



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, September 10, 2019

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 ProTem Diane Huddleston	☐	☐	☐	
Council Member Dennis Beasley	☐	☐	☐	
Council Member Libby Simonson	☐	☐	☐	
Council Member David Arnold	☐	☐	☐	
Council Member Chipper Smith	☐	☐	☐	
Council Member Neal Thornton	☐	☐	☐	

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 # 4557)

City Manager's Report - City Mgr. T. Warner

- City Manager's Report(DOCX)

B. Information Item (ID # 4558)

Finance Report - Asst. City Mgr/CFO N. Herrington

C. Information Item (ID # 4559)

Department Reports

- Dept. Reports (PDF)

D. Information Item (ID # 4575)

Recycling Report - Asst. City Manager C. Jarmon

E. Information Item (ID # 4560)

Sam Rayburn Municipal Power Agency - Mayor Pickett

F. Information Item (ID # 4561)

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, August 13, 2019
2. Tuesday, August 27, 2019

B. Council Action 2019-74

Consider acceptance of the 2020 TxDOT Routine Airport Maintenance Program (RAMP) Grant Agreement.

VII. REGULAR AGENDA**A. Regular Session****1. Public Hearing (ID # 4562)**

City Council will hold a Public Hearing on the Proposed Budget for Fiscal Year 19/20.

2. Ordinance 2019-21

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING NECESSARY FUNDS FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, PROJECTS AND ACCOUNTS; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

3. Council Action 2019-75

Consider ratification of the property tax revenue increase reflected in the Fiscal Year 19/20 Budget.

4. Information Item (ID # 4565)

City Council will hold a Public Hearing on the Proposed Tax Rate for Fiscal Year 19/20.

5. Resolution 2019-12

Consider a Resolution appointing a representative to the Sam Rayburn Municipal Power Agency Board of Directors.

6. Council Action 2019-76

Consider appointments to the Liberty Municipal Library Board.

7. Council Action 2019-80

Consider a nomination(s) to the Liberty County Central Appraisal District Appraisal Review Board.

- ARB Information (PDF)

8. Council Action 2019-81

Consider a nomination to the Liberty County Central Appraisal District Agricultural Advisory Board.

- Ag Board Info (PDF)

9. Council Action 2019-82

Consider a nomination to the Liberty County Central Appraisal District Board of Directors.

- CAD Board of Directors Info (PDF)

10. Council Action 2019-83

Consider award of bid and increasing the funding for a new City Hall generator.

11. Council Action 2019-84

Consider approval of Change Order No. 1 for the Holly Street Drainage and Water Improvement Project.

12. Information Item (ID # 4578)

Discussion led by the City Attorney regarding new public information act laws in effect (S.B. 944).

13. Council Action 2019-85

Consider designating a mailing address and email address for public information act requests.

B. Executive Session

Gov. Code §551.071 - Private Consultation with Attorney. To seek advice regarding contemplated/pending litigation.

- Humphreys Cultural Center

Gov. Code §551.072 - Deliberation Regarding Real Property.

- To deliberate the purchase, exchange, lease or value of real property.

- To deliberate the purchase, exchange, lease or value of real property - Tax Property Sale.

C. Reconvene into Regular Session**1. Council Action 2019-77**

Consider and take action, if any, on contemplated/pending litigation with the Humphreys Cultural Center as discussed in the Executive Session.

2. Council Action 2019-78

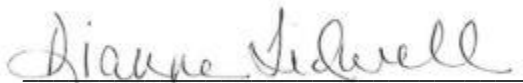
Consider and take action, if any, on the deliberation regarding real property as discussed in the Executive Session.

3. Council Action 2019-79

Consider and take action, if any, on the deliberation regarding tax sale property as 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 6th day of September, 2019 at 3:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.



Dianne Tidwell, City Secretary

NOTICE

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

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, 2019.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.A

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4557)

DOC ID: 4557

Department: Administration

Subject: City Manager Report - City Projects and Activities

Background: This agenda item affords the City Manager the opportunity to update the Council and public on current and future City projects, activities and other items related to City business.

Memo

To: Mayor & City Council

From: Tom Warner, City Manager

Date: September 10, 2019

Re: City Manager Report

-
1. With completion of the City Hall HVAC and Lighting Projects, the next project for City Hall is the Interior Repairs and Improvements. This work will include drywall repairs, painting, new flooring in the Administration Hallway and Liberty Center, new cabinets and acoustical wall panel repair. The pre-bid meeting and bid opening are scheduled for September 9th, and 19th, 2019, respectively.
 2. The contractor on the Hwy 146 Sanitary Sewer Line Extension Project has completed the installation of the manholes and sanitary sewer line. The remaining work to be completed will include completion of the punch list items, grading and cleaning up the work site.
 3. The preconstruction meeting for the Main “B” Levee Repair Project was held on September 6, 2019. The contractor was provided the Notice to Proceed and has 125 days to be substantially complete with the project.
 4. The installation of the new signs for the Golf Course, Canfield and Magnolia Parks and the Airport was rescheduled for the week of September 9, 2019.
 5. The Golf Course Restaurant Lease agreement was executed by both parties on September 5, 2019. Distinct Cantinas Inc. can now begin the process of obtaining their liquor license.
 6. The fall “Shred It” event is scheduled from 9:00 a.m. to Noon (or when the truck is full) on October 5, 2019. The event will take place in the City Hall parking lot.
 7. The City was contacted by the EPA to gauge our interest in a workshop to help communities identify opportunities to improve their resilience to future floods through policy and regulatory tools. These tools include comprehensive plans, Hazard Mitigation Plans, local land use codes and regulations and non-regulatory programs implemented at the local level. The City of Dayton and WCID # 5 will also have an opportunity to participate in the workshop. Additional information on the workshop will be provided as it becomes available.
 8. The Holly Street Drainage and Water Improvement Project is approximately 13% complete as of July 31, 2019. The monthly estimate for August has not been received by the City.

Attachment: City Manager's Report (4557 : City Manager's Report)

9. The contractor for the sanitary sewer repairs on Bowie between Grand and ML King has installed the bypass pumping and is continuing to install/repair manholes prior to slip lining the sanitary sewer line.
10. The following is a status of the current Electric Projects:

<u>Project</u>	<u>Complete</u>	<u>Estimated Cost</u>	<u>Spent to Date</u>
a. Pine Place Subdivision	55%	\$ 46,953	\$ 25,626
b. Featherstone Subdivision	58%	\$105,920	\$ 61,776
c. Whittington Subdivision	79%	\$206,725	\$163,193
d. Live Front Transformer	16%	\$323,456	\$ 50,967
e. Beaumont #3 Lateral	76%	\$182,325	\$138,614
f. UG Primary	4%	\$250,000	\$ 10,434
g. OH Transformer Platform	25%	\$ 91,450	\$ 22,991
h. Regency Place	42%	\$279,040	\$115,903
i. Travis Park	68%	\$380,505	\$258,529
j. UG Street Lighting	69%	\$155,000	\$107,614
k. Beaumont #2 Laterals	34%	\$414,254	\$140,727
l. Beaumont #4 Laterals	34%	\$308,344	\$104,722
m. Beaumont #5 Laterals	2%	\$764,156	\$ 18,482
n. Liberty #1 Laterals	0%	\$345,881	
o. Liberty #3 Laterals	0%	\$371,354	
p. Street Light Conversion	61%	\$ 82,500	\$ 50,107
Totals		\$4,307,863	\$1,269,685



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.B

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4558)

DOC ID: 4558

Department: Administration

Subject: Finance Report

Background: This agenda item affords the Asst. City Mgr./CFO an opportunity to report on the financial activities and position of the City, to include revenues, liabilities, assets, and other financial information.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.C

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4559)

DOC ID: 4559

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.

All Departments Weekly Activity Report

Month Of: August 1 to August 31, 2019

Department: Fire Department Report Prepared By: Misty Dulaney

FULL: (All Authorized Filled) YES NO
 If No, Why Not? Sick Vacancy Vacation

Explain: _____

Accomplishments For Last Week:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____

Goals For Upcoming Week:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____

Repairs Completed: Potholes: _____ Water: _____ Sewer: _____

Number Of Runs: (Fire Only) In Town 51 Mutual Aid 7

Number Of Runs: (EMS Only) 911 Calls 128 Mutual Aid 21
 Transfers-Out of Town 49 Transfers-In Town 9 Dialysis 36

Other Information:

Total of payments that have been received at the Fire Department for EMS is: \$58,013.94

6

EMS Payments received at Fire Department: Year to Date (fiscal): \$585,993.27

Year to Date (calendar): \$435,408.96

Attachment: Dept. Reports (4559 : Department Reports)

Liberty Municipal Library August 2019 Report

Fall is quickly approaching, and the library staff have been planning activities for holidays and other special occasions. This year we are adding a new celebration. Maggie Varela, our bilingual librarian, has been planning a Hispanic Heritage Month celebration slated for September 16. The celebration will showcase Hispanic countries and backgrounds. There will be a special performance of the Ballet Folklorico from Dayton and storytelling by Mr. Alvaro Romo. Participants representing Hispanic countries and backgrounds will share their culture with the public. Snacks and beverages will be served, and games and craft activities will be enjoyed. Colorful wooden toys from Mexico will be given as prizes to all children attending.

Information and Young Adult Librarian Kristin Gilley has been putting together very eye-catching book displays that are frequently changed to keep things interesting. One featured Banned Book Week, and another book display celebrated grandparents. Kristin also does book repairs and processes new books so they can be checked out. She shelves adult books as well.

The library's Long-Range Plan was finally completed after many months of work by Library Director Dana Abshier. The plan was presented to and approved by the Liberty City Council on August 13. The long-range plan serves as a roadmap as we work toward our goals and objectives for the next five years. Components include a collection development plan, technology plan, and technology implementation timeline.

Story Time was back with a bang on August 25 after a summer break. Children's Librarian Katie Edgell had 16 little ones, 14 adults and 1 baby on the first day of a new year for Story Time. Katie is assisted by Maggie and the two are an excellent team, as evidenced by the steady increase in attendance.

