



# The City of Liberty City Council

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

## Regular Meeting

April Gilliland  
City Secretary  
936-336-3684

### ~ Agenda ~

Tuesday, September 9, 2025

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	Arrived
Mayor John Hebert, Jr.				
Mayor Pro Tem Tommy Brents				
Council Member Ed Seymour				
Council Member Ross Ward				
Council Member Debbie Dugger				
Council Member Bruce Bell				
Council Member Nick Dennis				

## II. INVOCATION

## III. PLEDGE OF ALLEGIANCE

## IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

## V. PRESENTATIONS / REPORTS

- A. Golf Course Presentation
- B. City Manager's Report - City Manager Bryan Kendrick - Includes various updates of interest to our community.
- C. Department Reports
- D. Sam Rayburn Municipal Power Agency - Mayor Hebert
- E. Mayor, Council and Staff Comments

**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. August 12, 2025
- 2. August 26, 2025

**B. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE 2026 TxDOT ROUTINE AIRPORT MAINTENANCE PROGRAM (RAMP) GRANT AGREEMENT.**

**VII. REGULAR AGENDA**

**A. Regular Session**

- 1. CITY COUNCIL TO CONDUCT A PUBLIC HEARING ON THE PROPOSED TAX RATE FOR FISCAL YEAR 2025-2026.
- 2. CITY COUNCIL TO CONDUCT A PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026.
- 3. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING NECESSARY FUNDS FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, PROJECTS AND ACCOUNTS; PROVIDING FOR AN EFFECTIVE DATE.
- 4. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE BUDGET.
- 5. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING AN AD VALOREM TAX RATE FOR FISCAL YEAR 2025-2026 AT A RATE OF \$0.5838 PER ONE HUNDRED DOLLAR (\$100) ASSESSED VALUATION ON ALL TAXABLE PROPERTY; PROVIDING AN EFFECTIVE DATE.
- 6. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE BY INCREASING ELECTRIC, WATER, WASTEWATER, SOLID WASTE RATES; ADJUSTING FEES FOR ANIMAL CONTROL, LIBRARY, AND PERMITS; AND PROVIDING FOR AN EFFECTIVE DATE.
- 7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AWARDING THE BID FOR THE MUNICIPAL PARK POND CLEANOUT PROJECT TO SMART MATERIALS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE PROJECT.
- 8. AN ORDINANCE APPROVING CLOSING OUT THE MUNICIPAL SOLID WASTE FUND AND TRANSFERRING SAID FUNDS AND OPERATIONS TO THE CITY'S GENERAL FUND

9. Second Reading - **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION'S AIRPORT AND CITY MOWING EQUIPMENT PROJECT AND APPROVING THE EXPENDITURE OF FUNDS FOR SAME.**
10. **AN ORDINANCE APPROVING AMENDMENTS TO THE CITY OF LIBERTY'S FISCAL YEAR 2024 – 2025 BUDGET.**
11. Consider and take possible action regarding a resolution approving the expenditure of funds on specific projects/equipment.
12. Discussion and possible action regarding Liberty Municipal Park Rules.
13. Discussion and possible action on the potential sale of fiber ring.
14. Discussion and possible action regarding needs related to the Liberty Municipal Library.

#### **B. Executive Session**

1. **Texas Government Code §551.071 - Private Consultation with Attorney**  
Discussion with attorney regarding contemplated/pending litigation and/or regarding matters protected by attorney/client privilege.
2. **Texas Government Code §551.072 - Deliberation Regarding Real Property**  
Discussion regarding real property.
3. **Texas Government Code §551.074 - Personnel Matters.**  
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - Appointments to Library Board
  - Nominees for Port of Liberty Board
4. **Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**  
Discussion regarding economic development negotiations.

#### **C. Reconvene into Regular Session**

1. Consider and take possible action on legal matters discussed in the executive session.
2. Consider and take action on real estate matters discussed in the executive session.
3. Consider and take possible action on personnel matters discussed in the executive session.
  - Appointments to Library Board
  - Nominees for Port of Liberty Board
4. Consider and take possible action on economic development matters discussed in executive session.

### **VIII. 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 3rd day of September 2025. This notice will remain posted continuously for at least three (3) business days preceding the scheduled day 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

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

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

**Department:** Administration

**Subject:** City Manager's Report

**Background:** This agenda item provides an opportunity for the City Manager to update the City Council and the public on key ongoing and upcoming City projects and initiatives.

### **Water System Maintenance:**

Our crews continue to address water leaks on a maintenance-response basis, resolving issues as they arise. As of last week, there were two active leaks throughout the city. Should the volume exceed our internal capacity to respond in a timely manner, we will bring in outside contractors to assist as needed.

### **Lakeland Drive Water Leak:**

On August 18, 2025, at approximately 10:00 a.m., a mower struck an old pipe from a previously removed fire hydrant. To minimize the impact of service disruptions, a contractor was called to install a valve to cut the water off. Upon arrival, it was determined that the contractor did not have the proper tools or capacity to complete the repair. By 4:00 p.m., the decision was made for the contractor to leave, and the Water Department assumed responsibility for the work. This resulted in widespread outages throughout the city. Service was fully restored by approximately 8:00 p.m.

### **Main and Texas Street Drainage:**

After numerous emails and voicemails to TxDOT, a decision was made to repair the drainage issue on Main Street at Texas. The Street Department grassed the ditches from the LISD Administration Office south to Maple St. The Water Department jetted the culverts and used the vacuum truck to remove mud and debris from the culverts.

### **Forest Hills Water Line Improvements:**

This project is currently 100% complete. The final walk-through was completed on August 27<sup>th</sup>.

### **Roadway Asset Services:**

Roadway Asset Services is in the process of the Road Condition Assessment.

**Splash Pad:**

The Liberty Municipal Park Splash Pad will be officially closed starting Tuesday, September 2, 2025, as we begin construction on the brand-new splash pad coming in Spring 2026!

**Funding Source:** n/a

**Staff Recommendation:** n/a

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Department Reports

**Department:** Administration

**Subject:** Department Reports

**Background:** Attached are reports compiled by various City departments regarding facts about projects, situations and activities of the individual department. These reports are submitted on a monthly basis.

**Funding Source:**

**Staff Recommendation:**

Airport Operations

**Snapshot Local Time**

Start Date 08/01/2025 00:00 LT  
 End Date 08/31/2025 23:59 LT

Creation 09/03/2025 10:02  
 User AprilGilliland  
 Customer ID KT78

**Summary**

Landings		Take-Offs		Totals	
Single Engine	277	Single Engine	279	Single Engine	556
Single Engine Turbine	3	Single Engine Turbine	3	Single Engine Turbine	6
Multi Engine	9	Multi Engine	9	Multi Engine	18
Multi Engine Turbine	15	Multi Engine Turbine	17	Multi Engine Turbine	32
Business Jet	1	Business Jet	1	Business Jet	2
Helicopter	18	Helicopter	25	Helicopter	43
<b>TOTAL</b>	<b>323</b>	<b>TOTAL</b>	<b>334</b>	<b>TOTAL</b>	<b>657</b>

**FAA AAC/ADG Summary**

Landings		Take-Offs		Totals	
A1	271	A1	271	A1	542
B2	22	B2	24	B2	46
HEL	18	HEL	25	HEL	43
UKN	12	UKN	14	UKN	26
<b>TOTAL</b>	<b>323</b>	<b>TOTAL</b>	<b>334</b>	<b>TOTAL</b>	<b>657</b>

**Operations by Aircraft Type**

Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter		
8KCAB	10	AT8T	2	B200	10	B200	2	C550	2	AR1	5
AGSB	4	K100	2	DA42	2	B300	6			H500	16
AL18	2	PA28	2	PA30	2	B350	12			Others	22
B24	2			PA34	2	BE9L	2				
BE33	2			PA44	2	BE9T	10				
BE35	9										
BE36	4										
BEAR	2										
C150	6										
C170	1										
C172	74										
C177	1										
C180	26										
C182	68										

**Airport Operations**

**Snapshot Local Time**

Start Date 08/01/2025 00:00 LT  
 End Date 08/31/2025 23:59 LT

Creation 09/03/2025 10:02  
 User AprilGilliland  
 Customer ID KT78

	Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
C185	2									
C210	11									
CH8B	14									
DSA1	2									
Lancair	2									
M20	21									
M7	2									
MT	18									
P28A	4									
PA22	2									
PA24	1									
PA28	184									
PA32	10									
PA46	6									
PP3	2									
R66	16									
RV10	8									
RV12	2									
RV14	4									
RV4	7									
RV6	2									
RV7	4									
RV8	1									
SR22	4									
Others	16									

**Activity Summary**

LANDING RWY 16	194
LANDING RWY 34	129
TAKEOFF RWY 16	180
TAKEOFF RWY 34	154
T&G RWY 16	48
T&G RWY 34	33

**Operations**

**CODE ENFORCEMENT MONTHLY REPORT**  
**AUGUST 1, 2025 to AUGUST 31, 2025**

<u>Case #</u>	<u>Case OPEN Date</u>	<u>Owner (Last name)</u>	<u>Owner (First name)</u>	<u>Address</u>	<u>Violation Type</u>	<u>Contact/Notification</u>	<u>Follow Up Date &amp; Notes</u>	<u>Report Status</u>
<b>LITTER</b>								
23-078	9/11/23	Hugaboon	James	1511 Maple Liberty, TX 77575	LITTER	NOV- Reinspection	3/24/25	READY FOR ABATEMENT
25-008	1/29/25	Mosley	Mary	Beaumont-ID#55217 Liberty, TX 77575	LITTER	3rd NOV & POSTED	9/8/25	READY FOR ABATEMENT
25-051	5/22/25	Sandles	Delores	900 MLK Liberty, TX 77575	LITTER	VERBAL	9/26/25	OPEN
25-070	7/8/25	Twin Oaks	Parks Inc.	216 Cedarwood Liberty, TX 77575	LITTER	3rd NOV & POSTED		CLOSED- CLEARED BY OWNER
25-083	7/25/25	Lopez	Jesus	1300 N Main Liberty, TX 77575	LITTER	VERBAL		CLOSED
25-098	8/29/25	Garcia	Jude	149 Glenn Liberty, TX 77575	LITTER	TAGGED	9/9/25	OPEN

## HIGH GRASS

21-140	9/22/21	King	Alric	Navigation- ID# 56378 Liberty, TX 77575	HIGH GRASS	NOV- Reinspection	9/1/25	READY FOR ABATEMENT
25-002	1/9/25	Escobar	Felix	Santa Anna-ID# 56377 Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/1/25	READY FOR ABATEMENT
25-003	1/9/25	Green	Darryl	Alabama-ID#56379 Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/1/25	READY FOR ABATEMENT
25-007	1/27/25	Stuckey	Jan	Ave. E-ID# 55695 Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/1/25	READY FOR ABATEMENT
25-020	4/3/25	Woods	W G	Woods ID#75782 Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED		CLOSED- CLEARED BY CITY
25-021	4/3/25	Semien	A W	1021 Washington Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/1/25	READY FOR ABATEMENT
25-024	4/14/25	Mosley	Mary	611 Palmer Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED		CLOSED- CLEARED BY CITY
25-030	4/21/25	Lazenby	Patricia	2232 Centennial Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED		CLOSED- CLEARED BY CITY
25-032	4/22/25	Davis	Phelix	2629 Beaumont Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED		CLOSED- CLEARED BY CITY
25-064	6/23/25	Twin Oaks	Parks Inc.	3802 N Main Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/5/25	READY FOR ABATEMENT
25-071	7/8/25	Twin Oaks	Parks Inc.	Cedarwood- ID#73301 &73302 Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/5/25	READY FOR ABATEMENT

## HIGH GRASS

25-075	7/16/25	Garza	Hugo	845 Sue Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/1/25	READY FOR ABATEMENT
25-079	7/21/25	Williams	Aubrey	602 Confederate Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED		CLOSED- CLEARED BY OWNER
25-080	7/23/25	Sussman	Deborah	1900 Kipling Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/5/25	OPEN
25-081	7/23/25	Fearless	Home Builders	1906 Kipling Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail		CLOSED- CLEARED BY OWNER
25-084	7/25/25	Lyons	Charles	1301 Minglewood Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/3/25	READY FOR ABATEMENT
25-086	7/28/25	Osorto	Oscar	101 Glenn St. Liberty, TX 77575	HIGH GRASS	TAGGED	9/5/25	OPEN
25-087	7/30/25	Griffin	Jerry	1401 Yupon Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail		CLOSED- CLEARED BY OWNER
25-088	8/4/25	Rodriguez	Rodolfo	1834 N San Jacinto Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/5/25	OPEN
25-089	8/5/25	Rubit	Ronnie	609 Washington Liberty, TX 77575	HIGH GRASS	3rd NOV & POSTED	9/5/25	OPEN
25-090	8/5/25	Marshall	Richard	Washington- ID#48679 & 48680 Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail	9/1/25	OPEN
25-091	8/5/25	Rangel	Susie	Washington- ID#57100 Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail		CLOSED- CLEARED BY OWNER

### HIGH GRASS

HIGH GRASS								
25-092	8/12/25	Mosley	Estina	Lamar-ID#56428 Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail	9/2/25	OPEN
25-093	8/12/25	Lopez	Euillermina	Alabama-ID#56419 Liberty, TX 77575	HIGH GRASS	1st NOV- Mail		CLOSED- CLEARED BY OWNER
25-094	8/12/25	Turner	Joyce	1015 Lamar Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail	9/2/25	OPEN
25-095	8/12/25	Williams	Charles	501 Trinity Liberty, TX 77575	HIGH GRASS	2nd NOV-Mail	9/2/25	OPEN
25-096	8/18/25	Anderson	Judith	1712 Yupon Liberty, TX 77575	HIGH GRASS	1st NOV- Mail		CLOSED- CLEARED BY OWNER

<b>STOP WORK ORDER</b>								
23-003	1/6/23	Contreras	Manuel	2701 Webster Liberty, TX 77575	STOP WORK	Issued citation	4/11/25	OPEN
24-062	7/18/2024	Ortiz	Omar	422 Maplewood Liberty, TX 77575	STOP WORK	VERBAL	7/28/2025	OPEN
<b>RV VIOLATIONS</b>								
23-109V	7/20/23	Multiple	Owner	311 Riverbend Rd. Liberty, TX 77575	LIVING IN RV	3rd NOV & POSTED	9/8/25	OPEN
23-163V	11/21/23	CTL Sales	of Texas	610 Port Dr. Liberty, TX 77575	RV- AT COMMERCIAL LOCATION	VERBAL	1/30/25	OPEN
25-005V	6/11/25	Falke	George	3023 Grand Liberty, TX 77575	LIVING IN RV	VERBAL	9/15/25	OPEN

DILAPIDATED PROPERTY								
23-120	7/25/23	Moore	Juanita	209 Chesson Liberty, TX 77575	DILAPIDATED PROPERTY	Working on Warrant	8/25/25	OPEN
24-095	10/3/24	Winni's	Hair Studio	120 Alabama Liberty, TX 77575	DILAPIDATED PROPERTY	Working on Warrant	9/9/25	OPEN
24-096	10/3/24	Scheller	Margret	722 Maryland Liberty, TX 77575	DILAPIDATED PROPERTY	Working on Warrant	8/13/25	OPEN
25-006	1/13/25	Smith	Arthur	4106 N Main Liberty, TX 77575	DILAPIDATED PROPERTY	2nd NOV-Mail	7/31/25	OPEN
25-016	3/20/25	Jackson	Justin	2214 N Main Liberty, TX 77575	DILAPIDATED PROPERTY	1st NOV- Mail	7/28/25	OPEN
25-040	5/15/25	Mitchell	Aurelia	311 Riverbend Rd. Liberty, TX 77575	DILAPIDATED PROPERTY	1st NOV- Mail	6/16/25	OPEN
25-061	6/10/25	Gholson	Connie	712 Austin Liberty, TX 77575	DILAPIDATED PROPERTY	VERBAL	8/29/25	OPEN
25-082	7/22/25	McCarty	Michael	138 McMannus	DILAPIDATED PROPERTY	1st NOV- Mail	9/6/25	OPEN
25-097	8/25/25	Tabers	Michael	2721 Cos Liberty, TX 77575	DILAPIDATED PROPERTY	1st NOV- HANGER	9/5/25	OPEN

## SIGN ORDINANCE VIOLATIONS

SIGN ORDINANCE VIOLATIONS								
MULTIPLE VIOLATIONS								
25-012	3/12/25	Locke	Charlie	103 East St. Liberty, TX 77575	MULTIPLE VIOLATIONS	NOV- Reinspection	9/25/25	OPEN
25-017	3/25/25	Cain III	Chap	2104 N Main Liberty, TX 77575	MULTIPLE VIOLATIONS	1st NOV- Mail	5/26/25	OPEN
25-034	4/25/25	SSE	Partners	1905 Webster Liberty, TX 77575	MULTIPLE VIOLATIONS	1st NOV- Mail		CLOSED
23-134	9/12/23	Jenkins	Laurice	507 Trinity Liberty, TX 77575	MULTIPLE VIOLATIONS	NOV- Reinspection	9/12/25	READY FOR ABATEMENT
25-072	7/10/25	Overbay	Jay	150 Lone Oak Liberty, TX 77575	MULTIPLE VIOLATIONS	3rd NOV & POSTED	8/29/25	READY FOR ABATEMENT
25-074	7/15/25	Ortiz	Raul	2757 Cos Liberty, TX 77575	MULTIPLE VIOLATIONS	1st NOV- HANGER	8/15/25	OPEN

## JUNK MOTOR VEHICLE (JMV)-PRIVATE PROPERTY

<u>JMV Case #</u>	<u>Case OPEN Date</u>	<u>Last reg.</u>	<u>Owner (Last name)</u>	<u>Owner (First name)</u>	<u>Follow up date &amp; Notes</u>	<u>Vehicle Location</u>	<u>License Plate #</u>	<u>Status</u>
23-119V	9/1/23		Martinez	Jose	8/15/25	Cs.#CT182130 2731 Cos Liberty, TX 77575		OPEN(tag)
23-146V	10/9/23	Oct-15	Baldwin	Sandra		Cs.#CT182161 609 Bowie Liberty, TX 77575	DYY6122	CLOSED-CLEARED BY OWNER
23-165V	1/8/24	Mar-02	New Bern	Transport Corp.	12/4/2024	Cs.#CT182184 Port Dr.-ID#56907 Liberty, TX 77575	2DA281	OPEN(tag)
23-166V	1/8/24	Apr-12	Texas	Sabal Corp.	12/4/2024	Cs.#CT182185 Port Dr.-ID#56907 Liberty, TX 77575	TONLY05	OPEN(tag)
23-181V	3/27/24					Cs.#CT182206 1973 Wallisville Dr. Liberty, TX 77575		OPEN(tag)
25-006V	6/4/25		Terrell	Craig	8/4/2025	924 Sam Houston Liberty, TX 77575		OPEN
25-010V	6/16/25	Jun-11	Orebo	Ruby	9/2/2025	4103 N Main Liberty, TX 77575	74YNC6	OPEN(tag)
25-012V	8/13/25	Apr-24	Dorsey	Betty	9/15/2025	528 Garrett Liberty, TX 77575	RTV3265	OPEN
25-013V	7/22/25	May-15	Warren	Lisa		1312 Maple Liberty, TX 77575	VDM294	CLOSED-CLEARED BY OWNER
25-014V	7/25/25	Dec-21	Sanchez	Abel	9/30/2025	130 Tanner Liberty, TX 77575	GDH2811	OPEN(tag)
25-015V	7/31/25		Platt	Jerry	9/2/2025	4618 McGuire Liberty, TX 77575		OPEN
25-016V	8/6/25					149 Glenn Liberty, TX 77575		CLOSED-CLEARED BY OWNER
25-017V	8/28/25	Sep-22	Lucas	Terry	9/29/2025	103 West Liberty, TX 77575	DRK8635	OPEN

<b><i>Case Type</i></b>	<b><i>Began</i></b>	<b><i>Closed</i></b>	<b><i>OPEN</i></b>
LITTER	6	2	4
HIGH GRASS	27	10	17
STOP WORK ORDER	2		2
RV VIOLATIONS	3		3
DILAPIDATED PROPERTY	9		9
SIGN ORDINANCE VIOLATIONS	0		0
MULTIPLE VIOLATIONS	6	1	5
JUNK MOTOR VEHICLE	13	3	10
			0
<b>TOTAL CASES</b>	<b>66</b>	<b>16</b>	<b>50</b>

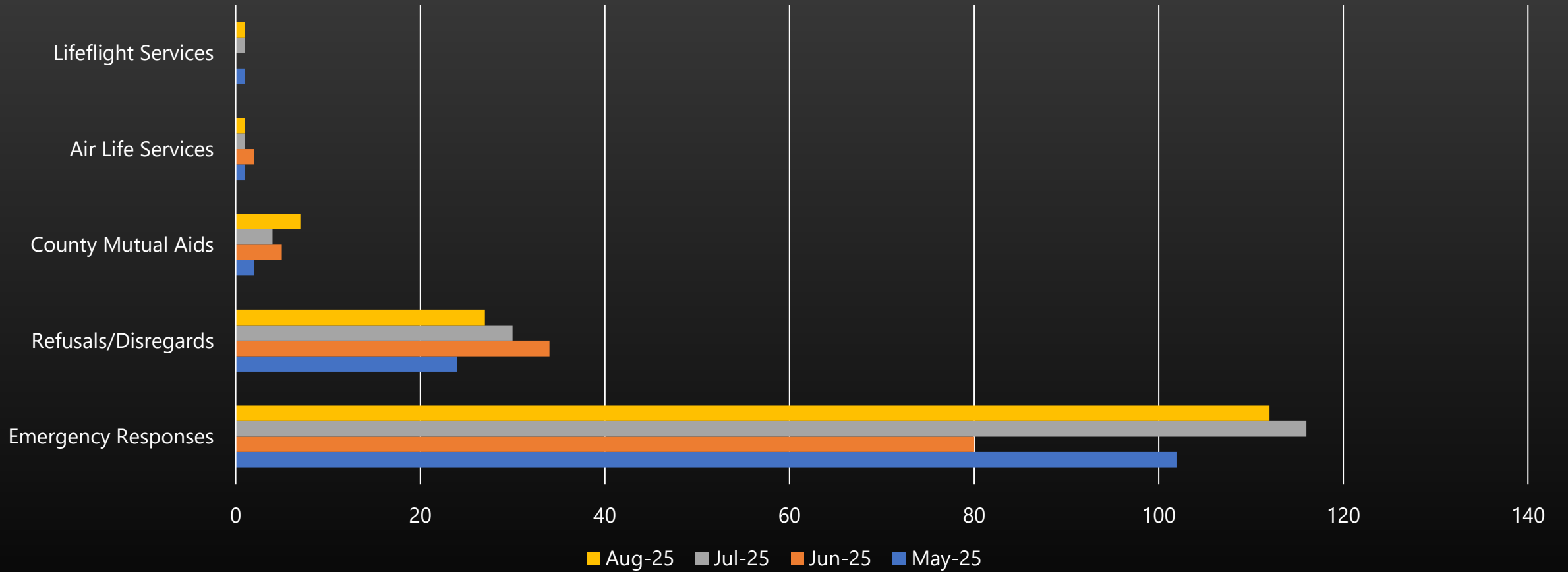
<b><u>Bandit signs collected this month:</u></b>	25
<b><u>Number of citations issued this month:</u></b>	

# *Liberty Fire*

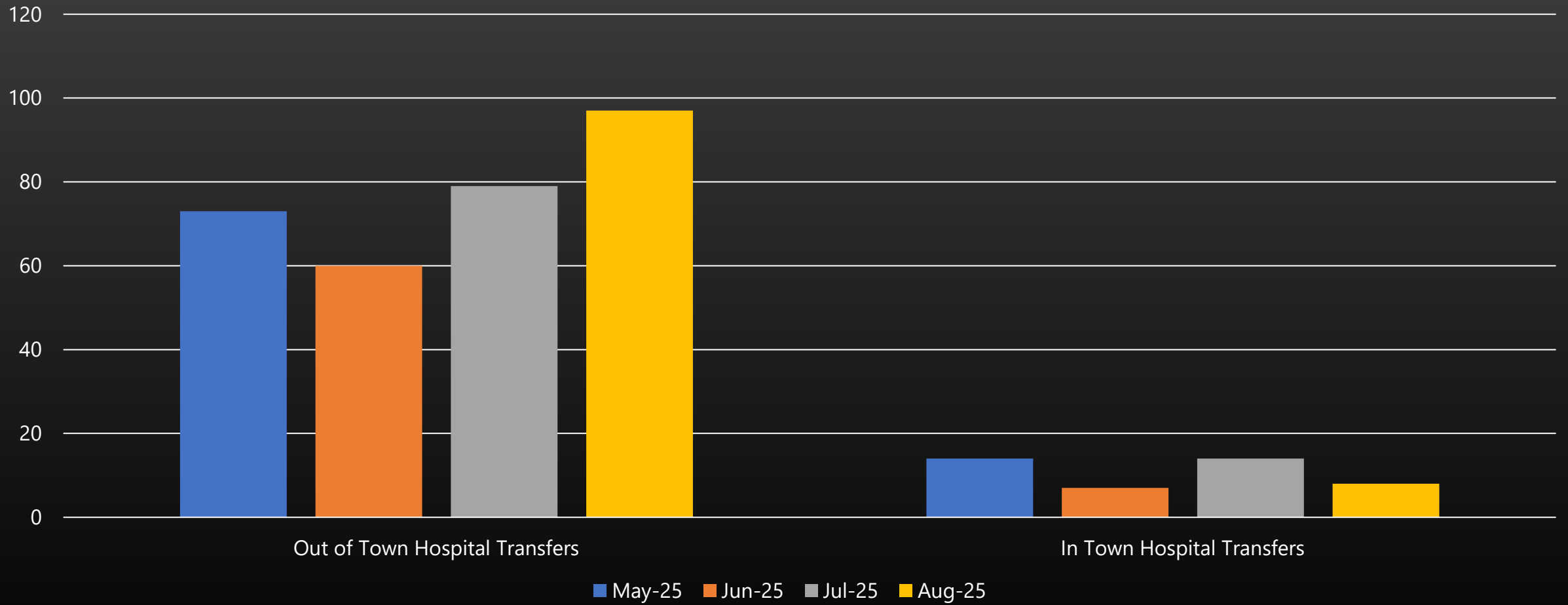
- August Monthly
- Report



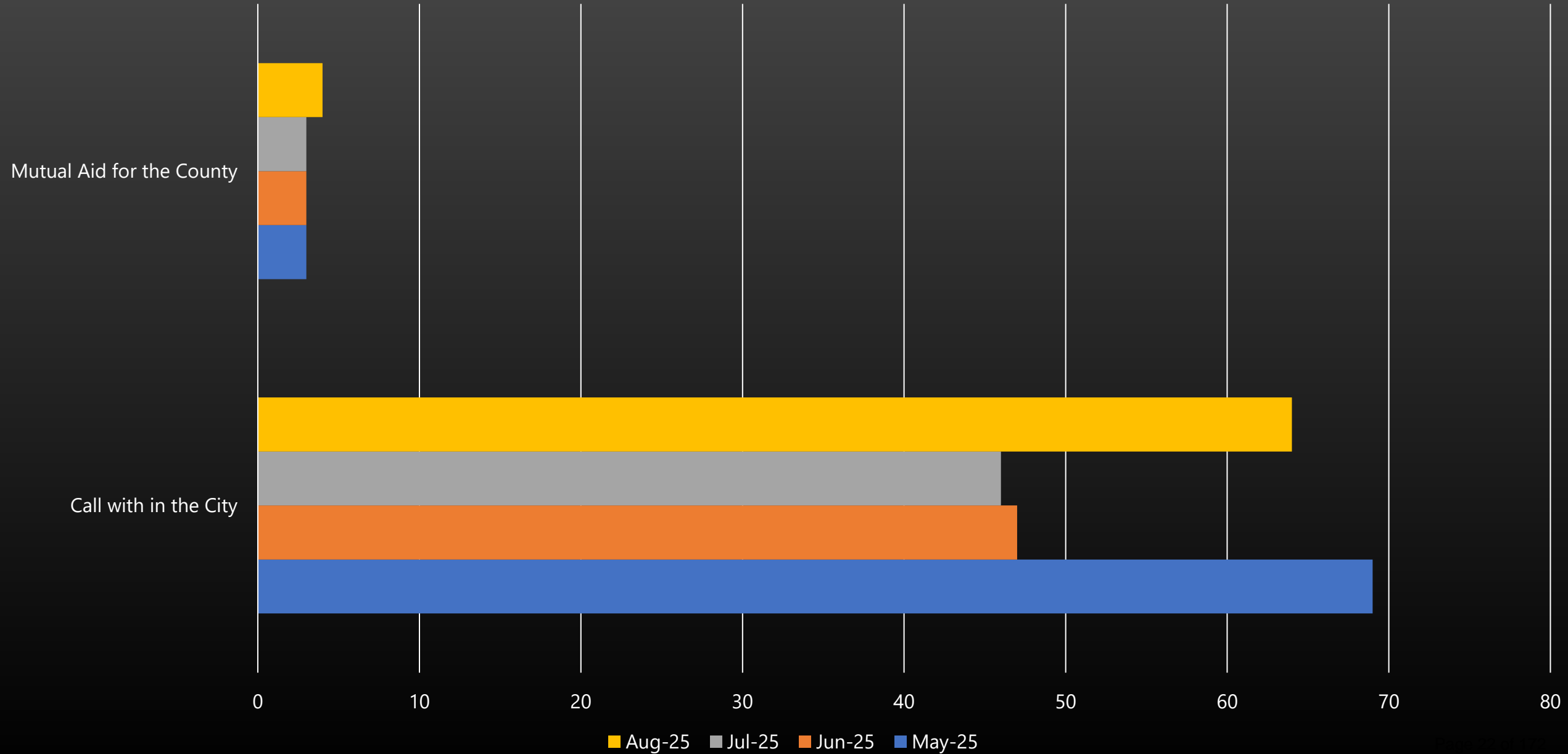
# EMS Calls: 253



# EMS Transfers



# Fire Calls: 68



# "A" SHIFT



- **Electrical fire**
- **Trash fire**
- **Swift water class**
- **Tree down**



## "B" Shift

- Tuesday Night Gas leak training with the volunteers
- Primary search training.
- Gas leak just off Main St.

