



The City of Liberty City Council

Regular Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, July 14, 2026

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 Debbie Dugger				
Council Member Ed Seymour				
Council Member Ross Ward				
Council Member Bruce Bell				
Council Member Nick Dennis				
Council Member Betty Runkle				

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. City Manager's Report - City Manager Bryan Kendrick - Includes various updates of interest to our community.
- B. Department Reports
- C. Sam Rayburn Municipal Power Agency - Mayor Hebert
- D. 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. June 9, 2026 - Strategic Planning Work Session
2. June 9, 2026 - Regular Meeting
3. June 23, 2026 - Special Called Meeting
4. June 30, 2026 - Joint Meeting

VII. REGULAR AGENDA

A. Regular Session

1. Discussion on Liberty Jubilee
2. Consider a resolution on a variance request regarding the setback requirements at 1710 Kipling St.
3. City Council hold a public hearing on the condemnation of two (2) hazardous and unsafe structures to determine if the structures should be repaired or demolished: 2721 Cos and 134 McManus
4. Consider and take possible action regarding the abatement of and possible demolition and removal of structures located at 2721 Cos and 134 McManus as discussed in the hearings held before City Council on July 14, 2026.
5. Consider potential opportunities to fund street infrastructure projects
6. Consider a resolution requesting financial assistance from the Texas Water Development Board
7. Consider a resolution accepting the 2026 TxDOT Airport Generator Project Grant
8. Consider a resolution adopting a Code of Ethics for City Council, Boards, and Commissions
9. Consider a resolution approving the Purchasing Policy Manual.

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.
 - **City Manager**

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 possible action on real estate matters discussed in the executive session.
3. Consider and take possible action on personnel matters discussed in the executive session.

- **City Manager**

4. Consider and take possible action on economic development matters discussed in the 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 8th day of July 2026. 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: July 14, 2026

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.

Recent Events:

Red, White and Boom was held on July 3rd, and it was great. Great Vendors and activities and the fireworks show was fantastic. To my eyes, It was even more well attended than last year. Though it took a while to get out and head home, everyone was happy and cordial and everything went smoothly. I want to take the time to thank April for spearheading it, Fire, PD and Public Works for logistics and safety. I also want to thank City Council for their support and presence at these events.

The Texas America 250 Celebrations at the Sam Houston Regional Library and Research Center was held on June 27th. Lots of entertainment, children's activities, refreshments and a great opportunity to showcase that spectacular facility. We had some success cross promoting the event with the Texas State Library and Archives Commission. I want to thank Alana with the Regional Library, Amber, and the usual suspects Fire and PD for all their work to make that event successful and hopefully create some awareness of that great part of our community.

Upcoming Events:

National Night Out 2026 is scheduled to be held on Tuesday, October 6th, from 5:00pm to 7:30pm, we will be sharing more details and promoting that event as it gets a little closer.

Lights in Liberty 2026 is planned for November and December and we expect that will build on last years momentum.

FY 2027 Budget Process:

- Final Tax Valuation from Liberty CAD was received July 8th
- Departmental Budget Entry: Completed July 10th
- Initial Administrative Review: In Process
- Item tonight concerning Funding Street Infrastructure Projects
- Budget Review/Refinement with Departments: July 20th - 24th
- City Council Budget Workshop: July 28th

Liberty Municipal Park Concession Stands and Bathrooms:

Published bid: January 8th

Bid opening: March 26

City Council approval: April 14

Prepare and execute contracts: April 15–24

Issue Notice to Proceed: April 27

Contractor preparation of subcontracts: April 28–May 5

Contractor preparation of submittals (for review and material procurement): May 6–June 26

Mobilization and start of construction: July 13

Estimated Completion: End of December

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

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 06/01/2026 00:00 LT
 End Date 06/30/2026 23:59 LT

Creation 07/01/2026 05:26
 User mark_bush
 Customer ID KT78

Summary

Landings		Take-Offs		Totals	
Single Engine	533	Single Engine	543	Single Engine	1076
Single Engine Turbine	5	Single Engine Turbine	5	Single Engine Turbine	10
Multi Engine	4	Multi Engine	3	Multi Engine	7
Multi Engine Turbine	12	Multi Engine Turbine	11	Multi Engine Turbine	23
Helicopter	30	Helicopter	22	Helicopter	52
TOTAL	584	TOTAL	584	TOTAL	1168

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	535	A1	545	A1	1080
A2	2	A2	2	A2	4
B1	1	B1	0	B1	1
B2	12	B2	11	B2	23
HEL	30	HEL	22	HEL	52
UKN	4	UKN	4	UKN	8
TOTAL	584	TOTAL	584	TOTAL	1168

Operations by Aircraft Type

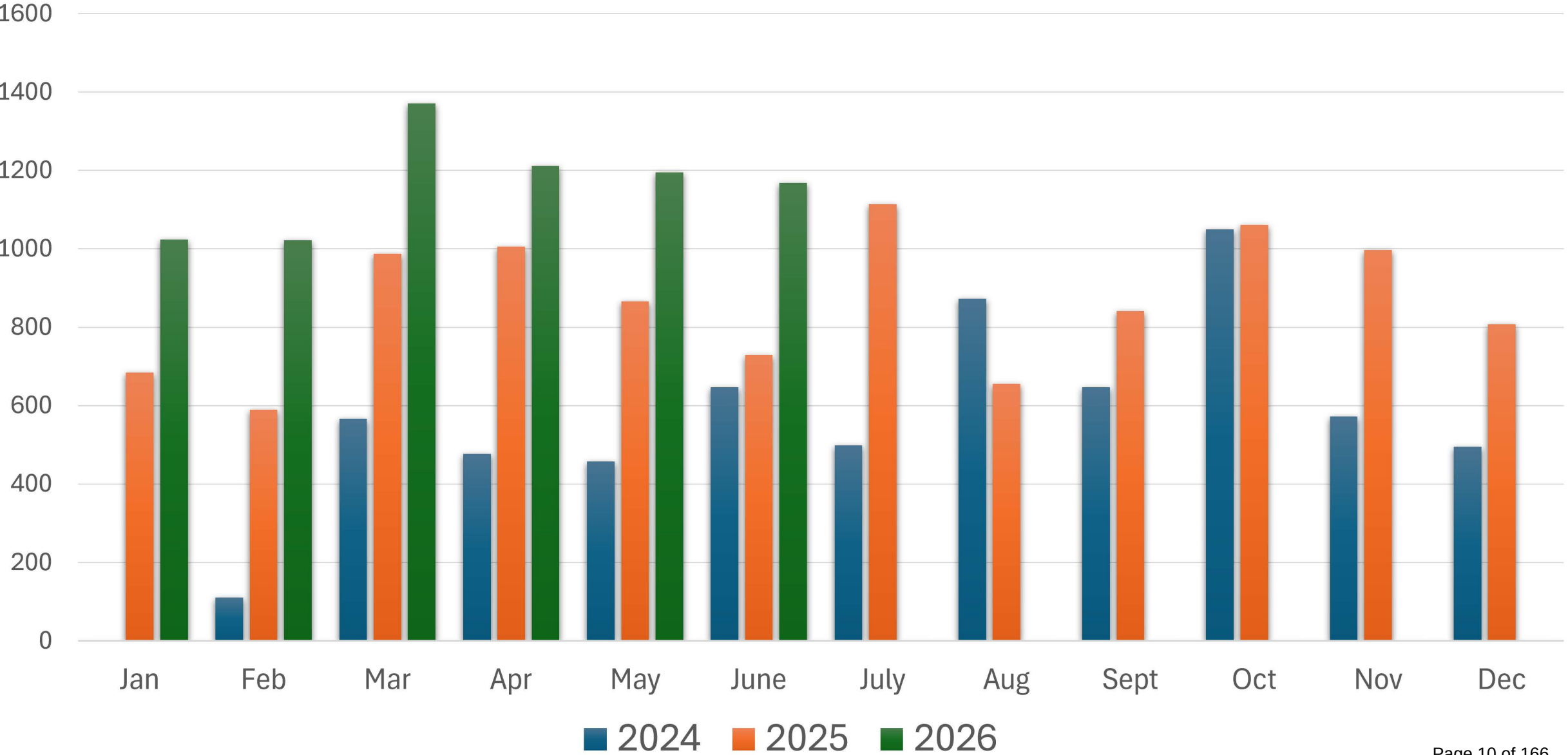
Single Engine		Single Engine Turbine		Multi Engine		Multi Engine Turbine		Business Jet	Jet 2	Jet NB		Jet 4		Jet WB		Helicopter	
AA5	28	AT5T	2	BE95	2	B200	1									A119	4
B36	3	KODI	8	C310	2	B350	22									B407	1
BE35	4			C421	1											BK17	27
BE77	1			PA30	2											EC45	2
BL8	12															R44	18
C150	2																
C152	22																
C170	2																
C172	540																
C177	2																
C180	1																
C182	36																
C210	4																
DA40	4																
F1 ROCKET	2																
M20	2																
MT	1																
NAVI	2																
P28A	152																
P28R	2																
PA28	188																
RV6	2																
RV7	2																
RV8	43																
SR22	7																
T18	2																
Others	10																

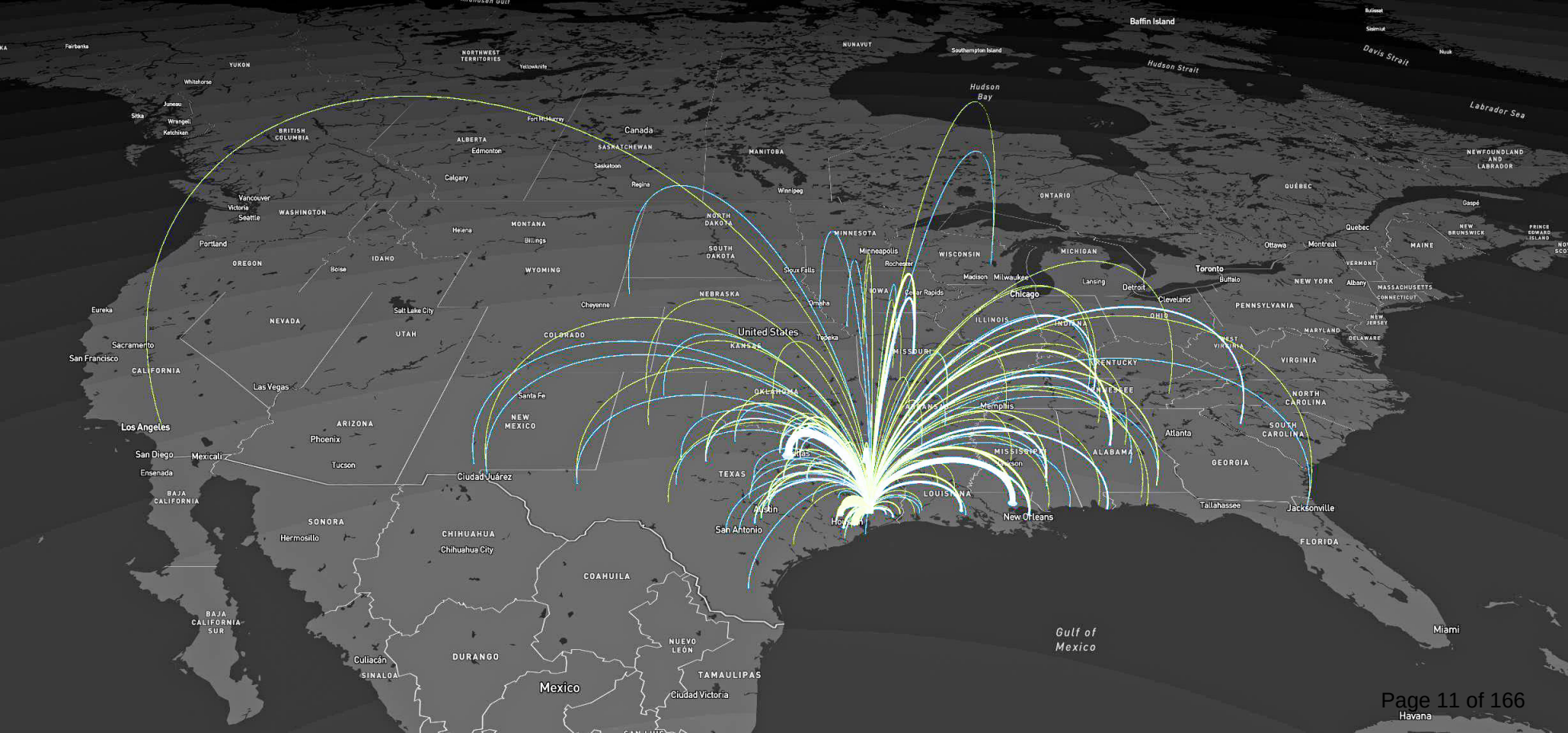
Activity Summary

ENTER RAMP	122
LANDING HELICOPTER	9
LANDING RWY 16	565
LANDING RWY 34	10
SELF FUEL	133
TAKEOFF HELICOPTER	13
TAKEOFF RWY 16	547
TAKEOFF RWY 34	24
T&G RWY 16	248
T&G RWY 34	6
T-HANGARS	17

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC

Total Flight Activity





CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

<u>Case #</u>	<u>Case OPEN Date</u>	<u>Address</u>	<u>Contact/Notification</u>	<u>Follow Up Date & Notes</u>	<u>Current Report Status</u>
LITTER					

26-028	6/15/26	4013 Hillcrest Liberty, TX 77575	1st NOV- HANGER	7/11/26	6/15: Spoke with the current resident and issued a Code Compliance hangtag concerning old fence materials located adjacent to the street in front of the residence. Advised the resident that the materials must be removed and properly disposed of due to a complaint received by the City. Took updated photographs documenting the violation. Upon reinspection of the property, litter remains present on the premises, and the violation has not been corrected. Updated photographs documenting the ongoing violation were taken during the inspection. Please issue a Notice of Violation to the property owner regarding the remaining litter on the property and require corrective action to bring the premises into compliance.
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7/1:

26-030	6/6/2026	841 Robbie Liberty, TX 77575	VERBAL	6/6: Received a complaint from the property owner at 844 Robbie alleging that the property owner was operating a mechanic shop from this residence and that vehicles on the property were obstructing access for City garbage trucks during bulk pickup days. I visited the location and spoke with the owner at 841, who stated that he would keep the area clear to ensure garbage trucks can access the roadway and collect bulk waste as scheduled. 6/25: After receiving a complaint regarding this property allegedly obstructing the flow of traffic, specifically involving a bulk trash truck, at approximately 1:00 p.m. on June 25, an inspection was conducted shortly afterward during the 2:00 p.m. hour. The inspection found no evidence of a traffic obstruction. As no violation was observed, this case is closed.
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

HIGH GRASS

26-010	5/18/26	1716 Cypress Liberty, TX 77575	3rd NOV & POSTED	7/10/2026	5/18: Received a complaint call from the neighboring property owner regarding this property. An inspection was conducted, photographs were taken, and a hang tag was posted at the property as the first Notice of Violation (NOV). ***This Notice of Violation was returned undelivered. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days.
26-012	5/19/26	708 Lamar Liberty, TX 77575	3rd NOV & POSTED	7/10/2026	5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. ***This Notice of Violation was returned undelivered. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. The first Notice of Violation was returned undelivered. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days. 7/1: The Notice of Violation was returned by mail and was not successfully delivered to the recipient.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-013	5/19/26	1007 Lamar Liberty, TX 77575	2nd NOV-Mail	5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. 6/5: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: Follow-up inspection completed. High grass and weeds have been abated, and updated photographs have been taken. The property is in compliance.
26-014	5/19/26	1015 Lamar Liberty, TX 77575	3rd NOV & POSTED 7/10/2026	5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days.
26-015	5/19/26	501 Trinity Liberty, TX 77575	2nd NOV-Mail	5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. ***This Notice of Violation was returned undelivered. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: Follow-up inspection completed. High grass and weeds have been abated, and updated photographs have been taken. The property is in compliance.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-016	5/19/26	918 Lamar Liberty, TX 77575	VERBAL		5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. 5/26: Spoke with a representative of Liberty ISD regarding mowing this property and other properties owned by the district. Received confirmation via email that the property would be placed on a mowing rotation coordinated with the City of Liberty and other property owners.
26-017	5/19/26	Lamar-ID#56428 Liberty, TX 77575	1st NOV- Mail		5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: Follow-up inspection completed. High grass and weeds have been abated, and updated photographs have been taken. The property is in compliance.
26-018	5/19/26	1203 Lamar Liberty, TX 77575	3rd NOV & POSTED	7/10/2026	5/19: A first Notice of Violation (NOV) was mailed to the address listed in the CAD records, along with photographs documenting the high grass violation. ***This Notice of Violation was returned undelivered. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. ***This letter came back in the mail unopened/undelivered. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days. 7/1: The Notice of Violation was returned by mail and was not successfully delivered to the recipient.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-019	5/26/26	1834 N San Jacinto Liberty, TX 77575	2nd NOV-Mail		5/26: A hang tag was placed on the door of the residence as the first Notice of Violation (NOV) for this property. 6/3: No changes were observed at the property. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the address listed in the CAD records. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/26: The property was reinspected on Friday, June 26, and at the time of the inspection, the property owner appeared to have mowed the lawn recently. As a result, the violation was no longer observed.
26-020	5/26/26	2232 Centennial Liberty, TX 77575	VERBAL	7/3/2026	5/26: A hang tag was placed on the door of the residence. Spoke with a representative of Liberty ISD regarding mowing this property and other properties owned by the district. Received confirmation via email that the property would be placed on a mowing rotation coordinated with the City of Liberty.
26-021	6/2/26	3570 Hwy. 90 Liberty, TX 77575	2nd NOV-Mail	7/11/2026	6/2: Called the phone number listed on the sign for the upcoming gas station and spoke with an individual named Christian. He stated that he would arrange for the property to be mowed. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 7/1: Upon reinspection of the property, the grass remains in excess of the 12-inch maximum height permitted by the Code of Ordinances. The property continues to be in violation. Please issue a second Notice of Violation to the property owner.
26-022	6/2/26	1718 Kipling	2nd NOV-Mail	7/10/2026	6/2: Notified by Raymond of a property requiring attention. An inspection was conducted and it was observed that the grass needed to be trimmed. A hang tag was placed on the front door of the residence. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-023	6/3/26	1702 Monta Liberty, TX 77575	1st NOV- HANGER		6/3: A door hang tag notice was placed on the property to notify the owner of a Notice of Violation (NOV) for grass exceeding the 12-inch height limit as stated in the city's code of ordinances. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/17: Upon reinspection, the grass had been mowed and the property was found to be in compliance with the City Code of Ordinances. The violation has been corrected.
26-024	6/3/26	2233 Grand Ave. Liberty, TX 77575	1st NOV- HANGER		6/3: A door hang tag notice was placed on the property to notify the owner of a Notice of Violation (NOV) for grass exceeding the 12-inch height limit as stated in the city's code of ordinances. 6/9: Upon inspection, the high grass violation has been abated and the property is now in compliance. Close this case. Updated photographs have been taken and attached to the case file for documentation and record-keeping purposes.
26-025	6/1/26	3210 Hwy. 90 Liberty, TX 77575	1st NOV- Mail	7/6/2026	6/1: A Notice of Violation (NOV) letter was sent to the property owner regarding grass exceeding the 12-inch height limit as specified in the city's code of ordinances. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: Spoke with Mr. Foster regarding the property. He stated that he has hired someone to mow the tall grass. He also provided an updated mailing address and cell phone number, which have been entered into the call log for future correspondence.
26-026	6/3/26	Meadow Dr.- ID#47995 & 47996 Liberty, TX 77575	2nd NOV-Mail	7/10/2026	6/3: A door hang tag notice was placed on the property to inform the owner of a Notice of Violation (NOV) for grass exceeding the 12-inch height limit as stated in the city's code of ordinances. 6/15: Liberty has had quite a bit of rain recently, so it's reasonable to give the property owners a little grace to bring their property into compliance. 6/25: A reinspection of the property was conducted on June 26 and no noticeable changes were observed. Updated photographs were taken, and a second Notice of Violation (NOV) was mailed to the property owner listed on the CAD website. The property will be reinspected in approximately 7–10 days.
26-029	6/22/26	1517 Columbia Liberty, TX 77575	1st NOV- Mail	7/2/2026	6/22: A Notice of Violation (NOV) letter was sent to the property owner regarding grass exceeding the 12-inch height limit as specified in the city's code of ordinances.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

STOP WORK ORDER

RV VIOLATIONS

25-005V	6/11/25	3023 Grand Liberty, TX 77575	VERBAL	7/11/26	6/11: Mr. Falke, property owner, stated he has been living in his RV while remodeling the residence. He indicated this arrangement began approximately at the start of 2025. 7/22: Revisited the property. No changes were observed regarding site conditions, improvements, or relocation of the RV. 8/14: Visited the property again. No changes were observed. There were no visible signs of remodeling activity or permits pulled for the property. 11/10: No positive change was observed at the location. Updated photographs were taken documenting the continued conditions. 12/10: Met with Mr. Falke, who stated he has been living in an RV on the property since early 2025, with connections to city sewer and electricity. He reported that he is remodeling the home; however, no residential remodel permits were found on file after checking with the Permit Department. The building official was advised and stated he would speak with him. 12/17: Spoke with the building official regarding the matter. He advised that the issue would be addressed after Christmas. 1/6: Followed up with the building official regarding the matter. He advised that he would address the issue. 6/8: Updated photos were taken on June 8. No visible changes to the property's condition or status were observed. 7/1: Updated photographs of the violation were taken during the reinspection of the property. The violation remains present. At this time, we are awaiting guidance from the Building Official, who will be consulting with the City's legal team regarding the appropriate next steps for enforcement.
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-005V	2/25/26	1409 Webster Liberty, TX 77575	2nd NOV-Mail	7/11/26	2/25: Observed an RV parked in the driveway that was connected to the sewer cleanout and electrical service. The resident stated they are living in the RV. The resident was advised of the city's code of ordinances and a hang tag was issued. 6/5: Performed an inspection of the property. The RV remains in the same location with no observed change. 6/15: Conducted a follow-up inspection and took updated photographs of the RV located on the property. No changes were observed from the previous inspection, and the violation appeared to remain uncorrected. A second Notice of Violation (NOV) was mailed to the property owner at the mailing address listed on the Liberty County Appraisal District (CAD) website. Updated photographs documenting the current condition of the property were included with the notice. 7/1: Updated photographs of the violation were taken during the reinspection of the property. The violation remains present. At this time, we are awaiting guidance from the Building Official, who will be consulting with the City's legal team regarding the appropriate next steps for enforcement.
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DILAPIDATED PROPERTY

24-095	10/3/24	120 Alabama Liberty, TX 77575	Working on Warrant	10/3: Initial photos were taken of this building for a possible demo. 11/22: No permits have been pulled for improvements to the property. The structure remains in a dilapidated condition. 12/10: It has been determined that the building will be demolished at the City of Liberty's expense. Staff has been in contact with the property owners to obtain a signed voluntary demolition authorization form. 1/30: Authorization forms have not yet been returned. 2/5: Spoke with Ms. Murph regarding the authorization letter. She requested that the letter be resent for the required signatures. 5/5: There is discussion of a potential purchaser interested in acquiring and developing the property for business use. 6/9: Spoke with building official about the new perspective owner and how much time to give him to bring this property into compliance. He advised 2 months (first part August). 6/25: Performed a follow-up inspection of the property. The structure that was the subject of this case has been demolished by the new owner. Evidence of ongoing site improvements was also observed, including the clearing of trees.
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

25-082	1/10/25	134 McMannus Liberty, TX 77575	Scheduled for Council	7/14/26	1/10: The property was observed to be in a condition that warrants continued monitoring for potential demolition considerations. The site has been identified as a property to watch due to its apparent state of deterioration. Week of 9/15: Spoke with the property owner and her daughter regarding the dilapidated trailer located on the property. During the conversation, ownership of the trailer could not be definitively determined at this time. 11/3: A pre-public hearing letter was sent to the property owner listed in the CAD records regarding the condition of the property. 12/10: The trailer is dilapidated, open to the elements, and surrounded by litter. Staff began researching and attempting to identify the property and landowners. 1/6: Spoke with Ms. McCarty, the property owner's widow, regarding contact information for the owners of the dilapidated trailer on the property. 2/23: Contacted the property owner listed in CAD records while attempting to locate or identify the owner of the trailer structure in question. 5/20: Unsafe and substandard condition letters were mailed to all addresses identified through the title search. 6/9: Prepared presentations for July 14th City council meeting and forwarded to April per the building official's request.
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

