



The City of Liberty
Liberty Community Development Corporation

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

Meeting

April Gilliland
City Secretary
936-336-3684

~ Agenda ~

Tuesday, September 16, 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. August 19, 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 Curtis and Son Companies in the amount of \$7,388.76 related to the Business Facade Improvement Grant Program.

B. Work Session

- 1. Grant Program Guidelines and Updates

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 10th day of September 2025. This notice will remain posted continuously for at least three (3) business days 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.

Facade Grant	UPS Grant
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, August 19, 2025

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on August 19, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Michael Dorsett Jr.

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, 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 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 Dorsett welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. There were no comments.

III. PRESENTATIONS / REPORTS

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

City Manager Bryan Kendrick reported on the following updates:

- Grant Program Updates
• Completed Commercial Projects
• Commercial Projects under construction
• Residential Projects
• Liberty Ranch Subdivision
• Faux Real Trade Days

IV. CONSENT AGENDA

All consent items listed are considered routine by the Liberty Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these matters 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 Vice President McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

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.

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

LCDC's proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$29,845.

Board members had a discussion regarding the quotes received and asked for updated quotes.

A motion was made by Board Member Norwood to table this item to the September meeting for Mr. Zolfaghari to get new quotes. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

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

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 Gallegos Construction Services - \$5,500
- 2. Phone Me 2 Foam LLC - \$7,500

Fire Safety Installation — \$500

Total Project = \$28,025

LCDC’s proposed reimbursement is based on the lowest bid received, which would be a reimbursement cost of \$14,012.

A motion was made by Board Member VanDeventer to award Ms. Twila LaBuff the Utilities and Public Safety Grant in the amount of \$8,012.50 for electrical and fire safety upgrades. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

- 3. Consider awarding a grant to Twila LaBuff in the amount of \$17,066 related to the Business Façade Improvement Grant Program.

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

LCDC’s proposed reimbursement is based on the lowest bid received. The reimbursement would be \$17,066.

A motion was made by Board Member Runkle to award Ms. Twila LaBuff the Business Façade Grant in the amount of \$17,066. The motion was seconded by Board Member Norwood. The motion passed 7 to 0.

- 4. Hold a public hearing regarding the possible expenditure of funds in the Fiscal Year 2024-2025 Budget.

At 6:46 p.m., President Dorsett opened the public hearing to discuss the possible expenditure of funds in the 2024-2025 Liberty Community Development Corporation's Fiscal Year Budget. There were no public comments. At 6:47 p.m. President Dorsett closed the public hearing.

- 5. The LCDC Board of Directors to consider amending the Fiscal Year 2024-2025 Budget for mowing equipment.

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 the appealing appearance of our facilities.

Transfer to the airport: \$141,000 for tractor, bat wing and zero turn mower.
 Transfer to the general fund: \$241,400 for the following mowing equipment:

- (2) ¾ Ton 4WD Trucks
- (2) Landscaping Trailer
- (1) Dump Trailer
- (4) Zero Turn Mowers
- (2) Push Mowers
- (4) Weed eaters
- (2) Edgers
- (2) Pole saws
- (4) Backpack Blowers

A motion was made by Board Member VanDeventer to approve amending the Fiscal Year 2024-2025 Budget for mowing equipment. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

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

At 7:06 p.m., President Dorsett opened the public hearing to discuss the Fiscal Year 2025-2026 Liberty Community Development Corporation's Proposed Budget. There were no public comments. At 7:07 p.m. President Dorsett closed the public hearing.

- 7. LCDC Board of Directors consider approval of the Fiscal Year 2025-2026 Operating Budget.

On August 19, 2025, the General Manager presented the LCDC Board of Directors with a proposed budget for Fiscal Year 2025-2026.

A motion was made by Board Member VanDeventer to approve the Fiscal Year 2025-2026 Operating Budget. The motion was seconded by Vice President McCarty. The motion passed 7 to 0.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Dorsett adjourned the meeting at 7:27 p.m.

ATTEST:

 Michael Dorsett Jr., Mayor

 Betty Runkle, Board Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 16, 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. Zion Electrical Services — \$60,000
2. Francos Plumbing - \$60,000

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 \$30,000.

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 Holes)
- 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~~ 10/1/25

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~~
8/27/25

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



Zion Electrical Services

Jonathan Alexander Vasquez
 Business Number (832)6956743
 8326956743
 zionelectricalco@gmail.com

INVOICE
 McManus116
DATE
 Aug 26, 2025
BALANCE DUE
 USD \$60,000.00

BILL TO

ETEC Realty LLC

2801 N Main Street Liberty, TX 77575
 ☎ +19366414008

DESCRIPTION	RATE	QTY	AMOUNT
Scope of Work:	\$60,000.00	1	\$60,000.00
Park Street Lighting 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 natural disasters. - Securely Install weatherproof lighting on each pole with necessary dusk to dawn sensors - 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			

Payment Info	TOTAL	\$60,000.00
PAYMENT INSTRUCTIONS	BALANCE DUE	USD \$60,000.00

All Work comes with 1 Year Warranty.
 This does not include damages made after initial installation is complete.