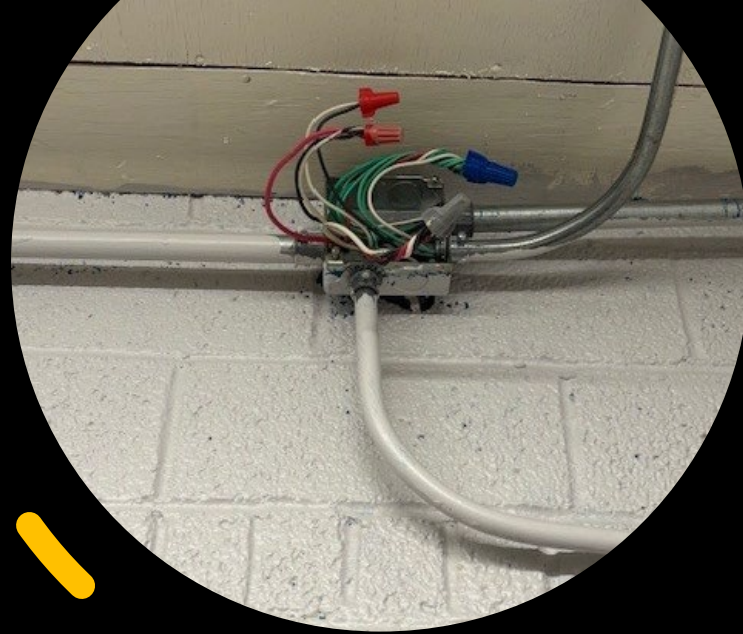
# "C" Shift

- Swift Water (Fishhook Steve)
  - PD Gasoline Leak
  - Relay Pumping training



# Fire Marshal

- **Total Inspections: 53**
- **New Inspections: 22**
- **Reinspections: 31**
- **Food Truck Inspections: 4**
- **Inspection Man Hours: 40.5**
- **Violations found: 197**
- **Burn Permits: 2**



## Most common violations found during June

- Exit Signs not working properly and/or not in place
- Unapproved openings in walls or ceilings
- Open junction boxes / missing cover plates



- My name is Wade Taylor, and I am a new hire at LFD. I am a graduate of Tarkington High School class of 2007, and a graduate of Stephen F. Austin State University class of 2012. I married my high school sweetheart after college, and we have two beautiful daughters. I worked in the education system for 13 years coaching and teaching and decided I needed a new challenge in my life that would allow me to still serve and help the community as it did when I was teaching, so I decided to try my hand in the fire and EMS service. During my off time I enjoy exercising, hunting, fishing, golfing and barbecuing with my friends and family. I am honored to have the privilege to work at LFD and serve the community of Liberty.



# GOLF COURSE MONTHLY REPORT - August 2025

## Maintenance Activities

Had 3 trees cut down that were dead or had a major limb broken and hung up  
 Received sod for bare spots on greens and for nursery greens  
 Repaired bare spots on greens  
 Sprayed tee and green complexes for weeds  
 Repaired 3" water line at 3 green  
 2.25 inches of rain recorded at the golf course this month

## Sales Report (August 1 – August 31)

Our daily sales receipts per OPEN day for the month are approx. \$3,500.00  
 New merchandise sales are doing well. Merchandise sales are up 16% from July.  
 Concession sales were approx. \$1500.00 for the month.  
 Started looking at present year vs. prior year numbers. August 2024 Sales – \$57141.73 compared to August 2025 Sales - \$83,663.68 for a 44% increase year to year for month of August.  
 Social media advertising campaign has started and our social media stats are through the roof since starting.

MONTH	FY25 SALES REPORT (UNITS/QUANTITY)				
	Green Fees (Rounds Sold)	Cart Fees	Range Fees	Merchandise & Accessories	Sales Tax Collected
October 2024 [1]	1,583	1,519	541	396	\$4,248.37
November 2024 [2]	1,189	1,120	439	341	\$3,078.91
December 2024	1,011	888	321	238	\$2,500.89
January 2025 [3]	888	814	330	168	\$2,537.95
February 2025 [4]	1,145	1,036	444	250	\$3,238.07
March 2025	1,785	1,612	687	394	\$4,845.10
April 2025	1,860	1,670	766	383	\$5,419.32
May 2025 [5]	1,815	1,609	768	476	\$6,682.89
June 2025 (6)	1,875	1,657	652	448	\$5,542.34
July 2025	2,134	2,016	724	531	\$5,857.42
August 2025	1,958	1,855	757	507	\$5,956.15
September 2025					
<b>TOTAL</b>	<b>13,151</b>	<b>11,925</b>	<b>4,948</b>	<b>3,094</b>	<b>\$38,093.84</b>

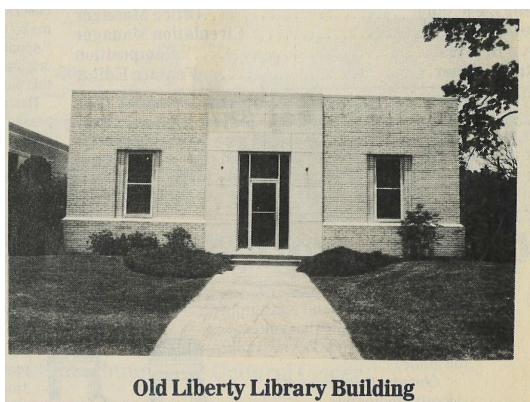
- [1] Closed half day on October 30 and 31 due to rain
- [2] Closed for 10 days due to weather and holiday (includes half days and full days)
- [3] Closed 11 full days and 4 half days due to weather, including Winter Storm Enzo
- [4] Closed 13 days in February due to weather.
- [5] Closed 4 complete days and 6 half days due to weather.
- [6] Closed equivalent of 6 days in June due to weather.
- [7] Closed 4 days for weather in July
- [8] Closed 3.5 days for weather in August

## Liberty Municipal July 2025 Report

August could not have begun on a better note. The library received a Library Infrastructure Facility Improvement (LIFI) Grant from the Texas State Library Archives Commission totaling \$39,450 for the grant project. The project will focus on affordability, access, and improved engagement by fostering library utilization. The funds provided through the grant will provide upgraded, adaptive technology that will be used to improve accessibility to library patrons. The technology requested through this grant includes new computers for our patrons, several specialized keyboards to help increase our low-vision patron's ability to access our computers, an iPad for versatility, and an Epson projector for group collaboration. Wall partitions were also included to create movable collaboration spaces within the library that will block noise without physically restructuring the library space. The wall partitions will allow for the creation of 4 independent study rooms in a large single room space already provided by the library. There is still more work that will need to be done to get the project started. New improvements for our patrons are coming up at the Liberty Municipal Library.

The library was closed from August 12<sup>th</sup> through August 15<sup>th</sup> for our annual inventory. Inventory is an absolute necessity for libraries to conduct at least once a year. The purpose of inventory is to take stock of the library's inventory. Closing allows library staff to conduct inventory unimpeded without the worry of any misplacement of materials while working through the collection. During this year's inventory, 38 items that were marked lost were found. It was also noted that 89 items are missing from the collection this year not including unreturned items. Weeding will also begin soon on items that have been marked as missing since last year's inventory.

On September 14, 1940, Liberty, Texas opened the doors to not only the city's first public library, but also the first public library for all of Liberty County. For over 85 years, access to reading has been in the minds of Liberty County residents. From the initial efforts of individuals like Mary Lou Riviere Greak and others, who operated a private lending library from the 2<sup>nd</sup> Floor of the First Liberty National Bank Building in the 1930's to now, our library has grown with much love and support from our community. Entertainment, Bouncin' Lil Rascals, and snacks will be provided courtesy of the Friends of the Liberty Municipal Library. Everyone is invited to celebrate with us on September 15, 2025, from 4 p.m. to 6 p.m. at the Liberty Municipal Library.



## Liberty Municipal Library Monthly Report March through August 2025

<b>Circulation</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
Spanish Materials Circulation	88	61	38	103	97	74
Total Adult, Teen & YA Circulation All Formats	1,337	1,183	1,238	1,688	1,679	1,288
Total Juvenile Circulation All Formats	1,140	1,154	1,358	3,228	3,252	1,284
Total Circulation All Formats	2,477	2,337	2,596	4,916	4,931	2,572
<b>Reference Services</b>						
In-house Reference	207	135	133	208	260	168
Telephone Reference	103	98	75	118	150	100
Public Computer Assistance	159	102	87	130	102	110
<b>Collection Statistics</b>						
Total Volumes in Collection	49,109	49,193	49,306	49,266	49,320	49,344
Total Titles in Collection	68,721	68,844	69,002	69,132	69,151	69,319
<b>Cataloging</b>						
Books Cataloged	60	44	120	81	62	93
DVD/ Blu-Rays Cataloged	0	0	0	1	0	1
Audiobooks & Music CDs Cataloged	0	0	0	0	0	0
Periodicals Cataloged	75	32	59	32	0	0
<b>Building Use/ Programs/Public Relations</b>						
Meeting Room/Pavilion Use	17	21	13	13	21	10
Story Time Programs	3	4	4	0	0	2
Story Time Attendance	25	40	30	0	0	45
Misc. Children's Programs/Tours	3	5	0	3	4	0
Misc. Children's Programs/Tours Attendance	306	397	0	559	543	0
Adult Programs Attendance	36	34	29	48	81	28
YA/Teen Programs Attendance	0	0	0	34	21	0
<b>Patron Count/ Volunteers</b>						
Total Active Accounts In-City Patrons	2,453	2,425	2,426	2,436	2,437	2,403
Total Active Accounts Out-of-City Patrons	3,897	3,868	3,869	3,862	3,830	3,760
Total Volunteers	10	3	3	5	3	0
Total Volunteer Hours	61.5	13.5	11.5	10	6.75	0
Patron Visits Count	2,369	2,640	2,207	3,096	3,126	1,575
<b>Public Use Technology</b>						
Wireless Users	0	0	3	0	387	138
Hours of Patron Wireless Use	0	0	0	0	42	30
Public Computers Users This Month	190	210	251	255	247	164
Hours of Patron Computer Use	132	137	160	130	161	113
Website Sessions: Online Catalog	1,751	1,680	1,661	2,089	1,965	1,799
Social Media Sessions: Facebook, Instagram	1,031	625	24,761	2,185	1,522	981

Liberty Municipal Library Volunteer Report for the Month of August 2025																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Daniel, Hannah																																	0
Davis, Beverly																																	0
Harbour, Cathy																																	0
Hammer, Theresa																																	0
Kemper, Sharon																																	0
Lawrence, Lindsay																																	0
Marshall, Matraca																																	0
Pickett, Sandy																																	0
Stratton, Gloria																																	0
Sundgren, Gary																																	0
Sundgren, Josh																																	0
Sundgren, Stacy																																	0
Ursprung, Heather																																	0
Total for month																																	0.00

**CITY OF LIBERTY**  
**INSPECTION AND PERMIT DEPARTMENT MONTHLY REPORT**  
**AUGUST 2025**

**PLAN REVIEW**

# of Plans Reviewed

**BUILDING PERMITS**

Commercial Building Permits - New	1
Commercial Building Permits - Renovation/Remodel	
Commercial Building Permits - Addition/Expansion	2
Residential Building Permits- New (Manufactured Homes)	1
Residential Building Permits - New (Single Family)	
Residential Building Permits - New (Multi-Family)	
All Other Permits Issued	

**CERTIFICATE OF OCCUPANCY**

Commercial C of O's Issued	3
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**FEE REVENUE**

Permit Fee Revenue	\$5,936.14
Tap Fee Revenue	<u>\$3,800.00</u>
TOTAL	\$9,736.14

**CITY OF LIBERTY**  
**INSPECTION AND PERMIT DEPARTMENT MONTHLY REPORT**  
**AUGUST 2025**

**COMMERCIAL**

BUSINESS NAME	ADDRESS	PERMIT TYPE
LILY JUNE & COMPANY	2818 N MAIN, STE A	CERTIFICATE OF OCCUPANCY
TRINITY VALLEY EXPO HALL	321 WALLISVILLE	ACCESSORY STRUCTURE
LILY JUNE & COMPANY	2818 N MAIN, STE A	SIGN
WAREHOUSE	713 DR MLK JR DR	CIVIL PERMIT
JOHN DEERE	2210 HWY 90	BURN PERMIT
WAFFLE HOUSE	1711 HWY 90	BUILDING
BOUDREAUX CONSTRUCTION	1410 LAKELAND	ELECTRICAL
LIBERTY DAYTON REG MED CNTR	1353 N TRAVIS	MECHANICAL
WOODFOREST BANK	2121 HWY 146	SIGN
DEANNE,S WHIMSIES	2702 BEAUMONT	CERTIFICATE OF OCCUPANCY
NOVA SHOPPING CENTER	1009 MAIN	PARKING LOT REPAIR
CITY OF LIBERTY MUNICIPAL PARK	501 R E VINSON	DEMOLITION
NAILS BY ZYLA	1809 JEFFERSON, STE B	CERTIFICATE OF OCCUPANCY
LIBERTY CENTRAL	1021 N MAIN, STE A	UTILITY TAP
ELITE BAIL BONDS	1933 TRINITY	SIGN
KATHGAR	425 TEXAS	ACCESSORY STRUCTURE
TRINITY VALLEY EXPO HALL	321 WALLISVILLE	ELECTRICAL
MASTEC NETWORK	4611 SANDUNE	CELL TOWER
KIM'S TOUCH OF ELEGANCE	2660 BEAUMONT	ACCESSORY STRUCTURE

# LIBERTY POLICE DEPARTMENT

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- MONTHLY REPORT
- August 2025





CITY OF LIBERTY  
POLICE DEPARTMENT

1906 LAKELAND DR.

POLICE  
CITY OF LIBERTY

POLICE  
CITY OF LIBERTY

911

# LIBERTY POLICE DEPARTMENT

CALLS FOR SERVICE	2056
OFFENSES REPORTED	41
OFFENSES CLEARED	6
TRAFFIC CITATIONS	88
WARNING TICKETS	246
TRAFFIC ACCIDENTS	33
ARRESTS	6
ANIMALS HANDLED	48
ALARM CALLS	75
AMOUNT RECOVERIES	\$ 3,136.00

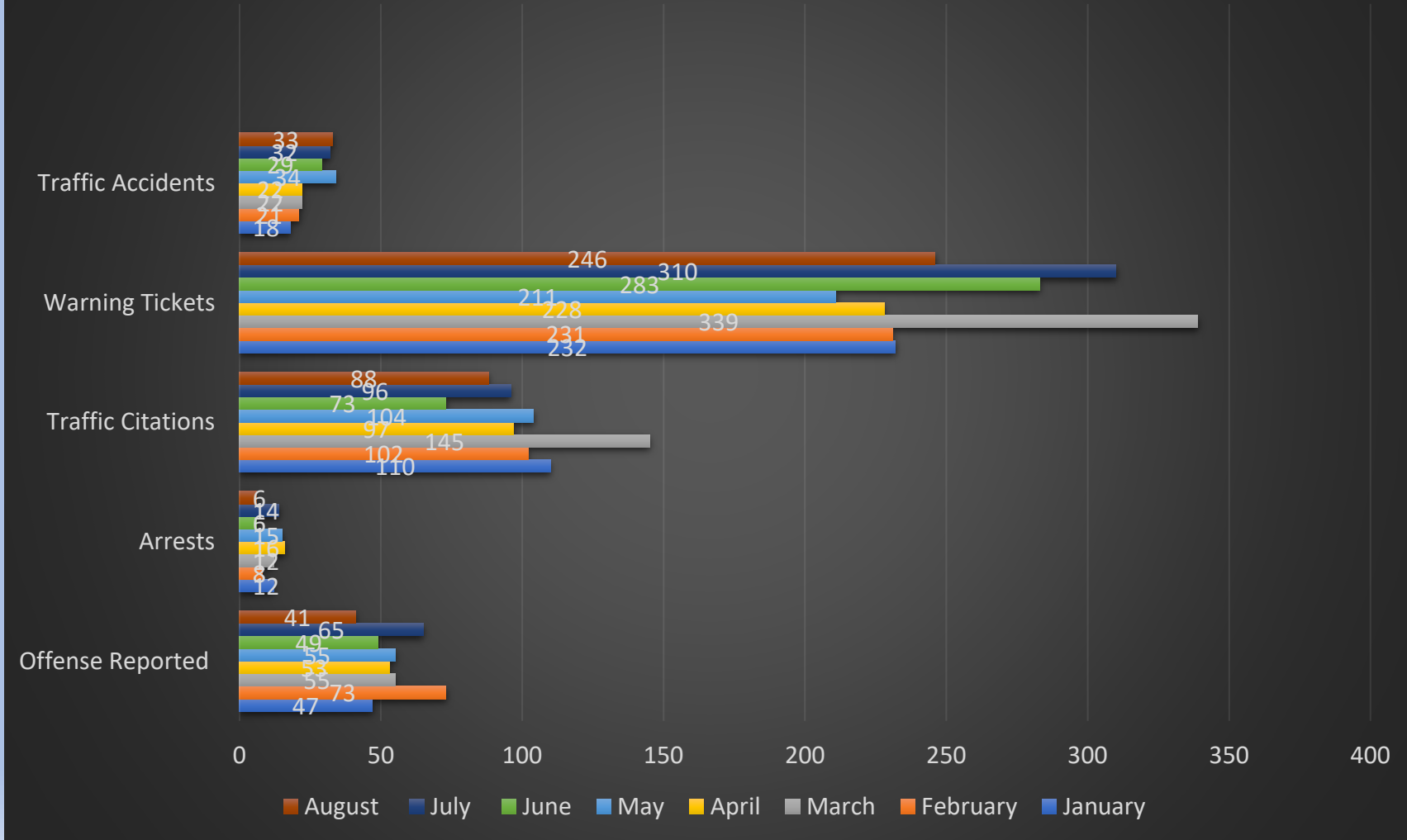


# LIBERTY POLICE DEPARTMENT

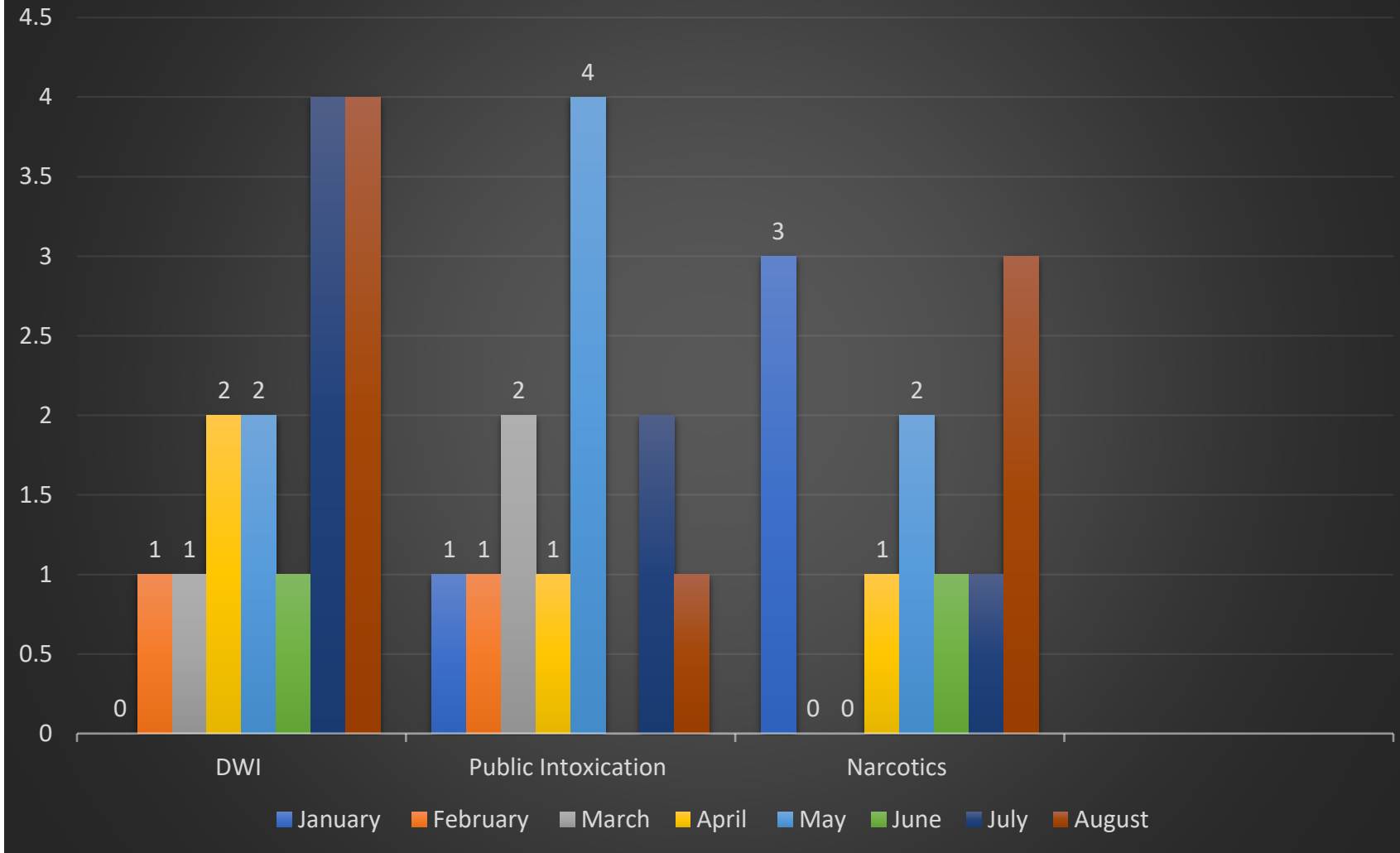
- We're working diligently with Tyler Public Safety, TLETS, Alamo Collision, Liberty Computer Systems as we prepare to implement the Mobile Data Terminals (MDT's) in our Patrol Units. Implentation of the MDT's is set for the last week of September into October 2025.
- We're working with Tyler Public Safety in install our E911 service which will be another tool Dispatch can utilize to be more efficient to better assist the community.
- We're working together as a group with Liberty Fire Dept planning National Night Out. We have been collecting donations which have included monetary and physical donations. We also have numerous entertainment planned.
- We hired two new employees. Monica Reyes is our newest Patrol officer and Kelly Vargas is our newest Dispatcher. We will be having a Swearing in Ceremony in the upcoming future.