25-097	8/25/25	2721 Cos Liberty, TX 77575	Scheduled for Council	7/14/26	8/25: Observed the porch in a state of structural deterioration, with visible sagging or collapse. Grass was overgrown and trash was present in significant amounts. A door tag was placed on the property. 9/23: A pre-public hearing letter was sent to individuals listed in the title search. 11/3: A pre-public hearing letter was sent to the property owner listed in CAD records. 12/12: No visible improvements were observed at the property. Staff moved forward with scheduling a pre-public hearing. A warrant was obtained, and an inspection of the property was planned with the Building Official. 1/6: Updated photographs were taken. A pre-public hearing notice was mailed to the "new" address for the owner listed in CAD records. 3/9: A pre-public hearing notice was posted on the property. Certified copies were mailed to all owners listed in the title search and CAD records.***Some of these notices were returned as undeliverable by mail. 5/20: Unsafe and substandard condition letters were mailed to all addresses identified through the title search. Some of these letters were returned undelivered. 6/9: Prepared presentations for July 14th City council meeting and forwarded to April per the building official's request.
26-002	2/24/26	2713 Cornell Liberty, TX 77575	Working on Warrant	7/13/26	2/24: Observed that the garage structure appeared to have a failing roof, with the roofline bowing or drooping. The condition suggested possible structural compromise. Pre-public hearing letters were sent to property owners listed in CAD records. 5/28: Warrants were obtained and preparations were made to conduct further inspections of the property with the Building Official in early June if no remodeling permits are issued. 6/10: A tentative inspection has been scheduled with the Building Official for this property. 6/11: Upon further inspection, the Building Official and I determined that this structure is also located at 2711 Cornell. 6/12: Correspondence was mailed to the property owners identified in the CAD records for 2711 and 2713 Cornell.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-004	2/24/26	1515 Lakeland Liberty, TX 77575	Working on Warrant	7/13/26	2/24: Observed that the garage structure at the property appeared to have a sagging or bowing roofline, indicating possible structural failure. The condition may compromise the safety of the structure. Pre-public hearing notification letters were sent to property owners listed in CAD records. 5/28: Inspection warrants were obtained. If no remodeling permits are issued, a follow-up inspection of the property will be conducted with the Building Official during the first week of June to further assess the condition of the structure. 6/10: A tentative inspection has been scheduled with the Building Official for this property. 6/11: Upon consultation with the Building Official, it was determined that a title search should be conducted and additional Notices of Violation (NOVs) should be sent before any further action is taken on this property. 6/12: Contacted Daniel and requested that he perform a title search on this property at the request of the Building Official.
26-006	3/2/26	114 Tanner Liberty, TX 77575	Working on Warrant		3/2: The property was identified as a location that may require attention. Photographs were taken to document existing conditions, and a door hanger was placed at the residence to notify the property owner or occupant of the observed concerns. 3/17: Pre-public hearing letters were sent to the addresses listed in the CAD records.***This notice was returned as undeliverable by mail. 5/15: A warrant was requested to allow entry onto the property for inspection with the Building Official to determine whether the structure is dilapidated and requires demolition. 6/10: A tentative inspection has been scheduled with the Building Official for this property. 6/11: Following an inspection, the Building Official and I determined that sufficient improvements have been made to the property. As a result, it may be removed from the report.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-027	6/15/26	2315 Grand Liberty, TX 77575	Working on Warrant	7/15/26	6/15: While conducting an inspection of another property, the Building Official and I observed conditions at this property that warranted further investigation. Initial photographs were taken on June 15, 2026, to document those conditions for the purpose of seeking a search warrant and researching the associated utility account. A pre-public hearing notice was sent via mail to the property owner's address of record as listed by the Liberty County Appraisal District (CAD). The notice informed the owner of the observed violations and provided thirty (30) days to obtain the necessary permits and/or correct the violations before further enforcement action would be considered. Spoke with the Utility Department regarding this property. Utility Department staff advised that an individual over the age of 65 is believed to reside at the property and that utility payments are typically made after the due date. 6/22: Property owner's son came by to speak with me in regards to the letter received about the structure.
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SIGN ORDINANCE VIOLATIONS

MULTIPLE VIOLATIONS

25-074	7/15/25	2757 Cos Liberty, TX 77575	1st NOV- HANGER	7/2/26	7/16: Spoke with the property owner by phone regarding the reason for the door hanger. The resident acknowledged the need to repair or demolish the garage and to remove debris from the yard in order to comply with the city's code of ordinances. 9/16: Litter had been cleaned from the property; however, a hole remains in the garage roof. After discussing the matter with the building official, it was noted that demolition of the garage may not be feasible without impacting the condition of the main house structure. 12/12: Spoke with the property owner regarding litter, debris, and the condition of the garage roof. The owner stated that a contractor would be visiting the property to provide an estimate for repairs to the garage. 1/6: Minor improvements were observed at the property; however, no improvements have been made to the garage area. 6/2: Visited the property to take updated photographs, speak with the owner, and issue a door hanger outlining concerns regarding the garage structure.
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-005	2/25/26	150 Lone Oak Liberty, TX 77575	VERBAL	7/11/26	2/25: Responded to the location following a tip from a neighbor reported at City Hall. An investigation revealed the barrier fence around the pool and hot tub was dilapidated or partially collapsed, leaving the pool and hot tub exposed to the public.***This notice was returned as undeliverable by mail. 2/27: The property owner contacted staff and advised that repairs would be completed. 3/17: Contacted the owner and advised that the fence repairs had not been completed properly. 5/13: Called Jay, the property owner, regarding the status of the fence repairs. 5/14: Spoke with Jay about the progress of the fence repair. He stated he was waiting for a contractor to follow up. 5/26: Attempted to contact Jay on the phone regarding fence repair and property trimming; there was no answer. Updated photos were taken and a hang tag was placed on the door. 6/8: Conducted a follow-up inspection of the property. No positive changes were observed, and the violations remain uncorrected. Updated photographs were taken and documented for inclusion with the Notice of Violation (NOV). 6/22: Conducted a follow-up inspection of the property and took updated photographs. No significant changes were observed since the previous inspection. The grass and bushes remain overgrown, and the fence is still in disrepair. Due to the lack of progress, I consulted with another code enforcement officer to discuss the situation and determine an appropriate plan of action moving forward. Spoke with Jay about the tall grass, vines and the fence that is still in disrepair. He mentioned he would take care of them himself this weekend. 7/1: The grass at this property has been trimmed. However, the rear fence remains down, leaving the pool and spa accessible. Please contact the owner by phone and/or issue a Notice of Violation regarding the unsecured fence.
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JUNK MOTOR VEHICLE (JMV)-PRIVATE PROPERTY

<u>JMV Case</u> <u>#</u>	<u>Case OPEN</u> <u>Date</u>	<u>Owner Name</u>	<u>Vehicle Location</u>	<u>License</u> <u>Plate #</u>	<u>Current Report Status</u>
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CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

25-006V	6/4/25	Craig Terrell	924 Sam Houston Liberty, TX 77575		6/4: Spoke with Mr. Terrell regarding the vehicle in question. He stated the keys are lost and that parts have been ordered for repairs. Options to bring the vehicle into compliance were explained. 6/13: A warrant was obtained for this property to allow examination of the vehicle and collection of information necessary to determine its status. 7/28: Spoke with Mr. Terrell regarding the car cover for the vehicle. He did not provide a projected timeline for covering the vehicle. 8/29: The vehicle remains unidentifiable and could not be verified based on available information. 12/10: The vehicle could not be identified because the VIN was unreadable based on the available photographs on file.
25-020V	11/20/25	Terry Smith	311 Riverbend Liberty, TX 77575	TZS449	11/20: Met with the Liberty Police Department at the location and requested that vehicles be tagged. A door hanger was placed on the RV with contact information. 12/22: The vehicles had not been moved from the location. 2/2: No positive change was observed at the location. 2/3: A TxDOT representative, John, contacted staff regarding vehicles located within the right-of-way. TxDOT had reached out to the Liberty County Sheriff's Office to assist with removal of the vehicles. 5/11: 30-day notices were sent to the property owners and vehicle owners with the option to appeal the city's decision to remove the vehicle. 5/28: Multiple individuals contacted staff regarding removal of the vehicles from the property. 6/2: Nancy, the court clerk, requested the case file for review and to discuss next steps with the judge. 6/11: Checked with the Court Clerk to determine whether a hearing had been scheduled regarding the status of this vehicle and in response to the letter received. The Court Clerk advised that the letter had been received by the City Secretary. The Building Official stated that he would consult with the City Attorney regarding the matter. 6/18: Spoke with Brandon about the status of this case and he advised he would get back to us (Raymond and I) about the status.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

25-022V	11/20/25	Benny Driskill	311 Riverbend Liberty, TX 77575	DLZ2649	11/20: Met with the Liberty Police Department at the location and requested that vehicles be tagged. A door hanger was placed on the RV with contact information. 12/22: The vehicles had not been moved from the location. 2/2: No positive change was observed at the location. 2/3: A TxDOT representative, John, contacted staff regarding vehicles located within the right-of-way. TxDOT had reached out to the Liberty County Sheriff's Office to assist with removal of the vehicles. 5/11: 30-day notices were sent to the property owners and vehicle owners with the option to appeal the city's decision to remove the vehicle. 5/28: Multiple individuals contacted staff regarding removal of the vehicles from the property. 6/2: Nancy, the court clerk, requested the case file for review and to discuss next steps with the judge. 6/11: Checked with the Court Clerk to determine whether a hearing had been scheduled regarding the status of this vehicle and in response to the letter received. The Court Clerk advised that the letter had been received by the City Secretary. The Building Official stated that he would consult with the City Attorney regarding the matter. 6/18: Spoke with Brandon about the status of this case and he advised he would get back to us (Raymond and I) about the status.
26-008V	2/26/26		1603 Cypress Liberty, TX 77575	CJB7013	2/26: The vehicle was identified as a possible Junked Motor Vehicle (JMV). Initial photographs were taken documenting the condition, location, and apparent repair status. 5/21: A Notice of Violation (NOV) was sent to the property owner listed in CAD records, identifying the vehicle as a Junked Motor Vehicle (JMV). 6/22: Truck was removed from this property. Case closed 3/2: The vehicle was identified as a possible Junked Motor Vehicle (JMV). Initial photographs were taken documenting the condition, location, and apparent repair status. 5/5: The vehicle did not appear to have moved since the previous documentation. Updated photographs were taken, and a letter was sent notifying the owner that the vehicle has been identified as a JMV, with a deadline of 6/6 to provide proof that it does not meet JMV criteria. 6/9: Upon inspection, the vehicle was observed to have been moved from its previous location. As the violation has been corrected, this case is hereby closed. Updated photographs have been taken and attached to the case file for documentation and record-keeping purposes.
26-009V	3/2/26	Maria Albear	132 Tanner Liberty, TX 77575	CA56186	

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

26-010V	3/2/26		128 Tanner Liberty, TX 77575		3/2: The vehicle was identified as a possible Junked Motor Vehicle (JMV). Initial photographs were taken documenting the condition, location, and apparent repair status. 6/8: A reinspection of the property was conducted on June 8, 2026. At the time of inspection, the vehicle in question remained on the property and showed no signs of movement. Does not meet the JMV parameters.
26-013V	3/17/2026	Loyce McBride	507 Minglewood Liberty, TX 77575	DW3R413	3/17: The vehicle was identified as a possible Junked Motor Vehicle (JMV). Initial photographs were taken documenting the condition, location, and apparent repair status. 5/22: A Notice of Violation (NOV) was sent to the property owner listed in CAD records, identifying the vehicle as a JMV. This initiated a 30-day compliance period requiring the owner to remove, cover, or provide proof that the vehicle is operable. 6/4: Spoke with Mr. McBride's son-in-law, who advised that Loyce McBride has passed away. The compliance timeline and required removal of the vehicles were discussed. 6/8: Spoke with Mr. Fountain (property owner's grandson) regarding the door hangers that were placed on the vehicles. The purpose of the notices and the required corrective actions were discussed during the conversation. 6/22: Spoke with Mr. Fountain (property owner's grandson), attempted to gain information about the progress and removal of the 2 JMV's on the property.
26-014V	3/17/2026	Loyce McBride	507 Minglewood Liberty, TX 77575	DPP1578	3/17: The vehicle was identified as a possible Junked Motor Vehicle (JMV). Initial photographs were taken documenting the condition, location, and apparent repair status. 5/22: A Notice of Violation (NOV) was sent to the property owner listed in CAD records identifying the vehicle as a JMV. This initiated a 30-day compliance period requiring the owner to remove, cover, or provide proof that the vehicle is operable. 6/4: Spoke with Mr. McBride's son-in-law, who advised that Loyce McBride has passed away. The compliance timeline and required removal of the vehicles were discussed. 6/8: Spoke with Mr. Fountain (property owner's grandson) regarding the door hangers that were placed on the vehicles. The purpose of the notices and the required corrective actions were discussed during the conversation. 6/22: Spoke with Mr. Fountain (property owner's grandson), attempted to gain information about the progress and removal of the 2 JMV's on the property.

CODE ENFORCEMENT MONTHLY REPORT

JUNE 1, 2026 to JUNE 30, 2026

<u>Case Type</u>	<u>Began</u>	<u>Closed</u>	<u>OPEN</u>
LITTER	2	1	1
HIGH GRASS	17	7	10
STOP WORK ORDER	0		0
RV VIOLATIONS	2		2
DILAPIDATED PROPERTY	7	2	5
SIGN VIOLATIONS	0		0
MULTIPLE VIOLATIONS	2		2
JUNK VEHICLES	8	3	5
			0
TOTAL CASES	38	13	25

<u>Bandit signs collected this month:</u>	12
<u>Number of citations issued this month:</u>	

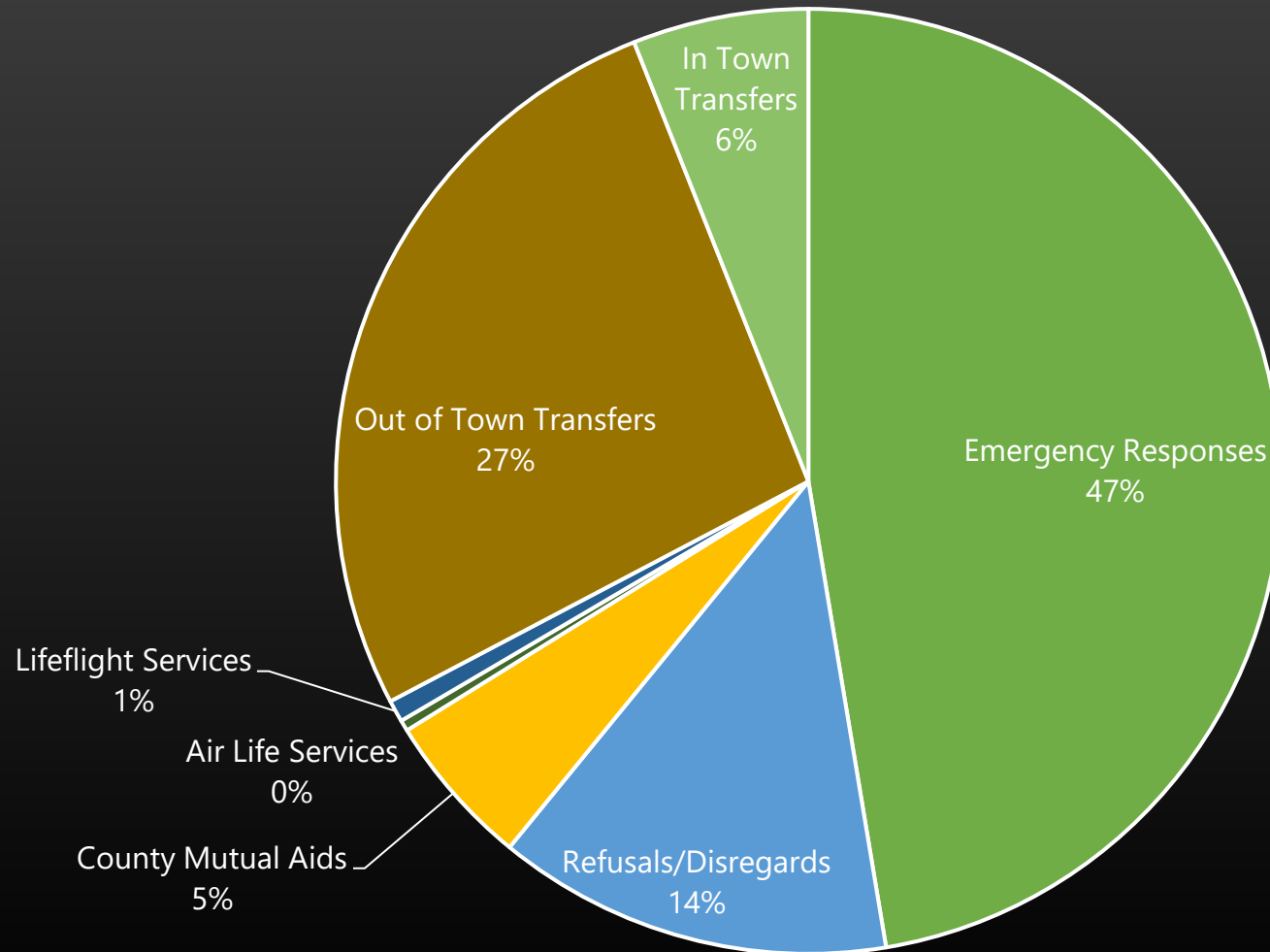


Liberty Fire

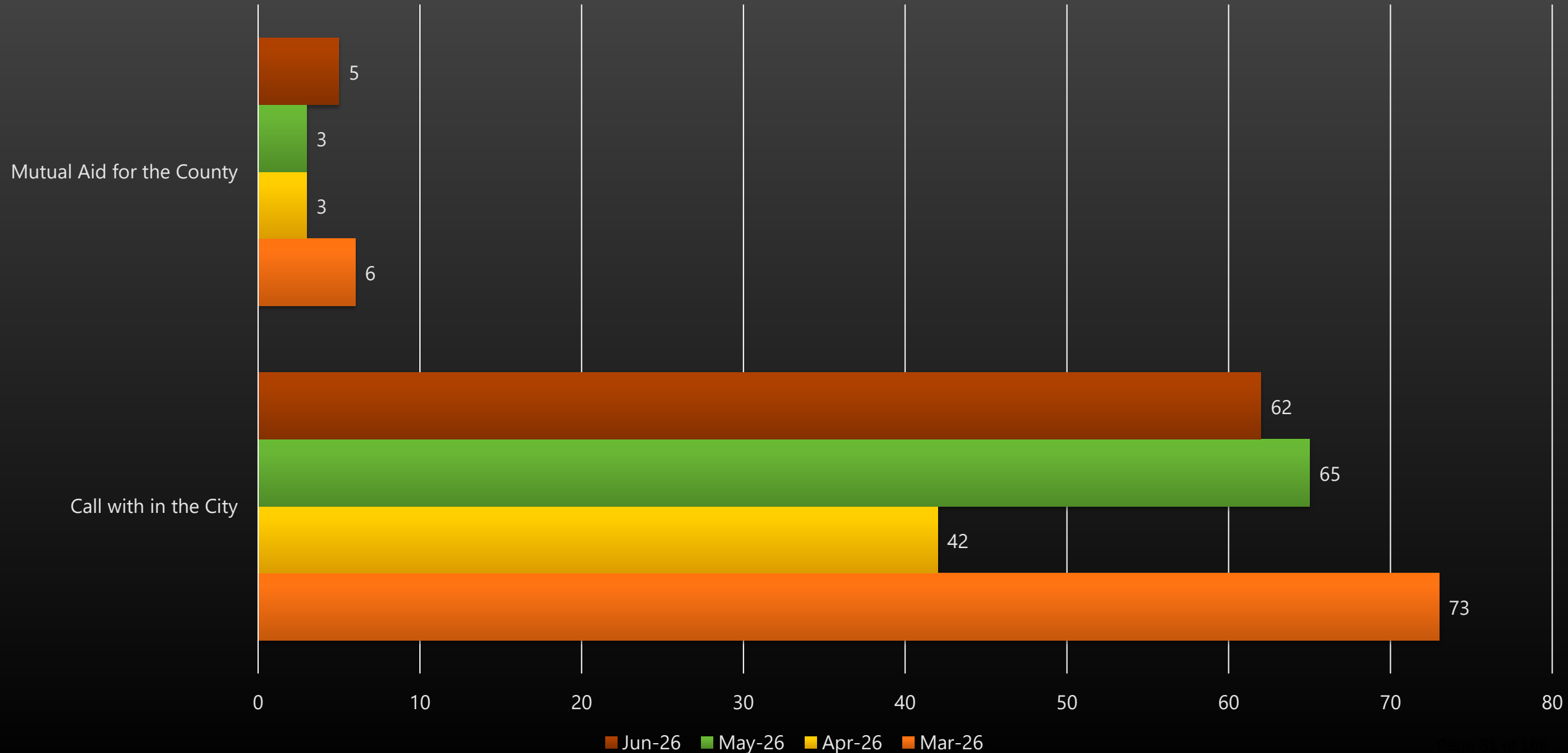
- June Monthly Report
- Life Members (Back row: Chief Brian Hurst, Misty Dulaney, Martin Trahan, HD Jackson, Dr. Steven Ellerbe. Front row: J.B. Shepard and Oscar Cantu)
- 2026 Volunteer Officers: Blake Holland, Misty Dulaney, Martin Trahan, Carol Hajovsky, Mathew Miller

EMS Calls: 266

Jun-26

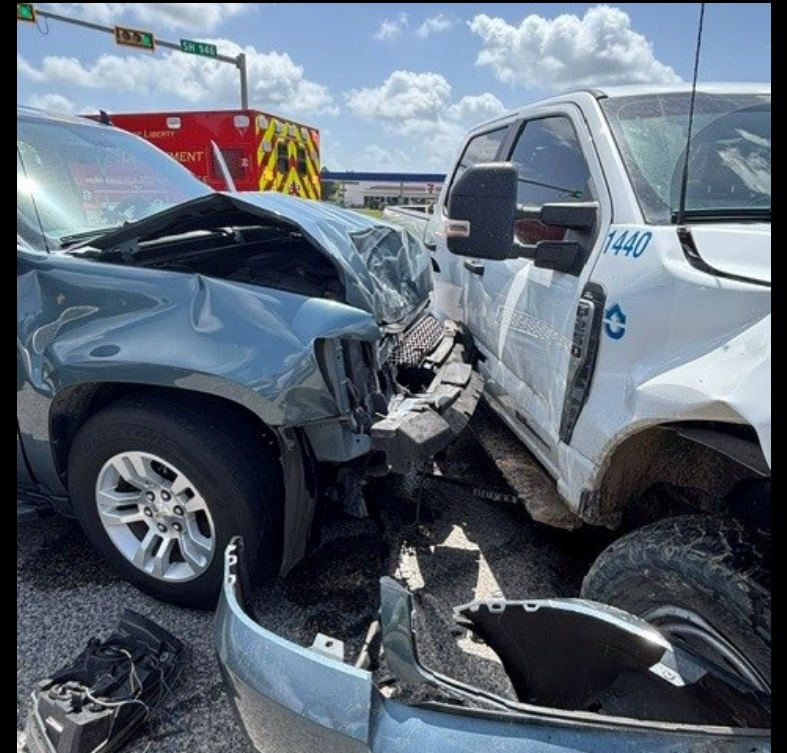


Fire Calls: 67



"A" SHIFT

- Late Night Gear Drills
- Record Breaking Shift for Call Volume (6/11-6/13)
- Motor Vehicle Accident





"B" Shift

- Fire at Chili's.
- Summer games with the Library.
- MVA on Bowie.



"C" Shift

- 250 year Celebration
- Elsner and Gaus 5 year service award.
- Truck recovery .

