The City of Liberty

City Council

Regular Meeting

~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, March 13, 2018 | **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 Carl Pickett	☐	☐	☐	
Mayor Pro Tem Diane Huddleston	☐	☐	☐	
Councilperson Dennis Beasley	☐	☐	☐	
Councilperson Louie Potetz	☐	☐	☐	
Councilperson Libby Simonson	☐	☐	☐	
Councilperson David Arnold	☐	☐	☐	
Councilperson Paul Glazener	☐	☐	☐	

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. Information Item (ID # 4046)

Project Updates - City Mgr. G. Broz

B. Information Item (ID # 4047)

Sam Rayburn Municipal Power Agency - Mayor Pickett

C. Information Item (ID # 4048)

Recycling Report - Councilperson Huddleston

D. Information Item (ID # 4055)

Mayor, Council & 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. Tuesday, February 13, 2018

2. Tuesday, February 27, 2018

VII. REGULAR AGENDA

A. Regular Session

1. Council Action (ID # 4050)

Discuss and consider expenditure for slope failure on Main "A", and take any action deemed necessary.

- Main A Info (PDF)

2. Council Action (ID # 4051)

Discuss and consider expenditure for slope failure on Main "B", and take any action deemed necessary.

- Main B Info (PDF)
- Main B Info #2 (PDF)

3. Council Action (ID # 4052)

Discuss Firehouse Service Coordination Program, and take any action deemed necessary.

- Firehouse Info (PDF)

4. Council Action (ID # 4053)

Consider approval of possible purchase of a gradall / excavator, and take any action deemed necessary.

5. Council Action (ID # 4054)

Discussion on a proposed policy for Board and Commission Member Appointment and Eligibility, and take any action deemed necessary.

- POLICY-Board and Commissions (DOCX)
- Board Application (DOCX)
- Board Member Election on Disclosure (DOCX)

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 9th day of March, 2018 at 4:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Dianne Tidwell

Dianne Tidwell, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Council Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the ________ day of ____________________, 2018.

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4046)

DOC ID: 4046

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4047)

DOC ID: 4047

.

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4048)

DOC ID: 4048

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4055)

DOC ID: 4055

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The City of Liberty
City Council
Regular Meeting
~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, February 13, 2018 | **6:00 PM** | **City Council Chambers**

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

The meeting was called to order on February 13, 2018 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:03 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Huddleston	Mayor Pro Tem	Absent	
Dennis Beasley	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
David Arnold	Councilperson	Present	
Paul Glazener	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. INVOCATION

The Invocation was given by Alexandria Smith, North Main Baptist Church.

III. PLEDGE OF ALLEGIANCE

The Pledge to the American and Texas flags was led by Emily Connelly and Keaton Parker, North Main Baptist Church.

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

Sam Rayburn Municipal Power Agency Executive Director Bruce Mintz briefly addressed the Council regarding the Agency and its current activities.

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 4022)

Project Updates - City Mgr. G. Broz

COMMENTS - Current Meeting:

City Manager Gary Broz reported on the following City projects:

- Jubilee
- Branch Cemetery land swap
- Possible transfer of ownership of the Magnolia Ridge Golf Course to the City of Liberty
- Wastewater Projects
- Annual Audit to be presented on February 27th
- Upgrade of the Liberty Substation for construction of the express feeder
- Sales Tax revenues in line with budgeted amounts
- City employees attended CPR and First Aid Training
- Shred It Event to be held in April
- Numerous other projects.

B. Information Item (ID # 4023)

Sam Rayburn Municipal Power Agency - Mayor Pickett

COMMENTS - Current Meeting:

Mayor Pickett reported on Sam Rayburn Municipal Power Agency activities to include $8 million of Cambridge Project revenues, recently distributed between the three participating cities, with the City of Liberty receiving, to date, approximately $19 million from this project. Mayor Pickett further commented on SRMPA/Louisiana Public Service Commission issues.

C. Information Item (ID # 4024)

Mayor, Council & Staff Comments

COMMENTS - Current Meeting:

Fire Chief Brian Hurst presented a powerpoint presentation of the department's events and activities for the 2017 year.

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.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dennis Beasley, Councilperson
SECONDER:	Paul Glazener, Councilperson
AYES:	Pickett, Beasley, Potetz, Simonson, Arnold, Glazener
ABSENT:	Diane Huddleston

A. Minutes Approval

1. Tuesday, January 09, 2018

2. Tuesday, January 16, 2018

3. Tuesday, January 23, 2018

VII. REGULAR AGENDA

A. Regular Session

1. Ordinance 2018-4

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS ANNEXING A 1.66 SQUARE MILES TRACT OF LAND, PROVIDING FOR THE EXTENSION OF CERTAIN BOUNDARY LIMITS OF THE CITY TO INCLUDE CERTAIN TERRITORY IDENTIFIED BY LIBERTY COUNTY APPRAISAL DISTRICT RECORDS AS PROPERTY ID # 19427, 19341 AND 13063; PROVIDING THAT ANNEXED TERRITORY BEARS PRO RATA PART OF TAXES; ADOPTING A SERVICE PLAN FOR THE ANNEXED PROPERTIES; PROVIDING A SAVINGS CLAUSE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

COMMENTS - Current Meeting:

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

"AN ORDINANCE OF THE CITY OF LIBERTY, TEXAS ANNEXING A 1.66 SQUARE MILES TRACT OF LAND, PROVIDING FOR THE EXTENSION OF CERTAIN BOUNDARY LIMITS OF THE CITY TO INCLUDE CERTAIN TERRITORY IDENTIFIED BY LIBERTY COUNTY APPRAISAL DISTRICT RECORDS AS PROPERTY ID # **19427, 19341 AND 13063;** PROVIDING THAT ANNEXED TERRITORY BEARS PRO RATA PART OF TAXES; ADOPTING A SERVICE PLAN FOR THE ANNEXED PROPERTIES; PROVIDING A SAVINGS CLAUSE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS."

Mr. Art Pertile, Olson & Olson, LLP was present to discuss the annexation process and Phase 7 properties, all being U.S. Department of the Interior government properties. A motion was made to adopt the Ordinance as presented.

ATTACHMENTS:

- Exhibit 1 for Ordinance -Phase 7 Adoption (PDF)

RESULT:	**ADOPTED [5 TO 1]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Simonson, Arnold, Glazener
NAYS:	Louie Potetz
ABSENT:	Diane Huddleston

2. Resolution 2018-2

CONSIDER APPROVAL OF A RESOLUTION DECLARING THE INTENTION OF THE CITY OF LIBERTY, TEXAS, TO ANNEX CERTAIN TERRITORY DESCRIBED AS .27 SQUARE MILES BEGINNING AT THE SOUTHEAST CORNER OF 2017 ANNEXATION TRACT 7, SAME BEING A POINT IN EAST LINE OF THE UNITED STATES OF AMERICA TRACT RECORDED IN VOLUME 670 PAGE 327, DEED RECORDS, LIBERTY COUNTY, TEXAS, HAVING COORDINATES OF N:9975374.24, E:4074719.99; SETTING THE DATES, TIMES, AND PLACES FOR TWO PUBLIC HEARINGS AT WHICH ALL INTERESTED PARTIES SHALL HAVE AN OPPORTUNITY TO BE HEARD; PROVIDING FOR PUBLICATION OF NOTICES OF SUCH PUBLIC HEARINGS; AND DIRECTING PREPARATION OF A MUNICIPAL SERVICE PLAN FOR THE TERRITORY PROPOSED TO BE ANNEXED.

