



The City of Liberty
City Council
Regular Meeting
~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, October 12, 2010

6:00 PM

City Council Chambers

THE City Council 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

Attendee Name	Present	Absent	Late	Arrival
Mayor Carl Pickett	..	..	..	
Councilperson Dennis Beasley	..	..	..	
Councilperson Diane Huddleston	..	..	..	
Mayor Pro-Tem Mike McCarty	..	..	..	
Councilperson Al Simonson	..	..	..	
Councilperson Louie Potetz	..	..	..	
Councilperson Frank Jordan	..	..	..	

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 1840)

Annual Review and Update of the Community Development Capital Improvement Program.

VI. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A. Minutes Approval

1. Tuesday, September 14, 2010

VII. REGULAR AGENDA**A. Regular Session****1. Council Action (ID # 1836)**

Consider Ratifying the Liberty Community Development Corporation's Action to Approve an Engineering Proposal from CivilCorp, LLC for Phase 1 of the Texas Street Extension Project.

- CivilCorp Proposal Phase I (PDF)

2. Council Action (ID # 1835)

Consider Approval of the Preliminary Plat of the Glenn Street Addition.

- Glenn Street Addition (PDF)

3. Council Action (ID # 1837)

Consider Extending the Term of the Community Development Advisory Board.

4. Council Action (ID # 1838)

Consider and Approve a Nomination to the Central Appraisal District Agricultural Advisory Board.

- CAD Ag Brd 2010 (PDF)

5. Council Action (ID # 1839)

Consider and Approve a Nomination to the Central Appraisal District Appraisal Review Board.

- CAD App Rev Brd 2010 (PDF)

6. Council Action (ID # 1842)

Consider and Possible Action on Request of Business to Lease City Property.

7. Council Action (ID # 1843)

Consider and Possible Action on Agreed Order with the Texas Commission on Environmental Quality.

8. Council Action (ID # 1841)

Consider Award of Bid for Power Pole Removal and Replacement through the Texas Department of Rural Affairs.

VIII. COUNCIL MEAL**IX. ADJOURNMENT**

A. Motion To: Adjourn

CERTIFICATION

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 8th day of October, 2010 at 1:00 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.

Dianne Tidwell, 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 _____, 2010.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.A

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Water & Sewer Issues

INFORMATION ITEM (ID # 1840)

DOC ID: 1840

EXPLANATION:

According to the Liberty Community Development Corporation Bylaws, a review and update of the CDCIP will take place once a year to ensure the plan is up to date with current community needs. The LCDC Board is required to make an annual report to the City Council regarding this plan, no later than December 1st of each year.



The City of Liberty City Council

Regular Meeting

~ Minutes ~

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Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, September 14, 2010

6:00 PM

City Council Chambers

The City Council 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

The Meeting was called to order on September 14, 2010 at the City Council Chambers, 1829 Sam Houston, Liberty, TX at 6:05 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Dennis Beasley	Councilperson	Present	
Diane Huddleston	Councilperson	Present	
Mike McCarty	Mayor Pro-Tem	Absent	
Al Simonson	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Frank Jordan	Councilperson	Present	

II. INVOCATION

The Invocation was led by Pastor Robert Lawrence of the 1st Assembly of God Church, Liberty, Texas.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Police Chief Billy Tidwell.

IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council.

- Councilperson Huddleston reported that there would be a "Shred-It" event in January or February, 2011.
- City Manager Gary Broz reported on a recent meeting conducted by Retail Coach LLC, with downtown business owners.
- Mayor Pickett reported that City Council would sponsor an Employee Appreciation Dinner on Thursday, November 4th.

V. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and

Minutes Acceptance: Minutes of Sep 14, 2010 6:00 PM (Minutes Approval)

considered in a normal sequence on the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Jordan, Councilperson
SECONDER:	Al Simonson, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

A. Minutes Approval

1. Thursday, August 05, 2010
2. Thursday, August 05, 2010
3. Tuesday, August 10, 2010
4. Tuesday, August 24, 2010
5. Tuesday, August 31, 2010

B. Council Action 2010-99

Consider Authorizing the City Manager to Execute an Agreement with the Combs Consulting Group for an IT Infrastructure Evaluation and IT Strategic Plan.

COMMENTS - Current Meeting:

Acceptance of this proposal allows Combs Consulting Group to develop an IT Infrastructure Evaluation, Tactical Plan and Migration Plan for the City.

ATTACHMENTS:

- Proposal Combs Consulting Group (PDF)

C. Resolution 2010-19

Consider a Resolution Authorizing the City Manager to Enter into Agreements with the Texas Department of Transportation for the Temporary Closure of Main Street During Trinity Valley Fair & Exposition Parades.

ATTACHMENTS:

- TVE Rd Closure Agreement Baby Parade 2010 (DOC)
- TVE Rd Closure Agreement Opening Day Parade 2010 (DOC)

VI. REGULAR AGENDA

A. Regular Session

1. Council Action 2010-100

Consider Appointments to the Liberty Municipal Library Board.

COMMENTS - Current Meeting:

Library Director Dana Abshier recommended the following appointments to the Liberty Municipal Library Board:

New Appointments - Mychal English
 Abby Cumbie
 Helen Lamberth

Re-appointments - Amy Milentz
 Paul Schmidt

Motion was made to approve the appointments as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dennis Beasley, Councilperson
SECONDER:	Diane Huddleston, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

2. Resolution 2010-18

Consider a Resolution Appointing a Representative to the Sam Houston Municipal Power Agency Board of Directors.

COMMENTS - Current Meeting:

Mayor Pickett read the caption of the Resolution into the record as follows:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS APPOINTING A REPRESENTATIVE TO THE SAM RAYBURN MUNICIPAL POWER AGENCY BOARD OF DIRECTORS."

Motion was made to re-appoint Mayor Carl Pickett to the SRMPA Board of Directors.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Al Simonson, Councilperson
SECONDER:	Diane Huddleston, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

3. Council Action 2010-106

Consider an Appointment to the Liberty Community Development Corporation Board of Directors.

COMMENTS - Current Meeting:

Councilperson Dennis Beasley nominated Mr. Mark Campbell to the Liberty Community Development Corporation Board of Directors, and Ms. Barbara J. Norwood was nominated by Mayor Carl Pickett.

A vote was taken by a show of hands as follows:

Mark Campbell - 2

Barbara J. Norwood - 4

Ms. Norwood will serve on the LCDC Board of Directors, term ending June 2012.

RESULT: ADOPTED BY SHOW OF HANDS

4. Council Action 2010-101

Consider Appointments to the 2011 Houston-Galveston Area Council General Assembly.

COMMENTS - Current Meeting:

Motion was made to appoint Mike McCarty and Frank Jordan, respectively as the representative and alternate to the H-GAC 2011 General Assembly.

ATTACHMENTS:

- 2011 HGAC General Assembly (PDF)

RESULT: APPROVED [5 TO 0]
MOVER: Diane Huddleston, Councilperson
SECONDER: Dennis Beasley, Councilperson
AYES: Pickett, Beasley, Huddleston, Simonson, Potetz
ABSTAIN: Frank Jordan
ABSENT: Mike McCarty

5. Council Action 2010-102

Consider Award of Bid for Washington Street Lift Station Force Main.