Banquet Awards

- **James Gaus: Paid Firefighter of the Year**
- **Blake Holland: Volunteer Firefighter of the Year**
- **Wade Taylor: Paid Rookie of the Year**
- **Abigail Trousdale: Volunteer Rookie of the Year**
- **Blake Holland: Volunteer Top Responder**





Banquet Awards

- 3 Years of Service: Zachery Powell & Nic Nelson
- 5 Years of Service: Daniel Elsner & James Gaus
- 5 Years of Service: Walter Kain
- 15 Years of Service: Blake Holland
- 20 Years of Service: HD Jackson
- 40 Years of Service: Martin Trahan

June 2026 Golf Course Report

June 2026

Rain has us playing catchup on mowing frequency's

Large tree broke off and had removed from #2

Reworking bunkers after rain

Spraying weeds around course

Entergy had dead trees close to power lines at 3 & 9 Green cut down

Hot and dry the final days of June

8.4 inches of rain recorded at the golf course this month

Pro Shop Report

Attached are detailed reports from: June 2025 and June 2026

June 2025 receipts were \$73180.38 compared June 2026 receipts of \$82,73710. This gives us a 13% growth in revenue over previous June. Even though we had a very wet start to the month, we still had a very robust month on the days that we were ABLE to open. Our daily average receipts for open day was approx. \$4,000. With that number, it translates to about \$40K in lost revenue due to weather.

Like May, we were closed ONE THIRD of our potential golf days for the month of June! We were closed 10 days of the month because of weather and wet conditions.

We were able to play some tournament events around the rain. We hosted the Southern Texas PGA Jr. golfers for a tournament. Following that event, STPGA called and scheduled 3 additional events. The Pretty Ricky Benefit tournament (our largest event of the year) was finally able to be played the last weekend of June.

GL Summary

Liberty Municipal Golf Course

Sunday, June 1, 2025 - Monday, June 30, 2025

GL Code	Total	GL Code Description	Quantity	Sub Total
Add-On Modifiers	\$1,464.00	Concessions	850	\$1,464.00
Cart Fees	\$19,452.79	Cart Fees	1,657	\$19,452.79
Gift Cards Sold	\$83.99	Gift Cards Sold	2	\$83.99
Green Fees	\$26,557.63	Employee	1	\$0.00
		Member	510	\$0.00
		Member Guest	53	\$0.00
		Online	79	\$3,176.40
		Public	686	\$15,531.06
		Regular	27	\$249.48
		Resident	464	\$7,600.69
Memberships	\$8,055.37	Membership	22	\$8,055.37
Merchandise	\$7,371.10	Accessories	62	\$777.57
		Clubs	12	\$1,214.76
		Gloves	50	\$608.80
		Golf Balls	259	\$2,753.96
		Men Apparel	31	\$1,308.48
		Shoes	3	\$235.56
		Tees	31	\$28.52
Range	\$4,276.23	Women Apparel	11	\$443.45
		Range Balls	652	\$4,276.23
Trail Fee	\$0.00	Trail Fee	2	\$0.00
Sales Tax	\$5,542.34	Sales Tax	0	\$5,542.34
Credit Card Surcharge	\$326.93	CC Surcharge	0	\$326.93
Cash	\$13,745.87	Cash	0	\$17,430.61
		Cash Change	0	(\$3,684.74)
Checks	\$1,448.00	Check	0	\$1,448.00
Credit Cards	\$57,936.51	American Express	0	\$4,402.73
		Discover	0	\$1,702.14
		MasterCard	0	\$19,991.56
		Visa	0	\$31,840.08

73,180.38

Sales by Item Category

Liberty Golf Course - 07/07/2026

Item Search	2026-06-01 to 2026-06-30
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Category	Parent	Subtotal	Subtotal w/ Discounts	Discounts	Total	Cost	Profit	Margin
CC Surcharge - #11		\$1505.20	\$1505.20	\$0.00	\$1505.20	\$0.00	\$1505.20	100%
Cart Fees - #8		\$17155.34	\$17137.06	\$18.28	\$18550.87	\$0.00	\$17137.06	100%
Concession - #14		\$1844.29	\$1775.35	\$68.94	\$1921.82	\$1692.62	\$82.73	4.66%
Daily Green Fees - #6		\$21339.76	\$21308.58	\$31.18	\$23066.54	\$0.00	\$21308.58	100%
Membership - #7		\$8048.56	\$8048.56	\$0.00	\$8712.57	\$0.00	\$8048.56	100%
Merchandise - #3		\$7086.38	\$6742.68	\$343.70	\$7298.95	\$4509.04	\$2233.64	33.13%
Accessories - #4	Merchandise - #3	\$938.38	\$927.29	\$11.09	\$1003.79	\$803.70	\$123.59	13.33%
Clubs - #27	Merchandise - #3	\$979.45	\$923.14	\$56.31	\$999.30	\$709.00	\$214.14	23.2%
Gloves - #28	Merchandise - #3	\$716.80	\$708.67	\$8.13	\$767.14	\$434.15	\$274.52	38.74%
Golf Balls - #5	Merchandise - #3	\$3116.11	\$2984.89	\$131.22	\$3231.14	\$1719.08	\$1265.81	42.41%
Men Apparel - #25	Merchandise - #3	\$532.06	\$450.07	\$81.99	\$487.20	\$307.80	\$142.27	31.61%
Shoes - #29	Merchandise - #3	\$166.27	\$166.27	\$0.00	\$179.99	\$103.00	\$63.27	38.05%
Women Apparel - #26	Merchandise - #3	\$155.20	\$120.93	\$34.27	\$130.91	\$91.50	\$29.43	24.34%
Range Balls - #10		\$4166.60	\$4166.60	\$0.00	\$4510.34	\$0.00	\$4166.60	100%
Tournaments - #30		\$16282.00	\$16282.00	\$0.00	\$16282.00	\$0.00	\$16282.00	100%

\$ 82,737.¹⁰ TOTAL

Liberty Municipal Library June 2026 Report

June has been an exciting month for the library. The library received 3 book sets from the TLA Conference that were won through drawings entered by the staff. The library has received notice of continued accreditation from the state which allows the library access to E-Rates, summer reading materials, grants, and so much more. As a part of our accreditation, the library applied to E-Read Texas this year and we have been accepted to have access to the state Cloudlibrary for free access to many more electronic books and audio books. The library is currently working to make the CloudLibrary accessible to patrons. The library has applied and been accepted for TSLAC's ILL Lending Reimbursement 2026. This non-competitive grant reimburses libraries for postage used for Interlibrary Loan (ILL) that allows libraries to share collections throughout the state.

Thanks to the hard work of several staff members, Maggie Varela, Maribel Martinez, and Amber Ursprung, the library has received the Texas Book Festival Grant. This grant partners, Texas Book Festival (TBF) and Texas Library Association (TLA), to award \$2,500 grants to Texas Libraries to enhance their collections. This is the first time that the Liberty Municipal Library has received this grant. We are excited to have been one of 70 libraries from across the state to receive the 2026 Texas Book Festival Library Grant.



Summer reading is in full swing at the library with children, teens, and adult programs are held each week for 6 weeks beginning, June 15, 2026. Registration is still open to those interested in participating in the reading program. The events are free to attend. To participate in the reading portion, sign-up online or in person with your library card. Library cards are free to those with a Texas ID. Children events held in June were Houston Astros Orbit, Magician John O'Byran, and Game Day. Teen events held in June were Laser Tag, Craft Day, and Mario Kart Tournament. Adult events held in June were Jurassic Movie Day and T-Rex Games. More events are coming! Check out the library's Facebook page: <https://www.facebook.com/LibertyMunicipalLibrary/> to view events.

Library staff has put in a lot of time and effort to bring the summer reading program to our community. This year we were lucky to have (5) students from Liberty ISD interning with us. They have been a great help this year and have opened the avenue to new partnerships. The students are gaining work experience that will only further them to reach their future goals in life.







Liberty Municipal Library Monthly Report January 2026 through June 2026

Circulation	January	February	March	April	May	June
Spanish Materials Circulation	18	26	45	32	32	117
Total Adult, Teen & YA Circulation All Formats	1,159	1,016	1,126	1,086	672	1,690
Total Juvenile Circulation All Formats	874	899	948	860	433	3,076
Total Circulation All Formats	2,033	1,915	2,074	1,946	1,105	4,766
Reference Services						
In-house Reference	184	215	235	144	170	264
Telephone Reference	79	99	153	95	77	138
Public Computer Assistance	124	117	156	106	120	170
Collection Statistics						
Total Volumes in Collection	49,512	49,671	49,610	49,794	49,734	49,776
Total Titles in Collection	70,554	70,816	70,893	70,830	70,987	71,012
Cataloging						
Books Cataloged	86	99	0	86	97	45
DVD/ Blu-Rays Cataloged	0	0	10	0	1	0
Audiobooks & Music CDs Cataloged	0	0	0	0	0	0
Periodicals Cataloged	91	0	0	39	59	0
Building Use/ Programs/Public Relations						
Meeting Room/Pavilion Use	12	11	21	32	12	16
Story Time Programs	4	4	4	4	4	0
Story Time Attendance	37	40	105	78	67	0
Misc. Children's Programs/Tours	1	3	7	11	1	3
Msc. Children's Programs/Tours Attendance	75	125	243	168	52	379
Adult Programs Attendance	22	16	125	52	7	81
YA/Teen Programs Attendance	0	0	0	0	38	26
Patron Count/ Volunteers						
Total Active Accounts In-City Patrons	2,356	2,328	2,309	2,308	2,289	2,275
Total Active Accounts Out-of-City Patrons	3,655	3,628	3,613	3,612	3,583	3,588
Total Volunteers	7	10	8	5	2	2
Total Volunteer Hours	22.25	53.25	64	23.5	27.5	3.25
Patron Visits Count	1,604	2,284	2,400	2,408	2,254	3,537
Public Use Technology						
Wireless Users	184	450	85	111	150	28
Hours of Patron Wireless Use	69	83	48	66	74	7.5
Public Computers Users This Month	194	210	237	256	252	235
Hours of Patron Computer Use	113	130	128	175	161	137
Website Sessions: Online Catalog	2,159	2,575	1,233	1,220	1,664	1,889
Social Media Sessions: Facebook, Instagram	628	657	1,195	527	1,200	1,938

	Liberty Municipal Library Volunteer Report for the Month of June 2026																														
	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	Total
Abshier, Dana																														0.00	
Daniel, Hannah																														0.00	
Davis, Beverly																														0.00	
Dominguez, Hannah																														0.00	
Harbour, Cathy																														0.00	
Hammer, Theresa																														0.00	
Lawrence, Lindsay																														0.00	
Mitchell, Leah	1.25		2.00																											3.25	
Minchew, Sammie																														0.00	
Pickett, Sandy																														0.00	
Stratton, Gloria																														0.00	
Sundgren, Gary																														0.00	
Sundgren, Stacy																														0.00	
Total for month																														3.25	

CITY OF LIBERTY
INSPECTION AND PERMIT DEPARTMENT MONTHLY REPORT
JUNE 2026

PLAN REVIEW

# of Plans Reviewed in house	25
# of Plans Reviewed by safebuilt	9

BUILDING PERMITS

Commercial Building Permits - New	2
Commercial Building Permits - Renovation/Remodel	4
Commercial Building Permits - Addition/Expansion	0
Residential Building Permits- New (Manufactured Homes)	5
Residential Building Permits - New (Single Family)	9
Residential Building Permits - New (Multi-Family)	0
All Other Permits Issued	

CERTIFICATE OF OCCUPANCY

Commercial C of O's Issued	2
TOTAL PERMITS:	91

FEE REVENUE

Permit Fee Revenue	\$19,898.00
Tap Fee Revenue	\$2,478.00

PERMITS FEES TOTAL:	\$22,376.00
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CITY OF LIBERTY
INSPECTION AND PERMIT DEPARTMENT MONTHLY REPORT
JUNE 2026

BUSINESS NAME	ADDRESS	PERMIT TYPE
RICE THEORY KITCHEN	1702 N MAIN	SIGN SIGN ELECTRIC REMODEL MECHANICAL PLUMBING
CROWN CASTLE-T MOBILE	1300 S MILAM B	CELL TOWER
LDRMC	1353 N TRAVIS	DEMOLITION ELECTRICAL REMODEL
LIBERTY FONTENOT BUILDING	414 MAIN	REMODEL
EAST HOUSTON MEDICAL CENTER	2003 HWY 146	REMODEL
PLC CONSTRUCTION	4997 HWY 146	FIRE ALARM
OPEN HOUSE MINISTRIES	3605 N MAIN	PLUMBING
WAFFLE HOUSE	1711 HWY 90	FIRE SUPPRESSION MECHANICAL
NORWOOD ATTORNEY AT LAW	340 MAIN	MECHANICAL
THE FATHERS HOUSE	1917 JEFFERSON	SIGN
G2D	902 N MAIN	CERTIFICATE OF OCCUPANCY
APPLIED REFACTORY	713 DR MLK JR DR	PLUMBING
WESTERN FINANCE	800 N MAIN, STE B	SIGN
ROADHOUSE BAR & GRILL	3905 N MAIN	CERTIFICATE OF OCCUPANCY
KATHGAR	425 TEXAS	SIGN
CITY OF LIBERTY SOFTBALL	501 R.E VINSON	DEMOLITION BUILDING
CITY OF LIBERTY BASEBALL	501 R.E. VINSON	DEMOLITION BUILDING
LIBERTY ISD-ART BUILDING	2615 JEFFERSON	PLUMBING

CITY OF LIBERTY
INSPECTION AND PERMIT DEPARTMENT MONTHLY REPORT
JUNE 2026

LIBERTY ISD-HIGH SCHOOL	2615 JEFFERSON	PLUMBING
LIBERTY ISD-ADMIN BUILDING	715 AUSTIN	PLUMBING
LIBERTY ISD-LIBERTY ELEMENTARY	1002 BOWIE	PLUMBING
LIBERTY ISD-MIDDLE SCHOOL	2515 JEFFERSON	PLUMBING
LIBERTY ISD-SAN JACINTO ELEMENTARY	1629 GRAND	PLUMBING

LIBERTY POLICE DEPARTMENT

- MONTHLY REPORT
- June 2026





LIBERTY POLICE DEPARTMENT

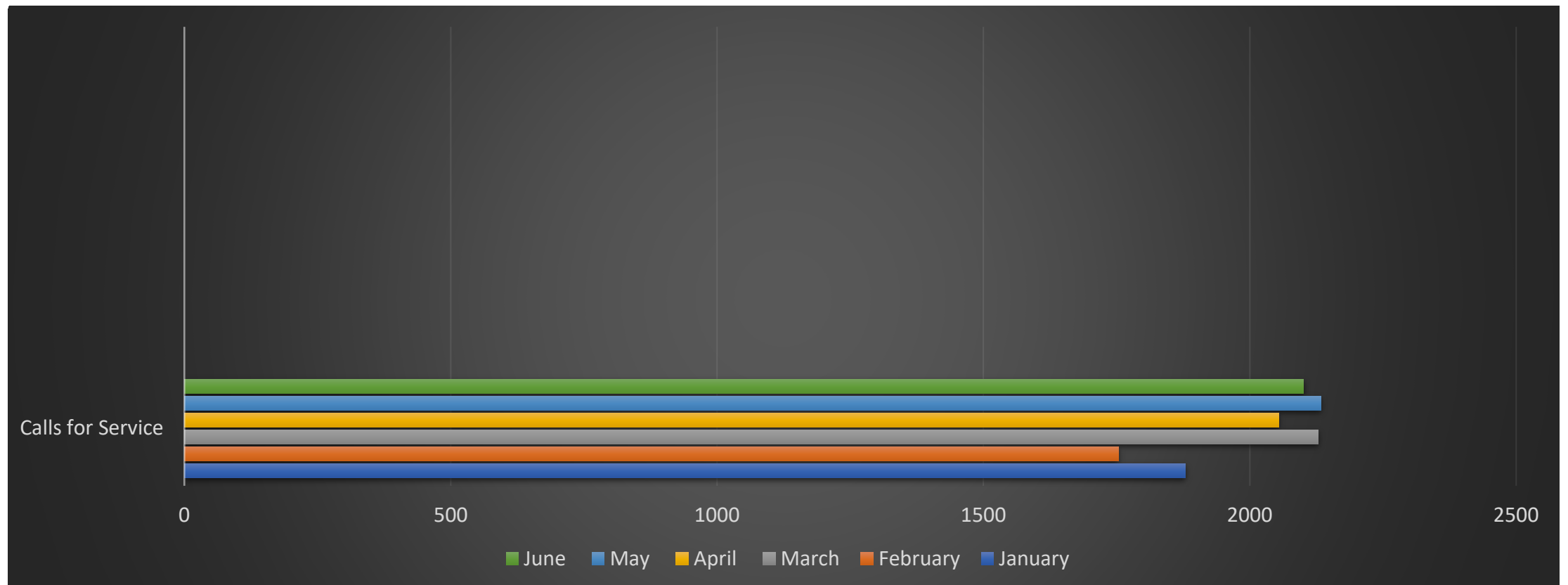
• CALLS FOR SERVICE	2101
• OFFENSES REPORTED	55
• OFFENSES CLEARED	23
• TRAFFIC CITATIONS	75
• WARNING TICKETS	222
• TRAFFIC ACCIDENTS	28
• ARRESTS	11
• ANIMALS HANDLED	32
• ALARM CALLS	51
• AMOUNT RECOVERIES	\$ 6000.00



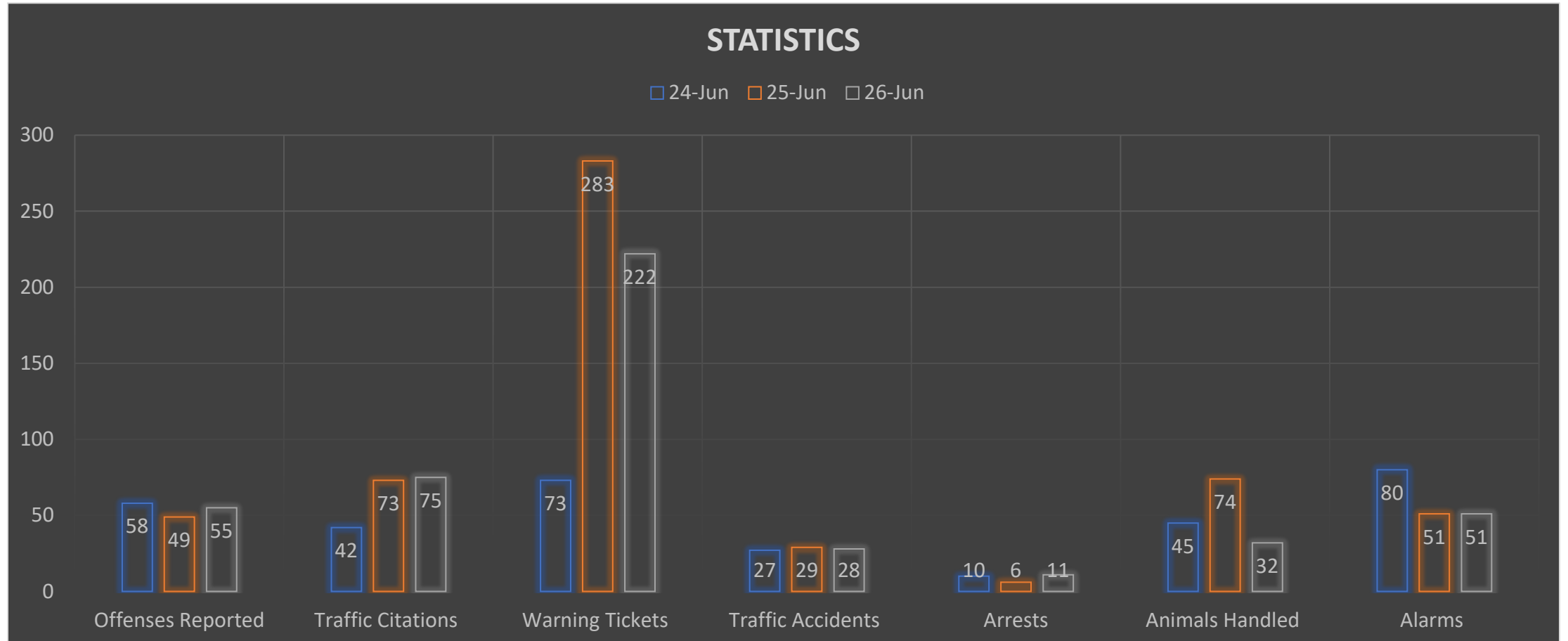
- We have re-located one speed monitor from Minglewood to Texas. The other speed monitor will remain on FM563.
- Dianna Harris is still preparing Evidence from Cases for Destruction.
- We have two Officers potentially starting employment in July leaving us only one officer short.
- We purchased a DJI Mavic 3 Thermal Drone to replace our damaged drone.
- Were receiving eight M1 Gran Rifles from the US Army for use by our Honor Guard for Ceremonial purposes.