COMMENTS - Current Meeting:

Mr. Art Pertile, Olson & Olson LLP, addressed the Council regarding the City's proposed Annexation Phase 8. Mr. Pertile reviewed the annexation process, the properties involved, described as .27 square miles, and reviewed the public hearing dates of March 20 and March 27, 2018. A motion was made to approve the Resolution as proposed.

ATTACHMENTS:

- Legal Description for Resolution- Phase 8 (PDF)

RESULT:	**APPROVED [5 TO 1]**
MOVER:	Paul Glazener, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Simonson, Arnold, Glazener
NAYS:	Louie Potetz
ABSENT:	Diane Huddleston

3. Council Action 2018-6

Consider approval of a bid for Tax Resale Property described as 0.2169 acres, San Jacinto Park, Lot 18 (1900 San Jacinto).

COMMENTS - Current Meeting:

City Attorney Brandon Davis reviewed a powerpoint presentation on the tax resale property located at 1900 San Jacinto Street. An offer of $57,000.00 has been made, with total taxes owed to all taxing entities in the amount of $20,350.00. If the bid is accepted, $4,681.52 will be distributed to the City of Liberty.

After brief discussion, a motion was made to accept the bid of $20,350.00 for the tax resale property described as 0.2169 acres, San Jacinto Park, Lot 18.

ATTACHMENTS:

- Property Info-1900 San Jacinto (PDF)
- Pic #1 (JPG)
- Pic #2 (JPG)
- Pic #3 (JPG)
- Pic #4 (JPG)
- Pic #5 (JPG)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paul Glazener, Councilperson
SECONDER:	Libby Simonson, Councilperson
AYES:	Pickett, Beasley, Potetz, Simonson, Arnold, Glazener
ABSENT:	Diane Huddleston

4. Council Action 2018-7

Consider a nomination to the Liberty County Central Appraisal District, Appraisal Review Board.

COMMENTS - Current Meeting:

Due to the recent resignation of a member of the Liberty County Central Appraisal District (CAD), Appraisal Review Board (ARB), the CAD is requesting nominations from the various taxing entities to fill this vacancy. After brief discussion, a motion was made to nominate Herman Delco and Al Simonson to the ARB.

ATTACHMENTS:

- CAD-ARB Information (PDF)

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Paul Glazener, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Potetz, Arnold, Glazener
ABSTAIN:	Libby Simonson
ABSENT:	Diane Huddleston

5. Information Item (ID # 4031)

Discussion of the services and benefits offered by the Lower Colorado River Authority.

COMMENTS - Current Meeting:

City Manager Gary Broz led a discussion of the advantages of contracting with the Lower Colorado River Authority for material acquisition to include transformers, electrical supplies, and lineman equipment. Also discussed were services offered i.e., the cooperative purchasing of goods and supplies, bucket truck repair, emergency delivery of supplies within 48 hours, electrical system mapping for integration to GIS, and various additional services that would be of benefit to the City.

6. Council Action 2018-8

Consider approval of a Program Agreement with the Lower Colorado River Authority (LCRA) for material acquisition services.

COMMENTS - Current Meeting:

In regard to the previous discussion of the LCRA Services, Mr. Broz reported that the cost for this service is $35 per month plus 2.5% of the previous month's purchases, not to exceed $250.00. A motion was made to approve the Program Agreement with the Lower Colorado River Authority for material acquisition services.

ATTACHMENTS:

- LCRA Information (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Arnold, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Beasley, Potetz, Simonson, Arnold, Glazener
ABSENT:	Diane Huddleston

7. Council Action 2018-9

Consider approval of an Agreement with Sensus USA for moving the AMI Metering System to the Cloud.

COMMENTS - Current Meeting:

City Manager Gary Broz and Public Works Director Tom Warner reported on an agreement with Sensus USA for managing the City's AMI Metering System, with information to be stored in the Cloud. Also discussed was the purchase of Incode software that will assist in the transfer of the City's meter information from the Cloud, to be used by Incode for billing purposes. The five-year agreement will cost $64,172.66 the first year, with costs decreasing the following four years.

A motion was made to approve the agreement, as presented.

ATTACHMENTS:

- Sensus Contract (PDF)

RESULT:	**APPROVED [5 TO 1]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Paul Glazener, Councilperson
AYES:	Pickett, Beasley, Simonson, Arnold, Glazener
NAYS:	Louie Potetz
ABSENT:	Diane Huddleston

8. Council Action 2018-10

Consider approval of a contract with Lemons Auctioneer, LLP for online auction services.

COMMENTS - Current Meeting:

A motion was made to approve a contract for online auction services with Lemons Auctioneer, LLP.

ATTACHMENTS:

- Lemons Auctioneer Contract (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Paul Glazener, Councilperson
AYES:	Pickett, Beasley, Potetz, Simonson, Arnold, Glazener
ABSENT:	Diane Huddleston

9. Information Item (ID # 4030)

Discussion on a proposed policy for Board and Commission Member Appointment and Eligibility.

COMMENTS - Current Meeting:

Mayor Pickett led discussion of a proposed policy and application form for City boards and commissions. This item will come before Council for further discussion at a later date.

ATTACHMENTS:

- Board Appt Information (PDF)

VIII. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 7:34 p.m.

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Carl Pickett, Mayor

ATTEST:

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Dianne Tidwell, City Secretary

The City of Liberty
City Council
Special Called Meeting
~ Minutes ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, February 27, 2018 | **6:00 PM** | **City Council Chambers**

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

The meeting was called to order on February 27, 2018 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:01 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Diane Huddleston	Mayor Pro Tem	Present	
Dennis Beasley	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
David Arnold	Councilperson	Present	
Paul Glazener	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

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Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments.

III. PRESENTATIONS / REPORTS

1. Information Item (ID # 4036)

Project Updates - City Mgr. G. Broz

COMMENTS - Current Meeting:

City Manager Gary Broz reported that Trinity River levels have increased due to the recent rains and is being closely monitored, additional funds have been received from insurance for Hurricane Harvey repairs, public hearings on proposed annexation will be held March 20 and March 27, and the 33rd Annual Liberty Jubilee will take place on March 23 and 24, 2018.