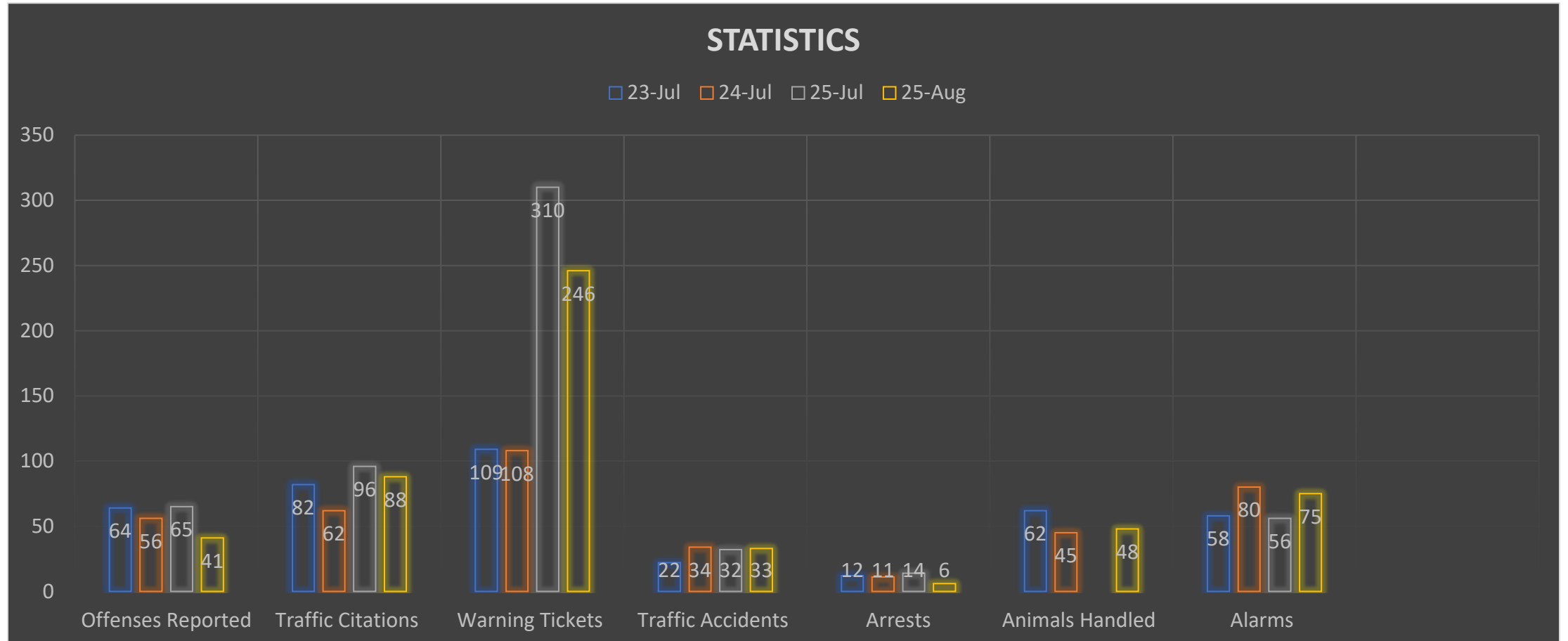
# Police Department Monthly Stats



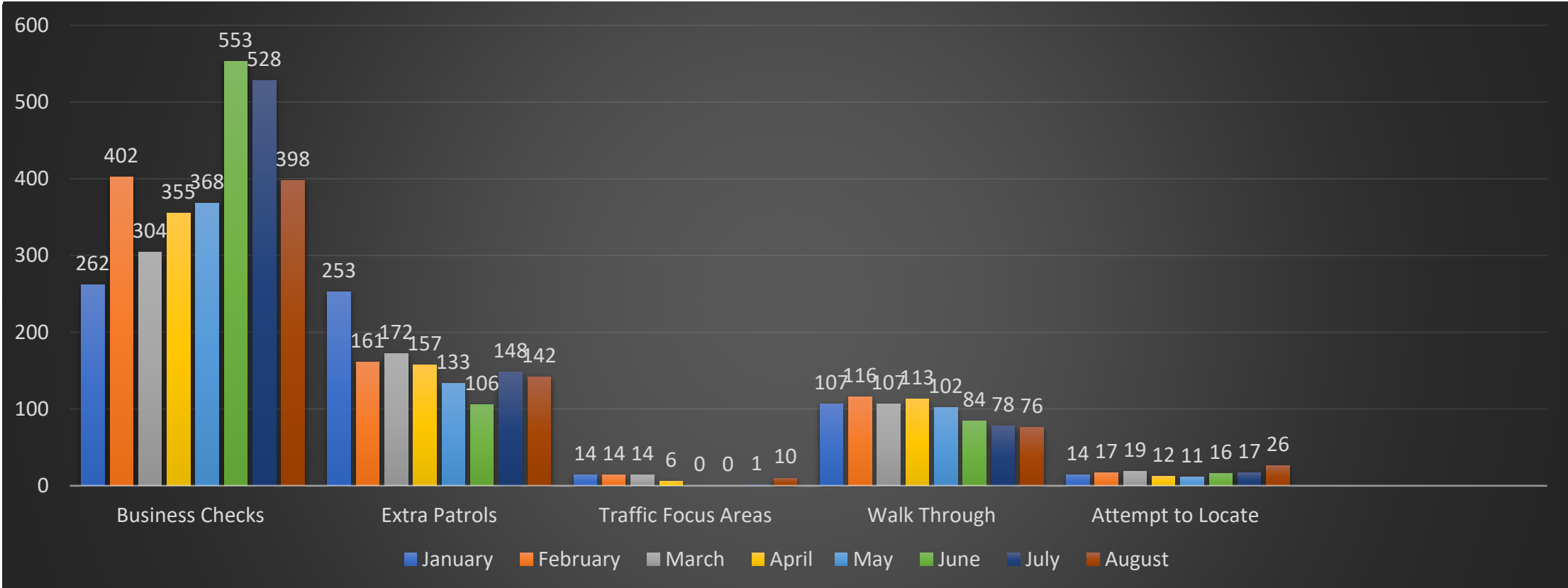
# ALCOHOL/NARCOTICS RELATED ARRESTS



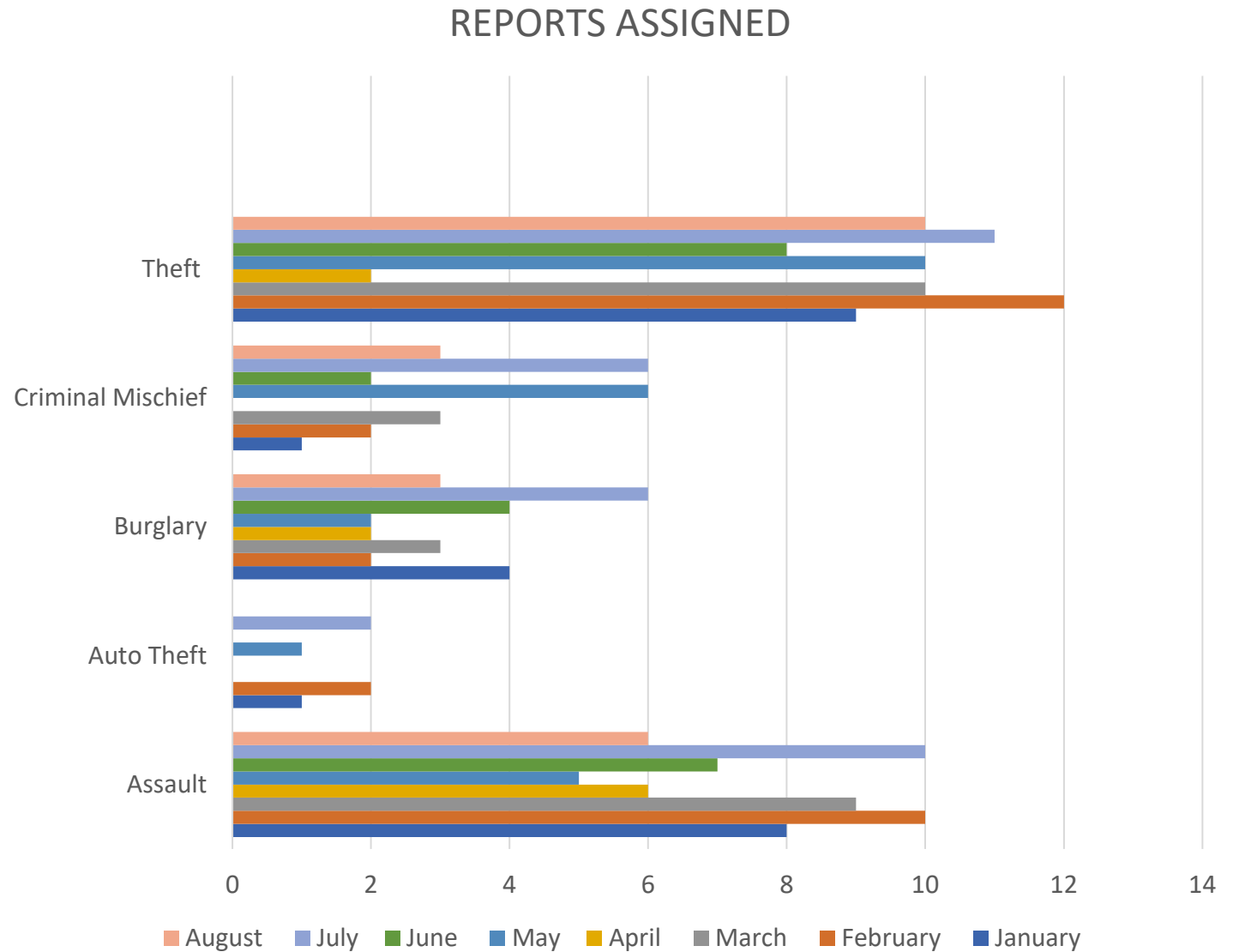
# YEAR BY YEAR COMPARISON



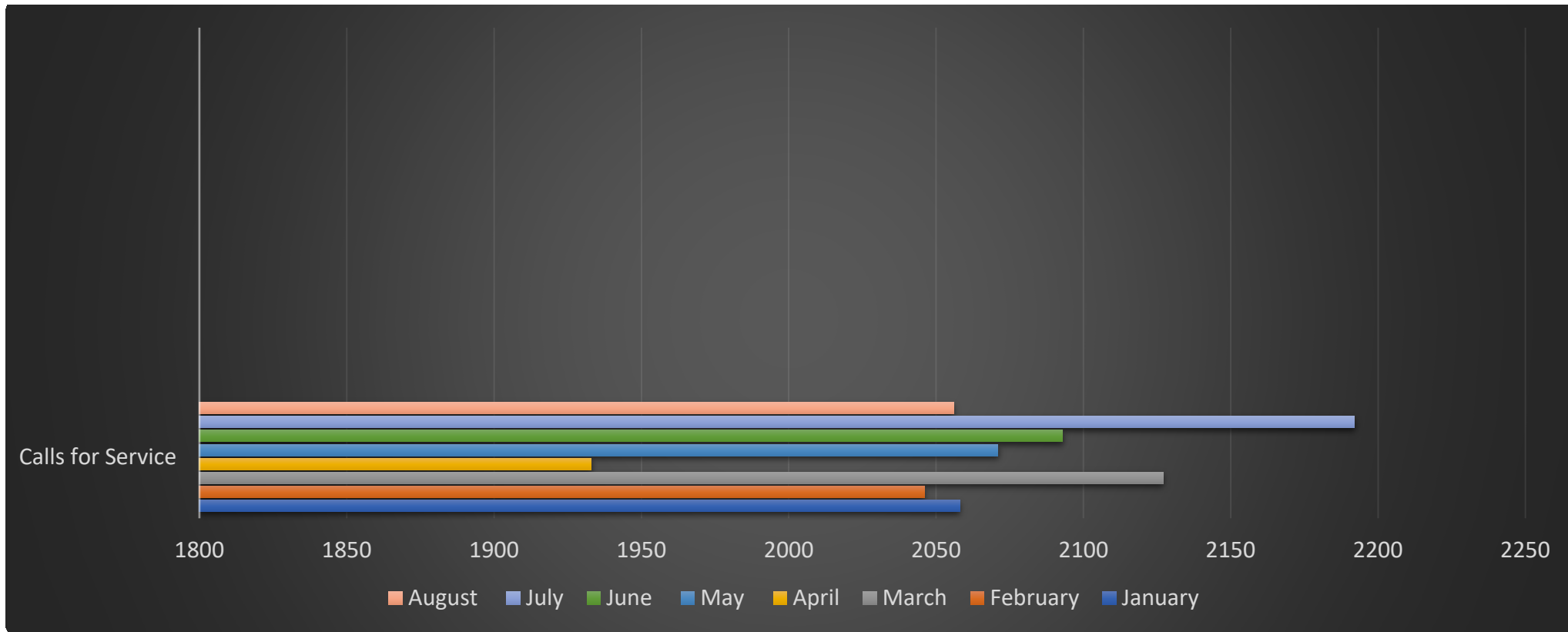
# PROACTIVE POLICING



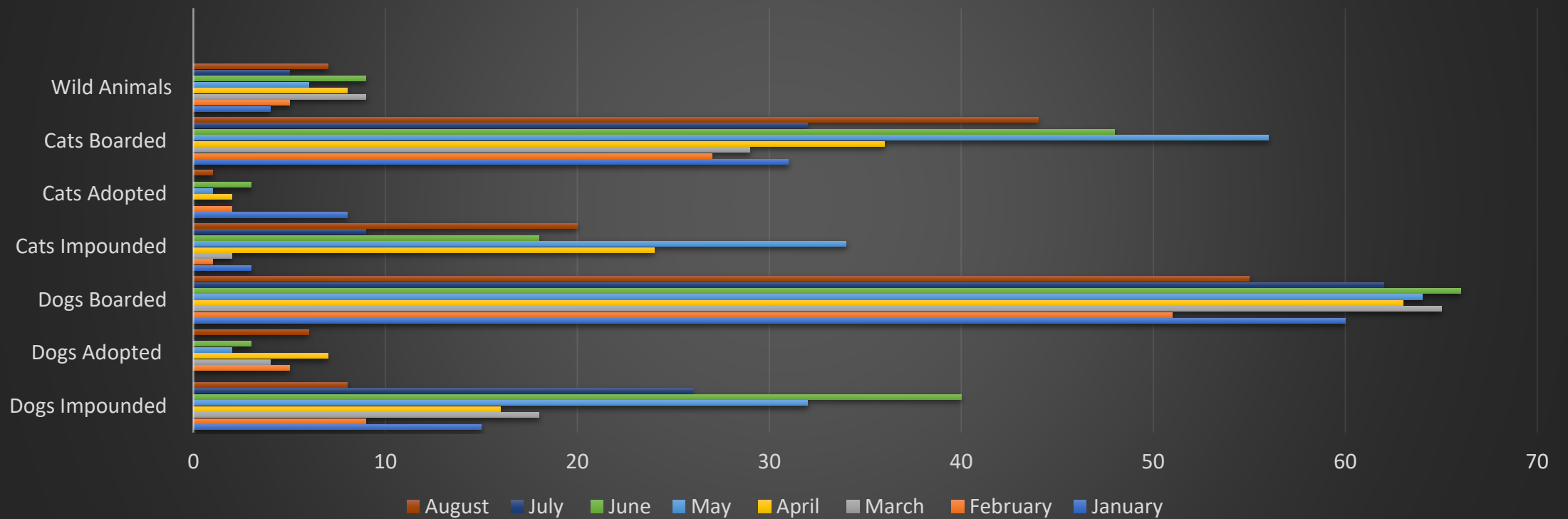
# DETECTIVE DIVISION SUMMARY OF ACTIVITY



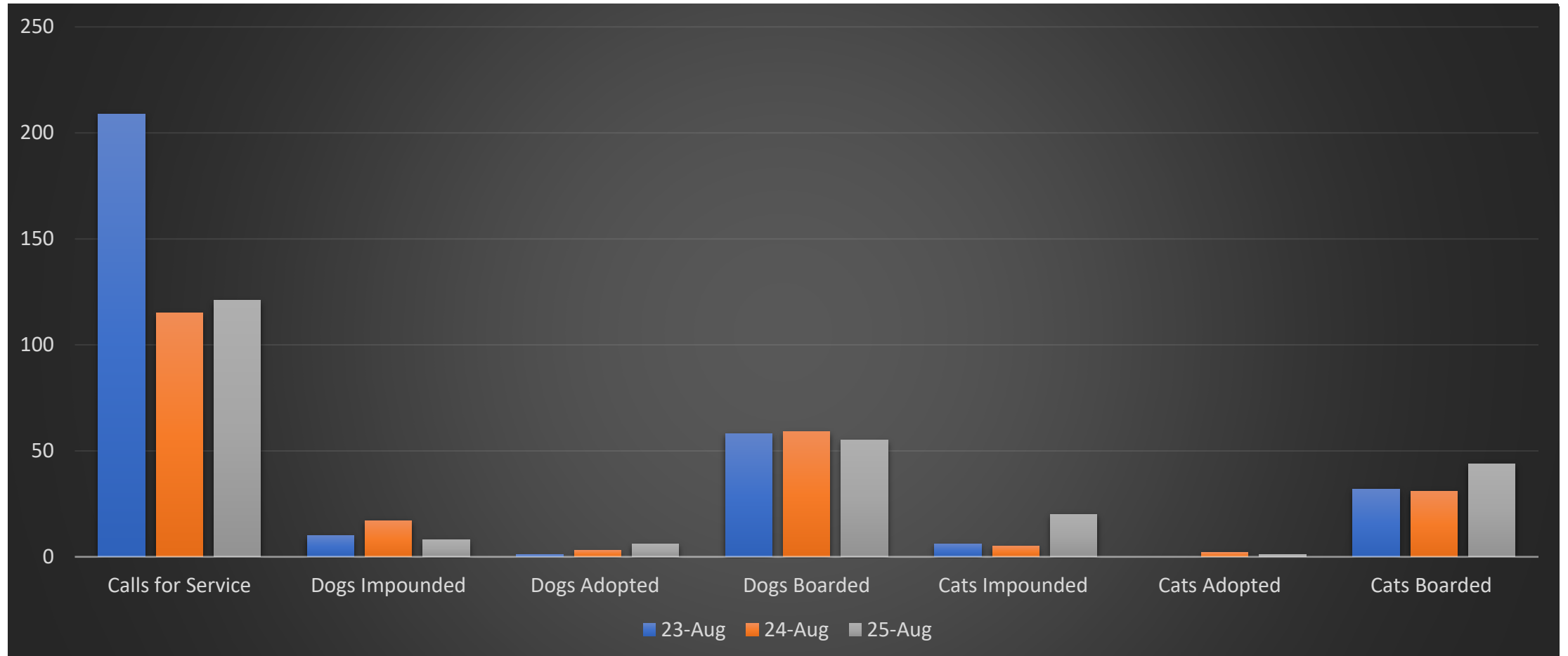
# CALLS FOR SERVICE



# ANIMAL SHELTER MONTHLY STATS



# Animal Shelter Year by Year Comparison



# RU-OK?

**Liberty Police Department  
Offers  
Regular Welfare Checks  
for Our Seniors**

Participants receive weekly calls,  
ensuring **safety and well-being** for older  
residents and those needing support.

**JOIN THE PROGRAM TODAY!**

**Providing Peace of Mind**

**Contact: Officer Whitehurst**  
**MWHITEHURST@CITYOFLIBERTY.ORG**

**936.336.5666**



# OFFICER FREGIA SJE OFFICER



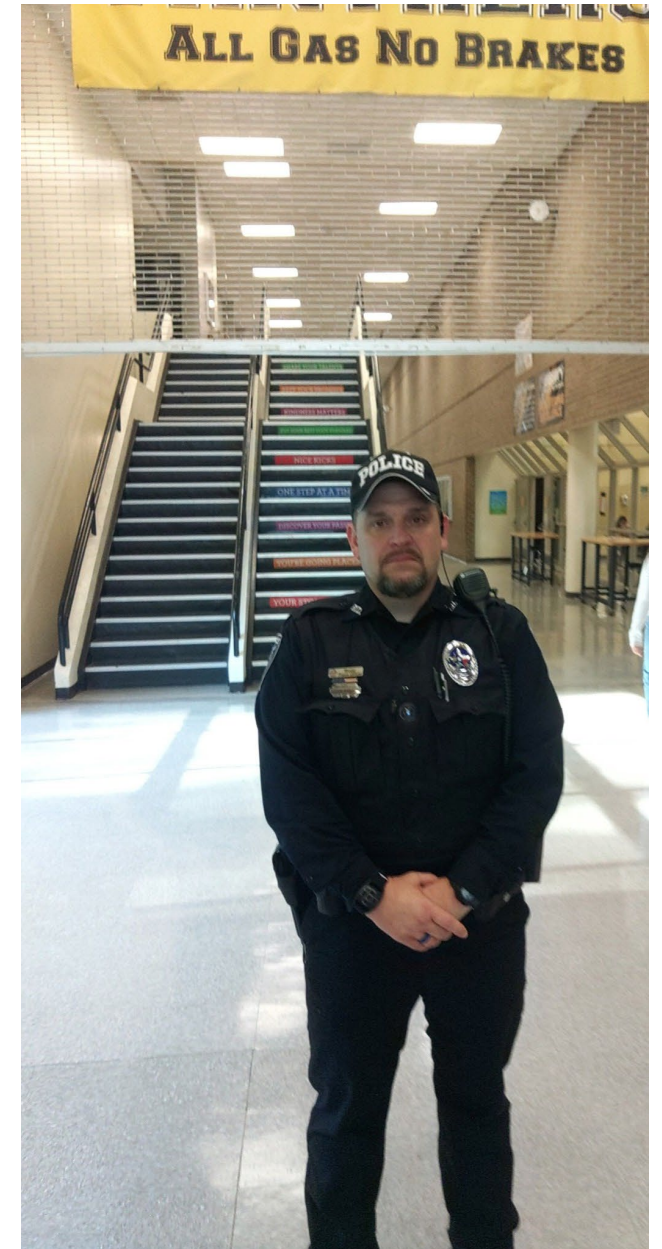
# OFFICE FOMBUH LES OFFICER



OFFICER  
EL-AMIN  
MIDDLE  
SCHOOL



# OFFICER RICE HIGH SCHOOL OFFICER

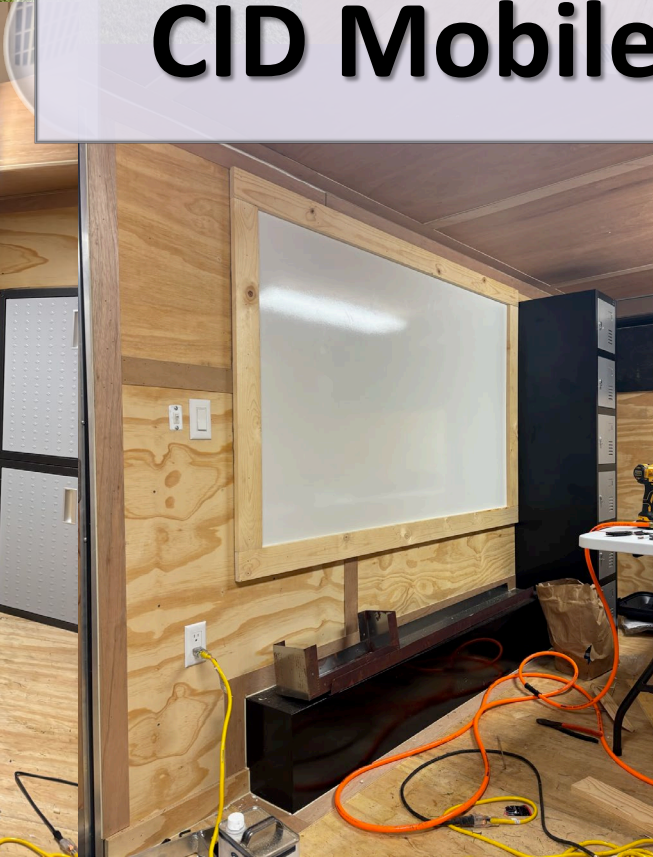


BALLISTIC VESTS AND  
THE RTS TACTICAL  
BALLISTIC SHIELDS  
HAVE ARRIVED!  
AWAITING THE ARRIVAL  
OF THE BALLISTIC  
HELMETS! THIS ARMOR  
WILL STOP RIFLE  
ROUNDS!





# CID Mobile Trailer



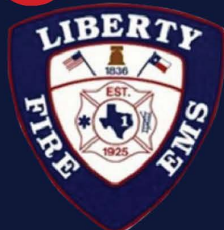
# AUGUST AWARD INFORMATION

- MASTER PEACE OFFICER
  - OFFICER JASON GRINDSTAFF
  - DETECTIVE CURTIS TROUSDALE
- INTERMEDIATE
  - DISPATCHER BRIANNA BODDIE
  - OFFICER MARIAH GUERRA



POLICE • COMMUNITY PARTNERSHIPS

# National Night Out 2025



October 7, 2025

5:00pm-8:00pm

Liberty Municipal Park

501 R.E. Vinson Drive Liberty, Texas 77575

- Hotdogs by Liberty Fire Department,
- Petting Zoo
- Meet and greet with Liberty PD, Liberty FD and other Public Safety Partners
- Bike ride with the Bike Patrol Police
- Sno-cones
- Live music & entertainment
- Giveaways

**SPONSORS NEEDED!**

Contact Donna Smith : 936-336-5666 or [dsmith@cityofliberty.org](mailto:dsmith@cityofliberty.org)

Our Custom Tablecloth  
with SRO Officer  
and 911 Communications  
for NNO and future  
events!



LIBERTY PD  
CANOPY &  
TABLE COVER  
PURCHASED  
WITH NNO  
DONATIONS



# ENTERTAINMENT

PETTING ZOO

DUNKING BOOTH

BOUNCE HOUSES  
&  
OBSTACLE COURSE

FACE PAINTING

HELICOPTER

FIRE TRUCKS

MUSIC

GAMES

# TRAINING IN PROGRESS

## INSTRUCTOR: SGT JOSHUA CUMMINS

TASER

REPORT  
WRITING/COURTROOM  
TESTIMONY

INSERVICE: USE OF  
FORCE, BATON,  
HANDCUFFING

BASIC INSTRUCTOR



# Public Information Monthly Activity Report August 2025



## Facebook Insights

Views: 126,401

The number of times our content was played or displayed.

Reach: 38,412

This metric counts reach from the organic distribution of our Facebook content. It also includes reach from other sources, such as tags, check-ins and Page or profile visits.

### Content

Interactions: 903

The number of likes or reactions, saves, comments, shares and replies on your content.

+Followers: 59

The number of followers our page gained over the month. That is an increase of 3.7% in one month.

## LinkedIn Insights



- First post was created on March 24<sup>th</sup>
- LinkedIn will never have the social media impact of Facebook, due to the professional niche nature of the platform. However, it is one tool of many to get information out.

Impressions: 424

Reach: 207

Clicks: 28

+Followers: 8



## "X" (Formerly Twitter)

We have created the account and began posting. However, X wants us to pay to receive a "verified" badge and insights at a rate of \$84-\$395/year. We do not currently see the value in that, perhaps as we grow the page that view might change.

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# PUBLIC WORKS MONTHLY REPORT

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## STREETS DEPARTMENT -THE ROAD TO SUCCESS IS ALWAYS UNDER CONSTRUCTION

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### This Month's Notes

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#### JAMES REDDING – STREETS

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NOTES:

- Sprayed for mosquitos
- Repaired street cuts
- Trimmed limbs around town
- Mowed on route
- Swept streets
- Repaired curb and gutter on Edgewood
- Repaired curb on Centennial
- Patched around town
- Repaired curb on webster
- Repaired curb on Austin
- Cleaned inlets
- Checked flood pumps on Mondays
- Repaired curb on Linden Ln.
- Rebuilt concrete meter box on Main St.
- Cleaned ditch and culverts on Main St.
- Cut concrete on Lakeland and formed up street cut

**FIXING THESE STREETS**

Streets:						
	Graded:					Miles
	Swept:				42	Hours
	Street cut repairs:				2	Each
	Curb & Gutter Repair:				62	Feet
Drainage:						
	Ditch Cleaning:				525	Feet
	Culvert Installation:				0	Feet
	Catch Basin/inlets cleaned:				683	Each
	Levee Inspection:				Yes	
	Flap Gate Debris Removal					
Spraying:						
	Herbicide:					Gallons
	Mosquito:				443	Miles
Signs:						
	Installed					Each
	Repaired/ Replaced				1	Each

---

# MEASURE TWICE, CUT ONCE!!!

## *Work completed*

---

### Fields:

Work Performed: Picked up trash and maintained as needed. Mowed 5 times and weedeated as needed.

### Restrooms:

Work Performed: Washed all restrooms twice a week and cleaned and swept as needed. Replaced toilet paper and other things as needed also. Disinfected restrooms every other day.

