



LIBERTY HILL
FREEDOM TO GROW

CITY COUNCIL REGULAR MEETING AGENDA

Monday - September 28, 2020 - 6:30 PM

2801 Ranch Road 1869 - Liberty Hill, Texas

Rick Hall - Mayor

Steve McIntosh - Councilmember

Kathy Canady - Councilmember

Liz Rundzieher - Mayor Pro Tem

Gram Lankford - Councilmember

Tony DeYoung - Councilmember

Notice is hereby given that the REGULAR MEETING of the City Council of Liberty Hill will be held Monday - September 28, 2020 - 6:30 PM in Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas to consider items as follows. All items are subject to action.

1. CALL TO ORDER

a. Establish Quorum

b. Invocation

c. Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all."

d. Texas Pledge

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

2. MAXIMUM CAPACITY IN COUNCIL CHAMBERS

a. Capacity for Council meetings is now set at 75%, or a total of 56 persons. The Governor's Order requires face masks when social distancing cannot be maintained.

3. WATCHING COUNCIL VIA YOUTUBE

a. You may watch the Council meeting live by clicking on the YouTube link on the City's Facebook page.

4. PUBLIC HEARING 1

a. NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s) to wit:

A request for a Zone Map Amendment from the Agriculture (AG) zoning classification to the Light Industrial (L1) zoning classification on the following property:

Lot 4, Cimarron Business Park, Liberty Hill, Williamson County, Texas; generally located along the west side of Holmes Road, north of State Highway

29, and identified as Assessor's Parcel Number R-472193.

In accordance with Section 211.006, Texas Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission. This hearing will begin at **6:30 PM** Tuesday, **September 15, 2020**. The Planning Commission will then forward its recommendations to the City Council who will conduct its own public hearing at **6:30 PM** on Monday, **September 28, 2020**, and make the final decision on this matter. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas.

You are invited to attend these public hearings and offer comment. You may also submit written comments regarding this application to the City's Planning and Development Department, 100 Forrest Street, Liberty Hill, Texas 78642. Any written comments received in advance of the public hearing will be presented during the hearing and become part of the official record. For more information, call (512) 778-5449.

5. PUBLIC HEARING 2

- a. NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s) to wit:

A request for a Zone Map Amendment from the General Commercial / Retail (C3) zoning classification to the Single-family Residential (SF3) zoning classification on the following property:

Lots 1 and 2, Twenty-Nine Ranch Addition, Williamson County, Texas; Generally located along the south side of State Highway 29, near its Intersection with Orchard Ridge Parkway and identified as Assessor's Parcels Number R-331210, R-331209 and R-548200.

In accordance with Section 211.006, Texas Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission (Commission) on **Tuesday, September 15, 2020**, beginning at **6:30 PM**. Upon receiving a recommendation from the Commission, the City Council will conduct its own public hearing on this matter at **6:30 PM** on Monday, **September 28, 2020** and take final action. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas. For more information, you may either visit the Development Services Department at 100 Forrest Street, call (512) 778-5449, or send an email to planning@libertyhilltx.gov.

6. PUBLIC COMMENTS

Liberty Hill City Council accepts public comments regarding the Agenda of Regular Council meetings and Public Hearings. Individuals wishing to speak may sign in by completing a Public Comment Form and presenting the form to the City Secretary prior to the start of the meeting. Each citizen is limited to a maximum of three (3) minutes.

- a. Public comments may also be submitted via email to the City Secretary at nsawyer@libertyhilltx.gov before 4:00 PM the day of the Council meeting in order for the comments to be read at the 6:30 PM meeting.

7. CONVENE - EXECUTIVE SESSION

City Council will convene to Executive Session for discussion pursuant to Texas Government Code Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), and Section 551.087 (Development).

a. Section 551.087. Development

Update on Active Economic Development Projects

- Project Fore
- Project Greenbelt
- Project Crawfish
- Project Rock and Roll
- Project Northern
- Project Entry

b. Section 551.071. Consultation with Attorney

Consultation with the City Attorney to seek legal advice regarding pending or contemplated litigation, a settlement offer, or a matter on which the City Attorney has a duty to advise the City Council including agenda items.