Maggie and Katie have been diligently working on an inventory of children's books and audiovisuals. This is a time-consuming endeavor, but we're getting an idea of how many items we've lost over the years through blatant theft, damage, or patrons' refusal to return borrowed items. The numbers are surprising, and a report is forthcoming.

Amber Ursprung is already thinking ahead to the holidays and is planning a Grinchmas theme for the library in December. According to Amber, the library will be decorated as Whoville, from Dr. Seuss's book *The Grinch Who Stole Christmas*. A large depiction of the villagers of Whoville gathering around the Grinchmas tree is almost completed. Signs will be displayed pointing to Whoville (Children's Area), Mount Crumpit (Young Adult/ Adult Area), and the Grinch's Lair (Staff Work) Area. Amber is planning games, music and crafts for the Grinchmas party and is working on other props and visuals.

Peggy Carr has been going through patron accounts that have been expired for many years and is deleting those with no fines remaining on the accounts. Those with fines or materials that were never returned have been put into a special binder for future reference. Since January 2019, Peggy has deleted 3,151 expired accounts, and that total is shown in the August report.

Gail Williamson is still searching for people who have not returned materials that have been overdue for quite a while. Keeping up with overdue accounts is an ongoing chore. She repaired 166 books, DVDs, CDs and other materials during the month.

In August Dana was very busy viewing webinars to satisfy the Texas State Library and Archives Commission's required ten hours of continuing education to maintain our accreditation with TSLAC. The course selection is varied and interesting.

Ordering and cataloging books is a never-ending job, but a rewarding one when the patrons are able to check out an item that they really wanted to read, watch, or listen to. This past year we have purchased many more movies, such as Oscar nominated and Oscar winning movies, and the patrons have definitely noticed. There was one child that literally screamed with joy upon finding out that our library had the movie, *Spider-man: Into the Spiderverse*. This is one of many brand-new movies that are constantly being checked out by our patrons since being added to our collection. It is always a wonderful thing to see the patrons so happy over the services we provide.

In August it was learned that our E-rate contract with Comcast will allow us to use their fiber network for our Wi-Fi. As long as we have internet filtering software, we can use Comcast internet and cut the cost of a separate Wi-Fi provider. This isn't the only benefit: it is projected that by using Comcast's fiber connection, our Wi-Fi range will expand to include all of the library and possibly even extend to the foyer of the Cultural Center. This will be very beneficial for our patrons using their personal laptops or other wireless devices. The new SPOT wireless management software we will purchase will allow us much greater control over Wi-Fi.

We had the tree trimmers here to take down a tall pine tree, the remaining half of an oak in the front of the library that was hit by lightning, and the remaining half of the oak that fell in June. Fortunately, a number of saplings planted earlier in the year by the Trinity River Refuge are doing well.

We're still dealing with a recalcitrant time clock that doesn't want to work correctly. For months the City has been working out the kinks in the new time clock system, and it appears that the library's clock is the last holdout that isn't working correctly. With the latest problem, the in and out buttons refuse to cooperate, and staff members almost panic when they can't get the machine to work so they can clock in on time. We've heard a mumbled "We should just throw it in the river" several times, but of course we would never do that.

We had several building maintenance happenings during the month, including having the elevator inspected. It passed. Texas Elite Electrical Service installed a new breaker box for the boiler on August 23. The repairman said the job was done none too soon, as the wires would probably have started arcing soon and this could have been very bad for the boiler.

We purchased two additional dehumidifiers so that the rented units that had been in place for many months could be sent back to the vendor. We purchased Phoenix 250 Max units, and so far they are doing a great job of keeping the foyer comfortable and smelling clean. We now have four of the units working 24/7.

We saw another decrease in the consumption of natural gas that fires the boiler. The cost was about half as much as the same month the previous year. We hope with the dehumidifiers and HVAC controls software we help keep our utility costs lower.

Liberty Municipal Library August 2019 Monthly Report

	This Month	Last Year	FY to Date
Circulation:			
Adult Print Materials Circulation	1,242	1,133	12,573
Juvenile Print Materials Circulation	1,643	1,360	21,758
Periodicals	8	16	246
Young Adult Print Materials Circulation	254	130	2,200
Adult & YA E-book Circulation	324	286	3,073
Adult & YA Audiobook/Video Circulation	126	77	1,072
Juvenile E-book Circulation	26	5	182
Juvenile Audiobook Circulation	3	2	114
Spanish Materials Circulation	76	11	589
Projectors	0	0	6
Read-alongs	0	34	30
DVDs	507	533	6,134
Audiobooks & Music CDs	101	61	670
Video Tapes in English	52	80	805
Video Tapes & DVDs in Spanish	1	1	32
ILLs Received from Other Libraries	0	3	18
ILLs Provided to Other Libraries	7	7	66
Total Adult & YA Circulation All Formats	2,690	2,330	27,511
Total Juvenile Circulation All Formats	1,672	1,401	22,084
Total Circulation All Formats	4,362	3,731	49,595
	This Month	Last Year	FY to Date

Reference Services:			
In-house Reference	182	194	1,819
Telephone Reference	125	189	1,428
Public Computer Assistance	177	142	1,431
Collection Statistics:			
Volumes Added to Collection	283	157	2,306
Volumes Removed from Collection	144	91	4,910
Total Volumes in Collection	52,144	53,473	52,144
Titles Added to Collection	207	86	1,539
Titles Removed from Collection	122	82	1,565
Total Titles in Collection	61,965	60,923	61,965
Cataloging:			
Books Cataloged	194	86	1,347
DVDs Cataloged	8	0	100
Audiobooks & Music CDs Cataloged	1	2	13
Periodicals Cataloged	65	66	757
Building Use/Programs/Public Relations:			
Meeting Room/Pavilion Use	7	11	125
Story Time Programs	1	3	34
Story Time Attendance	31	57	501
Misc. Children's Programs/Tours	0	2	15
Misc. Children's Programs/Tours Attendance	0	118	1,046
	This Month	Last Year	FY to Date

Young Adult Programs	0	0	9
Young Adult Attendance	0	0	77
Adult Programs	5	5	53
Adult Programs Attendance	40	40	451
Speaking Engagements	0	1	8
Total Programs	6	10	116
Total Attendance All Programs	71	215	2,075
Patron Count/Volunteers:			
New In-City Patrons	16	30	195
In-City Cards Renewed	33	21	248
In-City Cards Deleted (January 2019-August 2019)	305	5	311
Total In-City Patrons	7,385	7,477	7,385
New Out-of-City Patrons	44	60	459
Out-of-City Cards Renewed	26	32	446
Out-of-City Cards Deleted (January 2019-August 2019)	2,846	4	2,860
Total Out-of-City Patrons	4,170	6,495	4,170
New E-Book Users	5	11	71
Tex Share Cards Issued	0	0	1
Total Volunteers	1	6	56
Total Volunteer Hours	7.50	37.00	310.50
Traffic Count	3,583	3,166	33,915
Public Use Technology:			
	This Month	Last Year	FY to Date
Wireless Users	6	52	424

New Computer Users	45	87	629
Deleted Computer Users	0	0	0
Public Computers Users This Month	615	687	5,141
Hours of Patron Computer Use	459	551	4,387
Website Sessions: Ploud, Online Catalog, OD	3,138	794	28,037
Website Users	416	NA	7,674
Social Media Sessions: Facebook, Instagram	170	NA	1,486
Social Media Users	141	NA	1,239

	Liberty Municipal Library Volunteer Report for the Month of August 2019																																																										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total																											
Name of volunteer																																																											
Brandli, Al																																	0																										
Cash, Terry																2.5							2.5							2.5		7.5																											
Davis, Beverly																																	0																										
Harbour, Cathy																																	0																										
Paws 4 Love																																	0																										
Rogers, Ann																																	0																										
Speights, Bob		0																															0																										
Sundgren, Gary																																	0																										
Sundgren, Stacey																																	0																										
Sundgren, Josh																																	0																										
																																	0																										
																																	0																										
Total for month																																	7.5																										

	YEARLY ACTIVITY REPORT FOR 2017												
ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL PER ACTIVITY
CALLS FOR SERVICE	1606	1515	1729	1583	1651	1728	1873	1781	1625	1426	1446	1474	19437
OFFENSES REPORTED	83	75	75	62	91	93	72	35	86	77	84	48	881
OFFENSES CLEARED	24	22	22	17	28	19	11	10	6	18	10	6	193
OFFENSES EXCEPTIONALLY CLEARED	89	91	91	92	92	94	96	96	0	98	98	98	1035
TRAFFIC CITATIONS	149	176	138	179	187	135	192	205	158	128	61	39	1747
TRAFFIC ACCIDENTS	25	22	22	32	38	34	31	17	34	36	33	37	361
WARNING TICKETS	51	53	99	68	127	242	254	246	457	196	123	208	2124
ARRESTS	29	23	34	37	35	45	26	36	31	40	31	22	389
ANIMALS HANDLED	76	100	131	115	166	132	125	121	86	111	65	106	1334
ALARM CALLS	63	57	75	68	78	76	90	102	113	77	63	61	923
GARAGE/YARD SALES	0	0	1	0	2	0	0	1	0	0	1	0	2
	YEARLY ACTIVITY REPORT FOR 2018												
ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL PER ACTIVITY
CALLS FOR SERVICE	1608	1141	1560	1433	1290	1560	1679	1657	1508	1553	1521	1627	18137
OFFENSES REPORTED	74	53	62	52	50	60	72	63	68	52	69	66	741
OFFENSES CLEARED	35	9	6	9	8	11	10	11	15	11	21	15	161
OFFENSES EXCEPTIONALLY CLEARED	100	103	0	0	103	0	0	0	1	1	3	3	314
TRAFFIC CITATIONS	50	191	104	76	61	63	66	68	65	59	62	51	916
TRAFFIC ACCIDENTS	25	23	26	34	33	35	27	26	23	45	26	38	361
WARNING TICKETS	224	176	194	259	237	196	136	133	117	105	86	131	1994
ARRESTS	29	20	34	12	12	23	19	28	34	16	31	45	303
ANIMALS HANDLED	66	64	79	94	191	131	54	91	85	93	79	67	1094
ALARM CALLS	63	44	52	62	61	99	58	64	57	67	86	80	793
GARAGE/YARD SALES	0	0	0	0	0	0	0	0	0	1	0	0	1
	YEARLY ACTIVITY REPORT FOR 2019												
ACTIVITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL PER ACTIVITY
CALLS FOR SERVICE	1593	1421	1566	1825	1984	1958	1985	1714					14046
OFFENSES REPORTED	75	66	76	91	95	75	77	73					628
OFFENSES CLEARED	17	12	13	15	7	12	14	14					104
OFFENSES EXCEPTIONALLY CLEARED	2	2	2	1	1	1	0	4					13
TRAFFIC CITATIONS	61	57	71	77	91	47	48	42					494
TRAFFIC ACCIDENTS	30	27	36	41	30	29	30	26					249
WARNING TICKETS	146	125	120	110	329	127	178	119					1254
ARRESTS	43	22	32	41	69	50	28	33					318
ANIMALS HANDLED	52	39	21	29	73	77	93	57					441
ALARM CALLS	54	69	16	91	97	86	68	69					550
GARAGE/YARD SALES	0	0	0	0	0	0	0	0					0

Prepared by Liberty Police Dept. 7/2019

Attachment: Dept. Reports (4559 : Department Reports)

AUGUST // 2019 //

MONTHLY REPORT

CITY OF LIBERTY CONSTRUCTION PROJECTS REPORT



BEAUMONT LIFT STATION

US 90 Sanitary Sewer Improvements- Phase I is at 70% completion

ALLCO INC.

