

DATE

05-19-25

TERMS

Twila Labuff  
1001 Doctor MLK Jr Dr  
Liberty Tx.

IN ACCOUNT WITH

Best Solutions Cooling & Heating  
Teda - DIAZ 832 352 62 88

2.5 Comercial A/C INST.  
GOODMAN 14.3 seers R-32

- \* 2.5 TON Condenser
- \* 2.5 TON Airhandler
- \* ALL Ducts ~~work~~ R-8
- \* COMPLETE INST.
- \* City - permit

5 yrs warranty ALL PARTS  
1 yr Labor

Material & Labor \$ 7800<sup>00</sup>

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT



# Victor Gallegos Construction Services

FRAMING • CONSTRUCTION • TOTAL CARPENTRY • REMODELING • ROOFING

5735 US HWY 90 W, Dayton TX, 77535

P (713) 248-6280 | C (713) 248-9571

Owner Name Twila Labuff

Address 1001 Dr MLK Jr. Dr

City Liberty State Tx Zip Code 77575

Type of Work Victor Gallegos 7132489571

Electric Bid  
Labor taking all old electrical  
off outside building

Installing all new boxes and wiring  
on outside building

Labor on taking down old wiring  
and lights.

Installing all new lights and  
wiring

Installing new plugs and switches

Troubleshoot electrical problem  
off and bring up to code

Special  
Instructions

\$ 22,500.

**Burr Electric**  
Michael Burr  
PO Box 2172  
Dayton, Tx 77535  
TDLR #35545  
936-346-9656



# Proposal

## Proposal

Burr Electric to provide the following scope of work for:

**1001 Martin Luther King St**  
**Liberty, Tx 77575**

- Demolition of old panel and hanging wires
- Install new lights, switches and plugs inside shop
- Troubleshoot electrical problems in office and make safe; bring up to code
- Upgrade New service and install panel

When finished will troubleshoot and make sure everything is working properly and up to code

Proposal based on the walkthrough for the LaBuff House  
Work to be completed during normal business hours

## Specifications

All labor and material is guaranteed to be as specified in accordance with any drawings or specifications submitted or as agreed per this proposal for the sum of:

**Fifteen thousand five hundred twenty five and no cents (15,525.00)**

Any alteration or deviation from the above specifications involving extra cost will be executed only upon written order, and will become an extra charge over and above the estimate. Proposal is good for 30 days.

**\$15,525.00**

**Respectfully submitted by Burr Electric LLC.**



**Michael Burr**



**[burrelectric.dayton@gmail.com](mailto:burrelectric.dayton@gmail.com)**

**Acceptance of Proposal**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

XU

713-705-7525

www.LouisService.com email: louis\_2012@hotmail.com

No 0996

Name Twila LaBoff DATE 06-09-25

ADDRESS 100 / Pr. M.L.K. Jr. Dr

PHONE 936-402-6004

CITY	SECURITY	CASH	C.O.D.	CHARGE	CHECK #	P.O. #
------	----------	------	--------	--------	---------	--------

QUAN	DESCRIPTION	PRICE	AMOUNT
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for the installation  
of a 2.5 TON Heat pump  
and ducts, it is  
a complete installation  
with Duct R &  
Airhandler  
Model # 5TEM6803AVXISA  
Serial # 25065UD 63V