2. Information Item (ID # 4037)

Finance Report - Finance Dir. N. Herrington

COMMENTS - Current Meeting:

Finance Director Naomi Herrington reported on the City's financial status for the month ending January, 2018. Ms. Herrington reviewed the various funds and stated that property tax revenues are increasing and sales tax collections are on target with budgeted numbers.

3. Information Item (ID # 4038)

Mayor, Council and Staff Comments

COMMENTS - Current Meeting:

Police Chief Tom Claunch reported on a BBQ and Car Show Fundraiser to be held for the Shane Detwiler Foundation. The Foundation supports local law enforcement by supplying funds for various equipment. The fundraiser will be held on April 28 around the City Hall. Chief Claunch also mentioned recent radar training held at the Liberty Police Department.

Fire Chief Brian Hurst reported that the department would be holding a crawfish boil as a fundraiser at the Liberty Jubilee and will also provide free CPR & First Aid training on Saturday, March 24.

IV. REGULAR AGENDA

A. Regular Session

1. Council Action 2018-11

Consider ratifying the Liberty Community Development Corporation's action to approve the transfer of ownership of the Magnolia Ridge Golf Course to the City of Liberty, and take any action deemed necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reviewed the draft agreement regarding the City's potential ownership of the Magnolia Ridge Golf Course. Discussion was held regarding the proposed purchase for approximately $260,000.00, which includes payoff of the real estate note, mower note, and payables owed by the Country Club. Mr. Broz stated that the restaurant and bar services will be contracted, there will be employed three full time and three part time employees, all equipment and tools will belong to the City, and continuation of cart leases. Further discussion included condition of the entrance road to the golf course, voluntary annexation, proposed transition date of June 1, and other related topics. The Magnolia Ridge Country Club will hold a meeting with its membership in March for final approval.

A motion was made to ratify the Liberty Community Development Corporation's action to approve the transfer of ownership of the Magnolia Ridge Golf Course to the City of Liberty.

ATTACHMENTS:

- Draft Agreement #2 (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Diane Huddleston, Mayor Pro Tem
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

2. Council Action 2018-13

Consider acceptance of the Annual Audit Report for Fiscal Year 2016-2017, as presented by Swaim, Brents and Associates.

COMMENTS - Current Meeting:

Lee Ann Brents, Swaim, Brents & Associates, presented the City's Annual Audit for Fiscal Year 2016-2017. Ms. Brents reviewed, in summary, the audit document. Ms. Brents reported on the City's assets, liabilities, net position, and additional related information. After lengthy discussion, a motion was made to accept the Audit Report for FY 2016-2017, as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paul Glazener, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

3. Council Action 2018-12

Discussion of a letter received from the City of Hardin regarding the wastewater collection system, and take any action deemed necessary.

COMMENTS - Current Meeting:

Wes Hinch, City Attorney, City of Hardin, addressed the Council on behalf of the City of Harind in regard to a request for relief from obligations, due to their increased inflow and infiltration issues with their collection system.. Mr. Hinch reported that the City of Hardin is working to correct these issues, but requests that the termination date of July 1, 2022 for collection services with the City of Liberty be extended by one year and that penalties for overages be suspended starting January 1, 2018, so that these funds may be used toward resolving their issues.

Discussion was held, however, no action was taken.

ATTACHMENTS:

- City of Hardin Letter (PDF)

RESULT:	**NO ACTION TAKEN**

4. Council Action 2018-14

Consider approval of the purchase of a crew cab truck and trailer for the Water & Wastewater Department.

COMMENTS - Current Meeting:

Council reviewed prices quoted for a new 2018 Crew Cab Truck and Trailer for the Water/Wastewater Department. After discussion of the costs from various vendors, a motion was made to purchase the vehicle from BJ Ford, in the amount of $54,463.45, and purchase the trailer from Shoppa's, in the amount of $4.850.00, for a total expenditure of $59,313.45.

ATTACHMENTS:

- W&W Truck and Trailer Info (PDF)

RESULT:	**APPROVED [6 TO 1]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener
NAYS:	Carl Pickett

5. Council Action 2018-17

Consider approval of the purchase of a stake bed truck for the Street Department.

COMMENTS - Current Meeting:

Council reviewed prices quoted for a new 2018 Stake Bed Truck for the Street Department. After discussion of the costs from various vendors, a motion was made to purchase the vehicle from BJ Ford, in the amount of $39,217.45, and purchase the stake bed and installation, in the amount of $15,075.00, for a total expenditure of $54,292.45.

ATTACHMENTS:

- Stake Bed Truck Info (PDF)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paul Glazener, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

6. Council Action 2018-15

Consider designation of certain vehicles and equipment as surplus property, and take any action deemed necessary.

COMMENTS - Current Meeting:

Council reviewed a list of various equipment and vehicles to be sold at an online auction, mid-March, 2018. A motion was made to declare the vehicles and equipment surplus property, to be sold at an online auction to be held by Lemons Auctioneer, LLP.

Councilperson Simonson had briefly stepped out of the room during this item.

ATTACHMENTS:

- Surplus Equipment Info (PDF)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	Louie Potetz, Councilperson
SECONDER:	Paul Glazener, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Arnold, Glazener
AWAY:	Libby Simonson

7. Council Action 2018-16

Discussion of various projects and capital purchases, and take any action deemed necessary.

COMMENTS - Current Meeting:

City Manager Gary Broz reviewed funds received, to date, from the Sam Rayburn Municipal Power Agency, Cambridge Project and previous capital expenditures made from these funds, to also include $2,666,666 of unrestricted funds. Mr. Broz continued by reviewing a list of capital expenditures proposed to be funded by Cambridge Project receipts:

- Sensus -Cloud
- Inclode - Cloud
- Fire Dept. Brush Truck

After lengthy discussion, a motion was made to approve the expenditures for the above listed items, to be funded from the $2,666,666 of Cambridge Project unrestricted funds.

Following this agenda item, at 7:49 p.m., Mayor Pickett called for an Executive Session to be held as authorized on the agenda, by Title 5, Chapter 551, Texas Government Code, §551.071 Consultation with Attorney.

At 8:10 p.m., Mayor Pickett closed the Executive Session and reconvened the open meeting. There was no action taken as a result of the Executive Session.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Libby Simonson, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, Huddleston, Beasley, Potetz, Simonson, Arnold, Glazener

V. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 8:10 p.m.

