



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, May 12, 2020

6:00 PM

City Hall - Liberty Center

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 Driggers	☐	☐	☐	
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 # 4759)

City Manager's Report - City Manager T. Warner - Projects & Activities - COVID-19 Related Information - Preliminary Estimate of 2020 Property Values - Sanitary Sewer Project - Main B Levee Project - Electric Projects.

- City Manager's Report(DOCX)

B. Information Item (ID # 4761)

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

C. Information Item (ID # 4762)

Sam Rayburn Municipal Power Agency- Mayor Pickett

D. Information Item (ID # 4760)

Department Reports

- Fire Dept. Report (XLS)
- Inspection Dept. Report (XLSX)
- Library Monthly Report (XLSX)
- Library Narrative Report (DOCX)
- Library Volunteer Report (XLSX)
- Police Dept. Report (XLS)
- Public Works Report (DOCX)
- Public Works Construction Report (DOCX)

E. Information Item (ID # 4763)

Mayor, Council and Staff Comments

VI. CONSENT AGENDA

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

A. Minutes Approval

1. Tuesday, April 14, 2020

VII. REGULAR AGENDA

A. Regular Session

1. Information Item (ID # 4764)

Mr. Thomas James will address the Council regarding a request related to the speed limit and signage in the Forest Hills Subdivision.

- Request to Address Council (PDF)

2. Ordinance 2020-17

CONSIDER ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS AMENDING THE CITY'S FISCAL YEAR 2019-2020 BUDGET; 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. Resolution 2020-11

Consider a Resolution to accept a proposal submitted by Kendig Keast Collaborative for the development of a Unified Development Ordinance (UDO) for the City of Liberty.

- UDO Scoring Sheet (3) - UDO (XLSX)
- Kendig Keast Presentation (PPTX)

4. Resolution 2020-12

Consider a Resolution approving the Final Plat of the Holly Street Manor Subdivision.

- Holly Street Manor Final Plat - Exhibit A (PDF)

5. Resolution (ID # 4768)

First reading of a Resolution ratifying the Liberty Community Development Corporation's (LCDC) expenditure of \$143,310.98 for the Main Street Sidewalk Rehabilitation Project.

6. Resolution 2020-13

Consider and take action, if any, on the second and final reading of a Resolution ratifying the Liberty Community Development Corporation's (LCDC) expenditure of \$143,310.98 for the Main Street Sidewalk Rehabilitation Project.

7. Resolution 2020-14

Consider a Resolution authorizing the purchase of a transport van through the Houston-Galveston Area Council (HGAC) to replace Medic 5.

- Ambulance - HGACBuy (XLSX)
- Ambulance - FD Quote LFD4320 (PDF)

8. Ordinance (ID # 4771)

CONSIDER ADOPTION OF AN ORDINANCE CREATING CHAPTER 3.13 OF THE CODE OF ORDINANCES, REGULATING FENCES IN RESIDENTIAL YARDS; AMENDING THE MASTER FEE SCHEDULE; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT THIS ORDINANCE BE READ ON TWO SEPARATE DAYS.

- Permit Fees - Exhibit A (DOCX)

9. Work Session (ID # 4772)

Work Session regarding discussion of Small Business Assistance related to COVID-19.

- Dovetail Antiques (PDF)
- Travellers Inn (PDF)

10. Work Session (ID # 4773)

Work Session regarding discussion of the Liberty Municipal Golf Course.

11. Resolution (ID # 4774)

First reading of a Resolution ratifying a Liberty Community Development Corporation FY20 Budget Amendment, in the amount of \$24,850.

12. Resolution (ID # 4775)

Consider and take action, if any, on the second and final reading of a Resolution ratifying a Liberty Community Development Corporation FY20 Budget Amendment, in the amount of \$24,850.

B. Executive Session**Tx. Gov. Code §551.072 - Deliberation Regarding Real Property.**

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

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

- Discussion of appointments to the Liberty Community Development Corporation Board of Directors.
- Discussion of appointments to the City of Liberty Planning and Zoning Commission.
- Discussion of Personnel Matters.

Tx. Gov. Code §551.087 - Deliberation Regarding Economic Development Negotiations.

- To deliberate commercial or financial information received from a business prospect.

C. Reconvene into Regular Session

1. Council Action 2020-24

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

2. Council Action 2020-25

Consider appointments to the Liberty Community Development Corporation Board of Directors, as discussed in the Executive Session.

3. Council Action 2020-26

Consider appointments to the City of Liberty Planning and Zoning Commission, as discussed in the Executive Session.

4. Council Action 2020-27

Consider and take action, if any, on Personnel Matters as discussed in the Executive Session.

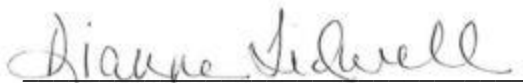
5. Council Action 2020-28

Consider and take action, if any, on Economic Development Negotiations, 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 8th day of May, 2020 at 5:00 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 _____, 2020.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.A

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4759)

DOC ID: 4759

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: May 12, 2020

Re: City Manager Report

1. Governor Abbott has issued twenty-one (21) Executive Orders since the beginning of the COVID-19 Pandemic. The latest Order allows the reopening of certain businesses on May 8th with additional openings occurring later this month. With each Executive Order issued by the Governor, Mayor Pickett has also issued Executive Orders for the City that closely follow the Governor's Orders.
2. The City is continuing to keep all the pocket parks closed. The City Park remains open, but the playground equipment is closed, and the splash pad will not be turned on at this time. Also, the basketball court and gazebo are not being rented at this time. The Liberty Municipal Golf Course was reopened on May 1st and the Library began "Front Door Pickup Service" on May 4th. All City buildings remain closed to the public.
3. The Texas Comptroller issued a press release on May 1, 2020 reporting that sales tax collection from March was down 9.3% from the same period last year. The City will not know the impact on sales tax for March and April until late May and June, respectively.
4. Retail Coach prepared a COVID-19 Retail Impact Analysis for the City. The report was forwarded to City Council on April 27, 2020. As anticipated, there have been significant reductions in the number of visits to retail establishments from last year as a result of the COVID-19 Stay at Home Order. Store traffic is down for the week of April 6th to 12th in Apparel (-86%), Dining (-63%) and Superstores (-14%). Store traffic has increased for Home Improvement (+39%) and Shop & Service (+17%).
5. Frontier Waste has reported to the City they have seen an approximate increase of 36% in residential tonnage collected and an approximate 18% reduction in commercial tonnage. The total cost for collection and disposal of the above average tonnage of residential waste is \$9,059.00. Frontier is proposing to waive the labor and equipment costs if the City will pay for the disposal costs associated with the additional tonnage. The cost to the City would be \$5,759.00 and would be eligible for partial reimbursement by FEMA.
6. The Liberty County Central Appraisal District (CAD) has provided the City with the Preliminary Estimate of 2020 Property Values. The values for 2019 were \$699,444,656 and the estimated values for 2020 are \$706,351,556. This represents less than a 1% increase over last year values.

Attachment: City Manager's Report (4759 : City Manager's Report)

7. On April 27, 2020 the City experienced severe weather that resulted in several isolated power outages. The outages occurred at the following locations and were all caused by downed trees or tree limbs:
- 2232 Grand, 2313 Webster and 718 San Jacinto
 - 121, 125 and 133 Wallisville Road
 - 5016 and 5005 Briargrove, 4008 Hillcrest, 3006 Timberlane and 2016 Glendale
 - 3716 Hwy 90 East
8. The Sanitary Sewer Improvement Project is approximately 92% complete as of February 29, 2020. The contractor has completed the installation of the manholes and sanitary sewer lines on Travis Street and behind the LISD Middle and High Schools. The sanitary sewer lines on Highway 90 have been completed as well as the driveway and curb repairs. The contractor has completed work on the McGuire and Bypass Lift Stations and Texas Avenue Sanitary Sewer, Storm Sewer and Paving. The only remaining work on the project is the Beaumont Avenue Lift Station. The projected completion date for this project is June 2020. The total estimated construction cost for this project is \$5,389,342.57.
9. The Main B Levee Repairs was approved as substantially complete (98%) on February 18, 2020. The contractor is currently awaiting the delivery of material to finish addressing issues on the punch list. FEMA is currently reviewing the City's request for the change in the scope of work. If approved, FEMA will pay 90% of the total project cost. The total estimated construction cost for this project is \$754,814.20. The total cost of the project for engineering and construction is \$896,875.20.
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	\$164,230
d. Live Front Transformer	26%	\$323,456	\$ 85,209
e. Beaumont #3 Lateral	128%	\$182,325	\$233,114
f. UG Primary	27%	\$250,000	\$ 68,720
g. OH Transformer Platform	29%	\$ 91,450	\$ 26,415
h. Regency Place	42%	\$279,040	\$117,739
i. Travis Park	69%	\$380,505	\$261,289
j. UG Street Lighting	83%	\$155,000	\$128,392
k. Beaumont #2 Laterals	101%	\$414,254	\$418,811
l. Beaumont #4 Laterals	98%	\$308,344	\$301,460
m. Beaumont #5 Laterals	21%	\$764,156	\$169,151
n. Liberty #1 Laterals	9%	\$345,881	\$ 6,299
o. Liberty #3 Laterals	0%	\$371,354	
p. <u>Street Light Conversion</u>	107%	\$ 82,500	\$ 85,595
Totals		\$4,307,863	\$2,156,826



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.B

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4761)

DOC ID: 4761

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: 05/12/20 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4762)

DOC ID: 4762

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
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5.D

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4760)

DOC ID: 4760

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: April 1 to April 30, 2020

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 31 Mutual Aid 0

Number Of Runs: (EMS Only) 911 Calls 121 Mutual Aid 3
 Transfers-Out of Town 51 Transfers-In Town 10 Dialysis 52

Other Information:

Total of payments that have been received at the Fire Department for EMS is: \$41,530.34

EMS Payments received at Fire Department: Year to Date (fiscal): \$389,993.54

Year to Date (calendar): \$238,469.36

Attachment: Fire Dept. Report (4760 : Department Reports)

CITY OF LIBERTY INSPECTIONS & PERMITS MONTHLY REPORT

Apr-20

PLAN REVIEW

# of Plans Reviewed	0
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BUILDING PERMITS

Commercial Building Permits - New	1
Commercial Building Permits - Renovation/Remodel	1
Commercial Building Permits - Addition/Expansion	1
Residential Building Permits - New (Single Family)	3
Residential Building Permits - New (Multi-Family)	0
All Other Permits Issued	32

CERTIFICATE OF OCCUPANCY

Commercial C of O's Issued	0
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FEE REVENUE

Permit Fee Revenue	\$ 6,615.00
Tap Fee Revenue	

Attachment: Inspection Dept. Report (4760 : Department Reports)

Liberty Municipal Library Monthly Report November 2019 through April 2020

Circulation	November	December	January	February	March	April
Spanish Materials Circulation	48	59	80	97	49	1
Total Adult & YA Circulation All Formats	1,790	1,849	2,039	2,084	1,431	532
Total Juvenile Circulation All Formats	1,036	869	1,163	1,311	809	89
Total Circulation All Formats	2,826	2,718	3,202	3,395	2,240	621
Reference Services						
In-house Reference	121	244	417	400	169	0
Telephone Reference	125	168	175	178	247	117
Public Computer Assistance	101	185	178	142	101	0
Collection Statistics						
Total Volumes in Collection	51,850	52,075	52,412	52,678	52,738	52,170
Total Titles in Collection	61,743	62,049	62,452	62,724	63,083	63,528
Cataloging						
Books Cataloged	149	155	302	188	161	95
DVD/ Blu-Rays Cataloged	14	33	1	18	6	29
Audiobooks & Music CDs Cataloged	2	0	0	4	0	0
Periodical Cataloged	54	66	59	59	55	71
Building Use/ Programs/Public Relations						
Meeting Room/Pavilion Use	11	7	11	18	8	0
Story Time Attendance	42	68	122	100	71	2
Misc. Children's Programs/Tours Attendance	10	115	33	120	0	0
Adult Programs Attendance	33	24	42	67	31	0
Total Programs	10	7	9	17	7	2
Total Attendance All Programs	85	207	197	283	102	0
Patron Count/ Volunteers						
Total Active Accounts In-City Patrons	3,421	3,408	3,377	3,373	3,377	3,349
Total Active Accounts Out-of-City Patrons	5,205	5,209	5,189	5,141	5,144	5,099
Total Volunteers	1	6	1	7	2	0
Total Volunteer Hours	5	21.5	10	37	11	0
Patron Visits Count	2,471	2,074	2,653	2,636	1,306	0
Public Use Technology						
Wireless Users Estimate	21	17	20	26	10	17
Public Computers Users This Month	334	315	423	431	228	0
Hours of Patron Computer Use	217	241	341	311	168	0
Website Visits: Ploud, Online Catalog	1,683	2,246	1,740	1,492	1,453	1,419
Social Media: Facebook, Instagram	152	186	193	955	183	155

Attachment: Library Monthly Report (4760 : Department Reports)

Liberty Municipal Library April 2020 Report

The Liberty Municipal Library was closed to the public because of the COVID-19 pandemic again in April, but staff were hard at work, nonetheless. Inventory, book repairs and processing, reports, creating online Story Time programs, watching pandemic webinars, posting links to important COVID-19 information for parents and activities for children were just some of the staff jobs.

Like other departments, we began split shifts in early April. Half of the staff worked one week while the other half stayed at home. We were all very glad to see each other when shift work ended.