COMMENTS - Current Meeting:

City Manager Gary Broz reviewed the tabulation sheet for the Washington Street Lift Station Force Main line, stating that the City had been awarded a TCDP Grant in the amount of \$300,000 to include the city's matching portion of \$50,000 for a total of \$350,000. This force main line will extend from Washington Street to the sewer plant, a solid plastic pipe with no manholes, which will stop infiltration and inflow.

Mr. Broz reported that bids came in under the engineer's estimate of \$305,000 as follows: \$227,494, \$247,114, and \$290,156. Management's recommendation was to award the bid to Texas J&D Construction for \$227,494.

Motion was made to award the bid to Texas J&D Construction, in the amount of \$227,494.

ATTACHMENTS:

- Bid Tab-Washington St LS Force Main (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Diane Huddleston, Councilperson
SECONDER:	Frank Jordan, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

6. Council Action 2010-103

Consider Award of Bids for Various City Vehicles.

COMMENTS - Current Meeting:

City Manager Gary Broz reviewed the tabulation sheet for various fleet replacement vehicles to be purchased as a part of the recent issue of Certificates of Obligation.

Management's recommendation is as follows:

- 1) Fire Dept. - 1/2 T. Extended Cab Pickup - \$22,241- Liberty Dayton Chrysler
- 2) Water Dept. - 3/4 T Regular Cab Pickup - \$21,315 - Liberty Dayton Chrysler
- 3) Elec. Dept. - 3/4 T Regular Cab Pickup with Service Bed - \$25,170 - Liberty Dayton Chrysler
- 4) Inspection Dept. - Ford Ranger Extended Cab Pickup - \$14,150 - Philpott Ford
- 5) Code Enforcement - 4 Dr. Compact Sedan - \$14,983 - Philpott

Motion was made to accept the bids as recommended by the City Manager.

ATTACHMENTS:

- Bid No 10-010 Vehicles Tab Sheet (XLS)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Jordan, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

7. Resolution 2010-20

Consider a Resolution Adopting an Annexation Plan for the City of Liberty.

COMMENTS - Current Meeting:

City Manager Gary Broz presented an Annexation Plan for the City of Liberty, as the City's most recent annexation plan had expired. Mr. Broz stated that the proposed Resolution reflects only a basic plan until a Comprehensive Annexation and Development Plan could be developed.

Motion was made to approve the Resolution adopting an Annexation Plan for the City of Liberty.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Frank Jordan, Councilperson
SECONDER:	Al Simonson, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

8. Ordinance 2010-23

Consider Adoption of an Ordinance Establishing Fees Charged by the City of Liberty for the Collection and Disposal of Garbage and Rubbish.

COMMENTS - Current Meeting:

Mayor Pickett read the caption of the ordinance into the record as follows:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ESTABLISHING RATES OR FEES CHARGED BY THE CITY OF LIBERTY FOR THE COLLECTION AND DISPOSAL OF GARBAGE AND RUBBISH; THAT ALL PRIOR ORDINANCES ESTABLISHING SUCH RATES OR FEES ARE HEREBY REPEALED; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS."

City Manager Gary Broz reported that beginning October 1, the residential garbage fee would remain at the current rate of \$15.28 per month. The new commercial fees are lower than the current rates which include various fees for containers and container pick-up, swap out fees, compactor pick-up, and lock charges.

Motion was made to adopt the Ordinance, as presented, establishing the fees for collection and disposal of garbage in the City of Liberty.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Al Simonson, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT:	Mike McCarty

9. Ordinance 2010-20

Consider an Ordinance Adopting the Budget for Fiscal Year 2010-2011.

COMMENTS - Current Meeting:

Mayor Pickett read the caption of the Ordinance into the record as follows:

"SETTING AND ESTABLISHING THE 2011 FISCAL YEAR OPERATING BUDGET."

Mr. Broz stated that proposed is a \$6,301,467 operating budget for the 2010-2011 Fiscal Year, for the General Fund. Mr. Broz further reported that this figure is up 2.5% from the current budget and that several departments had been separated and made stand alone departments for better accountability.

Mr. Broz briefly reviewed various departments and their projected budgets:

- 1) Water/Wastewater - \$2,955,138
- 2) Electric - \$20,432,500
- 3) Solid Waste - \$458,400
- 4) Airport - \$240,000
- 5) Hotel/Motel Tax - \$92,150
- 6) LCDC - \$852,500
- 7) Debt Service - \$1,115,000

Further discussion included transfers, reduction in workforce, franchise fees, SRMPA buy-down, sales tax, and other related issues.

Motion was made to adopt the Ordinance regarding the FY 2010-2011 Budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dennis Beasley, Councilperson
SECONDER:	Al Simonson, Councilperson
AYES:	Pickett, Beasley, Huddleston, McCarty, Simonson, Potetz, Jordan

10. Council Action 2010-104

Consider Ratification of the Property Tax Revenue Increase Reflected in the FY 2010-2011 Budget.

COMMENTS - Current Meeting:

Mr. Broz reported that proposed is a tax rate of \$.5900, being the same as the current year. The City would collect \$113,000 more in revenue due to the increase in property valuations.

Motion was made to ratify the property tax revenue increase reflected in the FY 2010-2011 Budget.

RESULT:	APPROVED [5 TO 1]
MOVER:	Frank Jordan, Councilperson
SECONDER:	Louie Potetz, Councilperson
AYES:	Pickett, Beasley, Simonson, Potetz, Jordan
NAYS:	Diane Huddleston
ABSENT:	Mike McCarty

11. Ordinance 2010-21

Consider an Ordinance Adopting the Tax Rate for Fiscal Year 2010-2011.

COMMENTS - Current Meeting:

Mayor Pickett read the caption of the ordinance into the record as follows:

"TAX RATE ADOPTION."

Mr. Broz reported that the proposed tax rate of \$.5900 includes \$.3226 for maintenance and operations, and \$.2674 for debt service.

Motion was made as follows: "I move that the property tax rate be increased by the adoption of a tax rate of \$.5900 which is effectively a 2.7% increase in the tax rate."

RESULT:	ADOPTED [5 TO 1]
MOVER:	Louie Potetz, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Simonson, Potetz, Jordan
NAYS:	Diane Huddleston
ABSENT:	Mike McCarty

12. Ordinance 2010-22

Consider an Ordinance Regarding Tax Roll Approval and the Tax Levy.

COMMENTS - Current Meeting:

Mayor Pickett read the caption of the Ordinance into the record as follows:

"TAX ROLL APPROVAL AND TAX LEVY."

Motion was made to adopt the Ordinance approving the 2010 appraisal roll, with tax amounts, for 2010.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Louie Potetz, Councilperson
SECONDER:	Frank Jordan, Councilperson
AYES:	Pickett, Beasley, Simonson, Potetz, Jordan
NAYS:	Diane Huddleston
ABSENT:	Mike McCarty

13. Council Action 2010-105

Consider Alcohol Sales "By the Drink" Within the City of Liberty and Process to Adopt and Implement Change.