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Carl Pickett, Mayor

ATTEST:

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Dianne Tidwell, City Secretary

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Misc. Projects

COUNCIL ACTION (ID # 4050)

DOC ID: 4050

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Patriot Construction and Industri

1175 Reylonds Road

Beaumont TX
77707

City of Liberty

Base Bid:	Quantity	Unit	Unit price	Unit Cost
slope repairs Travis Park				
slope repair by extending pipe	1	LS		$ 27,615.00
slope repair by using existing sheetpile aprox 35lf wall	1	LS		$ 31,570.00

Total Base Bid Site Work

Qualifications The Above Pricing:

* Price includes all manpower, materials and equipment

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Misc. Projects

COUNCIL ACTION (ID # 4051)

DOC ID: 4051

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Tom Warner

From: Cody Cockroft <cmc@freese.com>
Sent: Friday, March 2, 2018 11:20 AM
To: twarner@cityofliberty.org
Cc: Steve McCaskie; Dorothy Bergesen
Subject: Levee B Proposal
Attachments: 2018 03 02 B-Levee Repair Fee_Spreadsheet rev001.pdf; 2018 03 02 Liberty B Levee Repair_Draft Scope.docx

Tom, good morning. Attached is the proposed scope and levee of effort for your consideration.

We have basically structured it into two Tasks:
Task A – (Basic: restore to pre-flood conditions), e.g., develop a conceptual plan to "fix" what is broken and provide a cost estimate.

- FNI's level of effort is $21,896 (this includes FNI staff being onsite and directing the drilling and logging the soil).
- We recommend the survey and the geotechnical in this phase as we feel it will likely be necessary (should mitigation design be necessary). Note: these are not necessary to complete this task
    - Survey = $3,823
    - Borings and lab = $10,433

Based on FEMA's review and direction from the City, we would move forward with the development of design (plans and specifications), e.g., Task B

- FNI's level of effort is $34,257

Tom, we thank you for the opportunity to proposal on this opportunity for the City. Have a great weekend!

Cody Cockroft, P.E.
Principal and Vice President
Water Resources Design Division

Freese and Nichols, Inc.
10497 Town and Country Way, Suite 600
Houston, Texas 77024
(713) 600-6832 (direct)
(832) 370-7603 (mobile)

www.freese.com

21,896
3,823
10,433
34,257
$70,409.00
Asking

Tom Warner

From:	Cody Cockroft <cmc@freese.com>
Sent:	Friday, March 2, 2018 11:20 AM
To:	twarner@cityofliberty.org
Cc:	Steve McCaskie; Dorothy Bergesen
Subject:	Levee B Proposal
Attachments:	2018 03 02 B-Levee Repair Fee_Spreadsheet rev001.pdf; 2018 03 02 Liberty B Levee Repair_Draft Scope.docx

Tom, good morning. Attached is the proposed scope and levee of effort for your consideration.

We have basically structured it into two Tasks:
Task A – (Basic: restore to pre-flood conditions), e.g., develop a conceptual plan to "fix" what is broken and provide a cost estimate.

- FNI's level of effort is $21,896 (this includes FNI staff being onsite and directing the drilling and logging the soil).
- We recommend the survey and the geotechnical in this phase as we feel it will likely be necessary (should mitigation design be necessary). Note: these are not necessary to complete this task
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City of Liberty

B-Levee Repair

DRAFT Scope of Services and Responsibilities of Owner

Project Understanding:
Freese and Nichols, Inc. (FNI) will provide engineering services to develop levee damage repair concepts, and prepare designs, construction plans and technical specifications for the City of Liberty (City). FNI will provide the City with the following:

1. Conceptual Plan Development and Memorandum for levee damage repair concepts (Base Project: restore to pre-flood conditions; Alternate Project: hazard mitigation 2) including: plan, cross-sections, estimated quantities, and concept level opinion of probably construction costs (OPCC).

2. Construction plans and technical specifications (Draft and Final) for the selected levee damage repair concept.

BASIC SERVICES: FNI shall provide the following professional services in connection with the development of the Project:

TASK A: DEVELOP LEVEE REPAIR CONCEPTS (2: BASE PROJECT: RESTORE TO PRE-FLOOD CONDITIONS / ALTERNATE PROJECT: HAZARD MITIGATION)

1. Collect and review available project information including:
    a. Existing plans and specifications,
    b. Review available survey/topographic mapping, conduct supplemental survey/topographic mapping – See Additional Services below recommended as Part of Task A),
    c. Review available Geotechnical information, conduct supplemental soil borings (2), laboratory testing (basic classification and index testing – See Additional Services below recommended as Part of Task A),
    d. Review of City provided LOMAR, hydraulic models and output.
2. Provide surveying services to include: topographic mapping within the project limits; approximately 400 LF of levee, extending west from the culvert under Bowie St., from the north levee toe / detention basin invert to the south drainage ditch top of bank, including levee crest, and drainage ditch, and spot elevations for physical features. Deliverables include a CAD file of the topographic surface. Surveying services will be provided by GeoSolutions LLC.
3. Provide geotechnical exploration services to include: 2 soil borings thru the levee crest (extend soil borings to 10 feet below adjacent drainage ditch / detention basin flowline); basic soil identification and classification testing, unconfined compressive strength testing of select samples. Deliverables will include a geotechnical data report. Geotechnical services will be provided by Kenall.
4. Develop Levee Damage Repair Concepts (2), for both a base project and an alternate project, including:

a. Plan view,
b. Typical cross-sections (2),
c. Erosion Control Features,
d. Estimated quantities (2),
e. Concept level opinion of probable construction costs (OPCC).

5. Prepare a Draft Levee Repair Concept Memorandum with exhibits.
6. Meet with the City to discuss levee damage repair concepts (2) and their review comments.
7. Prepare a Final Levee Repair Concept Memorandum with exhibits and supporting documents incorporating City comments.
8. Meet with FEMA, assist the City in presenting and discussing the selected levee damage repair concept.

Notes:

i. FNI understands the City and FEMA will address environmental / cultural resource issues.
ii. For the purposes of this project, "Base Project" is intended to restore to pre-flood conditions, and "Alternate Project" is intended to restore to pre-flood conditions along with hazard mitigation.

Summary of Deliverables

- Draft Levee Repair Concept Memorandum
- Final Levee Repair Concept Memorandum

TASK B: PREPARE CONSTRUCTION PLANS, SPECIFICATIONS, AND BIDDING DOCUMENTS

1. Upon NTP and selection of a levee damage repair concept, conduct a Project Kickoff meeting with the City to:
    a. Finalize project requirements,
    b. Finalize design criteria,
    c. Make a site visit and inspection.
2. Develop/finalize subsurface profile, perform slope stability analyses, for design load cases including rapid drawdown.
3. Develop design levee section, plan, profile and typical sections.
4. Develop erosion control features including design based on hydraulic forces and shear stresses.
5. Prepare Draft Construction Plans and Technical Specifications.
6. Develop estimated quantities, and opinion of probably construction costs (OPCC).
7. Meet with the City to discuss the Draft Construction Plans and Technical Specifications and their review comments.
8. Assist the City in coordination and permitting with FEMA and USACE, including attending two meetings and preparation of supporting documents and exhibits.
9. Prepare Final Construction Plans and Technical Specifications incorporating City comments.

Notes:

i. FNI understands the City will prepare Div 0 and Div 1 General Conditions and Specifications.

iii. FNI assumes hydraulic modeling is not required.