Condense unit  
Model # 5TWR5030A1000A  
Serial # 251218 ETIF

One year warranty 4  
Thank You For Your  
Patronage

SUB-TOTAL	4,500
TAX	
TOTAL	6,500.00

A/C Barn





# Victor Gallegos Construction Services

FRAMING • CONSTRUCTION • TOTAL CARPENTRY • REMODELING • ROOFING

5735 US HWY 90 W, Dayton TX, 77535

P (713) 248-6280 | C (713) 248-9571

6-20-23

Owner Name Jwila Laboff

Address 1001 Dr MLK Jr Dr

City Liberty State TX Zip Code 77575

Type of Work Victor 713 248 9571

Spray Foam Insulation  
on Roof Building  
5" spray foam

total - \$ 5500.00

Special Instructions

%2F3



Tap to load preview

40x60x12

Liberty, Tx

*Spray foam  
Phone Me ZFoam  
U-LLC*

Ceiling Only

2" Closed Cell

\$7500

*spray foam*

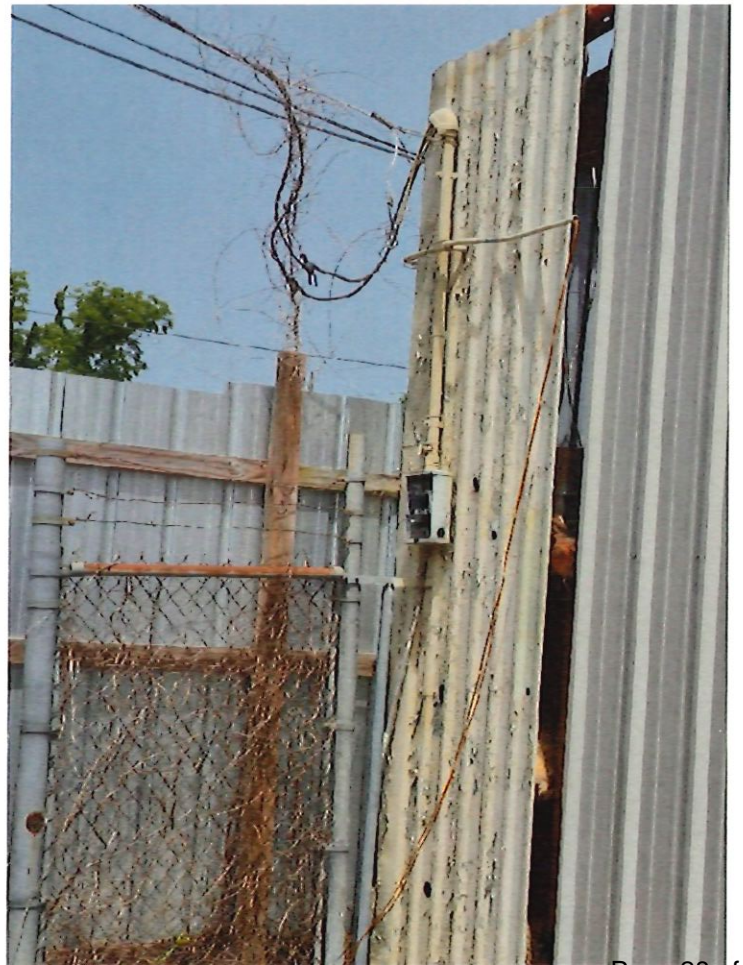
Phone Me 2 Foam  
U LLC.