We did not check out materials to the public throughout April, to the disappointment of many patrons, but we have been renewing library cards by phone and issuing temporary cards so new patrons can take advantage of our e-books. Work was done to share appropriate resources for children and adults through our Facebook page and our website, <https://liberty.ploud.net>. We were able to locate many free sources for children's literature, e-books and craft activities and we posted all that we could.

Bilingual Library Technician Maggie Varela and Children's Librarian Katie Edgell planned, performed and posted two very well-done and entertaining virtual Story Time events for children. Since we cannot host our Story Time Program while we are closed, they decided this was the next best thing. The online programs can be accessed through our Facebook page.

Books that were checked out before we closed are being dropped off in the outside book return. They are sprayed with Lysol and left in the foyer for a day or two to allow potential contagion to dissipate. The books are then brought into the library and scanned, cleaned with disinfectant and returned to the shelves.

We have several employees who are at risk if they should contract the virus, and we're doing everything possible to minimize the risk of spreading it among staff. We're wearing masks and gloves when appropriate, checking temperatures twice daily, and Mike Kaiser is diligently cleaning frequently touched surfaces. Mike has been searching for disinfecting supplies through our usual custodial supply sources, but none can be found. Fortunately, he contacted a Beaumont vendor who said he can provide what we need, and Misty Dulaney at the fire department told us of another source of disinfectant products.

We've really tried hard to meet patrons' needs and sometimes it takes a bit of creativity. One college student who was working on a special paper wanted a book of short stories that we had on the shelf. She needed to cite several passages in one of the short stories. We pondered it and realized we could scan the story she needed and e-mail it to her. It took a few tries because the original file was too large to send in one e-mail message, but the information made it to the student. The young lady was very appreciative and so was her mother, who sent a thank you through our Facebook page.

Maggie and Katie have completed inventories for our very easy books, easy picture books, young adult nonfiction, and DVDs. They began a young adult fiction inventory.

Library Director Dana Abshier and Administrative Assistant Amber Ursprung watched several webinars on COVID-19 that were presented by the Texas State Library and the Institute of Museum and Library

Services. The highly informative presentations focused on the effects COVID-19 has had and will continue to have on libraries.

Amber and Mike recently noticed a dying tree next to the north wall of the theater. The tree had only two branches that were still trying to hold on, so we knew the chance of its survival was not promising. Davey's Tree Service came by the Cultural Center during the last week of April and took the old tree down. It is always sad to lose another one.

Dana and Amber did the monthly KSHN.com show via telephone and it worked out well. They discussed the availability of electronic materials through our website and other sources that have sprung up since the pandemic began. Telephone access for our KSHN program will more than likely become the norm for the foreseeable future.

Dana and Amber also worked on updating the library's contents inventory for the City's insurance. This was a week-long project that involved removing items we no longer have and adding items that we missed adding previously. Amber consolidated several old inventories and created a highly functional new spreadsheet that should be easy to maintain from now on.

Information Technologist Kristin Gilley worked especially hard to post the resources we have found on the library's Instagram page. She discovered that Instagram does not let users post functional links, but she provided web addresses that patrons can cut and paste into a browser. Kristin is also trying to add hash tags to posts and is experimenting on what kinds of hash tags may result in the greatest reach. Kristin added a lot of Instagram posts on poetry and poets for National Poetry Month.

By Governor Abbott's decree, libraries are among the very first public facilities that may open to the public. The staff had several productive meetings to discuss the COVID-19 situation, how it is affecting the library and what we can do about it. Our first step toward opening was to devise a way to get books into the hands of our patrons without opening our doors. Mike named the service Front Door Pickup Service. Patrons may call the library to request materials, the staff will take their orders, locate and check out the materials, store them in the foyer, and when patrons arrive staff will place the materials on a table just outside the front door. Amber made laminated six-foot space markers and attached them to the pavers outside the foyer door in case several patrons arrive to pick up their requests at the same time. We sent out information explaining the service to the press and posted it on our websites on April 30.

Before we can totally reopen, we will need plexiglass panels installed at the circulation and information desks to protect staff. We hope we can have the panels installed soon since the pandemic looks like it will be long-term. The staff discussed how we can manage families and groups when we do open, and we realized it will be difficult at best. Computers will be especially problematic since patrons must observe social distancing. We will have to impose strict rules to shorten the amount of time patrons can spend on the computers. It may be best to not offer computer access in the early stages of reopening.

Maggie, our engineering student, is estimating the maximum number of people who can safely use the library at any one time and is drawing up plans to show where patrons will stand at the circulation desk and where furniture will be moved to separate people. We know opening our doors will create many challenges, and the safety of patrons and staff is our prime consideration.

We filed our Texas State Library and Archives Commission grant application for reimbursement costs for mailing interlibrary loans for the past year. We were reimbursed over \$500 last year.

Several of our very devoted volunteers, Terry Cash and Cathy Harbour, dropped off handmade face masks for the staff, which were highly appreciated and needed.



Katie Edgell and Maggie Varela preparing to film Story Time.



YOUTUBE.COM

A scene from the first virtual Story Time.

Check us out Wednesday, we will have another recorded Story Time for little ones available after 11 a.m.



As seen on our Facebook page: Maggie, and Katie with the link to our virtual Story Time Programs.

For the latest in library happenings, check out our websites: <https://liberty.bibliionix.com>, <https://liberty.ploud.net>, Facebook and Instagram.

Alana Ashier

						Liberty Municipal Library Volunteer Report for the Month of April 2020																																											
	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																																																	
	Closed for COVID-19 Pandemic																																																
Arceneaux, Val																																																	
Cash, Terry																																																	
Davis, Beverly																																																	
Harbour, Cathy																																																	
Pickett, Sandy																																																	
Rogers, Ann																																																	
Speights, Bob																																																	
Sundgren, Gary																																																	
Sundgren, Stacy																																																	
Stratton, Gloria																																																	
Whittington, Nell																																																	
Total for month																																																	

APRIL / / 2020 / /

PUBLIC WORKS MONTHLY REPORT

STREETS DEPARTMENT -THE ROAD TO SUCCESS IS ALWAYS UNDER CONSTRUCTION

This Month's Notes

**JAMES
REDDING –
STREETS
MANAGER**

- Notes:
- Swept streets
- Mowed on route
- Cleaned and trimmed around signs around the city
- Cut asphalt for Elite Electric behind Prosperity Bank
- Cleaned ditch on Monta
- Cleaned ditch on Compost Rd.
- Poured curb on John St.
- Repaired concrete cut in Boot Barn parking lot
- Checked flood pumps every Monday
- Checked levee at first of the month
- Patched around town
- Replaced speed limit signs on Woodsprings Dr.
- Placed barricades at Pocket Parks
- Picked up trash at Main A on Travis
- Cut asphalt for elite at the Park
- Pushed debris at the compost
- Started spraying for Mosquitos
- Cleaned inlets
- Hauled scrap wire and scrap metal to recycle yard
- Cut tree off Maple
- Cleaned grates at Mains A and B

Attachment: Public Works Report (4760 : Department Reports)



Attachment: Public Works Report (4760 : Department Reports)

STREETS REPAIRING CONCRETE PAVEMENT AT FOURTH AND JESSICA:

JAMES REDDING, RICK UBNOSKYE, JESSE VARA, ERIC MOLINA

FIXING THESE STREETS

Streets:						
	Graded:					Miles
	Swept:			39		Hours
	Street cut repairs:					Each
	Curb & Gutter Repair:			71		Feet
Drainage:						
	Ditch Cleaning: Monta & Compost Rd			830		Feet
	Culvert Installation:					Feet
	Catch Basin/inlets cleaned:			676		Each
	Levee Inspection:			Yes		
	Flap gate Debris Removal:					
Spraying:						
	Herbicide:					Gallons
	Mosquito:			209		Miles
Signs:						
	Installed					Each
	Repaired/ Replaced			8		Each

PARKS DEPARTMENT

**TOM TULLOCK -
PARKS MANAGER**

Work completed

Work Completed:

Fields:

Work Performed: Picked up trash and maintained as needed. Mowed five (5) times and weedeated 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. Installed new paper towel holders and toilet paper holders in restrooms. Disinfected restrooms everyday due to Corona Virus.

Concession Stands:

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

Splash Pad:

Work Performed: Mowed and weedeated as needed. Maintained chemicals every day. Splash pad is shut down.

Jogging Trail:

Work Performed: Picked up limbs and trash as needed also, weedeated around trees and rocks as needed. Mowed four (4) times.

Attachment: Public Works Report (4760 : Department Reports)

Playground Equipment:

Work Performed: Checked and made sure all playground equipment was in good working order. Pressure washed the white fence around playground. Shut down playgrounds due to Corona Virus.

-

Pocket Parks:

Work Performed: Picked up trash and other debris every day. Changed trash barrels as needed in all pocket parks and closed them due to Corona Virus.

Trees:

Work Performed: Cut down trees that had been twisted off or rotted throughout park. Picked up limbs as needed, trimmed all trees along roadway in park.

Flags:

Work Performed: Checked flags every day for damage.

Notes:

1. Filled holes throughout park.
2. Sprayed walking trail and all rocks throughout park.
3. Disinfected all playground equipment at the municipal park and all pocket parks.
4. Built pad for building at park for fuel tanks.
5. Roped off all benches, playgrounds, tables, gazebo, and basketball pavilion due to Corona virus.
6. Closed all pocket parks due to virus.
7. Disinfected restrooms every day.
8. Texas Elite started underground electrical work.

Street department saw cut three (3) to run underground wire.



Attachment: Public Works Report (4760 : Department Reports)

PARKS REMOVING TRASH AT MUNICIPAL PARK – ROBERT BIRD, NATHAN DAVID

**WATER /
WASTEWATER
DEPARTMENT**

**MARK REED – WATER /
WASTEWATER MANAGER**



WASTEWATER INSTALLING A SANITARY SEWER TAP – STEPEN DAVILLA, DALE PITTS AND CHAD CALLAWAY.

Attachment: Public Works Report (4760 : Department Reports)

REPAIRS COMPLETED

17	WATER REPAIRS
19	SEWER REPAIRS

LINE MAINTENANCE (CAMEL)

80/235.5	HOURS OF OPERATION / TOTAL
2000	FEET OF SEWER LINE CLEARED / CLEANED
4	MANHOLES CLEANED

WORK COMPLETED

2	MANHOLE REPAIRS
8	SEWER STOPAGES
3	METER REPAIRS
3	RADIO REPLACEMENTS
0	WATER TAPS
1	SEWER TAPS
13	CUSTOMER PROBLEMS / REQUEST
106	LOCATE LINES
106	TEXAS 811 LINE LOCATES
0	METER BOXES REPLACED
1	METER LIDS REPLACED
2	CLEANOUTS REPLACED / INSTALLED
0	PULLED METERS
12	CUSTOMER REQUESTED TURN ON
10	CUSTOMER REQUESTED TURN OFF
0	CUT OFF SERVICE
29	RECHECKS

MISC:

HARDIN & AMES READINGS CHECKED DAILY
REPLACED X3 WIRES AND X3 REGISTERS

MONTHLY OPERATIONS

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



**BEAUMONT ELECTRICAL
SUBSTATION – ON BEAUMONT AVE.**

ELECTRICAL DEPARTMENT

LIGHT IS ESSENTIAL

CHARLES YPMA – ELECTRICAL SUPERVISOR

The Electrical Department received 21 request this month and closed out 21 of them with 0 carrying overs to May. The requests range from power restoration, blown fuses, sagging 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	2
NO POWER	5
POWER LINE ISSUE	4
POLE ISSUE	3
SECURITY LIGHT	0
STREET LIGHT	5
TREE TRIMMING	2
TOTAL INCIDENTS RESOLVED	21

Attachment: Public Works Report (4760 : Department Reports)

APRIL // 2020 //

MONTHLY REPORT

CITY OF LIBERTY CONSTRUCTION PROJECTS REPORT



TEXAS ST. PAVEMENT REPAIRS

US 90 Sanitary Sewer Improvements-Phase I is at 92% 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 existing sewer

APRIL // 2020 // ISSUE NUMBER

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



BYPASS LIFT STATION

The lift station at McGuire Street is about 99% complete. The Beaumont Street lift station about 98% complete. The Lift stations at Johnson and Lakeland Streets are complete. There was very little work completed this month due to the weather.

MONTHLY REPORT



MCQUIRE LIFT STATION

Texas 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 has installed all the pavement. This phase of the project is approximately 98% 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 projected completion date is June 2020. The substantial completion for this project was issued on April 27, 2020, the contractor is working on punch list items.