The City of Liberty, Texas Sanitary Sewer System Improvement, Phase I project involves improvements to the sanitary sewer trunk line along US 90 from Bowie to just east of FM 2684. This section included the install of the sanitary sewer trunk line by pipe bursting (18" pipe), micro-tunneling method (24" and 30" pipe) and abandoning



TEXAS STREET: BEAUMONT AVENUE TO NORTH OF NEWMANSTREET - SANITARY SEWER, STORM SEWER AND PAVEMENT RESTORATION

Texas and N. Travis Street Improvements

Improvements activities along Texas Street have just started to increase. The contractor is removing 6" and 8" sanitary sewer lines and replacing with a 15" sewer line. The storm sewer improvements include removing existing 15" and 24" pipe and replacing them with 18", 24" and 30" pipe from Beaumont Street to just north of Newman St. The contractor will need to restore the pavement that was removed for the underground facilities. The pavement

Attachment: Dept. Reports (4559 : Department Reports)

MONTHLY REPORT

existing sewer lines along US 90. It also includes the replacement of sanitary sewer manholes. This part of the project is near completion.

restoration work has not yet begun. This phase of the project is approximately 25% complete. The contractor has replaced old 15" sanitary sewer pipe with new 15" sanitary sewer pipe by pipe bursting method. Manholes have been removed and replaced. The project is being performed by ALLCO, Inc. out of Beaumont, Texas.

The lift station at McGuire Street is currently being wired for electricity. The Beaumont Street lift station about 80% complete. The Lift stations at Johnson and Lakeland Streets have not started construction.



*IN THIS ISSUE***HIGHWAY 146
SANITARY
SEWER**

12" SANITARY SEWER EXTENSION
NORTH HWY 146

**CONSTRUCTION IS 75% COMPLETE****BY 5-T UTILITIES**

MONTHLY REPORT

On July 30, 2019, the construction of the Highway 146 sanitary sewer extension began. The project involves the installation of a 12" sewer line by open cut method. There will be a bore section under HWY 146 to serve the west side of HWY 146. Seven precast concrete sanitary sewer manholes will be installed along HWY 146 for access. The project is contracted for 45 calendar days and there has been 2602 LF of sewer line, 6 manholes and 100 LF of 30" bored pipe installed in the month of August 2019. Material is on-site and the project is under way. This project is being performed by 5-T Utilities based in Huntsville, Texas.



HOLLY STREET

WATER AND STORM DRAINAGE IMPROVEMENT PROJECT 42% COMPLETE

WADECON, LLC

The Construction of the Holly Street involves upgrading the existing water line and storm drainage from North Travis heading west to the end of the Holly Street right of way. Some of the water line installation will be by directional bore and the majority will be open cut. The storm sewer upgrades will increase the truck line capacity and surface drainage. The work will be open cut mostly in the middle to north side of the pavement. The pavement will be restored with curb and gutter and asphalt pavement when complete. The contractor has installed approximately 1200 LF of 6" water line, 600 LF of 5x2 box culvert and 3 fire hydrants to date. The contractor started work on July 22nd, 2019. The work is being performed by Wadecon, LLC out of Kingwood, Texas.



**HOLLY STREET BOX CULVERT
INSTALLATION**

BOWIE STREET PROJECT

SANITARY SEWER IMPROVEMENTS FROM US 90 TO GRAND ST.

TEXAS PRIDE UTILITIES

Texas Pride has completed the sanitary sewer repair under US 90. It will start the repairs from Cos St. to Grand St. the first week of August 2019. The work is performed by CIPP (Cured In Place Pipe) method on the existing compromised sewer line. Texas Pride is currently working on the section from M.L.K to Cos St. Texas Pride is also working on the leaking fire hydrant on Beaumont and Texas and an emergency water line bore on FM 563.

AUGUST// 2019 //

PUBLIC WORKS MONTHLY REPORT

STREETS DEPARTMENT -THE ROAD TO SUCCESS IS ALWAYS UNDER CONSTRUCTION

This Month's Notes

JAMES REDDING –
STREETS DIRECTOR

- Notes:
- Sprayed for mosquitos
- Swept streets
- Mowed on route
- Patched around town
- Trimmed limbs in various places
- Repaired base failure on Fourth St.
- Repaired gutter on Lynch
- Repaired curb on Fannin St and Travis St
- Checked Levee
- Checked flood pumps every Monday
- Repaired curb on Confederate St. and Sam Houston St.
- Replaced DIP sign on Lakeland
- Replaced Stop sign at Main and MLK
- Repaired driveway on Lincoln
- Repaired curb on Lynch
- Took forklift tires to Houston to be mounted
- Mowed around pond at park
- Repaired street cuts
- Repaired curb and driveway on Fourth St.
- Removed tree from levee
- Sprayed around flap gates on levee and sprayed Wood springs DR.
- Cleaned ditch on Cypress
- Repaired curb on Webster
- Helped build coffer dam and pump water for the Travis St. culvert repair
- Spotted storm drain culverts around Downtown Area
- Cleaned Ditch on Ave. E



*KEEPING THE KIDS SAFE -
SCHOOL ZONE IMPROVEMENTS*

Attachment: Dept. Reports (4559 : Department Reports)

AUGUST // 2019 // ISSUE NUMBER

PUBLIC WORKS MONTHLY REPORT



HWY 146 WATER LINE PROTECTION WORK



MAIN A CULVERT SEALANT WORK

Attachment: Dept. Reports (4559 : Department Reports)

AUGUST // 2019 // ISSUE NUMBER

PUBLIC WORKS MONTHLY REPORT

FIXING THESE STREETS

Streets:						
	Graded:					Miles
	Swept:				58	Hours
	Street cut repairs:				5	Each
	Curb & Gutter Repair:				80	Feet
Drainage:						
	Ditch Cleaning:				700	Feet
	Culvert Installation:				0	Feet
	Catch Basin/inlets cleaned:				743	Each
	Levee Inspection:				yes	
	Flap gate Debris Removal:				0	
Spraying:						
	Herbicide:				100	Gallons
	Mosquito:				694	Miles
Signs:						
	Installed				0	Each
	Repaired/ Replaced				2	Each

Attachment: Dept. Reports (4559 : Department Reports)

PUBLIC WORKS MONTHLY REPORT

AUGUST // 2019 // ISSUE NUMBER

PARKS DEPARTMENT

BE ONE WITH NATURE!!!

Work completed

TOM TULLOCK – PARKS DIRECTOR

Fields:

Work Performed: Picked up trash and maintained as needed. Mowed six times and trimmed with weed eater twice.

Restrooms:

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

Concession Stand:

Work Performed: Picked up trash and debris around concession stands as needed every day. Sprayed weed killer around concession stands twice.

Splash Pad:

Work Performed: Mowed and trimmed with weed eater as needed. Maintained chemicals every day, cleaned and made sure everything was in working order. Backwashed filter every other day.

Jogging Trail:

Work Performed: Picked up limbs and trash as needed

Attachment: Dept. Reports (4559 : Department Reports)

PUBLIC WORKS MONTHLY REPORT

AUGUST // 2019 // ISSUE NUMBER

also, trimmed with weed eater around trees and rocks as needed. Mowed as needed.

Playground Equipment:

Work Performed: Checked and made sure all playground equipment was in good working order. Pressure washed the white fence around playground two times this month.



Attachment: Dept. Reports (4559 : Department Reports)

PUBLIC WORKS MONTHLY REPORT

AUGUST // 2019 // ISSUE NUMBER

WHEN LIFE GIVES YOU MELONS, WE GIVE YOU SAFE DRINKING WATER.

MARK REED – WATER / WASTE
WATER DIRECTOR

REPAIRS COMPLETED

WATER LINE REPAIRS	21
SEWER LINE REPAIRS	10

LINE MAINTENANCE (VACCON TRUCK)

20 HOURS
10,000 FEET OF SEWER LINE CLEARED
2 MANHOLES CLEANED

WORK COMPLETED

1	MANHOLE REPAIRS
12	SEWER STOPPAGES
3	METER REPAIRS
2	RADIO REPLACEMENTS
1	WATER TAPS
0	SEWER TAPS
2	CUSTOMER PROBLEMS
164	LOCATE LINES
140	TEXAS 811 LINES LOCATES
0	METER BOXES REPLACED
1	METER LIDS REPLACED
0	CLEANOUTS REPLACED/INSTALLED
1	PULLED METERS
29	CUSTOMER REQUESTED TURN ON
15	CUSTOMER REQUESTED TURN OFF
11	CUT OFF SERVICE
54	RECHECKS

LIFT-STATION MAINTENANCE

TWICE / WEEK	FREQUENCY THAT LIFT-STATIONS CHECKED
DAILY	FREQUENCY THAT WATER WELLS CHECKED
40	WATER SAMPLES TAKEN
10	SAMPLES FRO MONTHLY MONITORING-CHLORINE REPORT

Misc.: Replace 5 wires, replaced x2 - 2" meter registers. Ames & Hardin readings daily.