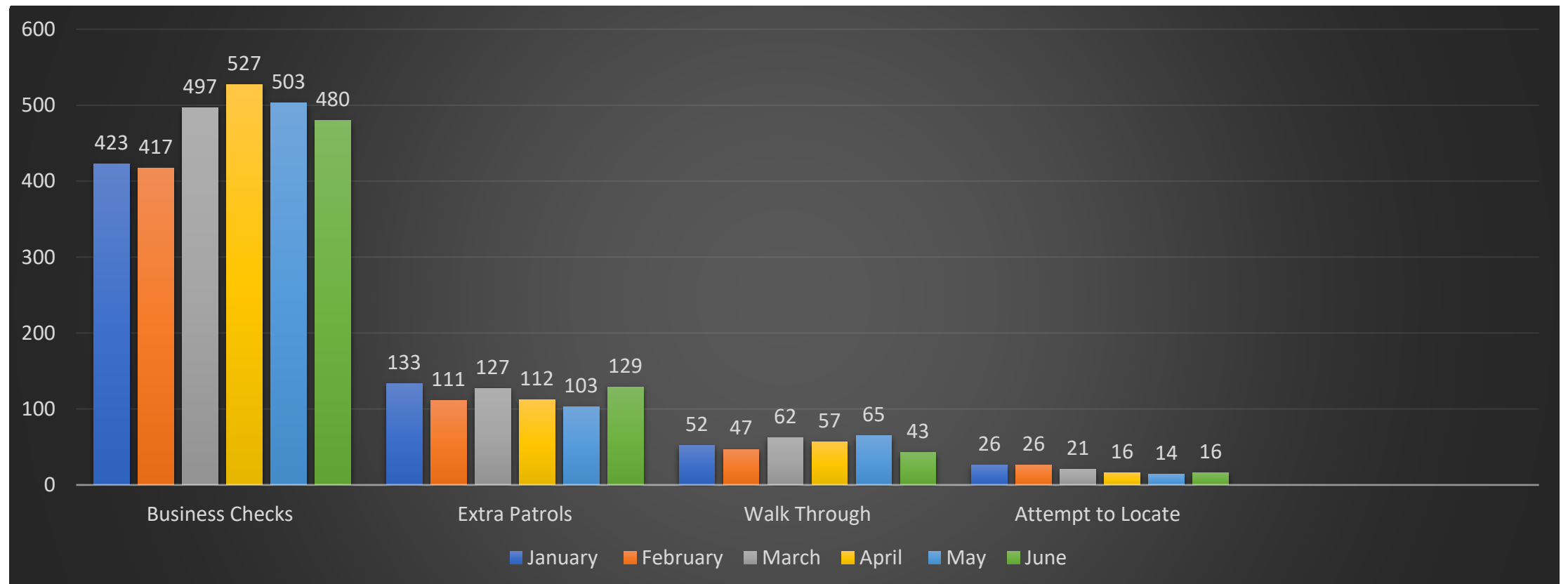
CALLS FOR SERVICE



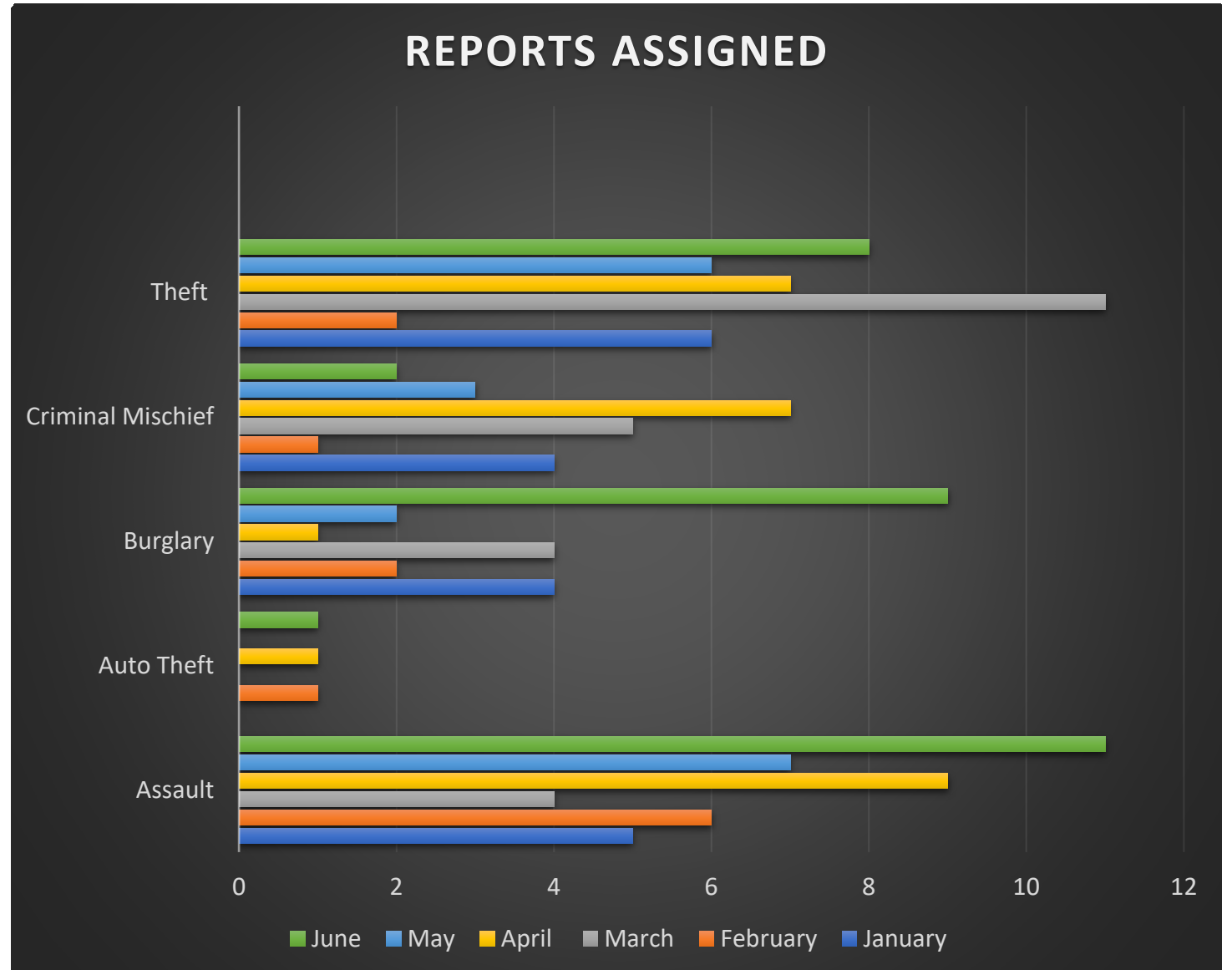
YEAR BY YEAR COMPARISON



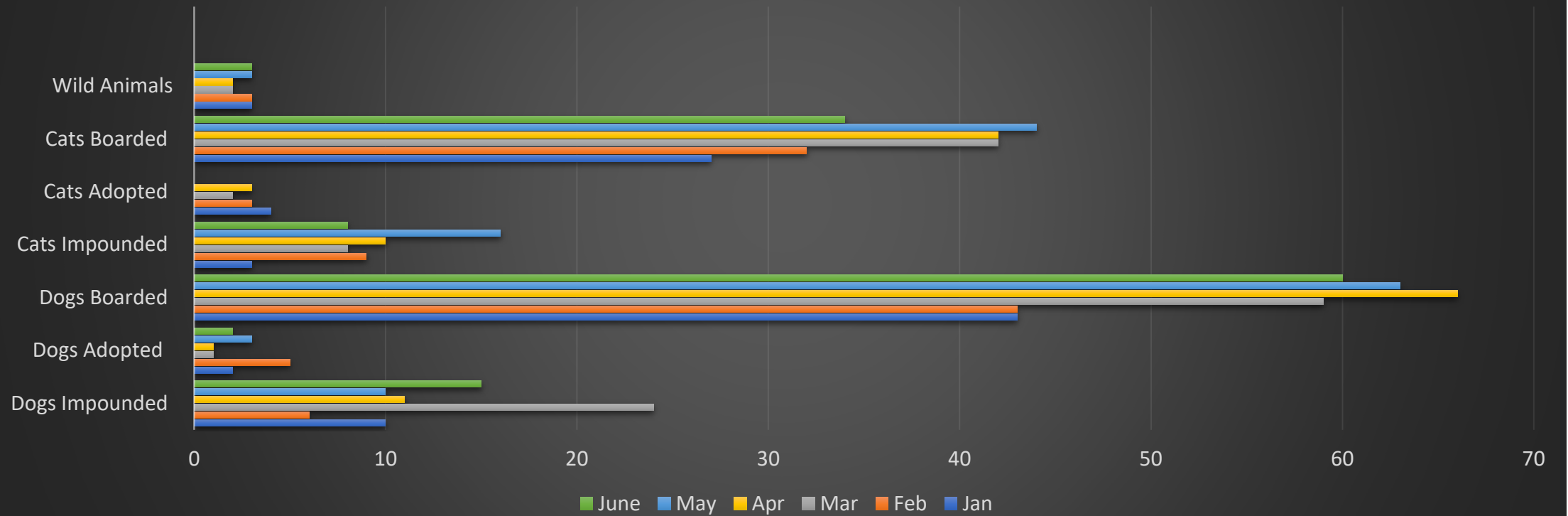
PROACTIVE POLICING



DETECTIVE DIVISION SUMMARY OF ACTIVITY

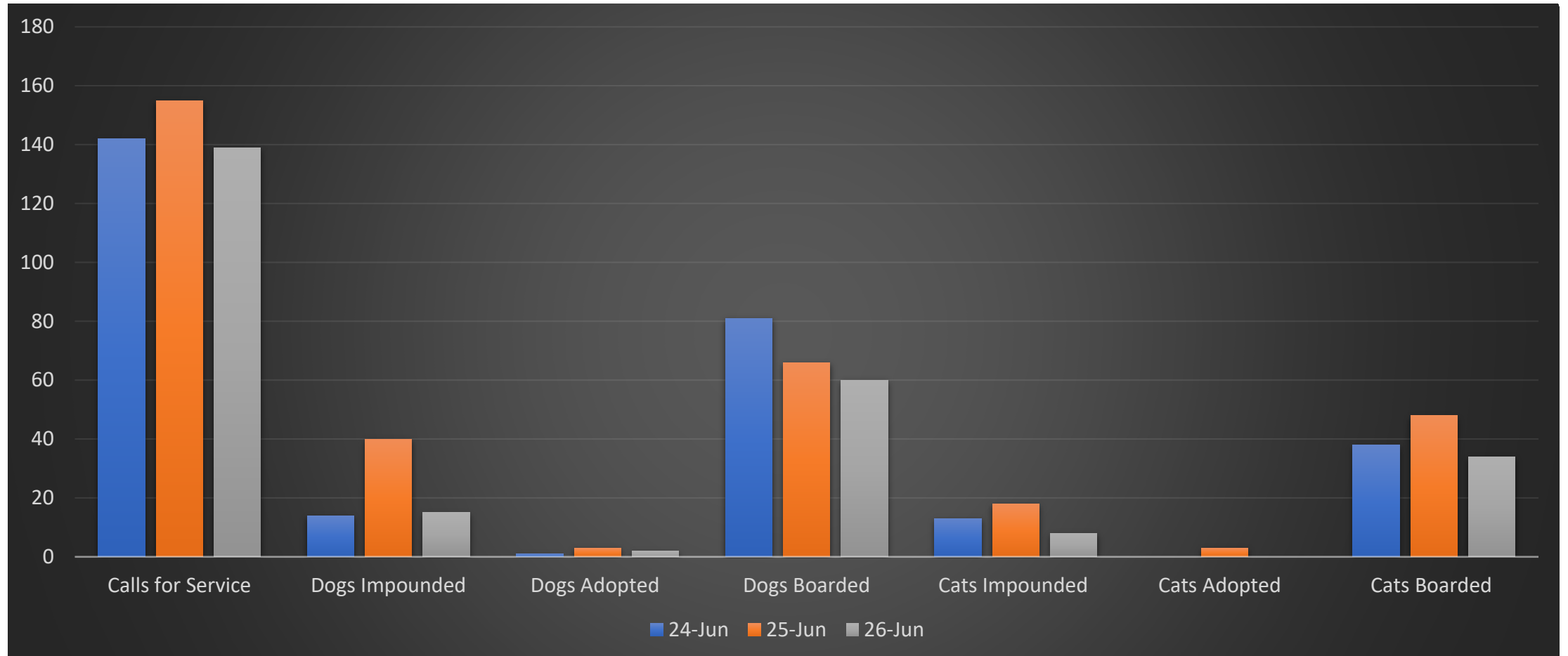


ANIMAL SHELTER MONTHLY STATS

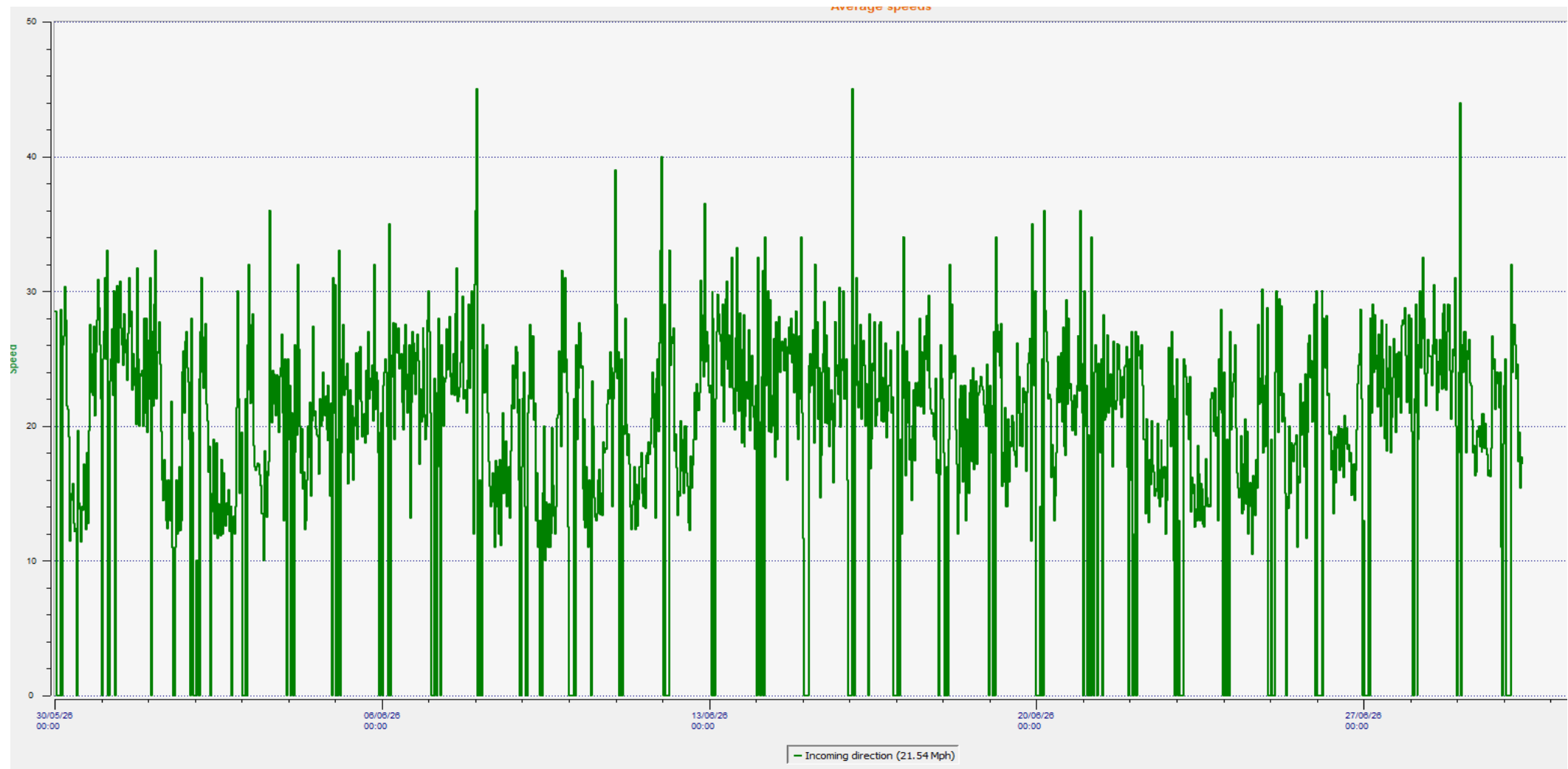


Animal Shelter

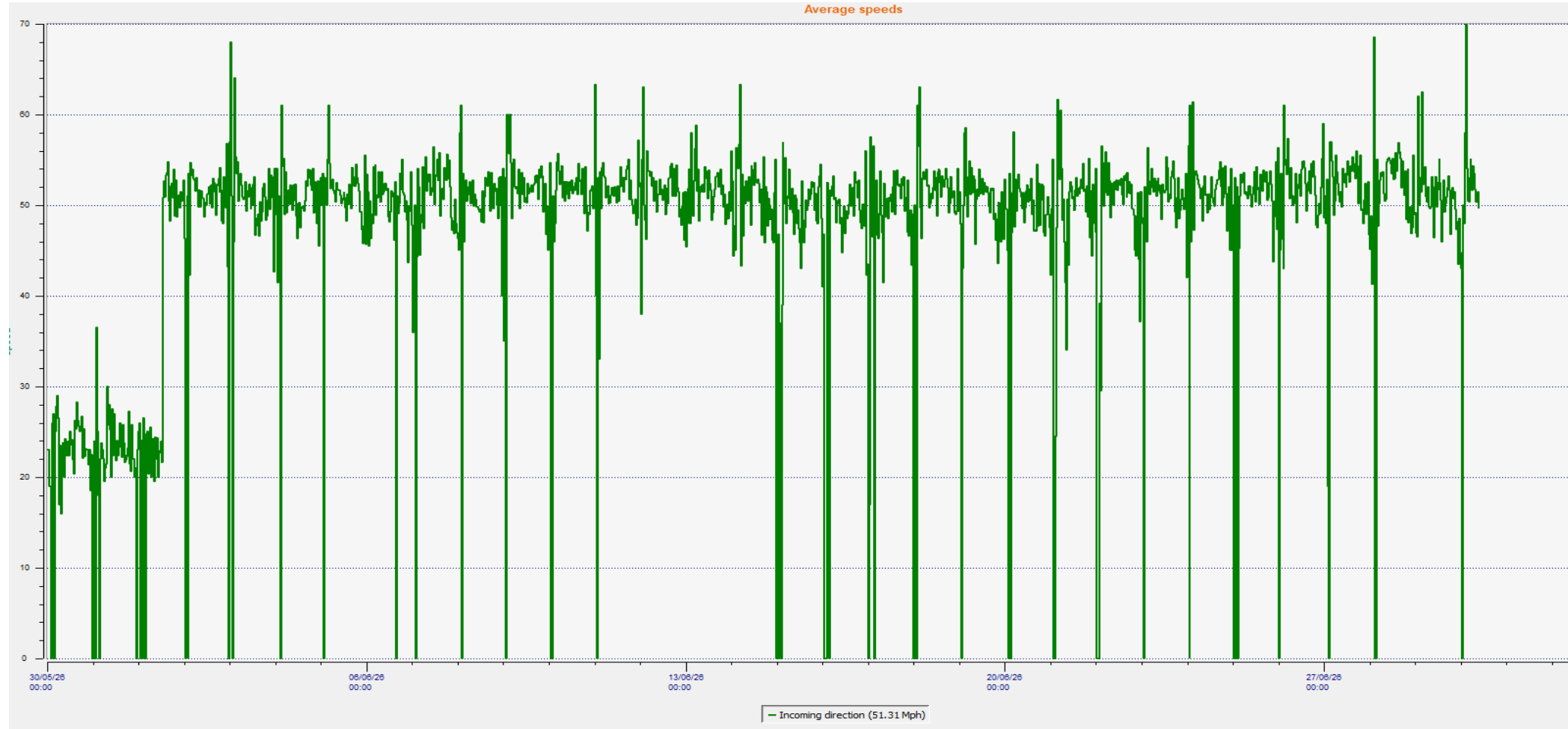
Year by Year Comparison



June 2026 Minglewood



June 2026 FM563 (WALLISVILLE ROAD)



Flock Safety

- The cameras read over 220,874 unique vehicles over the 9 cameras. Keep in mind some vehicles will go by multiple cameras.
- We had two searches, one for a stolen vehicle, and the other was regarding a road rage incident.
- We recovered one stolen vehicle from LaPorte.



NATIONAL NIGHT OUT 2026

- NATIONAL NIGHT OUT WILL BE TUESDAY, OCTOBER 6, 2026. WE HAVE STARTED REACHING OUT TO OUR LAW ENFORCEMENT/COMMUNITY PARTNERS.
- WE HAVE BEEN COLLECTING DONATIONS FOR NATIONAL NIGHT OUT.
- WE PLAN TO START GATHERING SCHOOL SUPPLIES TO PASS OUT AT NATIONAL NIGHT OUT.
- WE HAVE ORDERED THE HATS FOR THE FIRE DEPT. WILL BE ORDERING THE SHIRTS AND HATS FOR POLICE DEPARTMENT IN THE MONTH OF JULY.
- WE HAVE STARTED PURCHASING PRIZES, PHAMPLETS, STICKERS, CRAYONS, FOOTBALLS, FRISBEES, AND WATER BOTTLES TO PASS OUT.



TRAINING DURING MONTH OF JUNE

TCOLE #41501 SBLE INTRODUCTORY TRAINING (SRO)

- OFFICER RICE
- OFFICER BELIARD
- OFFICER FOMBUH
- OFFICER KOLAT

FIELD TRAINING OFFICER

- OFFICER QUINLAN BROWN

ICS 300 & ICS 400

- ASSISTANT CHIEF JOSH CUMMINS
- OFFICER KTISHA MARTIN
- OFFICER ZAHORIK REYNOLDS
- OFFICER CHANNING BIRDLONG
- OFFICER TABITHA KOLAT
- OFFICER QUINLAN BROWN
- OFFICER MARIAH GUERRA
- OFFICER STANLEY FOMBUH
- OFFICER BRITTANY CARRIER
- OFFICER MAURICE WHITEHURST



Texas Police Games Powerlifting Meet

Officer Simon Prince competed in the 181lb weight class Div. 3 (40-49 years old).

Officer Prince placed first over all in division 3.

- Squat 340
- Bench 275
- Deadlift 355
- Total = 970



FLAG CEREMONY BPOE ELKS LODGE





LT CEDRIC MCDUFFIE & OFFICER MARIAH GUERA



OFFICER WHITEHURST, DISPATCHER DAVIS, OFFICER RICE

Basketball Game

Officer Birdlong and Officer Beliard played Basketball while patrolling Mingle wood Subdivision.





Public Information Monthly Activity Report June 2026



Facebook Insights

Views: 321,010

The number of times our content was played or displayed.

Reach: 193,906

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: 2,844

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

+Followers: 379

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



LinkedIn Insights

- 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: 54

Reach: 28

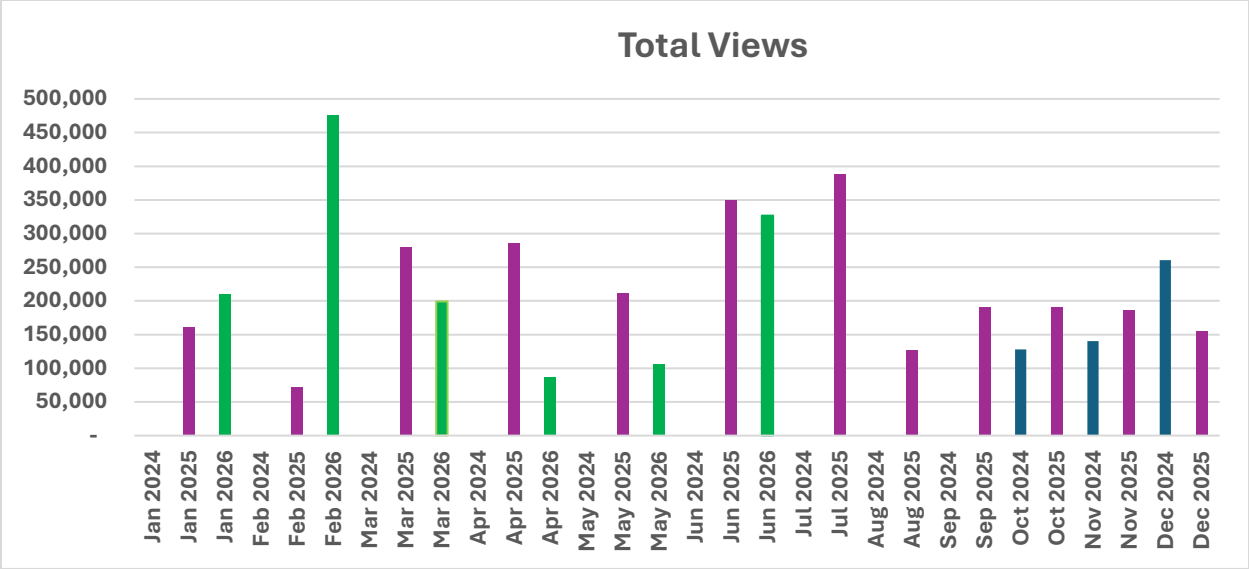
Clicks: 2

+Followers: 5

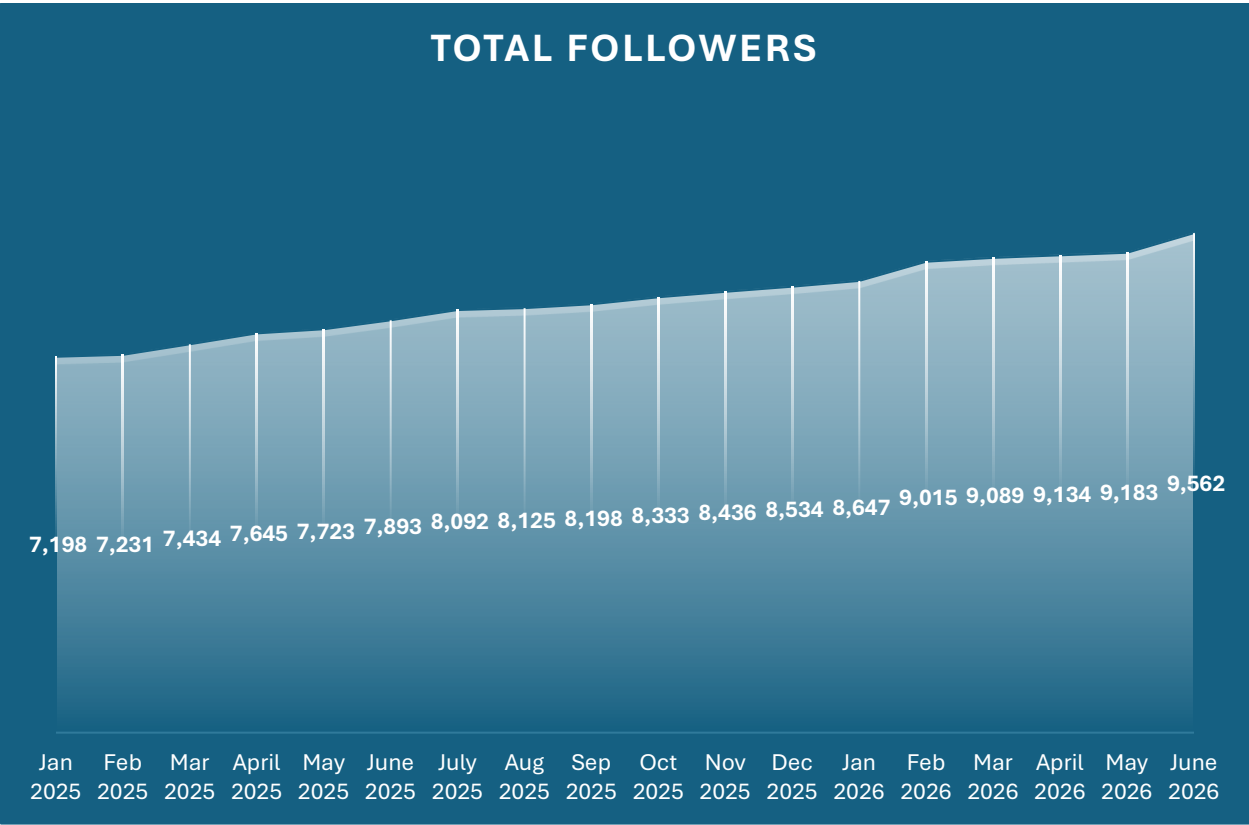
"X" (Formerly Twitter)



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.