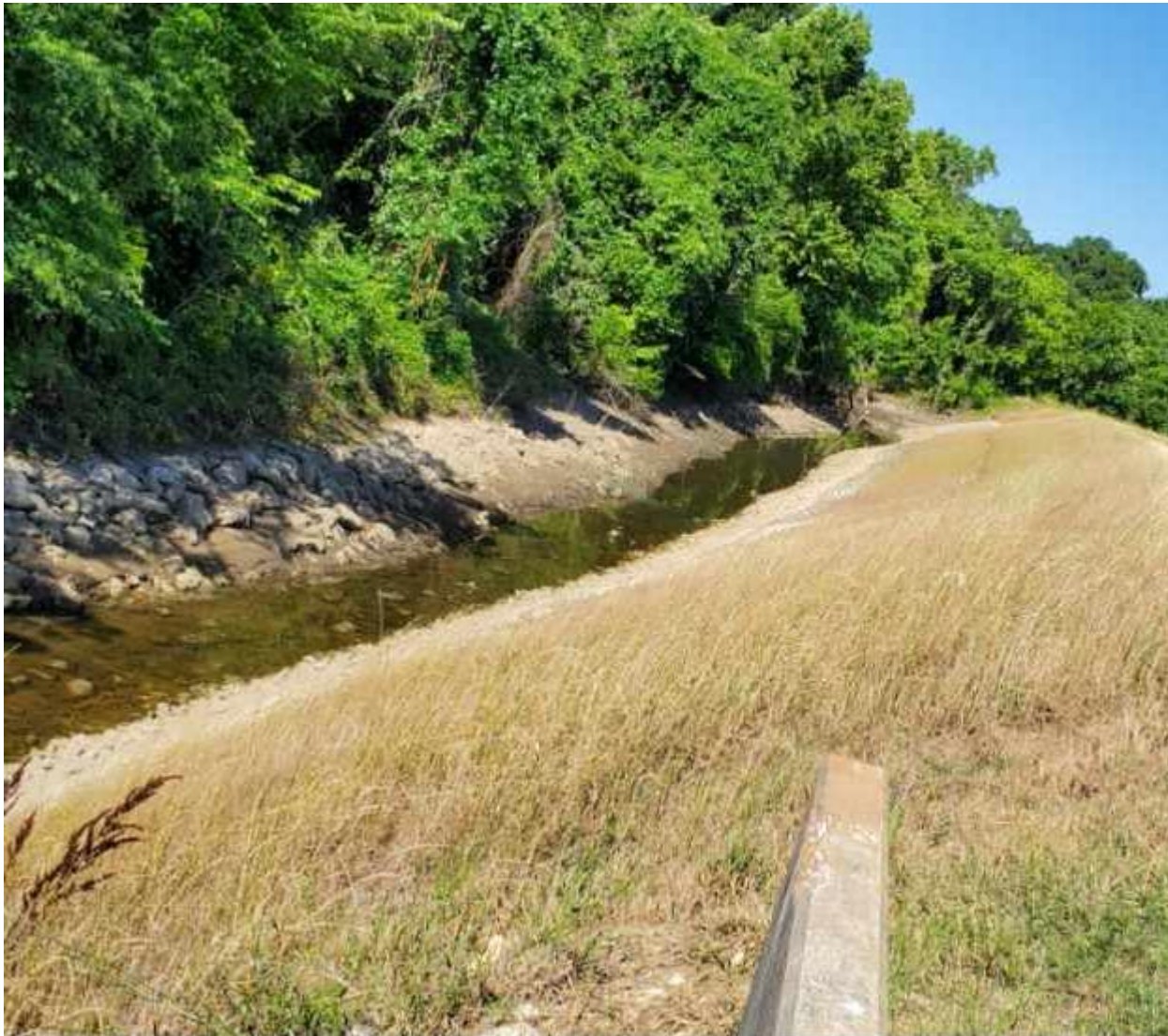
*IN THIS ISSUE***MAIN B LEVEE REPAIR PROJECT**

LEVEE SLOPE AND PIPE REPAIR
BOWIE STREET

CONSTRUCTION IS 98% COMPLETE

BY TLC & CONTRACTING

TCL Trucking and Contracting was awarded the contract and the start date was September 6, 2019. The project is to perform repairs to the Main B levee which include earth levee repairs and culvert repairs. The project shall be substantially completed in 120 calendar days and all work shall be completed in 165 calendar days. The project is substantially complete as of February 18, 2020. TLC Trucking and Contracting is out Houston, Texas. The contractor installed select fill, rockfill toe stabilization, removed the coffer dam and dewatering pumps, completed the riprap this month. The contractor is working on their punch list.



MAIN B LEVEE REPAIR – VEGETATION ON SLOPE

MONTHLY REPORT

HOLLY STREET

WATER AND STORM DRAINAGE IMPROVEMENT PROJECT 08 COMPLETE

WADECON, LLC

The Construction of the Holly Street involves upgrading the existing water line and storm drain from North Travis heading west to the end of the Holly Street right of way. The contractor installed the drainage culverts, inlets and waterline on the project. The contractor is currently working on the pavement restoration. The contractor started work on July 22, 2019. The work being performed by Wadecon, LLC out of Kingwood, Texas. The is substantially complete as of February 28, 2020. The contractor is working on their punch list.

MONTHLY REPORT



RIPRAP AT END OF HOLLY ST.

MONTHLY REPORT



HOLLY STREET FINISHED ASPHALT OVERLAY

Attachment: Public Works Construction Report (4760 : Department Reports)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

5.E

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4763)

DOC ID: 4763

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, April 14, 2020

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

THIS MEETING WAS HELD USING THE VIDEO CONFERENCE TOOL, ZOOM, DUE TO THE COVID-19 DISEASE.

Present by Video Conference: Council Members Huddleston, Beasley, Simonson, Arnold, Smith and Thornton; Asst. City Managers Jarmon and Herrington.

Present in the Council Chambers: Mayor Carl Pickett, City Manager Tom Warner City Attorney Brandon Davis, and Adm. Asst. April Gilliland.

The meeting was called to order on April 14, 2020 at the City Council Chambers, 1829 Sam Houston Liberty, TX at 6:05 PM by Mayor Carl Pickett.

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
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	
Brandon Davis	City Attorney	Present	

II. INVOCATION

An Invocation was not given.

III. PLEDGE OF ALLEGIANCE

Mayor Pickett led the Pledge to the American and Texas flags.

Minutes Acceptance: Minutes of Apr 14, 2020 6:00 PM (Minutes Approval)

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 # 4741)

City Manager's Report - T. Warner, City Mgr. - Projects & Activities - COVID-19 - Sanitary Sewer and Main B Levee Projects - City Auction Results - Board Appointments

COMMENTS - Current Meeting:

City Manager Tom Warner reported on upcoming board appointments to the Liberty Community Development Corporation and the Planning and Zoning Commission, City facilities closed to the public, sewer and levee project updates, recent City online auction resulting in \$73,000 revenue and \$3000 of incurred costs for which there is no reimbursement due to cancellation of the Annual Liberty Jubilee, as a result of the COVID-19 Disease.

ATTACHMENTS:

- City Manager's Report(DOCX)
- Mayor's Executive Order-April 3 (PDF)

B. Information Item (ID # 4742)

Finance Report - Asst. City Mgr./CFO

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the City's financials through February 29, 2020. Ms. Herrington stated that General Fund revenues are at 49% of the budgeted amount, property tax collections are at 82% and sales tax collections are at 43% of the budgeted amount. Ms. Herrington further reviewed other various funds and their status, concluding by stating that the cash on hand is \$2.5 million.

C. Information Item (ID # 4743)

Department Reports

COMMENTS - Current Meeting:

Monthly reports submitted by the various City Departments are presented, in the Council Packet, for Council's review.

ATTACHMENTS:

- Fire Dept. Report (XLS)
- Inspection Dept. Report (XLSX)
- Library Report (XLSX)
- Police Dept. Report (XLS)
- Public Works Report (DOCX)
- Public Works Construction Report (DOCX)

D. Information Item (ID # 4744)

Sam Rayburn Municipal Power Agency - Mayor Pickett

COMMENTS - Current Meeting:

Mayor Pickett gave a brief report of the upcoming April 21st SRMPA Meeting.

E. Information Item (ID # 4745)

Mayor, Council and Staff Comments

COMMENTS - Current Meeting:

Council Member Thornton commented on the status of the Liberty Municipal Golf Course.

VI. CONSENT AGENDA

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

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

A. Minutes Approval

1. Tuesday, March 10, 2020
2. Friday, March 13, 2020
3. Monday, March 23, 2020
4. Wednesday, April 08, 2020

VII. REGULAR AGENDA**A. Regular Session****1. Ordinance 2020-14**

CONSIDER ADOPTION OF AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") APPROVING THE SETTLEMENT OF THE PROPOSED RATE INCREASE OF CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS TO INCREASE RATES IN THE BEAUMONT/EAST TEXAS DIVISION; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; DECLARING 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:

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

"AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") APPROVING THE SETTLEMENT OF THE PROPOSED RATE INCREASE OF CENTERPOINT ENERGY RESOURCES CORP., D/B/A CENTERPOINT ENERGY ENTEX AND CENTERPOINT ENERGY TEXAS GAS TO INCREASE RATES IN THE BEAUMONT/EAST TEXAS DIVISION; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; DECLARING AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS."

City Manager Tom Warner reported on the details of the proposed settlement agreement. In summary, Mr. Warner stated that this Ordinance approves the settlement of the proposed rate increase by Centerpoint Energy, previously denied by the City of Liberty and other cities participating in the East Texas Coalition of Cities. CenterPoint has agreed to settle the proposed rate increase at levels that are much more favorable to customers relative to their original rate request.

A motion was made to adopt the Ordinance, as presented.

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

2. Ordinance 2020-15

CONSIDER ADOPTION OF AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MARCH 31, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS: AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

COMMENTS - Current Meeting:

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

"AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") DENYING THE DISTRIBUTION COST RECOVERY FACTOR RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MARCH 31, 2020; SETTING JUST AND REASONABLE RATES FOR ENTERGY TEXAS, INC. FOR SERVICE WITHIN THE MUNICIPAL LIMITS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS: AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS."

City Manager Tom Warner reported on the details of Entergy's proposed Distribution Cost Recovery Factor (DRCF) rate increase and stated that cities have 60 days to adopt an ordinance accepting, modifying or rejecting the rate increase, which allows a utility to recover increased distribution investment expenses.

A motion was made to adopt the Ordinance denying Entergy's DRCF rate increase, as presented.

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

3. Ordinance 2020-16

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS REGULATING THE SPEED ON WOODSPRINGS DRIVE IN THE CITY OF LIBERTY, LIBERTY COUNTY, TEXAS PROVIDING A PENALTY FOR VIOLATION, AND REPEALING ALL OTHER ORDINANCES IN CONFLICT THEREWITH AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

COMMENTS - Current Meeting:

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

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS REGULATING THE SPEED ON WOODSPRINGS DRIVE IN THE CITY OF LIBERTY, LIBERTY COUNTY, TEXAS PROVIDING A PENALTY FOR VIOLATION, AND REPEALING ALL OTHER ORDINANCES IN CONFLICT THEREWITH AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.'

City Manager Tom Warner reported that in the Texas Manual on Uniform Traffic Control Devices is guidance for the establishment of speed limits. Based on a speed survey conducted by the City of Liberty Public Works Department, this Ordinance raises the speed limit, on Woodsprings Drive, from 30 mph to 45 mph. Speed limit violations will result in a fine.

A motion was made to adopt the Ordinance, as presented.

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

4. Resolution 2020-9

Consider a Resolution for award of proposal for Utility Billing, Municipal Court and Library Delinquent Collection Services.

COMMENTS - Current Meeting:

Asst. City Mgr./CFO Naomi Herrington reported on the proposal specifics for delinquent collection service for Utility Billing, Court and the Municipal Library. After brief discussion, a motion was made to award the proposal to Perdue, Brandon, Fielder, Collins and Mott, LLP.

ATTACHMENTS:

- Score Sheet - Delinquent Collections (PDF)

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

B. Executive Session**Government Code §551.071 - Private Consultation with Attorney.**

Consultation with attorney on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

At 7:12 p.m., Mayor Pickett closed the open meeting and opened the Executive Session, as authorized above.

C. Reconvene into Regular Session

At 7:56 p.m., Mayor Pickett closed the Executive Session and reconvened the open meeting.

1. Resolution 2020-10

Consider a Resolution approving action to be taken, as a result of matters discussed in the Executive Session.

COMMENTS - Current Meeting:

A motion was made to hire Lloyd Gosselink, Attys., as discussed in the Executive Session.

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

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

There being no further business before the Council, Mayor Pickett adjourned the meeting at 7:58 p.m.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Minutes Acceptance: Minutes of Apr 14, 2020 6:00 PM (Minutes Approval)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.1

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Presentations

INFORMATION ITEM (ID # 4764)

DOC ID: 4764

Subject: Request to Address Council

Background: Mr. Thomas James made a request, on May 5, 2020, to address Council regarding the speed limit and caution/slow signs in the Forest Hills Subdivision.



REQUEST FOR PLACEMENT OF AN ISSUE ON A CITY COUNCIL AGENDA

Regular called meetings of the City Council are held on the second Tuesday of each month at 6:00 p.m.

Special called meetings are normally held on the fourth Tuesday of each month at 6:00 p.m., or on other dates as time allows.

The deadline for an issue to be placed on the next council agenda is the Wednesday prior to the council meeting. This form must be turned in by 5:00 p.m. on this day.

Date of Submission of Request 5/5/2020

Date of Council Meeting 5/12/2020

Name	Thomas James		
Street Address	114 Valley DR		
City	State	Zip Code	
Liberty	Texas	77575	
Telephone No.	Fax No.		
936-391-0158			

Please list below the issue that you wish to be brought before the Council.

Reduced Speed Limit to 20 mph. Also, Placement caution/Slow signs. Attached is the results of neighborhood poll regarding these changes.

This request will be reviewed by the City Manager and the requestor will be notified regarding the above-mentioned topic being placed on an agenda.

Attachment: Request to Address Council (4764 : Mr. James-Forest Hill Subd.)

For City Use Only

Date this form given to the City Manager

5/6/20

Date requestor was notified

5/6/20 - 10:30 a.m.

Comments

Will provide Mr. James the "Zoom Meeting" link on Monday, May 11.



Forest Hills Crime Watch & Info

Private group

About

Discussion

Members

Events

Videos

Photos

Group Insights

Watch Party

Moderate Group

Group Quality

Search this group

Shortcuts

DoubleDown Casino – ...