- Litigation update on Notice of Intent to File Clean Water Act lawsuit
- Leander ETJ Boundary Line Agreement

8. RECONVENE TO REGULAR SESSION

City Council will reconvene to Regular Session following Consultation with Legal Counsel pursuant to Texas Government Code Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), and Section 551.087 (Development).

a. Section 551.087. Development

Update on Active Economic Development Projects

- Project Fore
- Project Greenbelt
- Project Crawfish
- Project Rock and Roll
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- Litigation update on Notice of Intent to File Clean Water Act lawsuit
- Leander ETJ Boundary Line Agreement

9. DEPARTMENTAL REPORTS

a. Liberty Hill Economic Development Corporation

Matt Powell, Interim Executive Director will provide an update of activities of the Liberty Hill EDC.

b. Finance Department

- Becky Wilkins, Finance Director will provide an overview of the City of Liberty Hill monthly financials for the previous month.
- c. Engineering Services
Curtis Steger, Steger & Bizzell will update Council on services provided to the City for the month of August 2020.
 - d. Public Works Department
Wayne Bonnet - Director of Public Works will present an update of departmental activity.
 - e. Building Development Services
David Stallworth, Senior Director of Planning will present activities and projects for the month of August 2020.
 - f. Building Official - Building Development Services
Elias Carrasco will provide a report to Council of August activities.
 - g. Police Department
Royce Graeter, Chief of Police will provide statistics and activities for the month of August 2020.
 - h. Municipal Court
Tracy Ventura, Court Administrator will present statistics to include court cases, code enforcement cases, number of trials, and other court data.
 - i. City Secretary
Nancy Sawyer, City Secretary will provide an update on the City records correction project.
 - j. Events
Katie Amsler, Events Coordinator will update Council on events and activities for the month of August 2020.

10. CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion of those items unless requested by Council, in which event the item(s) will be removed from the Consent Agenda and considered under Regular Agenda items:

- a. **Discussion and possible action to approve minutes of the City Council Public Hearing held September 14, 2020.**
- b. **Discussion and possible action to approve minutes of City Council meeting held September 14, 2020.**

11. REGULAR AGENDA

- a. **Discussion and final action regarding the Arnold Oil Fuel Station Site Development / Stormwater Plan, located at the NEC of State Road 29 and St. Joseph Court (being 12660 West SR-29 and 201 St. Joseph Court) inside the city's limits and identified as Lot 1, Cat Trax Addition, Williamson County, TX and Lot 1, St. Joseph Addition, Williamson County, TX (WCAD ID Nos. R584337 and R508372). Presented by David Stallworth, Senior Planning Director**
- b. **Discussion, consideration and approval of a request for a Zone Map Amendment for Lots 1 and 2, Twenty-Nine Ranch Addition, from the General Commercial/Retail (C3) zoning classification to the Single-family Residential (SF3) zoning classification.**

- c. **Discussion, consideration and approval of a request for a Zone Map Amendment for Lot 4, Cimarron Business Park, from the Agricultural (AG) zoning classification to the Light Industrial (I1) zoning classification.**
- d. **Update to Council on a revised conceptual design for Bailey Lane and Loop 332. Task Order SB 020-61 is included if the Council votes to proceed with the conceptual design.** Presented by Steger Bizzell
- e. **Consideration and possible action to approve the City of Liberty Hill Rainfall/Drainage Application.** Presented by Curtis Steger, Steger Bizzell
- f. **Discuss and consider Ordinance to adopt Atlas 14 maps for hydrologic analyses.** Presented by Curtis Steger, Steger Bizzell
- g. **Discussion and possible action to set budget for swim center project.** Presented by Mayor Rick Hall
- h. **Consideration and possible action to approve the Resolution accepting the proposed Boards and Commissions Handbook.** Presented by Lacie Hale, Chief Operating Officer
- i. **Update on Charter Committee.** Presented by Mayor Rick Hall
- j. **Discuss and consider action to approve an ordinance of the City Council of Liberty Hill, Texas, amending Chapter 1, Article 1.04 of the Liberty Hill Code of Ordinances, designating the position of Finance Director as the City Treasurer; providing for a repealer and providing an effective date.** Presented by Mayor Rick Hall.
- k. **Discuss and consider action to approve an ordinance of the City Council of Liberty Hill, Texas, amending Chapter 1, Article 1.04 of the Liberty Hill Code of Ordinances; designating the position of Chief Operating Officer as a Municipal Officer; providing for a repealer and providing an effective date.** Presented by Liz Rundzieher and Kathy Canady, Council members
- l. **Discussion and possible action to create a program to allow temporary encroachments into public right of way for retail or food service.** Presented by Tad Cleaves, City Attorney
- m. **Discuss and consider action to move forward with International Dark Skies designation.** Presented by Lacie Hale, Chief Operating Officer
- n. **Discuss and consider appointment of directors to the Parks and Recreation Board for two-year terms effective October 1, 2020 and expiring September 30, 2022.** Presented by Mayor Rick Hall
- o. **Discuss and consider appointment of commissioners to the Planning and Zoning Commission for two-year terms effective October 1, 2020 and expiring September 30, 2022.** Presented by Mayor Rick Hall
- p. **Discussion and possible action on Information Technology and Security Policies.** Presented by Tad Cleaves, City Attorney
- q. **Discussion and possible action on purchase of electronic signature subscription service.** Presented by Nancy Sawyer, City Secretary
- r. **Discussion and possible action on bid process and change orders and their selection and approval protocol.** Presented by Kathy Canady and Tony DeYoung, Council members
- s. **Discuss and consider Council's interest in directing the Downtown Beautification Committee to purchase and place a flag display in the parking lot across from**