### Concession Stands:

Work Performed: Picked up trash and debris around concession stands as needed every day. Weedeated as needed.

### Splash Pad:

Work Performed: Pressure washed, and surface cleaned the pad. Backwashed and filled chemicals every day. Closed for the season to build new one.

### Jogging Trail:

Work Performed: Picked up limbs and trash as needed also, weedeated around trees and rocks as needed. Sprayed the trail sides with weed killer throughout the park.

### Playground Equipment:

Work Performed: Checked and made sure all playground equipment was in good working order. Pick up trash and other debris around them. Swept and removed leaves and other debris from around the playground.

### Pocket Parks:

Work Performed: Picked up trash and other debris every day. Changed trash barrels as needed in all pocket parks. Replaced all basketball nets.

### Trees:

Work Performed: Cut up trees and picked up limbs throughout park. Had 108 stumps ground and smoothed throughout the park.

### Flags:

Work Performed: Had big flag worked on and changed out all other flags.

**Notes:**

1. Filled holes throughout the park.
2. Picked up limbs throughout the park.
3. Cut up trees that had fallen in the park.
4. Fixed hog ruts throughout the park.
5. Filled in ruts that were made by vandals through the park.
6. Cleaned up limbs and leaves at the gazebo. Swept off gazebo floor every day.
7. Had 108 stumps ground and smoothed throughout the park.
8. Finished setting light poles, started running power to new poles.
9. Closed splash pad for removal of old pad and equipment.
10. Received multiple bids to clean out the pond.
11. Called many fence companies and only one gave a bid for new front gates and fence to the entrance to the park.
12. Moved soccer goals for youth soccer coach.

***AMERICA RUNS ON GOOD CLEAN WATER!***

**MARK REED – WATER / WASTEWATER MANAGER**

**MONTHLY WATER REPORT  
MONTH – MAY - 2025**

**REPAIRS COMPLETED**

<b>25</b>	WATER REPAIRS
<b>2</b>	SEWER REPAIRS

**LINE MAINTENANCE (CAMEL)**

<b>2592</b>	HOURS OF OPERATION TOTAL
<b>9000</b>	FEET OF SEWER LINE CLEARED / CLEANED
<b>18</b>	MANHOLES CLEANED

**WORK COMPLETED**

<b>0</b>	MANHOLE REPAIRS
<b>11</b>	SEWER STOPAGES
<b>2</b>	WATER TAPS
<b>2</b>	SEWER TAPS
<b>2</b>	CLEANOUTS REPLACED / INSTALLED
<b>48</b>	METERS REPAIRED / REPROGRAMMED
<b>17</b>	RADIO REPLACEMENTS
<b>4</b>	CUSTOMER PROBLEMS / ISSUES
<b>7</b>	METER BOXES REPLACED
<b>10</b>	METER LIDS REPLACED
<b>16</b>	CUSTOMER REQUEST TURN ON
<b>15</b>	CUSTOMER REQUEST TURN OFF
<b>18</b>	CUT OFF SERVICE NON-PAYMENT
<b>90</b>	RECHECKS
<b>15</b>	PULLED / CHANGED METERS
<b>74</b>	TEXAS 811 LINE LOCATES

**MISC:**

		<b>AMES READINGS CHECKED DAILY</b>
		<b>CLOSED 52 WORK ORDERS</b>

**MONTHLY OPERATIONS**

<b>2 DAILY</b>	FREQUENCY THAT WATER WELLS ARE CHECKED
<b>40</b>	DISINFECTANT WATER SAMPLES THAT ARE TAKEN X 1 DAILY
<b>9</b>	SAMPLES FOR MONTHLY MONITORING-CHLORINE REPORT
<b>X2/WKLY</b>	FREQUENCY THAT LIFT-STATIONS ARE CHECKED
<b>MONTHLY</b>	END LINE FLUSHING

Power Outages - AUGUST 2025						
Date	Location	Time Called Out	Time Power Restored	Response Time (mins)	Outage Time (mins)	Cause of Outage
1	Tractor Supply	5:48 PM	6:15 PM	20	27	someone turned off main disconnect at the back of the building
3	1836 Willow	6:36 PM	7:48 PM	31	58	Bad neutral connection at weatherhead causing power to fluctuate.
12	1507 Fort Worth	11:19 PM	12:19 PM	26	60	Blown line fuse due to vegetation
16	2719 Cornell	8:30 PM	12:00 AM	38	240	partial power due to burnt leg at transformer caused by trees rubbing on wire
22	1301 Lakeland	8:45 PM	9:00 PM	15	15	tripped main breaker
24	5002 N Travis	8:00 AM	9:00 AM	25	60	bad meter
26	614 Wallisville Rd	9:00 PM	11:45 PM	34	165	bad transformer/swapped transformers
<b>AVERAGE</b>				<b>27</b>	<b>89</b>	

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Sam Rayburn Municipal Power Agency - Mayor Hebert

**Department:** Administration

**Subject:** SRMPA Report

**Background:** The Sam Rayburn Municipal Power Agency supplies the wholesale electrical energy needs of the member cities of Liberty, Jasper and Livingston. Mayor Hebert is a Board Member of the Sam Rayburn Municipal Power Agency and desires to provide the Council and the public with updates on the Agency's projects and activities.

**Funding Source:**

**Staff Recommendation:**

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Mayor, Council and Staff Comments

**Department:** Administration

**Subject:** Mayor, Council and Staff Comments

**Background:** This agenda item relates to expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary recognitions of City officials, employees or other citizens; reminders about upcoming events organized or sponsored by the City or other entity, that are scheduled to be attended by City officials or employees; inquiry of staff regarding specific factual information or existing policies.

**Funding Source:**

**Staff Recommendation:**



# The City of Liberty City Council

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

## Regular Meeting

~ Minutes ~

April Gilliland  
City Secretary  
936-336-3684

Tuesday, August 12, 2025

6:00 PM

City Council Chambers

### I. CALL TO ORDER

This meeting was called to order on August 12, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by Mayor John Hebert.

Attendee Name	Present	Absent	Late	Arrived
Mayor John Hebert, Jr.	X			
Mayor Pro Tem Tommy Brents	X			
Council Member Ed Seymour	X			
Council Member Ross Ward	X			
Council Member Debbie Dugger	X			
Council Member Bruce Bell	X			
Council Member Nick Dennis	X			

### II. INVOCATION

Invocation was given by Reverend Calvin R. Nichols, Jr. pastor of Mt. Rose Missionary Baptist Church, Liberty, Texas.

### III. PLEDGE OF ALLEGIANCE

The Pledge to the American Flag and the pledge to the Texas Flag were led by Council Member Tommy Brents.

### IV. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Mayor Hebert welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. Mr. Matthew Cooper requested to speak to the Council regarding upcoming VFW Events. Dr. Tyra Hodge requested to speak to the Council regarding a new program, Resilience Leadership Academy, being created to help support under-privileged children in Liberty County.

**V. PRESENTATIONS / REPORTS**

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

City Manager Bryan Kendrick reported on the following updates:

- Recloser Installation Update
- Water System Maintenance
- Forest Hills Water Line Improvements
- Roadway Asset Services Street Survey
- Budget Timeline
- Airport

**B. Department Reports**

Monthly reports are submitted by departments and are attached to the agenda for the council to review and to comment on or ask questions that they may have. No comments were made.

**C. Sam Rayburn Municipal Power Agency - Mayor Hebert**

Mayor Hebert, Board Member of the Sam Rayburn Municipal Power Agency, stated that the meeting for SRMPA was not held in July so there was nothing to report. The next meeting will be held on August 19, 2025, in Livingston.

**D. Mayor, Council and Staff Comments**

Mayor Hebert stated his appreciation to the water department for keeping up with water leaks around the city.

**VI. CONSENT AGENDA**

All consent items listed are 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 motion was made by Council Member Brents to approve all items on the consent agenda and seconded by Council Member Ward. The motion passed 7 to 0 with all present voting yes.

**A. Minutes Approval**

1. July 8, 2025
2. July 22, 2025

**B. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE THE SUBDIVISION PARTICIPATION AND RELEASE FORMS FOR THE PURDUE PHARMA AND SACKLER FAMILY SETTLEMENT AND THE ALVOGEN, AMNEAL, APOTEX, HIKMA, INDIVIOR, MYLAN, SUN, AND ZYDUS SETTLEMENTS.**

**VII. REGULAR AGENDA**

**A. Regular Session**

**C. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDED THE FY 2025-2026 EMPLOYEE HEALTH INSURANCE TO UNITED HEALTHCARE AND THE DENTAL, VISION, AND LIFE INSURANCE TO MUTUAL OF OMAHA.**

On July 31, 2025, the City received proposals for Employee Health, Vision, Dental and Life Insurance for FY 2025-2026. The City of Liberty currently offers health insurance through United Health Care and dental, vision and life insurance through Mutual of Omaha. The following is a summary of the current coverage with final, negotiated renewals from the current carriers:

**Medical Plans:**

- United Health Care (UHC) is offering to renew the current coverage at a 7.7% increase with an annual estimated cost of \$71,662.
- BCBS submitted a proposal at a 20% increase over the current UHC rates.
- Aetna submitted a proposal at a 28% increase over the current UHC rates.
- Allstate submitted a proposal at a 9% increase over the current UHC rates.
- Angle Health submitted a proposal at a 64% increase over the current UHC rates.
- Curative submitted a proposal at a 13% increase over the current UHC rates.

The following quotes were received for dental, vision, and life insurance from the following carriers:

- Mutual of Omaha - current carrier renewal
- Guardian
- Principal
- United HealthCare

**Dental Plans:**

- Mutual of Omaha dental renewal keeps the plan design the same and is priced at a 5% increase.
- Principal matched the current plan design and offered an annual savings of \$2,059 for the entire group.
- None of the other dental carriers offered competitive pricing.

**Vision Plans:**

- Mutual of Omaha renewal maintains the same plan design and there is no change in premium.
- Principal matched the Mutual of Omaha rates and plan design.
- None of the other vision offers are competitive with Principal.

**Group Term Life Plans:**

- The current Mutual of Omaha plan was renewed at a flat renewal
- None of the competitive offers provided life savings.

**Overall Analysis:**

Keeping UHC and Mutual of Omaha as the current carriers would increase overall annual costs by \$74,479 for the entire group for all benefits. We recommend keeping the current plans and carriers as there are no competitive offers that provide better savings or benefits.

A motion was made by Council Member Brents to approve the resolution awarding the FY 2025-2026 Employee Health Insurance to United Health Care and the Dental, Vision and Life Insurance to Mutual of Omaha and seconded by Council Member Seymour. The motion passed 7 to 0 with all present voting yes.

- 1. PUBLIC HEARING ON THE PROPOSED ANNEXATION OF A 5.624 ACRE TRACT OF LAND, LOCATED WITHIN THE B.W. HARDIN SURVEY, ABSTRACT NO. 47 BEING A PORTION OF A CALLED 51.007 ACRE TRACT, AS RECORDED IN COUNTY CLERK'S FILE NO. 2021048312 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, TEXAS.

At 6:29 p.m., Mayor Hebert opened the Public Hearing regarding the proposed annexation of a 5.624 acre tract of land, located within the B.W. Hardin Survey, Abstract no. 47 being a portion of a called 51.007 Acre Tract, as recorded in County Clerk's file no 2021048312 of the official public records of Liberty County, Texas, also known as Liberty Ranch Subdivision. No comments were made. Mayor Hebert closed the Public Hearing at 6:30 p.m.

- 2. **AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS ANNEXING THE HEREINAFTER DESCRIBED 5.624 ACRE TRACT OF LAND TO THE CITY OF LIBERTY, TEXAS, PROVIDING FOR THE EXTENSION OF CERTAIN BOUNDARY LIMITS OF THE CITY TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS; PROVIDING THAT ANNEXED TERRITORY BEARS PRO RATA PART OF TAXES; GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; ADOPTING A SERVICE PLAN AGREEMENT FOR THE ANNEXED PROPERTIES; AND PROVIDING A SAVINGS CLAUSE.**

A public hearing was held on August 12, 2025, where all interested persons were provided with an opportunity to bear on the proposed annexation of a 5.624 acre tract of land, located within the B.W. Hardin Survey, Abstract no. 47 being a portion of a called 51.007 Acre Tract, as recorded in County Clerk's file no 2021048312 of the official public records of Liberty County, Texas, also known as Liberty Ranch Subdivision. The owner of the property petitioned the City of Liberty for the annexation where the property owner and the city approved a development agreement regarding the property and a service plan agreement.

A motion was made by Council Member Ward to adopt the ordinance annexing the 5.624 acre tract of land, located within the B.W. Hardin Survey, Abstract no. 47 being a portion of a called 51.007 Acre Tract, as recorded in County Clerk's file no 2021048312 of the official public records of Liberty County, Texas, also known as Liberty Ranch Subdivision and seconded by Council Member Bell. The motion passed 7 to 0 with all present voting yes.

- 3. **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING AN AMENDMENT TO THE JOINT OPERATING AGREEMENT WITH THE CHAMBERS LIBERTY COUNTIES NAVIGATION DISTRICT FOR THE PORT OF LIBERTY.**

The Port of Liberty Board is currently a three (3) member board. The board is requesting an amendment to change the board to a five (5) member board. This amendment will allow the board appointments to be as followed - 2 members appointed by the Chambers-Liberty Counties Navigation District, 2 members appointed by the City of Liberty, and the City shall nominate three qualified citizens for the fifth position that the District shall appoint one of the three nominees to the board.

A motion was made by Council Member Bell to approve the resolution approving an amendment to the joint operating agreement with the Chambers Liberty Counties Navigation District for the Port of Liberty and seconded by Council Member Dennis. The motion passed 7 to 0 with all present voting yes.

**4. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING AN INTERLOCAL AGREEMENT WITH THE LIBERTY COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #5 FOR A HAZARD MITIGATION GRANT PROGRAM (HMGP) CONTRACT**

The Water Control Improvement District #5 (WCID #5) and the City are responsible for regulating drainage within the City and the City's Extraterritorial Jurisdiction (ETJ). During the February Winter Weather, Pump Stations A & B sustained significant damage. As WCID #5 could not apply for the TDEM-HMGP grant themselves, the City of Liberty filed for the grant with the help of Traylor and Associates procured by WCID #5.

A motion was made by Council Member Dennis to approve the resolution approving an interlocal agreement with the Liberty County Water Control and Improvement District #5 for a Hazard Mitigation Grant Program (HMGP) Contract and seconded by Council Member Seymour. The motion passed 7 to 0 with all present voting yes.

**5. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH TRAYLOR & ASSOCIATES, INC FOR THE HAZARD MITIGATION GRANT PROGRAM (HMGP) ADMINISTERED BY THE TEXAS DIVISION OF EMERGENCY MANAGEMENT (TDEM)**

The DR-4586 February Winter Weather Texas Division of Emergency Management (TDEM) Hazard Mitigation Grant Program (HMGP) was applied for by WCID #5 through the City of Liberty for Pump Station A & B Rehab Project. With the grant in the award process the enclosed Administration/Professional Services Agreement needs to be executed by the City.

A motion was made by Council Member Seymour to approve the resolution authorizing the Mayor to execute an agreement with Traylor & Associates, Inc. for the Hazard Mitigation Grant Program (HMGP) administered by the Texas Division of Emergency Management (TDEM) and seconded by Council Member Dennis. The motion passed 7 to 0 with all present voting yes.

**6. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING AN AGREEMENT WITH HR GREEN TO PERFORM ENGINEERING SERVICES RELATED TO THE LIBERTY FORGE LIFT STATION IMPROVEMENTS**

A motion was made by Council Member Dugger to approve the resolution approving an agreement with HR Green to perform engineering services related to the Liberty Forge Lift Station Improvements and seconded by Council Member Brents. The motion passed 7 to 0 with all present voting yes.

**7. CONSIDERATION AND APPROVAL OF A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING AN ENGAGEMENT AGREEMENT FOR BOND COUNSEL LEGAL SERVICES WITH NORTON ROSE FULBRIGHT US LLP; AND OTHER MATTERS IN CONNECTION THEREWITH**

FINDINGS OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS RELATING TO THE RESOLUTION APPROVING AN ENGAGEMENT AGREEMENT FOR BOND COUNSEL LEGAL SERVICES WITH NORTON ROSE FULBRIGHT US LLP; AND OTHER MATTERS IN CONNECTION THEREWITH, TO BE CONSIDERED FOR ADOPTION BY THE CITY COUNCIL ON AUGUST 12, 2025

1. The Governing Body of the City intends to engage Norton Rose Fulbright US LLP to provide the City with bond counsel legal services pertaining to the City's issuance of public securities on the public or private market, including advising the City on any "official statement" to potential investors pursuant to federal securities laws and issuing a legal opinion as to the foregoing;
2. Norton Rose Fulbright US LLP has consistently demonstrated its competence, qualifications, and experience as an industry leader in public finance matters through the provision of bond counsel legal services, the representation of local governments on federal income tax matters, the publication of disclosure policies and the representation of state agencies and political subdivisions within the State of Texas on public finance matters.
3. Accessing the public or private markets through the issuance of public securities and providing an "official statement" of the City to potential investors is governed by State and federal securities and federal tax laws and requires the advice of legal advisors that specialize in public finance matters that are well versed in public finance legal matters;
4. Engaging an attorney in private practice who specializes in public finance matters and is well versed in State and federal securities and federal tax laws pursuant to an hourly fee arrangement would likely result in higher fees to be paid by the City, and such fees incurred would be payable by the City by amounts on deposit in the City's General Fund, whether or not the public securities are issued;
5. Fees for legal services in public finance matters, including bond counsel and disclosure counsel legal services, have traditionally been paid pursuant to a contingent fee contract, where such fees become payable only upon the successful issuance of the public securities and are payable solely out of the proceeds of the public securities;
6. Entering into a contract for bond counsel and disclosure counsel legal services with Norton Rose Fulbright US LLP (a firm that specializes in public finance matters and is well versed in State and federal securities and federal tax laws) payment of which is contingent on the City's successful issuance of public securities and payable out of public securities proceeds provides the City a superior level of bond counsel and disclosure counsel legal services and fee(s) payable under the contract are reasonable in the public finance market and would likely be less than if such services were conducted pursuant to an hourly rate contract with an attorney specializing in public finance matters;
7. For each of the reasons stated above, the execution of contingent fee engagement contracts with Norton Rose Fulbright US LLP is in the best interest of the residents of the City.

A motion was made by Council Member Bell to approve the resolution approving an engagement agreement for bond counsel legal services with Norton Rose Fulbright US LLP and seconded by Council Member Dennis. The motion passed 7 to 0 with all present voting yes.

**8. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH EMPACT ENGINEERING LLC**

A motion was made by Council Member ward to approve the resolution authorizing the City Manager to negotiate and execute an agreement with Empact Engineering LLC and seconded by Council Member Brents. The motion passed 7 to 0 with all present voting yes.

**9. AN ORDINANCE AMENDING CHAPTER 13, ELECTRICITY, OF THE CITY OF LIBERTY CODE OF ORDINANCES, BY CREATING SECTION 13.05.001 REGARDING THE REPLACEMENT, REMOVAL, RELOCATION, OR ABANDONMENT OF CITY OF LIBERTY'S ELECTRIC FACILITIES AND ESTABLISHING AN EFFECTIVE DATE.**

A motion was made by Council Member Brents to adopt the ordinance amending chapter 13, electricity of the code of ordinances by creating section 13.05.001 regarding the replacement, removal, relocation or abandonment of electric facilities and seconded by Council Member Dennis. The motion passed 7 to 0 with all present voting yes.

**B. Executive Session**

At 7:18 p.m., Mayor Hebert closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

- 1. **Texas Government Code §551.071 - Private Consultation with Attorney**  
Discussion with attorney regarding contemplated/pending litigation and/or regarding matters protected by attorney/client privilege.
- 2. **Texas Government Code §551.072 - Deliberation Regarding Real Property**  
Discussion regarding real property.
- 3. **Texas Government Code §551.074 - Personnel Matters.**  
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - Appointment to Airport Advisory Board
- 4. **Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**  
Discussion regarding economic development negotiations.

**C. Reconvene into Regular Session**

At 9:41 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

- 1. Consider and take possible action on legal matters discussed in the executive session.  
No action was taken
- 2. Consider and take possible action on real estate matters discussed in the executive session.

A motion was made by Council Member Bell to approve the purchase of property near the airport as discussed in the executive session and seconded by Council Member Brents. The motion passed 7 to 0 with all present voting yes.

- 3. Consider and take possible action on personnel matters discussed in the executive session.
  - Appointment to Airport Advisory Board

No action was taken.

- 4. Consider and take possible action on economic development matters discussed in the executive session.

No action was taken.

**VIII. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, Mayor Hebert adjourned the meeting at 9:43 p.m.

\_\_\_\_\_  
John Hebert, Jr., Mayor

ATTEST:

\_\_\_\_\_  
April Gilliland, City Secretary



**The City of Liberty  
City Council**

1829 Sam Houston  
Liberty, TX 77575  
[www.cityofliberty.org](http://www.cityofliberty.org)

**Special Called Meeting**

April Gilliland  
City Secretary  
936-336-3684

~ Minutes ~

Tuesday, August 26, 2025

6:00 PM

City Council Chambers

**I. CALL TO ORDER**

This meeting was called to order on August 26, 2025, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by Mayor John Hebert.

**A.**

Attendee Name	Present	Absent	Late	Arrived
Mayor John Hebert, Jr.	X			
Mayor Pro Tem Tommy Brents	X			
Council Member Ed Seymour	X			
Council Member Ross Ward	X			
Council Member Debbie Dugger	X			
Council Member Bruce Bell	X			
Council Member Nick Dennis	X			

**II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT**

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

Mayor Hebert welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. No comments were made.

**III. REGULAR AGENDA**

**A. Regular Session**

**1. Presentation regarding a wayfinding & branding proposal from Merje Design.**

Mr. John Bosio, Principal of Merje Design, presented to the City Council a presentation on wayfinding and branding for the City of Liberty. Mr. Bosio went over the following topics:

- References
- Signage, Home Technology, Place Technology, Environment/Spaces, and Support Information
- Monument / Gateway Signage
- Directional Signage
- Parking Signage

- Information Signage
- Destination Signage
- Strategy Design
- Methodology - Discovery, Planning & Design, Documentation & Implementation

**2. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, NOMINATING A CANDIDATE FOR THE LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS.**

It is time again for the voting taxing units within the Liberty County Central Appraisal District to select Appraisal District directors. These directors will serve a four-year term beginning January 1, 2026.

An Appraisal District director must reside in the Appraisal District for at least two years immediately preceding the date he or she takes office. A person may serve on the governing body of a taxing unit in the Appraisal District (i.e. City Councilman, School board trustees, County Commissioner, etc.) and still be eligible to serve as director. An employee of a taxing unit is not eligible to serve as a director unless he is also an elected official. Property Tax Code Section 6.035 prohibits a Board Member from serving if the member is related within the second degree of consanguinity or affinity to a person who is in the business of appraising property or representing property owners in proceedings in the Appraisal District. Under Section 6.036, a person is also ineligible if he, or a business that he has a substantial interest in, enters into a contract with the Appraisal District or a taxing unit in the district. Also, Section 6.035 of the Texas Property Tax Code may prohibit a person from serving if they owe delinquent taxes.

Each voting tax unit is entitled to nominate one candidate for each of the positions on the board. To guarantee a position, a director must receive at least 834 votes out of 5,000 total votes.

A motion was made by Mayor Hebert to re-nominate Mark Sjolander and Jimmy Rollins for the Liberty County Central Appraisal District Board of Directors and seconded by Council Member Brents. The motion passed 7 to 0 with all present voting yes.

**3. Presentation of Proposed Fiscal Year 2025-2026 Budget.**

City Manager Bryan Kendrick presented the budget presentation for the 2025-2026 Fiscal Year. Mr. Kendrick started the presentation with the 2025-2026 proposed general fund revenues. Then Mr. Kendrick went over the 2025-2026 proposed general fund expenditures, the 2025/2026 water/wastewater, electric, solid waste, LCDC, airport, hotel/motel, and golf funds revenues vs expenditures. Then the 2025-2026 unfunded capital projects, fleet request, non-capital and capital request for each department were discussed.

**4. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, SETTING A PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2025 – 2026 CITY BUDGET.**

The governing body of a municipality is required to hold a public hearing on the proposed budget. The hearing must be at least fifteen days after the date the proposed budget is filed with the City Secretary and prior to the date that the Council passes the tax levy ordinance. The budget must be passed before the tax levy ordinance can be passed. (LGC §102.006). Any person may attend and/or participate in the hearing.

A motion was made by Council Member Brents to approve the resolution setting a public hearing on the proposed fiscal year 2025 - 2026 city budget and seconded by Council Member Seymour. The motion passed 7 to 0 with all present voting yes.

**5. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, SETTING THE DATE, TIME AND LOCATION FOR A PUBLIC HEARING ON THE 2025 TAX RATE.**

Taxpayers must be provided with the opportunity to express their views regarding the proposed tax rate. A public hearing on a tax rate may not be held before the 7th day after the date the notice of a public hearing is given. The public hearing on setting the proposed tax rate is scheduled for September 9, 2025.

A motion was made by Council Member Brents to approve the resolution setting the date, time and location for a public hearing on the 2025 Tax Rate and seconded by Council Member Ward. The motion passed 7 to 0 with all present voting yes.

**6. A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE PROPOSED 2025 TAX RATE.**

The City’s current tax rate is \$0.5917, and staff is recommending a tax rate of \$0.5838, comprising of an M&O rate of 0.3930 and an I&S rate of 0.1908 for Fiscal Year 2026. Truth in Taxation requires that we have one Public Hearing on the proposed tax rate.

A motion was made by Council Member ward to approve the resolution approving the proposed 2025 tax rate at 0.5838 with an M&O rate of 0.3930 and an I&S rate of 0.1908 and seconded by Council Member Dugger. The motion passed 7 to 0 with all present voting yes.

**7. A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE ESTABLISHMENT OF THE KEEP LIBERTY BEAUTIFUL COMMITTEE.**

The City Council of the City of Liberty desires to promote community beautification, enhancement, and citizen engagement through a dedicated advisory committee. The City Council finds that the creation of the Keep Liberty Beautiful Committee will assist the city in developing recommendations, coordinating initiatives, and advising on matters that further beautification and quality of life. The Committee shall consist of five (5) members appointed by the City Council, with two (2) members serving a one (1) year term, then two (2) year terms after and three (3) members serving two (2) year terms to stagger appointments. The Committee shall serve in an advisory capacity to the City Council, and may establish its own chairperson, set meeting procedures, and work with the City and community partners to advance the beautification efforts of the City of Liberty.

A motion was made by Council Member Dugger to approve the resolution authorizing the establishment of the Keep Liberty Beautiful Committee and seconded by Council Member Bell. The motion passed 7 to 0 with all present voting yes.