Summary of Deliverables

- Draft Construction Plans and Technical Specifications
- Final Construction Plans and Technical Specifications
- Supporting documents and exhibits (FEMA and USACE)

Summary of Fee for Professional Services

Our fee for completing the Basic Services, as outlined above, will be a **Lump Sum fee of $56,153.00**.

Schedule

- Draft Levee Repair Concept Memorandum – 21 days after NTP
- Final Levee Repair Concept Memorandum – 7 days after receipt and resolution of City review comments.
- Draft Construction Plans and Technical Specifications – 45 days after selection of Concept and Design NTP
- Final Construction Plans and Technical Specifications – 14 days after receipt and resolution of City review comments
- Supporting documents and exhibits.

ADDITIONAL SERVICES: Additional Services to be performed by FNI, as authorized by the City, which are not included in the above fee, are described as follows:

1. Surveying - Upon review of available survey / topographic mapping, FNI recommends supplemental survey / topographic mapping. Additional survey data is necessary to complete analyses and design and prepare construction plans. Supplementary survey services and topographic mapping will be cost reimbursable time and materials, with a **Total Not-To-Exceed cost of $3,823.00.**
2. Geotechnical Exploration – Upon review of available Geotechnical information, FNI recommends supplemental Geotechnical Exploration. Additional geotechnical exploration including soil borings and laboratory testing is necessary to complete analyses and design. Services for supplementary geotechnical explorations will be cost reimbursable time and materials, with a **Total Not-To-Exceed cost of $10,443.00.**

Summary of Additional Services Deliverables

- Topographic Survey and Mapping
- Geotechnical Data Report

Freese and Nichols, Inc.

City of Liberty
B- Levee Repair
2/27/2018
Detailed Cost Breakdown

Project Fee Summary	
Basic Services	56,153
Special Services	14,266
Total Project	70,419

Basic Services

Phase	Task	Employee / Project Role / Tasks ↓ | Current Hourly Bill Rate →	Cody Cockroft $287	Steve McCaskle $248	Frederic Ma $131	Dylan Jammer $101	Kyle Moody $75						Dorothy Bergesen $107	Total Hours	Total Labor Effort	Total Expense Effort	Total Sub Effort	Total Effort
															$ -	$ -	$ -	$ -
	A	Develop Levee Repair Concepts													$ -	$ -	$ -	$ -
		General Project Management	8										8	16	$ 3,158	$ -	$ -	$ 3,158
		Collect and review available project information including: plans, specs, survey, geotech		1	2	2								5	$ 713	$ -	$ -	$ 713
		Supplementary geotechnical exploration		4	32									36	$ 5,189	$ -	$ -	$ 5,189
		Supplementary survey / topographic mapping		1	1									2	$ 379	$ -	$ -	$ 379
		Develop levee damage repair concepts (2) for base project and alternate project	1	2	2	8								13	$ 1,856	$ -	$ -	$ 1,856
		Sketches: plan view, typical cross sections (2)	1	4	4	4	8							21	$ 2,805	$ -	$ -	$ 2,805
		Estimated quantities / Concept OPCC (2)		2	2	2								6	$ 961	$ -	$ -	$ 961
		Prepare Draft Levee Repair Concept Memo w/ exhibits	1	2	2	8	4							17	$ 2,154	$ -	$ -	$ 2,154
		Draft Levee Repair Concept Memo review meeting w/ City (option / alternative selection)	3	3										6	$ 1,606	$ -	$ -	$ 1,606
		Finalize Levee Repair Concept Memo review	1	2	1	4	2							10	$ 1,469	$ -	$ -	$ 1,469
		Levee Repair Concept Memo review meeting w/ FEMA & the City	3	3										6	$ 1,606	$ -	$ -	$ 1,606
	B														$ -	$ -	$ -	$ -
		Prepare Construction Plans, Specifications, and Bidding Documents (for selected option)													$ -	$ -	$ -	$ -
		General Project Management	24										8	32	$ 7,755	$ -	$ -	$ 7,755
		Design Project Kick-Off Meeting w/ City & Site Visit	3	3										6	$ 1,606	$ -	$ -	$ 1,606
		Finalize project requirements, design criteria	2	4	4									10	$ 2,091	$ -	$ -	$ 2,091
		Develop base fromsheets from topographic mapping			1		12							13	$ 1,026	$ -	$ -	$ 1,026
		Develop generalized subsurface profile & soil parameters			2									2	$ 263	$ -	$ -	$ 263
		Slope stability analyses		2	8									10	$ 1,546	$ -	$ -	$ 1,546
		Draft Construction plans, plan, profile, typical	2	8		32	60							102	$ 10,271	$ -	$ -	$ 10,271
		Draft technical specifications	1	2	2	4								9	$ 1,451	$ -	$ -	$ 1,451
		Estimated quantities / concept cost estimate OPCC		1	1	4								6	$ 785	$ -	$ -	$ 785
		Draft Construction Plans review meeting w/ City	3	3										6	$ 1,606	$ -	$ -	$ 1,606
		Coordination / review meetings (2) w/ FEMA and USACE	4	4										8	$ 2,141	$ -	$ -	$ 2,141
		Final Construction Plans and Specs incorporating City comments	1	2	4	12	16							35	$ 3,716	$ -	$ -	$ 3,716
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
		Total Basic Services Hours	58	53	68	80	102	-	-	-	-	-	16	377	$ 56,153	$ -	$ -	$ 56,153
		Total Basic Services Labor Effort	$ 16,665	$ 13,135	$ 8,920	$ 8,103	$ 7,602	$ -	$ -	$ -	$ -	$ -	$ 1,717					

Phase	Task	Expenses	Tech Charge	Miles	Meals	Hotel	B&W (sheet)	Color (sheet)	Binding (each)	Lg Format - Bond - B&W (sq. ft.)	Lg Format - Glossy/Mylar - B&W (sq. ft.)	Other	Other	Total Exp Effort
														$ -
		Total Basic Services Items	377	-	-	-	-	-	-	-	-	-	-	
		Total Basic Services Expenses Effort	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Phase	Task	Subconsultants	[Name 1]	[Name 2]	[Name 3]	[Name 4]								Total Sub Effort
														$ -
		Total Basic Services Subconsultants Cost	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
		Total Basic Services Subconsultants Effort	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Freese and Nichols, Inc.