Candy Crush Soda Saga

Jennifer Cannaday P... 9

Forest Hills Crime Watc... 9

Greak Insurance Age... 9

Southern Beauty

Nametests

Liberty Texas 411 O... 19

Have Hope , Stay... 4

The Bella Society 2

[See more](#)

Like

Comment

[View 1 more comment](#)**Nathan Outlaw** Red bear in the window?[Like](#) · [Reply](#) · 5w

1

**Tommy Low** Yellow Bear on the tree[Like](#) · [Reply](#) · 5w

1



Write a comment...

**Jennifer Greak Cannaday** created a poll.

Admin · April 29 at 12:09 PM

Ok Poll time.. Please vote below. Which option would you be in favor for the neighborhood



Reduce speed to 20mph

Added by you



Both Speed bumps and Reduce speed

Added by you



None. (Speed limit is 20 mph now.)

Added by [Tami Pierce](#)

Speed Bumps

Added by you



None we are good with the speeding vehicles in the neighborhood

Added by you

Add option

2

27 Comments Seen by 118

Like

Comment

[View 9 more comments](#)**Kim Hutcheson** I dislike speed bumps. I would prefer to slow down.[Like](#) · [Reply](#) · 5d

5

**Susan Odum** Speed limit is already 20!!!![Like](#) · [Reply](#) · 5d

4



Write a comment...

**Cindy Renee**

April 28 at 2:03 PM

Lots of sanitizer today. Walmart.

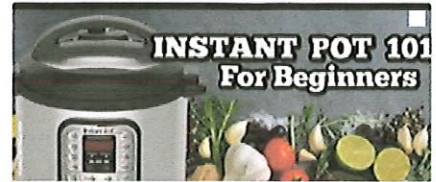
**Heirloom Traditions Paint**

Official Group

4 friends · 149,835 members

[Join Group](#)**Snake Identification**

3 friends · 176,540 members

[Join Group](#)**Instant Pot 101 for Beginners**

656,607 members

[Join Group](#)**What Kristin Found**
(formerly Name Brands for Less!)

572,191 members

[Join Group](#)**Sweet Deals | Glitches | Freebies**

8 friends · 477,033 members

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The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.2

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Charter Amendments

ORDINANCE 2020-17

DOC ID: 4765 A

Department: Finance

Subject: Fiscal Year 2019-2020 Budget Amendment

Background: During the current Fiscal Year, the costs associated with an equipment purchase and specific projects have been expended from the General and Water/Wastewater Funds. The funding source for these projects are the 2016 Bond Proceeds and Cambridge Funds. The Fiscal Year 2019-2020 Budget does not reflect the Budgeted Amount and the Revenue received for these expenditures. The proposed budget amendments are listed below:

Increases:	01-414-401 City Hall Building Improvements	\$100,000.00
	02-420-244 Maintenance Water Lines	\$ 50,000.00
	02-420-248 Maintenance Water Plant	\$ 36,793.00
	02-450-245 Maintenance Sewer Lines	\$266,106.00
	02-450-402 Capital Outlay	\$349,383.00

In addition the above line item increases, corresponding revenue accounts will be established to reflect the transfers from the 2016 Bond Proceeds and Cambridge Funds. All the expenditures and transfers have been previously approved by City Council.

Funding Source: 2016 Bond Proceeds and Cambridge Funds

Staff Recommendation: Staff recommends approval of the ordinance amending the Fiscal Year 2019-2020 Annual Budget.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS AMENDING THE CITY'S FISCAL YEAR 2019-2020 BUDGET; 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 Council for City of Liberty previously adopted a budget for the 2019-2020 fiscal year; and

WHEREAS, the City Council of the City of Liberty previously approved expenditures related to city hall building improvements, maintenance of water lines, maintenance of the water plant, maintenance of sewer lines, and the purchase of a vacuum truck; and

WHEREAS, the City Council voted to use Cambridge funds to pay for the city hall improvements, water line maintenance project, sewer line maintenance project, and the vacuum truck; and

WHEREAS, the City Council voted to use the 2016 Bond Proceeds to pay for the maintenance to the water plant; and

WHEREAS, these items were originally funded out of the general fund and/or the water/wastewater funds; and

WHEREAS, the budget needs to be amended in order to allow for the transfer funds for said projects from the Cambridge fund and/or the water/wastewater funds as previously approved by the City Council.

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

Section 1: The City of Liberty's 2019/2020 fiscal year budget is hereby amended to allow for the transfer of funds from the Cambridge Fund to the following accounts.

- Increase 01-414-401 for City Hall Building Improvements: \$100,000.00
- Increase 02-420-244 for the Maintenance of Water Lines: \$50,000.00
- Increase 02-450-245 for the Maintenance of Sewer Lines: \$266,106.00
- Increase 02-450-402 for Capital Outlay (Vacuum Truck): \$349,383.00

Section 2: The City of Liberty's 2019/2020 fiscal year budget is hereby amended to allow for the transfer of funds from the 2016 Bond Proceeds to the following account.

- Increase 02-420-248 for the Maintenance of the Water Plant: \$36,793.00

Section 3: 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 days is hereby dispensed with.

Section 4: This Ordinance shall be in full force and effect immediately after its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of

Liberty, this 12th day of May, 2020.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.3

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Proposed Projects

RESOLUTION 2020-11

DOC ID: 4766 A

Department: Community Development

Subject: Unified Development Ordinance (UDO)

Background: In January of 2020, the City of Liberty issued a Request for Proposals (RFPs) for the development of a Unified Development Ordinance (UDO). The UDO is a tool that will guide the City's future growth and development. It is a comprehensive document that will review and update all the city's development, subdivision and land use ordinances and regulations. The UDO will also create the city's first zoning map and zoning districts. The City sent the RFP to ten firms and received two responses; one from Kendig Keast Collaborative (KKC) and one from Freese and Nichols (FNI). A committee of four staff members reviewed and scored each proposal. KKC had the highest average score out of both firms. The city expects the development of the UDO to take approximately fifteen months at a cost not to exceed \$179,948. The scoring sheet is attached for your review.

The final version of the UDO will be adopted by City Council prior to implementation.

Funding Source: Cambridge Funds

Staff Recommendation: Staff recommends approval of the resolution to accept the proposal by Kendig Keast Collaborative for development of the UDO.

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, ACCEPTING A PROPOSAL FROM KENDIG KEAST COLLABORATIVE FOR THE DEVELOPMENT OF A UNIFIED DEVELOPMENT ORDINANCE (UDO) FOR THE CITY OF LIBERTY

WHEREAS, in January of 2020 the City of Liberty issued a Request for Proposals seeking a company to that could provide planning and consulting services related to the creation of a Unified Development Ordinance; and

WHEREAS, provisions of the Texas Local Government Code empower the City to enact a Unified Development Ordinance and to provide for its administration, enforcement and amendment; and

WHEREAS, the City Council deems it necessary for the purpose of promoting the health, safety, morals and general welfare of the City to enact such an ordinance; and

WHEREAS, the City of Liberty intends to consolidate all its regulations pertaining to development in one place and in logical order to avoid duplication and conflicts in terms and definitions; and

WHEREAS, the City desires to make access available to the regulations thereof to all those who are concerned with development in one convenient ordinance which is capable of being published and distributed as a separate and comprehensive segment of the City Code as a whole; and

WHEREAS, Kendig Keast Collaborative provides consulting and planning services that can be used to help the city develop a comprehensive development plan; and

WHEREAS, the City Council authorizes the City Manager to contract with Kendig Keast Collaborative for the development of a Unified Development Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby authorizes the City Manager to contract with Kendig Keast Collaborative. The cost of the contract shall not exceed \$179,948 and Cambridge funds shall be used to fund said contract.

PASSED AND APPROVED this 12th day of May, 2020.

CITY OF LIBERTY, TEXAS

ATTEST:

Carl Pickett, Mayor

City Secretary

	Kendig Keast Collaborative (KKC)	Freese and Nichols (FNI)
Reviewer 1	87	86
Reviewer 2	88	75
Reviewer 3	92	89
Reviewer 4	100	85
AVERAGE	91.75	83.75



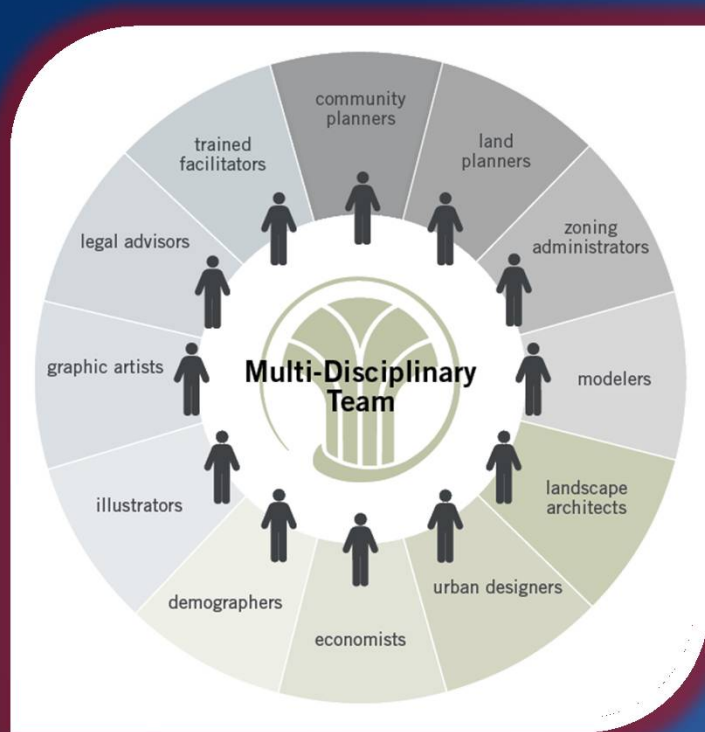
Unified Development Ordinance (UDO)

MAY 12, 2020

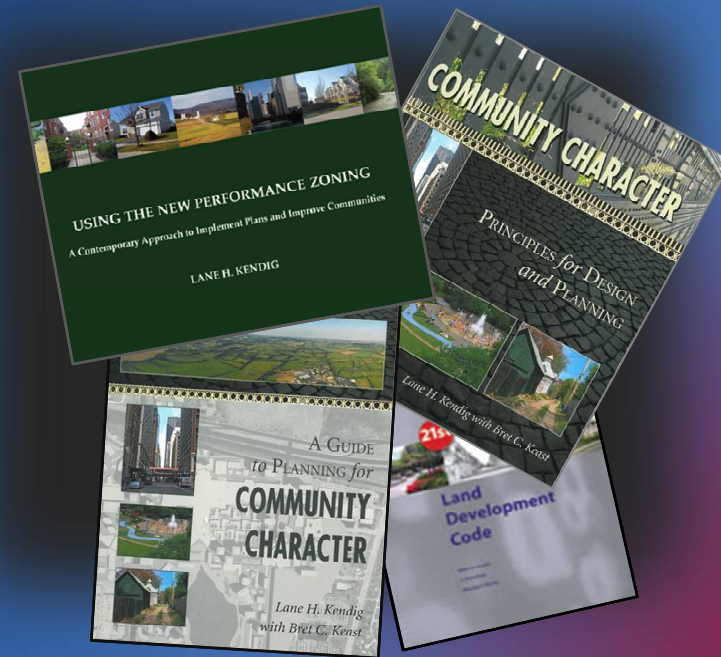




WHO WE ARE | INTRODUCTION



- Kendig Keast Collaborative
- enCodePlus





Owner / CEO

WHO WE ARE | INTEGRATED TEAM



Principal Associate

Planning | Coding | Urban Design



WHO WE ARE | BACKGROUND



- ü Planning | Coding specialists since 1982
- ü Best Practices experience (175+ codes)
- ü Plan implementers not code purists
- ü Former City planners / zoning administrators
- ü Planners, attorney, urban designers, economic developer, modelers, moderators and illustrators
- ü Project management



- ü Subsidiary of KKC
- ü Cloud-based platform for our code drafting
- ü Collaborative commenting / editing tools
- ü Built for codes rich in tables and graphics
- ü Integrated GIS text / map interface
- ü Development calculators
- ü Ongoing updates and amendments



Approach | GUIDING PRINCIPLES

Definition of *consensus*

- 1 a : general agreement : UNANIMITY
// the consensus of their opinion, based on reports ... from the border
— John Hersey
- b : the judgment arrived at by most of those concerned
// the consensus was to go ahead
- 2 : group solidarity in sentiment and belief

Definition of *amicable*

: characterized by friendly goodwill : PEACEABLE
// amicable relations/discussions
// an amicable agreement

Be As Simple As Possible

- Draft in plain English
- Use graphics and tables
- Create certainty for applicants and neighbors

Balance City Objectives with the Market

- Integrate market-based incentives
- Establish alternative means of compliance

Create Value

- Achieve a balanced consideration of interests
- Evaluate fiscal benefits and sustainability
- Build consensus around definition of character

One Size Does Not Fit All

- Regulations must be contextual
- Uniformity is not unity



APPROACH | OUTREACH & IN-REACH



Staff Collaboration

- Teleconferences
- Staff Technical Committee ordinance review meetings
- Online interaction via enCodePlus™
- Amazon Chime video conferences
- Monthly progress reports

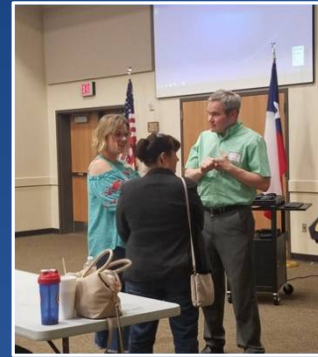


Planning and Zoning Commission

- Ordinance Critique
- Annotated Outline
- Advanced deliverables

City Council

- Introductory Presentation
- Review of Ordinance Critique
- Midpoint briefing
- Interim work sessions



Public

- enCodePlus site updates
- Stakeholder meetings
- Open door meetings
- In-Person and/or Virtual meetings

Public Comment

- Meeting facilitation
- Comments / responses
- Published edits / revisions



APPROACH | OUTREACH & IN-REACH



HOME

ABOUT ▾

ULUC ▾

PARTICIPATE ▾

ACCOMPLISHMENTS ▾

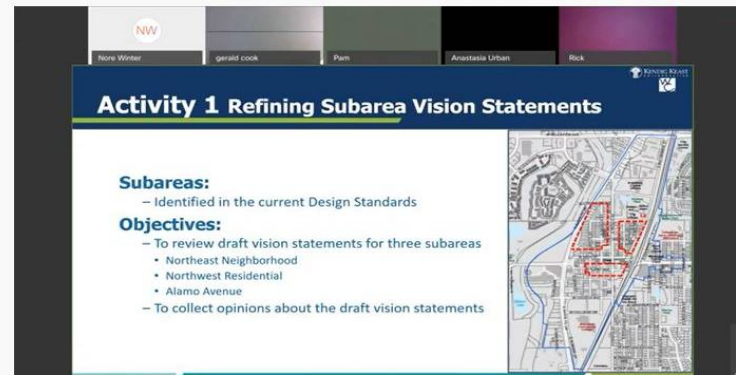
RESOURCES ▾

Webinars

Envision Littleton Studio #1

As the novel coronavirus (COVID-19) continues to cause uncertainties, our first Envision studio quickly changed to a webinar so that we could keep one of your community priorities moving along with a virtual gathering to talk about the future of Downtown.