We added the most followers (379) last month of any month, since we began tracking. We now have more followers (9,562) than our estimated population (9,323), which is impressive, see below:



JUNE // 2026 //

PUBLIC WORKS MONTHLY REPORT

STREET DEPARTMENT

NOTES:

- Swept streets
- Patched around town
- Picked up limbs at Park Place Apts. cut by Elite
- Cleaned inlets
- Placed bull rock in washout at golf course
- Repaired curb on Kentucky
- Cleaned flood gates at Main A
- Replaced street name signs
- Cleaned ditch behind old seafood market to the river
- Started cleaning drying beds at sewer plant
- Picked up tree that fell on Beaumont
- Repaired asphalt street cut on Edgewood
- Closed Main B flood gates due to river rise
- Opened Main b flood gates after river crest
- Repaired 2 concrete cuts on Bowie
- Sprayed Mosquitos

STREET DEPARTMENT – CONT.

FIXING THESE STREETS

Streets:						
	Graded:					Miles
	Swept:				17	Hours
	Street cut repairs:				3	Each
	Curb & Gutter Repair:				28	Feet
Drainage:						
	Ditch Cleaning:				340	Feet
	Culvert Installation:				80	Feet
	Catch Basin/inlets cleaned:				675	Each
	Levee Inspection:				Yes	
	Flap Gate Debris Removal					
Spraying:						
	Herbicide:					Gallons
	Mosquito:				50	Miles
Signs:						
	Installed					Each
	Repaired/ Replaced				19	Each

PARKS DEPARTMENT

Work Completed:

Fields:

Work Performed: Picked up trash and maintained as needed. Mowed 4 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. Picked up trash and cleaned the splash pad pressure washed the surface.

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. Checked all playground equipment for wear and made sure they were all good.

Trees:

Work Performed: Cut up trees and picked up limbs throughout park.

Flags:

Work Performed: checked for wear and tear everyday replaced as necessary.

PARKS DEPARTMENT – CONT.

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. Mowed all city properties
7. Mowed Potetz ditch on Main St.
8. Had Rough Cuts cut down and removed 17 trees in the park that where a hazard to the public, also had stumps grinded as well.
9. Pressure washed the splash pad and basketball pavilion
10. Pressure washed both playgrounds equipment and surrounding sidewalks.

MONTHLY WATER REPORT

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

Power Outages

Date	Location	Time Called Out	Time Power Restored	Response Time (mins)	Outage Time (mins)	Cause of Outage
1	1502 Fort Worth	5:00 PM	5:50 PM	15	50	missing phase
3	Wallisville Rd.	5:00 PM	5:45 PM	10	45	primary wire broke
5	1502 Fort Worth	4:30 PM	5:20 AM	10	60	missing phase
8	1502 Fort Worth	4:50 PM	8:00 PM	10	190	blown fuses
14	601 Lamar / 450 Alabama	3:50 PM	8:00 PM	10	250	replaced 2 transformers
19	111 Linden	1:00 AM	3:00 AM	15	120	jumper broke off hotline clamp
19	4505 Sandune #3	8:00 PM	9:00 PM	5	60	limb on the line. Blown fuse
19	211/115 Valley	9:00 PM	10:00 PM	5	60	blown line fuse
19	4622 McGuire	8:00 PM	12:00 AM	120	240	tree fell broke service lines
20	2323 N Main	8:15 AM	10:30 AM	15	135	blown fuses
21	1421 1/2 Holly	8:00 AM	11:00 AM	30	180	tree fell broke service lines
21	321 Wallisville	10:30 AM	11:45 AM	60	75	blown fuses
21	1305 Layl / 113 Lone Oak	10:30 AM	12:20 PM	80	110	blown fuses
21	5005 Briar Grove	12:00 PM	2:10 PM	60	130	blown line fuse
21	115 Hillside	2:45 PM	4:30 PM	15	105	lost 1 leg
27	Briar/Wallisville	2:50 AM	3:30 AM	10	40	blown fuses
28	1802 N San Jacinto	9:42 AM	10:20 AM	18	38	burnt neutral
AVERAGE				29	111	

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

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: July 14, 2026

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

Strategic Planning Work Session

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 9, 2026

7:30 AM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 9, 2026, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 7:37 a.m. by Mayor John Hebert.

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

II. WORK SESSION AGENDA

A. Introduction and purpose of the work session

City Manager Bryan Kendrick went over the work session agenda to provide the council with a preview of what items would be discussed with them and gave an update on the branding and wayfinding project.

B. State of the Departments

1. Public Works - Streets, Electric, Water Utilities, and Parks

The Public Works Strategic Planning session began with a presentation from Roadway Asset Services, LLC, on the results of the pavement condition evaluation. EMPACT then presented the LIDAR findings related to vegetation surrounding electric lines and utility easements. Public Works Director Russell Crawley reviewed recent improvements and accomplishments across the wastewater, water, electric, streets, and parks departments. He also outlined the short-term priorities and long-term strategic goals for each department.

2. Library

Library Director Amber Ursprung went over the immediate needs and the strategic priorities for the Library.

3. Fire Department

The Fire Department strategic planning session included a discussion of the immediate need for fleet repairs and replacements, fire training tower, personnel, and equipment, along with a

discussion of a five-year focus on strategic priorities for emergency warning sirens, full-time emergency management coordinator and larger equipment that will need replacing.

4. Police

Chief Richard Ashe went over the Police Department's short-term priorities including vehicles, computers, equipment, personnel, and animal service's needs. He also discussed what would be needed for the future as the city grows.

5. Golf

The golf strategic planning session included highlights of the current year, short term priorities, and strategic priorities for the next five years.

6. Airport

Airport Manager Mark Bush talked about how the airport is a true community asset, short-term priorities, and strategic priorities to focus on in the next five years.

III. ADJOURNMENT

A. Motion To Adjourn

With no further business to discuss, Mayor Hebert adjourned the meeting at 4:34 p.m.

John Hebert, Jr., Mayor

ATTEST:

April Gilliland, City Secretary



The City of Liberty City Council

Regular Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 9, 2026

4:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 9, 2026, in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 4:41 p.m. by Mayor John Hebert.

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

II. INVOCATION

Invocation was given by Council Member Debbie Dugger.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American Flag and the pledge to the Texas Flag were led by Mayor John Hebert.

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. John Carter spoke to the council regarding the widening of Beaumont Ave for safety reasons with the industrial businesses and 18-wheeler traffic located along the roadway.

V. CONSENT AGENDA

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

A. Minutes Approval

1. May 12, 2026

B. Resolution authorizing Anthony Lasky to have access to Tex Pool and make investment choices**C. Resolution approving the waiver of penalties and interest for taxes on property with account number 74411.**

Council Member Bell moved to approve all items on the consent agenda, and Council Member Ward seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

VI. REGULAR AGENDA**A. Regular Session**

1. Consider a resolution establishing a budget for the 2026 "Lights in Liberty" event.

Council Member Debbie Dugger presented a report on the 2025 Lights in Liberty success and what is being planned for the 2026 Lights in Liberty but will bring the budget item back at a different meeting as it was not ready to present to the Council.

2. Consider a resolution approving the expenditure on funds by LCDC for the installation of a Disc Golf Course at Liberty Municipal Park.

At the May 19, 2026, meeting of the LCDC Board, the discussion regarding the installation of a disc golf course at Liberty Municipal Park continued from the April 21, 2026, meeting. Board Member Campbell presented information to the board outlining how a disc golf course would enhance the park's recreational opportunities, including the following topics:

- What Is Disc Golf?
- Benefits to Liberty Municipal Park
- Minimal Impact on the Park
- Economic and Community Benefits
- Professional Design and Quality Course Vision
- Liberty Municipal Disc Golf Course
- Conceptual Course Layout

Mr. Chris Vandagriff of Gorilla Disc Golf also addressed the board regarding course design, safety considerations, rules of play, and the value a disc golf course would add to the park.

Board Member Runkle moved to approve the expenditure of \$25,000 for installing a Disc Golf Course at Liberty Municipal Park, and Board Member Norwood seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

Council Member Runkle moved to approve the resolution for LCDC expenditure of funds for the installation of a Disc Golf Course at Liberty Municipal Park, and Council Member Seymour seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

3. Consideration of participation in the "Lights, Camera, Action!: Building Film-Ready Communities Across the Region" Conference from HGAC.

Registration is now open for the "**Lights, Camera, Action! Building Film-Ready Communities Across the Region**" film-focused conference. For the first time, the Houston-Galveston Area Council (H-GAC) is hosting a dynamic, three-day film conference. Whether your community is interested in attracting film productions or becoming Film Friendly Texas (FFTX) certified, this conference will give you the tools, insights, and connections to get started.

Register NOW: [Lights, Camera, Action! | Houston-Galveston Area Council \(H-GAC\)](#)

- Early Bird: \$200 (ends July 1)
- Regular: \$250

Why You Should Attend:

- Learn how your community can attract film projects and boost economic development.
- Discover how to become a Film Friendly Texas Certified Community and showcase your city's unique qualities.
- Hear from industry experts and peers on budgeting, planning, and coordinating film projects.
- Network with other community leaders and film professionals in a beautiful Gulf Coast setting.

Conference Overview:

- Wednesday, July 22: Afternoon session on permitting protocols followed by a gala reception and a short film screening.
- Thursday, July 23: Morning and afternoon sessions on discovering your region's unique qualities, hosting film crews, creative local incentives, and independent content creation.
- Friday, July 24: Morning sessions, including an overview of Texas Film Commission programs and part one of the FFTX certification workshop.

Council Member Betty Runkle will be attending this conference as representative for the City of Liberty.

B. Executive Session

At 5:04 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.

LCDC Board Member Appointments

Planning and Zoning Commission Appointments

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

Discussion regarding economic development negotiations.

C. Reconvene into Regular Session

At 6:12 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.

No action was taken.

3. Consider and take possible action on personnel matters discussed in the executive session.

LCDC Board Member Appointments

Council Member Bell moved to appoint Barbara Norwood, Craig Vansau, Jay Shivers and Margaret Gardzina to the LCDC Board, and Council Member Ward seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

Planning and Zoning Commission Appointments

Council Member Bell moved to appoint Barry Jones, David Reidland and Lauryn Lozano to the Planning and Zoning Commission, and Council Member Ward seconded the motion. The motion passed unanimously, 7 to 0, with all members present voting in favor.

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

No action was taken.

VII. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Mayor Hebert adjourned the meeting at 6:13 p.m.

John Hebert, Jr., Mayor

ATTEST:

April Gilliland, City Secretary



The City of Liberty City Council

Special Called Meeting

~ Minutes ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, June 23, 2026

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on June 23, 2026, 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 Debbie Dugger	X			
Council Member Ed Seymour	X			
Council Member Ross Ward	X			
Council Member Bruce Bell	X			
Council Member Nick Dennis		X		
Council Member Betty Runkle	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. 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.

B. Resolution to add Anthony Lasky to the Investment Committee

Council Member Ward moved to approve all items on the consent agenda, and Council Member Seymour seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

IV. REGULAR AGENDA

A. Regular Session

A. Resolution for Frontier Waste Fuel Cost Adjustment

This item was moved from the consent agenda at the request of Council Member Seymour.

Frontier Waste Solutions is requesting a temporary fuel surcharge of \$2,100 per month, effective with the next billing cycle, which will remain in place until fuel prices fall below \$3.75 per gallon, at which point it would be removed. Council Member Seymour questioned the fuel surcharge cost and how it would be paid. City Manager Kendrick advised that it would be paid out of the solid waste fund balance and the city was only paying \$2,100 of the \$4,700 per month (less than half of the expense) that Frontier Waste had estimated the cost to be.

Council Member Bell moved to approve the resolution for Frontier Waste fuel cost adjustment, and Council Member Ward seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

1. Consider a resolution awarding the proposal for EMS Billing and Collections to Express Billing, Inc. and authorizing City Manager to negotiate and execute the contract.

On May 29, 2026, one proposal was received for the EMS billing and collection request. The proposal was from Express Billing, Inc. Chief Hurst has reviewed the proposal and Express Billing, Inc. proposal meets all requirements and qualifications.

Council Member Dugger moved to approve the resolution awarding the proposal for EMS Billing and Collections to Express Billing, Inc. and authorizing City Manager to negotiate and execute the contract, and Council Member Seymour seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

2. Consider a resolution approving the extension of McGuire Road.

Mr. Charles Von Schmidt the developer of Liberty Ranch and Highlands Subdivisions, is requesting the repairs of McGuire Road via the Public Improvement District. While engineering the repairs, it was determined that McGuire Road could be extended approximately 365.5 feet to serve residents located on an unimproved portion of the road right-of-way. Under the agreement with the developer, the city would fund two-thirds of the cost not to exceed \$135,000 funded from the Cambridge project. The repairs would extend the road to serve the current residents and help promote future development of the area.

Council Member Ross moved to approve the resolution for McGuire Road extension, and Council Member Bell seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

B. Executive Session

At 6:19 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 §551.087 - Deliberation Regarding Economic Development Negotiations.

Discussion regarding economic development negotiations.

C. Reconvene into Regular Session

At 7:28 p.m., Mayor Hebert closed the Executive Session and reconvened the open meeting.

3. Consideration and possible action regarding the concessionaire agreement at Liberty Municipal Golf Course.

This item was moved, at the request of City Manager Kendrick, to the reconvening of regular session

Council Member Bell moved to authorize the City Manager to negotiate a buyout of the current concessionaire agreement at the Liberty Municipal Golf Course in an amount not to exceed \$40,000.00, and Council Member Seymour seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

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.

Council Member Ward moved to authorize city staff to offer City of Liberty's property between Dustin Robinson and Texas First Bank for sale to the neighboring property owners; and to vacate, abandon, and sell the portion of Monta Street Right of Way that runs in between the property owned by Dustin Robinson, and Council Member Bell seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

Council Member Ward moved to approve purchase of 16.1 acres from Liberty County Farming LLC for an amount not to exceed \$660,000, and Council Member Bell seconded the motion. The motion passed unanimously, 6 to 0, with all members present voting in favor.

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

No action was taken.

V. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, Mayor Hebert adjourned the meeting at 7:31 p.m.

John Hebert, Jr., Mayor

ATTEST:

April Gilliland, City Secretary

CHAMBERS-LIBERTY COUNTIES NAVIGATION DISTRICT  211 Miller Street P.O. Box 518 Anahuac, Texas 77514 Phone: (409) 267-3541 Fax: (409) 267-4042 Website: www.clcnd.org	CITY OF LIBERTY  1829 Sam Houston Liberty, Texas Phone: (936) 336-3684 Fax: (936) 336-9846 Website: www.cityofliberty.org	PORT OF LIBERTY  P.O. BOX 3007 Liberty, Texas
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**MINUTES OF
JUNE 30, 2026**

THE STATE OF TEXAS §

COUNTY OF CHAMBERS §

WHEREAS, on the 30th day of June, 2026 a Joint Special Meeting of the 1 - City of Liberty Council; 2 - Board of Navigation and Canal Commissioners of the Chambers-Liberty Counties Navigation District; and 3 – Commissioners of the Port of Liberty was duly convened at the City Hall at 1829 Sam Houston Street in Liberty, Texas, and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that legal quorums were present throughout the meeting, and a legally sufficient number of members of said Districts voted in the proper manner; that all other requirements and proceedings under the law incident to the proper adoption or passage of the following order, including publication, as required, has been duly fulfilled, carried out, and otherwise observed; and the following members were present, to wit:

CLCND Board: David Barber, Chairman
 Leon Blackwelder, Vice-Chairman
 Johnnie Jennings III, Secretary
 Brady Hanson, Member
 David Leonard, Member

CLCND Staff present: Claudia Sandoval, General Manager
 Berenice Cabrera, Administrative Assistant

City of Liberty Council: John Hebert, Jr., City Mayor
Debbie Duggar, Mayor Pro Tem
Betty Runkle, Council Member
Ed Seymour, Council Member
Ross Ward, Council Member

City Staff Present: Bryan Kendrick, City Manager
April Gilliland, City Secretary
Naomi Herrington, Deputy City Manager
Stephen Joyce, Economic Development Coordinator

Port of Liberty Board: Julie Hebert, President
Wendell Null, Vice President
Debbie Conrad, Secretary
David Leonard, Commissioner
Jim Bob Evans, Commissioner

Guests present: George A. (Pudge) Willcox, CLCND Consultant
Scott Lambert, GeoTerra Consulting
Mustafa Ocalir, Blue Group International, LLC.
Lars Zetterstrom, Trinity River Authority Consultant
Amy Stelter, Trinity River Authority
Briana Gallagher, Trinity River Authority
Daniel Sylvia, Attorney, Davis, Fielder & Sylvia, PLLC
Nathan Vassar, Lloyd Gosselink Rochelle Townsend, P.C.
Lauren Thomson, Lloyd Gosselink Rochelle Townsend, P.C.

2026-06-08 Public Comments: No comments

2026-06-09 Executive Session: At 2:06 p.m., at Item III of the agenda for that meeting, the Boards of CLCND and the Port and Council for the City met in executive session regarding (i) deliberation concerning economic development negotiations and consultation with attorney and (ii) discussion with legal counsel regarding contemplated litigation tied to navigation consultant services. Regular session was reconvened at 3:52 p.m.

2026-06-10 Economic Development negotiation: No action.

2026-06-11 Blue Group Consulting Services: Motion was made by Hanson, seconded by Blackwelder, to authorize approval of the \$50,000 Port of Liberty budget as presented for FY 2026. Passed
(Passed exclusively by Board of Navigation and Canal Commissioners of the Chambers-Liberty Counties Navigation District. No other entity voted on such motion.)

Motion was made by Null, seconded by Leonard, and unanimously passed to pay outstanding invoices to Blue Group made by the Port of Liberty. Passed
(Passed exclusively by Commissioners of the Port of Liberty. No other entity voted on such motion.)

With no further business to discuss, Mayor Hebert adjourned the meeting.

[the acceptance of these Minutes of June 30, 2026 are signed and verified on the following pages]

Accepted this on the 21st day of July 2026 by the Board of Navigation and Canal Commissioners of the Chambers-Liberty Counties Navigation District.

David Barber, Chairman

Attest: _____
Johnnie Jennings III, Secretary

Accepted this on the _____ day of July 2026 by the City of Liberty, Texas.

John Hebert, Jr.

Attest: _____
April Gilliland, Secretary

Accepted this on the _____ day of July 2026 by the Port of Liberty Board of Commissioners.

Julie Hebert, President

Attest: _____
Debbie Conrad, Secretary

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Discussion on Liberty Jubilee

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider a resolution on a variance request regarding the setback requirements at 1710 Kipling St.

Department: Administration

Subject: Variance Request

Background: Thomas and Michelle Dingler are requesting a variance to the setback requirements to allow construction of a carport over the existing driveway and handicap-accessible ramp. The purpose of the carport is to provide covered access for their mother (mother-in-law), enabling her to safely exit a vehicle and use the ramp without being exposed to rain or other inclement weather.

The Planning and Zoning Commission approved the variance at its June 24, 2026, meeting by a unanimous 5–0 vote.

Funding Source: n/a

Staff Recommendation: n/a

VARIANCE APPLICATION

Instructions:

1. Please type or print with ink.
2. Applications must be completed, and accompanied by all required materials at the time of submittal. Incomplete submittals will be returned to the applicant. The City of Liberty cannot guarantee a deadline extension to allow for the submittal of omitted information or materials.
3. Application must be signed by all legal owners of the subject property or by the legally authorized agent for the property owner(s). If the request will be processed by an agent, the application must be accompanied by a notarized "Designation of Agent Form" signed by all legal owners of the property.
4. The Following items shall accompany the application:
 - a. A copy of the deed(s) to the subject property verifying legal ownership.
 - b. A Legible site plan or plot plan of the subject property.
 - c. A letter describing in detail the reason(s) for the request and the hardship on which the request is based.
 - d. Other materials, as appropriate (i.e. photos, slides, drawings, plats, petitions, etc.)

Owner/Agent Information:

Name of Owner(s): Thomas Dinger / Michelle Dinger

Name of Agent, if applicable: _____

Phone Number: [REDACTED]

Fax Number: _____

Mailing Address: 1710 Kipling Street Liberty, TX 77575

Property Data:

Street address: 1710 Kipling Street Liberty, TX 77575

Legal Description: _____

Variance Request:

I/ We, being the legal owner(s) or the agent for the legal owner(s) of the property described above, hereby request that the Planning and Zoning commission and City Council of the City of Liberty consider the following variance request to the City of Liberty Code of Ordinances:

List brief description and ordinance(s)

My mother-in-law will be moving in and the carport needs to extend to the end of the ramp. She has been recently widowed and cannot afford to maintain her own home.
We are requesting 9 feet of the public access to ensure that my mother-in-law can exit the vehicle and use the ramp without getting wet from the rain.
Also on the side of our house we are requesting to come 3 feet inside property line and will install a gutter.

Reason/Hardship for the Variance:

In order to recommend approval of a variance, the Planning and Zoning Commission must make a finding of hardship. As noted in the instructions, ***you must attach a letter*** describing the reason for the request and the hardship on which the request is based, stating the grounds for the variance and all of the facts relied upon for the case.

Variance Review Criteria:

In order to make a finding of hardship, the Planning and Zoning Commission must determine that ***all*** of the following criteria are met. ***State how your variance request meets these four criteria. Please note that the hardship cannot be based solely on financial or self-imposed conditions.*** (Attach additional pages for multiple variance requests or if additional space is needed.)

1. The granting of the variance will not be detrimental to the public safety health, or welfare, be injurious to surrounding property, or violate the intent and purpose of the regulation:

2. The granting of the variance is not based on a hardship which is self-imposed:

3. The hardship is not based solely on the cost of complying with the regulation:

4. The hardship is based on circumstances which are unique to the property for which the variance is sought, and not circumstances common to other properties:

Notice: The City of Liberty does not enforce deed restrictions and cannot grant variances to deed restrictions. Any variance granted pursuant to this application and any building permit issued pursuant to such variance does not constitute or represent approval or authority to violate deed restrictions. A plat vacation and replat pursuant to Chapter 212, Texas Local Government Code may be required for such authority.

Signature(s) of Owner(s)/ Agent:

This is to certify that the information provided above is true and correct and that I am the owner of record of the property or the owner(s)' legally authorized agent.