City of Liberty
B- Levee Repair
2/27/2018
Detailed Cost Breakdown

Project Fee Summary	
Basic Services	56,153
Special Services	14,266
Total Project	70,419

Special Services

Phase	Task	Employee / Project Role / Tasks ↓ | Current Hourly Bill Rate →	Cody Cockroft	Steve McCaskie	Frederic Ma	Dylan Jammer	Kyle Moody						Dorothy Bergesen	Total Hours	Total Labor Effort	Total Expense Effort	Total Sub Effort	Total Effort
			$287	$248	$131	$101	$75						$107					
															$ -	$ -	$ 3,823	$ 3,823
															$ -	$ -	$ 10,443	$ 10,443
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
															$ -	$ -	$ -	$ -
		Total Special Services Hours	-	-	-	-	-	-	-	-	-	-	-	-	$ -	$ -	$ 14,266	$ 14,266
		Total Special Services Labor Effort	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -					

Phase	Task	Expenses	Tech Charge	Miles	Meals	Hotel	B&W (sheet)	Color (sheet)	Binding (each)	Lg Format - Bond - B&W (sq. ft.)	Lg Format - Glossy/Mylar - B&W (sq. ft.)	Other	Other	Total Exp Effort
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
		Total Special Services Items	-	-	-	-	-	-	-	-	-	-	-	
		Total Special Services Expenses Effort	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Phase	Task	Subconsultants	[Name 1]	[Name 2]	[Name 3]	[Name 4]								Total Sub Effort
	B	Geosolutions LLC (surveying)	3,475											$ 3,823
	B	Kenall (geotech)	9,493											$ 10,443
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
														$ -
		Total Special Services Subconsultants Cost	12,968	-	-	-	-	-	-	-	-	-	-	
		Total Special Services Subconsultants Effort	$ 14,265	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,266

L:\Resources\OLCR\L\Liberty\B Levee Repair\2018 03 02 revised\2018 03 02 B-Levee Repair Fee_Spreadsheet rev001

3/2/2018

Attachment: Main B Info #2 (4051 : Main "B" Slope Failure)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Misc.

COUNCIL ACTION (ID # 4052)

DOC ID: 4052

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STAY UA
Services to Age in Your Upper Arlington

A program designed to help UA's older adults remain safely in their homes

A primary goal of STAY UA is to reduce the stresses and costs associated with critical needs: providing our residents with links to appropriate, affordable, in-home support; reducing EMS runs that may be non-emergency in nature; and avoiding premature admission to more costly institutionalized care.

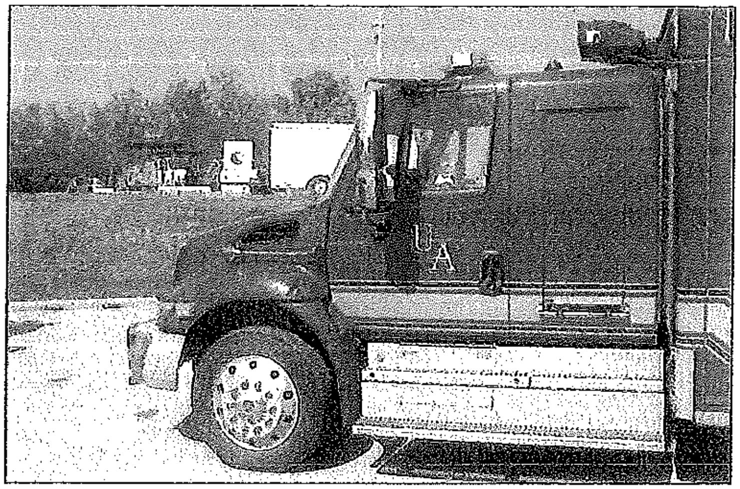
Introduction

After its initial launch as a pilot program in 2009, STAY UA was established in 2010 as a sustained community program, supported by the Upper Arlington City Council, the City of Upper Arlington and numerous community organizations.

Originally made possible through funding from the Rev. John R. Glenn Foundation and secured by its parent organization, National Church Residences, STAY UA is a Service Coordinator program that facilitates keeping older adults and residents with disabilities safely in their homes.

STAY UA is believed to be the first formalized program of its kind in the country. The program better utilizes the assistance mechanisms offered by the Fire Division's emergency medical services by connecting residents with the appropriate support mechanisms that could help prevent future emergency situations.

From its first year of existence, the program has helped link numerous members of our community with resources and services they did not know were available to them, resulting in immediate and cost-effective improvements to their quality of life and the ability to remain safely in their homes.



About the Service Coordinator

The STAY UA Service Coordinator has the necessary skills and training to meet with, assess, counsel and provide caring and practical support to the community's elderly and disabled at times when they may be unable to find the resources they want and need.

Co-located in the Fire Divison's EMS & Training Office, firefighters can involve the STAY UA Service Coordinator either during or shortly after emergency calls for help. The Service Coordinator can then meet

Contact the National Church Residences Home & Community Services Coordinator:

614-551-1832 | 614-583-5114 | STAYUA@UAOH.NET

CITY OF | UPPER ARLINGTON

Fire Division
3861 Reed Road, Upper Arlington, OH 43220
Phone: 614-583-5100 | Fax: 614-583-5496 | www.uaoh.net

Upper Arlington Emergency Information

Emergency- Police, Fire & Medical
9-1-1

Police
(non-life-threatening emergencies)
614-459-2800

Fire & Medical
(non-life-threatening emergencies)
614-451-9700

with these residents, at no cost, to discuss their situation and issues and provide information about the many existing support services that may be available to help prevent emergencies in the future.

Services

The STAY UA Service Coordinator can help connect residents to the following programs:

- Links to community services
- In-home skilled nursing
- Prescription assistance
- Access to meals
- Transportation assistance programs
- Counseling
- Adult daycare
- Hospice
- Home safety surveys and solutions
- Financial planning assistance
- Access to social networks

www.uaoh.net
www.facebook.com/CityofUA
@CityofUA

Partners

The City of Upper Arlington Fire Division wishes to thank its STAY UA partners:

- National Church Residences
- Rev. John R. Glenn Foundation

National Church Residences
HOME & COMMUNITY SERVICES

STAY UA Supporters:

- American Association of Service Coordinators
- Upper Arlington Commission on Aging
- Northwest Counseling Services
- OSU Office of Geriatrics and Gerontology
- City of Upper Arlington Senior Center
- Alzheimer's Association
- Upper Arlington Senior Association
- Upper Arlington Area Chamber of Commerce