About 70 members of the Littleton community joined together to learn more about our existing land use codes in Downtown and discuss some sub-area visions for the next 20 years.



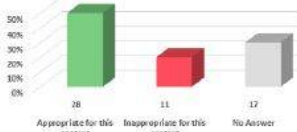
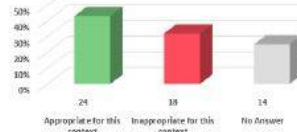


APPROACH | OUTREACH & IN-REACH

Activity 2: Refining Subarea Vision Statements

Questions: Is the vision statement for [subarea 2, 4, and 6] appropriate? If the vision statement for [subarea 2, 4, and 6] needs editing how would you modify it?

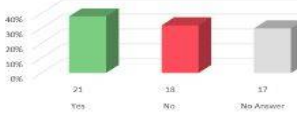
For all of the scenarios, about half of the respondents find them to be "appropriate" and support for scenarios decreases as the scale and density of development increases.

Sub-Area 2	
Low-density scenario for Sub-Area 2	
Appropriate Scenario	
	
Appropriate for this context	28
Inappropriate for this context	11
No Response	17
Medium-density scenario for Sub-Area 2	
Appropriate Scenario	
	
Appropriate for this context	24
Inappropriate for this context	18
No Response	14

Activity 4: Appropriate Designs by Building Type

Question: Is [building type] appropriate?

Strong support is indicated for variation of massing and articulation in building form. This is substantiated in the responses to the photographs of buildings rated in Activity 4.

Mixed Use Large Scale Building Types	
Mixed Use Large 1 (ML1)	
Appropriate Type	
	
Appropriate	21
Inappropriate	18
No Answer	17
Mixed Use Large 2 (ML2)	
Inappropriate Type	
	
Appropriate	11
Inappropriate	25
No Answer	20



APPROACH | PROJECT MANAGEMENT

- Regular Communication
 - Telephone and email correspondence
 - Cloud-based drafting, commenting, and editing
 - Video-conferencing
- Project Scheduling and Reporting
 - Detailed (by date) schedule of tasks / deliverables
 - Written monthly progress reports
- Iterative Process and Deliverables
 - Multi-step, collaborative process
 - Preliminary draft deliverables / presentations
 - Staff review / discussion via teleconference
 - Revised draft deliverables
 - Public review and comments
 - Work prepared in modules
- Budget Management
 - Weekly monitoring of percent complete by task



KENDIG KEAST
COLLABORATIVE

1413 Highway 4 South • Suite D Sugar Land, TX 77478
Phone: 281.342.7910

February 1, 2019

Mr. Theo Melancon
Interim Executive Director
Dayton Community Development Corporation
801 S. Cleveland, Suite B
Dayton, Texas 77535

RE: Progress Report for Downtown Plan/Park

Dear Theo:

I am pleased to submit Progress Report No. 31, period of January 2019 and corresponds to our Professional Services Agreement was executed on February 12, 2011. Final duration of the UDC project work as of February 12, 2019. The extent, scheduling, adoption are at the CDC's prerogative and not the table below documents project work as of report period, as well as those still to be completed.

The table below documents project work as of report period, as well as those still to be completed.

Downtown Revitalization Plan	Due
Trip No. 1 (1 day)	Thu
Kick-Off Meeting	Thu
On-site Meeting	Thu
On-site Meeting #1 (Assets and Liabilities)	Thu
Meetings with Downtown owners/tenants	Thu
Trip No. 2 (2 days)	Mon
Listening Sessions	Fri
Joint Session #1 (Assets and Liabilities)	Fri
Meetings with Downtown owners/tenants	Fri
Trip No. 3	Thu
Open House #1	Thu
Trip No. 4	Wed
OPAC Meeting #2	Tue
Trip No. 5	Tue
OPAC Meeting #3	Tue
Preliminary Draft Plan Context	Tue
Trip No. 6	Thu
OPAC Meeting #4	Thu
Trip No. 7	Wed
Final Open House	Wed
Interim Plan Sections	Mon

www.kkcd.com

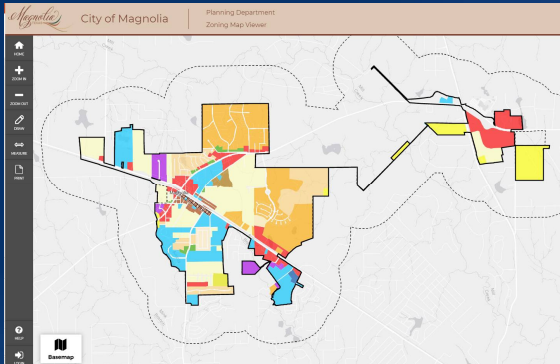
Planning Staff Meeting 3:00 – 5:00 pm	Trip #2	Mon. Nov. 12	- Review and discuss the Ordinance Diagnosis and Annotated Outline - Begin discussing issues pertaining to the content of Module #1
Steering Committee (SC) Meeting 5:30 – 7:00 pm			Review and discuss the Ordinance Diagnosis and Annotated Outline
Joint Meeting of PDC & City Council 7:00 – 8:30 pm			- Present / discuss the findings from the Ordinance Diagnosis and Annotated Outline - Discuss Next Steps
PHASE 2: ITERATIVE DRAFTING			
Start Work on Drafting Module #1			
Staff WebEx Teleconference	–	TBD	Discuss issues as they arise during drafting
Deliverable: Preliminary Draft Module #1	Week of Feb. 18	–	Building and Site Design, Landscaping, and Signs
Staff Deliverable: Written Comments on Preliminary Draft Module #1	Week of Mar. 4	–	Staff prepares track-change edits and comments in eCodePlus
Staff WebEx Teleconference(s)	–	TBD	Discuss edits and comments from Staff's review of Module #1
Interest Group Meetings 1:30 – 3:00 pm	Trip #3	Mon. Mar. 25	Walk-in meeting to overview Module #1 and to receive comments and answer questions
Steering Committee (SC) Meeting 5:30 – 7:00 pm	–	Tues. Mar. 26	Review and discuss Module #1 technical issues
Staff Meeting 9:00 – 11:00 am	–	–	Wrap-up meeting with City staff
Staff WebEx Teleconference(s)	–	TBD	Discuss necessary modifications based on feedback
Deliverable: Revised Draft Module #1	Week of Apr. 8	–	Revised Module #1 based on feedback from City staff, PDC, City Council, and Interest Groups
Start Work on Drafting Module #2			
Staff WebEx Teleconference	–	TBD	Discuss issues as they arise during drafting
Deliverable: Preliminary Draft Module #2	Week of June 17	–	Zoning Districts, Land Uses, and Subdivision Standards
Staff Deliverable: Written Comments on Preliminary Draft Module #2	Week of July 1	–	Staff prepares track-change edits and comments in eCodePlus
Staff WebEx Teleconference	–	TBD	Discuss edits and comments from Staff's review of Module #2
Interest Group Meetings 1:30 – 3:00 pm	Trip #4	Mon. July 29	Walk-in meeting to overview Module #2 and to receive comments and answer questions
Steering Committee (SC) Meeting 5:30 – 7:00 pm	–	–	Review and discuss Module #2 technical issues
Joint Meeting of PDC & City Council 7:00 – 8:30 pm	–	–	Present / discuss policy issues related to Module #2
Staff Meeting 9:00 – 11:00 am	–	Tues. July 30	Wrap-up meeting with City staff
Staff WebEx Teleconference	–	TBD	Discuss necessary modifications based on feedback
Deliverable: Revised Draft Module #2	Week of Aug. 19	–	Revised Module #2 based on feedback from City staff, PDC, City Council, and Interest Groups
Start Work on Drafting Module #3			
Staff WebEx Teleconference	–	TBD	Discuss issues as they arise during drafting
Deliverable: Preliminary Draft Module #3	Week of Oct. 7	–	Administrative Bodies and Procedures
Staff Deliverable: Written Comments on Preliminary Draft Module #3	Week of Oct. 21	–	Staff prepares track-change edits and comments in eCodePlus
Staff WebEx Teleconference (if necessary)	–	TBD	Discuss edits and comments from Staff's review of Module #3

Ankeny, IA Zoning & Subdivision Rewrite

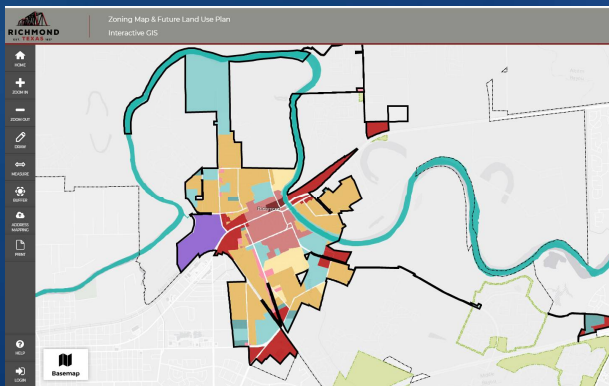
September 6, 2018



APPROACH | ORDINANCE DRAFTING

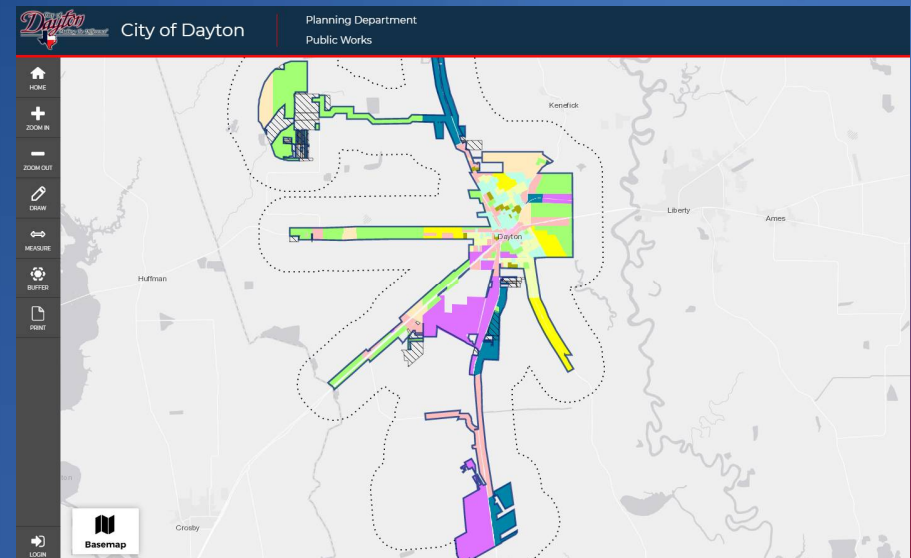


City of Magnolia



City of Richmond

- First Time Land Use Regulation
- Respect for what is on the ground today
- Plan for the future



City of Dayton



APPROACH | ORDINANCE DRAFTING

Module Topics

- Districts, Uses and Standards
 - Zoning Districts
 - Use Table and Standards
 - Dimensional Standards
- Development Standards
 - Parking
 - Landscaping
 - Signs
 - Subdivision Standards
- Procedures and Word Usage
 - Development Review Procedures
 - Nonconformities
 - Enforcement
 - Definitions

PROJECT ORIENTATION

- Stakeholder Meetings
- City Council and Planning & Zoning Introductory Meeting
- Field Reconnaissance

CODE ASSESSMENT

- Review of Plans and Documents
- Ordinance Critique
- Annotated Outline
- Presentation of Critique and Outline

ORDINANCE DRAFTING

- Ordinance Drafting
- Presentation of Modules
- Open Door Meetings
- On-Line Interactive Ordinances

PUBLIC HEARING DRAFT

- Public Hearing Draft
- Planning & Zoning Public Hearing
- City Council Public Hearing



THANK YOU!





The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.4

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Miscellaneous Issues

RESOLUTION 2020-12

DOC ID: 4767 A

Department: Community Development

Subject: Holly Street Manor Final Plat

Background: On January 4, 2017, the Planning and Zoning Commission voted to approve the preliminary plat for Holly Street Manor Subdivision. On January 10, 2017, the Liberty City Council voted to approve the preliminary plat for Holly Street Manor. On April 29, 2020, the Planning and Zoning Commission voted to approve the final plat for Holly Street Manor Subdivision.