Attachment: Dept. Reports (4559 : Department Reports)

AUGUST // 2019 // ISSUE NUMBER

PUBLIC WORKS MONTHLY REPORT

ELECTRICAL DEPARTMENT

TRANSFORMING LIBERTY.

CHARLES YPMA – ELECTRICAL SUPERVISOR

The Electrical Department received 44 request this month and closed out 42 of them with 2 carrying overs to August. The requests range from power restoration, blown fuses, saging power lines, loose guy wires to security and street lights out. The Electrical department performed all these tasks with the aid of Texas Elite Electrical Services, LLC.

COMPLETED WORK REQUESTS

MISC. MAINTENANCE	3
PARTIAL POWER	0
NO POWER	6
POWER LINE ISSUE	10
POLE ISSUE	9
SECURITY LIGHT	4
STREET LIGHT	5
TREES AND VINES	5
SET NEW METER	0
TOTAL INCIDENTS RESOLVED	42



WATER / WASTEWATER DEPARTMENT EXCAVATING FOR A LARGE REPAIR



Attachment: Dept. Reports (4559 : Department Reports)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.D

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4575)

DOC ID: 4575

Department: Administration

Subject: Recycling Report

Background: This agenda item affords Asst. City Manager Jarmon the opportunity to report on upcoming recycling events or to report on the success of a previously held event.

The next recycling event is scheduled for Saturday, October 5, 9 a.m. - Noon, or until the truck is full.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.E

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4560)

DOC ID: 4560 A

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 Pickett is the President 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.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.F

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4561)

DOC ID: 4561

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 is scheduled to be attended by City officials or employees, inquiry of staff regarding specific factual information or existing policies.



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, August 13, 2019

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 August 13, 2019 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 ProTem	Present	
Dennis Beasley	Council Member	Present	
Libby Simonson	Council Member	Present	
David Arnold	Council Member	Present	
Chipper Smith	Council Member	Present	
Neal Thornton	Council Member	Present	
Tom Warner	City Manager	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	City Attorney	Present	

II. INVOCATION

An Invocation was not given.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American and Texas flags was led by members of Boy Scout Troop 56, Liberty.

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.

Mr. Ed Seymour addressed the Council reporting on a theft in his neighborhood and expressed

Minutes Acceptance: Minutes of Aug 13, 2019 6:00 PM (Minutes Approval)

appreciation for a quick response and outstanding job by the Liberty Police Department.

Mr. Don Dovey, addressed the Council regarding employee golf privileges at the Liberty Municipal Golf Course.

V. PRESENTATIONS / REPORTS

A. Information Item (ID # 4519)

City Manager's Report - City Manager T. Warner

COMMENTS - Current Meeting:

City Manager Tom Warner reported on the following:

- Success of the recent National Night Out event sponsored by the Liberty Police Department
- Charter Review Commission review completed
- First payment from Moss Bluff HUB, LLC of \$534,000, as a result of the Industrial District Agreement
- Improvements at the Liberty Municipal Golf Course
- New hotel plans submitted
- HVAC and Lighting Project
- Floodway and Levee Project at the Wastewater Treatment Plant
- Status of current electric projects.

ATTACHMENTS:

- City Manager's Report August 13 2019 (DOCX)

B. Information Item (ID # 4520)

Finance Report - Asst. City Mgr./CFO N. Herrington

COMMENTS - Current Meeting:

Asst. City Manager/CFO Naomi Herrington reported on the City's financials as of June 30, 2019. Ms. Herrington reviewed the various funds and status of each, stating that revenues are above budgeted amounts for this time of year and that the General Fund cash in bank is \$2 million.

C. Information Item (ID # 4521)

Department Reports

COMMENTS - Current Meeting:

Police Chief Gary Martin further detailed the activities of National Night Out and the success of this event.

City Manager Tom Warner commented on the new format for the Public Works Department Monthly Report.

ATTACHMENTS:

- Department Reports (PDF)

D. Information Item (ID # 4522)

Sam Rayburn Municipal Power Agency - Mayor Pickett

COMMENTS - Current Meeting:

Mayor Pickett reported that the next meeting of the Sam Rayburn Municipal Power Agency would be held August 20. Mayor Pickett stated that the Cambridge Project had a profitable three months and that the three member cities of Liberty, Livingston and Jasper had received a distribution of the revenue.

E. Information Item (ID # 4523)

Mayor, Council and Staff Comments

COMMENTS - Current Meeting:

City Manager Tom Warner reminded Council of the upcoming Budget Meetings.

Fire Chief Brian Hurst reported on the BBQ Fundraiser, which made a profit of \$3200 for the Hajovsky Scholarship Fund at Liberty High School.

VI. WORK SESSION**1. Work Session (ID # 4534)**

Discussion of Solid Waste Collection Options for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

Mr. Bill Killion, Frontier Waste, presented a PowerPoint of the various options for automated solid waste collection services. Mr. Killion reviewed the four options as follows:

- Option 1. Twice a week automated - Increase 8.91% year one, + 1% years 2-7
- Option 2. Twice a week automated - Increase 5.28% year 1-2, + 3% years 3-7
- Option 3. Twice a week hand - Increase 3.79% immediately, +2 to 3.7% year 2
Eliminate Pilot Program
- Option 4. Once a week automated - Decrease 6.6% year one, + 2% years 2-7

Mr. Killian stated that all options include the existing once per week trash, bulk and every other week brush collection would not change. Lengthy discussion was held regarding the previous pilot program for automated collection, second cart fee, educating the citizens on the new program and other related issues.

VII. 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, Council Member
SECONDER:	Libby Simonson, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

A. Minutes Approval

1. Tuesday, July 09, 2019
2. Wednesday, July 10, 2019

VIII. REGULAR AGENDA

A. Regular Session

1. Information Item (ID # 4524)

Presentation, and discussion, of the Proposed Fiscal Year 2019-2020 Budget.

COMMENTS - Current Meeting:

City Manager Tom Warner reviewed the proposed FY 19/20 Budget distributed to City Council. Budget changes addressed involved property tax revenue increase, addition of a second court clerk and three part-time paramedics, decrease in workers' compensation claims, mutual aid calls and revenue, water and wastewater rate increases and funds from Moss Bluff HUB, LLC as a result of the Industrial District Agreement.

2. Council Action 2019-65

Consider setting the date, time and location for a Public Hearing on the Proposed Budget for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

A motion was made to set the public hearing on the proposed FY 19/20 Budget for Tuesday, September 10, 2019, 6:00 p.m., Liberty City Council Chambers.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Dennis Beasley, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

3. Council Action 2019-66

Consider approval of the Proposed Tax Rate for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

City Manager Tom Warner reported the proposed ad valorem tax rate remains the same, as the previous fiscal year, at \$0.5851 per \$100 valuation. There will be no increase in the tax rate.

A motion was made to approve the proposed ad valorem tax rate of \$0.5851.

RESULT: **APPROVED [UNANIMOUS]**
SECONDER: Diane Huddleston, Mayor ProTem
AYES: Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

4. Council Action 2019-67

Consider setting the date, time and location for Public Hearings on the Proposed Tax Rate for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

A motion was made to set the public hearings on the proposed FY 19/20 Tax Rate as follows:

Tuesday, August 27, 2019, 6:00 p.m., Liberty City Council Chambers.
 Tuesday, September 10, 2019, 6:00 p.m., Liberty City Council Chambers.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Neal Thornton, Council Member
SECONDER: Dennis Beasley, Council Member
AYES: Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

5. Council Action 2019-68

Consider award of proposal for Employee Health and Life Insurance.

COMMENTS - Current Meeting:

City Manager Tom Warner reported that the City received two proposals for Employee Health and four quotes for Life Insurance. Proposals were received from Mr. Jim Hall for United Healthcare and Mr. Milton Fregia for BCBS/Humana. Mr. Warner reported that the proposal received from United Healthcare was similar to the City's existing United Healthcare policy. Mr. Jim Hall, Insurance Broker, was present to review the United Healthcare EPO Plan, and its benefits. The City will save approximately \$173,000 on overall costs with these plans. Lengthy discussion ensued regarding the various parts of the plan, life insurance, and other related topics.

A motion was made to award the proposal for Employee Health and Life Insurance to United Healthcare and Mutual of Omaha, respectively.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Libby Simonson, Council Member
SECONDER: Dennis Beasley, Council Member
AYES: Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

6. Council Action 2019-69

Consider approval of an Agreement for Transportation Services between the Brazos Transit District and the City of Liberty.

Minutes Acceptance: Minutes of Aug 13, 2019 6:00 PM (Minutes Approval)

COMMENTS - Current Meeting:

City Manager Tom Warner reported on an agreement with Brazos Transit District (BTD), which provides essential transportation services to the citizens. Mr. Warner stated that Brazos Transit has been serving the City of Liberty at the same annual contract rate of \$5,250.00 for many years. In 2020, the contract will be for a 5-year term at an increased rate of \$5,512.50.

A motion was made to approve the agreement with the Brazos Transit District.

ATTACHMENTS:

- Brazos Transit Agreement (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Neal Thornton, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

7. Council Action 2019-70

Consider ratifying the Liberty Community Development Corporation (LCDC) action approving amendments to the LCDC Bylaws.

COMMENTS - Current Meeting:

Asst. City Manager Chris Jarmon reported on the Liberty Community Development Corporation's (LCDC) June, 2019 work session to review and discuss changes to their Bylaws. On July 16, 2019, the LCDC approved amending those Bylaws. Mr Jarmon reviewed the changes for Council.

A motion was made to ratify the LCDC's action approving amendments to the Corporation Bylaws.

ATTACHMENTS:

- LCDC Bylaws Amendment-Exhibit A (DOCX)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Diane Huddleston, Mayor ProTem
SECONDER:	Libby Simonson, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

8. Council Action 2019-71

Consider approval of a bid for Tax Resale Property described as 0.1837 acres, Garrett, Block 6 Lot 3 12 (Garrett Street).