Wetzel Park. Presented by Liz Rundzieher and Kathy Canady, Council members

- t. **Discuss and consider action to require permits for vendors who conduct sales outside of City businesses.** Presented by Kathy Canady and Tony DeYoung, Council members
- u. **Discuss and consider action to authorize the Mayor to sign an Artwork License Agreement between the City of Liberty Hill and Jim Franklin for the City of Liberty Hill to use poster artwork on an historic water tower.** Presented by Tad Cleaves, City Attorney
- v. **Discuss and consider a donation of \$5,000 to Operation Liberty Hill to assist the charity with provision of Christmas meals and Angel Tree gifts to Liberty Hill ISD residents.** Presented by Mayor Rick Hall
- w. **Discussion and consider action on setting up quarterly meetings with the Liberty Hill City Council and the Liberty Hill Independent School District.** Presented by Mayor Rick Hall
- x. **Discuss and determine whether a written complaint filed by Sally McFeron pursuant to Section 1.02.076 of the City of Liberty Hill Code of Ethics and Rules of Conduct for City Officials ("Ethics Code") presents on its face a violation of the Ethics Code for which sanctions would be appropriate.** Presented by Tad Cleaves, City Attorney

12. FUTURE MEETING ITEMS

- a.
 - Community Engagement Meeting on October 11, 2020 from 2:00 pm to 5:00 pm at Council Chambers
 - City Offices will be closed Columbus Day, Monday, October 12, 2020
 - The next Council meeting will be Tuesday, October 13, 2020
 - Other

13. ADJOURNMENT

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any item listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts & Donations), 551.074 (Personnel Matters), 55.1076 (Deliberations about Security Devices), and 551.087 (Development).

In compliance with the Americans with Disabilities Act, the City of Liberty Hill will provide reasonable accommodation for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meeting. You may contact the City Secretary at 512-778-5449 - Extension 112.

POSTING CERTIFICATION: I, Nancy Sawyer - City Secretary for the City of Liberty Hill, certify that the attached notice of meeting for the City Council - City of Liberty Hill was duly posted on the bulletin board at Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas and on the City website (www.libertyhilltx.com) on Nancy Sawyer - City Secretary Nancy Sawyer

Date Posted: September 25, 2020 Time Posted: 5:30 PM By: ns

REMOVAL CERTIFICATION: I, Nancy Sawyer - City Secretary for the City of Liberty Hill, certify that the attached notice of meeting was removed from the bulletin board at Municipal Court / Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas on the _____ day of _____, 20__ at _____.

By: _____

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.b.

ATTACHMENTS:

| Description | Upload Date |
|----------------|-------------|
| Finance Report | 9/24/2020 |

CITY OF LIBERTY HILL
MONTHLY REPORT
AUGUST 2020

| Fund-Acct # | Account Name | Cash | Investments | Interest Rate |
|----------------|--------------|----------------------|--------------|---------------|
| GENERAL | | | | |
| 10-1001 | GEN | Claim on Pooled Cash | \$ 6,568,162 | 1.03 % |
| 20-1001 | STREETS | Claim on Pooled Cash | \$ 58,995 | 1.03 % |
| | | | \$ 6,627,157 | |