Signature: Thom O'Neil Date: 6/4/26

Signature: Michelle M. O'Neil Date: 6/4/26

For Office Use Only

Submittal Date: _____

Planning and Zoning Meeting Date: _____

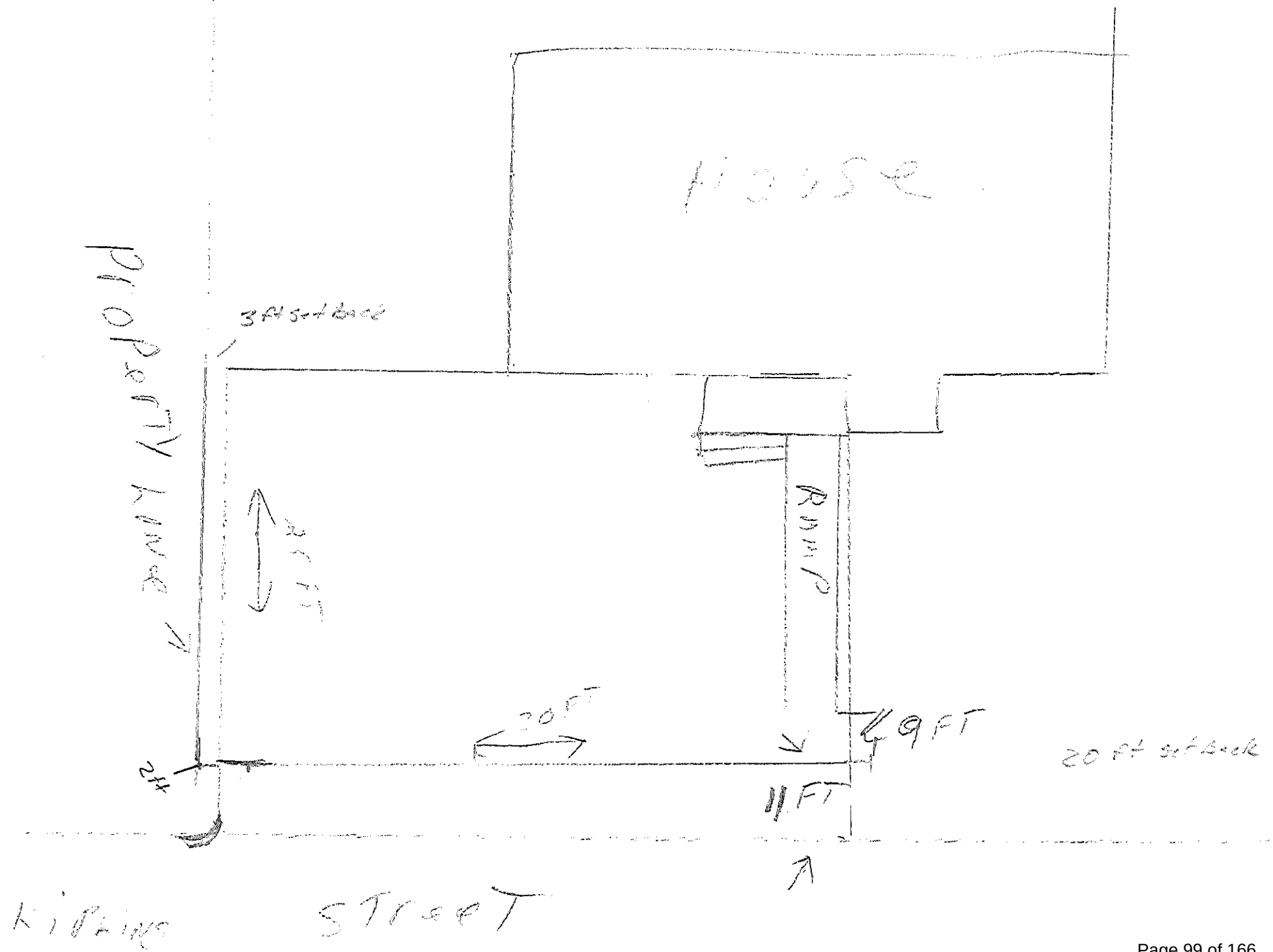
City Council Meeting Date: _____

Received By: _____

For Office Use Only

Planning & Zoning Approval/Denial: _____

City Council Approval/Denial: _____



CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: City Council hold a public hearing on the condemnation of two (2) hazardous and unsafe structures to determine if the structures should be repaired or demolished: 2721 Cos and 134 McManus

Department: Community Development

Subject: Hazardous Structures

Background: The Code of Ordinances requires the City Council to hold a public hearing to determine if a structure complies with the City's Hazardous Building Ordinance and, if not, to determine if the structure should be (1) repaired, (2) vacated and repaired or (3) demolished.

The Code of Ordinances specifies that a structure shall be demolished if it is fifty (50) percent damaged, decayed, or deteriorated or if the cost of repairs exceeds fifty (50) percent of the value of the structure.

The public hearing will consider the following structures:

1. 2721 Cos
2. 134 McManus

Funding Source: N/A

Staff Recommendation: Staff recommends City Council hold the public hearing.

Property Address:
2721 Cos

Substandard
Building Inspection

7.14.2026



On March 4, 2026, the Liberty Code Enforcement Division made a site inspection of the property located at 2721 Cos in Liberty, TX.

Violations were found with regards to the structural integrity of the building, and it is in danger of collapse due to catastrophic failure of the structural support system.

These violations were found to constitute a hazard to public health, safety and welfare of the citizens.

The structure meets the conditions for substandard and dangerous as established in the Liberty Code of Ordinances.

**Summary Report of Conditions located
at 2721 Cos, Liberty, TX.**

The City of Liberty Code of Ordinances Chapter 3 Article 3.05.003 Substandard conditions states:

For the purpose of this article, any building or structure which has any or all of the following conditions or defects shall be deemed a substandard and dangerous building and be below the minimum standards for continued use and occupancy.

A list of 14 conditions is then provided to determine if a building is substandard and dangerous.

**Summary Report of Conditions located
at 2721 Cos, Liberty, TX.**

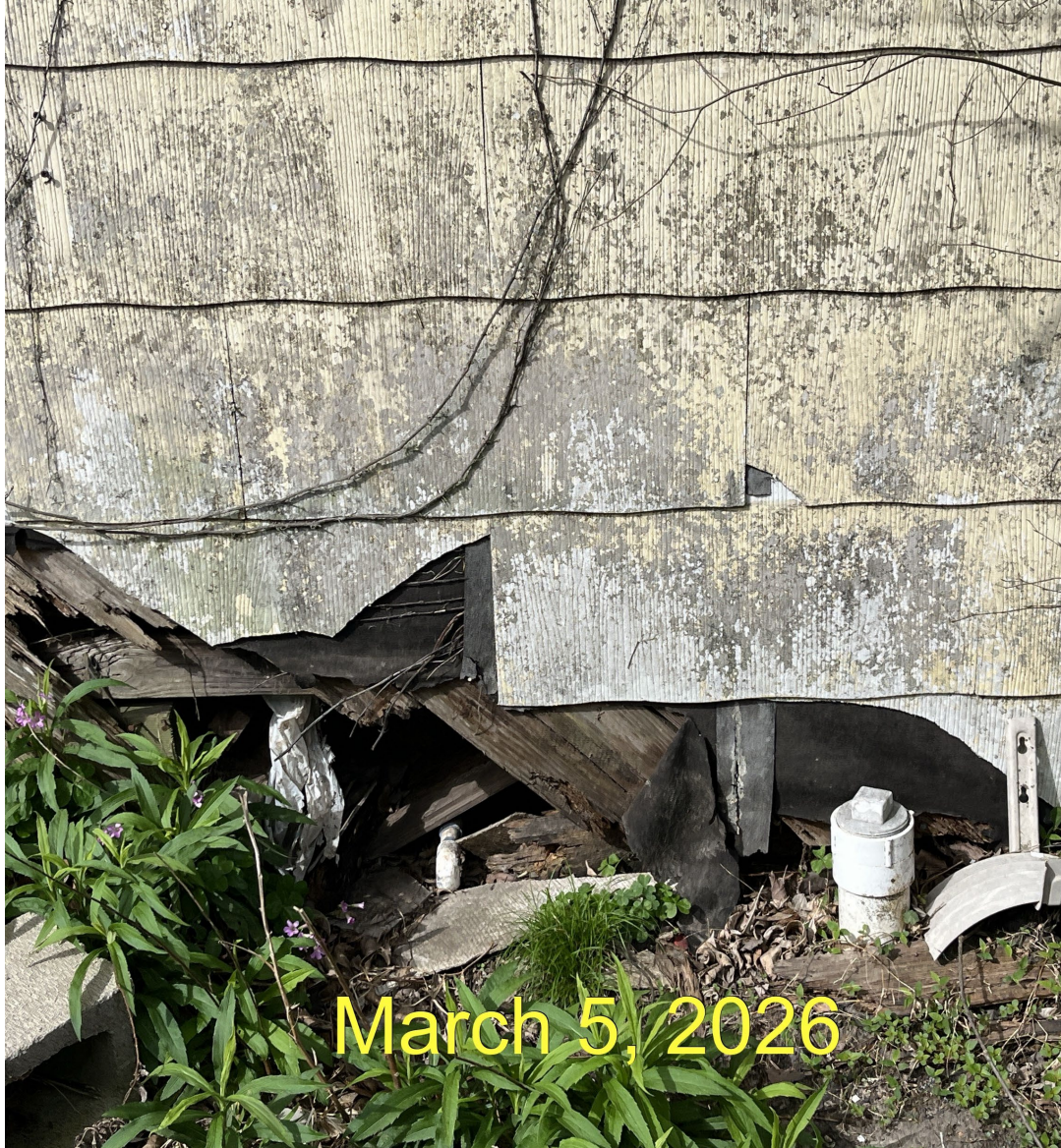
- City of Liberty Code of Ordinances

- Sec. 3.05.003

- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.

- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.







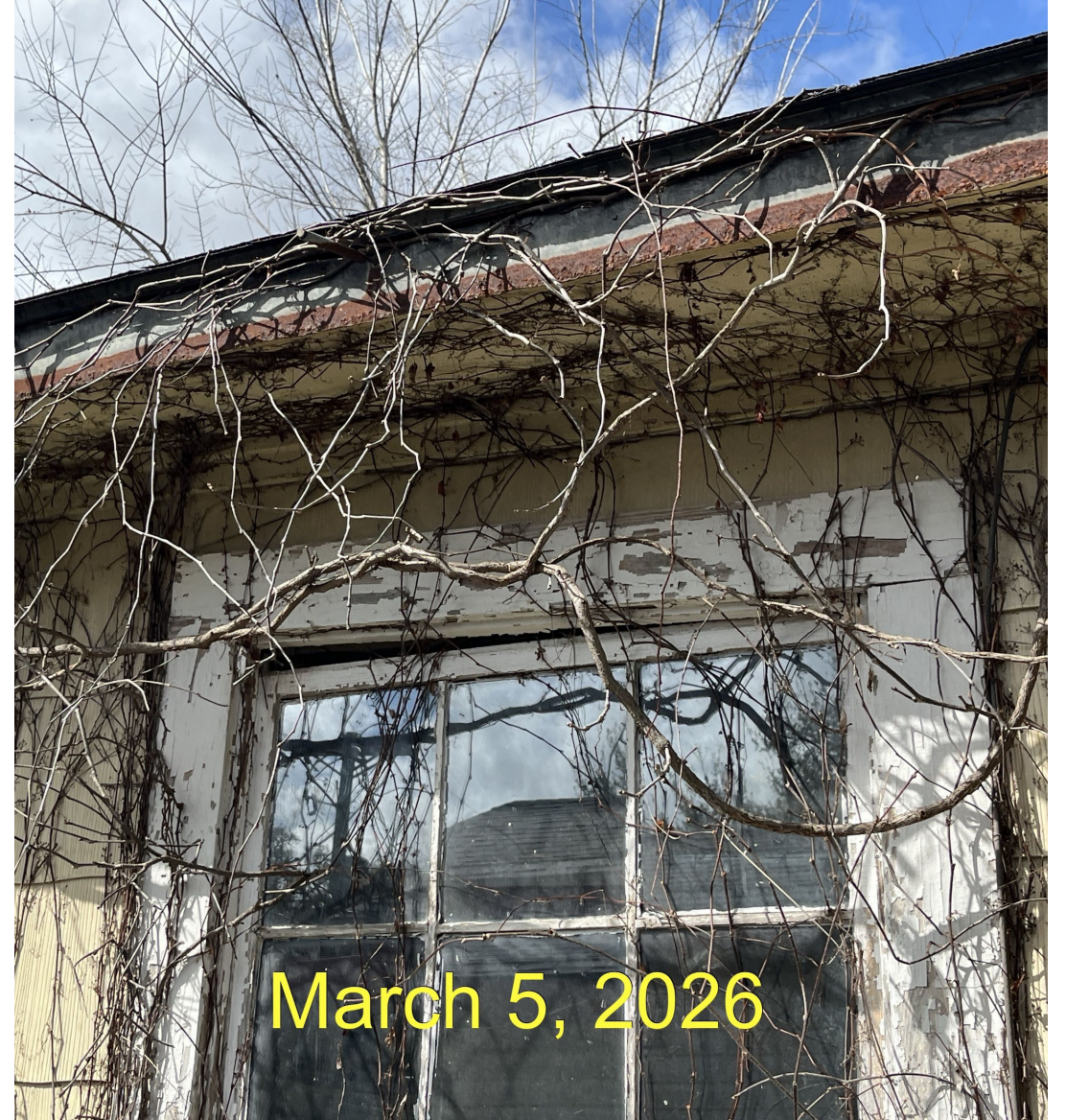
March 2, 2026



March 5, 2026



March 5, 2026



March 5, 2026

- City of Liberty Code of Ordinances
- Sec. 3.05.003
- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.
- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.





- City of Liberty Code of Ordinances
- Sec. 3.05.003
- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.
- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.

END OF PRESENTATION
2721 Cos

Summary Report of Conditions located
at 2721 Cos, Liberty, TX.

Property Address:
134 McManus

Substandard
Building Inspection

7.14.2026



On March 4, 2026, the Liberty Code Enforcement Division made a site inspection of the property located at 134 McManus in Liberty, TX.

Violations were found with regards to the structural integrity of the building, and it is in danger of collapse due to catastrophic failure of the structural support system.

These violations were found to constitute a hazard to public health, safety and welfare of the citizens.

The structure meets the conditions for substandard and dangerous as established in the Liberty Code of Ordinances.

**Summary Report of Conditions located
at 134 McManus, Liberty, TX.**

The City of Liberty Code of Ordinances Chapter 3 Article 3.05.003 Substandard conditions states:

For the purpose of this article, any building or structure which has any or all of the following conditions or defects shall be deemed a substandard and dangerous building and be below the minimum standards for continued use and occupancy.

A list of 14 conditions is then provided to determine if a building is substandard and dangerous.

**Summary Report of Conditions located
at 134 McManus, Liberty, TX.**

- City of Liberty Code of Ordinances

- Sec. 3.05.003

- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.

- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.







September 8,



November





January 10



March 5, 2026

- City of Liberty Code of Ordinances
- Sec. 3.05.003
- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.
- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.





- City of Liberty Code of Ordinances
- Sec. 3.05.003
- (10) Hazardous or unsanitary premises. Hazardous or unsanitary premises shall include those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions constitute fire, health or safety hazards.
- (11) Inadequate maintenance. Inadequate maintenance shall include any building or portion thereof which is determined to be an unsafe building.

END OF PRESENTATION
134 McManus

Summary Report of Conditions located
at 134 McManus, Liberty, TX.

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider and take possible action regarding the abatement of and possible demolition and removal of structures located at 2721 Cos and 134 McManus as discussed in the hearings held before City Council on July 14, 2026.

Department: Community Development

Subject: Hazardous Structures

Background: The following structures have been inspected by City Staff and found to be unsafe structures as defined by the City of Liberty's Code of Ordinances, Article 3.05, Hazardous Structures and by the 2021 International Property Maintenance Code. Additionally, these structures have deteriorated to a condition that they are no longer considered suitable for repair.

1. 2721 Cos
2. 134 McManus

Funding Source: If not demolished by the owner, demolition funds are available in the Inspections & Permits operating budget.

Staff Recommendation: Staff recommends approval of the resolution declaring two (2) structures to be hazardous, a public nuisance, and ordering the owners to demolish the structures within thirty (30) days.

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider potential opportunities to fund street infrastructure projects

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider a resolution requesting financial assistance from the Texas Water Development Board

Department: Administration

Subject: Texas Water Development Board Application Resolution

Background: During the March 10, 2026, Council Meeting, Public Management was selected as the grant administration firm to assist the city with the submittal of an application for funding and administration of a contract from the Texas Water Development Board House Bill 500 Water Supply and Infrastructure Grant. The attached resolution is to authorize Public Management to file an application with the Texas Water Development Board seeking financial assistance in the amount not to exceed \$10,000,000 for the cost of City water system improvements and designate Mayor Hebert as the authorized representative for the City of Liberty.

Funding Source:

Staff Recommendation:

Application Filing and Authorized Representative Resolution

A RESOLUTION by the CITY COUNCIL of the
CITY OF LIBERTY requesting financial assistance from the Texas Water
Development Board; authorizing the filing of an application for assistance; and making certain findings in
connection therewith.

BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF LIBERTY:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water
Development Board seeking financial assistance in an amount not to exceed \$ 10,000,000.00 to provide
for the costs of CITY WATER SYSTEM IMPROVMENTS.

SECTION 2: That JOHN HEBERTJR., MAYOR be and is hereby
designated the authorized representative of the CITY OF LIBERTY for purposes
of furnishing such information and executing such documents as may be required in connection with the preparation
and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist
in the preparation and submission of such application and appear on behalf of and represent the
CITY OF LIBERTY before any hearing held by the Texas Water
Development Board on such application, to wit:

~~Financial Advisor:~~ PUBLIC MANAGEMENT, INC
Grant Administrator HOUSTON, TX

Engineer: HRGREEN

Bond Counsel: N/A

PASSED AND APPROVED, this the _____ day of _____, 20____.

ATTEST: _____

By: _____

(Seal)

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider a resolution accepting the 2026 TxDOT Airport Generator Project Grant

Department: Administration

Subject: Generator Project

Background: This resolution is required to document the governing body's support and acceptance of this project. To meet state requirements, this resolution must provide at a minimum the governing body's agreement to make improvements to the airport in general description form, provide 5% of the total project costs and acknowledge TxDOT as agent for administration of federal and state funds for projects.

Funding Source: Airport

Staff Recommendation: Staff recommends approval of the resolution.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 7/14/20266:00 PM

Department: Administration
Category: Resolution

Resolution

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, ACCEPTING THE 2026 TXDOT AIRPORT GENERATOR GRANT AGREEMENT.

WHEREAS, the City of Liberty intends to make certain improvements to the Liberty Municipal Airport; and

WHEREAS, the general description of the project is described as: Generator Project; and

WHEREAS, the City of Liberty intends to request financial assistance from the Texas Department of Transportation for these improvements; and

WHEREAS, the total design and construction project cost available is \$152,631.58; and the City of Liberty will be responsible for the total project cost and will seek 95% reimbursement from TxDOT.

WHEREAS, the City of Liberty names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements;

NOW, THEREFORE, BE IT RESOLVED, that the City of Liberty hereby directs Bryan Kendrick, City Manager, to execute on behalf of the City of Liberty, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to Liberty Municipal Airport.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

The City of Liberty designates Bryan Kendrick, City Manager, as the City of Liberty's authorized representative for the 2620LBRTY Generator Project, who shall have the authority to make approvals and disapprovals as required on behalf of the City of Liberty.

City of Liberty, Texas
(Sponsor)

By: _____
(Signature)

Name: Bryan Kendrick

Title: City Manager

Date: _____

DESIGNATED REPRESENTATIVE

Mailing Address: 1829 Sam Houston St.
Liberty, Texas 77575

*Physical/Overnight Address: 1829 Sam Houston St.
Liberty, Texas 77575

Telephone Number: 936-336-3684

E-Mail Address: bkendrick@cityofliberty.org

Project Information Report

Facility Name:	Liberty Muni	Facility ID:	T78
UPIN:	BCA0014208	State Project Number:	2620LBRTY
Project Title:	(Design and Construct) Emergency Generator (IIJA, Sponsor Agent)		
Project Category:	Equipment		
Shovel Ready Year:	2026		
Project Manager:	Cat Gomes	Secondary Project Manager:	Robert Johnson
Contract Specialist:	Brandy Schwettmann	Application:	
Project Description:	Design/Engineering and Construction 1) Install Emergency Generator		
Justification:	R-PGL 19-02, Section 165		
TXDOT Scoping Date:			
Talking Points:	1) ST EQ GE - This project acquires and installs a new electrical generator to improve the reliability and efficiency of the airport's power supply and to prevent power disruptions to the airfield.		
Environmental:			
Comments:	Phase 1 of 1. Design and Construct.		

Funding Requests			
Fiscal Year	Funding Type	Phase Description	Amount
2026	Federal - BIL		\$145,000.00
2026	Local		\$7,631.58
Project State Total:			\$0.00
Project Federal Total:			\$145,000.00
Project Local Total:			\$7,631.58
Overall Project Total:			\$152,631.58

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider a resolution adopting a Code of Ethics for City Council, Boards, and Commissions

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 7/14/2026 6:00 PM

Department: Administration
Category: Resolution

Resolution

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS,
APPROVING THE CODE OF ETHICS FOR CITY COUNCIL, BOARDS, AND
COMMISSIONS**

WHEREAS, the citizens of Liberty are entitled to a fair, ethical, and accountable local government that earns public confidence through integrity and transparency; and

WHEREAS, the City Council is elected by the citizens of Liberty as per the City's Charter; and

WHEREAS, the City Council appoints members to serve on various boards and commissions serving the city; and

WHEREAS, the City Council finds it best to adopt the Ethics Policy attached hereto as Exhibit "A" to help regulate the city council, boards, and commissions.

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

Section 1. That the City Council hereby adopts the Code of Ethics for City Council, Boards, and Commissions attached hereto as Exhibit "A."

Section 2. That this Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Liberty, Texas, on this the _____ day of July 2026.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas



CODE OF ETHICS

for City Council, Boards, and Commissions

Preamble

The citizens and businesses of Liberty are entitled to a fair, ethical, and accountable local government that earns public confidence through integrity and transparency. To preserve this trust, the City Council adopts this Code of Ethics to guide the conduct of its elected and appointed officials.

All officials and members of City boards and commissions (collectively 'members') shall:

- Comply with both the letter and spirit of applicable laws;
- Act with independence, impartiality, and fairness;
- Use public office for the public good, never personal gain;
- Conduct deliberations openly and respectfully, except where confidentiality is legally required.

1. Act in the Public Interest

Members will place the welfare of Liberty above personal or private interests and ensure fair and equal treatment of all persons, claims, and transactions.

2. Compliance with the Law

Members shall comply with federal, state, and local laws, including but not limited to the U.S. and Texas Constitutions, the Liberty City Charter, conflict-of-interest statutes, open-government laws, and City ordinances and policies.

3. Conduct of Members

Members shall maintain conduct above reproach and avoid even the appearance of impropriety. Personal attacks, abusive behavior, or disparagement of motives are prohibited.

4. Respect for Process

Members shall respect rules of order, deliberative processes, and the policy-making authority of the City Council. They shall encourage meaningful public participation and allow staff to implement policy decisions without interference.

5. Conduct of Public Meetings

Members shall prepare for issues, listen courteously, focus on business at hand, and refrain from interruptions or personal commentary unrelated to the agenda.

6. Decisions Based on Merit

Decisions must be based solely on the merits of the matter at hand.

7. Communication

Members shall publicly share substantive, relevant information they receive outside the public decision-making process that could influence deliberations.

8. Conflicts of Interest

Members shall comply with Texas Local Government Code Chapter 176 and disclose financial interests, gifts, and property holdings as required by law. They shall abstain from deliberations where conflicts exist.

9. Gifts and Favors

Members shall not solicit or accept gifts, favors, or promises of future benefit that may compromise or appear to compromise independence of judgment.

10. Confidential Information

Members shall not disclose confidential City information, including but not limited to discussions, documents, or deliberations from executive (closed) sessions, without explicit legal authorization. Unauthorized disclosure of executive session information to any outside party is strictly prohibited and constitutes a serious violation of this Code. Members shall not use such information for personal or financial gain. Executive session discussions shall remain confidential.

11. Use of Public Resources

City resources, staff time, equipment, and facilities may only be used for City purposes, not private gain.

12. Advocacy

When representing the City, members shall uphold official City policies. When expressing personal views, they must clearly state they do not speak on behalf of the City or their board.

13. Policy Role of Members

Members shall respect, preserve, and uphold the Council–Manager form of government as established in the Liberty City Charter. In this structure, the City Council, with input from residents, boards, commissions, and staff, determines policy direction for the City.

- Council’s Role: The Council sets goals, priorities, and policies.
- Staff’s Role: The City Manager and staff are charged with carrying out and administering those policies in daily operations.