COMMENTS - Current Meeting:

City Attorney Brandon Davis requested that this agenda item be passed, as the County rejected the offer for the property.

ATTACHMENTS:

- Tax Resale Property-Garrett St (PDF)

RESULT: NO ACTION TAKEN

9. Council Action 2019-72

Consider approval of the Liberty Municipal Library Long-Range Plan.

COMMENTS - Current Meeting:

City Manager Tom Warner reported that a Public Library is required to have a long-range plan (Tx. Adm. Code) that is approved by the Library's governing body. This plan is to be reviewed and updated every five years and must include a collection development component and a technology component.

A motion was made to approve the Liberty Municipal Library's Long-Range Plan, as presented.

ATTACHMENTS:

- Library Long Range Plan-Exhibit A (PDF)

RESULT: APPROVED [UNANIMOUS]
MOVER: Diane Huddleston, Mayor ProTem
SECONDER: Neal Thornton, Council Member
AYES: Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

10. Council Action 2019-73

Consider award of bid for Main "B" Levee Repairs.

COMMENTS - Current Meeting:

City Manager Tom Warner conveyed to Council that two bids were received to make necessary repairs to the Main "B" Levee, from Bowie Street to approximately 450 feet west, due to slope during Hurricane Harvey and outfall pipe failures. Discussion was held regarding the bids received from TLC Trucking & Contracting, Inc (\$754,814.20). and Rebel Contractors (\$833,520.00), and if no additional FEMA funds are received, the estimated cost of \$767,574.00 is to be paid from the Cambridge Fund.

A motion was made to award the bid for Main "B" Levee Repairs to TLC Trucking & Contracting, Inc., to be paid with Cambridge Funds.

ATTACHMENTS:

- Bid Tab-Levee Repairs (PDF)

RESULT: APPROVED [UNANIMOUS]
MOVER: Libby Simonson, Council Member
SECONDER: Diane Huddleston, Mayor ProTem
AYES: Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

11. Ordinance 2019-19

CONSIDER ADOPTION OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES BY CREATING DIVISION 3 IN CHAPTER 4.05 OF THE CODE OF ORDINANCES, REGULATING AUTOMOBILE WRECKING, SALVAGE AND STORAGE YARDS WITHIN THE CITY AND PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF

Minutes Acceptance: Minutes of Aug 13, 2019 6:00 PM (Minutes Approval)

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 AMENDING THE CODE OF ORDINANCES BY CREATING DIVISION 3 IN CHAPTER 4.05 OF THE CODE OF ORDINANCES, REGULATING AUTOMOBILE WRECKING, SALVAGE AND STORAGE YARDS WITHIN THE CITY AND PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS."

City Attorney Brandon Davis stated that the City currently regulates junk yard and junk dealers, but has no regulations for automobile wrecking, salvage and storage yards. This Ordinance provides standards and procedures for the operation and maintenance of these facilities. Discussion included changing the effective date for compliance with these regulations from one year to 180 days, and the addition of the penalty clause unintentionally omitted.

A motion was made to adopt the Ordinance with the change from one year to 180 days and the inclusion of a penalty clause.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Chipper Smith, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

B. Executive Session

Gov. Code §551.071 - Private Consultation with Attorney. To seek advice regarding contemplated litigation.

- Accident at the Humphreys Cultural Center.

Gov. Code §551.087 - Deliberation Regarding Economic Development / Real Estate Negotiations.

Gov. Code §551.074 - Personnel Matters. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

At 8:01 p.m., Mayor Pickett closed the open meeting and opened the Executive Session as authorized above.

C. Reconvene into Regular Session

At 9:23 p.m., Mayor Pickett closed the Executive Session and reconvened the open meeting.

1. Council Action 2019-62

Consider and take action, if any, on contemplated litigation, as discussed in the Executive Session.

Minutes Acceptance: Minutes of Aug 13, 2019 6:00 PM (Minutes Approval)

RESULT: NO ACTION TAKEN

2. Council Action 2019-63

Consider and take action, if any, on economic development / real estate negotiations, as discussed in the Executive Session.

RESULT: NO ACTION TAKEN

3. Council Action 2019-64

Consider and take action, if any, on personnel matters as discussed in the Executive Session.

RESULT: NO ACTION TAKEN

IX. ADJOURNMENT

A. Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 9:28 p.m.

.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Aug 13, 2019 6:00 PM (Minutes Approval)



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, August 27, 2019

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 August 27, 2019 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 ProTem	Present	
Dennis Beasley	Council Member	Present	
Libby Simonson	Council Member	Present	
David Arnold	Council Member	Present	
Chipper Smith	Council Member	Present	
Neal Thornton	Council Member	Present	
Tom Warner	City Manager	Present	
Chris Jarmon	Asst. City Manager	Present	
Naomi Herrington	Asst. City Manager	Present	
April Gilliland	Adm. Asst.	Present	

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

1. Information Item (ID # 4556)

City Manager's Report - City Mgr. T. Warner

Minutes Acceptance: Minutes of Aug 27, 2019 6:00 PM (Minutes Approval)

COMMENTS - Current Meeting:

City Manager Tom Warner reported on the following:

- Numerous Texas cities hacked by ransomware-need to update security system to various facilities
- HVAC replacement at City Hall, Fire Department and Public Works facility
- Lighting replacement at the Fire, Police and Public Works Department and City Hall
- City Hall Interior repairs and improvements, bid opening scheduled for Sept. 19
- Floodway and Levee Project at the Wastewater Treatment Plant
- New signage at the Golf Course, Canfield and Magnolia Parks, and Airport.

Mr. Warner also fielded questions from the Council.

ATTACHMENTS:

- City Manager's Report(DOCX)
- Exhibit - City Manager's Rpt. (PDF)

2. Information Item (ID # 4546)

Finance Report

COMMENTS - Current Meeting:

Asst. City Manager/CFO Naomi Herrington reported on the City's financials ending July 31, 2019. Ms. Herrington reviewed the various funds and the status of each.

3. Information Item (ID # 4547)

Mayor, Council and Staff Comments

COMMENTS - Current Meeting:

There were no comments.

VI. REGULAR AGENDA**A. Regular Session****1. Public Hearing (ID # 4548)**

City Council to conduct a Public Hearing on the Proposed Tax Rate for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

At 6:22 p.m., Mayor Pickett opened the first of two public hearings on the proposed tax rate. Asst. City Mgr./CFO reported that the City is proposing to stay at the same rate as the previous fiscal year, of \$0.5851 per \$100 valuation. Therefore, there will be no increase in the tax rate. After brief discussion, Mayor Pickett closed the public hearing at 6:25 p.m.

2. Work Session (ID # 4549)

City Council to conduct a Work Session on the Proposed Budget for Fiscal Year 2019-2020.

COMMENTS - Current Meeting:

A brief work session was held in regard to the proposed budget for Fiscal Year 19/20. Discussed were the various options for solid waste collection, estimated revenue of \$400,000 in the budget from Moss Bluff, HUB and providing a balanced budget.

3. Council Action 2019-57

Consider ratifying the Liberty Community Development Corporation's (LCDC) action to approve an agreement with Zoom Prospector for property and site selection services on the LCDC website.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on an agreement with Zoom Prospector for GIS-based site and property selection services. If approved, photos and data will be embedded within the Liberty Community Development Corporation (LCDC) website to assist with marketing and advertising of properties. The goal is to work with local brokers and realtors to develop a database of sites and buildings available in the City of Liberty.

A motion was made to ratify the LCDC's action to approve the agreement with Zoom Prospector.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Diane Huddleston, Mayor ProTem
SECONDER:	Dennis Beasley, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

4. Ordinance 2019-20

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS PROVIDING FOR THE AMENDMENT OF THE MASTER FEE SCHEDULE FOR ALL RATES AND FEES CHARGED BY THE CITY OF LIBERTY; PROVIDING FOR MILITARY AND JUNIOR DISCOUNT FEES AT THE LIBERTY MUNICIPAL GOLF COURSE; PROVIDING THAT ALL RATES OR SCHEDULES OF RATES CONFLICTING HERewith ARE AMENDED; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

COMMENTS - Current Meeting:

Lengthy discussion was held regarding a discount fee to be offered at the Liberty Municipal Golf Course for military and junior players. Suggested fees for junior players (17 and under) and military players are to be the same as the current senior discount. Seniors, juniors and military members will all be charged the same rate.

A motion was made to adopt the Ordinance reflecting the fees, as discussed.

ATTACHMENTS:

- EXHIBIT A - Master Fee Schedule Amendments - Golf Course (PDF)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Arnold, Council Member
SECONDER:	Neal Thornton, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

5. Council Action 2019-58

Consider a residential solid waste collection plan offered by Frontier Waste Solutions.

COMMENTS - Current Meeting:

City Manager Tom Warner led discussion on the various options for future residential solid waste collection services, to be provided by Frontier Waste. Outlined were the four options below:

- Option 1. Twice a week automated - Increase 8.91% year one, + 1% years 2-7
- Option 2. Twice a week automated - Increase 5.28% year 1-2, + 3% years 3-7
- Option 3. Twice a week hand - Increase 3.79% immediately, +2 to 3.7% year 2
- Eliminate Pilot Program
- Option 4. Once a week automated - Decrease 6.6% year one, + 2% years 2-7

Mr. Warner stated that all options include the existing once per week trash, bulk and every other week brush collection would not change. Following lengthy discussion of the previous pilot program for automated collection, second cart fee, educating the citizens and other related issues, discussion focused on Option No. 4, in which the decreased cost of the new service will not be passed to the customer, in order to maintain an adequate fund balance in the Solid Waste Fund. The remaining options would include an increase that would be passed to the customer.

A motion was made to approve Option No. 4.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Chipper Smith, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

6. Council Action 2019-60

Consider approval of Change Order No. 1 for the Hwy. 146N Sanitary Sewer Line Project.