The Holly Street Manor final plat calls for the development of seven (7) single family homes.

Funding Source: N/A

Staff Recommendation: Staff recommends approval of the final plat for the Holly Street Manor Subdivision.

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE FINAL PLAT FOR THE HOLLY STREET MANOR SUBDIVISION

WHEREAS, on January 4, 2017, the Planning and Zoning Commission voted to approve the preliminary plat for the Holly Street Manor Subdivision; and

WHEREAS, the City Council voted to approve the preliminary plat for the Holly Street Manor Subdivision on January 10, 2017; and

WHEREAS, the Holly Street Manor Subdivision calls for the development of seven (7) new single-family homes in the City; and

WHEREAS, City staff has reviewed the final plat of the Holly Street Manor Subdivision and recommends its approval; and

WHEREAS, on April 29, 2020 the Planning and Zoning Commission voted to approve the final plat for the Holly Street Manor Subdivision.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas approves the final plat of the Holly Street Manor Subdivision.

PASSED AND APPROVED this 12th day of May, 2020.

CITY OF LIBERTY, TEXAS

Resolution 2020-12
Page 2

City Council Meeting

May 12, 2020

Carl Pickett, Mayor

ATTEST:

City Secretary

STATE OF TEXAS
COUNTY OF LIBERTY

WE, MERRICK HOMES, LLC, ACTING BY AND THROUGH CHRISTOPHER HEINRICH, PRESIDENT, OWNER OF THE PROPERTY SUBDIVIDED IN THE ABOVE AND FOREGOING PLAT OR MAP "HOLLY STREET MANOR" SUBDIVISION, CONSISTING OF SINGLE FAMILY ESTATE LOTS, DO HEREBY MAKE SUBDIVISION ACCORDING TO THE LINES, LOTS, STREETS, ALLEYS, PARKS, AND EASEMENTS THEREON SHOWN AND DESIGNATED AS "HOLLY STREET MANOR" SUBDIVISION, BEING 3.99 ACRES OF LAND, THREE LOTS, AND HEREBY DEDICATE ALL PARKS AND EASEMENTS TO THE PUBLIC USE AS SUCH SHOWN THEREON FOREVER. THIS IS TO CERTIFY THAT I, MERRICK HOMES, LLC, WILL COMPLY WITH ALL EXISTING ORDINANCES AND/OR REGULATIONS HERETOFORE ON FILE WITH THE CITY OF LIBERTY, TEXAS AND LIBERTY COUNTY, TEXAS, AND ADOPTED BY CITY COUNCIL OF LIBERTY, TEXAS OF LIBERTY COUNTY, TEXAS.

IT IS HEREBY ACKNOWLEDGED THAT WE, MERRICK HOMES, LLC, WILL PROVIDE POTABLE WATER TO ALL LOTS WITHIN THE ABOVE REFERENCED SUBDIVISION.

THERE IS ALSO DEDICATED A 5 FEET WIDE AERIAL EASEMENT FROM 20 FEET ABOVE GROUND UPWARD, ADJACENT TO ALL UTILITY EASEMENTS, AND 7.5 FOOT BUILDING SETBACK LINE ALONG ALL SIDE LOT LINES, ALSO A 10 FOOT BUILDING SET BACK LINES IN THE REAR OF ALL LOTS UNLESS SHOWN OTHERWISE. SET BACK FOR FRONT LOTS APPEAR ON THE FINAL PLAT.

THERE IS ALSO A 15 FOOT DRAINAGE EASEMENT ALONG EACH SIDE OF ALL NATURAL DITCHES, RAVINES, SLOUGHS, AND CREEKS.

IN TESTIMONY WHEREOF, MERRICK HOMES, LLC THIS _____ DAY OF _____, 2020.

MERRICK HOMES, LLC, OWNER
BY CHRISTOPHER HEINRICH, PRESIDENT

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED CHRIS MERRICK, OWNER OF SAID PROPERTY. KNOWN TO ME TO BE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 2020.

NOTARY PUBLIC IN AND FOR THE
STATE OF TEXAS

STATE OF TEXAS
COUNTY OF LIBERTY

I, CARL PICKETT, CITY MAYOR, OF THE CITY OF LIBERTY, CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL THE REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 2020.

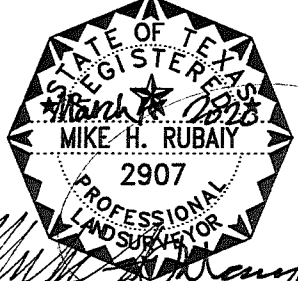
CARL PICKETT
CITY MAYOR

I, LEE HAIDUSEK CHAMBERS, COUNTY CLERK OF LIBERTY, DO HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR REGISTRATION IN MY OFFICE ON _____, 2020, AT _____ O'CLOCK, _____ M., AND DULY RECORDED ON _____, 2020, AT _____ O'CLOCK, _____ M., AND AT FILM CODE NUMBER _____ OF THE MAP RECORDS OF LIBERTY COUNTY FOR SAID COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE, AT LIBERTY, THE DAY AND DATE LAST ABOVE WRITTEN.

LEE HAIDUSEK CHAMBERS
CLERK OF THE COUNTY COURT
LIBERTY COUNTY, TEXAS

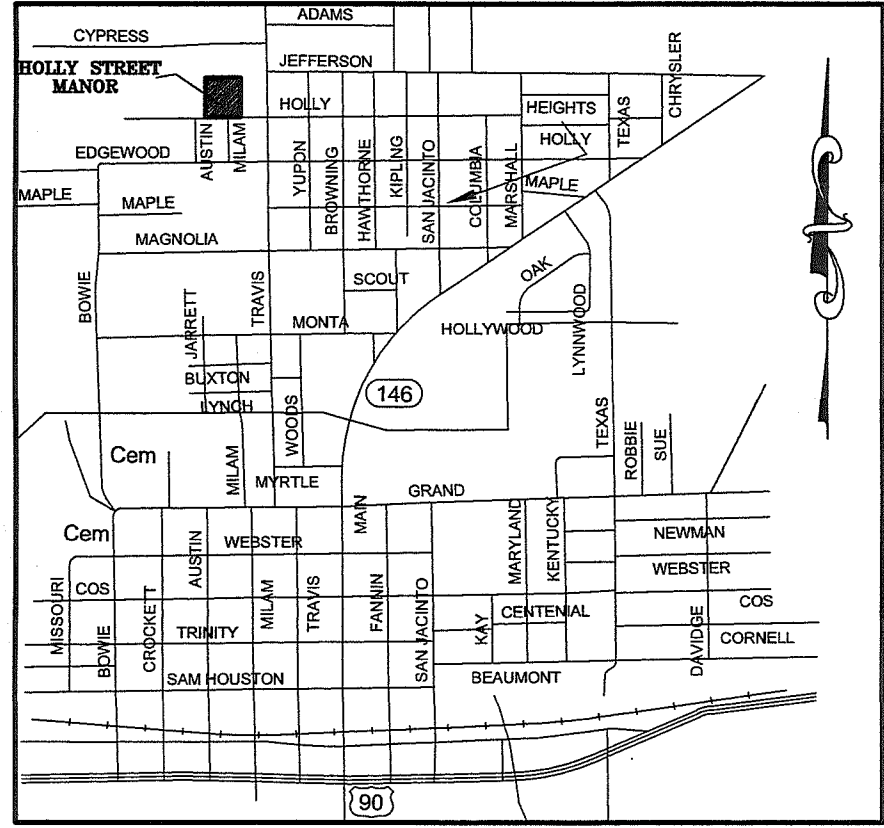
THIS IS TO DECLARE THAT I, MIKE H. RUBAY, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 2907 OF THE STATE OF TEXAS, HAVE PLATTED THE ABOVE SUBDIVISION FROM AN ACTUAL SURVEY ON THE GROUND AND THAT ALL CORNERS OF BLOCK LINES, POINT OF INTERSECTIONS OF CURVES, AND TANGENTS OF THE SUBDIVISION ARE PROPERLY MARKED WITH 1/2" CAPPED IRON RODS MARKED H&H LAND FLUSH WITH FINISH GRADE AND THAT ALL LOT CORNERS ARE PROPERLY MARKED WITH CAPPED IRON RODS MARKED H&H LAND FLUSH WITH THE AVERAGE GROUND ELEVATION OR COUNTERSUNK IF NECESSARY, (UNLESS OTHERWISE NOTED), AND THAT THIS PLAT CORRECTLY REPRESENTS THAT SURVEY MADE BY ME. SUBJECT PROPERTY DOES NOT LIE WITHIN THE 100 YEAR FLOOD PLAIN AND IS IN SHADED ZONE "X" ACCORDING TO THE FIRM PANEL NO. 480441 0435D, DATED 01-19-2018.



MIKE H. RUBAY, R.P.L.S. NO. 2907, STATE OF TEXAS

FINAL PLAT HOLLY STREET MANOR

PLAT SHOWING 3.99 ACRES SITUATED IN THE LIBERTY TOWN EAST LEAGUE, ABSTRACT 359, CITY OF LIBERTY, LIBERTY COUNTY, TEXAS, BEING OUT OF LOT 1 AND 2, OUTER BLOCK 2, CITY OF LIBERTY, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 1, PAGE 137 OF THE DEED RECORDS OF LIBERTY COUNTY, TEXAS, ALSO BEING ALL OF TWO TRACTS OF LAND CONVEYED TO MERRICK HOMES, LLC RECORDED BY DEED IN LIBERTY COUNTY CLERK'S FILE NO.(S) 2016019238 AND 2016019239 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, TEXAS. CONSISTING OF SEVEN (7) SINGLE FAMILY RESIDENCE LOTS AND ONE (1) UNRESTRICTED RESERVE.

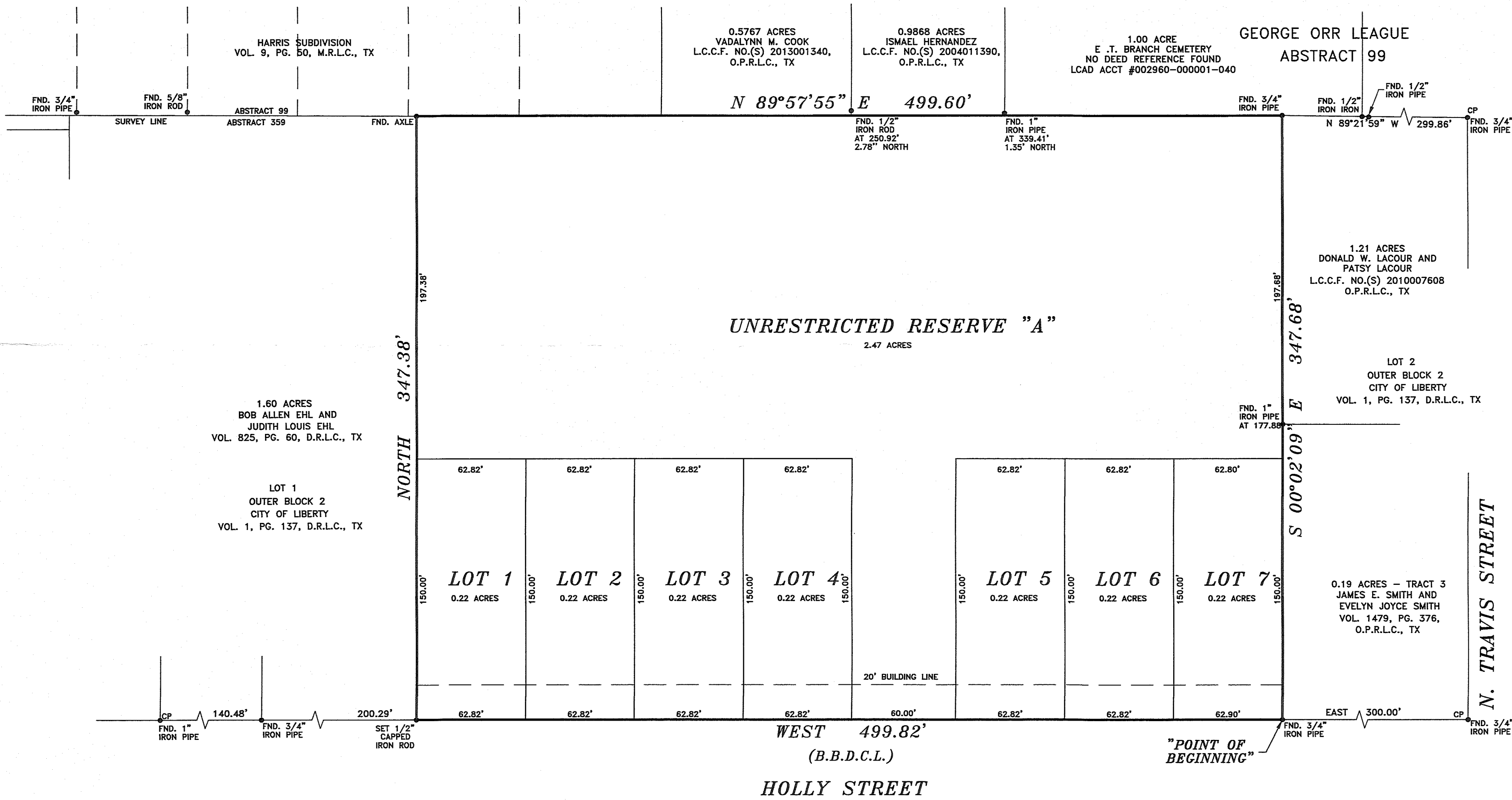


VICINITY MAP



SCALE: 1" = 50'

LEGEND
CP = CONTROL POINT
B.B.D.C.L. = BEARING BASIS DIRECTIONAL CONTROL LINE
L.C.C.F. NO.(S) = LIBERTY COUNTY CLERK'S FILE NUMBER(S)
O.P.R.L.C. = OFFICIAL PUBLIC RECORD OF LIBERTY COUNTY
D.R.L.C. = DEED RECORDS OF LIBERTY COUNTY
M.R.L.C. = MAP RECORDS OF LIBERTY COUNTY
VOL. = VOLUME
PG. = PAGE



METES AND BOUNDS

FIELD NOTES OF A TRACT OF LAND CONTAINING 3.99 ACRES SITUATED IN THE LIBERTY TOWN EAST LEAGUE, ABSTRACT 359, LIBERTY COUNTY, TEXAS AND BEING OUT OF LOT 1 AND 2, OUTER BLOCK 2, CITY OF LIBERTY, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 1, PAGE 137 OF THE DEED RECORDS OF LIBERTY COUNTY, TEXAS, ALSO BEING ALL OF TWO TRACTS OF LAND CONVEYED TO MERRICK HOMES, LLC RECORDED BY DEED IN LIBERTY COUNTY CLERK'S FILE NO.(S) 2016019238 AND 2016019239 OF THE OFFICIAL PUBLIC RECORDS OF LIBERTY COUNTY, TEXAS. SAID 3.99 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

NOTE: THE MONUMENTS FOUND AND THE CALLED BEARING IN THE NORTH RIGHT-OF-WAY LINE OF HOLLY STREET WERE USED FOR THE BEARING BASIS DIRECTIONAL CONTROL LINE.