COMMENTS - Current Meeting:

Attorney Brandon Davis was present to discuss with Council the options for the sale of alcoholic beverages in the City of Liberty. Mr. Davis reviewed the various options and the process that would bring this issue to the voters.

Mr. Broz stated that this item was placed on the agenda only for discussion and future consideration.

RESULT: NO ACTION TAKEN

VII. COUNCIL MEAL

Council shared an evening meal.

VIII. ADJOURNMENT**A. Motion To: Adjourn****COMMENTS - Current Meeting:**

There being no further business before the Council, the meeting was adjourned at 7:21 p.m.

RESULT: APPROVED [UNANIMOUS]
MOVER: Louie Potetz, Councilperson
SECONDER: Dennis Beasley, Councilperson
AYES: Pickett, Beasley, Huddleston, Simonson, Potetz, Jordan
ABSENT: Mike McCarty

 Carl Pickett, Mayor

ATTEST:

 Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Sep 14, 2010 6:00 PM (Minutes Approval)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.1

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Misc.

COUNCIL ACTION (ID # 1836)

DOC ID: 1836



2825 Wilcrest Dr., Suite 218
Houston, Texas 77042
Telephone: (832) 252-8100
E-Mail: tkuykendall@civilcorp.us

**Professional Services Agreement between the City of Liberty and
CivilCorp, LLC., to provide Pre-Engineering Services for
The Texas Avenue Extension Project (From Main Street to SH 146 By-Pass)**

OWNER: The City of Liberty, Texas, 1829 Sam Houston, Liberty, Texas 77575

PROFESSIONAL: CivilCorp, LLC, 2825 Wilcrest Dr., Suite 218, Houston, Texas 77042

PROJECT: Pre-Engineering Services for the Texas Avenue Extension Project (Main Street to SH 146 By-Pass) as described in Exhibit "A", which is attached hereto and incorporated herein.

OWNER'S REPRESENTATIVE: Gary Broz, General Manager- Liberty Community Development Corporation, City of Liberty

PROFESSIONAL'S AGREEMENT: PROFESSIONAL shall provide professional services to perform the PROJECT as described above.

PAYMENT TO PROFESSIONAL:

OWNER agrees to pay a lump sum fee of \$254,600 for the services in accordance with the scope of work described herein. Monthly progress payment for these services shall be made based upon the completed percentage of each of the following phases of the work:

The discipline breakdown for the fee is as follows:

Pre-Engineering Study	\$200,000
Surveying and Field Investigation	\$ 25,000
Geotech and Pavement Design	\$ 2,000
Preliminary Environmental Investigations	\$ 27,600

GENERAL CONDITIONS:

1. Termination.

OWNER may terminate this Agreement upon 10 days written notice to the other party with the understanding that all services being performed under this Agreement shall cease upon the date specified in such notice. In the event of early termination, PROFESSIONAL shall invoice OWNER for all services completed and shall be compensated in the full amount stated above for the percentage of work completed in any uncompleted phase by the PROFESSIONAL prior to the date specified in such notice to the extent such work provides value to the OWNER.

2. Ownership of Documents.

All documents prepared and assembled by PROFESSIONAL under this Agreement shall become the sole property of the OWNER and shall be delivered to OWNER without restriction on future use. PROFESSIONAL may make copies of any and all documents for its files.

3. Controlling Law.

This Agreement is performable and is to be governed by the law applicable in Liberty County, Texas. Venue for any action arising under this Agreement shall be in Liberty County, Texas.

4.0. Successors and Assigns.

4.1. Neither OWNER nor PROFESSIONAL shall assign, sublet or transfer any rights under or interest in (including, but without limitations, monies that may become due or monies that are due) this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent PROFESSIONAL from employing independent consultants, associates and other employees to assist it in the performance of services hereunder.

4.2. Nothing herein shall be construed to give any rights or benefits to anyone other than OWNER and PROFESSIONAL.

5. Independent Contractor.

In performing services under this Agreement, the relationship between OWNER and PROFESSIONAL is that of independent contractor, and OWNER and PROFESSIONAL by the execution of this Agreement do not change the independent contractor status of PROFESSIONAL. No term or provision of this Agreement or act of PROFESSIONAL in the performance of this Agreement shall be construed as making PROFESSIONAL the agent, servant, or employee of OWNER.

6. Indemnity.

PROFESSIONAL agrees to defend, indemnify, and hold the OWNER whole and harmless against any and all claims, suits, and actions for damages, costs, and expenses to persons or property that may arise out of, or be occasioned by or from any negligent act, error or omission of PROFESSIONAL or any officer, agent, servant, employee or subcontractor of PROFESSIONAL in the execution or performance of this Contract. In the event of notice of a claim to which this indemnity might apply, so much of the money due the PROFESSIONAL under this contract as shall be reasonably considered necessary by the City may be retained for the use of the OWNER, until all suits, actions, and claims shall have been settled and satisfactory evidence to that effect furnished the OWNER. The PROFESSIONAL expressly agrees to defend, indemnify and hold harmless the City, its officers, agents, and employees in accordance with this clause regardless of whether the injury or damage is caused in whole or in part by any hidden or apparent condition of property owned or controlled by the OWNER. This indemnity shall not apply to any claim to the extent to which an engineer is prohibited from indemnifying a governmental entity pursuant to Tex. Local Gov't Code § 271.904.

*CivilCorp, LLC.**Page 3 of 8*

This agreement and said attachments may only be amended, supplemented, modified or canceled by a duly executed written instrument.

EXECUTED, this the _____ day of _____, 2010.

OWNER:
City of Liberty, Texas

PROFESSIONAL:
CivilCorp, LLC

Gary Broz, General Manager LCDC

Tommy Kuykendall, Vice President CivilCorp, LLC

ATTEST:

ATTEST:

Dianne Tidwell, City Secretary

FORM APPROVED:

City Attorney

Attachment: CivilCorp Proposal Phase I (1836 : Ratification of LCDC Action-Texas St.)

EXHIBIT "A"
PRE-ENGINEERING STUDY - SCOPE OF SERVICES
Texas Avenue Extension Project (From Main Street to SH 146 By-Pass)

Project Description:

The Texas Avenue Extension Project involves the construction of a new street on new location between Main Street and the SH 146 By-Pass. The preliminary engineering study will include the investigation and recommendation of the preferred route and design criteria required to continue this project to the final design phase. The project will include preliminary engineering to design a new street and associated infrastructure. The pavement widths and phase construction will be evaluated to determine project costs and the most feasible design. The project will include the extension of water, sanitary sewer, storm sewer, electrical and street lighting systems. In addition, new traffic signal warrants will be investigated.