COMMENTS - Current Meeting:

City Manager Tom Warner reported on Change Order No. 1 presented by 5-T Utilities, for the Hwy. 146N Sanitary Sewer Project. Mr. Warner reported on the sewer line that will service PLC Construction and an additional facility, not yet constructed. PLC is ready for service to their building, but the contractor is not yet completed with the southern section of the line. Change Order No. 1 reflects the cost to provide bypass pumping for thirty days until the contract is complete with that section (\$12,064.52), and also includes modification of the backfill requirements (-\$13,673.99). This change order results in a net decrease in the contract of \$1809.47.

A motion was made to approve Change Order No. 1.

ATTACHMENTS:

- Change Order No. 1 - Hwy 146N (XLSX)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Neal Thornton, Council Member
SECONDER:	Dennis Beasley, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

7. Council Action 2019-61

Consider authorizing the City Manager to negotiate and execute an agreement with Distinc Cantinas Inc. for operation of the restaurant and bar at the Liberty Municipal Golf Course.

COMMENTS - Current Meeting:

Asst. City Manager Jarmon reported on an agreement, with Distinct Cantinas Inc., for operation of the restaurant and bar at the Liberty Municipal Golf Course. Discussed were various related issues to include liquor license, gazebo and special events, landscaping and other topics.

A motion was made to authorize the City Manager to negotiate the agreement and final details.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Neal Thornton, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

B. Executive Session

Gov. Code §551.074 - Personnel Matters. - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

- To deliberate the appointment, employment, evaluation, reassignment, duties discipline or dismissal of a public officer or employee - Liberty Municipal Golf Course.

At 7:25 p.m., Mayor Pickett closed the open meeting and opened the Executive Session as authorized above.

C. Reconvene into Regular Session

At 8:12 p.m., Mayor Pickett closed the Executive Session and reconvened the open meeting.

1. Council Action 2019-59

Consider and take action, if any, on personnel matters at the Liberty Municipal Golf Course, as discussed in the Executive Session.

COMMENTS - Current Meeting:

A motion was made to provide an individual membership to employees, at the Liberty Municipal Golf Course, at no charge.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Libby Simonson, Council Member
SECONDER:	Chipper Smith, Council Member
AYES:	Pickett, Huddleston, Beasley, Simonson, Arnold, Smith, Thornton

VII. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, Mayor Pickett adjourned the meeting at 8:14 p.m.

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Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Aug 27, 2019 6:00 PM (Minutes Approval)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

6.B

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Airport Improvements

COUNCIL ACTION 2019-74

DOC ID: 4571 A

Department: Airport

Subject: 2020 TxDOT RAMP Grant Agreement

Background: TxDOT administers the Routine Airport Maintenance Program (RAMP), which matches local government grants up to \$100,000 for maintenance to parking lots, fencing and other airside and land side needs. The local government match is 50% of actual costs, plus any excess of \$100,000 total costs. The city has requested a grant in the amount of \$100,000.

Funding Source: The local government match is 50% of actual costs, plus any excesses of \$100,000 total cost. The costs for the allowable expenses are allocated in the Airport budget.

Staff Recommendation: Staff recommends approval of the 2020 Ramp Grant Agreement.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.1

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Public Hearing

PUBLIC HEARING (ID # 4562)

DOC ID: 4562 A

Department: Administration

Subject: Public Hearing-Budget

Background: The governing body of a municipality is required to hold a public hearing on the proposed budget (LGC §102.006). The hearing must be at least fifteen days after the date the proposed budget is filed with the City Secretary (Aug 7) and prior to the date that the Council passes the tax levy ordinance. The budget must be passed before the tax levy ordinance can be passed. Any person may attend and/or participate in the hearing.

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

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The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.2

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Budget Adoption

ORDINANCE 2019-21

DOC ID: 4563 D

Department: Administration

Subject: Budget Adoption

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

City Charter Sec. 9.08 states that the budget shall be finally adopted not later than fifteen (15) days prior to the beginning of the fiscal year.

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

Staff Recommendation: Management recommends adoption of the Proposed Budget for Fiscal Year 19/20.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING NECESSARY FUNDS FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS, PROJECTS AND ACCOUNTS; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

WHEREAS, The City Manager of the City of Liberty, Texas has submitted to the City Council a proposed budget of the revenues and expenditures for conducting the affairs of the City and providing a complete financial plan for 2018-2019; and

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

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

SECTION 1. The proposed budget of the revenues necessary for conducting the affairs of the City of Liberty, Texas, said budget being in the amount of \$35,916,680.00

providing a complete financial plan for the ensuing fiscal year beginning October 1, 2019, and ending September 30, 2020, as submitted to the City Council by the City Manager, be, and the same is hereby, in all things adopted and approved as the budget of the City of Liberty, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

SECTION 2. The sum of \$35,916,680.00 is hereby appropriated for the payment of the expenditures established in the approved budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, a copy of which has been filed with the City Secretary, and is made a part hereof for all purposes.

SECTION 3. The expenditures during the fiscal year beginning October 1, 2019 and ending September 30, 2020, shall be made in accordance with the budget approved by this ordinance.

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

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

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

SECTION 7. That the requirement contained in Section 3.10 of the Home Rule Charter of the City of Liberty, Texas that all ordinances be read on two separate days is hereby dispensed with.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Liberty, Texas on the 10th day of September, 2019.

Carl Pickett
Mayor

ATTEST:

Dianne Tidwell
City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.3

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Tax Issues

COUNCIL ACTION 2019-75

DOC ID: 4564 A

Department: Administration

Subject: Ratification of property tax revenue increase

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



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.4

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Tax Rate

INFORMATION ITEM (ID # 4565)

DOC ID: 4565

Department: Administration

Subject: Public Hearing - Tax Rate

Background: Tax payers must be provided the opportunity to express their views regarding the proposed tax rate. A public hearing on a tax rate may not be held before the 7th day after the date the notice of public hearing is given (Aug 15). The first public hearing was held on August 27. The 2nd public hearing may not be held earlier than the 3rd day after the date of the 1st hearing. This is the second of the two required public hearings. Tx. Tax Code 26.06.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.5

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: SRMPA Appointments

RESOLUTION 2019-12

DOC ID: 4566 A

Department: Council

Subject: SRMPA Appointment

Background: Appointments for two-year staggered terms are made to the SRMPA Board of Directors in September of each year. Each member city is allowed two representatives. In September, 2018 City Manager Tom Warner was appointed to fill the unexpired term of the previous City Manager. This appointment will be for a full two-year term. This term ends September, 2021.

Fiscal Impact: NA

Staff Recommendation: Council to make an appointment to fill the expired term.

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

WHEREAS, on October 31, 1979, the City of Liberty, Texas, enacted the concurrent ordinance, establishing Sam Rayburn Municipal Power Agency with the City of Jasper, Texas and the City of Livingston, Texas; and,

WHEREAS, said concurrent ordinance provides that each of the three (3) cities involved in the Sam Rayburn Municipal Power Agency, each appoint Directors to serve with the Agency for a term of two (2) years.

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

That _____ be appointed to serve as Director for the Agency for the City of Liberty, Texas, for a term of two (2) years, said term ending September, 2021.

PASSED AND APPROVED THIS 10TH DAY OF SEPTEMBER, 2019.

Carl Pickett
Mayor

Resolution 2019-12
Page 2

City Council Meeting

September 10, 2019

ATTEST:

Dianne Tidwell
City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.6

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION 2019-76

DOC ID: 4567 B

Department: Council

Subject: Library Board Appointments

Background: The Liberty Municipal Library Board is a nine-member advisory board comprised of residents of the City of Liberty, appointed for two-year terms. These members may serve three consecutive two-year terms.

Board members whose terms expire in September, 2019 are Dr. Cody Abshier, Beverly Davis, Bruce Wright and Paul Schmidt. Dr. Abshier, Ms. Davis and Mr. Wright have reached their term limits and are ineligible to serve again, at this time. Mr. Schmidt has agreed to serve again, if reappointed by Council.

The Library Director recommends the appointment of Mr. Schmidt, Ms. Tinya Griffin, Ms. Christina Varela and Ms. Brenda Pratt.

Funding Source: NA

Staff Recommendation: Staff supports the Library Director's recommendations for appointment.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.7

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION 2019-80

DOC ID: 4568 A

Department: Council

Subject: CAD Appraisal Review Board Nomination

Background: The CAD is requesting a nomination(s) from each taxing entity to the Appraisal Review Board. Nominations can be made for the "At Large" and "Auxiliary Member". To serve on this Board, individuals must be a resident of the Appraisal District for 2 years, and cannot be an officer or employee of the Appraisal District or any Taxing Entity. Members serve two-year staggered terms, and may only serve three (3) consecutive terms. Meetings are held once a month and then twice weekly during May and June. Members are compensated \$150 per meeting. If an individual is nominated, who is not currently on the ARB, that individual must fill out the CAD's application for appointment. This nomination must be submitted by September 20.

Current Board Members are: Horace Green, Connie Campbell, Lester Wiseberger, Bernie Brown, Howard Brister, Walt Saucier, and Cordella Kirkham. In September, 2018, the Council's nomination to this Board was Howard Brister.

Funding Source: NA

Staff Recommendation: Council to make a nomination to the Appraisal Review Board.

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

August 13, 2019

To: All Voting Taxing Units

From: Lana McCarty 

Re: ARB Nominations

Dear Taxing Units:

The two (2) year term of the following positions on the Liberty County Appraisal Review Board (ARB) will expire December 31, 2019.

<u>Position</u>	<u>Board Member</u>
Precinct #4	Lester Ray Wisegerber (ineligible for reappointment)
At Large	Bernie Brown
At Large	Walt Saucier
Auxiliary	Vacant

Board members are eligible for re-appointment to a new two (2) year term. Therefore, the Board of Directors has requested you submit a nominee(s) to the District's office by 5:00 P.M. by September 20, 2019. The Board will fill the position at their regularly scheduled meeting on Thursday, September 26, 2019 at 9:30 A.M. Please have your nominee **complete the enclosed application**.