| | | | | |
|------------------------------|-----|-------------------------|-----------------------------|--------|
| CAPITAL IMPR PROJECTS | | | | |
| 25-1001 | CIP | Claim on Pooled Cash | \$ (3,051,406) | 1.03 % |
| 25-1005 | CIP | 2018 CO Funds (Texpool) | \$ 3,101,307 | 0.18 % |
| | | | \$ (3,051,406) \$ 3,101,307 | |
| | | NET CIP AVAILABLE: | \$ 49,901 | |

| | | | | |
|---------------------|--|------------------------|-----------------------|--------|
| DEBT SERVICE | | | | |
| 30-1001 | | Claim on Pooled Cash | \$ 151,239 | 1.03 % |
| 30-1025 | | Sewer Debt (Texpool) | \$ 172,791 | 0.18 % |
| 30-1026 | | 2018 GO Bond (Texpool) | \$ 29 | 0.18 % |
| | | | \$ 151,239 \$ 172,820 | |

| | | | | |
|--------------------------------|--|----------------------|-----------|--------|
| COURT FEES (RESTRICTED) | | | | |
| 35-1001 | | Claim on Pooled Cash | \$ 16,892 | 1.03 % |
| | | | \$ 16,892 | |

| | | | | |
|-------------------------|--|----------------------|-----------|--|
| LIBERTY HILL EDC | | | | |
| 40-1001 | | Claim on Pooled Cash | \$ 35,359 | |
| | | | \$ 35,359 | |

| | | | | |
|-------------------|--|------------------------------------|---------------------------|--------|
| WASTEWATER | | | | |
| 50-1001 | | Claim on Pooled Cash | \$ 2,198,701 | 1.03 % |
| 50-1023 | | WWTP Reserves (Texpool) | \$ 849,756 | 0.18 % |
| 50-1024 | | WWTP I&S 2015 (Texpool) | \$ 123,928 | 0.18 % |
| 50-1025 | | WWTP REV BOND (Texpool) | \$ 4,026,995 | 0.18 % |
| 50-1051 | | Classic WWTP Par Bond Debt Reserve | \$ 346,632 | 0.18 % |
| | | | \$ 2,198,701 \$ 5,347,310 | |

| | | | | |
|--------------|--|----------------------------|---------------------|--------|
| SEWER | | | | |
| 51-1001 | | Claim on Pooled Cash | \$ 4,701,807 | 1.03 % |
| 51-1027 | | Sewer B-LCRA Cap (Texpool) | \$ 258 | 0.18 % |
| 51-1028 | | Sewer Utility (Texpool) | \$ 429 | 0.18 % |
| | | | \$ 4,701,807 \$ 688 | |

CITY OF LIBERTY HILL
MONTHLY REPORT
AUGUST 2020

| WATER | | | | |
|--------------|-------------------------------------|----|-----------|------------|
| 52-1001 | Claim on Pooled Cash | \$ | 2,055,982 | 1.03 % |
| 52-1029 | Water Bond I & S (Texpool) | \$ | 58,267 | 0.18 % |
| 52-1030 | Water Bonds Reserve (Texpool) | \$ | 168,795 | 0.18 % |
| 52-1073 | Water Reserves (Classic) | \$ | 193,355 | 0.18 % |
| 52-1075 | Water Sys Bonds 2014 I & S(Texpool) | \$ | 76,374 | 0.18 % |
| 52-1076 | Water Sys Bonds 2014 (Texpool) | \$ | 217,183 | 0.18 % |
| | | \$ | 2,055,982 | \$ 713,974 |

| SUMMERLYN WEST PID | | | | |
|---------------------------|----------------------|----|---------|------------|
| 60-1001 | Claim on Pooled Cash | \$ | 20,882 | 1.03 % |
| 60-1006 | Cash (Texpool) | \$ | 497,862 | 0.18 % |
| | | \$ | 20,882 | \$ 497,862 |

| LIBERTY PARKE PID | | | | |
|--------------------------|----------------------|----|--------|--------|
| 61-1001 | Claim on Pooled Cash | \$ | 33,485 | 1.03 % |
| | | \$ | 33,485 | |

| BUTLER PID | | | | |
|-------------------|----------------------|----|--------|--------|
| 63-1001 | Claim on Pooled Cash | \$ | 27,843 | 1.03 % |
| | | \$ | 27,843 | \$ - |

TOTALS 12,817,942 9,833,961

Becky Wilkins
Finance Director

9-24-2020
Date

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.c.