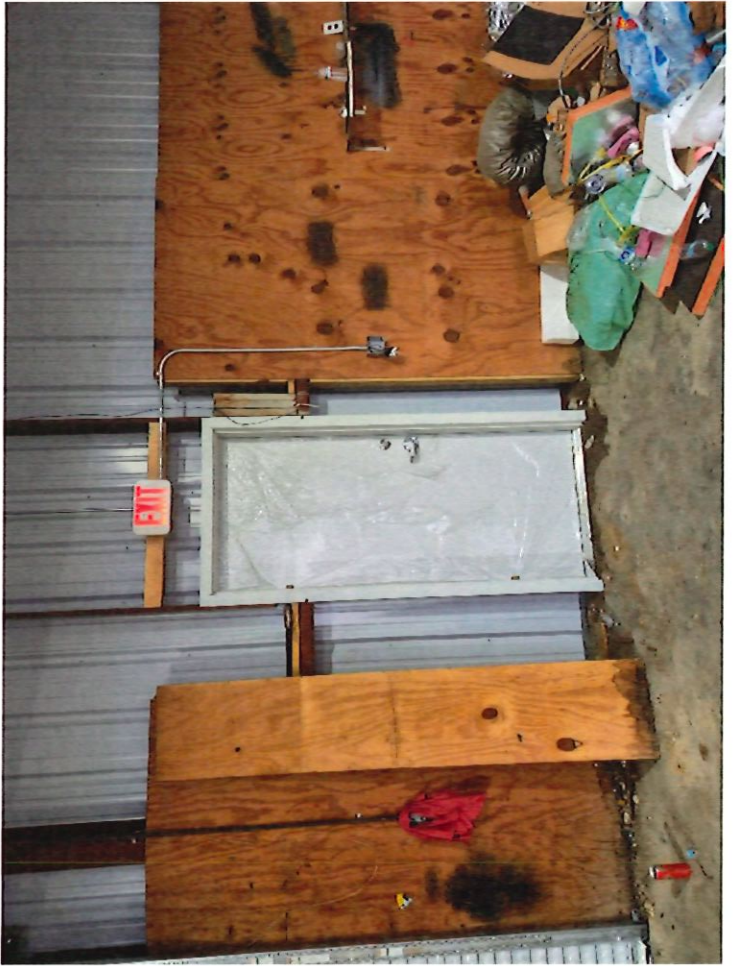
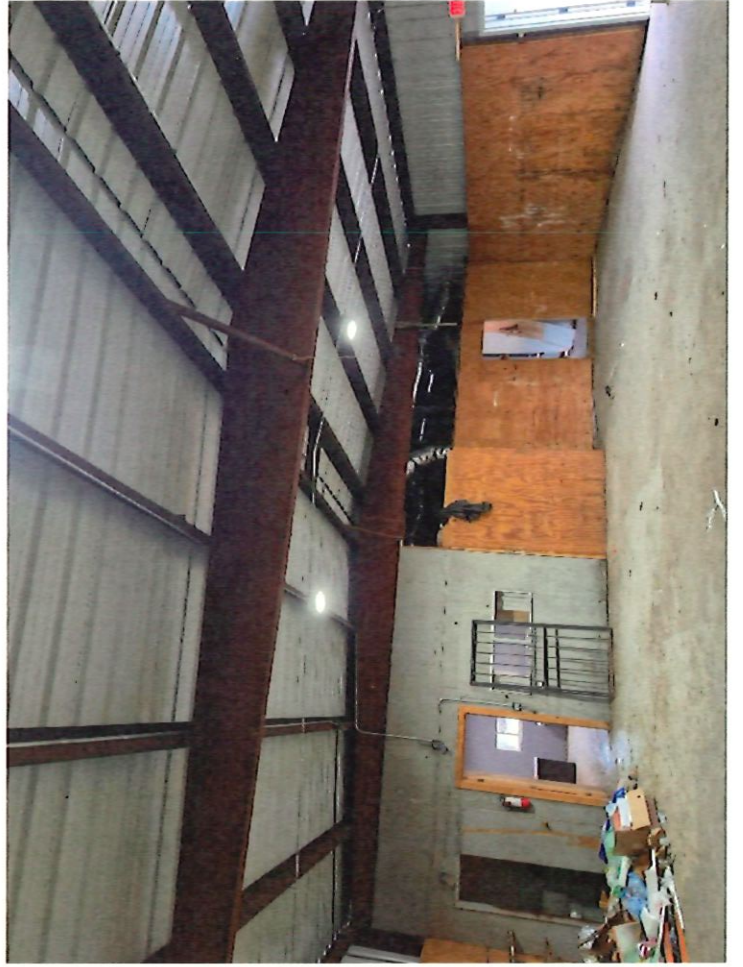
8515 Youngberry