Accordingly:

- Members shall not direct, supervise, or interfere with the professional duties of City employees. This includes any attempt to manage, direct, or influence the day-to-day operations, personnel decisions, or administrative actions of staff.
- All requests for information, projects, or services from staff shall be made through the City Manager, or as otherwise authorized by Council rules.
- Members shall refrain from giving individual instructions to staff, attempting to pressure or influence staff into recommendations or actions contrary to their

professional judgment, bypassing the City Manager, or using their position to secure special treatment for themselves or others. All interactions with staff must respect the Council-Manager structure.

Any action by a member that undermines or disregards this structure constitutes a violation of the City of Liberty Code of Ethics. Such conduct shall be subject to review under the Compliance and Enforcement provisions of this Code. The City Council may impose sanctions including reprimand, formal censure, removal from committees, or removal from boards and commissions, as authorized by law.

14. Independence of Boards and Commissions

Council members shall refrain from unduly influencing or directing the work of boards and commissions.

15. Positive Work Environment

Members shall support a constructive work environment for staff, residents, and businesses, avoiding conduct that could be perceived as inappropriate direction to staff.

16. Implementation

This Code shall be included in orientation for elected officials, board applicants, and commission members. Members shall affirm in writing that they have read and understood it. Council shall review it annually and update as needed.

17. Compliance and Enforcement

Members bear primary responsibility for upholding this Code. Any member who has reasonable cause to believe that a violation has occurred shall promptly report it in writing to the Mayor (or, if the Mayor is the subject, to the Mayor Pro Tem).

The Mayor (or Mayor Pro Tem) shall ensure a fair and impartial review. For allegations involving disclosure of confidential/executive session information or improper interference with staff, the City Attorney shall be consulted immediately to determine if external reporting (e.g., to the Texas Attorney General or District Attorney) is required under open government or ethics laws.

Potential violations will be addressed through the following progressive process:

- Informal resolution (where appropriate): Discussion with the member by the Mayor or board chair.
- Formal review: The City Council may appoint an ad hoc committee or engage an independent investigator/third-party attorney to investigate. The accused member shall receive notice and an opportunity to respond.

Sanctions: Upon a finding of violation, the City Council may impose one or more of the following (as authorized by the City Charter, Texas law, and this Code):

- Private or public reprimand

- Formal censure
- Removal from one or more committees or assignments
- Removal from boards and commissions (for appointed members)
- Other sanctions permitted by law, including referral for possible criminal or civil penalties (particularly for knowing violations of executive session confidentiality under Texas Government Code Chapter 551).

Additional safeguards:

- All reviews shall respect due process and confidentiality to the extent permitted by law.
- Retaliation against anyone reporting a good-faith violation is itself a violation of this Code.
- A violation shall not invalidate any official City action taken in good faith.
- Council shall annually review compliance with this Code during a closed session (if needed) as part of its self-evaluation process.

Acknowledgment of Receipt and Understanding

I hereby acknowledge that I have received, read, and understood the City of Liberty Code of Ethics for City Council, Boards, and Commissions. I agree to abide by its principles and understand that failure to do so may result in sanctions as provided herein.

Signature

Printed Name

Date

CITY OF LIBERTY

City Council Agenda Item Form

Meeting Date: July 14, 2026

Agenda Wording: Consider a resolution approving the Purchasing Policy Manual.

Department: Administration

Subject: Staff is presenting for City Council consideration an updated Purchasing Policy Manual

Background:

Funding Source:

Staff Recommendation: Staff recommends approval of the resolution adopting the City of Liberty Purchasing Policy Manual.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 7/14/20266:00 PM

Department: Administration
Category: Resolution

Resolution

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS,
APPROVING THE AMENDED PURCHASING POLICY**

WHEREAS, the City of Liberty must follow Texas and Federal procurement laws for all purchases; and

WHEREAS, the City Council previously adopted a purchasing policy regulating purchases; and

WHEREAS, the City Council finds it necessary to update and amend the purchasing policy at this time.

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

Section 1. That the City Council hereby adopts the amended Purchasing Policy attached hereto as Exhibit "A."

Section 2. That this Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Liberty, Texas, on this the _____ day of July, 2026.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas



PURCHASING MANUAL

Adopted by City Council — _____

1.0 PURCHASING POLICIES, OBJECTIVES, AND ETHICS

1.1 PURCHASING POLICY

It is the policy of the City of Liberty to assure fair and competitive access by responsible vendors/contractors to the purchasing requirements of the City and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of Liberty. The City of Liberty adheres to all State of Texas laws and regulations as set forth in the State of Texas Local Government Code and as published in the City's purchasing manual.

1.2 PURCHASING OBJECTIVES

The primary objective of the Purchasing Section of the Finance Department of the City of Liberty is to support the City's administrative staff in accomplishing the goals and directives established by the City Council and the City Manager. The Finance Manager and designees will comply with all legal and ethical standards in obtaining the specified quality and quantity of materials and services for the City. The City will promote fair and open competition for the procurement of all goods and services. To accomplish this, the Finance Manager and designees will solicit price quotations in accordance with all State and Local Laws, Policies and Regulations.

1.3 PURCHASING ETHICS

All City Staff engaged in procurement for the City of Liberty shall comply with the following ethical standards.

1.4 DISCLOSURE OF INTERESTED PARTY FORM

The Texas Legislature passed House Bill 1295 ("HB 1295") during the 84th Legislative Session, which enacted Section 2252.908, Government Code, imposing new requirements for contracts entered into by governmental entities. These new requirements require a business to file a disclosure of interested parties form with a governmental entity for any new, amended, extended, or renewed contract between the person/business and the governmental entity. The Texas Ethics Commission (TEC) has formulated administrative rules and FORM 1295 to be used by the business to make disclosures to governmental entities for contracts under consideration. This information is available on the website of the Texas Ethics Commission. In order to comply with the regulations, a business must follow the steps listed below.

1. The business registers for an online account with the TEC.
2. The business accesses the TEC website and completes an online FORM 1295, making all necessary disclosures required by HB1295. (Some of the information needed for the business to complete FORM 1295 will need to be provided by the City.)
3. The TEC website then generates a PDF version of FORM 1295 with a "certificate number" as a certification of filing.
4. The business then prints off, executes and notarizes a hard copy of FORM 1295 and submits it to the City.

5. The City Secretary will acknowledge receipt of FORM 1295 electronically, through the Texas Ethics Commission website.

The City will not enter into a contract until a completed FORM 1295 with a TEC certificate number is received.

1.5 DISCLOSURE OF CERTAIN RELATIONSHIPS

Effective January 1, 2006, H.B. No. 914 of the 79th Texas Legislature requires a vendor that wishes to conduct business or be considered for business with the City of Liberty, Texas to file a conflict of interest questionnaire. The Disclosure Act applies to all persons or businesses who conduct business with the City, including those who submit bids on city contracts, make purchases of surplus city property, or participate in any other purchase or sales transactions with the City.

Pursuant to the requirements of Section 176.002(a) of the Texas Local Government Code, vendors or respondents who meet the following criteria must fill out a conflict of interest questionnaire no later than the 7th day after the person begins contract discussions or negotiations with the City or submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City.

A vendor or respondent that:

- (1) "Contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity; or,
- (2) Is an agent of a person described in Subdivision (1) in the person's business with a local governmental entity? Any person who meets the criteria, as for enforcement to ensure the veracity of the vendors, the statute makes it a Class C Misdemeanor to violate the vendor disclosure provisions."

The forms required to comply with the above Government Code are available on the Ethics Commission website at [http://www.ethics.state.tx.us/forms/CI S.pdf](http://www.ethics.state.tx.us/forms/CI%20S.pdf)

City Employees are prohibited from bidding on this solicitation in accordance with City Policy.

1.6 PERSONAL GAIN

It shall be a breach of ethics to attempt to realize unauthorized personal gain through employment with the City of Liberty or by any conduct inconsistent with the proper discharge of the employee's duties.

1.7 INFLUENCE OF A PUBLIC EMPLOYEE

It shall be a breach of ethics to attempt to influence any public employee of the City of Liberty to violate the standards of conduct set forth by the City.

1.8 PARTICIPATING IN PROCUREMENTS WITH FAMILY OR FRIENDS

It shall be a breach of ethics for any employee of the City of Liberty to participate directly or indirectly in procurement for the City of Liberty when the employee knows that:

- (1) The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- (2) A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or,
- (3) Any other person, business or organization with which the employee, or any member of the employee's immediate family, is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

1.9 GRATUITIES

It shall be a violation of city employment to offer, give or agree to give any employee of the City of Liberty, or for any employee of the City of Liberty to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before the City of Liberty.

1.10 KICKBACKS

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a vendor/subcontractor under a contract to the prime vendor/contractor or higher tier subcontractor for any contract for the City of Liberty, or any person associated therewith, as an inducement for the award of a subcontract or order.

1.11 CONFIDENTIAL INFORMATION

It shall be a violation of City policy for any employee of the City of Liberty to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

1.12 PURCHASE OF MATERIALS, EQUIPMENT, AND SUPPLIES FOR PERSONAL USE.

Unless specifically approved in writing by the City Manager, no employee may purchase City property for his/her own personal use unless it is purchased through the City's public auction or through the sealed bid procedures of the City. This includes new and used equipment, materials or supplies.

1.13 PRIVATE PURCHASES THROUGH CITY FACILITIES

No employee may use the purchasing power of the City of Liberty to make private purchases. In addition, employees should not have private purchases sent to the City C.O.D. to be paid for by the employee.

- 1.13.1** Such purchases may give citizens the erroneous impression that something dishonest is being perpetrated.
- 1.13.2** It may be considered a mild form of blackmail on the merchant involved who desires to do business with the City.
- 1.13.3** It may evade sales tax, which is illegal.

1.14 TAX EXEMPT STATUS

The City of Liberty is exempt from Federal, State, and Local taxes except in certain prescribed cases. An exemption certificate is available from the Finance Department and should be furnished to any of the City's suppliers upon request.

1.15 TAX STATEMENT SET FORTH IN CITY CONSTRUCTION CONTRACTS

The following statement should be set forth in all construction contracts:

"The Owner qualifies for exemption from State and Local Sales and Use Taxes, pursuant to the provisions of Section 151.309 of the Texas Tax Code, as amended. Therefore, the Owner shall not be liable for, or pay the Contractor's cost of, such sale and use taxes which would otherwise be payable in connection with the purchase of tangible personal property furnishes and incorporated into the real property being improved under the contract. This contract is a separated contract (as that term is defined in Texas Comptroller's Rule 3.291, as amended) between the Owner and the Contractor. All invoices or estimates submitted by the Contractor to the owner shall be separated into three categories:

- 1.15.1** *Total cost of materials incorporated into the work.*
- 1.15.2** *Total cost of materials purchased or leased for use, but not incorporated into the work.*
- 1.15.3** *Total cost of labor, overhead, profit and other reasonable, incidental costs of the work.*

The Contractor shall fully indemnify and hold harmless the Owner from the cost of any and all sales and use taxes incurred or otherwise exempted as a result of the separated contract arrangements, if such sales or use taxes become due and payable, or are paid by the Contractor or the Owner, as a result of the Contractor's failure or refusal to abide by the provisions of this section or the other applicable provisions of the specifications relating to separated contracts."

2.0 PURCHASE REQUEST TOTAL DOLLAR LIMITS AND APPROVAL REQUIREMENTS

2.1 DELEGATION OF PURCHASING AUTHORITY

The City Manager as authorized by the City Council of the City of Liberty has delegated to the Finance Manager and the Finance Manager's designees the authority to procure materials and services for the City of Liberty. Department purchasing authority is limited to a single purchase of a total of \$2,999.00 or less. WITH THE EXCEPTION OF SOME PUBLIC WORKS PROJECTS, ALL PURCHASES MUST BE PROCESSED THROUGH THE PURCHASING DEPARTMENT.

2.2 TOTAL DOLLAR LIMITS/APPROVAL REQUIREMENTS

CITY OF LIBERTY PURCHASE POLICY GUIDELINES			
Dollar Threshold Per Unit Basis	Procurement Method	Approval(s) Required Before PO is Generated	Minimum Documentation Required/Other
Less than \$2,999	Purchase Requisition	Director	Invoice, receipt, or other documents. Verbal or online quotes (2) are strongly encouraged
\$3,000 - \$4,999	Purchase Requisition	Director and Purchasing Agent	Three (3) quotes (either verbal or written) required
\$5,000 to \$24,999	Purchase Requisition	Director-Purchasing Agent-Finance Manager	Three (3) written quotes (Check for HUB vendors)
\$25,000 to \$99,999	Purchase Requisition	Director-Purchasing Agent-Finance Manager-Deputy City Manager	Three (3) written quotes (Check for HUB vendors)
≥ \$100,000	Bid Specifications Advertising Purchase Requisition	City Council	Purchases valued over \$100,000 must be awarded by City Council Per State Law
<i>All technology purchases, regardless of amount, must be approved by the City Manager</i>			

Summary:

- * If acquiring a product, a purchase order is used as it pertains to the guidelines above. Dollar thresholds are on a total purchase price basis as it applies to approvals and documentation. If acquiring a service (labor) or product with

service, a contract is required in most cases. Quotes for services are strongly encouraged where services can be reasonably compared.

- * State Law requires cities to contact at least two historically underutilized businesses whenever possible for purchases in excess of \$5,000.
- * Texas Law requires cities and counties to use competitive sealed bids or proposals for any contract exceeding \$100,000. Aggregate purchases that will exceed \$100,000 are subject to competitive bidding requirements as well.
- * Purchases made through state approved cooperative purchasing contracts satisfy the competitive bidding requirements.
- * The City must give preference to goods made from recycled materials when possible.

2.3 PROCUREMENTS REQUIRING CITY COUNCIL APPROVAL

Any procurement made that will exceed \$50,000 must be approved by the City Council PRIOR to the purchase being made.

2.4 PROCUREMENT REQUIRING CITY MANAGER APPROVAL

The City Manager or his designee must approve all purchase requisitions that exceed \$25,000.00, or any purchase coming from a budget line that is over in spending as approved in the budget process.

3.0 PURCHASE REQUISITIONS

3.1 DOLLAR LEVELS AND REQUIREMENTS

A purchase requisition must be completed and submitted for approval BEFORE ANY PURCHASE is made.

3.2 SINGLE SOURCE REQUESTS

If the material, equipment, or service to be purchased is available only from a single source, this information must be included on the requisition. Without this statement, Purchasing WILL NOT PROCESS the request.

3.3 EQUIPMENT REPLACEMENT REQUESTS

Requisitions for replacement equipment should include information as to the planned disposition of the items being replaced (i.e., traded in, sold at auction, etc.). If items are to be sold at auction, a "surplus property form" must be filled out before the item will be accepted in storage for the next auction.

3.4 REQUEST PROCESSING TIME

Processing time is dependent on the type of request and the bid or quotation

procedure involved. If all necessary information exists on the request, Purchasing will normally process requisitions within two (2) working days unless the material is required for an emergency situation.

EMERGENCY REQUESTS WILL BE PROCESSED IMMEDIATELY. The user department head or designee must notify the Finance Director that the emergency exists. A purchase requisition must be entered into the Incode accounting system the next business day. The purchase requisition must identify the purchase as an emergency. All emergency requests of \$5,000 or more must be approved in advance by the City Manager or the Manager's designee.

3.5 REQUISITION APPROVAL REQUIREMENTS

Purchasing designees for each department are required to submit purchase requisitions through the Incode accounting system. Requests will then be automatically routed through the approval system and to Purchasing for processing. ALL PURCHASE REQUESTS MUST BE ENTERED INTO THE FINANCE SYSTEM.

3.6 OTHER PURCHASE REQUEST PROCEDURES

Departments should not place purchase orders with vendors before the required quotations are received and the purchase request is delivered to purchasing and an approved purchase order number has been issued.

It is against the law to split purchases in order to avoid the bidding procedure. This law carries criminal penalties and should be observed at all times.

Chapter 252.062 of the State of Texas Local Government Code states:

"A municipal officer or employee commits an offense if the officer or employee intentionally or knowing makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor."

4.0 BID AND QUOTATION PROCEDURES

4.1 QUOTATIONS

Quotations are not required but are recommended on purchases of \$3,000.00 or less. It is recommended that cost comparisons be made for all purchases. Departments should utilize the vendors as follows:

BUY FROM LIBERTY

Departments should use Liberty vendors whenever possible. Contact Finance Director if you need local vendor information.

4.2 STATE LAW REGARDING HISTORICALLY UNDERUTILIZED BUSINESS ENTERPRISES

Departments should not take quotations with a total value of \$5,000 and above before notifying the finance department to determine if a HUB vendor is available to fill purchase requirement. This procedure results from Local Government Code 252.0215 relating to Historically Underutilized Businesses which requires that the City send quotations to at least two HUB businesses for all purchases that total between \$5,000 and \$50,000. The business must be listed on the States HUB list. *Local Government Code 252.0215 requires all Texas governmental entities to contact at least TWO (2) disadvantaged businesses on a rotating basis when making any expenditure of more than \$5,000 but less than \$50,000. The disadvantaged businesses contacted must be based on information provided by the Office of Small Business Assistance of the Texas Department of Commerce. If the list fails to identify a disadvantaged business in the county in which the city is situated, or if the purchase is declared as an emergency, the City is exempt from this requirement.*

4.3 SEALED BID OR PROPOSAL PROCEDURES

It is the policy of the City of Liberty to use a sealed bid proposal, design/build procedure, or requests for proposals in compliance with Chapter 252 (PURCHASING AND CONTRACTING AUTHORITY OF MUNICIPALITIES) of the State of Texas Local Government Code for any procurement which will total \$100,000 or more. With the exception of Public Works contracts (See 9.0 PUBLIC WORKS CONSTRUCTION PROJECTS), the Finance Manager or designee will prepare and solicit all purchases requiring sealed bids.

4.3.1 REQUIREMENTS UNDER STATE LAW

The Texas Local Government Code requires that before a municipality may enter into a contract that requires an expenditure of more than \$100,000 from one or more municipal funds, the municipality must comply with the procedure prescribed by Chapter 252.021 for competitive sealed bidding or competitive sealed proposals.

4.3.2 ADVERTISING AND ADVERTISING TIME REQUIREMENTS

Section 252.041 of Chapter 252 requires that the sealed bid be advertised publicly with notice of the time and place at which the bids will be publicly opened and read aloud. The public notice must be published at least once a week for two (2) consecutive weeks in a newspaper published in the municipality that is listed as the City's paper of record. The date of the first publication must be before the 14th day before the date set to publicly open the bids. In addition to the paper of record, the City, at its option, may also advertise with other publications and/or organizations.

4.3.3 BID SPECIFICATIONS AND DEPARTMENT REQUISITIONS

All sealed bids must include a set of complete and detailed specifications of the item or items and/or services to be purchased. THE CREATION AND SUBMISSION OF SPECIFICATIONS TO PURCHASING IS THE SOLE RESPONSIBILITY OF THE USER DEPARTMENT. Purchasing will assist the user department in any way necessary, but will not be responsible for the final content of the specifications. The finance department is

responsible for all remaining parts of the bids/proposals terms, conditions and document requirements including any legal terminology required by law. Bid packets should be reviewed by the City Attorney before being advertised.

Vendors can be consulted as a source for specification information as long as they are advised that a sealed bid procedure will be used, and the vendor cannot be treated with any type of favoritism. The Finance Department may be able to obtain specifications used by other governmental entities or sources; and, therefore, should be contacted if needed for this assistance. In addition, previous specifications submitted to Purchasing will be kept available for reference.

An approved purchase requisition **MUST** be submitted to Purchasing for all formal bids and proposals. The requisition must include the funding account number and budgeted amount authorized for the purchase. The requisition along with the specifications should be submitted for approval as called for in the purchasing manual. **WITHOUT THE AUTHORIZED APPROVALS INDICATING SUFFICIENT FUNDS ARE AVAILABLE PURCHASING WILL NOT PROCESS A BID OR PURCHASE.**

4.3.4 BID PREPARATION AND ADMINISTRATION

With the exception of certain Public Works contracts, all sealed bids and proposals will be prepared and administered by the Finance Department. The only exceptions are Public Works projects that involve engineering and architect design services. The Public Works Department will be responsible for notifying the Finance Department of any bid or proposal that they issue, the dates of any advertisements, pre-bid conferences and bid opening dates. The City Secretary will be responsible for posting the bids on the City Internet Web site to ensure all bid information is available on the Web site. On both Finance Department and Public Works Department bids and proposals, a bid number will be assigned and advertising dates, pre-bid meeting dates and the bid opening date set. The City Secretary or his/her designee will be responsible for the bid opening and reading of the bids received. Once a complete audit and bid tabulation is completed, the tabulation along with all bids will be sent to the initiating department for review. When all bids have been reviewed, the user department will be responsible for submitting to purchasing a **WRITTEN** recommendation of bid award and background wording to be included in the Agenda item to the City Council.

FEDERAL FUNDING

The City shall follow federal procurement laws when purchasing any good or service for which they city may seek reimbursement or receives from the Federal Funding Government.

4.3.5 BID OPENING AND PRE-BID MEETING PROCEDURES

In order to establish a standardized format of bid openings and pre-bid

meetings the following procedures should be followed:

1. The City Secretary of the City of Liberty or his/her designee shall conduct all bid openings and the requesting Department shall conduct all pre-bid meetings.
2. In addition to the Finance Manager or the Finance Manager's representative, there will be at least one city employee from the department who submitted the purchase request at all bid openings and pre-bid meetings. This employee should be knowledgeable of the specifications and at pre-bid meetings should be prepared to answer all questions that pertain to the specifications.
3. At bid openings all bids will be opened and all pricing will be called out accordance with the bid opening procedures.

4.3.6 BID RECOMMENDATIONS AND STATE LAW REGARDING BID AWARDS

The requesting department is solely responsible for reviewing the bid offered to insure the bid meets requirements and must provide a written review of any bid that did not meet the specifications. If the bids offered meet the specifications requested, the recommendation may then be made based on the procedures set out in the State of Texas Local Government Code Chapter 252, Sub Chapter C, 252.043. Under this chapter entitled Award of Contract, the City may award the contract based on:

Subsection (a) "if the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or the bidder who provides goods or services at the best value for the municipality".

Subsection (b) "In determining the best value for the municipality, the municipality may consider:

- (1) the purchase price;
- (2) the reputation of the bidder and of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the municipality needs;
- (5) the bidder's past relationship with the municipality;
- (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
- (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and,
- (8) any relevant criteria specifically listed in the request for bids or proposals."

Subsection (c) "Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that

the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality."

Subsection (f) "The Governing body may reject any and all bids."

Subsection (h) "If the competitive sealed proposals requirement applies to the contract, the contract must be awarded to the responsible offer or whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals."

Local Business Preference

State law allows a city to provide a preference for local businesses when awarding bids in certain authorized situations. However, in order to use the local business preference, the city must state that it is an option to be considered in the bid packets.

In the first situation, if two or more bidders have bids that are identical in nature and amount, with one bidder being a resident of the city and the other bidder or bidders being non-residents, the city council must select the resident bidder. Tex. Loc. Gov't Code §271.901(b).

Another provision geared towards purchases of tangible items allows the consideration of a bidder's principal place of business when a city awards a contract. The statute states that:

"In purchasing under this title any real property or personal property that is no affixed to real property, if a local government receives one or more bids from a bidder whose principal place of business is in the local government and whose bid is within five (5) percent of the lowest bid price received by the local government from a bidder who is not a resident of the local government, the local government may enter into a contract with either the lowest bidder; or the bidder whose principal place of business is in the local government if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government." Tex. Loc. Gov't Code §271.905.