Pre-Engineering Study Objectives:

- Develop a preliminary design in sufficient detail to assist the city of Liberty to determine key decision points for this project. These decision points include the preferred route location, ROW needs, ROW usage such as number of lanes to construct, medians, drainage improvements, intersection improvements, and bidding options.
- Develop a detailed cost estimate for the project including estimates of the time required to complete the final design and to construct the project.
- Obtain and analyze existing geotechnical data to make pavement design recommendation for cost estimates. The actual pavement design will be performed in the final design phase.
- Pre-Engineering Report (50% submitted) due December 2010, Final report due January 28, 2011

Study Tasks:

1. Pavement/ Geotechnical

- 1.1. Review available soil data
- 1.2. Obtain traffic projections for City of Liberty
- 1.3. Layout proposed bore hole locations
- 1.4. Call for underground utility locates
- 1.5. Perform financial analysis of various pavement designs including concrete construction
- 1.6. Evaluate pavement options and affect on phasing
- 1.7. Recommend preliminary pavement design for cost estimates

2. Right-of-Way

- 2.1. Review the City of Liberty Master Thoroughfare Plan
- 2.2. Meet with City of Liberty and TxDOT on lane requirements and intersection layouts
- 2.3. Gather right-of-way widths for all adjoining street sections
- 2.4. Determine existing property boundaries and plot on Parcel map
- 2.5. Layout right-of-way acquisitions based on alignment alternatives minimizing uneconomic remainders
- 2.6. Investigate effects of adding medians and phased construction to portions of the project
- 2.7. Meet with City of Liberty to discuss findings
- 2.8. Finalize right-of-way acquisition needs
- 2.9. Determine the current ownership of any new right-of-way parcels from tax office records
- 2.10. Prepare exhibit for final report
- 2.11. Estimate unit quantities
- 2.12. Estimate unit costs

EXHIBIT "A"

3. Horizontal Pavement Alignment

- 3.1. Determine preliminary horizontal pavement alignments based on project and environmental constraints
- 3.2. Finalize preferred alignment
- 3.3. Review resulting alignment with City of Liberty
- 3.4. Prepare exhibit showing lane configurations
- 3.5. Estimate subgrade, base and pavement quantities
- 3.6. Estimate unit costs

4. Vertical Pavement Alignment

- 4.1. Gather existing topographic information from aerials and preliminary ground survey
- 4.2. Gather original grades from old construction plans (adjoining streets)
- 4.3. Visually inspect project to identify problems with grades
- 4.4. Establish preliminary grades
- 4.5. Identify problems with meeting Texas Accessibility Standards

5. Storm Sewer

- 5.1. Conduct drainage study of project area identifying impacts and methods of mitigation (does not include offsite detention pond design)
- 5.2. Review FEMA maps and floodplains
- 5.3. Gather existing data (grids, master plan, construction plans)
- 5.4. Gather topographic information from aerials and preliminary ground survey
- 5.5. Establish proposed drainage criteria and review with City of Liberty
- 5.6. Review master plan and identify existing problem areas
- 5.7. Collect field survey data at critical locations
- 5.8. Prepare preliminary storm sewer layout
- 5.9. Perform preliminary drainage design calculations
- 5.10. Perform storm sewer layouts
- 5.11. Review results with City of Liberty
- 5.12. Prepare exhibit for final report
- 5.13. Estimate unit quantities
- 5.14. Estimate unit costs

6. Water System

- 6.1. Gather existing data (grids, master plan, construction plans)
- 6.2. Review master plan and identify existing problem areas
- 6.3. Prepare inventory of existing lines adjacent to project area
- 6.4. Prepare inventory of existing water meters adjacent to project area
- 6.5. Prepare inventory of existing fire hydrants adjacent to project area
- 6.6. Prepare inventory of vacant (un-served) properties adjacent to project area
- 6.7. Prepare summary of master plan recommendations
- 6.8. Check adequacy of existing fire protection
- 6.9. Meet with City of Liberty to discuss findings
- 6.10. Prepare layout of preliminary proposed water lines
- 6.11. Prepare layout of new fire hydrants
- 6.12. Prepare service layout for un-served properties
- 6.13. Review results with City of Liberty
- 6.14. Prepare exhibit for final report
- 6.15. Estimate unit quantities

6.16. Estimate unit costs

EXHIBIT "A"**7. Sanitary Sewer System**

- 7.1. Gather existing data (grids, master plan, construction plans)
- 7.2. Review master plan and identify existing problem areas
- 7.3. Prepare inventory of existing lines
- 7.4. Prepare inventory of vacant (un-served) properties
- 7.5. Prepare summary of master plan recommendations
- 7.6. Prepare layout of line replacements
- 7.7. Prepare service layout for un-served properties
- 7.8. Review results with City of Liberty
- 7.9. Prepare exhibit for final report
- 7.10. Estimate unit quantities
- 7.11. Estimate unit costs

8. Project Phasing

- 8.1. Meet with City of Liberty to discuss overall phasing goals
- 8.2. Inventory existing businesses and land use along route
- 8.3. Inventory large water users, fire sprinkler systems and dead end water mains that would require special phasing considerations
- 8.4. Consider possible construction issues
- 8.5. Summarize general phasing requirements
- 8.6. Consider phasing impacts on pavement design and unit costs

9. Traffic Signals

- 9.1. Meet with City of Liberty and TxDOT to discuss overall expectations
- 9.2. Perform signal warrants as necessary
- 9.3. Review traffic data at intersections and any proposed intersection improvements
- 9.4. Inventory existing signals adjacent to project
- 9.5. Identify deficiencies (span wire signals, conflicts with new lane configurations, conflicts with new pavement alignment, out-of-date equipment, etc.)
- 9.6. Prepare inventory of recommended signal improvements
- 9.7. Estimate unit quantities
- 9.8. Estimate unit costs

10. Electric

- 10.1. Review locations of existing and proposed utilities
- 10.2. Review results with the City

11. Signage

- 11.1. Meet with City of Liberty to discuss expectations
- 11.2. Inventory existing signage
- 11.3. Identify additional signage required
- 11.4. Review results with City of Liberty
- 11.5. Estimate signage quantities
- 11.6. Estimate unit costs

EXHIBIT "A"**12. Street Lights**

- 12.1. Meet with City of Liberty to discuss expectations
- 12.2. Inventory existing lighting
- 12.3. Identify additional lighting required
- 12.4. Review results with City of Liberty
- 12.5. Estimate lighting quantities
- 12.6. Estimate unit costs

13. Sidewalks and Driveways

- 13.1. Meet with City of Liberty to discuss expectations
- 13.2. Estimate unit quantities
- 13.3. Estimate unit costs

14. Demolition and Excavation

- 14.1. Inventory existing items to be removed (grids, aerials, visual inspection)
- 14.2. Survey existing adjacent roadway crowns and sections
- 14.3. Estimate excavation and demolition quantities
- 14.4. Consider availability of nearby spoil disposal sites
- 14.5. Consider reuse or salvage of existing materials
- 14.6. Estimate unit quantities
- 14.7. Estimate unit costs