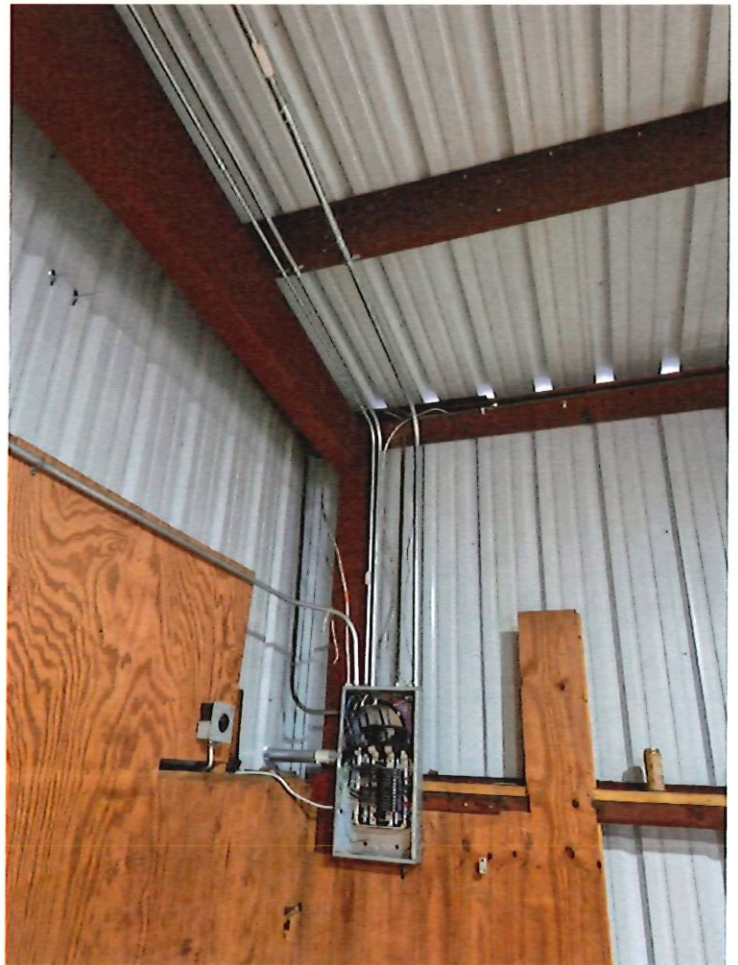
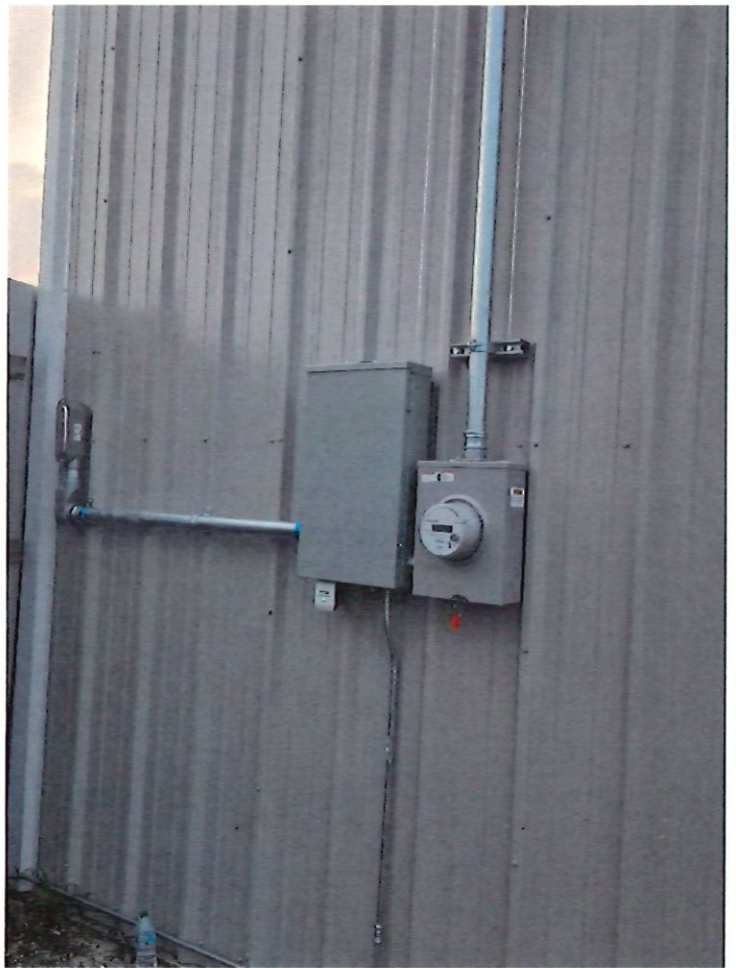
Houston Texas