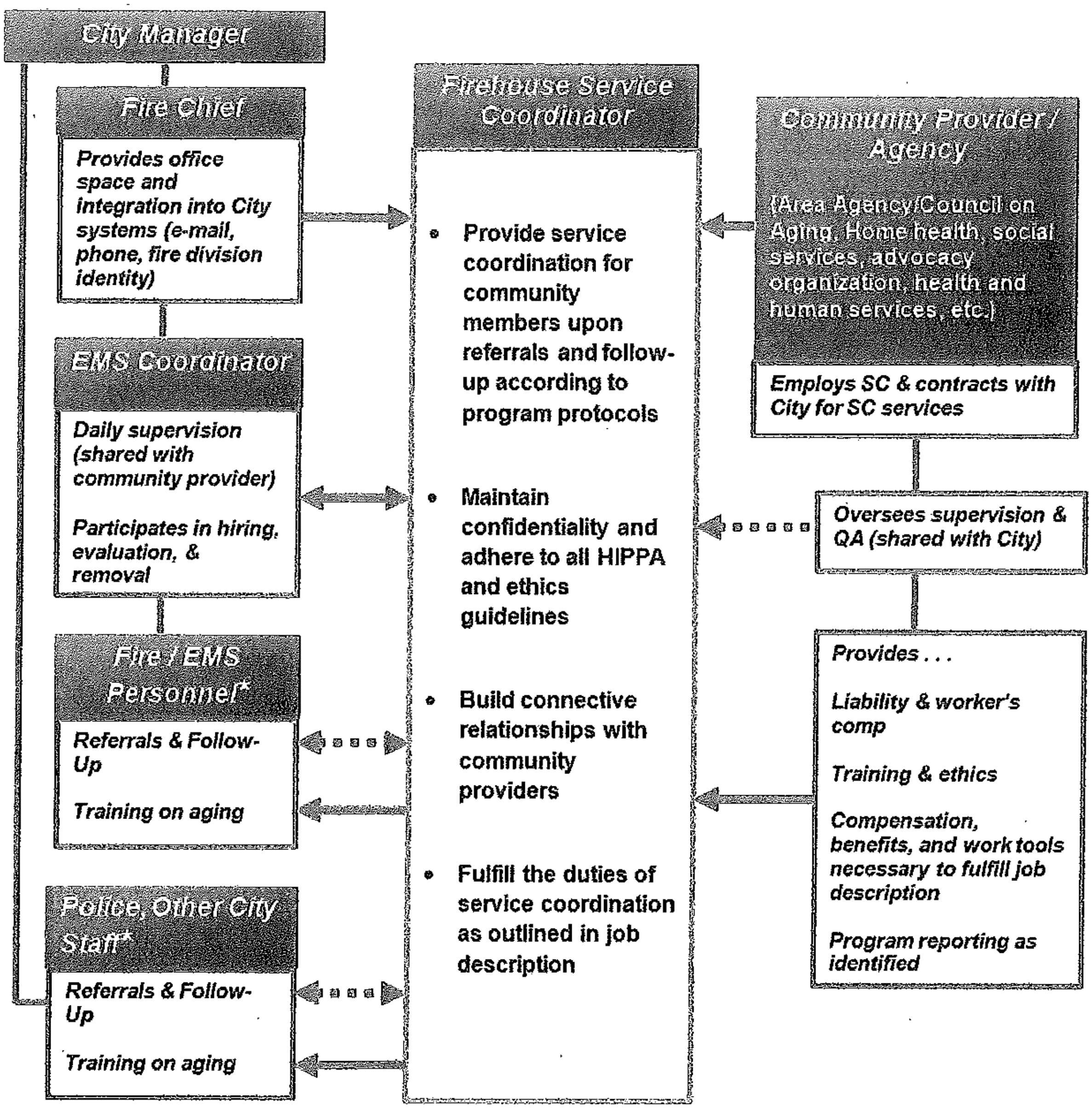
CITY OF | UPPER ARLINGTON

Upper Arlington City Council
Mayor Donald B. Leach, Jr.
Vice Mayor Debbie Johnson
John C. Adams, David DeCapua,
Kip Greenhill, Mike Schadek,
Erik F. Yassenoff

City Manager
Theodore J. Staton

Fire Chief
Jeff Young

Updated 3/14

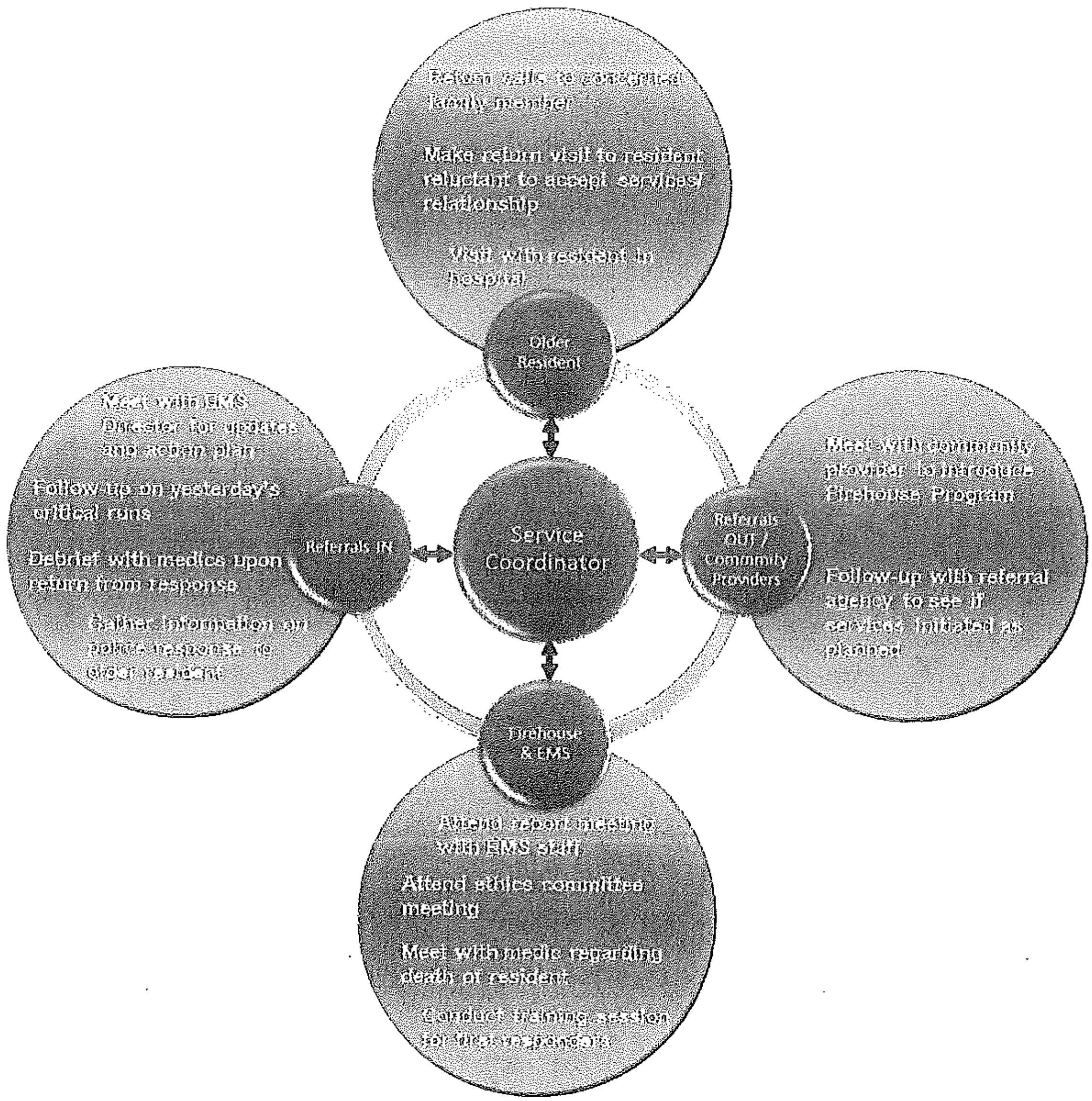


****Programs decide community referral protocol, i.e., whether the service coordinator accepts referrals from the wider community vs. referrals from within the city government structure only.***

Firehouse Service Coordination Program

Phone: (614) 293-4815

A Day in the Life of a Service Coordinator



Firehouse Service Coordination Program

Phone: (614) 293-4815

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Expenditures

COUNCIL ACTION (ID # 4053)

DOC ID: 4053

.