**8. First Reading - A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION’S AIRPORT AND CITY MOWING EQUIPMENT PROJECT AND APPROVING THE EXPENDITURE OF FUNDS FOR SAME.**

The Liberty Community Development Corporation (“LCDC”) is authorized under Chapter 505 of the Texas Local Government Code to undertake projects promoting new or expanded business development. The LCDC Board of Directors held a public hearing on August 19, 2025, regarding the expenditure of funds for the acquisition of mowing equipment; and the LCDC Board of Directors voted to approve amending the Fiscal Year 2024–2025 Budget to transfer One Hundred Forty-One Thousand Dollars (\$141,000.00) for the purchase of a tractor, bat wing, and

zero-turn mower for the Liberty Municipal Airport, and to transfer Two Hundred Forty-One Thousand Four Hundred Dollars (\$241,400.00) to the City for the purchase of mowing equipment for City facilities and public rights-of-way; and the City Council finds that the acquisition of such equipment promotes economic development by improving and maintaining the appearance of City facilities and the Liberty Municipal Airport, both of which enhance community image and attractiveness for residents, businesses, and visitors. The resolution will be read aloud two (2) times by the City of Liberty City Council. The City of Liberty City Council hereby approves the LCDC Airport and Mowing Equipment Project and approves the expenditure of funds in the amount of Three Hundred Eighty-Two Thousand Four Hundred Dollars (\$382,400.00). The City Council approves spending the initial money for the purchases out of the Cambridge fund and then reimbursing the Cambridge fund from LCDC after the expiration of sixty (60) days.

The first reading of the resolution was by City Attorney Brandon Davis. The resolution will be brought back for a second reading during the September 9, 2025, meeting.

**9. Consider and take possible action regarding Liberty Jubilee.**

A motion was made by Council Member Dugger to approve the postponement of the Liberty Jubilee until Spring 2027 and seconded by Council Member Bell. The motion passed 7 to 0 with all present voting yes.

**B. Executive Session**

At 7:50 p.m., Mayor Hebert closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

- 1. Texas Government Code §551.071 - Private Consultation with Attorney**  
Discussion with attorney regarding contemplated/pending litigation and/or regarding matters protected by attorney/client privilege.
- 2. Texas Government Code §551.072 - Deliberation Regarding Real Property**  
Discussion regarding real property.
- 3. Texas Government Code §551.074 - Personnel Matters.**  
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
  - Appointment to Port of Liberty Board
  - Appointment to Airport Advisory Board
  - Airport Manager Position
  - City Manager
- 4. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.**  
Discussion regarding economic development negotiations.

**C. Reconvene into Regular Session**

At 9:43 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

- 1.** Consider and take possible action on legal matters discussed in the executive session.  
No action was taken.
- 2.** Consider and take action on real estate matters discussed in the executive session.  
No action was taken.
- 3.** Consider and take possible action on personnel matters discussed in the executive session.

- Appointment to Port of Liberty
- Appointment to Airport Advisory Board

A motion was made by Council Member Dugger to appoint Julie Hebert and Debbie Conrad as the City of Liberty appointments to the Port of Liberty Board. The fifth position names will be nominated at the September 9, 2025, Council Meeting and seconded by Council Member Ward. The motion passed 7 to 0.

A motion was made by Council Member Ward to appoint City Manager Bryan Kendrick to the Airport Advisory Board and seconded by Council Member Brents. The motion passed 7 to 0.

**4. Consider and take possible action on economic development matters discussed in the executive session.**

- Port of Liberty

No action was taken.

**IV. ADJOURNMENT**

**A. Motion To: Adjourn**

With no further business to discuss, Mayor Hebert adjourned the meeting at 9:45 p.m.

\_\_\_\_\_  
John Hebert, Jr., Mayor

ATTEST:

\_\_\_\_\_  
April Gilliland, City Secretary

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE 2026 TxDOT ROUTINE AIRPORT MAINTENANCE PROGRAM (RAMP) GRANT AGREEMENT.

**Department:** Airport

**Subject:** 2026 TxDOT RAMP Grant Agreement

**Background:** TxDOT administers the Routine Airport Maintenance Program (RAMP), which matches local government grants up to \$100,000 for maintenance to parking lots, fencing and other airside and landside needs. Prior year grant amounts did not exceed \$50,000. The local government match is 10% of actual costs, plus any excess of \$100,000 total costs. The city has requested a grant in the amount of \$100,000.

**Funding Source:** The local government match is 10% of actual costs, plus any excesses of \$100,000 total cost. The costs for the allowable expenses are allocated in the Airport budget.

**Staff Recommendation:** Staff recommends approval of the 2026 Ramp Grant Agreement.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Airport  
Category: Resolution

**Resolution**

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**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE 2026 TxDOT ROUTINE AIRPORT MAINTENANCE PROGRAM (RAMP) GRANT AGREEMENT.**

WHEREAS, TxDOT administers the Routine Airport Maintenance Program (RAMP), which matches local government grants up to ONE HUNDRED THOUSAND DOLLARS (\$100,000); and

WHEREAS, RAMP grants can be used for maintenance of parking lots, fencing and other airside and landside needs; and

WHEREAS, the local government match is ten percent (10%) of actual costs, plus any excesses over \$100,000; and

WHEREAS, the City has requested a RAMP grant in the amount of \$100,000; and

WHEREAS, the City Council recognizes that having a quality airport benefits the City and its citizens; and

WHEREAS, the City Council is willing to fund the match and any actual costs over \$100,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby approves the 2026 TxDOT RAMP Grant Agreement attached hereto, and authorizes the mayor and city staff to execute any necessary agreements and documents related thereto.

PASSED AND APPROVED this \_\_\_ day of September 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

**TEXAS DEPARTMENT OF TRANSPORTATION**  
**REIMBURSABLE GRANT AGREEMENT**  
**FOR ROUTINE AIRPORT MAINTENANCE PROGRAM**

**(State Assisted Airport Routine Maintenance)**

**TxDOT Project ID: M2620LBRT**

**Part I - Identification of the Project**

TO: The City of Liberty, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

The Texas Department of Transportation (department) is authorized under Texas Transportation Code, Chapter 21, and Chapter 22, to assist in the development and maintenance of airports in the state.

This Reimbursable Grant Agreement is made between the Texas Department of Transportation, (hereinafter referred to as the "State"), on behalf of the State of Texas, and the City of Liberty, Texas, (hereinafter referred to as the "Sponsor").

This Reimbursable Grant Agreement is entered into between the State and Sponsor shown above, under the authority granted and in compliance with the provisions of the Transportation Code Chapter 21.

The scope of service for this project is for **airport maintenance** at the LIBERTY - LIBERTY MUNI Airport.

Pursuant to the terms and conditions set forth in the RAMP Grant Agreement, reimbursement of expenses is strictly limited to those costs that are directly associated with eligible maintenance activities defined as airport maintenance and as stated in Part III of this RAMP Grant Agreement. Operational and/or operating expenses—defined herein as recurring costs necessary for the routine functioning of an airport, including but not limited to groundskeeping (e.g., mowing), utilities, insurance premiums, personnel compensation, and fuel—are categorically excluded from reimbursement eligibility under the RAMP program

The sole exception to this exclusion pertains to Airport Operations Counting Systems, which are expressly permitted under current funding guidelines and must be documented accordingly.

By submitting a reimbursement request, the Sponsor affirms and certifies that all applicable provisions of the RAMP Grant Agreement have been satisfied. Furthermore, the Sponsor attests that the scope of work described in the reimbursement submission is intended exclusively to supplement airport maintenance operations and does not constitute, support, or subsidize airport operational functions. This certification is made in accordance with applicable state funding regulations and the eligibility criteria enumerated in the scope of service.

## **Part II - Offer of Financial Assistance**

1. For the purposes of this Reimbursable Grant Agreement, the annual routine airport maintenance project cost is estimated to be \$111,111.11 (Amount A).

State financial assistance granted will be used solely and exclusively for airport maintenance and other incidental items as approved by the State. State financial assistance will be for ninety percent (90%) of the eligible project costs for this project or a maximum of \$100,000.00 (Amount B), whichever is less, per fiscal year and subject to availability of state appropriations.

The Sponsor's share of project costs will be for ten percent (10%) of the eligible project costs (Amount C).

This Reimbursable Grant Agreement provides for reimbursement of costs that have already been incurred by the Sponsor, work is complete and/or goods and materials have been provided to the Sponsor and all contractors, subcontractors, and/or vendors will have been paid before a request for reimbursement is submitted to the State.

Unused funds are non-transferable to any other Sponsor, city, county, or airport and shall not be carried over to the subsequent fiscal year.

Scope of Services of this Reimbursable Grant Agreement, may be amended, subject to availability of state funds, to include additional approved airport maintenance work. Scope amendments require submittal of an Amended Scope of Services

**Only work items as described in Scope of Services of this Reimbursable Grant Agreement are reimbursable under this Reimbursable Grant Agreement.**

All goods and/or materials procured, and all work and/or services performed, shall occur subsequent to the execution of this Reimbursable Grant Agreement and on, or before, August 31, 2026.

2. Work, services, goods, and/or materials rendered or paid for by the Sponsor prior to the execution of this Reimbursable Grant Agreement shall not be eligible for reimbursement. This Reimbursable Grant Agreement shall be deemed executed upon the affixation of signatures by all parties involved. The date of the final signature shall be recognized as the official Reimbursable Grant Agreement execution date.

3. Scope of Services may be accomplished by State contracts or through local contracts of the Sponsor as determined appropriate by the State. All locally contracted work must be approved by the State for scope and reasonable cost. The State will not participate in funding for force account work conducted by the Sponsor.
4. This Reimbursable Grant Agreement shall terminate upon completion of the scope of services, exhaustion of funds, or on the last day of the fiscal year.
5. The State retains the right to obtain an audit as may be required by state regulations; the State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

### **Part III - Additional Requirements for Certain Equipment**

1. Certain purchase, installation, and subscription costs for eligible air traffic and operations monitoring equipment (“Equipment”) are reimbursable as provided in this Part.
2. For eligible Equipment, the State will reimburse 90% of the initial cost to purchase and install, and 90% of the annual subscription fee for subsequent years.
3. Eligibility Requirements
  - A. The Equipment must include the following items, at a minimum;
    1. Triangulation
    2. Noise abatement
    3. Aircraft tracking data for 30 days
    4. Identification of pavement utilization by airplane design group for the entire airport
    5. Equal effectiveness at both towered and non-towered airports
    6. Tracking of military and government aircraft, including FAA blocked aircraft
  - B. In order for costs to be eligible for RAMP reimbursement:

1. To be eligible for reimbursement of the annual subscription fee after the first year, the Sponsor must participate in the Routine Airport Maintenance Program, have an executed Reimbursable Grant Agreement for that year, and comply with all Reimbursable Grant Agreement requirements.
- C. The State may conduct on-site or off-site monitoring reviews of the Equipment any years Sponsor seeks reimbursement of subscription costs. The Sponsor shall fully cooperate with the State and provide any required documentation. The Sponsor shall grant full access to the Equipment to the State or its authorized designee for the purpose of determining compliance, including, but not limited to:
1. Whether the Equipment, and its operation and maintenance, are consistent with the requirements set forth in the Reimbursable Grant Agreement and this First Amendment;
  2. Whether the Sponsor is making timely progress with installation of the Equipment, and whether its management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in the Reimbursable Grant Agreement and this First Amendment, and are fully and accurately reflected in reports submitted to the State.
- D. Failure to maintain compliance with these requirements may result in the Sponsor having to repay grant funds to the State.

#### **Part IV - Sponsor Responsibilities**

1. In accepting this Reimbursable Grant Agreement, if applicable, the Sponsor guarantees that:
  - a. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State in connection with this Reimbursable Grant Agreement; and
  - b. the Airport or navigational facility which is the subject of this Reimbursable Grant Agreement shall be controlled by the Sponsor for a period of at least 20 years; and
  - c. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds, and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this Reimbursable Grant Agreement; and

- d. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips taxiways, parking aprons, roads, airport lighting and navigational aids; and
- e. through the fence access shall be reviewed and approved by the State; and
- f. it shall not permit non-aeronautical use of airport facilities, unless noted on an approved Airport Layout Plan, without prior approval of the State/FAA. This includes but is not limited to: the process of land disposal, any changes to the aeronautical or non-aeronautical land uses of the airport, land's deeded use from non-aeronautical to aeronautical, requests of concurrent use of land, interim use of land, approval of a release from obligations from the State/FAA, any of which will require 18 months, or longer; and
- g. the Sponsor shall submit to the State annual statements of airport revenues and expenses when requested; and
- h. all fees collected for the use of the airport shall be reasonable and nondiscriminatory. The proceeds from such fees shall be used solely for the development, operation and maintenance of the airport or navigational facility; and
- i. an Airport Fund shall be established by resolution, order, or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating such a fund, shall be submitted to the State. The fund may be an account as part of another fund but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of monies identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in the Airport Fund and shall not be diverted to the general revenue fund or any other revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent approval of a grant or loan, Sponsor has complied with the requirements of this subparagraph; and
- j. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and

- k. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace unless Sponsor can show that acquisition and retention of such interest will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance or order approved by the State; and
  - l. mowing services shall not qualify for state financial assistance under this Reimbursable Grant Agreement. The Sponsor shall bear full responsibility for all costs associated with mowing services; and
  - m. operating expenses, which are defined as ongoing costs incurred by a business to sustain its daily operations, including but not limited to rent, utilities, and salaries, shall not be eligible for state financial assistance under this Reimbursable Grant Agreement. The Sponsor shall assume full responsibility for all operating costs; and
  - n. no Small Capital Improvement Project shall be initiated without the express guidance and prior written approval of the Texas Department of Transportation's Aviation Division. The Sponsor hereby acknowledges and agrees that failure to obtain such pre-approval shall constitute a breach of this RAMP Grant Agreement and shall result in the Sponsor's forfeiture of eligibility for reimbursement of any costs or expenses incurred in connection with the unauthorized project.
2. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this Reimbursable Grant Agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting claim or liabilities which might be imposed on the State as the result of those activities by the Sponsor, the Sponsor's agents or employees.
  3. The Sponsor's acceptance of this offer and ratification and adoption of this Reimbursable Grant Agreement shall be evidenced by execution of this Reimbursable Grant Agreement by the Sponsor. The Reimbursable Grant Agreement shall comprise a contract, constituting the obligations and rights of the State of and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport.

If it becomes unreasonable or impractical to complete the project, the State may void this Reimbursable Grant Agreement and release the Sponsor from any further obligation of project costs.

4. Upon entering into this Reimbursable Grant Agreement, Sponsor agrees to name an individual, as the Sponsor's Authorized Representative, who shall be the State's contact with regard to this project. The Representative shall receive all correspondence and documents associated with this Reimbursable Grant Agreement and shall make or shall acquire approvals and disapprovals for this Reimbursable Grant Agreement as required on behalf of the Sponsor, and coordinate schedule for work items as required.
5. By the acceptance of grant funds for the maintenance of eligible airport buildings, the Sponsor certifies that the buildings are owned by the Sponsor. The buildings may be leased but if the lease agreement specifies that the lessee is responsible for the upkeep and repairs of the building no state funds shall be used for that purpose.
6. Sponsor shall request reimbursement of eligible project costs on forms provided by the State. All reimbursement requests are required to include a copy of the invoices for the materials or services and proof of payment. The reimbursement request will be submitted no more than once a month.
7. The Sponsor's acceptance of this Reimbursable Grant Agreement shall comprise a Reimbursable Grant Agreement, as provided by the Transportation Code, Chapter 21, constituting the contractual obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the airport maintenance and compliance with the assurances and conditions as provided. Such Reimbursable Grant Agreement shall become effective upon the State's written Notice to Proceed issued following execution of this Reimbursable Grant Agreement.

#### **PART V - Amendments**

This Reimbursable Grant Agreement may require an amendment to the scope of services if work contracted by TxDOT is required.

In the event an amendment is required, all parties will agree to the terms specified in the amended Reimbursable Grant Agreement and the following terms apply:

1. The amended Reimbursable Grant Agreement shall be executed prior to work related to the amended scope is provided.
2. Sponsor, by accepting this Reimbursable Grant Agreement certifies and, upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State the right to audit any books and records of the Sponsor to verify expended funds.

3. Upon execution of this Reimbursable Grant Agreement and written demand by the State, the Sponsor's financial obligation (Amount C) shall be due in cash and payable in full to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay their obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Paragraph V-3. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.
  - a. Services will not be accomplished by the State until receipt of Sponsor's share of project costs.
4. If additional funds are required after the work is complete to fund the Sponsor's share, the State shall request funds from Sponsor at the financial closure of the project.
5. The State shall reimburse or credit the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor which exceed Sponsor's share (Amount C).

#### **PART VI - Recitals**

1. This Reimbursable Grant Agreement is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party.
2. It is the intent of this Reimbursable Grant Agreement to not supplant local funds normally utilized for airport maintenance, and that any state financial assistance offered under this Reimbursable Grant Agreement be in addition to those local funds normally dedicated for airport maintenance.
3. This Reimbursable Grant Agreement is subject to the applicable provisions of the Transportation Code, Chapters 21 and 22, and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. ( and Vernon Supp.). Failure to comply with the terms of this Reimbursable Grant Agreement or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.

- a. Of primary importance to the State is compliance with the terms and conditions of this Reimbursable Grant Agreement. If, however, after all reasonable attempts to require compliance have failed, the State finds that the Sponsor is unwilling and/or unable to comply with any of the terms of this Reimbursable Grant Agreement, the State, may pursue any of the following remedies: (1) require a refund of any financial assistance money expended pursuant to this Reimbursable Grant Agreement, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any financial assistance money expended on the project pursuant to this Reimbursable Grant Agreement, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Reimbursable Grant Agreement null and void, or (5) any other remedy available at law or in equity.
  - b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Reimbursable Grant Agreement, or for enforcement of any of the provisions of this Reimbursable Grant Agreement, is specifically set by Grant of the parties in Travis County, Texas.
4. The State reserves the right to amend or withdraw this Reimbursable Grant Agreement at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State.
5. This Reimbursable Grant Agreement constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
6. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including Sections 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.

**Part VII - Acceptances**

**Acceptance of the Sponsor**

The City of Liberty, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Reimbursable Grant Agreement.

Acceptance of the Sponsor executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The City of Liberty, Texas  
\_\_\_\_\_  
*(Sponsor)*

\_\_\_\_\_  
*(Sponsor Signature)*

\_\_\_\_\_  
*(Sponsor Title)*

\_\_\_\_\_  
*(Date)*

**Acceptance of the State**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

**State of Texas**  
**Texas Department of Transportation**

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*(Signature)*

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*(Typed Name)*

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*(Title)*

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*(Date)*

## Certification of State Single Audit Requirements

I, \_\_\_\_\_ do certify that the City of Liberty will comply with all requirements of the State  
(Designated Representative)  
of Texas Single Audit Act if the City of Liberty spends or receives more than the threshold amount in  
any grant funding sources during the most recently audited fiscal year. And in following those  
requirements, the City of Liberty will submit the report to the audit division of the Texas Department of  
Transportation. If your entity did not meet the threshold in grant receivables or expenditures, please  
submit a letter indicating that your entity is not required to have a State Single Audit performed for the  
most recent audited fiscal year.

City of Liberty

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*(Sponsor)*

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*(Sponsor Signature)*

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*(Sponsor Title)*

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*(Date)*

**Designation of Sponsor's Authorized Representative**

TxDOT Project ID: M26 M2620LBRT

The City of Liberty ,  
designates,

\_\_\_\_\_  
(Name, Title)

as the Sponsor's authorized representative, who shall receive all correspondence and documents associated with this Reimbursable Grant Agreement and who shall make or shall acquire approvals and disapprovals for this Reimbursable Grant Agreement as required on behalf of the Sponsor.

\_\_\_\_\_  
The City of Liberty, Texas

(Sponsor)

\_\_\_\_\_  
(Sponsor Signature)

\_\_\_\_\_  
(Sponsor Title)

\_\_\_\_\_  
(Date)

**Designated Representative**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Overnight Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** CITY COUNCIL TO CONDUCT A PUBLIC HEARING ON THE PROPOSED TAX RATE FOR FISCAL YEAR 2025-2026.

**Department:** Administration

**Subject:** Public Hearing on Proposed Tax Rate for Fiscal Year 2025-2026.

**Background:** Tax payers must be provided the opportunity to express their views regarding the proposed tax rate. A public hearing on the tax rate may not be held before the 7th day after the date the notice of the public hearing is given.

**Funding Source:** n/a

**Staff Recommendation:** Staff recommends the City Council conduct a public hearing on the proposed tax rate, as required.

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** CITY COUNCIL TO CONDUCT A PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2025-2026.

**Department:** Administration

**Subject:** Public Hearing - Fiscal Year 2025-2026 Budget.

**Background:** The governing body of a municipality is required to hold a public hearing on the proposed budget (LGC §102.006).

The budget must be passed before the tax levy ordinance can be passed. Any person may attend and/or participate in the hearing.

At the conclusion of the Public Hearing, the governing body shall take action on the proposed budget (LGC §102.007).

**Funding Source:** n/a

**Staff Recommendation:** Staff recommends City Council conduct a public Hearing on the proposed budget.

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING NECESSARY FUNDS FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, PROJECTS AND ACCOUNTS; PROVIDING FOR AN EFFECTIVE DATE.

**Department:** Administration

**Subject:** Fiscal Year 2025-2026 Budget Adoption

**Background:** The budget process culminates in action by the City Council to adopt the budget and set the tax rate. This process includes Budget Work Sessions and Public Hearings on both the budget and tax rate. Before the tax rate is adopted, an ordinance approving the budget must be adopted, as the tax rate is to be in accordance with the budget (LGC §102.009).

The City Charter, Section 9.08 states that the budget shall be finally adopted in accordance with the timelines as prescribed by Texas State Law.

A copy of the proposed FY 2025-2026 Budget is enclosed.

**Funding Source:** The budget is an estimate of costs, revenues and resources over the new fiscal year, serving as a plan of action for daily operations, intended expenditures and for achieving objectives.

**Staff Recommendation:** Staff recommends adoption of the Proposed Budget for Fiscal Year 2025-2026.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Ordinance

**Ordinance**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING NECESSARY FUNDS FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, PROJECTS AND ACCOUNTS; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, The City Manager of the City of Liberty, Texas has submitted to the City Council a proposed budget of the revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for 2025-2026; and

WHEREAS, the City Council has conducted the necessary public hearing as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, THAT:

SECTION 1. The proposed budget of the revenues necessary for conducting the affairs of the City of Liberty, Texas, said budget being in the amount of \$\_\_\_\_\_, providing a complete financial plan for the ensuing fiscal year beginning October 1, 2025, and ending September 30, 2026, as submitted to the City Council by the City Manager, be, and the same is hereby, in all things adopted and approved as the budget of the City of Liberty, Texas for the fiscal year beginning October 1, 2025 and ending September 30, 2026.

SECTION 2. The sum of \$\_\_\_\_\_ is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026, a copy of which has been filed with the City Secretary, and is made a part hereof for all purposes.

SECTION 3. The expenditures during the fiscal year beginning October 1, 2025 and ending September 30, 2026, shall be made in accordance with the budget approved by this ordinance.

SECTION 4. Specific authority is given to the City Manager regarding the transfer of appropriations budgeted from one department or activity to another department or activity.

SECTION 5. All notices and public hearings required by law have been duly completed. The City Secretary is directed to provide a certified copy of the budget to the County Clerk of Liberty County for recording after final passage hereof.

SECTION 6. This Ordinance shall take effect immediately from and after its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Liberty, Texas on the \_\_\_\_ day of September, 2025.

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Mayor  
City of Liberty, Texas

ATTEST:

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City Secretary  
City of Liberty, Texas



**LIBERTY**  
**EST. 1831**

*Be a Good Neighbor*

FAYE MARTIN  
DANIEL  
PAVILION

★  
**LIBERTY**  
TEXAS  
2005

# Proposed Budget

September 9, 2025

<b>GENERAL FUND REVENUES VS. EXPENDITURES</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUES	\$13,696,024	\$14,137,202	\$441,178
TOTAL EXPENDITURES	\$12,976,314	\$14,137,202	\$1,160,888
REVENUE OVER/(UNDER) EXPENDITURES	\$719,710	\$0	
<b>WATER/WASTEWATER EXPENDITURES</b>	<b>2024-2025 PROJECTED</b>	<b>2025-2026 PROPOSED</b>	<b>INC/(DEC)</b>
420 – WATER	\$2,917,937	\$3,035,321	\$117,384
450 – WASTEWATER	\$2,401,174	\$3,114,151	\$712,977
TOTAL EXPENDITURES	\$5,319,111	\$6,149,472	\$830,361
REVENUE OVER/(UNDER) EXPENDITURES	\$697,460	\$0	
<b>ELECTRIC FUND</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUES	\$12,069,930	\$13,980,000	\$1,910,070
TOTAL EXPENDITURES	\$11,969,970	\$13,980,000	\$2,010,030
REVENUE OVER/(UNDER) EXPENDITURES	\$99,960	\$0	

<b>SOLID WASTE FUND</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUE	\$939,758	\$960,500	\$20,742
TOTAL EXPENDITURES	\$934,219	\$960,500	\$26,281
REVENUE OVER/( <b>UNDER</b> ) EXPENDITURES	\$5,539	\$0	

<b>LCDC</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUE	\$1,504,986	\$1,370,000	<b>(\$134,986)</b>
TOTAL EXPENDITURES	\$1,504,986	\$1,370,000	<b>(\$134,986)</b>
REVENUE OVER/( <b>UNDER</b> ) EXPENDITURES	\$0	\$0	

<b>AIRPORT EXPENSES</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUE	\$568,384	\$602,300	\$33,916
TOTAL EXPENDITURES	\$536,338	\$602,300	\$65,962
REVENUE OVER/( <b>UNDER</b> ) EXPENDITURES	\$32,046	\$0	

<b>HOTEL/MOTEL TX FUND</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUE	\$130,250	\$130,000	(\$250)
TOTAL EXPENDITURES	\$67,531	\$130,000	\$62,469
REVENUE OVER/(UNDER) EXPENDITURES	\$62,719	\$0	
<b>GOLF EXPENDITURES</b>	<b>2024-2025 PROJECTED ACTUALS</b>	<b>2025-2026 PROPOSED BUDGET</b>	<b>INC/(DEC)</b>
TOTAL REVENUE	\$771,483	\$1,054,420	\$282,937
TOTAL EXPENDITURES	\$1,013,314	\$1,054,420	\$41,106
REVENUE OVER/(UNDER) EXPENDITURES	(\$241,831)	\$0	

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# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE BUDGET.

**Department:** Administration

**Subject:** Ratification of increase in property tax revenue.

**Background:** Adoption of a budget that raises more revenue from property taxes than in previous years requires a separate vote of the governing body to ratify the property tax increase reflected in the budget (LGC §102.007(c)). This vote is in addition to and separate from the vote to adopt the budget and the vote to set the tax rate.

**Funding Source:** n/a

**Staff Recommendation:** Staff recommends ratification of the property tax increase.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Resolution

**Resolution**

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**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE BUDGET.**

WHEREAS, the City Council has adopted a budget for the fiscal year starting October 1, 2025, and ending September 30, 2026;

WHEREAS, the adopted budget uses a tax rate of \$0.5838 per one hundred dollars (\$100) assessed valuation on all taxable property; and

WHEREAS, the budgeted tax rate will generate more revenue from property taxes than in the previous year despite the fact that it is lower than the previous year's tax rate due to the increase in property valuations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby ratifies the property tax revenue increase set forth in the adopted budget with a tax rate of \$0.5838 per one hundred dollar (\$100) assessed valuation on all taxable property.