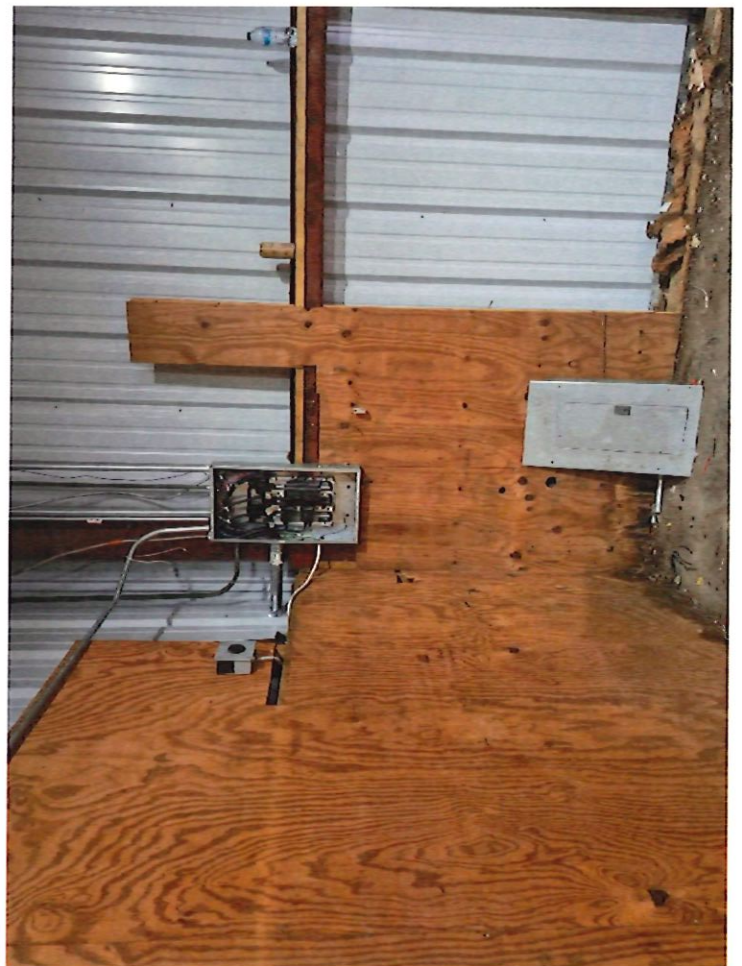
77044

Alex Jaimes









# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** Consider awarding a grant to Twila LaBuff in the amount of \$17,006 related to the Business Façade Improvement Grant Program.

**Department:** Community Development

**Subject:** LCDC Business Façade Improvement Grant Program

**Background:** Twila LaBuff owns the property located at 1001 Dr. Martin Luther King Jr. Drive. Ms. LaBuff has improved the property by upgrading the siding, exterior lighting, windows, doors and awnings.

Ms. LaBuff 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.

Ms. LaBuff has two quotes for her project:

Materials - Specialty Steel Buildings = \$15,632

Labor - Victor Gallegos Construction Services = \$18,500

Project total = \$ 34,132

Ms. LaBuff's application is attached for your review. LCDC's proposed reimbursement is based on the lowest bid received. The reimbursement would be \$17,006.

**Funding Source:** LCDC Operating Budget

**Staff Recommendation:** Approval of the grant

# Commercial Business Façade Improvement Grant Program Application

Applicant Name: Twila LaBuff (owner)

Business Name: \_\_\_\_\_

Business Address: 1001 Dr. Martin L. King Dr.

Business Phone: 936-402-6004 Business Email: labufft@yahoo.com

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

Painting or Mural Installation

Fence Repair or Installation

Brick or Siding Repair

Landscaping

Exterior Lighting

Windows

Doors

Signage

Awnings or Canopies

Parking Lot

Driveway

Dumpster Enclosures

Professional Services (architectural, etc.)

Total Estimated Cost of Proposed Improvements: \$ 34,132.<sup>04</sup>

Estimated Start Date: May 13, 2025  
Estimated Completion Date: July 31, 2025

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: *Trisha LaBuff* Date: 6/30/25

**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  
[cjarmon@cityofliberty.org](mailto:cjarmon@cityofliberty.org)

**1001 DR MARTIN L KING JR DR., LIBERTY, TX**

1001 DR. MLK JR DR

Commercial Business Façade Improvement Grant Program

The industrial warehouse project includes updated metal siding. It features a new HVAC System for more effective climate control and new spray foam insulation. The electrical System has been modernized to various commercial uses. This facility is designed as a rental property, providing a practical space for new businesses coming to the area.