15. Striping, Sodding and Miscellaneous Improvements

- 15.1. Estimate unit quantities
- 15.2. Estimate unit costs

16. Environmental - Phase 1 Environmental Site Assessment

- 16.1 Evaluate the potential for recognized environmental conditions for the alternative routes including:
 - Presence of any indications of hazardous substances or petroleum products.
 - Proximity to documented regulatory agency sites, including leaking underground storage tanks
 - Previous on-site oil and gas well drill sites
 - Effect of any adjacent land use and determination of the extent of environmental concerns, if any from such operations
 - Review of former and current land use activities associated with potential waste disposal or industrial operations
- 16.2 Perform Preliminary Wetlands Survey on the alternative routes to provide a cost-effective evaluation for wetlands that may influence the design and/or construction of the project. The survey will include in-office evaluation from infrared aerial photography and other available information, a field reconnaissance of the subject property, and a letter report. Approximate sizes and locations of any wetland areas will be identified on the study map.
- 16.3 Perform a threatened and endangered species assessment on the alternative routes to evaluate the potential for the existence of critical or irreplaceable habitats which are

considered protected under the Endangered Species Act of 1973 and subsequent amendments and listings. The assessment will include:

- Review of Agency Listings for estimated habitat boundaries.
- Consultation with appropriate agencies for specific information.

EXHIBIT "A"

- Site reconnaissance and biological impact assessment.

- 16.4 Perform a historical, cultural and archeological assessment on the alternative routes to evaluate the detectable existence of sites of significant historical, cultural, and archeological public value on the subject site.

17. Final Report and Cost Estimates

- 17.1 Prepare a complete and detailed cost estimate for all of the improvements necessary for the project
- 17.2 Estimate the amount of time required for final design of the project
- 17.3 Estimate the required construction time for the work
- 17.4 Prepare exhibits and handouts outlining the proposed improvements including bidding options.

18. Public Input

- 18.1 Attend public meetings and assist the City of Liberty in disseminating accurate information about the project
- 18.2 Prepare exhibits and assist in conducting public meeting for solicitation of public comments
- 18.2 Attend other public meetings to educate the public regarding the project

Pre-Engineering Study Fee:

CivilCorp, LLC. proposes that we will provide the City of Liberty with the Pre-Engineering Study for Texas Avenue Street Extension Project for a fixed fee of \$254,600. The discipline breakdown for the fee is as follows:

Pre-Engineering Study	\$200,000
Surveying and Field Investigation	\$ 25,000
Geotech/Preliminary Pavement Recommendations	\$ 2,000
Preliminary Environmental Investigations	<u>\$ 27,600</u>
TOTAL	\$254,600

Pre-Engineering Study Schedule:

CivilCorp, LLC will complete Tasks 1-18 within the schedule outline below.

September 20- Notice to proceed
 December 2- 50% PER submitted
 January 13- Public Meeting
 January 28- Final PER



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.2

Meeting: 10/12/10 06:00 PM

Department: Inspection
Category: Plats

COUNCIL ACTION (ID # 1835)

DOC ID: 1835

EXPLANATION :

Humble Surveying Company has presented the above mentioned plat for consideration. The plat was created to dedicate a 60' right of way to extend Glenn Street to provide access to the properties at the end of the existing street. This will grant the road frontage to the properties for possible future development and eliminate a land lock situation for Mr. Lopez, who is purchasing the small tract from Lee Tims Industries. Mr. Lopez has expressed his interest in extending the infrastructure (street, water, sewer and electricity) to his property for a possible future home, but would like to install it in phases for financial reasons. Currently, Mr. Lopez would like to extend the water line solely to provide water for his animals that are on his property.

The Planning and Zoning Commission reviewed the plat on October 6, 2010 and conditionally approved the plat with minor changes that will need to be corrected before the Final Plat can be passed. I have listed these minor changes in the comments section of the Subdivision Checklist.

CITY OF LIBERTY PLANNING COMMISSION'S CERTIFICATION

RE: Preliminary Plat of the Glenn Street Subdivision

Subdivision Name

On the 6th day of October, 2010, the Planning Commission of the City of Liberty, Texas, timely met at a regularly scheduled meeting; notice of said meeting was duly posted; and consideration of the plat of the above-named proposed subdivision was placed on the agenda of such meeting.

The Planning Commission, after reviewing all materials, evidence, documents and recommendations submitted in connection with the above-named plat does herein certify:

✓ the Planning Commission has reviewed the above-named plat and all other materials and evidence submitted in connection therewith; and

hereby recommends the City Council take the following action:

 conditionally approve the above named plat.

 disapprove the above-named plat for the following reasons:

✓ conditionally approve the above-named plat, with the following modifications, to-wit: Set-back lines,
lot numbering, boundary lines

SIGNED this the 6th day of October, 2010.

Shirley W. Wagoner

Chairperson
Planning Committee

ATTEST:

[Signature]
Planning Committee

Attachment: Glenn Street Addition (1835 : Glenn Street Addition)

**CITY OF LIBERTY
ADMINISTRATOR'S/CITY INSPECTOR'S
PROPOSED SUBDIVISION PLAT APPROVAL CHECKLIST**

RE: **Preliminary Plat of the Glen Street Addition**

- CM A. Preliminary Conference with: Humble Surveying Company
- CM B. Date conference held: July 19, 2010
- CM C. Plat Filing: Preliminary
Date filed: July 19, 2010
Fee Amount Paid: \$ 175.00
- D. Plat Checklist (initial and date or ditto for approval)
- CM 1. Proposed name of the subdivision, which shall not have the same spelling or be pronounced similar to the name of any other subdivision currently located within the City or within the extraterritorial jurisdiction of the City.
- CM 2. Names and land use of contiguous subdivisions, and the owners of contiguous parcels of unsubdivided land, and a statement with appropriate references as to whether or not contiguous properties are platted and how they are used.
- CM 3. Description, by metes and bounds, of the subdivision boundaries.
- CM 4. Primary control point locations shown. Descriptions and ties to such control points from which all dimensions, angles, bearings, block numbers, and similar data are referenced and shown.
- ? 5. Subdivision boundary lines indicated by heavy lines; the acreage of the subdivision shown.
- CM 6. Existing conditions as follows:
CM (1) The exact location, dimensions, name and description of all existing and/or recorded streets, alleys, reservations, easements, or other

Attachment: Glenn Street Addition (1835 : Glenn Street Addition)

public right-of-way (including both public and private utility lines) within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries;

Am (2) The exact location, dimensions, description, and flow line of existing water courses and drainage structures within the subdivision or on contiguous tracts;

Am (3) Proposed land use of each subdivided parcel;

Am (4) Flood hazard areas and explanatory notes.