Credit Card Payments Available Thru SQUARE
 Credit Card Payments have a 4.5% fee of total balance.

Zelle: 832-695-6743 (ShadowBandz LLC)

Cashapp: \$ShadowBandzCEO

Apple Pay: 832-695-6743

BY CHECK
 Jonathan Vasquez or ShadowBandz LLC

Francos Plumbing

19027 Yellow Thrush Dr
Phone: 281-541-4624
Email: Alfredofra134@gmail.com

Invoice

Invoice No: FP-1026
Date: Aug 26, 2025

Bill To:

ETEC Realty LLC
2801 N Main Street
Liberty, TX 77575
Phone: +1 936-641-4008

Scope of Work

Installation of Park Street Lighting (14 LED Poles) and related site work.

Description	Qty	Unit Price	Amount
ZL-16000 Cast Aluminum LED Post Light (fixture supply)	14	\$1,200.00	\$16,800.00
Dedicated breakers and electrical panel connections	14	\$350.00	\$4,900.00
Trenching & underground conduit installation	1	\$8,500.00	\$8,500.00
Concrete bases and pole setting	14	\$450.00	\$6,300.00
Weatherproof dusk-to-dawn sensors	14	\$180.00	\$2,520.00
PVC piping for drainage system	1	\$3,200.00	\$3,200.00
Water catch basins installation	6	\$950.00	\$5,700.00
Excavation & trenching (rear to front of property)	1	\$5,000.00	\$5,000.00
Backfill, soil leveling, and surface restoration	1	\$4,200.00	\$4,200.00
Decorative boulder covers for water meters	10	\$150.00	\$1,500.00
Labor (crew, project management, equipment use)	1	\$11,580.00	\$11,580.00
		Total	\$60,000.00

Payment Instructions

- All work includes a 1-year workmanship warranty (excluding damages after installation).
- Payment Options:
 - Check payable to: Francos Plumbing
 - Zelle: 281-541-4624
 - CashApp: \$FrancosPlumbing
 - Apple Pay: 281-541-4624

- Credit card payments accepted (4.5% processing fee).

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 16, 2025

Agenda Wording: Consider awarding a grant to Curtis and Son Companies in the amount of \$7,388.76 related to the Business Facade Improvement Grant Program.

Department: Community Development

Subject: LCDC Business Facade Improvement Grant Program

Background: Jacob Mullins of Curtis and Son Companies, located at 4408 N Main, is proposing fence repair/installation and signage for the company Curtis and Son.

Mr. Mullins is requesting reimbursement for improvements pursuant to the Business Facade Improvement Grant Program, which reimburses 50% of the cost of facade improvement projects. Applicants are not reimbursed until after completion of the project.

Mr. Mullins received two (2) quotes:

1. Parrish Enterprises — \$15,500
2. Brooks Concrete Service & 146 Sign Company - \$14,777.51

Mr. Mullin'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 \$7,388.76.

Funding Source: LCDC Operating Budget

Staff Recommendation: N/A

Commercial Business Façade Improvement Grant Program Application

Applicant Name: Jacob Mullins

Business Name: Curtis and Son Companies

Business Address: 4408 N Main Liberty, Tx 77575

Business Phone: 936-334-1188 Business Email: CSUSA@curtisandson.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 or Sidewalk Improvements

Driveway (repairs must be paved)

Dumpster Enclosures

Porches

Professional Services (architectural fees, etc.)

Total Estimated Cost of Proposed Improvements: \$ 14,777.51

Estimated Start Date: 08-01-25

Estimated Completion Date: 09-01-25

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: Paul A. Miller Date: 08-05-25

Note 1: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

Note 2: All grant applications must be approved by the LCDC Board of Directors.

Note 3: All grant applicants must be taxable businesses to participate in the program.