PASSED AND APPROVED this \_\_\_\_ day of September 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING AN AD VALOREM TAX RATE FOR FISCAL YEAR 2025-2026 AT A RATE OF \$0.5838 PER ONE HUNDRED DOLLAR (\$100) ASSESSED VALUATION ON ALL TAXABLE PROPERTY; PROVIDING AN EFFECTIVE DATE.

**Department:** Administration

**Subject:** Tax Rate Adoption

**Background:** The City Council is required to vote on the tax rate for Fiscal Year 2025-2026.

I & S Rate	\$0.1908
M & O Rate	\$0.3930
Total Tax Rate	\$0.5838

**Funding Source:** The budget for Fiscal Year 2025-2026 was adopted previously and this was the tax rate used to balance the budget.

**Staff Recommendation:** Staff recommends the City Council adopt a tax rate of \$0.5838 for Fiscal Year 2025-2026.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Ordinance

**Ordinance**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING AN AD VALOREM TAX RATE FOR FISCAL YEAR 2025-2026 AT A RATE OF \$0.5838 PER ONE HUNDRED DOLLAR (\$100) ASSESSED VALUATION ON ALL TAXABLE PROPERTY; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, following public notices duly posted and published as required by law, a public hearing was held on September 9, 2025, by and before the City Council of the City of Liberty, the subject of which was the proposed tax rate for the City of Liberty for Fiscal Year 2025-2026, submitted by the City Manager in accordance with provisions of required state statutes; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, THAT:

SECTION 1. There is hereby levied and shall be assessed for the tax year 2025-2026 on all taxable property situated within the corporate limits of the City of Liberty, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.5838 on each \$100 assessed valuation of taxable property as follows:

(a) for the purpose of General Fund Maintenance and Operation of the municipal government of the City of Liberty, a tax of \$0.3930 on each \$100 assessed value on all taxable property; and

(b) For the purpose of payment of principal and interest on all Debt Service of the City of Liberty, a tax of \$0.1908 on each \$100 assessed value on all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

SECTION 2. The tax roll, prepared by Richard Brown, Liberty County Tax Assessor-Collector, as presented to the City Council, together with any supplements thereto, be and the same are hereby approved.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 4. All ordinances of the City of Liberty, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 5. This ordinance shall take effect immediately from and after its passage, as the law

and charter in such cases provide.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS,  
ON THE \_\_\_\_ DAY OF SEPTEMBER 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE BY INCREASING ELECTRIC, WATER, WASTEWATER, SOLID WASTE RATES; ADJUSTING FEES FOR ANIMAL CONTROL, LIBRARY, AND PERMITS; AND PROVIDING FOR AN EFFECTIVE DATE.

**Department:** Finance

**Subject:** Master Fee Schedule Changes for Electric, Water, Wastewater, Solid Waste, Animal Control, Library and Permits

**Background:** The rate study presented to City Council in 2019 by Freese & Nichols recommended the rates for water and wastewater be raised by 8% annually, for the next six (6) years. This rate increase will be used to fund the bonds that will be required to complete the projects for the water and wastewater systems. This will be the sixth year of the increase.

The electric rate increases by 0.008 cents.

The solid waste rate increases by 2% for residential services and 5% for commercial services per contract with Frontier Waste.

The Animal Control adoption fee is being removed as it is not charged. Library Fees have been updated or deleted based on current supplies. Permit Fees have been updated to include all current fees charged by third-party vendors and costs.

The proposed master fee schedule is enclosed for your review.

**Funding Source:** NA

**Staff Recommendation:** Staff recommends City Council adopt the Ordinance increasing the water and wastewater rates by 8%, increasing solid waste rates by 2% for residential and 5% for commercial, electric rates by 0.008 cents, adjusting fees for animal control, library, and permits accordingly.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Finance  
Category: Ordinance

**Ordinance**

---

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE BY INCREASING ELECTRIC, WATER, WASTEWATER, SOLID WASTE RATES; ADJUSTING FEES FOR ANIMAL CONTROL, LIBRARY, AND PERMITS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City previously adopted a Master Fee Schedule which sets forth all rates and fees charged by the City of Liberty; and

WHEREAS, the City Council finds it more efficient to have the City's fees set in one Ordinance, which can be amended as necessary by Ordinance; and

WHEREAS, in the rate study that was previously presented to the City Council, it was recommended that the rates for water and wastewater services be raised by eight (8) percent annually, for the next six (6) years, and this will be the sixth year for such an increase; and

WHEREAS, this rate increase is to fund the bonds that will be needed to complete the projects for the City's water and wastewater system; and

WHEREAS, the rates for electric services will be raised by 0.008 cents; and

WHEREAS, the rates for solid waste services will be raised by two (2) percent for residential services and five (5) percent for commercial services; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS:

Section 1. That all rates or schedules of rates which are in conflict herewith are to the extent of such conflict only, expressly amended, changed and repealed.

Section 2. That the fee schedule attached hereto as "Exhibit A" amends the previous Master Fee Schedule to include the rates shown in "Exhibit A" increasing fees for electric, water, wastewater and solid waste services and is hereby adopted as if fully set forth herein.

Section 3. That the fee schedule attached hereto as "Exhibit A" amends the previous Master Fee Schedule to include the rates shown in "Exhibit A" adjusting the fees for Animal Control, Library and Permits and is hereby adopted as if fully set forth herein.

Section 4. That this Ordinance shall take effect immediately from and after its passage as indicated below.

PASSED AND ADOPTED this the \_\_\_\_ day of September 2025.

Mayor  
City of Liberty, Texas

ATTEST:

---

City Secretary  
City of Liberty, Texas



**MASTER FEE SCHEDULE**

~~Amended July 8, 2025~~ *October 1, 2025*

Description	Fees
-------------	------

**Administration**

Rental of Liberty Center and Kitchen

Room Rental Without Alcohol – until 12:00 a.m.	\$500.00
Room Rental With Alcohol – until 12:00 a.m.	\$1,000.00
Local Non-Profit Without Alcohol– until 12:00 a.m.	\$25.00
Local Non-Profit With Alcohol	\$250.00
Additional Time – 12:00 a.m. – 2:00 a.m. (per ½ hr.)	\$100.00
Kitchen	\$300.00
Damage Deposit	\$1,000.00

Deposit is refundable if facilities are left clean and undamaged. This includes the bathrooms being cleaned and all trash removed to the outside dumpster. **ALL OF THE DEPOSIT** will be kept if the Lease Agreement, rules and regulations are broken for any reason.

Tables and Chairs are provided, but renter is responsible for setting up and putting away.

SECURITY for all events will be coordinated by the Liberty Police Department, 936-336-5666.

Fees for Public Information

The City of Liberty fees for providing copies of public information are those fees set forth in the Texas Administrative Code, Title 1, Part 3, Chapter 70.

**Airport**

T-Hangars

One (1) year contract per month	\$295.00
Month to Month rental	\$320.00
Deposit	Equal to first month's rent

Tie Down Fee

1 <sup>st</sup> Week - (1st day free)	\$5.00 per day
After 1 <sup>st</sup> week	\$60.00 per month

Private Hangar or ground lease site per sq. foot

\$0.18

Large Hangar – City owned per month

\$600.00

Deposit

Equal to first month's rent

Small Hangar - City owned per month

\$400.00

Deposit

Equal to first month's rent



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 ~~October 1, 2025~~*

Description	Fees
-------------	------

**Animal Control**

1 <sup>st</sup> Impoundment	\$15.00
2 <sup>nd</sup> Impoundment	\$25.00
3 <sup>rd</sup> and Subsequent Impoundment	\$40.00
Housing Fee per day	\$8.00
Pet Relinquish Fee	\$25.00
Quarantine Fee	\$75.00

(additional fee will be assessed, medical, etc.)

The above fees do not include large and non-domesticated animals. The fees only apply to small domestic animals.

Kennel License Fee	\$100.00
Dangerous Dog Registration Fee	\$150.00
<del>Adoption Fee</del>	<del>\$45.00</del>

**Fire Department (EMS Charges)**

BLS Emergency Transport	\$1,200.00
BLS N-Emergency Transport	\$1,200.00
ALS1 Emergency Transport	\$2,100.00
ALS2 Transport	\$2,600.00
ALS Mileage	\$35.00
BLS Mileage	\$35.00
No Treatment/No Transport	\$50.00
Treatment/No Transport	\$75.00
ALS N-Emergency	\$1,200.00

**Fire Department (Charges per Hour)**

Chief/Assistant Chief	\$50.00
Paid Full Time	\$30.00
Volunteer Chief	\$25.00
Volunteer Firefighters	\$20.00
Engines	\$475.00
Mini Pumper Booster	\$150.00
Chief Vehicle	\$75.00



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 ~~October 1, 2025~~*

Description	Fees
<b>Fire Department (Mitigation per hour)</b>	
Motor Vehicle Incidents	
Level 1	\$516.00
Level 2	\$588.00
Level 3-Car Fire	\$718.00
Add-On Services	
Extrication	\$1,550.00
Create Landing Zone	\$474.00
Hazmat	
Level 1	\$832.00
Level 2	\$2,971.00
Level 3	\$7,012.00
Each additional hour per hazmat team	\$336.00
Fire Investigation	
Fire Investigation Team	\$327/hr
Fires (per hour)	
Engine	\$475.00
Ladder	\$594.00
Illegal Fires (per hour)	
Engine	\$475.00
Ladder	\$594.00
Water Incident	
Level 1	\$475.00
Rescue Person/hr	\$59.00
Level 2	\$950.00
Rescue Person/hr	\$59.00
Level 3	\$2,350.00
Rescue Person/hr	\$59.00
Hazmat Team Member	\$119.00
Level 4	Usual, Customary and Resonable(UCR)
Back Country or Special Rescue	
Itemized Response	Usual, Customary and Resonable(UCR)
Min. First Vehicle	\$475.00
Rescue Person/hr	\$59.00
Additional Vehicle	\$475/hr
Rescue Person/hr	\$59.00



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
<b>Fire Marshal Permit Fees</b>	
Fire Code Permit	\$50.00
Plans Review	\$50.00
<u>Permit Type</u>	
Fire Sprinkle System Permit	\$50.00
Sprinkler Heads 1-10	\$10.00
Sprinkler Heads over 10	\$1.00 per head
Number of Risers	\$25.00 each
Number of Stand Pipes	\$25.00 each
Fire Pump	\$100.00 Each
Jockey Pump	\$100.00 Each
Fire Alarm System Permit	
Area up to 10,000 Sq. Ft.	\$50.00
10,000-100,000 Sq. Ft.	\$100.00
100,000 + Sq. Ft.	\$150.00
All Panels	\$50.00
Kitchen Suppression System	\$50.00
Fuel Tanks	
Tank Installation	\$50.00 per tank
Tank Removal	\$50.00 per tank
Tent	
Inspection Fee	\$20.00
Paint Booth	\$50.00
Additional Booth	\$25.00
Burn Permit - requires inspection prior to approval	\$25.00
Fire Hydrant Flow Test	\$50.00
<u>Penalties</u>	
Work Performed Without Permit	
Violation of Sections 105 and 110 IFC, May be cited as a Fire Code Violation, Misdemeanor punishable by up to \$2000.00 life safety violations or Fire Code Violation Penalty: violations up to \$500.00 for all other violations as prescribed in Article 5.03 of Code of Ordinances. Each day shall constitute a separate offense.	
Re-Inspection Fee	
3rd Re-Inspection	\$50.00



**MASTER FEE SCHEDULE**  
*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Municipal Golf Course**

Green Fees	9 Holes (includes cart)		18 Holes (includes cart)	
	City Resident	Non-City Resident	City Resident	Non-City Resident
Weekday (Mon-Thurs)	\$27.00	\$32.00	\$37.00	\$42.00
Walking (Mon-Thurs)	\$18.00	\$22.00	\$24.00	\$28.00
Weekend (Fri-Sun)	\$28.00	\$33.00	\$39.00	\$44.00
Walking (Fri-Sun)	\$19.00	\$23.00	\$25.00	\$29.00
Weekday (Mon-Thurs) - Senior, Junior or Military*	\$23.00	\$28.00	\$33.00	\$38.00
Walking (Mon-Thurs) - Senior, Junior or Military*	\$15.00	\$19.00	\$21.00	\$25.00
Weekend (Fri-Sat) - Senior, Junior or Military*	\$24.00	\$29.00	\$35.00	\$40.00
Walking (Fri-Sat) - Senior, Junior or Military*	\$16.00	\$20.00	\$22.00	\$26.00
Cart/Trail Fee (per cart)	\$10.00		\$10.00	
* Senior - 60 years or older Junior - 17 years or younger Military - Valid ID Required				

Range Balls	
Small Bucket	\$6.00
Large Bucket	\$8.00

Memberships	City Resident		Non-City Resident	
	Semi - Annual	Annual	Semi - Annual	Annual
Individual	\$420.00	\$620.00	\$495.00	\$695.00
Family (up to 6 members in the same household. Children must be under 18.)	\$1,170.00	\$1,420.00	\$1,370.00	\$1,620.00
Trail Fee (For private carts)	\$490.00	\$640.00	\$565.00	\$715.00
Golf Teams (ISDs in Liberty County)	\$1,000.00			
GHIN Handicap	\$30.00 per person per year			
Rental Clubs	\$25.00 per set			

Tournament Fees**	
Per Person/Per Day	\$45.00

Note 1: All fees include tax

Note 2: A surcharge will be added to all card transactions



**MASTER FEE SCHEDULE**  
*Amended July 8, 2025 October 1, 2025*

Description	Fees
<b>Municipal Library</b>	
Meeting Room	\$20.00
Replacement Library Card	\$5.00
Lost/Damaged Books/Items	Cost of Item + Accrued Fines
Damaged Video Case	\$1.00
Copies	
B&W – per page	\$0.15
Color – per page	\$0.50
11X17 – B&W	\$0.30
11X17 – Color	\$1.00
Faxes	
First Page	\$1.50
Additional Pages	\$1.00
Computer Printouts	
Black and White per page	\$0.15
Color per page	\$0.50
Late Fees per day	
Books, Periodicals, CDs, BluRay, DVDs	\$0.10
Reference Books	\$1.00
<del>Opaque Projector per day</del>	<del>\$3.00</del>
<del>Late Fee per day</del>	<del>\$5.00</del>
<del>Overhead Projector per day</del>	<del>\$3.00</del>
<del>Late Fee per day</del>	<del>\$5.00</del>
<del>Multi-Media Projector</del>	
<del>Organizations per day</del>	<del>\$20.00</del>
<del>Late Fee per day</del>	<del>\$20.00</del>
<del>Businesses per day</del>	<del>\$50.00</del>
<del>Late Fee per day</del>	<del>\$50.00</del>
<del>Purchase of floppy disk</del>	<del>\$1.00</del>
<del>Purchase of CD</del>	<del>\$1.00</del>
Replacement barcodes on books	\$0.25
Interlibrary Loan	Cost of postage to return material



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
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**Parks Department**

Facility Fees

Park Gazebo

8:00 a.m.- Noon	\$25.00
Noon – 4:00 p.m.	\$25.00
4:00 p.m. – 8:00 p.m.	\$25.00

Basketball Pavilion

8:00 a.m. – Noon	\$40.00
Noon – 4:00 p.m.	\$40.00
4:00 p.m. – 8:00 p.m.	\$40.00

Daniel Pavilion/City Hall

8:00 a.m. – Noon	\$40.00
Noon – 4:00 p.m.	\$40.00
4:00 p.m. – 8:00 p.m.	\$40.00

City Park Fields - Accounts and Rental Fees

Complex	Location	Practice Rental Fee 4 Hours/Max.	Practice Rental Fee w/Electricity	Tournament Rental Fee w/Electricity per Day	League Rental Fee w/Electricity per Month
1	Field A	\$40.00	\$60.00	\$100.00	\$140.00
	Field B	\$40.00	\$60.00	\$100.00	\$140.00
	Field C	\$40.00	\$60.00	\$100.00	\$140.00
	Field D	\$40.00	\$60.00	\$100.00	\$140.00
	Concession	N/A	NA	\$100.00	\$140.00
2	Field 7-8	\$40.00	\$60.00	\$100.00	\$140.00
	Field 9-10	\$40.00	\$60.00	\$100.00	\$140.00
	Field 11-12	\$40.00	\$60.00	\$100.00	\$140.00
	Field 13-18	\$40.00	\$60.00	\$100.00	\$140.00
	Concession	N/A	NA	\$100.00	\$140.00
3	T-Ball Lights	\$40.00	\$40.00	\$40.00	\$40.00
	T-Ball Concession	N/A	NA	\$100.00	\$140.00

Note: Complex 1 - Fields C&D; Complex 2 and Complex 3 are reserved from February 1 to July 31 of each year



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 ~~October 1, 2025~~*

Description	Fees
-------------	------

**Permit and Inspection Department**

<b>Residential Building Permit Fees</b>		
Residential Lawn Sprinkler	\$110.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Residential Swimming Pools	In-Ground: \$190.00 Above Ground: \$80.00	
Residential Re-roof	\$75.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Window Replacement	<del>\$10.00 per window</del> \$75.00	up to 10 windows and \$10 for each additional
Standby Generator Installation (Residential)	\$50.00	Residential Electrical and Pumping single trade permits are also required
Driveway Permit	Residential - \$75.00	Includes Inspections. See detail sheet for construction standards
Foundation Repair	\$50.00	Fee is per building
Solar panel Installation	\$125.00	Electrical permits are separate
Siding, soffit or fascia board replacement only	\$100.00	
Septic System Permit	\$300.00	Fee Includes inspection
Plat Filing Fees	Preliminary plat - \$100.00 Final Plat - \$200.00 Courthouse Filing Fee - \$100.00	
Permit Fee for moving House/Building/Structure	\$50.00	
Demolition Permit	\$0.00	Demolition permits are issued at no charge.
New Construction - Single-Family, Townhome, Duplex, and Triplex	\$0.40 per square foot	Per square foot of all livable area under roof. Includes plan review, 1 driveway access, and certificate of occupancy. New Construction MEP are separate permits.
Residential Additions (any enclosed square footage)	\$0.40 per square foot (minimum fee of \$235.00)	Per square foot of all livable area under roof. Single-trade permits may be required.



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 ~~October 1, 2025~~*

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

<b>Residential Building Permit Fees (Cont.)</b>		
Residential Alterations and Remodels	\$0.28 per square foot (minimum fee of \$125.00)	Single-trade permits may be required.
Residential accessory structures (gabled porches, sheds, barns, etc.)	\$0.18 per square foot (minimum fee of \$125.00)	MEPs are separate permits, if required
Re-inspections	\$50.00	
Multi-Family (4 or more units)	Permit - \$250 per unit	Each clubhouse, office, laundry, etc. shall be counted as one unit. Each unit requires a separate residential MEP single-trade permit.
Multi-Family (4 or more units)	Carports - \$31.00 per vehicle section	Each clubhouse, office, laundry, etc. shall be counted as one unit. Each unit requires a separate residential MEP single-trade permit.
New Residential Construction - Electrical	<del>\$125</del> \$175	
New Residential Construction - Mechanical	<del>\$125</del> \$175	
New Residential Construction - Plumbing	<del>\$125</del> \$175	
Third Party Plan Review - Single Family Home (New, Addition, or Model)	\$175.00	per plan review
Third Party Plan Review - Miscellaneous (Remodel, duplicate of Model previously reviewed or other residential plan review)	\$125.00	per plan review
<b>Single Trade Fees - Residential</b>		
Residential Electrical Single Trade – Temporary Service Poles, Manufactured Home Service, Service Changes, etc.	<del>65</del> \$75	Each Multi-family unit is considered a separate permit
Residential Plumbing Single Trade – Water, Sewer, Gas Service Line, Water Heaters and Similar Plumbing Work	<del>65</del> \$75	Each Multi-family unit is considered a separate permit
Residential Mechanical Single Trade – Heating, A/C Installations or Replacements and Related Work	<del>65</del> \$75	Each Multi-family unit is considered a separate permit



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

<b>Commercial Building Permit Fees</b>		
New Building Area (Square Feet)	Permit Fee	New construction MEPs are separate permits
1. 0 - 10,000	\$260 + \$0.31 per square foot	Fee includes driveway access and certificate of occupancy
2. 10,001 - 50,000	\$645 + \$0.28 per square foot	Fee includes driveway access and certificate of occupancy
3. 50,001 - 100,000	\$1,940 + \$0.25 per square foot	Fee includes driveway access and certificate of occupancy
4. 100,001 - 300,000	\$3,220+ \$0.24 per square foot	Fee includes driveway access and certificate of occupancy
5. 300,001 and over	\$7,110 + \$0.23 per square foot	Fee includes driveway access and certificate of occupancy
New Commercial and Commercial Additional - Mechanical, Electrical, Plumbing	\$225.00	Each MEP is a separate permit
Interior finish, repairs, or remodel	\$0.23 per square foot <i>(minimum fee of \$165.00)</i>	<del>Certificate of occupancy included, if required</del>
Commercial Swimming Pool	\$320.00	Sewer P-trap, gas line, pool equipment electrical included
Certificate of Occupancy (Commercial)	<b>\$95.00</b>	
Re-Inspections	<b>\$70.00</b>	
Re-roofing and roofing overlay	Commercial and Multi-Family - \$125.00	Fee is per structure or building
Commercial Parking Lots	Resurface/Overlay - \$0.00 New Parking Lot - \$150.00	
Food Truck Park	\$200.00	
After-hours Inspection	\$100.00 per hour	Two (2) hour minimum
Irrigation system	Commercial and Multi-Family - \$160.00	
Standby Generator Installation (Commercial)	\$150.00	Commercial Electrical and Plumbing Single-trade permits are also required



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
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**Permit and Inspection Department (Cont.)**

<b>Commercial Building Permit Fees (Cont.)</b>		
Driveway Permit	Commercial - \$150.00	Includes Inspections. See detail sheet for construction standards
Sign Permit	Temporary Sign - \$25 Permanent Sign - \$150	Fee is per sign
Cell Tower Permit	\$200.00	Includes Inspections. Electric permits are separate.
Demolition Permit	\$0.00	Demolition permits are issued at no charge.
Siding, soffit or fascia board replacement only	\$100.00	
Third Party Plan Review - Commercial/Multi-Family Projects based on construction project value (CPV)		All costs related to Third Party Plan Review will be paid by the applicant or contractor
\$1 to \$100,000 (CPV)	\$225	
\$100,001 to \$500,000 (CPV)	\$225 plus \$2.29 for each additional \$1,000 over \$100,000	
\$500,001 to \$1,000,000 (CPV)	\$1,141 plus \$1.75 for each additional \$1000 over \$500,000	
\$1,000,001 to \$5,000,000 (CPV)	\$2,016 plus \$1.20 for each additional \$1,000 over \$1,000,000	
\$5,000,001 and up(CPV)	\$6,816 plus \$1.10 for each additional \$1,000 over \$5,000,000	
<b>Single Trade Fees - Commercial</b>		
Commercial Electrical Single Trade – Temporary Service Poles, Manufactured Home Services, Utility Releases, Clean and Shows, Service Changes, etc.	\$95.00	Each Multi-family unit is considered a separate permit
Commercial Plumbing Single Trade – Water, Sewer, Gas Service Line, Replacements, Water Heaters and Similar Plumbing Work	\$95.00	Each Multi-family unit is considered a separate permit
Residential Mechanical Single Trade – Heating, A/C Installations or Replacements and Related Work	\$95.00	Each Multi-family unit is considered a separate permit



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 ~~October 1, 2025~~*

Description	Fees
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**Permit and Inspection Department (Cont.)**

CT Metering – Commercial & Residential

(Price includes inspection and metering equipment)

200 / 400 amp	\$300.00
400 / 800 amp	\$400.00

Three phase residential services will also include a charge of \$500.00 for the cost of transformer and installation.

Over 300 KVA will have facility charges to be determined by the Electric Department Supervisor.

Primary electrical service lines over two hundred and fifty (250) feet must be paid for by the customer before connection can be made.

All underground services are required to have a main disconnect on the customers take-off pole.

All commercial services are required to have a main breaker outside of the building.

All meter cans must be approved for use and meet the specs set for by the City of Liberty.

**Water & Sewer Tap Fees**

<u>Water Tap</u>	<u>Tap &amp; Meter Fee</u>
3/4"	\$850.00
1"	\$1,150.00
<del>1-1/2"</del>	<del>\$1,700.00</del>
2"	\$2,000.00
Greater than 2"	To be performed by private contractor, plus meter cost (at no cost to the City)

<u>Sewer Tap</u>	<u>Rates</u>
4"	\$550.00
6" or larger	To be performed by private contractor (at no cost to the City)

The selection and cost associated with a private contractor is the responsibility of the applicant or property owner (at no cost to the City).

Inspection fee for taps installed by a private contractor is \$75.00

Street cuts are charged at actual cost.

Taps greater than five (5) feet deep must be performed by a private contractor, at no cost to the City.

All bores must be performed by a private contractor, at no cost to the City.

All work must be installed to City specifications.



**MASTER FEE SCHEDULE**

~~Amended July 8, 2025~~ *October 1, 2025*

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

All taps made outside the legal boundary of the City shall be assessed a charge of \$50.00 in addition to the tap fee.

**Beverage Permit Fees**

The City may levy and collect a fee not to exceed one-half (1/2) the State Fee for each permit issued for premises located within the City.

**Amusement Machine and Arcade Center Fees**

Occupation Tax - 1/4 the amount levied by the State on each coin-operated machine that an owner exhibits or displays, or permits to be exhibited or displayed in this State.

Game Room Annual License Fee	\$750.00
Release of Sealed Coin-Operated Machine	\$5.00
Replacement Tax Tag Fee	\$6.00

**Vendor/Solicitor License Fees**

Annual Fee for 1 <sup>st</sup> person	\$30.00
Each additional person	\$10.00

Junk Dealer/Junkyard Permit Fees \$50.00

Mobile Food Vendors \$60.00 per truck

Recreational Vehicle Parks  
 Annual License Fee \$150.00

Manufactured Home Permits \$35.00

Floodplain Development Permit \$50.00



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Police Department**

Alarm Permit Fees –

Application Fee	\$25.00
Renewal Fee	\$25.00
Reinstatement Fee	\$40.00
False Alarm Notification	\$50.00
Late Payment Fee	\$10.00
Response to alarms w/o permit	\$100.00

Wrecker Permit Application Fee (non-refundable): \$100.00

**Police Department Initiated Tows**

Tow Company Annual Fee \$50.00

The following rates and fees will be in effect for pulls that originate by and through the City of Liberty's Police Department rotation list. No charges other than those specifically shown below will be allowed. In the event of a conflict between City ordinance and State Law regarding fees charged, state law shall prevail.

