

LIBERTY COUNTY COMMISSIONERS COURT REQUEST FOR AGENDA ITEM

An item must be approved by the County Judge or a member of the Commissioners Court before it is placed on the agenda. Submit to a Commissioner no later than 5:00 p.m. on the Tuesday before Commissioners Court; Sponsoring Commissioner must then submit to County Judge's office by noon on the Wednesday preceding the meeting. Alternatively, may submit to County Judge's office no later than noon on the Wednesday before the meeting.

1. REQUESTOR & ROUTING

Date of request: Requested meeting date:

Requestor name:

Title / position: Department / office:

Phone: Email:

Sponsoring Court member:

Who will present the item at the meeting? Presenter name:

Is the presenter's attendance required? Yes No

2. PROPOSED AGENDA CAPTION & REQUESTED ACTION

State the caption exactly as it should appear on the posted agenda. The posting must give the public adequate notice of the subject (Texas Open Meetings Act, Gov't Code Ch. 551); the caption is subject to review by the County Attorney.

Proposed agenda caption (exact wording to be posted):

Specific action requested: Approve Authorize Ratify Award Adopt Discussion only
 Other

Item type: Consent Regular / Action Public hearing Workshop

Executive/Closed Session Requested (See Sec. 7)

Is this item time-sensitive (statutory, grant, or contract deadline)? Yes No

If yes, state the deadline and reason:

3. NATURE OF THE AGENDA ITEM

Describe the nature of the item:

[Empty text box for describing the nature of the item]

Background and justification:

[Empty text box for background and justification]

4. CONTRACT INFORMATION (complete if the item involves a contract)

Does this item involve a contract or agreement? Yes No

Contract type: Goods / services Professional services (Ch. 2254) Construction
 Interlocal / cooperative (Ch. 791) Real property Grant agreement Other

Other party / vendor name: [Text box]

Effective date: [Text box] Expiration date: [Text box]

Total contract value / not-to-exceed amount: \$ [Text box]

Has the contract been executed (signed) by the other party? Yes No N/A

Procurement method: Competitive bid (Ch. 262) RFP RFQ Cooperative / interlocal
 Sole source / exempt N/A

If exempt or sole source, cite the basis: [Text box]

Form 1295 Certificate of Interested Parties required and on file? Yes No N/A

Conflict-of-interest questionnaire (Ch. 176) on file, if applicable? Yes No N/A

Required insurance / bonds verified? Yes No N/A

5. AMENDMENT / CHANGE ORDER (complete if the item amends a prior contract)

Is this an amendment to a prior contract or agreement? Yes No

Original contract date: [Text box] Original Court approval date: [Text box]

Original contract amount: \$ [Text box] Amendment / change order no.: [Text box]

Describe the nature of the amendment (change in scope, term, and/or price):

Change in contract amount: Increase Decrease No change

Amount of change: \$ Cumulative total after amendment: \$

Is the amended total within the amount previously authorized by the Court? Yes No

6. FISCAL IMPACT

Fiscal impact: None Expenditure Revenue Both

Total amount: \$ One-time or recurring:

Is the expenditure included in the current adopted budget? Yes No

Budget line item / account number:

Funding source: General Fund Road & Bridge Grant Federal / ARPA Other

If grant-funded, is a local match required? Yes No

Match amount and source: \$

Does this action require a budget amendment or line-item transfer? Yes No

7. EXECUTIVE SESSION

Is an executive (closed) session requested for this item? Yes No

If yes, identify the statutory authority. The posting must cite the correct exception under the Texas Open Meetings Act.

551.071 – Consultation with attorney 551.072 – Real property 551.0725 – Contract being negotiated

551.074 – Personnel matters 551.076 – Security devices / audits 551.087 – Economic development

Other statutory basis:

8. ATTACHMENTS / BACKUP MATERIALS

Contract / agreement Quotes / bid tabulation Proposed order or resolution

Budget detail / account verification Form 1295 Legal review

Other attachments:

9. REQUIRED REVIEWS & APPROVALS

Review / Approval	Name / Signature	Date
County Auditor (fiscal)		
County Attorney (legal form)		
Purchasing (procurement)		
Department Head		
Sponsoring Court Member		

FOR COUNTY JUDGE'S OFFICE USE ONLY

Date received: **Assigned agenda item no.:**

Meeting date assigned: **Meeting type:**

Disposition: Placed on Reg. agenda Consent Regular Deferred Until
 Returned to requestor