RETURN COMPLETED APPLICATION HERE:

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

Invoice #062525

Brooks Concrete Service

P. O. Box 4

Liberty, Texas 77575

281-798-4795 Cell

936-334-2126 Office

brookskoncrete39@gmail.com

Date: June 25, 2025

To: Curtis and Son
Liberty, Texas 77575

P O # 2145

Labor and material on 100 x 20 paving

Saw cut asphalt

Install 1 x 4 treated expansion joints

3/8 rebar 16" o.c. both ways

Placing and finishing concrete **Total \$6,500.00**

Labor and material on 16 x 3 ft wall

Form lumber

Rebar

Placing and finishing concrete **Total \$1,600.00**

Labor and material on saw cut concrete between shop and office

Rebar

Form lumber **Total \$400.00**

Labor and material on patching asphalt in front of paving

Painting and striping parking lot

Furnish wheel/car stop and setting **Total \$1,800.00**

Complete Total \$10,300.00

Thank you

15 7/16

Invoice #060925

Brooks Concrete Service

P. O. Box 4

Liberty, Texas 77575

281-798-4795 Cell

936-334-2126 Office

brooksconcrete39@gmail.com

Date: June 9, 2025

To: Curtis and Son
Liberty, Texas 77575

P O # 2106

Labor and material on sidewalk and wall

Form lumber

Rebar

Placing and finishing concrete

Total \$3,500.00

Thank you

146 Sign Company, LLC

Invoice

24095 Interstate 10
Wallisville, TX 77597

Date	Invoice #
7/9/2025	131

Bill To
Curtis & Son Travis Hudnall

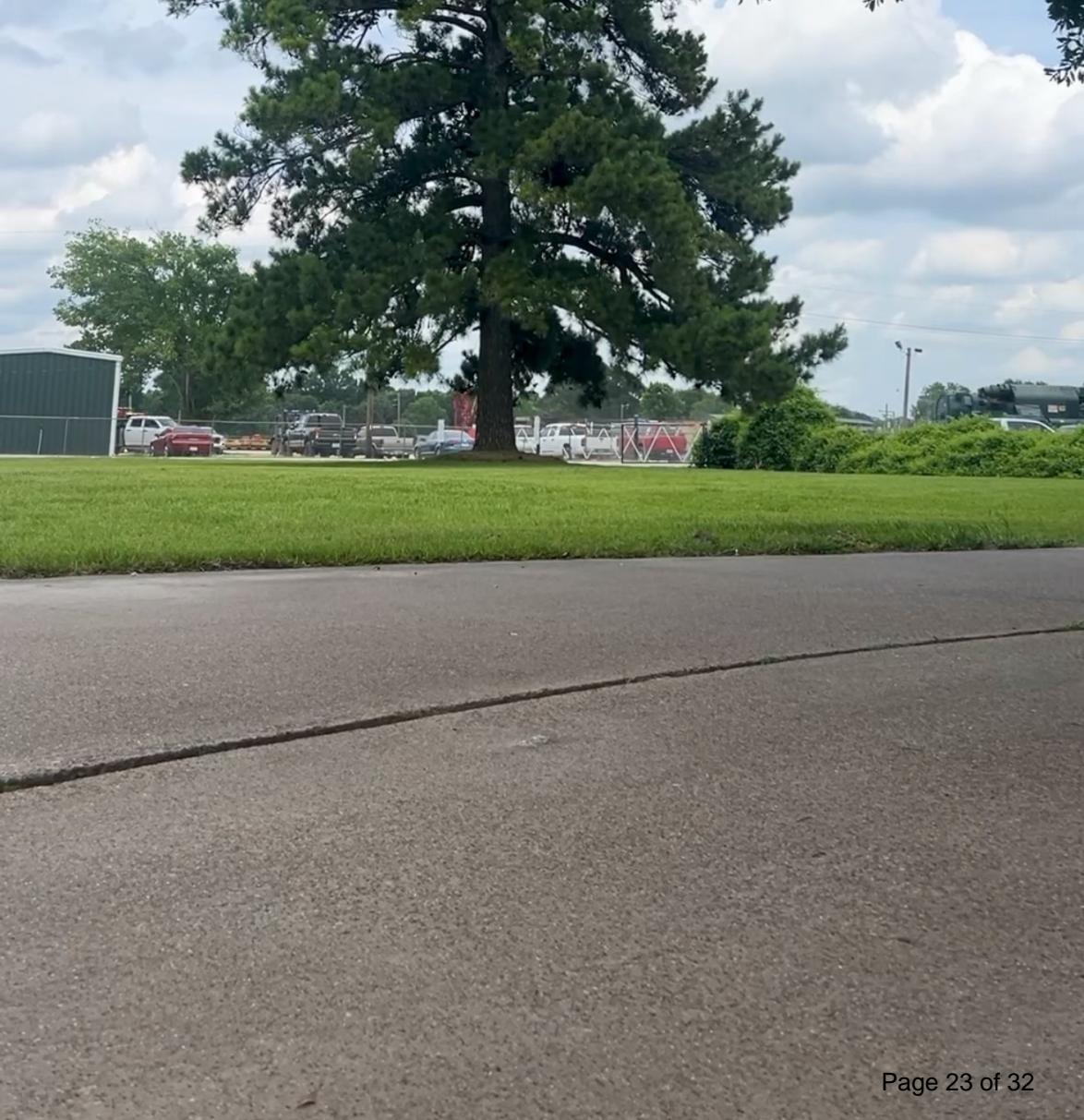
P.O. No.	Terms	Project
16478		

Quantity	Description	Rate	Amount
1	3'x4' .080 Aluminum Full Color print with UV Laminate	264.00	264.00T
2	2'x3' .080 Aluminum Full Color print with UV Laminate	132.00	264.00T
10	12"x18" .080 Aluminum Parking Sign Full Color Print with UV laminate	37.50	375.00T
	CUSTOMER PARKING xs 5		
	RESERVED PARKING xs 5		
	Sales Tax	8.25%	74.51