BEGINNING at a 1/2" iron pipe, found, in the north right-of-way line of said Holly Street, the southwest corner of a 0.19 acre tract of land called Tract 3 conveyed to James E. Smith and Evelyn Joyce Smith recorded by deed in Volume 1479, Page 376 of the Official Public Records of said county, the southeast corner of said 1.99 acres and for the southeast corner of the herein described tract, from which a 7" iron pipe, found, in the west right-of-way line of North Travis Street bears East, a distance of 300.00 feet;

THENCE, West, along the north right-of-way line of said Holly Street and the south line of said 1.99 acres together with the south line of said 2.00 acres, a distance of 499.82 feet (called 500.61') to a 1/2" capped iron rod marked H&H Land, set, being the southeast corner of a 1.6 acre tract of land conveyed to Bob Allen Ehl and Judith Louis Ehl recorded by deed in Volume 825, Page 60 of the Deed Records of said county, the southwest corner of said 2.00 acres and for the southwest corner of the herein described tract;

THENCE, North, along the east line of said 1.60 acres and the west line of said 2.00 acres, a distance of 347.38 feet (348.21') to an axle, found, in the north line of said Abstract 359, the south line of the George Orr League, Abstract 99, the south line of Harris Subdivision, a subdivision in said county according to the map or plat thereof recorded in Volume 9, Page 50 of the Map Records of said county, northeast corner of said 1.60 acres, the northwest corner of said 2.00 acres and for the northwest corner of the herein described tract;

THENCE, N 89°57'55" E, along the common line of said Abstract 359 and 99, the south line of said Harris Subdivision, the north line of said 2.00 acres together with the north line of said 1.99 acres and the south line of a 0.5767 acre tract of land conveyed to Vadallynn M. Cook recorded by deed in Liberty County Clerk's File No.(s) 2013001340 of the Official Public Records of said county, at 250.92 feet pass the southeast corner of said 0.5767 acres and the southwest corner of a 0.9868 acre tract of land conveyed to Ismael Hernandez recorded by deed in Liberty County Clerk's File No.(s) 2004011390 of the Official Public Records of said county from which a 1/2" iron rod, found, 2.78 feet north of the line, at 339.41 feet pass the southeast corner of said 0.9868 acres and the southwest corner of a 1.00 acre tract of land conveyed to E. T. Branch Cemetery, no deed reference found (LCAD Acct# #002960-000001-040), from which a 1" iron pipe, found, 1.35 feet north of line, in all a total distance of 499.80 feet (called N 89°45'00" E - 500.61') to a 7" iron pipe, found, being the northwest corner of a 1.21 acre tract of land conveyed to Donald W. Lacour and Patsy Lacour recorded by deed in Liberty County Clerk's File No.(s) 2010007608 of the Official Public Records of said county, the northeast corner of said 1.99 acres and for the northeast corner of the herein described tract;

THENCE, S 00°02'09" E, along the west line of said 1.21 acres and the east line of said 1.99 acres, at 177.88 feet pass a 1" iron pipe, found, being the southwest corner of said 1.21 acres and the northwest corner of said 0.19 acres, in all a total distance of 347.68 feet (called South - 348.92') to the "Point of Beginning" and containing 3.99 acres of land, more or less.

JOB NO.: 216174
DATE: 03-18-2020

H & H PROFESSIONAL
LAND
SERVICES
P. O. BOX 1974
Mead, Indiana, TX 77059
Phone: (281) 365-2687
Fax: (281) 365-5792
FIRM NO. 10052400
©Copyright 2020 H & H Professional Land Services, Inc.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.5

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Miscellaneous Issues

RESOLUTION (ID # 4768)

DOC ID: 4768 A

Department: LCDC

Subject: Main Street Sidewalk Rehabilitation Project

Background: On April 21, 2020 the LCDC Board of Directors voted 5-0 to approve an expenditure of \$143,310.98 to rehabilitate the Main Street sidewalk from Sam Houston to Trinity. The plans call for construction of a brick sidewalk and the installation of decorative lighting. The sidewalk will be constructed in a herring bone pattern and the lighting will consist of fiberglass lamp poles. The estimated cost of the project is provided below:

Engineering & Surveying	\$24,563.26
<u>Construction</u>	<u>\$118,747.72</u>
TOTAL	\$143,310.98

Funding Source: LCDC

Staff Recommendation: Staff recommends approval of the resolution ratifying the expenditure for the Main Street Sidewalk Rehabilitation Project.

A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS; SAID RESOLUTION APPROVING THE MAIN STREET SIDEWALK REHABILITATION PROJECT, FINDING THAT SAID PROJECT PROMOTES NEW AND EXPANDED BUSINESS DEVELOPMENT, AND AUTHORIZING AN AWARD AND DISBURSEMENT OF LCDC FUNDS FOR SAID MAIN STREET SIDEWALK PROJECT

WHEREAS, the Main Street Sidewalk Rehabilitation Project includes the construction of a brick sidewalk and the installation of decorative lighting on the east side of Main Street between Sam Houston Street and Trinity Street; and

WHEREAS, the cost of said Main Street Sidewalk Project, including engineering, surveying, and construction, totals \$143,310.98; and

WHEREAS, the LCDC Board of Directors previously voted to approve the Main Street Sidewalk Project and its related expenses; and

WHEREAS, the City Council finds that said Main Street sidewalk rehabilitation project promotes new and expanded business development; and

WHEREAS, this project complies with the guidelines and regulations of the State of Texas as they relate to a 4B economic development corporation.

NOW, THEREFORE, Be It Resolved by the City Council of Liberty, Texas that:

- (1) This Resolution has been read aloud at a meeting of the Liberty City Council on two separate occasions prior to passage.
- (2) The Liberty City Council hereby approves the Main Street Sidewalk Rehabilitation Project and authorizes the expenditure of LCDC funds in the amount of \$24,563.26 for engineering and surveying work for said project and \$118,747.72 for construction of said project.

PASSED AND APPROVED, this the 12th day of May, 2020.

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.6

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Miscellaneous Issues

RESOLUTION 2020-13

DOC ID: 4769 A

Department: LCDC

Subject: Main Street Sidewalk Rehabilitation Project

Background: On April 21, 2020 the LCDC Board of Directors voted 5-0 to approve an expenditure of \$143,310.98 to rehabilitate the Main Street sidewalk from Sam Houston to Trinity. The plans call for construction of a brick sidewalk and the installation of decorative lighting. The sidewalk will be constructed in a herring bone pattern and the lighting will consist of fiberglass lamp poles. The estimated cost of the project is provided below:

Engineering & Surveying	\$24,563.26
<u>Construction</u>	<u>\$118,747.72</u>
TOTAL	\$143,310.98

Funding Source: LCDC

Staff Recommendation: Staff recommends approval of the resolution ratifying the expenditure for the Main Street Sidewalk Rehabilitation Project.

A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS; SAID RESOLUTION APPROVING THE MAIN STREET SIDEWALK REHABILITATION PROJECT, FINDING THAT SAID PROJECT PROMOTES NEW AND EXPANDED BUSINESS DEVELOPMENT, AND AUTHORIZING AN AWARD AND DISBURSEMENT OF LCDC FUNDS FOR SAID MAIN STREET SIDEWALK PROJECT

WHEREAS, the Main Street Sidewalk Rehabilitation Project includes the construction of a brick sidewalk and the installation of decorative lighting on the east side of Main Street between Sam Houston Street and Trinity Street; and

WHEREAS, the cost of said Main Street Sidewalk Project, including engineering, surveying, and construction, totals \$143,310.98; and

WHEREAS, the LCDC Board of Directors previously voted to approve the Main Street Sidewalk Project and its related expenses; and

WHEREAS, the City Council finds that said Main Street sidewalk rehabilitation project promotes new and expanded business development; and

WHEREAS, this project complies with the guidelines and regulations of the State of Texas as they relate to a 4B economic development corporation.

NOW, THEREFORE, Be It Resolved by the City Council of Liberty, Texas that:

- (1) This Resolution has been read aloud at a meeting of the Liberty City Council on two separate occasions prior to passage.
- (2) The Liberty City Council hereby approves the Main Street Sidewalk Rehabilitation Project and authorizes the expenditure of LCDC funds in the amount of \$24,563.26 for engineering and surveying work for said project and \$118,747.72 for construction of said project.

PASSED AND APPROVED, this the 12th day of May, 2020.

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.7

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Vehicle Purchases

RESOLUTION 2020-14

DOC ID: 4770 A

Department: Fire

Subject: Medic 5 Replacement Vehicle

Background: Medic 5 was purchased in 2014 and has been used for transfers of all types. It had 139,000 plus miles when the transmission failed. Estimates to repair the vehicle will exceed more than 50% of the value of the unit. This vehicle was scheduled for replacement in next year's budget. The purchase price of the new vehicle is \$73,907.00, including HGAC's processing charge and a trade in value of \$4,000 for the current Medic 5.

Funding Source: The purchase of this vehicle will be funded from the Fleet Replacement Fund.

Staff Recommendation: Staff recommend approval of the resolution authorizing the purchase a transport van through HGAC.

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING THE PURCHASE OF A NEW MEDICAL TRANSPORT VAN

WHEREAS, the City of Liberty currently provides emergency medical services to its citizens; and

WHEREAS, the City Council understands the importance of having reliable and dependable emergency vehicles; and

WHEREAS, the City's current Medic 5 vehicle was purchased in 2014 and has been used for transfers of all types; and

WHEREAS, Medic 5 had 139,000 miles on it when its transmission failed; and

WHEREAS, estimates to repair the vehicle exceeded 50% of the value of said vehicle; and

WHEREAS, the Medic 5 vehicle was already scheduled for replacement in next year's budget; and

WHEREAS, the City Council approves the purchase of a new transport van through HGAC and authorizes the trade-in of the current Medic 5 vehicle.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby authorizes the City Manager to purchase a new transport van through HGAC and trade-in the current Medic 5 vehicle. The purchase price of the new vehicle is \$73,907.00, including HGAC's processing charge and a trade-in value of \$4,000 for the current medic 5.

Resolution 2020-14

City Council Meeting

May 12, 2020

Page 2

PASSED AND APPROVED this 12th day of May, 2020.

CITY OF LIBERTY, TEXAS

Carl Pickett, Mayor

ATTEST:

City Secretary



CONTRACT PRICING WORKSHEET

For MOTOR VEHICLES Only

**Contract
No.:**

AM10-18

Date
Prepared:

4/10/2020

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Liberty	Contractor:	Southwest Ambulance Sales
Contact Person:	Steven Grimm	Prepared By:	Bobby Davis
Phone:	936-933-0972	Phone:	806-336-3949
Fax:	936-336-5417	Fax:	
Email:	sgrimm@cityofliberty.org	Email:	bobby@swambulancesales.com

Product Code:	AM18RA01	Description:	Ford Transit SRH-148 Type II 3.7L
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract:	73,942
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B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable:

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

[illegible]

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Please See Attached	590		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	5

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	
---	--	--

D: Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	76907	=	Subtotal D:	76907
E: H-GAC Order Processing Charge (Amount Per Current Policy)					Subtotal E:	10

F. Trade-Ins / Other Allowances / Special Discounts / Freight / Installation	
--	--

Description	Cost	Description	Cost
Trade In 2014 E350 Type II	-4000		
		Subtotal F:	-4000

Delivery Date:	120-150 Days	G. Total Purchase Price (D+E+F):	739
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Attachment: Ambulance - HGACBuy (RES-2020-14 : FD-Transport Van)

Trinity Apparatus

3915 West Davis
 Suit 130-196
 Conroe, TX 77304
 (936) 494-2552

Sales Agreement

Date	Quote#
4/3/2020	LFD-4320

Bill to:
City of Liberty FD 1912 Lakeland Liberty, TX 77575 Steven Grimm

Ship to:
City of Liberty FD 1912 Lakeland Liberty, TX 77575 Steven Grimm

Quantity	Item Code	Description	Unit Price	Price ext.
1	AMB	ProMaster ambulance	\$ 67,500.00	\$ 67,500.00
1	Labor	Install customer supplied Medi-Vault	\$ -	\$ -
1	Labor	Install customer supplied radio	\$ -	\$ -
1	Labor	Install customer supplied refrigerator	\$ -	\$ -
1	Paint	Paint truck and door jambs red to match new trucks	\$ 6,850.00	\$ 6,850.00
1	Graphics	Graphics (customer will supply vector files and approve design)	\$ 3,450.00	\$ 3,450.00
1	Del	Delivery included		\$ -
		Per customer request install standard cot mounts		\$ -
				\$ -
			Total	\$ 77,800.00

Additional notes:

- *Sales tax not included and will be charged according to state laws unless you are tax exempt
- *Price includes delivery of your unit to door step
- *Pricing is in US dollars and payment is due on or before delivery

Attachment: Ambulance - FD Quote LFD4320 (RES-2020-14 : FD-Transport Van)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.8

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Misc. Fees

ORDINANCE (ID # 4771)

DOC ID: 4771 A

Agenda Wording: City Council consider an ordinance amending the Master Fee Schedule by adding a permit fee for residential fences and establish height restrictions.