1. Custody Arrest

Tow Fee	\$175.00
Impound yard fee for vehicles less than 25 feet in length	\$20.00 per day
Impound yard fee for vehicles longer than 25 feet in length	\$35.00 per day

2. Accident Rate

Tow Fee (plus)	\$225.00
Per loaded mile not to exceed 20 miles	\$3.50
Per hour standby and clean up fee/after 1st hour	\$50.00
Per day impound yard fee if applicable	\$20.00
Additional charge for rollover	\$75.00
Additional charge for broken drive shaft	\$50.00
Additional charge for dolly	\$100.00
Additional charge for extra truck	\$100.00

3. No fee may be charged for moving a vehicle within the storage lot facility.

4. No fee shall be charged for a vehicle "hooked" up to, but not removed from the scene, if a police officer directs that the vehicle be released by the wrecker for whatever reasons.



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Public Works**

Oil/Gas Drilling Permit Fee	\$2,000.00
Application Fee	\$100.00
Electronic Conversion Fee	Cost
Road Damage Fee	Replacement Cost
Inspection Fee – Per well, Per year	\$100.00
Annual Administrative Fee	\$25.00
Nonrefundable Amended Permit Fee	\$2,000.00
Administrative Fee	\$200.00
Technical Advisor Fee	Cost
Appeal Fee	\$250.00
Seismic Permit Fee	\$2,000.00

Use of Public Right of Way Fees

Permit Fee	\$400.00
Annual Fee	Based on Individual Location

Network Nodes

PERMIT FEE:

The permit application fee for installation of a micro network node, a network node, network node facilities, a node support pole, ground equipment, and transport facilities shall be the lesser of: (1) the City's actual, direct, and reasonable costs it determined are incurred in granting or processing an application; or (2) \$500/application (for up to 5 network nodes), \$250 for each additional network node per application, and \$1,000 per application for each pole.

RENTAL FEES:

The City shall charge the network provider a fee of \$250 for each network node located in the public right-of-way. If the network provider wants to install network nodes on city-owned service poles, the City shall require a separate pole use agreement and shall impose an additional rental fee of \$20 per year, per service pole.



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Utilities**

Electric Fees

**Residential**

Customer charge		\$10.00
Usage Charge (KW)	X	<del>0.04969</del> <b>.057690</b>
PCA (Fuel Charge)		Pass Thru

These three (3) figures add up to total electricity. Tax is added for rental property.

**Commercial**

Customer charge		\$35.00
Usage Charge (KW)	X	<del>0.04905</del> <b>.057050</b>
PCA (Fuel Charge)		Pass Thru

Total Demand charge (if business has a demand)

Tax (if business is taxable) 8.25%

Demand decimal figure and multiplier can be obtained from the Billing Department. The demand charge is based on a multiplier on the account. Take the demand decimal figure for the month and multiply by the multiplier number. Take the figure and subtract 15 from this number. Then multiply this figure by \$6.53 to get the total demand dollar amount.

**Large Commercial**

Customer charge		\$60.00
Usage Charge (KW)	X	<del>0.037543</del> <b>.045543</b>
PCA (Fuel Charge)		Pass Thru

Total Demand charge (if business has a demand)

Tax (if business is taxable) 8.25%

The demand charge is figured the same as regular commercial. Do not subtract the free 15 load amount. The demand figure is multiplied by \$6.00 to get the total demand dollar amount.

**Industrial**

Customer charge		\$1,500.00
Usage Charge (KW)	X	<del>0.003000</del> <b>.011000</b>
PCA (Fuel Charge)		Pass Thru

Total Demand charge (if business has a demand) Pass Thru

Tax (if business is taxable) 8.25%



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 **October 1, 2025***

Description	Fees
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**Utilities (Cont.)**

Solid Waste Fees

Residential Collection Fee per month	<del>19.77</del> <b>20.17</b>
Each Additional 96 gallon container	\$6.40
Each dwelling unit shall be considered a residential establishment even though such dwelling unit may be a part of an apartment or duplex.	
Commercial Collection Fee per month	
Collection from each commercial establishment shall be as follows:	
Twice-a-week pick-up / 1-96 gallon container	<del>45.88</del> <b>48.17</b>

Water Fees

**Residential Service**

This rate is applicable for all domestic purposes in a single family residence or individual apartments. All water rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons	<del>36.51</del> <b>39.43</b>
Excess Over	2,001-5M gals	\$5.95 <b>6.43/M gals</b>
	Over 5M gals	<del>\$6.26</del> <b>6.76/M gals</b>

**Commercial Service**

This rate is applicable for all commercial, business and/or manufacturing purposes and is also applicable to residences or apartments serving two or more families. All water rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons	<del>46.03</del> <b>49.71</b>
Excess Over	2,001-5M gals	\$5.95 <b>6.43/M gals</b>
	Over 5M gals	<del>\$6.26</del> <b>6.76/M gals</b>

NOTE: "M" means thousands.

Wastewater Fees (Sewer)

**Residential Service**

This rate is applicable for all domestic purposes in a single family residence or individual apartment. All sewer rates are based on water consumption which must be taken through a single meter. This rate has been capped at 15,000 gallons so that citizens no longer pay for sewer service on their usage above 15,000 gallons per month.

Minimum Monthly Rate	2M Gallons	<del>38.08</del> <b>41.13</b>
Excess Over	2,001-5M gals	\$4.70 <b>5.08/M gals</b>
	5,001-15M gals	<del>\$5.09</del> <b>5.50/M gals</b>
	Over 15M	No Charge



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Utilities (Cont.)**

**Commercial Service**

This rate is applicable to all commercial, business and/or manufacturing purposes and is also applicable to residences or apartments serving two or more families. All sewer rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons	<del>50.26</del> <b>54.28</b>
Excess Over	2,001-5M gals	<del>\$5.55</del> <b>5.99/M gals</b>
	5,001 & Over	<del>\$5.95</del> <b>6.43/M gals</b>

NOTE: "M" means thousands.

Industrial Waste Permit Fee	\$275.00
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Introduction of wastewater into the City's system is paid at a rate of \$.0020/gallon

<u>Convenience Fee on all Credit Card Transactions</u>	2.70% per transaction
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Security Deposits

Residential – Electric	\$225.00
Residential – Water	\$75.00
Charge for new service	\$15.00

Reconnection Fee

A fee will be charged to restore service which has been suspended as a result of any utility bill in arrears.

Extension Fee	\$10.00
During regular business hours	\$40.00

<u>Return check Fee</u>	\$75.00
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Late Fee

The gross monthly bill for all classes of utilities including, but not limited to, electricity, water, wastewater, solid waste and miscellaneous fees for service for which payment is not made within 20 days of the billing date shall be the net monthly bill, including all adjustments and/or other applicable charges, *plus a 10% late fee.*



**MASTER FEE SCHEDULE**

Amended July 8, 2025 *October 1, 2025*

Description	Fees
-------------	------

**Utilities**

Electric Fees

**Residential**

Customer charge			\$10.00
Usage Charge (KW)	X	<i>.057690</i>	<del>0.049690</del>
PCA (Fuel Charge)			Pass Thru

These three (3) figures add up to total electricity. Tax is added for rental property.

**Commercial**

Customer charge			\$35.00
Usage Charge (KW)	X	<i>.057050</i>	<del>0.049050</del>
PCA (Fuel Charge)			Pass Thru

Total Demand charge (if business has a demand)

Tax (if business is taxable) 8.25%

Demand decimal figure and multiplier can be obtained from the Billing Department. The demand charge is based on a multiplier on the account. Take the demand decimal figure for the month and multiply by the multiplier number. Take the figure and subtract 15 from this number. Then multiply this figure by \$6.53 to get the total demand dollar amount.

**Large Commercial**

Customer charge			\$60.00
Usage Charge (KW)	X	<i>.045543</i>	0.037543
PCA (Fuel Charge)			Pass Thru

Total Demand charge (if business has a demand)

Tax (if business is taxable) 8.25%

The demand charge is figured the same as regular commercial. Do not subtract the free 15 load amount. The demand figure is multiplied by \$6.00 to get the total demand dollar amount.

**Industrial**

Customer charge			\$1,500.00
Usage Charge (KW)	X	<i>.011000</i>	<del>0.003000</del>
PCA (Fuel Charge)			Pass Thru

Total Demand charge (if business has a demand) Pass Thru

Tax (if business is taxable) 8.25%



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
-------------	------

**Utilities (Cont.)**

Solid Waste Fees

Residential Collection Fee per month		<del>\$19.77</del>
Each Additional 96 gallon container	<i>2%</i>	\$6.40
Each dwelling unit shall be considered a residential establishment even though such dwelling unit may be a part of an apartment or duplex.		
Commercial Collection Fee per month		
Collection from each commercial establishment shall be as follows:		<del>48.17</del>
Twice-a-week pick-up / 1-96 gallon container	<i>5%</i>	\$45.88

Water Fees

**Residential Service**

This rate is applicable for all domestic purposes in a single family residence or individual apartments. All water rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons	<del>\$36.51</del>
Excess Over	2,001-5M gals	<del>\$5.95/M gals</del>
	Over 5M gals	<del>\$6.26/M gals</del>

**Commercial Service**

This rate is applicable for all commercial, business and/or manufacturing purposes and is also applicable to residences or apartments serving two or more families. All water rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons	<del>\$46.03</del>
Excess Over	2,001-5M gals	<del>\$5.95/M gals</del>
	Over 5M gals	<del>\$6.26/M gals</del>

NOTE: "M" means thousands.

Wastewater Fees (Sewer)

**Residential Service**

This rate is applicable for all domestic purposes in a single family residence or individual apartment. All sewer rates are based on water consumption which must be taken through a single meter. This rate has been capped at 15,000 gallons so that citizens no longer pay for sewer service on their usage above 15,000 gallons per month.

Minimum Monthly Rate	2M Gallons	<del>\$38.08</del>
Excess Over	2,001-5M gals	<del>\$4.70/M gals</del>
	5,001-15M gals	<del>\$5.09/M gals</del>
	Over 15M	No Charge



**MASTER FEE SCHEDULE**

*Amended July 8, 2025 October 1, 2025*

Description	Fees
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**Utilities (Cont.)**

**Commercial Service**

This rate is applicable to all commercial, business and/or manufacturing purposes and is also applicable to residences or apartments serving two or more families. All sewer rates are based on water consumption which must be taken through a single meter.

Minimum Monthly Rate	2M Gallons		54.28
Excess Over	2,001-5M gals	8%	5.99 \$50.26
	5,001 & Over		\$5.55/M gals
			6.43 \$5.95/M gals

NOTE: "M" means thousands.

Industrial Waste Permit Fee \$275.00

Introduction of wastewater into the City's system is paid at a rate of \$.0020/gallon

Convenience Fee on all Credit Card Transactions 2.70% per transaction

Security Deposits

Residential – Electric	\$225.00
Residential – Water	\$75.00
Charge for new service	\$15.00

Reconnection Fee

A fee will be charged to restore service which has been suspended as a result of any utility bill in arrears.

Extension Fee	\$10.00
During regular business hours	\$40.00

Return check Fee \$75.00

Late Fee

The gross monthly bill for all classes of utilities including, but not limited to, electricity, water, wastewater, solid waste and miscellaneous fees for service for which payment is not made within 20 days of the billing date shall be the net monthly bill, including all adjustments and/or other applicable charges, *plus a 10% late fee.*

## April Gilliland

---

**From:** Richard Ashe  
**Sent:** Monday, August 25, 2025 8:37 AM  
**To:** April Gilliland  
**Subject:** RE: Master fee schedule updates

The only change is on the AC adoption fee. We do not currently charge a fee for adoption. At some point it was decided that we did not want to limit adoptions, so AC was not charging that fee. So, do we just want to eliminate that fee? Thanks

---

**From:** April Gilliland <agilliland@cityofliberty.org>  
**Sent:** Monday, August 18, 2025 10:15 AM  
**To:** Mark Reed <mreed@cityofliberty.org>; Brian Hurst <bhurst@cityofliberty.org>; Richard Ashe <rashe@cityofliberty.org>; James Redding <jredding@cityofliberty.org>; Tom Tullock <ttullock@cityofliberty.org>; Raymond Theriot <rtheriot@cityofliberty.org>; Naomi Herrington <nherrington@cityofliberty.org>; Amber Ursprung <aurprung@cityofliberty.org>; Scott Neal <sneal@cityofliberty.org>  
**Cc:** Naomi Herrington <nherrington@cityofliberty.org>; Bryan Kendrick <bkendrick@cityofliberty.org>; Madi Key <mkey@cityofliberty.org>; Misty Dulaney <mdulaney@cityofliberty.org>; Donna Smith <dsmith@cityofliberty.org>; Heather Lambeth <hlambeth@cityofliberty.org>  
**Subject:** Master fee schedule updates

Attached is the master fee schedule for review. Please review and send any updates you may need for your department.

This will be on the September 9 agenda.

Thanks



*April Gilliland, TRMC*

City Secretary

City of Liberty

936-336-3684 or 936-334-7304

Fax 936-336-9846

**ATTENTION PUBLIC OFFICIALS!**

A "Reply to All" of this e-mail could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

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**MASTER FEE SCHEDULE**  
Amended July 8, 2025

Description	Fees
<b>Municipal Library</b>	
Meeting Room	\$20.00
Replacement Library Card	\$5.00
Lost/Damaged Books/Items	Cost of Item + Accrued Fines
Damaged Video Case	\$1.00
Copies	
B&W – per page	\$0.15
Color – per page	\$0.50
11X17 – B&W	\$0.30
11X17 – Color	\$1.00
Faxes	
First Page	\$1.50
Additional Pages	\$1.00
Computer Printouts	
Black and White per page	\$0.15
Color per page	\$0.50
Late Fees per day	
Books, Periodicals, Cassettes, CDs, <i>BluRay</i>	\$0.10
<i>Videos, DVDs ← All now \$0.10</i>	<del>\$1.00</del>
Reference Books	\$1.00
<del>Opaque Projector per day</del>	<del>\$3.00</del>
<del>Late Fee per day</del>	<del>\$5.00</del>
<del>Overhead Projector per day</del>	<del>\$3.00</del>
<del>Late Fee per day</del>	<del>\$5.00</del>
<del>Multi-Media Projector</del>	
<del>    Organizations per day</del>	<del>\$20.00</del>
<del>    Late Fee per day</del>	<del>\$20.00</del>
<del>    Businesses per day</del>	<del>\$50.00</del>
<del>    Late Fee per day</del>	<del>\$50.00</del>
<del>Purchase of floppy disk</del>	<del>\$1.00</del>
<del>Purchase of CD</del>	<del>\$1.00</del>
Replacement barcodes on books	\$0.25
Interlibrary Loan	Cost of postage to return material

Proposed master fee schedule changes.

Calculations were based on what safe built charges per inspection, and I figured in \$25.00 for administrative service of processing the permits.

\$50.00 per inspection for residential.

\$70.00 per inspection for commercial.

1. Window replacement permits should be provided with a minimum permit of \$75.00 to cover up to 10 windows and additional \$ 10.00 should be charged for additional windows. That covers \$50.00 inspection fee and \$25.00 admin fee.
2. Residential remodel permits minimum fee should be increased to \$125.00 to cover the cost of two inspections and the admin fee.  $50+50+25=125$
3. Residential accessory structure permits should have a \$125 minimum permits fee added to cover cost of two inspections and admin fee.  $50+50+25=125$
4. New construction MEP permits should be increased to \$175.00 to cover the cost of three inspection and admin fees.  $50+50+50+25=175$
5. Residential single trade MEP permits should be raised to \$75.00 to cover the cost of one inspection and admin fee.  $50+25=75$
6. Commercial interior repair/remodel should have a minimum fee of \$165.00 to cover the cost of two inspections and admin fee.  $70+70+25=165$  and the certificate of occupancy should not be included this would require an additional inspection therefore the CO fee should be charged separately.
7. Certificate of occupancy fee should be raised to \$95.00 to cover the cost of one inspection and admin fee.  $70+25=95$
8. Commercial reinspection fee should be raised to \$70.00 to cover the cost.
9. Third party plan review add attached table for plan review fees.

Residential Projects - based on flat fees	
Single-Family Home (New, Addition, or Model)	\$ 175 per plan review
Miscellaneous (Remodel, duplicate of Model previously reviewed or other residential plan review)	\$ 125 per plan review
Commercial/Multi-Family Projects - based on construction project value (CPV)	
\$ 1 to \$ 100,000 (CPV)	\$ 225
\$ 100,001 to \$ 500,000 (CPV)	\$ 225 plus \$ 2.29 for each additional \$ 1,000 over \$ 100,000
\$ 500,001 to \$ 1,000,000 (CPV)	\$ 1,141 plus \$ 1.75 for each additional \$ 1,000 over \$ 500,000
\$ 1,000,001 to \$ 5,000,000 (CPV)	\$ 2,016 plus \$ 1.20 for each additional \$ 1,000 over \$ 1,000,000
\$ 5,000,001 and up (CPV)	\$ 6,816 plus \$ 1.10 for each additional \$ 1,000 over \$ 5,000,000



**MASTER FEE SCHEDULE**  
Amended July 8, 2025

Description	Fees
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**Permit and Inspection Department**

<b>Residential Building Permit Fees</b>		
Residential Lawn Sprinkler	\$110.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Residential Swimming Pools	In-Ground: \$190.00 Above Ground: \$80.00	
Residential Re-roof	\$75.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Window Replacement	\$10.00 per window	<i>A 75 permit fee up to 10 windows \$10 for each additional window.</i>
Standby Generator Installation (Residential)	\$50.00	Residential Electrical and Pumping single trade permits are also required
Driveway Permit	Residential - \$75.00	Includes Inspections. See detail sheet for construction standards
Foundation Repair	\$50.00	Fee is per building
Solar panel Installation	\$125.00	Electrical permits are separate
Siding, soffit or fascia board replacement only	\$100.00	
Septic System Permit	\$300.00	Fee Includes Inspection
Plat Filing Fees	Preliminary plat - \$100.00 Final Plat - \$200.00 Courthouse Filing Fee - \$100.00	
Permit Fee for moving House/Building/Structure	\$50.00	
Demolition Permit	\$0.00	Demolition permits are issued at no charge.
New Construction - Single-Family, Townhome, Duplex, and Triplex	\$0.40 per square foot	Per square foot of all livable area under roof. Includes plan review, 1 driveway access, and certificate of occupancy. New Construction MEP are separate permits.
Residential Additions (any enclosed square footage)	\$0.40 per square foot (minimum fee of \$235.00)	Per square foot of all livable area under roof. Single-trade permits may be required.



**MASTER FEE SCHEDULE**  
Amended July 8, 2025

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

**Residential Building Permit Fees (Cont.)**

2 Residential Alterations and Remodels	\$0.28 per square foot (minimum fee of <del>\$112.00</del> 125.00)	Single-trade permits may be required.	
3 Residential accessory structures (gabled porches, sheds, barns, etc.)	\$0.18 per square foot (Minimum Fee of 125.00)	MEPs are separate permits, if required	
Re-inspections	\$50.00		
Multi-Family (4 or more units)	Permit - \$250 per unit	Each clubhouse, office, laundry, etc. shall be counted as one unit. Each unit requires a separate residential MEP single-trade permit.	
Multi-Family (4 or more units)	Carports - \$31.00 per vehicle section	Each clubhouse, office, laundry, etc. shall be counted as one unit. Each unit requires a separate residential MEP single-trade permit.	
4 {	New Residential Construction - Electrical	\$125.00 175.00	
	New Residential Construction - Mechanical	\$125.00 175.00	
	New Residential Construction - Plumbing	\$125.00 175.00	
<b>Single Trade Fees - Residential</b>			
5 {	Residential Electrical Single Trade – Temporary Service Poles, Manufactured Home Service, Service Changes, etc.	75.00 \$65.00	Each Multi-family unit is considered a separate permit
	Residential Plumbing Single Trade – Water, Sewer, Gas Service Line, Water Heaters and Similar Plumbing Work	75.00 \$65.00	Each Multi-family unit is considered a separate permit
	Residential Mechanical Single Trade – Heating, A/C Installations or Replacements and Related Work	75.00 \$65.00	Each Multi-family unit is considered a separate permit



**MASTER FEE SCHEDULE**  
Amended July 8, 2025

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

<b>Commercial Building Permit Fees</b>		
New Building Area (Square Feet)	Permit Fee	New construction MEPs are separate permits
1. 0 - 10,000	\$260 + \$0.31 per square foot	Fee Includes driveway access and certificate of occupancy
2. 10,001 - 50,000	\$645 + \$0.28 per square foot	Fee Includes driveway access and certificate of occupancy
3. 50,001 - 100,000	\$1,940 + \$0.25 per square foot	Fee Includes driveway access and certificate of occupancy
4. 100,001 - 300,000	\$3,220+ \$0.24 per square foot	Fee Includes driveway access and certificate of occupancy
5. 300,001 and over	\$7,110 + \$0.23 per square foot	Fee Includes driveway access and certificate of occupancy
New Commercial and Commercial Additional - Mechanical, Electrical, Plumbing	\$225.00	Each MEP is a separate permit
6 Interior finish, repairs, or remodel	\$0.23 per square foot <i>(minimum Fee 165.00)</i>	Certificate of occupancy included, if required <i>shall be permitted separately if required</i>
Commercial Swimming Pool	\$320.00	Sewer P-trap, gas line, pool equipment electrical included
7 Certificate of Occupancy (Commercial)	<del>\$75.00</del> <i>95.00</i>	
8 Re-Inspections	<del>\$50.00</del> <i>70.00</i>	
Re-roofing and roofing overlay	Commercial and Multi-Family - \$125.00	Fee is per structure or building
Commercial Parking Lots	Resurface/Overlay - \$0.00 New Parking Lot - \$150.00	
Food Truck Park	\$200.00	
After-hours Inspection	\$100.00 per hour	Two (2) hour minimum
Irrigation system	Commercial and Multi-Family - \$160.00	
Standby Generator Installation (Commercial)	\$150.00	Commercial Electrical and Plumbing Single-trade permits are also required



**MASTER FEE SCHEDULE**  
Amended July 8, 2025

Description	Fees
-------------	------

**Permit and Inspection Department (Cont.)**

<b>Commercial Building Permit Fees (Cont.)</b>		
Driveway Permit	Commercial - \$150.00	Includes Inspections. See detail sheet for construction standards
9 Third Party Plan Review	All costs related to Third Party Plan Review will be paid by the applicant or contractor	<i>- ADD Table from safe built Contract with Fees</i>
Sign Permit	Temporary Sign - \$25 Permanent Sign - \$150	Fee is per sign
Cell Tower Permit	\$200.00	Includes Inspections. Electric permits are separate.
Demolition Permit	\$0.00	Demolition permits are issued at no charge.
Siding, soffit or fascia board replacement only	\$100.00	
<b>Single Trade Fees - Commercial</b>		
Commercial Electrical Single Trade – Temporary Service Poles, Manufactured Home Services, Utility Releases, Clean and Shows, Service Changes, etc.	\$95.00	Each Multi-family unit is considered a separate permit
Commercial Plumbing Single Trade – Water, Sewer, Gas Service Line, Replacements, Water Heaters and Similar Plumbing Work	\$95.00	Each Multi-family unit is considered a separate permit
Residential Mechanical Single Trade – Heating, A/C Installations or Replacements and Related Work	\$95.00	Each Multi-family unit is considered a separate permit

**CT Metering – Commercial & Residential**

(Price includes inspection and metering equipment)

200 / 400 amp	\$300.00
400 / 800 amp	\$400.00

Three phase residential services will also include a charge of \$500.00 for the cost of transformer and installation.

Over 300 KVA will have facility charges to be determined by the Electric Department Supervisor.

Primary electrical service lines over two hundred and fifty (250) feet must be paid for by the customer before connection can be made.

All underground services are required to have a main disconnect on the customers take-off pole.

All commercial services are required to have a main breaker outside of the building.

All meter cans must be approved for use and meet the specs set for by the City of Liberty.

## April Gilliland

---

**From:** Naomi Herrington  
**Sent:** Thursday, July 3, 2025 9:15 AM  
**To:** April Gilliland  
**Subject:** FW: 1 1/2" water taps

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

April,

Will you help me remember to take this off the master fee schedule when we approve the changes this year?

Thanks,  
Naomi

**From:** Mark Reed <mreed@cityofliberty.org>  
**Sent:** Thursday, July 3, 2025 8:54 AM  
**To:** Naomi Herrington <nherrington@cityofliberty.org>  
**Cc:** Bryan Kendrick <bkendrick@cityofliberty.org>; Russell Crawley <rcrawley@cityofliberty.org>; Dale Pitts <dpitts@cityofliberty.org>  
**Subject:** 1 1/2" water taps

Naomi,

I am requesting that the City of Liberty eliminate 1 1/2" water taps from the fee schedule for FY 2025/2026. Reasons for removing:

- Not needed to provide adequate water pressure and volume to customers and businesses
- Difficult to get parts and meters for that size (not a common size used by municipalities)
- Longer lead time when ordering for stock
- Requires addition parts to adapt to different size water lines (not in stock)

3/4", 1", 2" and up are the most common sizes used for water meters.

If Approved, please remove 1 1/2" tap from Water/ Sewer Tap Fee Schedule.

Thank you for your time.

Mark Reed  
Water/Wastewater Manager  
City of Liberty  
936-336-2910  
[mreed@cityofliberty.org](mailto:mreed@cityofliberty.org)

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AWARDED THE BID FOR THE MUNICIPAL PARK POND CLEANOUT PROJECT TO SMART MATERIALS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE PROJECT.

**Department:** Parks & Recreation

**Subject:** Municipal Park Pond Cleanout Project

**Background:** The City of Liberty received three bids for the Municipal Park Pond cleanout project. The proposals included mobilization, removal of all vegetation from the pond, loading and hauling away of material, and demobilization. The bids are as follows:

Pipeline Inspection and Construction Company (PIC) – \$59,860

Smart Materials, Inc. – \$50,500

BSC (Baytown Sand and Clay) Management, LTD – \$82,500

**Funding Source:** Obligated Cambridge Funds

**Staff Recommendation:** Staff recommends awarding the project to Smart Materials, Inc.

This company not only submitted the lowest bid but is also a local firm, providing additional benefit to the community.



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Parks & Recreation  
Category: Resolution

**Resolution**

---

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AWARDING THE BID FOR THE MUNICIPAL PARK POND CLEANOUT PROJECT TO SMART MATERIALS, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO COMPLETE THE PROJECT.**

**WHEREAS**, the City of Liberty issued a request for bids for the Municipal Park Pond cleanout project, which includes mobilization, removal of all vegetation from the pond, loading and hauling away of material, and demobilization; and

**WHEREAS**, the City of Liberty received three (3) bids in response, as follows:

- Pipeline Inspection and Construction Company (PIC): \$59,860.00
- Smart Materials, Inc.: \$50,500.00
- BSC (Baytown Sand and Clay) Management, LTD: \$82,500.00; and

**WHEREAS**, City staff has reviewed the bids and recommends awarding the project to Smart Materials, Inc., the lowest responsible bidder, which is also a local firm providing additional benefit to the community.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Liberty, Texas:

1. That the City Council hereby awards the Municipal Park Pond cleanout project to Smart Materials, Inc., for the bid amount of \$50,500.00.
2. That the City Manager is authorized to execute all documents necessary to effectuate this Resolution and to take all actions consistent herewith.
3. That this Resolution shall take effect immediately upon its passage.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

BSC MANAGEMENT, LTD.  
P.O. BOX 850  
MT. BELVIEU, TEXAS 77580  
OFFICE: 281-383-2511 ~ FAX: 281-383-3378

August 5, 2025  
City of Liberty  
1100 N Main  
Liberty, Tx 77575

RE: Site Work

LAND CLEARING / SITE WORK AGREEMENT

This Agreement is being entered into between BSC Management, LTD. ("Baytown Sand and Clay") and City of Liberty ("Signee"). This project is to be governed by this agreement as is indicated by the signature of the parties.