Phone #
281-535-3535

E-mail
accountspayable@146signco.com

Total	S977.51
--------------	---------





CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: September 16, 2025

Agenda Wording: Grant Program Guidelines and Updates

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

Commercial Business Façade Improvement Grant Program Application

Applicant Name: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

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 or Sidewalk Improvements

Driveway (repairs must be paved)

Dumpster Enclosures

Porches

Professional Services (architectural fees, etc.)

Total Estimated Cost of Proposed Improvements: \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____

Please include the following documentation with your application:

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

Applicant Signature: _____ Date: _____

Note 1: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

Note 2: All grant applications must be approved by the LCDC Board of Directors.

Note 3: All grant applicants must be taxable businesses to participate in the program.

RETURN COMPLETED APPLICATION HERE:

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

Commercial Business Facade Improvement Grant Program Guidelines

Preamble

The Liberty Community Development Corporation (LCDC) is committed to preserving, improving and beautifying the City of Liberty. LCDC is pleased to offer a facade improvement grant program to help businesses make exterior improvements to their property. This program is designed to improve aesthetic qualities and promote or develop business enterprises in the City of Liberty.

Areas Eligible For Participation

All taxable businesses within the Liberty city limits are eligible to participate in the business facade improvement grant program.

Program Guidelines

- All applications are reviewed on a *first-come first-served* basis and approved subject to the availability of funding.
- Businesses must submit an application for assistance to the Liberty Community Development Corporation *prior* to beginning any exterior work in order to be eligible for this grant program. Applications must include, at a minimum, a written description of the project, a list of proposed improvements, the estimated cost of the proposed improvements, and photos showing the current condition of the exterior.
- All work must start within one-hundred and eighty (180) days of an application being approved and must be complete within one (1) year.
- Projects must have a *minimum estimated cost of \$3,000* in order to be considered for the facade grant program.
- Applicants must receive at least two (2) bids of estimated construction costs.
- Businesses must comply with all applicable City Ordinances, Building Codes, and Americans with Disabilities Act Guidelines.
- Businesses must pull permits when required.
- Facade improvements should maintain the historic character of the building being improved.

Maximum Award Amount

All facade improvement grants are awarded on a *reimbursement basis* only. Taxable businesses may be eligible for a grant equal to 50% of the cost of facade improvements or renovations, up to an amount not to exceed \$20,000. Reimbursements will not be disbursed until *after completion* of the project.

Eligibility

All taxable businesses located within the City Limits are eligible to participate in the facade improvement grant except the following:

- Businesses currently listed for sale;
- Businesses are eligible to receive multiple grants per year, as long as the total reimbursement does not exceed \$20,000 per fiscal year;
- Businesses that are in arrears for property taxes, city fees or are in litigation with the City of Liberty;
- Owners that sell their business property within two (2) years of receiving a facade improvement grant will be required to repay their grant award upon closing
- Residential buildings (single family detached homes, etc.) are not eligible to participate in this program

Business owners who lease property, must have permission from the property owner to participate in the program.

Eligible and Ineligible Expenses

- Eligible expenses
 - Painting or Mural Installation
 - Fence Repair or Installation
 - Brick or Siding Repair
 - Landscaping
 - Exterior Lighting
 - Windows
 - Doors
 - Signage
 - Awnings or canopies
 - Parking Lot or Sidewalk Improvements
 - Driveway (repairs must be paved)
 - Dumpster Enclosures
 - Porches
 - Professional Services (architectural fees, etc.)
- Ineligible expenses
 - Interior renovations
 - The purchase of equipment or machinery used in the business
 - Payroll expenses

- New construction
- Permitting Fees

Approvals

- All applications for assistance under this program must be approved by the Liberty Community Development Corporation (LCDC) Board of Directors.

Schedule

- The Liberty Community Development Corporation (LCDC) Board of Directors meets on the 3rd Tuesday of each month at 6pm at 1829 Sam Houston.

Contact Information

- For more information, please contact the Assistant City Manager for Economic & Community Development at 936-334-7305 or cjarmon@cityofliberty.org.

Commercial Business Utilities and Public Safety Improvement Grant Program Application

Applicant Name: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Business Email: _____

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)

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: \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____

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: _____

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