ATTACHMENTS:

Description

Engineering

Upload Date

9/24/2020

| Project | Project Scope | Current Status | Near Future Plans | Planned Phase Completion |
|--|---|--|---|--|
| CDBG-Phase 2 Sidewalks | Sidewalks along Grange, Barton, Monroe, Hickman, and Church | <ul style="list-style-type: none"> - Sidewalk construction is complete - Revegetation is in process - Change Order for the police station/planning parking modifications has been delayed for utility coordination | Parking improvements are expected to be completed within four weeks of utility relocation. Stubblefield parking to begin next week. Revegetation is expected to be established within the next 4 months. | Parking improvements are expected to be completed within the next four weeks. Revegetation is expected to be established within the next 4 months. |
| 2019 Street Rehab and Downtown parking | Reconstruction of Van Alley, Barton, Monroe, Aynsworth, and Downtown parking with associated water and drainage improvements. | <ul style="list-style-type: none"> - Van Alley, Barton, Monroe, and Aynsworth are complete - Downtown parking is approximately 90% complete | <ul style="list-style-type: none"> - complete downtown parking by the end of September - Project close-out complete by end of October. | Revegetation is expected to be established over the next few months. |
| Southfork expansion | Expansion of WWTP from 1.2 MGD to 2.0 MGD | <ul style="list-style-type: none"> - Plant expansion is under construction with MBR basin walls being 100% complete - Design modifications for MBR equipment conversion has been completed - Negotiating contractor Change Order based on revised construction plans. | <ul style="list-style-type: none"> - Change order for Construction Plan Changes expected for October 12 council meeting. | Construction is scheduled to be complete in early 2021 |
| Southfork permit renewal | Permit amendment for intermediate expansion discharge volume from 1.2 MGD to 2.0 MGD. | <ul style="list-style-type: none"> - Permit amendment was submitted to TCEQ September 5, 2018 - Public meeting held August 17, 2020 | The permit is expected to be issued within the next 3-6 months. | The permit is expected to be issued within the next 3-6 months. If there is a contested case hearing, it could take between 12 and 18 months. |
| West WWTP permit | Permit application for an ultimate discharge volume of 15 MGD. | Surveying plant site and reviewing with owner is pending | Application preparation and submittal scheduled in late October 2020. | Permit issuance is anticipated to be in October 2021. If there is a contested case hearing, it could take between 12 and 18 additional months. |
| West WWTP survey | Complete topographic and boundary survey of the WWTP site. | Survey staking is anticipated to be completed within the next two weeks. Owner will be reviewing site boundaries to confirm approval. | Field work to be completed mid-August | Survey is estimated to be completed by the end of August |
| City of Georgetown CCN Exchange | <ul style="list-style-type: none"> - Evaluation of annexing the western portion of the City of Georgetown water system along US 183 and Hwy 29 west of the Braun elevated tank. - Conversion of the City of Georgetown model into the City of Liberty Hill model. | Prepare capital improvement plan for new treated water supply near Braun EST. | <ul style="list-style-type: none"> - Complete updated rate study reflecting additional service area - Prepare staffing plan reflecting additional service area - Prepare transition plan and schedule to provide service within the new service area(s). | Spring 2021 |
| Bio-Daf | Pilot scale testing of a wastewater polishing unit to remove phosphorus. | The Bio-Daf plant is in operation and being tested with various coagulants to determine the most effective for phosphorus removal. | The pilot scale plant is expected to be operational through October 2 | The pilot scale plant is expected to be operational through October 2 |