- Am 7. The exact location, dimensions, description, and name of all proposed streets, street grades and cross sections, alleys, drainage structures, parks, other public area, reservation, easements or other rights-of-way, blocks, lots and other sites within the subdivision.
- Am 8. Date of preparation; actual and graphic scale of plat; and north arrow.
- Am 9. Draft of proposed restrictive covenants (if any) to be imposed; areas subject to special restrictions described and mapped.
- ? 10. A number or letter to identify each lot or site on each block.
- ? 11. Building setback lines on fronts of all lots and sites. Side yard building setbacks lines at street intersections and crosswalk ways.
- Am 12. Topographic information shall include contour lines on a basis of: Five (5) vertical feet in terrain with a slope of two (2) percent or more; on (1) vertical foot in terrain with a slope of less than one (1) percent.
- Am 13. Proposed fill or other structure-elevating techniques, levees, channel modifications, and other methods to overcome flood or erosions related hazards.
- Am 14. Designation of all land to be reserved or dedicated for open space or recreational use.
- Am 15. Vicinity sketch or map, at some appropriate scale, which clearly shows existing subdivisions, street easements, right-of-way, parks and public facilities

of water, and possible storm sewer, water, gas, electric, and sanitary sewer connections by owner.

CM 16. Soil information.

E. Preliminary plat conforms with the Most Current Adopted Comprehensive Plan.

F. Approval of City Staff

1. The Engineering Department:

- CM a. Drainage
- CM b. Street layout and proposed street grades
- CM c. Type of paving
- CM d. Boundary Lines
- CM e. Monuments and Bench marks
- CM f. Location and size of alleys
- CM g. Availability of adequate water and sewer mains to the subdivision.
- CM h. Water system layout and fire hydrant locations.
- CM i. Sanitary sewer easements.
- CM j. Soil conditions.

2. The Building Inspector:

- CM a. Occupancy regulations and requirements
- ? b. Building lines and setback requirements.
- ? c. Lot and block numbers.
- CM d. Street numbering layout.
- CM e. Street names.

3. Fire Marshall:

- CM a. Fire code regulations and requirements.

4. Electric Power Department:

- CM a. System layout and requirements.
- CM b. Code regulations and requirements.

G. Comments:

Heavy boundary lines
lot numbering
Building setback lines

*Minor
Changes
see
comments*

0.136 ACRES - DEDICATED FOR PUBLIC R.O.W.

AUGUST, 2010

Packet Pg. 28



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.3

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Various Committee Issues

COUNCIL ACTION (ID # 1837)

DOC ID: 1837

EXPLANATION:

On December 9, 2008, Council approved extending the term of the Community Development Advisory Board until December 31, 2010. If the term is extended, appointments to this Board will be made at a future meeting.

MISSION STATEMENT:

THE MISSION OF THE COMMUNITY DEVELOPMENT ADVISORY BOARD IS TO ACTIVELY PROMOTE AND PROVIDE A PLAN OF ACTION, LEADERSHIP AND INVOLVEMENT IN AREA ECONOMIC DEVELOPMENT, TOURISM, BEAUTIFICATION, ENHANCEMENT AND DEVELOPMENT OF THE PUBLIC LAND WITHIN OUR COMMUNITY. THE MISSION IS TO FURTHER ENCOURAGE THE CITY AND PRIVATE SECTOR TO WORK TOGETHER TOWARDS THIS GOAL; AND TO OFFER ANY RECOMMENDATIONS THAT MIGHT IMPROVE THE QUALITY OF LIFE IN OUR CITY.

BOARD MEMBERS:

Councilperson Jordan
Stephen Dugger
Beth Takach
Juan Venegas

Celeste Newton
Sharon Riley
Martha Goodwin



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.4

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION (ID # 1838)

DOC ID: 1838

EXPLANATION:

The CAD is requesting a nomination from each taxing entity, from their respective county precinct, to the Agricultural Advisory Board. Members of this board may not be an officer or employee of the Appraisal District. Members serve two-year staggered terms and meet at least three (3) times per year. Individuals nominated must own land qualified for productivity value for at least five years.

The current Precinct 1 representative is Fredrick Freeman and he is willing to serve again, if appointed.

**LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT
P.O. BOX 10016/2030 SAM HOUSTON
LIBERTY, TEXAS 77575
(936) 336-5722 FAX (936) 336-8390**

DATE: SEPTEMBER 2, 2010

TO: VOTING TAXING UNITS

FROM: ALAN CONNER

SUBJECT: APPOINTMENTS TO AGRICULTURAL ADVISORY BOARD

THE TERM OF THE FOLLOWING THREE AGRICULTURE ADVISORY BOARD MEMBERS WILL EXPIRE ON DECEMBER 31, 2010.

COUNTY PCT. #

1
2
3

BOARD MEMBER

FREDRICK FREEMAN
WALT SAUCIER
FRED EMORY

WE ARE ASKING FOR ONE (1) NOMINATION TO THE BOARD FROM EACH TAXING UNIT FROM THEIR RESPECTIVE COUNTY PRECINCT. PLEASE SUBMIT YOUR NOMINATION TO OUR OFFICE BY 5:00 P.M., FRIDAY, OCTOBER 22, 2010.

ENCLOSED IS A COPY OF THE APPRAISAL DISTRICT'S BOARD POLICY ESTABLISHING QUALIFICATIONS FOR MEMBERSHIP AND AG BOARD'S FUNCTION.

THANK YOU IN ADVANCE FOR YOUR ASSISTANCE IN FILLING THE MEMBERSHIP OF THIS BOARD.

SINCERELY,


ALAN D. CONNER
CHIEF ADMINISTRATOR

ADC/LAN

Attachment: CAD Ag Brd 2010 (1838 : CAD Ag Board Nomination)

STATEMENT OF POLICY

127

RE: AGRICULTURE ADVISORY BOARD

AS PROVIDED BY SECTION 6.12 OF THE STATE PROPERTY TAX CODE, THE CHIEF ADMINISTRATOR SHALL APPOINT, WITH THE ADVICE AND CONSENT OF THE APPRAISAL DISTRICT BOARD, AN AGRICULTURAL ADVISORY BOARD. THE ADVISORY BOARD SHALL CONTAIN FIVE (5) MEMBERS. ONE MEMBER MUST REPRESENT THE COUNTY AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. THE REMAINING MEMBERS WILL BE COMPRISED OF ONE PERSON FROM EACH COUNTY PRECINCT WHO OWN LAND QUALIFIED FOR PRODUCTIVITY VALUE FOR AT LEAST FIVE YEARS. AN APPRAISAL DISTRICT OFFICER OR AN EMPLOYEE MAY NOT SERVE.

MEMBERS OF THE ADVISORY BOARD SERVE TWO (2) YEARS STAGGERED TERMS AND WILL MEET AT THE CALL OF THE CHIEF ADMINISTRATOR OR LEAST 3 TIMES PER YEAR.

THE RESPONSIBILITY OF THE ADVISORY BOARD WILL BE TO ADVISE THE CHIEF ADMINISTRATOR ON THE EVALUATION AND USE OF LAND DESIGNATED FOR AGRICULTURAL OR TIMBER APPRAISAL. THE BOARD WILL REVIEW AND ASSIST IN MAINTING LOCAL GUIDELINES FOR QUALIFICATION FOR AGRICULTURAL AND TIMBER USE.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.5

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION (ID # 1839)

DOC ID: 1839

EXPLANATION:

The CAD is requesting a nomination from each taxing entity, from their respective county precinct, to the Appraisal Review Board. To serve on this Board, individuals must be a resident of the Appraisal District for 2 years, and cannot be an officer or employee of the Appraisal District or any Taxing Entity. Members serve two-year staggered terms, meeting once a month and twice weekly during May and June. Members are paid \$150 per day.