Thank you,

Twila LaBuff  
owner  
1001 Dr Martin L King Jr Dr., Liberty, Tx

June 28, 2025

Building at: 1001 Dr. MLK Jr. Dr., Liberty, Tx

Metal Siding - removed all old exterior metal siding and trim

Metal Roof- removed all old metal roofing

Installed 3- walkthrough

Installed 1- 10x10 rollup door

Installed all new metal siding and trim

Installed new metal roofing

Removed 3-awnings over doors removed metal and repainted frames

Installed new metal 3 awnings

Installed 3 awnings over doors

Installed new lighting by exterior doors

Specialty Steel Building, INC  
 301 County Road 2242  
 Cleveland, TX 77327  
 832-699-2271

4/25/2025  
 22-\*\*\*  
 QUOTE



Customer  
 Address  
 Address  
 Contact

Sean Salesman  
 TWILA & TRACY LABUFF

Qty	Description	SSb Part#	Price FT.	Feet	Inches	Color	Detail	Ext. Price
42	PBR 26 Gauge Panel Color	PBR26	\$4.15	20	4	ASH GRAY	ROOF	\$3,544.10
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	12	6	ASH GRAY	ENDWALL	\$207.50
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	13		ASH GRAY	ENDWALL	\$215.80
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	13	6	ASH GRAY	ENDWALL	\$224.10
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	14		ASH GRAY	ENDWALL	\$232.40
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	14	6	ASH GRAY	ENDWALL	\$240.70
4	PBR 26 Gauge Panel Color	PBR26	\$4.15	15		ASH GRAY	ENDWALL	\$249.00
2	PBR 26 Gauge Panel Color	PBR26	\$4.15	15	6	ASH GRAY	ENDWALL	\$128.65
42	PBR 26 Gauge Panel Color	PBR26	\$4.15	12		ASH GRAY	SIDEWALLS	\$2,091.60
4	Ridge Roll 20	RR-20	\$4.00	15	9	ASH GRAY	2;12	\$252.00
5	8" Cee Channel 2.5" 14 Gauge	8X25C14	\$4.21	20		RED OX		\$421.00
1	8" Cee Channel 2.5" 16 Gauge	8X25C16	\$3.50	12		GALVANIZED		\$42.00
1	Roll Up Door	RUD-1	\$1,800.00	1		WHITE	CHAINHOIST	\$1,800.00
4	Base angle Red Oxide	4x2x16	\$2.50	1		RED OX		\$10.00
4	Sculptured Rake Trim	RT-1	\$4.88	20	1	P-WHITE		\$392.03
2	Peak Box	PB-1	\$30.00	2		P-WHITE		\$120.00
4	R Panel Corner Trim	CT-1	\$3.45	12		P-WHITE		\$165.60
2	3070M Complete door Pkg	3070M	\$640.00	1		WHITE	D/BOLT K/A	\$1,280.00
1	3070M Complete door Pkg	3070M	\$640.00	1		WHITE	1/2 GLASS	\$640.00
8	Custom Trim	Cust-1	\$2.60	16		P-WHITE	2;12 EAVE	\$332.80
20	3/8" Tape Seal 45' roll	TP38	\$5.50	1				\$110.00
42	R Panel Inside Closure	RISCLOS	\$2.50	1				\$105.00
42	R Panel Outside Closure	ROSCLOS	\$2.50	1				\$105.00
2250	Self Drill Struct Screw 1.25	#12x1.25	\$0.14	1		ASH GRAY		\$315.00
2250	Self Drill Lap Screw 0.875"	#14x.875	\$0.14	1		ASH GRAY		\$315.00
500	Self Drill Lap Screw 0.875"	#14x.875	\$0.14	1		P-WHITE		\$70.00
250	Pop Rivet 1/8"	Rivet	\$0.14	1		P-WHITE		\$35.00
6	R Panel Jamb Trim	JT-1	\$2.00	7		P-WHITE		\$84.00
3	R panel Drip Trim	DT-1	\$2.00	3	4	P-WHITE		\$20.00
2	R Panel Jamb Trim	JT-1	\$2.00	10		P-WHITE		\$40.00
1	R panel Drip Trim	DT-1	\$2.00	10	4	P-WHITE		\$20.67
2	5030 HS Insulated window	5030-hs	\$450.00	1		ALUMINUM		\$900.00

**Subtotal** \$14,708.94

**Subtotal** \$14,708.94

**Tax 6.75%** \$923.10

**Freight** \$0.00

**Labor** \$0.00

**CC Fee 3%** \$0.00

**Total Price:** \$15,632.04



# Victor Gallegos Construction Services

FRAMING • CONSTRUCTION • TOTAL CARPANTRY • REMODELING • ROOFING

5735 US HWY 90 W, Dayton TX, 77535

P (713) 248-6280 | C (713) 248-9571

5-15/25

Owner Name Twila LABBUFF

Address 1001 DR MLK. JR DR.