Department: Community Development

Subject: Permit Fees

Background: The proposed changes include the following:

(1) Add a permit fee for residential fences and set a maximum height of eight feet for rear yards and four feet for front yards.

Funding Source: N/A

Staff Recommendation: Staff recommends approval of the ordinance amending the Master Fee Schedule.

AN ORDINANCE CREATING CHAPTER 3.13 OF THE CODE OF ORDINANCES, REGULATING FENCES IN RESIDENTIAL YARDS; AMENDING THE MASTER FEE SCHEDULE; PROVIDING FOR AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT THIS ORDINANCE BE READ ON TWO SEPARATE DAYS.

WHEREAS, THE City Council recognizes the importance of protecting property values by controlling construction in the city; and

WHEREAS, the City Council of the City of Liberty, Texas, finds it to be in the public interest to regulate the construction of fences in residential yards within the City of Liberty.

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

Section 1: Section 3.13 of the Code of Ordinances of the City of Liberty is created to read as follows:

Section 3.13.001 Residential Fences

(a) It shall be unlawful for any person to construct a fence on a residential lot within the city without first obtaining a permit from the City of Liberty. Said permit fee shall be set by the City Council.

(b) Fences built on residential lots shall have a maximum height in the front yard of four (4) feet. The maximum height for residential fences on the side and rear of a residential lot shall be eight (8) feet.

Section 2: The Master Fee Schedule for the City of Liberty is amended to add a permit fee for residential fences as follows:

(a) The permit fee for residential fence construction shall be \$20.00.

Section 3: 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 days is hereby dispensed with.

Section 4: This Ordinance shall be in full force and effect from and after the date of its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of
Liberty, this 12th day of May, 2020.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell, City Secretary

Residential Building Permit Fees		
Residential Lawn Sprinkler	\$110.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Residential Swimming Pools	In-Ground: \$190.00 Above Ground: \$110.00	
Residential Re-roof	\$75.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Window Replacement	\$20.00 per window	
Standby Generator Installation (residential)	\$50.00	Residential Electrical and Plumbing single-trade permits are also required
Driveway Permit	Residential - \$75.00	Includes inspections. See detail sheet for construction standards
<u>Residential Fence Permit</u>	<u>\$20.00</u>	<u>Applies to newly constructed fences.</u> <u>Max rear yard fence height is 8 feet. Max front yard fence height is 4 feet and must be open design.</u> <u>See permit application for additional details</u>
Plat Filing Fees	Preliminary Plat - \$25.00 Final Plat - \$100.00 Courthouse Filing Fee - \$50.00	
Permit Fee for moving a House/Building/Structure	\$50.00	
Demolition Permit	\$0.00	Demolition permits are issued at no charge
New construction - Single-Family, Townhome, Duplex, and Triplex	\$0.43 per square foot	Per square foot of all floor area under roof. Includes plan review, 1 driveway access, and certificate of occupancy. New construction MEP are separate permits.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.9

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Miscellaneous Issues

WORK SESSION (ID # 4772)

DOC ID: 4772

Subject: Small Business Assistance and COVID-19

Background: Small Businesses face unprecedented economic disruption due to the Coronavirus (COVID-19). Discussed will be opportunities available for relief to these businesses.

March 31, 2020

LCDC
1829 Sam Houston
Liberty, TX 77575

Attention: Chris Jarmon
Dennis Beasley
Barbara Norwood
Kathrine McCarty
David Arnold
Mark Campbell
Mike Page
Dan VanDeventer

Dear Mr. Jarmon and Board of Directors

Dovetail Antiques is a small business located on the square, 1925 Trinity, Liberty. The owners, LaNell Key, Norbet and Ann Westmoreland used their own money to open this shop 14 years ago. We, along with friends and relatives cleaned and painted what had been a pet store that had closed 2 years earlier.

It is now a solid business and brings revenue and taxes to Liberty. There are 8 different dealers in the shop who bring interesting and beautiful antiques and collectibles for sale. All of the dealers are retired and hope that the sales will add to their retirement and social security.

The shop has many out of town and return customers and also people "just driving through" who say "we will be back". We direct them to other shops and places to eat.

The rent from the dealers goes to pay our rent (Foster who has doubled our rent) and to pay our utilities and other necessities. We all pay sales tax to the city and county and also inventory tax every year.

Now, because of the virus, we have had to close for the last two weeks and all of April. Who knows how much longer. At this time we are asking you to consider a grant so that our vendors won't have to dig into their pockets to keep the shop open. There is no income coming in for them to use to pay the rent.

Yours sincerely and thank you for your consideration,

LaNell Key
Norbet and Ann Westmoreland
Our vendors: Ann DuBois, Laura Pickett, Sharon Harper, Kay Hester, Janet & Bill Kieke

April 17th, 2020
City of Liberty
1829 Sam Houston St.
Liberty, TX, 77575

To whom it may concern:

I am writing this letter as the manager and co-owner of Travellers Inn & Suites located at 2501 Highway 90E, Liberty, Texas.

As you are aware, our country and economy have vastly been impacted by the detrimental effects of COVID-19. Currently the hospitality industry like many others are suffering through severe hardship.

During these difficult and uncertain times, I have done my best to continue to stay open and serve the public and community of Liberty, Texas. Furthermore, I have continued to keep all my employees on payroll, even when there is not enough revenue generated to keep them employed.

Noting the terrible impact COVID-19 has had on the hospitality industry, I am respectfully requesting that the City of Liberty waive the remittance of Hotel and Motel occupancy tax for the period dating Jan 2020 to Dec 2020.

This will allow my hotel to maintain operations at a reduced capacity, and most importantly keep my staff employed during this tough time.

If there are any further questions, please do not hesitate to call me at 936-334-1620 (ext 0).

Thank you.

Sally Patel
General Manager

Attachment: Travellers Inn (4772 : Small Business Assistance-COVID-19)



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.10

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Golf Course

WORK SESSION (ID # 4773)

DOC ID: 4773

Subject: Liberty Municipal Golf Course

Background: City Staff will make a presentation on the Liberty Municipal Golf Course, and hold discussion on the future course of action for the Course.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.11

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: LCDC FY Budget

RESOLUTION (ID # 4774)

DOC ID: 4774

Department: LCDC

Subject: LCDC FY20 Budget Amendment

Background: On April 21, 2020 the LCDC Board of Directors voted 5-0 to amend their FY20 budget by \$24,850 to increase the transfer to the Golf Course. The funding from this budget amendment will be used to fund a renovation of the interior and exterior of the Pro Shop. The renovation will consist of the following:

- Interior
 - Paint
 - Remove & Replace Flooring
 - Refurbish Counter & Replace Countertop
 - Install New Window A/C with Heath
 - Replace Lighting with LED Lights
- Exterior
 - Install New Glass Doors with Aluminum Frames
 - Wrap Metal Posts with Hardie Board
 - Install Gutters with Gutter Guards on Rear of Building
 - Paint
 - Install Sidewalk from Front Door to Parking Lot

Staff has solicited bids from local vendors to perform this work. The bids are listed below:

Myron McDowell Construction - \$24,850

Arnold Construction - \$24,864

Lopez Roofing & Construction - No Bid

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS RATIFYING AN AMENDMENT TO THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020.

WHEREAS, the Liberty Community Development Corporation was formed for the purpose of implementing certain flood prevention and drainage improvements, and related capital improvement projects; and,

WHEREAS, it is necessary for the Corporation to have at its disposal financial resources sufficient to fund these projects; and,

WHEREAS, additional funds were needed for upgrading the interior and exterior of the Liberty Municipal Golf Course Pro Shop. This upgrade enhances and beautifies the public space

Page 2

whereby residents and visitors pass daily, reflecting a great destination in the City of Liberty;
and

WHEREAS, state statutes require that said financial resources be provided for through a budget;

WHEREAS, the Liberty Community Development Corporation, on April 21, 2020 voted to amend their FY20 Budget by \$24,850;

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

That the City Council hereby ratifies the Liberty Community Development Corporation Budget for Fiscal Year 2020 by amending the budget to include additional expenditures in the amount of \$24,850.00.

PASSED AND APPROVED THIS 12th DAY OF MAY, 2020.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell
City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.A.12

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: LCDC FY Budget

RESOLUTION (ID # 4775)

DOC ID: 4775

Department: LCDC

Subject: LCDC FY20 Budget Amendment

Background: On April 21, 2020 the LCDC Board of Directors voted 5-0 to amend their FY20 budget by \$24,850 to increase the transfer to the Golf Course. The funding from this budget amendment will be used to fund a renovation of the interior and exterior of the Pro Shop. The renovation will consist of the following:

- Interior
 - Paint
 - Remove & Replace Flooring
 - Refurbish Counter & Replace Countertop
 - Install New Window A/C with Heath
 - Replace Lighting with LED Lights
- Exterior
 - Install New Glass Doors with Aluminum Frames
 - Wrap Metal Posts with Hardie Board
 - Install Gutters with Gutter Guards on Rear of Building
 - Paint
 - Install Sidewalk from Front Door to Parking Lot

Staff has solicited bids from local vendors to perform this work. The bids are listed below:

Myron McDowell Construction - \$24,850

Arnold Construction - \$24,864

Lopez Roofing & Construction - No Bid

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS RATIFYING AN AMENDMENT TO THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020.

WHEREAS, the Liberty Community Development Corporation was formed for the purpose of implementing certain flood prevention and drainage improvements, and related capital improvement projects; and,

WHEREAS, it is necessary for the Corporation to have at its disposal financial resources sufficient to fund these projects; and,

WHEREAS, additional funds were needed for upgrading the interior and exterior of the Liberty Municipal Golf Course Pro Shop. This upgrade enhances and beautifies the public space

Page 2

whereby residents and visitors pass daily, reflecting a great destination in the City of Liberty;
and

WHEREAS, state statutes require that said financial resources be provided for through a budget;

WHEREAS, the Liberty Community Development Corporation, on April 21, 2020 voted to amend their FY20 Budget by \$24,850;

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

That the City Council hereby ratifies the Liberty Community Development Corporation Budget for Fiscal Year 2020 by amending the budget to include additional expenditures in the amount of \$24,850.00.

PASSED AND APPROVED THIS 12th DAY OF MAY, 2020.

Carl Pickett, Mayor

ATTEST:

Dianne Tidwell
City Secretary



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.1

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2020-24

DOC ID: 4776

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: 05/12/20 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2020-25

DOC ID: 4777

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.

LCDC: The LCDC is managed by a Board of Directors comprised of 7 members, each of whom shall be a resident of the City. All members serve 2-year terms. **Four (4) members shall be persons who are not employees, officers of the City, or members of City Council.**

The LCDC was created to promote economic development within the city in order to eliminate unemployment and to promote or develop new or expanded business enterprises, including drainage related and other public improvements. This Board normally meets on the third Tuesday of each month, however, may meet at other times during the month, as necessary.

Those members whose terms expire are: Dennis Beasley, David Arnold, Barbara Norwood, and Mike Page. There are **NO** term limits for this Board.

Other Board Members are: Mark Campbell, Kathrine McCarty, and Dan VanDeventer.

The City has applications from the following individuals who have indicated their interest in the LCDC: Michael Dorsett Jr., Julie Hebert, and current Board Member Barbara Norwood. Council Members are not required to fill out an application.

.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.3

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2020-26

DOC ID: 4778

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.

Planning and Zoning: On or after May 1 of each year, City Council shall appoint resident qualified voters of the City of Liberty to the Planning and Zoning Commission. Membership consists of 5 members, plus 2 alternates. All members serve three-year terms. Members may only serve three (3) consecutive terms. A quorum of the Board is three (3) members.

The purpose of the Planning and Zoning Commission is to hear and consider matters relating to planning or subdivision control as required under City ordinance or state law. This Commission meets as needed.

Those members whose terms expire: Shelli Ellerbe, Ryan Daniel, and there is an open alternate position. Ms. Ellerbe is **NOT** eligible to serve again, due to term limitations.

Other Board members are: Kim Anderson, Emily Cook, Tyler Jackson, and Alt. Rick Jenner.

Current positions available are two regular members and two (2) alternate positions. The City has received an application from current Board Member Ryan Daniel. Richard Jenner's alternate position is not yet expired, but he is willing to move to a regular position, if appointed.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

7.C.4

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2020-27

DOC ID: 4779

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.5

Meeting: 05/12/20 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION 2020-28

DOC ID: 4780

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.