1. Baytown Sand and Clay will be responsible for: labor, equipment, and mobilization for the project location Cook Road and Vera Lane, Liberty, Tx. Prices are based on descriptions of work described below. If additional work and/or material is required, prices will be subject to change. The difference in the original bid and the actual cost as a result of additional work or material made necessary by Signee will be the responsibility of Signee. All future maintenance will be the sole responsibility of Signee. Baytown Sand and Clay offers no warranties on material and/or work performed after job completion.
2. Signee will further be responsible for supplying Baytown Sand and Clay with a complete scope of work in writing, as agreed on with the owner of the property and/or the general contractor. Any amendments to this scope of work after the execution of this document will need to be in written form and signed by both parties.
3. Compiled brush/chips/mulch can spontaneously combust and catch fire. Baytown Sand and Clay is not responsible for watering or maintaining piled brush/chips/mulch, etc. Baytown Sand and Clay is also not responsible for any fire(s) and/or damages caused by fire.
4. Pricing is good for 30 days from receipt of this agreement.
5. Baytown Sand and Clay is not responsible for silt fence, construction entrance, SWPPP, or permit application. If applicable, 811 Dig information MUST be provided including but not limited to: site entrance location and entire perimeter that work will be performed within. It is the responsibility of the owner to have all privately owned lines (underground utilities, gas, hazardous liquid, electric, telecom, etc.) and all water/sewer utilities marked before mobilization and start of project.
6. Further, Baytown Sand and Clay will not mobilize equipment or begin the project until all necessary permits are obtained, Agreement has been signed, and Baytown Sand and Clay's Job Information Sheet has been completed and executed. It is Signee's responsibility to obtain all applicable permits. Job Information Sheet provided is required to be returned by Signee to Baytown Sand and Clay.

7. Project location and area which work is to be performed must be provided along with accurate site entrance location and nearest intersection.
8. Any and all information regarding contractor and subcontractor requirements, licensing or certification, including Section 3 certification, must be conveyed by the Signee in writing prior to the execution of this Agreement. If Baytown Sand and Clay fails to meet any requirement, whether that be licensing, certifications, or any other pre-requisite condition to receive compensation for the work being performed due to Signee's failure to disclose those conditions, Signee is responsible for compensating Baytown Sand and Clay.
9. Payment Terms: Net 30 days from date of Invoice. No retainage shall be withheld from invoiced amount. Invoice shall be paid in full. Prices subject to change based on quantity and scope of work performed. Taxes (if applicable) will be charged unless a tax exemption form is provided at time of agreement.
10. Signee is responsible for notifying Baytown Sand and Clay of any necessary insurance requirements for subcontracts including Baytown Sand and Clay in writing. Failure to do so will waive all insurance requirements.
11. **INDEMNIFICATION: SIGNEE EXPRESSLY AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS BAYTOWN SAND AND CLAY AND ALL SUBSIDIARIES, PARENT COMPANIES, AND AFFILIATED COMPANIES ALONG WITH THEIR RESPECTIVE DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, OR DEATH OF ANY PERSON OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THE WORK DONE UNDER THIS CONTRACT BY BAYTOWN SAND AND CLAY, AND ANY AND ALL OF ITS SUBSIDIARIES, PARENT COMPANIES, AND AFFILIATED COMPANIES ALONG WITH THEIR RESPECTIVE DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES. FURTHER, SIGNEE AGREES TO COVER ALL EXPENSE OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR ANY AND ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS AND LIABILITY OF EVERY KIND, OR DEATH OF ANY PERSON OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THE WORK DONE UNDER THIS CONTRACT.**

**Scope 1: Pond Clean-out:**

Clean-Out of city park pond. Pricing includes equipment, labor, material and mobilization.

**\$ 82,500.00 / lump sum**

\_\_\_\_\_  
Signature of Owner/Authorized Representative

\_\_\_\_\_  
Printed Name of Owner/Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Specify Scope(s) to be completed.

**SMART MATERIALS INC.**

1404 WALLISVILLE RD. LIBERTY, TEXAS 77575

(936) 336-3026 (713) 228-5060

FAX (936) 336-9678

August 7, 2025

Tom Tullock

ttullock@cityofliberty.org

936-334-9003 (Cell)

City of Liberty Park Pond

Proposal

We propose to furnish supervision, equipment and personnel to perform the work as described below at the cost of \$50,500.00

1. Mobilize long reach excavator, mats, and dozer.
2. Clean all vegetation from pond.
3. Load and haul vegetation to city debris site.
4. Dozer to push hauled vegetation in hole at debris site.
5. Demobilize long reach excavator, mats, and dozer.

Thank You,  
Arnold Smart

**P  
I  
C**

***A Pipeline Inspection and Construction Company***

*1705 Richardson  
Liberty, Texas 77575*

*Phone: 713-201-6644*

1/27/2021

City of Liberty  
ATTN: James Redding  
Liberty Park Pond Grass Removal

Sir,

Here is our bid for removing the grass and trash from the pond located in Liberty Park.  
Furnish all equipment, material and labor to perform work as described in job showing;  
\$ 59,860.00

James Poitevent

PIC  
Project Coordinator  
1705 Richardson  
Liberty, Texas 77575

# **CITY OF LIBERTY**

## **City Council Agenda Item Form**

**Meeting Date:** September 9, 2025

**Agenda Wording:** AN ORDINANCE APPROVING CLOSING OUT THE MUNICIPAL SOLID WASTE FUND AND TRANSFERRING SAID FUNDS AND OPERATIONS TO THE CITY'S GENERAL FUND

**Department:** Administration

**Subject:**

**Background:**

**Funding Source:**

**Staff Recommendation:**



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Presentation

**Ordinance**

---

**AN ORDINANCE APPROVING CLOSING OUT THE MUNICIPAL SOLID WASTE FUND AND TRANSFERRING SAID FUNDS AND OPERATIONS TO THE CITY'S GENERAL FUND**

**WHEREAS**, the City of Liberty currently contracts with a third party for the collection of solid waste within the city; and

**WHEREAS**, the City currently deposits all revenues for the collection of solid waste into the solid waste fund; and

**WHEREAS**, the City's solid waste fund currently has a healthy fund balance; and

**WHEREAS**, the City Council finds that the City no longer needs a dedicated account for the solid waste collection; and

**WHEREAS**, the City Council desires to close out the solid waste fund, transfer the fund balance from said solid waste fund account to the City's General Fund and operate the solid waste collection utility out of the City's General Fund account moving forward.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS:**

Section 1: The City Council approves closing out the solid waste fund and transferring all funds from said solid waste fund to the City's General Fund Account. Furthermore, the City's solid waste collection utility shall operate out of the City's General Fund moving forward.

Section 2: This Ordinance shall be in full force and effect immediately after its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Liberty, this \_\_\_\_ day of September 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

# **CITY OF LIBERTY**

## **City Council Agenda Item Form**

**Meeting Date:** September 9, 2025

**Agenda Wording:** Second Reading - **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION'S AIRPORT AND CITY MOWING EQUIPMENT PROJECT AND APPROVING THE EXPENDITURE OF FUNDS FOR SAME.**

**Department:** Administration

**Subject:**

**Background:**

**Funding Source:**

**Staff Recommendation:**



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Resolution

**Resolution**

---

Second Reading - **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION'S AIRPORT AND CITY MOWING EQUIPMENT PROJECT AND APPROVING THE EXPENDITURE OF FUNDS FOR SAME.**

**WHEREAS**, the Liberty Community Development Corporation ("LCDC") is authorized under Chapter 505 of the Texas Local Government Code to undertake projects promoting new or expanded business development; and

**WHEREAS**, the LCDC Board of Directors held a public hearing on August 19, 2025, regarding the expenditure of funds for the acquisition of mowing equipment; and

**WHEREAS**, the LCDC Board of Directors voted to approve amending the Fiscal Year 2024–2025 Budget to transfer One Hundred Forty-One Thousand Dollars (\$141,000.00) for the purchase of a tractor, bat wing, and zero-turn mower for the Liberty Municipal Airport, and to transfer Two Hundred Forty-One Thousand Four Hundred Dollars (\$241,400.00) to the City for the purchase of mowing equipment for City facilities and public rights-of-way; and

**WHEREAS**, the City Council finds that the acquisition of such equipment promotes economic development by improving and maintaining the appearance of City facilities and the Liberty Municipal Airport, both of which enhance community image and attractiveness for residents, businesses, and visitors.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Liberty, Texas, that:

1. This resolution has been read aloud two (2) times by the City of Liberty City Council.
2. The City of Liberty City Council hereby approves the LCDC Airport and Mowing Equipment Project and approves the expenditure of funds in the amount of THREE HUNDRED EIGHTY-TWO THOUSAND FOUR HUNDRED DOLLARS (\$382,400.00).
3. The City Council approves spending the initial money for the purchases out of the Cambridge fund and then reimbursing the Cambridge fund from LCDC after the expiration of sixty (60) days.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** AN ORDINANCE APPROVING AMENDMENTS TO THE CITY OF LIBERTY'S FISCAL YEAR 2024 – 2025 BUDGET.

**Department:** Administration

**Subject:** 2025 Fiscal Year Budget Amendment

**Background:** Amend the 2025 fiscal year budget to capture revenue.

**Funding Source:**

**Staff Recommendation:**



**The City of Liberty**

City Council  
1829 Sam Houston  
Liberty, TX 77575

Meeting: 9/9/2025 6:00 PM

Department: Administration  
Category: Resolution

**Ordinance**

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**AN ORDINANCE APPROVING AMENDMENTS TO THE CITY OF LIBERTY'S FISCAL YEAR 2024 – 2025 BUDGET.**

**WHEREAS**, the City Council previously adopted a budget for Fiscal Year 2024-2025; and

**WHEREAS**, surplus revenues currently exist in the city's general fund and water and wastewater funds; and

**WHEREAS**, the City Council desires to transfer surplus funds in order to fund specific projects/equipment and to offset expenditures at the Liberty Municipal Golf Course.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS:**

Section 1: The City Council approves the following amendments to the City of Liberty's 2024-2025 budget:

- Transfer \$477,000 of available surplus revenues from the city's general fund to the Cambridge Fund to be used as approved by Council on special projects/equipment.
- Transfer \$375,000 of available surplus revenues from the city's water and wastewater fund to the Cambridge Fund to be used as approved by Council on special projects/equipment.
- Transfer \$242,000 of surplus revenues from the city's general fund to the golf course fund to offset expenses at the Liberty Municipal Golf Course.

Section 2: This Ordinance shall be in full force and effect immediately after its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Liberty, this \_\_\_\_ day of September 2025.

\_\_\_\_\_  
Mayor  
City of Liberty, Texas

ATTEST:

\_\_\_\_\_  
City Secretary  
City of Liberty, Texas

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Consider and take possible action regarding a resolution approving the expenditure of funds on specific projects/equipment.

**Department:** Administration

**Subject:** Budget Amendment Expenditure/Projects

**Background:** Council to decide which departmental requests to prioritize regarding projects and equipment.

**Funding Source:**

**Staff Recommendation:**



**LIBERTY**  
**EST. 1831**

*Be a Good Neighbor*

FAYE MARTIN  
DANIEL  
PAVILION

★  
**LIBERTY**  
TEXAS  
2005

# **FY 2025 Budget Amendment**

**September 9, 2025**

# GENERAL FUND

• Fence around Station 22- FD	\$ 48,335
• Cameras at Library	\$26,415
• New Guns-PD	\$ 14,710
• Cameras at Station-PD	\$ 25,000
• (2) Radar Signs-PD	\$ 6,150
• Flock Cameras-PD	\$ 35,450
• Golfcart-PD	\$ 14,000
• (2) Men crew for mowing-STREET	\$112,000
• Flap Gates Levee-STREET & DRAINAGE	\$ 45,000
• New Pickup Bed-AC	\$ 9,000
• Generator for-AC	\$ 20,000
• <u>Golf Course Unfunded</u>	<u>\$241,831</u>
• Total	\$597,891

# Cambridge

- Clean Pond – From Cambridge Fund

Designated Park Projects \$ 50,500

- Equip Fire Truck \$250,000

20 Year payback (3.5% escalation)

2026 \$8,842

2027 \$9,151

2028 \$9,472

2029 \$9,803

2030 \$10,146

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# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Discussion and possible action regarding Liberty Municipal Park Rules.

**Department:** Administration

**Subject:** Liberty Municipal Park Rules

**Background:** The reason for this request is a recurring safety issue on the park's walking/jogging trails. While the trails are advertised as shared-use for walking, jogging, and biking, there are currently no rules governing safe use by cyclists.

**Funding Source:**

**Staff Recommendation:**

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Discussion and possible action on the potential sale of fiber ring.

**Department:** Administration

**Subject:** Potential sale of fiber ring

**Background:** Highline Internet is proposing to purchase the fiber ring installed by the City of Liberty.

**Funding Source:**

**Staff Recommendation:**

# CITY OF LIBERTY

## City Council Agenda Item Form

**Meeting Date:** September 9, 2025

**Agenda Wording:** Discussion and possible action regarding needs related to the Liberty Municipal Library.

**Department:** Administration

**Subject:** Liberty Municipal Library

**Background:** Discussion and possible action regarding the theater lighting and HVAC concerns.

**Funding Source:**

**Staff Recommendation:**



1707 Chrysler St  
Liberty, Tx 77575  
TECL# 23717

# Lump Sum Proposal

Date: **08/29/2025**

Customer Name: **Liberty Municipal Library**  
Address: **1710 Sam Houston St.**  
**Liberty, TX 77575**

Subject: **Add lighting to stage area**

Texas Elite Electrical Services, LLC (Texas Elite) proposes to furnish the required labor and equipment to complete the work outlined in the scope, for the above-mentioned project.

Lump Sum pricing as follows:

**Total .....\$ 45,659.75** (tax not included)

Phone: 936-776-2533

Email: [bgoins@txelite.biz](mailto:bgoins@txelite.biz)

Email: [jcrouthers@txelite.biz](mailto:jcrouthers@txelite.biz)

Regulated by the Texas Department of Licensing and Regulations

P.O. Box 12157 Austin, Tx 78711 1-800-803-9202 / 512-463-6599

[www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)



1707 Chrysler St  
Liberty, Tx 77575  
TECL# 23717

## SCOPE

- 1) Identify stage circuits, remove from dimming system and run pipe and wire to panel
- 2) Provide power to new winch system and pipe to controller
- 3) Provide pipe and CAT5 for 2 button stations
- 4) Provide 2 100-amp circuits for new dimming system
- 5) Provide 5 20-amp circuits for dimming system

Price is based upon the following Qualifications/Clarifications:

- This proposal is based on:
  - Email
  - Correspondence
  - Site visit
  - Drawings provided by client
- All necessary connections/terminations will be made.
- All work will meet NEC Guidelines.
- This proposal includes supervision, labor, material, equipment, and installation.
- This proposal does not include work outside of the scope.
- This proposal includes ONE mobilization.
- This proposal is valid for 30 days from date of submission and subject to any increases on material only.
- This proposal does not include any unforeseen delays not the fault of Texas Elite. For example: inclement weather, client delays, force majeure, owner's or manufacturer delays or errors. These could result in additional charges if applicable.
- Any cost incurred beyond the control of Texas Elite due to late deliveries of owner-furnished material or equipment will be considered extra and billed accordingly.
- Schedule delays on the part of the customer shall be cause for additional compensation due to overhead and construction equipment costs.
- Contract deviations by the customer to the original scope will be cause for additional compensation and billed accordingly.

Phone: 936-776-2533

Email: bgoins@txelite.biz

Email: jcrouthers@txelite.biz

Regulated by the Texas Department of Licensing and Regulations  
P.O. Box 12157 Austin, Tx 78711 1-800-803-9202 / 512-463-6599  
[www.license.state.tx.us/complaints](http://www.license.state.tx.us/complaints)



1707 Chrysler St  
Liberty, Tx 77575  
TECL# 23717

- All costs for extra work will be documented and communicated to the client as they occur and included in the final bill.
- Texas Elite is not responsible for damages due to unmarked or improperly marked underground utilities.
- Sales tax (if applicable) is **NOT** included.
- Proposal is based on net 30 terms. Anything outside of net 30 terms could result in late charges.

We appreciate the opportunity to work with you on this project. If we can be of any further assistance, or if you have any questions, please do not hesitate to contact us.

Thank you,  
Brian Goins  
Electrical Construction Manager  
Texas Elite Electrical Services, LLC

Phone: 936-776-2533

Email: [bgoins@txelite.biz](mailto:bgoins@txelite.biz)

Email: [jcrouthers@txelite.biz](mailto:jcrouthers@txelite.biz)

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2420 Center St.  
Suite 100  
Houston TX 77007  
BUY BOARD # 752-24

Techland Houston  
Served by: Mike  
Register: TL Projects

Quote #1694  
29 Aug 2025 11:20am

THEATRICAL RIGGING/LINE-SETS/SAFETY		
1 @ \$40,982.20		\$40,982.20
Note: ***RIGGING*** - Prodigy P1 Low Profile Hoist System		
THEATRICAL RIGGING/LINE-SETS/SAFETY		
1 @ \$3,400.00		\$3,400.00
Note: ***RIGGING*** - Programming System Controls and Safety Training Course.		
THEATRICAL RIGGING/LINE-SETS/SAFETY		
1 @ \$9,620.00		\$9,620.00
Note: ***RIGGING*** - Labor Will Consist of Removal of Existing Front of House Lighting Batten. Rigging and Installing New Prodigy P1 Low Profile Hoist.		
THEATRICAL RIGGING/LINE-SETS/SAFETY		
1 @ \$1,250.00		\$1,250.00
Note: ***Rigging*** - Lift and Pew Splitter Assembly		
THEATRICAL RIGGING/LINE-SETS/SAFETY		
1 @ \$2,800.00		\$2,800.00
Note: ***RIGGING*** - Shipping Freight (Special Order)		
ETC LIGHTING & CONTROL SYSTEM QUOTE / ETC LIGHTING & CONTROL SYSTEM		
1 @ \$22,772.43		\$22,772.43
Note: ***DIMMING/RELAY PANELS*** - Consist of (3) Button Stations, (1) Touchscreen Control, System CEM3 Processors With Relay And Dimming Racks.		
ETC LIGHTING & CONTROL SYSTEM QUOTE / ETC LIGHTING & CONTROL SYSTEM		
1 @ \$4,260.00		\$4,260.00
Note: ***DIMMING/RELAY PANELS*** - Configuration Programming, Training, And Installation Labor.		
ETC LIGHTING & CONTROL SYSTEM QUOTE / ETC LIGHTING & CONTROL SYSTEM		
1 @ \$1,200.00		\$1,200.00
Note: ***DIMMING/RELAY PANELS*** - Shipping Freight		
LIGHTING INSTALLATION / LIGHTING INSTALLATION		
1 @ \$21,264.75		\$21,264.75
Note: ***LED LIGHTING PACKAGE*** - All New LEDs Attached to New Prodigy P1 Low Profile Hoist. Patched, Addressed, And Focused.		
LIGHTING INSTALLATION / LIGHTING INSTALLATION		
1 @ \$3,640.00		\$3,640.00
Note: ***LED LIGHTING PACKAGE*** - Labor of Installation		
LIGHTING INSTALLATION / LIGHTING INSTALLATION		
1 @ \$1,250.00		\$1,250.00
Note: ***LED LIGHTING PACKAGE*** - Lift and Pew Splitter Assembly		
LIGHTING INSTALLATION / LIGHTING INSTALLATION		
1 @ \$1,200.00		\$1,200.00
Note: ***LED LIGHTING PACKAGE*** - Shipping Freight		
HOUSE PENDANT LED CUSTOM		
16 @ \$1,061.00		\$16,976.00
Note: ***Provide by Techland. Installed by TX Elite***		
ZINO BY AQUUARI		
<ul style="list-style-type: none"> <li>• 6.77in (171.9mm) diameter</li> <li>• 12.0in (304.8mm) length</li> <li>• Unit weight: 5lbs (2.25kg) without mountings</li> <li>• High performance LED engine, driver and power supplies</li> <li>• No noise with efficient passive cooling (no internal fans)</li> <li>• All aluminum construction</li> <li>• Multiple mounting options</li> <li>• Standard black and off-white housing colors available in matte, semi-gloss, or glossy finishes</li> </ul>		
SHIPPING		
1 @ \$375.00		\$375.00
Note: SHIPPING FREIGHT		

Note: Liberty - REV 08.29.25

TOTAL (29 items)

\$130,990.38

TO PAY

\$130,990.38



LIBERTY ASSISTANT CITY MANAGER-ECONOMIC & COMMUNITY DEVELOPMENT  
AMBER URSPRUNG

Email aursprung@cityofliberty.org  
Phone 9363368901  
Address Liberty Municipal Library, 1829 Sam Houston St, Liberty, 77575, TX, US

Thank you for your Business!



## ZINO SPECIFICATIONS

### TYPICAL INSTALLATIONS

- Theatres and Performing Arts Centers
- Houses of Worship
- Convention Centers, Arenas and Exhibit Halls
- Automobile Showrooms
- Museums
- Academic Institutions - Auditoriums, Lecture Halls
- Retail Stores and Atriums
- Ballrooms
- Installation Heights: 10ft (3.1m) to 30ft (9.1m)

### LEDs, OPTIC AND OUTPUT

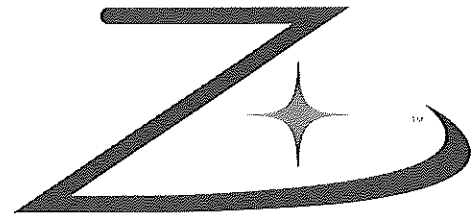
- 3000K, 4000K or 5000K color temperatures.
- 80 CRI standard for 3000K
- 75 CRI standard for 4000K to 5000K
- 90 CRI available for LEDs <4000K
- 14, 18, 28, 36, 54, 70, 110, Asymmetric (27x61), and Wall Wash degree beam angles
- 7,500 lumen output at 3000K (@ 75W input)

### PHYSICAL

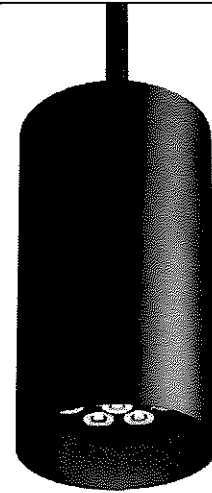
- 6.77in (171.9mm) diameter
- 12.0in (304.8mm) length
- Unit weight: 5lbs (2.25kg) without mountings
- High performance LED engine, driver and power supplies
- No noise with efficient passive cooling (no internal fans)
- All aluminum construction
- Multiple mounting options
- Standard black and off-white housing colors available in matte, semi-gloss, or glossy finishes

### OPTIONS

- Custom RAL housing colors
- Custom housing graphics
- Brushed aluminum housing
- Mounting options include: C-clamp, Wall Bracket, Yoke, Pendant (up to 42° swivel), Air Craft Cable, and Flat / sloped Ceiling Recessed Kits.
- Concentric Ring and Hexagonal Glare Reducers
- External transformer for 277V
- DMX Connectors: RJ45 (standard), XLR 5-PIN, Screw Terminal, and IDC



Zino™ by AQUARIIL



PROJECT- \_\_\_\_\_

ORDER CODE- \_\_\_\_\_

QUANTITY- \_\_\_\_\_

### ELECTRICAL

- Available Wattages: 25W, 50W, 75W
- 90-264 VAC, 50/60Hz
- L70 rating > 70,000 hours
- IP20 Rated
- ETL listed to UL and cUL standards
- Rated for non-IC (Insulation Contact) Environments

### CONTROLS

- DMX/RDM
- 0-10V Analog
- Constant
- Line Voltage Dimming (Mains Dimming)
- Dimmable units match incandescent dimming with smooth fading to and from 0%

Please note that any custom orders or request may result in a longer lead time and additional costs.



For further information on products, design and engineering services, specifications, IES downloads, and pricing, call (315)672-8807, visit our website at [www.aquariitech.com](http://www.aquariitech.com), or e-mail [sales@aquariitech.com](mailto:sales@aquariitech.com)

Ordering Code Example: ZN-75-30-36-D-B-M-4(12'')-515-X-90-HEX

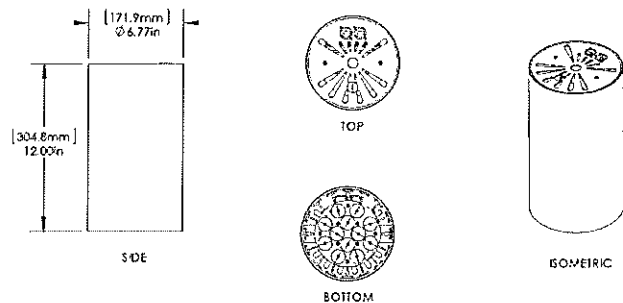
### TYPE - ZN

Watts	Color Temperature	Beam Angle Degree	Control	Housing Color	Color Finish	Mounting	Power Connector	Terminals	Options <sup>1</sup> (can choose multiple)
25	30 (3000K)	14 <sup>1</sup>	C (Constant)	B (Black)	M (Matte)	1 (C-Clamp)	B (Bare End; 5ft (1.5m) Std.)	X (XLR 5-Pin for DMX)	90-CRI (only available for LEDs <4000K)
50	40 (4000K)	18 <sup>1</sup>	V (0-10V)	W (Off-White)	S (Semi-Gloss)	2 (Wall Bracket)	515 (NEMA 5-15; 125V/15A)	R (RJ45 for DMX)	CR (Concentric Ring Glare Reducer)
75	50 (5000K)	28 <sup>1</sup>	D <sup>2</sup> (DMX/RDM)	C <sup>1</sup> (Custom)	G (Gloss)	3 (Yoke)	L515 (NEMA L5-15; 125V/15A, Locking-type)	I (Insulation Displacement Connector for DMX)	HEX (Hexagonal Ring Glare Reducer)
	C <sup>1</sup> (Custom)	36	L (Line Voltage)	A <sup>1</sup> (Brushed Aluminum)		4 (Rigid Pendant; Length required)	N (None)	ST (Screw Terminal must choose for 0-10V)	277 (277V External Transformer)
		54		G <sup>1</sup> (Graphic)		5 (Pendant Slope Adaptor; Length required)		N (None, must choose for Constant)	N (None)
		70				6 (Air Craft Cable Pendant; Length Required)			
		110				7 (Flat Recessed)			
		Asymmetric				8 (Sloped Recessed <sup>1,4</sup> )			
		Wall Wash							

<sup>1</sup> Consult factory before ordering.

<sup>2</sup> DMX/RDM controls choice can be connected with DMX or DMX/RDM controls.

<sup>4</sup> Recessed sloped kits must be installed in accessible ceilings.



\*\* Figures represent primary housing unit.