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 03/13/18 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION (ID # 4054)

DOC ID: 4054

.

CITY OF LIBERTY
POLICY ON BOARD AND COMMISSION MEMBER APPOINTMENT AND ELIGIBILITY

I. OVERVIEW

The Liberty City Council is very interested in citizens serving as members of City boards and commissions. Citizens can provide an invaluable service to the City of Liberty through board membership and participation. Board and commission members volunteer many hours sharing their time and expertise, and learning more about the City through their membership. Boards and commissions are established to offer citizens an opportunity to participate in the City's governmental affairs and influence public policy in various areas. The City has several boards, commissions and committees that endeavor to reflect the varied interests of our City's citizenry.

Although many boards and commissions are advisory only, their influence and value can be significant. They make recommendations on a wide range of topics that eventually come before the City Council.

II. APPOINTMENT PROCESS

City Council members shall actively recruit candidates for service on City boards and commissions. The City Council shall endeavor to appoint Board and Commission membership reflective of the City of Liberty's diversity of residents.

The mayor shall designate a committee comprised of two (2) City Council members that will review applications and present the most qualified to the City Council. The City Council shall make appointments through an open procedure wherein each City Council Member's preferences are openly registered prior to the Mayor's acceptance of any motion for approval of an appointee(s). Council discussion regarding applicants during this process is limited to information contained on the applicant's application.

III. ELIGIBILITY AND MEMBERSHIP CRITERIA

(a) Written Application / Eligible Applicant. A signed, current application is required for appointment for service on any board or commission. The City Council shall consider any person an "Eligible Applicant" who has satisfied the foregoing and the residency requirement of (b) below prior to accepting an appointed position on a board or commission. Applications are valid for two (2) years from receipt by the City Secretary's Office.

(b) **Residency.** All applicants and appointees must continuously reside within and be qualified voters of the City of Liberty, Texas. All applicants shall be responsible for establishing proof of residency to the City Secretary.

Board and commission members shall notify the City Secretary of any change in residency status at least two (2) weeks prior to such change. For board and commission positions which may be filled by non-residents, such applicants shall be qualified voters, registered to vote in the County precinct in which they reside.

(c) Term. The term of each appointee shall be the term as provided for by each board or commission.

(d) Term Limits. The limit for consecutive service on a board or commission shall be the term as provided for by each board or commission.

(e) Attendance. A board or commission member shall attend seventy-five percent (75%) of the board meetings, unless stated otherwise, to be considered for continuation of any current term and for reappointment to any subsequent term. Failure to attend 75% of the meetings shall result in the board member not being reappointed by the City Council unless the City Council finds good cause for such reappointment based on special circumstances presented by the board member.

(f) Multiple Service. Board and commission members shall not serve concurrently on more than one board or commission.

(g) Removal. The City Council may remove any board or commission member at any time, with or without cause, including but not limited to the failure to attend seventy-five percent (75%) of board meetings.

(h) Resignation Upon Filing for Elective Office. Any appointed member of any board or commission who files for any City Council, Independent School Board (located within the city limits) or Liberty County elective office, shall resign from his or her appointive position concurrently with the filing for such elective office. If the board or commission member fails to resign, the appointive position shall be automatically vacated by the member as of the date of filing for elective office.

IV. CONFLICTS

Board and Commission members will submit a conflict of interest affidavit and abstain from any discussion or vote on any matter that comes before them in which they have a conflict of interest.

V. OFFICIAL NOTIFICATION

(a) A letter of appointment shall be sent to each member appointed to a board or commission.

(b) A letter of gratitude shall be sent to each retiring member.

CITY OF LIBERTY

APPLICATION FOR APPOINTMENT

CITY BOARDS – COMMISSIONS – COMMITTEES

The Liberty City Council is very interested in citizens serving as members of City boards and commissions. Although many boards and commissions are advisory only, their influence and value can be significant.

All appointments are made by the Liberty City Council, unless otherwise stated. An applicant must reapply if they would like to be considered for reappointment at the end of a term or for a different board/commission/committee. An individual may not serve concurrently on more than one board/commission/committee. Applications are valid for two years.

Date: ______________________________

Name: ______________________________ Phone: ____________________
(Home or Work)

Address: ______________________________ Phone: ____________________
(Cell)

City/State/Zip: ______________________________ Email: ____________________

Have you served on a City-appointed board/commission/committee before? If yes, and for how long? ____

____

Occupation: ____

____

____

Community and/or Professional Activities: ____

____

____

____

Applications for the following will be kept on file for two years in the City Secretary's Office. Please mark those boards/commissions on which you are interested in serving.

Airport Advisory Board	___________
Charter Review Commission	___________
Community Development Advisory Board	___________
Liberty Community Development Corporation	___________
Liberty Municipal Library Board	___________
Planning and Zoning Commission	___________

I understand that I may be required to attend training on the Open Meetings Act and Public Information Act. I agree to adhere to attendance requirements and to contract the City Secretary's Office in the event there is a change in my contact information.

The information provided on this application will be available to the public upon request. My signature indicates that I have read, understand, and agree to all conditions in the City of Liberty Policy on Board and Commission Member Appointment and Eligibility.

_________________________________ _____________________________

Signature of Applicant Date

Please return the application to:

City Secretary
City of Liberty
1829 Sam Houston
Liberty, Texas 77575

Date Received:______________________ By:_____________________________

Appointment To:_____________________ Appt. Date:_____________________

BOARD MEMBER ELECTION ON DISCLOSURE

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, cellular and pager numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office.

(Please strike through any information that you do not wish to be made accessible to the public)

Please complete the information below and return
to the City Secretary's Office within fourteen days of receipt.

☐ I **DO** elect public access to my: (please indicate items you would like available, if any)

___ home address

___ home telephone number

___ personal email address

___ cell or pager numbers not paid for by the City

___ emergency contact information

___ information that reveals whether I have family members.

☐ I **DO NOT** elect public access to my home address, home telephone number, cell or pager numbers, emergency contact information, or any information that reveals whether I have family members.

______________________________ ______________________
Board Member's Signature Date

____
Board Member's Printed Name