The current Precinct 1 Representative is Bob Walker. Mr. Walker has served three consecutive terms and is ineligible to serve.

**LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT
P.O. BOX 10016/2030 SAM HOUSTON
LIBERTY, TEXAS 77575
(936) 336-5722 FAX (936) 336-8390**

September 1, 2010

To: All Voting Taxing Units

Re: ARB Nominations

Dear Taxing Units:

The two (2) year term of the following three (3) positions on the Liberty County Appraisal Review Board (ARB) will expire December 31, 2010. In addition, the ARB membership is changing from 6 to 7 members effective January 1, 2010.

<u>County Pct.#</u>	<u>Board Member</u>
1	Bob Walker (ineligible to serve)
2	Horace Whittington (ineligible to serve)
3	Joe Bazar
New at large	Vacant

The Board of Directors has requested you submit a nominee from your area to the district office by 5:00 P.M. on October 22, 2010. The Board will make appointments at their regularly scheduled meeting on Thursday, October 28, 2010 at 9:30 A.M. Please have your nominee **complete the enclosed application** unless they are currently serving on the ARB.

According to Sec. 6.41(c) of the Property Tax Code, to be eligible to serve on the Appraisal Review Board, an individual must be a resident of the Appraisal District for two (2) years, cannot be an officer or an employee of the Appraisal District or a Taxing Unit and can only serve three (3) consecutive terms. Additionally, the law also bars from service a person who contracts for any purpose with the Appraisal District or a Taxing Unit. In addition, all members will be required to attend an ARB training session.

Typically, the ARB meets at 9:00 A.M. once a month and at least twice a week during the months of May and June. ARB members are paid one hundred and fifty dollars per day.

If you should have any questions concerning these nominations, please give me a call.
If your nomination is someone currently on the Board, please do not require them to complete the attached application.

Sincerely,


Alan D. Conner
Chief Administrator

Attachment: CAD App Rev Brd 2010 (1839 : CAD Appraisal Rev Board Nomination)

STATEMENT OF POLICY**131****RE: QUALIFICATIONS AND APPOINTMENT OF ARB MEMBERS****ELIGIBILITY**

TO BE ELGIBLE TO SERVE ON THE APPRAISAL REVIEW BOARD AN INDIVIDUAL MUST BE A RESIDENT OF THE APPRAISAL DISTRICT FOR AT LEAST TWO (2) YEARS. A MEMBER OF THE BOARD OF DIRECTORS OR AN OFFICER OR EMPLOYEE OF THE COMPTROLLER'S OFFICE, THE APPRAISAL OFFICE, OR A TAXING UNIT IS INELIGIBLE TO SERVE.

AN INDIVIDUAL IS ALSO INELIGIBLE TO SERVE IF THE INDIVIDUAL IS RELATED WITHIN THE SECOND DEGREE OF CONSANGUINITY OR AFFINITY TO AN INDIVIDUAL WHO APPRAISES PROPERTY FOR COMPENSATION FOR USE IN A PROTEST HEARING OR OF REPRESENTING PROPERTY OWNERS FOR COMPENSATION IN A PROCEEDING IN LIBERTY COUNTY.

AN INDIVIDUAL IS ALSO INELIGIBLE TO BE APPOINTED TO OR TO SERVE ON THE APPRAISAL REVIEW BOARD IF THE INDIVIDUAL OR A BUSINESS ENTITY IN WHICH THE INDIVIDUAL HAS A SUBSTANTIAL INTEREST IS A PARTY TO A CONTRACT WITH THE DISTRICT OR WITH A TAXING UNIT THAT PARTICIPATES IN THE DISTRICT. SUBSTANTIAL INTEREST SHALL BE DEFINED AS THE COMBINED OWNERSHIP OF THE INDIVIDUAL AND THE INDIVIDUAL'S SPOUSE OF AT LEAST 10 PERCENT OF THE VOTING STOCK OR SHARES OF THE BUSINESS ENTITY OR THE INDIVIDUAL'S SPOUSE IS A PARTNER, OR OFFICER OF THE BUSINESS ENTITY.

A PERSON WHO HAS SERVED FOR ALL OR PART OF THREE CONSECUTIVE TERMS AS A BOARD MEMBER IS INELIGIBLE TO SERVE ON THE APPRAISAL REVIEW BOARD DURING A TERM THAT BEGINS ON THE NEXT JANUARY 1 FOLLOWING THIRD OF THOSE CONSECUTIVE TERMS.

TERMS

THE LIBERTY COUNTY APPRAISAL REVIEW BOARD WILL CONSIST OF SEVEN (7) MEMBERS WHO SHALL SERVE TWO (2) YEAR, STAGGERED TERMS WITH TERMS OF AS CLOSE TO ONE-HALF (1/2) OF THE MEMBERS EXPIRING EACH YEAR. AN INDIVIDUAL WHO IS INELIGIBLE TO SERVE ON THE BOARD BECAUSE HE HAS SERVED FOR ALL OR PART OF THREE (3) PREVIOUS TERMS ON THE APPRAISAL REVIEW BOARD MAY BE REAPPOINTED TO THE BOARD AFTER THE EXPIRATION OF ONE (1) TWO YEAR TERM.

STATEMENT OF POLICY (CONTINUED)

131

METHOD OF SELECTION

IT IS THE DESIRE OF THE BOARD OF DIRECTORS FOR THE APPRAISAL REVIEW BOARD MEMBERS TO REPRESENT THE DIFFERENT GEOGRAPHIC AREAS OF THE COUNTY. THEREFORE, THE DIRECTORS WILL STRIVE TO APPOINT ONE RESIDENT MEMBER FROM EACH OF THE FOUR COUNTY PRECINCTS AND AN ADDITIONAL THREE MEMBERS DESIGNATED AS AT LARGE MEMBERS. THE BOARD RESERVES THE RIGHT TO SELECT THE MOST QUALIFIED MEMBER REGARDLESS OF PRECINCT RESIDENCY.

THE BOARD OF DIRECTORS WILL SOLICIT NOMINATIONS FOR EACH ARB POSITION FROM THESE VOTING TAXING UNITS LOCATED IN THE PRECINCT IN WHICH THE POSITION IS LOCATED OR FROM THE LIBERTY COUNTY COMMISSIONERS COURT FOR THE AT-LARGE POSITIONS. THE DIRECTORS, UPON THEIR OWN INITIATIVE, MAY PLACE A NAME OR NAMES IN NOMINATION. A VACANCY ON THE APPRAISAL REVIEW BOARD IS FILLED IN THE SAME MANNER.

COMPENSATION

APPRAISAL REVIEW BOARD MEMBERS SHALL BE COMPENSATED AS PROVIDED BY THE APPRAISAL DISTRICT'S BUDGET. MEMBERS SHALL BE ENTITLED TO RECEIVE ONE HUNDRED (\$150.00) PER MEETING BEGINNING JUNE 26, 2008.