City Liberty State TX Zip Code 77575

Type of Work Victor Gallegos 713 248 9571

labor - Taking off old tin potting  
new tin on and trim

installing 3-walk thor Doors

installing 1-10x10 roll up Door

Take Down 3 over Door  
rewires potting new  
Tin on and painting them  
and installing them

Total \$ 18,500

This guy would do it  
all. I used him.

Special  
Instructions



















# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** Hold a public hearing regarding the possible expenditure of funds in the Fiscal Year 2024-2025 Budget.

**Department:** Community Development

**Subject:** LCDC Potential Project

**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. Mowing Equipment

**Funding Source:** n/a

**Staff Recommendation:** Hold the public hearing

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** The LCDC Board of Directors to consider amending the Fiscal Year 2024-2025 Budget for mowing equipment.

**Department:** Community Development

**Subject:** Amending Fiscal Year 2024-2025 Budget.

**Background:** There is a need for equipment to mow at the Liberty Municipal Airport and City facilities. Beautification is one of the leading factors in economic development and this equipment is needed to maintain an appealing appearance of our facilities.

Transfer to airport \$141,000 for tractor, bat wing and zero turn mower  
Transfer to general \$241,400 for mowing equipment listed in presentation to board.

**Funding Source:** Funds are available in the LCDC Budget and Fund Balance.

**Staff Recommendation:** Staff recommends approval of the transfer of funds.

BUDGET LISTING  
AS OF: AUGUST 31ST, 2025

21 -LIBERTY COMM. DEV. CORP.  
FINANCIAL SUMMARY

SELECTED  
BUDGET

-----  
REVENUE SUMMARY

ALL REVENUE	<u>1,514,985.78</u>
*** TOTAL REVENUES ***	1,514,985.78 =====

EXPENDITURE SUMMARY

LIBERTY COMMUNITY DEV	<u>1,514,985.78</u>
*** TOTAL EXPENDITURES ***	1,514,985.78 =====

BUDGET LISTING

AS OF: AUGUST 31ST, 2025

21 -LIBERTY COMM. DEV. CORP.  
REVENUES

SELECTED  
BUDGET

---

321-0101	SALES TAX REVENUE	1,300,000.00
321-0110	INTEREST INCOME	85,000.00
321-0124	DONATIONS - LCDC	5,000.00
321-2120	TRANSFER IN FROM FUND BALANCE	<u>124,985.78</u>

***	TOTAL REVENUES	***	<u>1,514,985.78</u>
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BUDGET LISTING

AS OF: AUGUST 31ST, 2025

21 -LIBERTY COMM. DEV. CORP.  
LIBERTY COMMUNITY DEV  
DEPARTMENTAL EXPENDITURES

SELECTED  
BUDGET

3-CHARGES & SERVICES

421-307	MAINTENANCE WEBSITE	7,500.00
421-308	PROFESSIONAL DEVELOPMENT	15,000.00
421-309	MARKETING & ADVERTISING	25,000.00
421-313	MISCELLANEOUS	1,000.00
421-314	TRAVEL & TRAINING	2,240.78
421-315	DUES & MEMBERSHIPS	13,385.00
421-319	LEGAL FEES	5,000.00
421-322	PRELIMINARY ENGINEERING FEES	30,000.00

\*\* CATEGORY TOTAL \*\* 99,125.78

4-OTHER

421-422	UPS GRANT PROGRAM	90,000.00
421-423	BUSINESS INCENTIVES FACADE	90,000.00

\*\* CATEGORY TOTAL \*\* 180,000.00

6-DEBT SERVICE

421-619	INTEREST SERIES 2014	83,000.00
421-620	PRINCIPAL SERIES 2014	160,000.00
421-621	ADMIN FEES SERIES 2014	1,050.00

\*\* CATEGORY TOTAL \*\* 244,050.00

7-TRANSFERS

421-728	TRANSFER TO AIRPORT FUND	191,000.00
421-730	TRANSFER TO GENERAL FUND	582,400.00
421-732	TRANSFER TO GOLF COURSE	73,400.00
421-734	TRANSFER TO CAPITAL PROJECTS	145,010.00

\*\* CATEGORY TOTAL \*\* 991,810.00

\*\* DEPARTMENT TOTAL \*\* 1,514,985.78

\*\*\* TOTAL EXPENDITURES \*\*\* 1,514,985.78

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

# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** Public Hearing on Fiscal Year 2025-2026 (FY 2026) Liberty Community Development Corporation's Proposed Budget.