A third provision authorizes cities that are purchasing real property, personal property not affixed to real property, or services (with the exception of certain telecommunications services) to enter into a contract with either: (1) the lowest bidder; or (2) a bidder whose principal place of business is in the city and whose bid is within five (5) percent of the lowest bid price, if the governing body determines that the local bidder offers the city the best combination of contract price and additional economic development opportunities, including the employment of residents of the

local government and increased tax revenues. **This is now limited to contracts for construction services for less than \$100,000.**

4.3.7 EXEMPTIONS FROM THE COMPETITIVE SEALED BID PROCESS

Chapter 252.022 of the **State of Texas Local Government Code** allows certain exemptions to the Competitive Sealed Bid process. The following are the exemptions allowed:

- (1) A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.
- (2) A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
- (3) A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.
- (4) A procurement for personal or professional services.
- (5) A procurement for work that is performed and paid for by the day as the work progresses.
- (6) A purchase of land or a right-of-way.
- (7) A procurement of items that are available from only one source, including;
 - a. Items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.
 - b. Films, manuscripts, or books.
 - c. Electricity, gas, water, and other utility services.
 - d. Captive replacement parts or components for equipment.
 - e. Books, papers, and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials.
 - f. Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits.
- (8) A purchase of rare book, papers, and other library materials for a public library.
- (9) Paving, drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements.
- (10) A public improvement project authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters.
- (11) A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212.
- (12) Personal property sold:

- a. At an auction by a state licensed auctioneer.
 - b. At a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code.
 - c. By a political subdivision of this state, a state agency of this state, or an entity of the federal government.
 - d. Under an interlocal contract for cooperative purchasing administered by a regional planning commission established under chapter 391
- (13) Services performed by blind or severely disabled persons.
- (14) Goods purchased by a municipality for subsequent retail sale by the municipality.
- (15) electricity; or
- (16) advertising, other than legal notices.

(b) This chapter does not apply to bonds or warrants issued under Subchapter A, Chapter 571. 3

(c) This chapter does not apply to expenditures by a municipally owned electric or gas utility or unbundled divisions of a municipally owned electric or gas utility in connection with any purchases by the municipally owned utility or divisions of a municipally owned utility made in accordance with procurement procedures adopted by a resolution of the body vested with authority for management and operation of the municipally owned utility or its divisions that sets out the public purpose to be achieved by those procedures. This subsection may not be deemed to exempt a municipally owned utility from any other applicable statute, charter provision, or ordinance.

(d) This chapter does not apply to an expenditure described by Section 252.021(a) if the governing body of a municipality determines that a method described by Chapter 2269, Government Code, provides a better value for the municipality with respect to that expenditure than the procedures described in this chapter and the municipality adopts and uses a method described in that chapter with respect to that expenditure.

4.3.8 BID DISCREPANCIES AND DISQUALIFICATIONS

Under some circumstances certain discrepancies in bids that have been submitted may be waived by the City Council. There are other reasons that require a bid to be disqualified. These reasons are as follows

- Any bid received that is not signed by an authorized company representative.
- Any bid received that did not return required information such as addendum/s, bond and/or insurance requirements.
- Bids not turned in on time.

4.3.9 AGENDA REQUIREMENT RESPONSIBILITIES (ALL QUOTATION TYPES)

The Finance Department will be responsible for processing ALL agenda memos for procured materials. Departments SHOULD NOT submit agenda memos for procured materials directly to the City Secretary.

After the originating department has reviewed the bid/quotations, the department should submit a memo to Purchasing with the department's recommendation of award and AGENDA BACKGROUND WORDING describing in detail why the item is needed. This information is required before an agenda memo can be created.

4.3.10 PURCHASING RESPONSIBILITIES

The Department will be responsible for soliciting offers for procurements of \$50,000.00 or more with all bid information and tabulations necessary to initiate and submit a recommendation of award on an agenda form describing why the item is being procured.

4.3.11 DEPARTMENT RESPONSIBILITIES

It will be the department's responsibility to submit to Purchasing a recommendation of award. If the recommendation is not to award the bid based on the award procedures as listed under 4.3.6, the department must supply a detailed explanation. In addition, the department should submit any additional information that they deem necessary to initiate the agenda memo process. Should a recommendation be made that is not to award a bid based on the lowest responsible bidder or the procedures listed in the Local Government Code, it will be the responsibility of the requesting department to answer any questions regarding the recommendation by the City Council.

4.4 SEALED PROPOSAL PROCEDURES

Under Local Government Code 252.021 Competitive Sealed Proposals may be used as an alternate to the Competitive Sealed Bid for the procurement of goods or

services. Local Governments in some cases can use competitive proposals for procuring insurance. Sub Chapter 252.042 describes the chief differences between sealed bids and sealed proposals. Under Requests for Proposals:

- (a) Requests for proposals made under Section 252.021 must solicit quotations and must specify the relative importance of price and other evaluation factors.
- (b) Discussions in accordance with the terms of a request for proposals and with regulations adopted by the governing body of the municipality may be conducted with vendors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Vendors shall be treated fairly and equally with respect to any opportunity for discussions and revision of proposals. To obtain the best and final offers, revisions may be permitted after submissions and before the award of the contract.

The specification is written using performance standards along with a description of the goods or services. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

After proposals are received, the City may enter negotiations with as many vendors as have submitted feasible proposals to arrive at the best possible proposal for each vendor.

The Request for Proposals should detail the factors to be considered along with a description of the scoring system for the proposals.

4.5 RELEASE OF BID INFORMATION

Bids or proposals submitted to the City are subject to the Texas Public Information Act and may be releasable upon written request to the City. However, bids or proposals may not be released until the bid deadline has elapsed. If the bid or proposal includes sensitive information then the City should submit a letter to the Attorney General stating as much. The City should also notify the bidder giving them an opportunity to respond to the request.

4.6 BRAND NAMES

In order to assure fair and competitive bids, brand names should not be used in specifications unless it is made clear to each bidder that the brand name is being used for reference only. This can be accomplished by adding an "or equal" statement behind the brand name. This statement will indicate to the bidder that other brand names will be considered if they offer specifications that are equal or better than the specifications listed in the bid. Brand names can be specified, as the only brand that will be accepted in cases where the brand specified is the only product that will work with the existing parts or equipment.

4.7 BONDING REQUIREMENTS

To ensure that the successful bidder will enter into a contract with the City and complete the project as defined by the bid specifications, bidders may be required to provide the City with surety bonds guaranteeing successful completion of the contract. There are three types of surety bonds commonly used with City contracts; the bid bond, performance (and maintenance) bond, and the payment bond. A surety is a firm (usually an insurance company) that will guarantee that the bidder will perform as defined by the specifications. The City will only accept corporate sureties as bonding entities. Personal sureties are unacceptable.

4.7.1 BID BOND

It is the City's option whether or not to require bidders to provide the City with a bid bond along with their bid submissions. State statutes do not address bid bonds for Municipalities.

Bid bonds are issued by a Surety financially guaranteeing that the successful bidder will enter into an agreement with the City to perform the project or provide the service as defined by the specifications. The City requires that the bid bond be accompanied with an appropriately completed "Power of Attorney" executing the bid bond for the bidder.

As an alternative, the City may accept a cashier's check, with the City named as payee, to be held in escrow until the successful bidder signs the City's project contract.

BID BOND AMOUNT: The bid bond minimum limit (or cashier's check) is five percent (5%) of the total amount bid.

4.7.2 PERFORMANCE BOND

Performance bonds financially guarantee that once the successful bidder enters into a contract with the City to perform work, the contractor will complete the project. Should the contractor fail, then the Surety will, generally, hire an alternate contractor to complete the work, allow the City to select another contractor and pay the difference between the first contractor's price and the new contractor's price, or pay the original contractor whatever it takes to complete the project.

Performance bonds must be written for one hundred percent (100%) of the total bid price.

4.7.3 PAYMENT BOND

A payment bond will pay any outstanding bills for labor, materials, and supplies used in the City's project from the contractor's subcontractors and suppliers should the prime contractor default on their payment. Payment bonds must be written for one hundred percent (100%) of the total bid price.

4.7.4 MAINTENANCE BOND

Maintenance bonds financially guarantee that the Contractor will maintain and keep in good repair the work contracted to be done and performed from the date of acceptance of the work by the City for a predetermined period of time. For public works projects, the bond would also include any necessary back filling that may arise because of sunken conditions in ditches.

The bond is designed to provide financial protection to the City for all defective conditions arising by reason of defective material, work or labor performed by the Contractor. In the event the Contractor does not fulfill its maintenance obligation, the bonding company will pay to maintain the project as defined in the contract specifications.

4.7.5 STATE LAW REGARDING BONDING

By State Statute, any person, persons, firm, or corporation (prime contractor) entering into a contract in excess of the amounts listed below with the City for the construction, alteration or repair of any public building or completion of any *public work*, shall be required before commencing such work, to provide the following two bonds, issued by a corporate Surety duly authorized and admitted to do business in the State of Texas.

PUBLIC WORK: Although the term *public work* is not defined by statute, it is generally understood to mean construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property. Contracting for demolition of real property would also fall under this definition.

A. PERFORMANCE BOND

A performance bond in the total amount of the contract conditioned upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. The bond shall be solely for the protection of the City.

The City must require a performance bond if the contract is for a public work and it exceeds \$ 100,000.00.

B. PAYMENT BOND

A payment bond in the total amount of the contract, solely for the protection of all claimants supplying labor and material in the prosecution of the work provided for in the contract, for the use of each claimant.

The City must require a payment bond if the contract is for a public work and it exceeds \$50,000.00.

C. BONDS FOR NON-PUBLIC WORKS PROJECTS

There are no State requirements for bonds to cover contracts for goods and services that are not defined as public works projects; it is the City's option. Good business practice would dictate that whenever the City enters into a contract for the purchase of a product, system or service in which the system or service will be of little value to the City until it is complete and progress payments are made, then performance and payment bonds should be required.

4.8 INSURANCE REQUIREMENTS

Whenever the City contracts with an outside party (contractor, consultant, vendor, or concessionaire) for goods or services, the bid or request for proposal that is released to the public should include an indemnity clause (hold harmless clause), along with a contractual agreement, to be executed upon award of the contract, that transfers the risk of the project from the City to the contractor. Because the contractor may or may not have the financial resources to handle the risks that are transferred in the contract, the City requires that insurance be purchased and maintained by the contractor for financial security.

Most contracts are tailored for individual projects and programs; therefore, certain elements of the insurance required should be addressed in every contract document. One of the most important elements is the actual insurance coverage, which include the coverage types and limits that are dependent upon the nature of the project/program.

Although not all of the coverages are required for every project (and limits will vary by exposure), understanding the coverages provided by these policies is important to assure that all of the City's potential liabilities and exposures from the project are properly protected. It is important to note that all general contractors and subcontractors must have worker's compensation insurance.

5.0 PRICE AGREEMENTS/CONTRACTS

5.1 CITY PRICE AGREEMENT CONTRACTS

The City may establish by the competitive bidding process, when applicable, annual price agreements with various vendors on a wide variety of products that allow departments to purchase items without having to go through an additional competitive bidding procedure. Annual price agreement contracts provide the following benefits:

1. Lower administrative costs due to placing one annual order rather than a number of smaller orders.
2. Pricing that remains firm for the contract period.
3. A wide range of products available at lower costs.

5.2 PURCHASES FROM CITY, STATE AND INTERLOCAL CONTRACTS

In addition to City Contracts the State of Texas General Services Commission maintains a number of annual contracts. The City can purchase these items through our INTER-LOCAL agreement with the State. The Purchasing Department has access to an on-line system of State contracts and can provide a list of specific items to City departments upon request. In addition, we maintain copies of the most widely used State contracts on our on-line purchasing system.

State law also allows the City to purchase through other State approved purchasing programs if the City has established an INTER-LOCAL agreement with the approved organization. Currently the City has an established INTER-LOCAL agreement with the Houston-Galveston Area Council (HGAC), NJAP, and Buy-Board.

5.3 PROCUREMENTS REQUIRING CONTRACT SIGNATURES

The City Council has authorized all contracts to be executed by the City Manager or by the Mayor.

6.0 PURCHASE ORDERS

6.1 PURCHASE REQUISITION REQUIREMENTS

All purchases for items must be submitted to Purchasing through the purchase request module of the City Finance System. The system will then route the request to various approval points and once approved to Purchasing for processing. The purchase requisition must be filled out completely and include quantities, complete descriptions of the item/s to be purchased, and approved budget funding account numbers to charge for the purchase. IF FUNDING IS NOT AVAILABLE FOR THE PURCHASE THE REQUEST WILL BE REJECTED. Department purchase orders must be made with a Purchase Order Number. To obtain a Purchase Order Number, the department must first enter a request into the Finance System in order to obtain the purchase order number.

6.2 EMERGENCY PURCHASE ORDERS

Chapter 252 of the Local Government Code allows an exemption from the bidding process for emergency purchases. An emergency is described as follows:

1. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.
2. A procurement necessary to preserve or protect the public health or safety of the municipality's residents.
3. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property.

The above exemptions are the ONLY exemptions listed as emergency items.

If the City wants FEMA reimbursement for purchases they should still follow Federal procurement laws.

6.2.1 PROCEDURES FOR PLACING AN EMERGENCY ORDER.

Should an emergency arise that meets the criteria stated in 6.2 above the requesting department should immediately notify the Finance Director or City Manager. A purchase requisition must be entered into the Incode accounting system on the next business day following emergency purchase. When approved, a purchase order number will be issued by Purchasing to the requesting department to cover the purchase. The purchase requisition should contain all information (quantities, descriptions, unit pricing, total pricing, and budget account numbers). The purchase request MUST NOTE that the request was an emergency. The City Manager must approve any emergency purchase.

6.3 STATE CONTRACT PROCEDURES

The City of Liberty has an existing purchasing cooperative agreement with the State of Texas. Any item under State contract is available to the City and does not require additional bid or proposal requirements.

The State requires all orders placed under State contract to be sent to the State ON A STATE REQUISITION FORM and signed by the authorized City Purchasing representative. Therefore, all State contract purchases should be forwarded to the Purchasing Department through the purchase request module of the City Finance System. The request should note that it is a "State Contract Item" and department must notify Finance Director by email that the request has been made. The Purchasing Department will then forward the State the appropriate form. The State then issues an order to the contract vendor who then sends item to the City. Please allow an appropriate time for all State contract orders. PLEASE NOTE THAT UNDER STATE CONTRACT PROCEDURES, STATE CONTRACTS CANNOT BE USED UNLESS THE ABOVE PROCEDURE IS FOLLOWED.

6.4 PURCHASE ORDER PREPARATION BY THE PURCHASING DIVISION

Once a purchase requisition has been received, approved, checked for funding and processed by the Finance Department, a purchase order number will be assigned by the Incode accounting system. The requesting department will be able to view the process of the request on the Incode System and view the purchase order once a purchase order number is assigned.

7.0 CHECK REQUESTS AND CREDIT CARD PURCHASES

7.1 TYPES OF ITEMS TO BE PROCESSED ON A CHECK REQUEST FORM

The Check Request Form is a payment voucher to be used by all departments to process payment of CERTAIN expenditures. This document is designed to expedite the payment of expenditures that are not required to be processed on a standard purchase order form.

THIS FORM IS NOT DESIGNED TO TAKE THE PLACE OF A PURCHASE ORDER OR TO CIRCUMVENT THE NORMAL BIDDING PROCEDURE. FINANCE WILL RETURN ALL CHECK REQUESTS IN EXCESS OF \$3,000 THAT DO NOT MEET THE FOLLOWING CRITERIA.

The types of items allowed to be processed on a check request form are items such as;

- Travel and Conferences
- Membership Dues
- Subscriptions
- Educational and Seminar fees
- Periodicals and Publications

Contact the Finance Department if you have any questions regarding the types of items that can be processed on a check request form.

7.2 TYPES OF ITEMS TO BE PURCHASED WITH CREDIT CARDS

City credit cards are issued to City employees to purchase low-cost supplies or services for official City use only. No personal items or services are to be purchased with the City credit card under any circumstances, nor shall the card be used to circumvent the Purchasing Policy bidding requirements as per the Local Government Code (§252.062). The City credit card is not to be used for obtaining cash nor is the employee to accept cash in lieu of a credit to their account. Any violation of this policy may result in the employee's loss of credit card privileges, and/or other disciplinary action.

An employee's request for a City credit card must be approved by their Department Director as well as the Finance Director. At the time of approval, the credit level for the employees' card will be based on the following:

Supervisor/Administrative Assistant	\$2,500
Assistant Director/Assistant Chief	\$5,000
Department Director	\$10,000
Deputy City Manager	\$15,000
City Manager	\$25,000
Accounts Payable	\$25,000

The employee may not allow other individuals to use their credit card unless prior authorization is obtained from their Department Director or the Finance Manager. If the credit card is lost or stolen, the employee shall contact the credit card company immediately and then notify the Finance Department as soon as possible.

The City of Liberty is tax-exempt. Whenever possible, the employee should make their credit card purchases with a vendor whom the City has an account to avoid having sales tax charged. If the City does not have an account with the vendor, the employee should provide the vendor with a completed tax-exemption form obtainable from the Finance Department prior to the purchase.

After Department Director approval, all receipts must be submitted to Accounts Payable

with a completed credit card reconciliation form each month to avoid any possible service charges from the credit card company for late payments. Itemized receipts must be included with the credit card reconciliation. Missing receipts must be recorded on a "Missing Credit Card Receipt Form" and approved by the City Manager. The Finance Department will review all credit card reconciliations for accuracy and alert the City Manager to any purchases that may not conform to this policy.

It is the Department Director's responsibility to notify the Finance Department as soon as possible if the employee has moved to a new position in which they will no longer need to make City purchases, or the employee has been terminated. Finance will deactivate the card on the transfer or termination date. However, it is the Department Director's responsibility to ensure that the credit card is retrieved from the employee and turned into the Finance Department upon the employee's change of position or termination. The Department's Director will also be responsible for confirming that any recurring charges to the card will be transferred to an active card held by the department.

Use of the City credit card for travel must be made in accordance with the City's travel policy.

8.0 PROFESSIONAL SERVICES ACT

The Professional Services Procurement Act allows the procurement of professional services through a two-step selection process. This process is known as a Request for Qualifications. Professional Services include legal services, accountants, engineers, architects, surveyors, and other professional fields set out by statute. The City shall issue a Request for Qualifications detailing the specifications of the job and outlining the methodology used to select a qualified applicant. Then, the City shall select an individual or firm capable of performing the service, on the basis of demonstrated competence and qualifications. The City shall then enter into negotiations on a contract at a fair and reasonable price.

9.0 PUBLIC WORKS CONSTRUCTION PROJECTS

If public health, safety, or welfare and professional engineering issues are involved, the engineering plans, specifications, and estimates for the construction of a public work generally must be prepared by a licensed professional engineer. Further, the engineering for construction usually must be executed under the direct supervision of a licensed professional engineer.

There are two circumstances in which the above requirements do not apply to the construction of a public work by a city. First, they do not apply to a public work that involves a total expenditure of \$8,000 or less, even if the work involves structural, electrical or mechanical engineering. If the expenditure for such a public work will amount to or exceed \$8,000, the use of an engineer is required as noted above. Second, if the work does not involve structural, electrical or mechanical engineering, then the use of an engineer is not required as long as the total contemplated expenditure on the project will not exceed \$20,000.

A registered architect must prepare the architectural plans and specifications for constructing a new city building if:

- The building will be used for education, assembly or office occupancy; and
- The construction costs exceed \$100,000.

Also, for any alteration or addition to an existing city building, a registered architect must prepare the architectural plans and specifications if all three of the following circumstances are present:

- The building is used or will be used for education, assembly or office occupancy;
- The construction costs for the alteration or addition exceed \$50,000; and
- The alteration or addition requires the removal, relocation, or addition of any walls or partitions or requires the alteration or addition of an exit.

10.0 RECEIVING PROCEDURES

Shipments shall be sent directly to the requesting department, if possible. Items that can't be sent directly to the request department shall be shipped to the Service Center. All receiving verification tickets must be submitted to the Finance Department.

11.0 RENTAL OF EQUIPMENT

11.1 RENTAL PROCEDURES

Rental of equipment should be handled as any other type of purchase and should be put on a purchase requisition. Each department should determine whether the proposed rental equipment is available in any other City department BEFORE placing their request. If it is available, the user department should ask for use of the equipment and should be granted use, if the department where the equipment is located, does not have a higher priority use.

UNDER NO CIRCUMSTANCE SHOULD A DEPARTMENT SIGN A RENTAL AGREEMENT WITH A COMPANY. ONLY THE CITY MANAGER HAS THAT AUTHORITY

12.0 WARRANTIES AND SERVICE AGREEMENTS

12.1 PROCEDURES

Should a department require a service agreement, a purchase request should be filled out describing the equipment involved, model and serial number(s), the period of time required and the account numbers to be debited and the requisition should be sent to the Finance Department.

It is the responsibility of each department to ensure that needed service agreements exist on equipment.

***UNDER NO CIRCUMSTANCES SHOULD A
DEPARTMENT SIGN A SERVICE AGREEMENT.***

Once the agreement is approved by the Finance Department the agreement form will be sent to the City Manager or Mayor for final signature. It is the responsibility of each department/division to maintain copies of agreements that pertain to their departments, to schedule service calls under the agreements, and to notify Purchasing when agreement renewals via the above stated procedure should be scheduled. Original documents should be kept by the City Secretary.

13.0 DISPOSAL OF SURPLUS MATERIALS AND EQUIPMENT

Any property that is movable or not attached to the land (referred to as personal property) such as furniture, fixtures, vehicles, equipment, tools, instruments, clothing, or other such items of value, which has lost its useful value to the City or has become obsolete, may be disposed of by any of the following methods. Personal property does not include real estate such as land, including the building or improvements on it, or its natural assets, such as minerals and water.

City property shall, at the option of the City Manager or his designee, be disposed of by one of the following methods:

1. Sold competitively by accepting sealed bids, by public auction, or by internet auction.
2. Traded in for new equipment; or
3. If the item has no value except for salvage, the City Manager or his designee may authorize such items to be sold as scrap for cash.

13.1 PROCEDURES FOR THE DISPOSAL OF SURPLUS MATERIALS AND EQUIPMENT

The USING DEPARTMENT is responsible for the following:

- a. Notifying the Finance Director in writing of the surplus equipment, including a complete description of the item or items, the make, model, serial number, and asset number.
- b. Preparing an asset transfer sheet.

NOTE: THE FINANCE DEPARTMENT MUST BE NOTIFIED IN WRITING BEFORE ANY ITEMS WILL BE ACCEPTED AS SURPLUS PROPERTY AND ALL ITEMS MUST BE ACCOMPANIED BY THE ASSET TRANSFER SHEET.

The Finance Department is responsible for the following;

- a. Advising all departments of the availability of the surplus equipment. This advertising will be on the purchasing online system.
- b. Preparing an agenda item for City Council approval for the sale of the item(s), when appropriate.
- c. Scheduling an auction, coordinating with the auctioneer and overseeing the sale.
- d. Collecting the revenue for the sale.

13.2 PROCEDURES FOR THE DISPOSAL OF CITY OWNED SURPLUS VEHICLES

Each Department is responsible for the following related to surplus vehicles from said department:

- a. Removing any decals from the vehicle(s).
- b. Notifying the using departments of the availability of the surplus vehicle(s), and/or reassignment of the vehicle(s), as necessary.
- c. Notifying the Purchasing Division in writing of the surplus vehicle(s), including year, make, model, vehicle identification number, color, odometer reading, etc. (A complete description) of the vehicle(s).
- d. Providing the Purchasing Division with the appropriate title, odometer statement (when appropriate) and application for transfer of title form for the vehicle(s) to be sold.
- e. Removing all 'tax exempt' license tags from the vehicles.
- f. Removing any peripheral equipment, i.e. radio, siren, etc.
- g. Transporting the vehicles to the auction site.

The **FINANCE DEPARTMENT** is responsible for:

- a. Preparing an agenda item for City Council approval for the sale of the surplus vehicle(s).
- b. Scheduling an auction and coordinating with the auctioneer.
- c. Collecting the revenue for the sale.

City of Liberty
CHECK REQUEST

Date: _____

Requested by: _____

1. Please issue a check to (vendor) _____

In the amount of \$ _____ For _____

Give description of item(s) being purchased:

2. This check is needed by _____ (Indicate latest possible date).

3. Support (invoice, letter, etc.) is: _____ Attached.

_____ Will be sent to Accounting
(Before check release)

_____ Not Applicable

4. _____ Return check to: _____

_____ Mail check to:

Address: _____

TRAVEL ADVANCE REQUEST

Anticipated expense(s):

Mileage _____ Explain: _____

Hotel _____ Explain: _____

Meals _____ Explain: _____

Other _____ Explain: _____

TOTAL _____

Approval: 1. _____ 2. _____ 3. _____

Date Paid: _____

Check #: _____

ACCOUNTING CODING

Vendor # _____ **Voucher #** _____

Dept. # _____ **Acct. #** _____

Job # _____ **Task #** _____