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

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

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

Cc: Board of Directors

Attachment: ARB Information (CA-2019-80 : CAD Appraisal Review Board)

APPLICATION FOR APPRAISAL REVIEW BOARD APPOINTMENT LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

7.A.7.a

APPLICANT INFORMATION

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

APPRIASAL REVIEW BOARD QUALIFICATION STATEMENT

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

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

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

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

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

These are the degrees of relationship included:

1st Degree by Consanguinity (blood): Parents, children

1st Degree by Affinity (marriage): Spouse, spouses of relatives listed under consanguinity, stepparents, spouse's children, and stepchildren

2nd Degree by Consanguinity (blood): Grandparents, grandchildren, brothers, and sisters

2nd Degree by Affinity (marriage): Spouse's grandparents, spouse's brothers and sisters

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

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

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

PERSONAL BACKGROUND

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

2. Are you a U.S. citizen? Yes ____ No ____
 If "No" are you eligible to be employed under a visa or entry permit? Yes ____ No ____
3. Use the space below to list professional society memberships, job related licenses registrations, certificates (with their numbers), and expiration dates. Provide additional comments or information that would be of assistance in considering you for this position.

EDUCATION AND TRAINING

Please indicate your level of education below:

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

WORK HISTORY

(List most recent jobs first)

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

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

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

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

Signature: _____ Date: _____



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.8

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION 2019-81

DOC ID: 4569 A

Department: Council

Subject: CAD Agricultural Advisory Board Nomination

Background: The CAD is requesting one (1) nomination from each taxing entity, from their respective County Precinct, to the Agricultural Advisory Board. Members of this board may not be an officer or employee of the Appraisal District and must own land qualified for productivity value for at least five (5) years. Members serve two-year staggered terms, and will meet only once a year or at the call of the Chief Administrator. This nomination must be submitted by September 20.

Current members of this Board are: Leroy Janacek, Frank Green, Neal Stoesser, Robert Chachere, and Fred Emory. In September, 2018, a nomination was not made by City Council. In September, 2017, the Council's nomination was Mr. Neal Stoesser for the County-wide position.

Funding Source: NA

Staff Recommendation: Council to make a nomination to the Ag Board.

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

DATE: AUGUST 13, 2019

TO: ALL TAXING UNITS

FROM: LANA MCCARTY

SUBJECT: APPOINTMENTS TO AGRICULTURAL ADVISORY BOARD

THE TERM OF THE FOLLOWING THREE AGRICULTURE ADVISORY BOARD MEMBERS WILL EXPIRE ON DECEMBER 31, 2019.

COUNTY PCT. #

4
At- Large

BOARD MEMBER

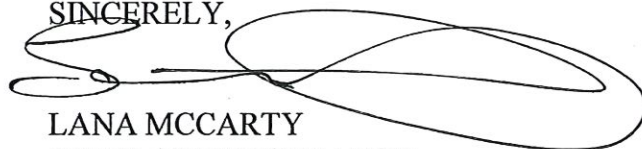
Leroy Janacek
Neal Stoesser

WE ARE ASKING FOR ONE (1) NOMINATION TO THE BOARD FROM EACH TAXING UNIT FROM THEIR RESPECTIVE COUNTY PRECINCT. PLEASE SUBMIT YOUR NOMINATION TO OUR OFFICE BY 5: 00 P.M., FRIDAY, SEPTEMBER 20, 2019.

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

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

SINCERELY,



LANA MCCARTY
CHIEF ADMINISTRATOR

Attachment: Ag Board Info (CA-2019-81 : CAD Ag Board)

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

Name _____ Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

**Pursuant to Section 6.12 of the Property Tax Code, Agricultural Appraisal
Advisory Board,**

**I, _____ have lived in Liberty County
for five years. I own property (Agricultural Appraisal) subject to chapter 23
of the property tax code.**

Sign

STATEMENT OF POLICY

208

RE: AGRICULTURE ADVISORY BOARD

AS PROVIDED BY SECTION 6.12 OF THE STATE PROPERTY TAX CODE, THE CHIEF ADMINISTRATOR SHALL APPOINT, WITH THE ADVICE AND CONSENT OF THE APPRAISAL DISTRICT BOARD, AN AGRICULTURAL ADVISORY BOARD. THE ADVISORY BOARD SHALL CONTAIN FIVE (5) MEMBERS. ONE MEMBER MUST REPRESENT THE COUNTY AT LARGE AND THE REMAINING MEMBERS WILL BE COMPRISED OF ONE PERSON FROM EACH COUNTY PRECINCT. MEMBERS MUST BE LANDOWNERS IN THE DISTRICT WHOSE LAND QUALIFIES FOR APPRAISAL UNDER CHAPTER 23, SECTIONS C, D, E, OR H OF THE PROPERTY TAX CODE AND WHO HAVE BEEN RESIDENTS OF THE DISTRICT FOR AT LEAST FIVE (5) YEARS.

MEMBERS OF THE ADVISORY BOARD SERVE TWO (2) YEARS STAGGERED TERMS AND WILL MEET AT THE CALL OF THE CHIEF ADMINISTRATOR OR AT LEAST ONE (1) TIME PER YEAR.

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



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.9

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION 2019-82

DOC ID: 4570 A

Department: Council

Subject: Nomination to the CAD Board of Directors

Background: Members of the CAD Board of Directors serve two-year terms and must reside in the Appraisal District for at least two years prior to taking office. A person may serve on the governing body of a taxing unit in the District and also serve as a Director of the CAD. However, an employee of a taxing unit is not eligible to serve.

Each voting taxing unit may nominate one to five candidates for each of the five positions on the Board. Nominations are due by October 15. Ballots containing the names of the nominated individuals will be mailed to each taxing unit by October 30.

In September, 2017, the City Council nominated John Hebert, Jr. to this Board. Also, in May, 2019, Council nominated Bob Walker to fill a vacancy on this same Board.

Current Board Members are: Bobby Ray Coats, Mark Sjolander, John Hebert, Jr., Billy Yarborough and Josh Day.

Funding Source: N/A

Staff Recommendation: Council to make a nomination to the CAD Board of Directors.

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Liberty County Central Appraisal District

P. O. Box 10016 -- 2030 Sam Houston -- Liberty, TX 77575-2916

www.libertycad.com

MEMBERS OF THE BOARD

Bobby Ray Coats -- Chair.
Mark Sjolander -- Vice Chair.
John Hebert Jr. -- Sec.
Billy Yarbrough
Josh Day
Richard L. Brown -- Ex-Officio



CHIEF ADMINISTRATOR

Lana McCarty

MAIN OFFICE -- LIBERTY

Phone (936) 336-5722

CLEVELAND BRANCH OFFICE

Phone (281) 593-1605

August 13, 2019

To: All Taxing Units

Re: Nomination of Directors for the Liberty County Central Appraisal District

Dear Sir;

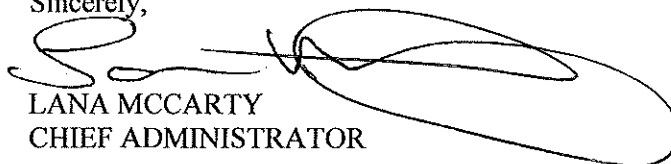
It is time again for the voting taxing units within the Liberty County Central Appraisal District to select Appraisal District directors. These directors will serve two year terms beginning January 1, 2020.

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

Each voting taxing unit is entitled to nominate one candidate for each of the five positions on the board. Thus, your taxing unit may nominate one to five candidates. To **guarantee election**, a director must receive at least 834 votes out of 5,000 total votes.

Attached for your study is a timetable for election of directors and a list of all voting taxing units and their voting entitlements. Please submit the names of your nominees by written Resolution to my office by October 15, 2019. **Only the names of the nominees received by the deadline of October 15, 2019 will be included on the official ballot which will be mailed to each voting taxing unit by October 30, 2019.** If I can answer any questions concerning this election, please contact me at the number listed above.

Sincerely,


LANA MCCARTY
CHIEF ADMINISTRATOR

Attachment: CAD Board of Directors Info (CA-2019-82 : CAD Board of Directors)

LIBERTY COUNTY APPRAISAL DISTRICT**2019 BOARD OF DIRECTORS****CHAIRMAN**
2018-2019

BOBBY RAY COATS 281-592-2763(W)
 109 E HOUSTON 281-659-5185(CELL)
 CLEVELAND, TX 77535
clevelandjewelers@sbcglobal.net

V. CHAIRMAN
2018-2019

MARK SJOLANDER 713-813-7730(CELL)
 1405 FORD AVE
 DAYTON, TX 77535
mark@marksjolander.com

SECRETARY
2018-2019

JOHN J HEBERT JR 936-336-5232(H)
 102 FEATHERSTONE CT 936-334-2528(CELL)
 LIBERTY, TX 77575
jjhebert@imsday.com

DIRECTOR
2018-2019

BILLY YARBROUGH 936-298-2186(W)
 11774 HIGHWAY 146 N 936-334-7854(CELL)
 LIBERTY, TX 77575
Clevelandjewelers@sbcglobal.net

DIRECTOR
2018-2019

JOSH DAY 713-376-1617 (CELL)
 952 COUNTY ROAD 612
 DAYTON, TX 77535

EX-OFFICIO

RICHARD BROWN TAX A/C 936-336-4633 (W)
 P.O. BOX 1810
 LIBERTY, TEXAS 77575
richard.brown@co.liberty.tx.us

TIMETABLE FOR ELECTION OF BOARD OF DIRECTORS LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

<u>September 30, 2019</u>	-Chief Appraiser must notify each taxing unit of the number of votes it may cast and deliver to the following: • County Judge and each Commissioner • Mayor and City Manager of each city • School Board President and Superintendent for each school
<u>October 15, 2019</u>	-Each of these voting taxing units nominates by Resolution, one candidate for each of the five (5) positions and submits their nominations to the Chief Administrator.
<u>October 30, 2019</u>	-The Chief Administrator prepares a ballot listing the candidates alphabetically and delivers ballot to each voting taxing unit.
<u>December 15, 2019</u>	-Each voting unit casts its vote by written resolution and submits it to the Chief Administrator by this date.
<u>December 31, 2019</u>	-Chief Administrator must count votes, declare winners and notify all taxing units of results by this date.
<u>January 1, 2020</u>	-Directors begin their two-year term of office.

NOTE: If any of the above deadlines fall on a holiday or weekend, the deadline will be the next working day.

LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT 2019 VOTE CALCULATION CAD DIRECTORS

VOTING TAXING UNITS	2018 TAX LEVY	%	# OF VOTES
LIBERTY COUNTY	\$ 34,098,970	0.2817	1,409
CLEVELAND ISD	\$ 17,590,132	0.1453	727
DAYTON ISD	\$ 25,808,211	0.2132	1,066
DEVERS ISD	\$ 2,086,513	0.0172	86
HARDIN ISD	\$ 5,995,150	0.0495	248
HULL DAISSETTA ISD	\$ 3,293,807	0.0272	136
LIBERTY ISD	\$ 12,862,398	0.1063	531
TARKINGTON ISD	\$ 6,528,332	0.0539	270
CITY OF AMES	\$ 249,162	0.0021	10
CITY OF CLEVELAND	\$ 2,968,827	0.0245	123
CITY OF DAISSETTA	\$ 152,040	0.0013	6
CITY OF DAYTON	\$ 5,360,641	0.0443	221
CITY OF DAYTON LAKES	\$ 15,820	0.0001	1
CITY OF DEVERS	\$ 45,544	0.0004	2
CITY OF HARDIN	\$ 86,616	0.0007	4
CITY OF LIBERTY	\$ 3,882,123	0.0321	160
CITY OF MONT BELVIEU	\$ 6,982	0.0001	-
CITY OF PLUM GROVE	\$ -	-	-
TOTAL	\$ 121,031,267		5,000

NOTE: 2018 levy as of Certification

Attachment: CAD Board of Directors Info (CA-2019-82 : CAD Board of Directors)

RESOLUTION

Whereas, _____ is a voting taxing unit in the Liberty County Central Appraisal District; and

Whereas, each voting taxing unit in Liberty County is entitled to nominate one candidate for each of the district’s five Board of Directors positions; and

Whereas, these nominations must be submitted to the Chief Appraiser by October 15, 2019 to be eligible to be placed on the ballot for the 2020-2021 term; and

Therefore, be it resolved, that the _____ **nominates** the following candidates for the Liberty County Appraisal District Board of Directors:

Approved this the _____ day of _____, 2019.

TITLE

ATTEST:

TITLE

Attachment: CAD Board of Directors Info (CA-2019-82 : CAD Board of Directors)

§ 6.02

PROPERTY TAX CODE

1988; Acts 1991, 72nd Leg., ch. 20, § 14, eff. Aug. 26, 1991; Acts 1991, 72nd Leg., ch. 391, § 13, eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 347, § 4.05, eff. May 31, 1993; Acts 1997, 75th Leg., ch. 165, § 6.72, eff. Sept. 1, 1997; Acts 2007, 80th Leg., ch. 648, §§ 1, 5(2), eff. Jan. 1, 2008.

§ 6.025. Repealed by Acts 2007, 80th Leg., ch. 648, § 5(3), eff. Jan. 1, 2008

→ § 6.03. Board of Directors

(a) The appraisal district is governed by a board of directors. Five directors are appointed by the taxing units that participate in the district as provided by this section. If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a nonvoting director. The county assessor-collector is ineligible to serve if the board enters into a contract under Section 6.05(b) or if the commissioners court of the county enters into a contract under Section 6.24(b). To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

(b) Members of the board of directors other than a county assessor-collector serving as a nonvoting director serve two-year terms beginning on January 1 of even-numbered years.

(c) Members of the board of directors other than a county assessor-collector serving as a nonvoting director are appointed by vote of the governing bodies of the incorporated cities and towns, the school districts, and, if entitled to vote, the conservation and reclamation districts that participate in the district and of the county. A governing body may cast all its votes for one candidate or distribute them among candidates for any number of directorships. Conservation and reclamation districts are not entitled to vote unless at least one conservation and reclamation district in the district delivers to the chief appraiser a written request to nominate and vote on the board of directors by June 1 of each odd-numbered year. On receipt of a request, the chief appraiser shall certify a list by June 15 of all eligible conservation and reclamation districts that are imposing taxes and that participate in the district.

(d) The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

(e) The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year. The chief appraiser shall deliver the notice:

(1) to the county judge and each commissioner of the county served by the appraisal district;

(2) to the presiding officer of the governing body of each city or town participating in the appraisal district, to the city manager of each city or town having a city manager, and to the city secretary or clerk, if there is one, of each city or town that does not have a city manager; and

(3) to the presiding officer of the governing body of each school district participating in the district and to the superintendent of those school districts.

(f) The chief appraiser shall calculate the number of votes to which each conservation and reclamation district entitled to vote for district directors is entitled and shall deliver written notice to the presiding officer of each conservation and reclamation district of its voting

PROPERTY TAX ADMINISTRATION

§ 6.03

entitlement and right to nominate a person to serve as a director of the district before July 1 of each odd-numbered year.

(g) Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.

(h) Each conservation and reclamation district entitled to vote may nominate by resolution adopted by its governing body one candidate for the district's board of directors. The presiding officer of the conservation and reclamation district's governing body shall submit the name of the district's nominee to the chief appraiser before July 15 of each odd-numbered year. Before August 1, the chief appraiser shall prepare a nominating ballot, listing all the nominees of conservation and reclamation districts alphabetically by surname, and shall deliver a copy of the nominating ballot to the presiding officer of the board of directors of each district. The board of directors of each district shall determine its vote by resolution and submit it to the chief appraiser before August 15. The nominee on the ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district if the nominee received more than 10 percent of the votes entitled to be cast by all of the conservation and reclamation districts in the appraisal district, and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.

(i) If no nominee of the conservation and reclamation districts receives more than 10 percent of the votes entitled to be cast under Subsection (h), the chief appraiser, before September 1, shall notify the presiding officer of the board of directors of each conservation and reclamation district of the failure to select a nominee. Each conservation and reclamation district may submit a nominee by September 15 to the chief appraiser as provided by Subsection (h). The chief appraiser shall submit a second nominating ballot by October 1 to the conservation and reclamation districts as provided by Subsection (h). The conservation and reclamation districts shall submit their votes for nomination before October 15 as provided by Subsection (h). The nominee on the second nominating ballot with the most votes is the nominee of the conservation and reclamation districts in the appraisal district and shall be named on the ballot with the candidates nominated by the other taxing units. The chief appraiser shall resolve a tie vote by any method of chance.

(j) Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsections (g) and, if applicable, (h) or (i) alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

(k) The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.

(l) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.10

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Bids & Proposals

COUNCIL ACTION 2019-83

DOC ID: 4572

Department: Administration

Subject: City Hall Generator

Background: The City Hall serves as the City's Emergency Operations Center during disasters. The generator currently serving City Hall is over 13 years old. Due to the age of the generator, parts availability is becoming an issue. Recently, the turbo charger went out and the manufacturer indicated that the turbo chargers for this generator are no longer being manufactured. A rebuilt turbocharger was eventually located out of state. Additionally, the existing generator does not currently meet emission requirements. Two quotes to replace the generator have been received from NSECI of Daisetta and WPI of Houston in the amounts of \$87,104.70 and \$90,489.00, respectively. Currently, WPI has the generator preventative maintenance contract with the City. The City Council had previously obligated in \$75,000.00 in Cambridge Funds to replace the generator.

Funding Source: The additional funds needed to fund the generator would be allocated from Cambridge Funds.

Staff Recommendation: Since WPI will be responsible for the maintenance of the generator after installation, staff recommends awarding the bid to WPI and approve the additional allocation of Cambridge Funds in the amount of \$15,489.00.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.11

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Change Orders

COUNCIL ACTION 2019-84

DOC ID: 4577 A

Department: Public Works

Subject: Holly Street Drainage and Water Improvement Project - Change Order No. 1

Background: In 2017, a developer contacted the City regarding the potential construction of eight homes on Holly Street. These homes were to be constructed on a vacant piece of property located near the Holly Street and N. Milam intersection. During the platting process, it was determined that the existing drainage and waterlines were not able to handle the storm water runoff and water demand of the new homes. City Council awarded the bid in April 2019, to construct the new storm sewer system and increase the size of the waterlines. The contractor began work in July 2019 by installing the waterline on Bowie from Edgewood to Holly before turning east on Holly Street. The contractor then started to install the water line and storm sewer box simultaneously. During the installation of the storm sewer box it became apparent that there were nine potential locations where the storm sewer box and the sanitary sewer service lines to the residences would conflict with each other. Since the grade line for each utility could not be adjusted, the only solution is run the pipe through the top of the box and construct a manhole at each of the nine locations. The cost for each manhole is \$6,500 for a total cost of \$58,500. A portion of this cost will be offset by the removal of a section in the of the storm sewer box at these locations. This deduction will be included in the last pay estimate to the contractor when the final installed quantities are determined.

Funding Source: The project is being funded by 2016 Bond Proceeds and Cambridge Funds. This Change Order would increase the Cambridge Fund contribution from \$443,990 to \$502,490.

Staff Recommendation: Staff recommends approval of Change Order No. 1 for the Holly Street Drainage and Water Improvement Project.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.12

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Miscellaneous Issues

INFORMATION ITEM (ID # 4578)

DOC ID: 4578 A

Department: Administration

Subject: TPIA Training

Background: This law codifies that which was already law, as determined by the Attorney General, that information on a personal device is public information if it relates to City business. The new law creates criminal liability for employees or council members if the records are not maintained. City Attorney Brandon Davis will explain the new law.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.13

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Misc.

COUNCIL ACTION 2019-85

DOC ID: 4579 A

Department: Administration

Subject: TPIA Contact Info

Background: SB 944 states that a governmental body may designate one mailing address and one e-mail address for receiving a request for public information. Currently, public information requests are received, not only by the City Secretary, but several other departments. Normally, these requests are turned in to the City Secretary, but there is not a specific email address for receipt of TPIA requests.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.1

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2019-77

DOC ID: 4573

Department: Administration

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.2

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2019-78

DOC ID: 4574

Department: Administration

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.3

Meeting: 09/10/19 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2019-79

DOC ID: 4576

Department: Administration

Subject: Action Taken Following an Executive Session

Background: A vote on a matter deliberated in a closed session may only be made in an open meeting that is held in compliance with the notice provisions.