**Department:** Community Development

**Subject:** Economic Development

**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:

1. Adoption of the Fiscal Year 2025-2026 LCDC Operating Budget

**Funding Source:** n/a

**Staff Recommendation:** Staff recommends conducting a public hearing regarding the proposed FY 2026 Budget and Capital Program.



Be a Good Neighbor

LIBERTY  
EST. 1831

FAYE MARTIN  
DANIEL  
PAVILION

LIBERTY  
TEXAS  
2005

# LCDC Budget

August 19, 2025

<b>LCDC REVENUES</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PRELIMINARY BUDGET</b>	<b>INC/(DEC)</b>
SALES TAX REVENUE	\$1,300,000	1,300,000	
INTEREST INCOME	\$85,000	\$70,000	(\$15,000)
DONATIONS	\$5,000	\$0	(\$5,000)
TOTAL REVENUE	\$1,390,000	\$1,370,000	(\$20,000)
<b>LCDC EXPENSES</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PRELIMINARY BUDGET</b>	<b>INC/(DEC)</b>
421 – LCDC OPERATIONS	\$279,126	\$295,500	\$16,374
DEBT SERVICE PAYMENT	\$244,050	\$233,363	(\$10,687)
TRANSFER OUT	\$991,810	\$679,325	(\$306,798)
CONTINGENCY	\$0	\$161,812	\$161,812
TOTAL REVENUE	\$1,390,000	\$1,370,000	(\$20,000)
TOTAL EXPENDITURES	\$1,514,986	\$1,370,000	(\$144,986)
REVENUE OVER/(UNDER) EXPENDITURES	\$(124,986)	\$0	

# Current Year Budget

- Lowered the Transfer in from Fund Balance from \$257,460 to \$124,986
- Lowered the Transfer to Capital Projects by \$300,000 for Hangars
- Increased Transfer to the Airport \$141,000 for Tractor , Bat Wing and Zero Turn
- Increased Transfer to the General fund for Mowing Equipment \$241,400

# 2025-2026 Budget

• Transfer to Airport		\$72,300
Solar Lights	\$46,000	
Generator Fuel Pump	\$20,000	
Wash & Paint Fuel Tanks	\$6,300	
• Transfer to General Fund		\$488,000
Staffing & Administrative	\$200,000	
Fireworks	\$25,000	
Christmas	\$25,000	
Salaries Mowing	\$240,000	
• Transfer to Golf Course		\$119,025
Rough Mower	\$45,000	
Pro Gator	\$37,025	
Gator	\$10,000	
Building	\$27,000	
• Contingency		\$161,812

# Potential City-Wide Mowing Crews

• (6) New Employees	\$358,600
• 2 Crew Leader, 4 Crewmen	
• (2) ¾ Ton 4WD Trucks	\$130,000
• (2) Landscaping Trailer	\$14,000
• (1) Dump Trailer	\$10,000
• 4 Zero Turn Mowers	\$ 80,000
• (2) Push Mowers	\$2,000
• (4) Weed eaters	\$1,200
• (2) Edgers	\$600
• (2) Pole saws	\$1,000
• (4) Backpack Blowers	\$2,600

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# CITY OF LIBERTY

## Liberty Community Development Corporation Agenda Item Form

**Meeting Date:** August 19, 2025

**Agenda Wording:** LCDC Board of Directors consider approval of the Fiscal Year 2025-2026 Operating Budget.

**Department:** Community Development

**Subject:** FY26 LCDC Budget

**Background:**

**Funding Source:** n/a

**Staff Recommendation:** Staff recommends approval of the proposed Fiscal Year 2025-2026 LCDC Operating Budget.