DUTIES AND RESPONSIBILITIES

THE APPRAISAL REVIEW BOARD IS STATUTORILY RESPONSIBLE FOR THE REVIEW OF THE APPRAISAL RECORDS FOR ACCURACY AND UNIFORMITY AND FOR THE HEARING OF TAXPAYER PROTEST AND TAXING UNIT CHALLENGES. THE APPRAISAL REVIEW BOARD SHALL ADOPT RULES OF ORDER AND PROCEDURE FOR THE CONDUCT OF THEIR MEETINGS.

IMPROPER COMMUNICATION

A MEMBER OF THE APPRAISAL REVIEW BOARD MAY NOT COMMUNICATE WITH ANOTHER PERSON CONCERNING A PROPERTY THAT IS SUBJECT OF A PROTEST EXCEPT DURING A HEARING ON ANOTHER PROTEST OR OTHER PROCEEDING BEFORE THE BOARD WHICH THE PROPERTY IS COMPARED TO OTHER PROPERTY OR USED IN A SAMPLE OF PROPERTIES. IF A BOARD MEMBER HAS COMMUNICATED WITH ANOTHER PERSON IN VIOLATION OF THIS PROVISION, THE MEMBER MUST BE EXCUSED FROM THE

STATEMENT OF POLICY (CONTINUED)**131**

PROCEEDING AND MAY NOT HEAR, DELIBERATE ON, OR VOTE ON THE DETERMINATION OF PROTEST. A BOARD MEMBER WHO IS EXCUSED MAY BE TEMPORARILY REPLACED BY ANY PERSON WHO HAS PREVIOUSLY SERVED ON THE APPRAISAL REVIEW BOARD, AND STILL MEETS THE OTHER ELIGIBILITY REQUIREMENTS. IF NO OTHER FORMER MEMBER IS AVAILABLE, THE CHAIRMAN OF THE APPRAISAL REVIEW BOARD MAY SELECT ANY PERSON WHO IS OTHERWISE QUALIFIED FOR MEMBERSHIP AS A TEMPORARY REPLACEMENT. AN ALTERNATE MEMBER WILL BE PAID THE SAME AS A REGULAR APPRAISAL REVIEW MEMBER.

REMOVAL OF ARB MEMBER

ACCORDING TO SEC. 6.41(F) OF THE PROPERTY TAX CODE, AN ARB MEMBER MAY BE REMOVED BY MAJORITY VOTE OF THE BOARD OF DIRECTORS GROUNDS FOR REMOVAL ARE:

1. A VIOLATION OF SECTION 6.412 OR 6.413;
2. GOOD CAUSE RELATING TO ATTENDANCE AT CALLED MEETINGS, MEMBERS ARE REQUIRED TO ATTEND AT LEAST 66 2/3 % OF CALLED MEETINGS.

TRAINING

A MEMBER OF THE APPRAISAL REVIEW BOARD MAY NOT PARTICIPATE IN A HEARING CONDUCTED BY THE BOARD UNLESS THE PERSON HAS COMPLETED AN ARB TRAINING COURSE AS PROVIDED BY SECTION 5.041 OF THE TEXAS PROPERTY TAX CODE.

**REVISED 06/26/08
REVISED 07/22/10**

Attachment: CAD App Rev Brd 2010 (1839 : CAD Appraisal Rev Board Nomination)

APPLICATION FOR APPRAISAL REVIEW BOARD APPOINTMENT LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
CITY		ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBERS: DAYTIME ()	EVENING ()

APPRIASAL REVIEW BOARD QUALIFICATION STATEMENT

Please answer the following questions by checking "Yes" or "No"

1. Are you a resident of the Liberty County Central Appraisal District and have you resided within the District for the past two years? Yes _____ No _____

2. Are you currently employed by or are you an officer or director of the State Comptroller's Office, an appraisal district, or a taxing unit (i.e. county, school district, or special district) in any capacity? Yes _____ No _____
 If you answered "Yes" please indicate in what capacity you are employed or serve below:

3. Have you even been employed by or been an officer or director of the Liberty County Central Appraisal District or any taxing unit (i.e. county, school district, city or special district) served by the Liberty County Central Appraisal District? Yes _____ No _____

4. Do you, or does any relative of yours within the second degree by either blood or marriage, do business in the Liberty County Central Appraisal District as a paid property tax agent or as an appraiser who performs appraisals for use in property tax proceedings? Yes _____ No _____

 These are the degrees of relationship included:
 1st Degree by Consanguinity (blood): Parents, children
 1st Degree by Affinity (marriage): Spouse, spouses of relatives listed under consanguinity, stepparents, spouse's children, and stepchildren
 2nd Degree by Consanguinity (blood): Grandparents, grandchildren, brothers, and sisters
 2nd Degree by Affinity (marriage): Spouse's grandparents, spouse's brothers and sisters

5. Are you, or a business in which you hold substantial interest, a party to a contract with the Appraisal District or with a taxing unit in the District? A substantial interest means that you and your spouse together own at least 10% of the voting stock or shares in the business, or that either of you is a partner, limited partner, or officer of the business entity. Yes _____ No _____

6. Is any relative of either you or your spouse employed by the Liberty County Central Appraisal District?
 Relative's Name: _____
 Degree of Relationship: _____

7. Do you own property in Liberty County? Yes _____ No _____
 If "Yes" are the property taxes current? Yes _____ No _____

PERSONAL BACKGROUND

1. Have you ever been convicted of a felony or of a misdemeanor involving moral turpitude, or are you presently under indictment or other legal accusation of theft or for any felony? If "Yes" explain below the nature of the offense, date, and location: Yes _____ No _____
- _____
- _____

2. Are you a U.S. citizen? Yes _____ No _____
If "No" are you eligible to be employed under a visa or entry permit? Yes _____ No _____

3. Use the space below to list professional society memberships, job related licenses registrations, certificates (with their numbers), and expiration dates. Provide additional comments or information that would be of assistance in considering you for this position.
- _____
- _____
- _____

EDUCATION AND TRAINING

Please indicate your level of education below:

Less than high school education _____ High school education _____ College education _____
Number of years attended college _____
Degree(s) attained _____

WORK HISTORY

(List most recent jobs first)

Include paid or verifiable non-paid experience including military service. If you have had more than one position with the same employer, please list each position separately.

Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____

In your own words, please explain why you would like to serve on the Appraisal Review Board:

I affirm that the information provided in this application is true and correct. I further affirm that to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the Appraisal Review Board for the Liberty County Central Appraisal District.

Signature: _____ Date: _____



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.6

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Lease of City Property

COUNCIL ACTION (ID # 1842)

DOC ID: 1842



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.7

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: TCEQ Issues

COUNCIL ACTION (ID # 1843)

DOC ID: 1843



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.8

Meeting: 10/12/10 06:00 PM

Department: Administration
Category: Bids

COUNCIL ACTION (ID # 1841)

DOC ID: 1841