| Project | Project Scope | Current Status | Near Future Plans | Planned Phase Completion |
|--|--|--|--|--|
| CR 200 park Wastewater Lift Station and Force Main | Design of a lift station and force main to convey wastewater from the proposed City Park improvements. | The design is complete and ready for bidding with the park improvements. | Bidding is expected to begin once park improvements have been finalized. | Construction will be concurrent with the park improvement schedule. |
| Well Plant 4 Pump Station Improvements | Construction of ground storage tank, high service pump station, yard piping, and control valve. | - Site fencing is complete - Site piping is currently being installed. | - Construction of the ground storage tank and pump station | - Substantial completion date is December 15, 2020 - Final completions is February 3, 2021 |
| FY 2020 Street Rehab | Reconstruction of Hickman Street from Loop 332 to Church Street, Church Street from Hickman Street to Myrtle Lane, Barton Lane from Fallwell Street to Myrtle Lane, and Grange Road from Barton Lane to Stubblefield Lane including water line improvements. | Design is 90% complete. Plan sheet completion pushed back for Stonewall Parkway and Bailey Lane. | Bid advertisement scheduled for October 19. | Construction expected from December 2020 to June 2021. |
| Loop 332/CR 279 design/const | Reconstruction of Loop 332 and County Road 279 into a 3-way stop intersection with turn lanes and pedestrian cross walks. | Design is 85% Complete | Bid advertisement scheduled for October 30th. | Construction expected from December 2020 to August 2021. |
| Liberty Park entrance | Extension of Stonewall Blvd from Hwy 29 to Liberty Way. | Survey completed. A geotechnical proposal is under review and engineering design is under way. | Continue with engineering design. | Bid advertisement scheduled for January 2021. Construction expected from April to September 2021. |
| Bailey Lane Rehab | Widening Bailey Lane and extending Loop 332 to align with Bailey Lane. The design will include additional turn lanes and related structures and will accommodate future traffic signals. | Conceptual design of Loop 332 extension and future traffic signals is complete. | Survey and geotechnical expected during October. | Bidding is expected in April 2020. Award is expected in May 2020. Construction expected from June 2020 to November 2020. |
| CR 266/260 Wastewater Interceptor | Design of a 24" interceptor along County Road 266. | - Sheets and Crossfield is obtaining right-of-entry permission from the landowners along the pipeline route. - Surveying of properties with ROE authorization | Process final ROE's and complete survey. | Survey is estimated to be completed by the end of October. |
| Holmes Ph 2 WW | Design of a 12" wastewater line from Holmes Road to CR 258. | Design is complete. Sheets and Crossfield is obtaining easements from the property owners. | Beginning project advertisement once easements have been recorded. | Construction is planned to be completed within 6 months of notice to proceed. |
| Liberty Hill Community Activity Center | Remodeling and enclosure of existing structure previously used by Williamson County for maintenance headquarters. | Project bids opened on September 17th. | Project award to Jimmy Jacobs Construction expected on September 28th. | Construction is planned to be completed within 6 months of notice to proceed (May 2021 timeframe). |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.d.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.e.

ATTACHMENTS:

Description

Planning Report

Upload Date

9/24/2020



**DEVELOPMENT SERVICES DEPARTMENT,
PLANNING AND ZONING**

100 Forrest Street | P.O. Box 1920
Liberty Hill, TX 78642

TO: Mayor and Council, City of Liberty Hill
FROM: David Stallworth, AICP
THRU: Lacie Hale, Chief Operating Officer
DATE: September 28, 2020
RE: Planning Department Activity for August, 2020

The following activity report is hereby submitted for your review:

DEVELOPMENT PERMITS GENERATED

112 – Specific to activity related to active development agreements for Santa Rita Ranch, Rancho Sienna, Morning Star – Phases 1 through 3 (collection of connection, development and inspection fees)

MISCELLANEOUS DEPARTMENT ACTIVITIES

| | | | |
|---|----|---------------------------------------|----|
| Pre-Development Meetings | 3 | New Construction Plans | 5 |
| Pre-Construction Meetings | 4 | Construction Plans in process | 15 |
| New Site Plans | 2 | Approved Construction Plans | 0 |
| Site Plans in process | 9 | Current Planning – CUP | 0 |
| Approved Site Plans | 2 | Current Planning – Variance | 0 |
| New Preliminary/Final Plats and Replats | 2 | Current Planning – Zone Change | 2 |
| Prelim/Final Plats and Replats in process | 10 | Current Planning – Zone Verifications | 2 |
| Approved Prelim/Final Plats and Replats | 1 | Utility Evaluations | 1 |
| | | | |

NOTABLE ITEMS

- At the August 4, 2020 public meeting, the Planning and Zoning Commission received an update on the ongoing revisions to the Unified Development Code.
- Development Services had advertised for a City Planner position to assist the Department Director with managing increased levels of development activity in the area. To date, there is a pool of eight candidates with varying levels of expertise and experience; it appears that either an extension of the current job posting or a readvertisement might be necessary.
- Development Services is continuing its efforts to improve customer service and streamline internal processes, to include:
 1. Making the department's website more interactive and user friendly;
 2. Developing an internal electronic case management system;
 3. Revising the UDC

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.f.

ATTACHMENTS:

Description

Building Official report

Upload Date

9/24/2020



**DEVELOPMENT SERVICES DEPARTMENT
PERMITS AND INSPECTIONS**
100 Forrest Street | P.O. Box 1920
Liberty Hill, TX 78642

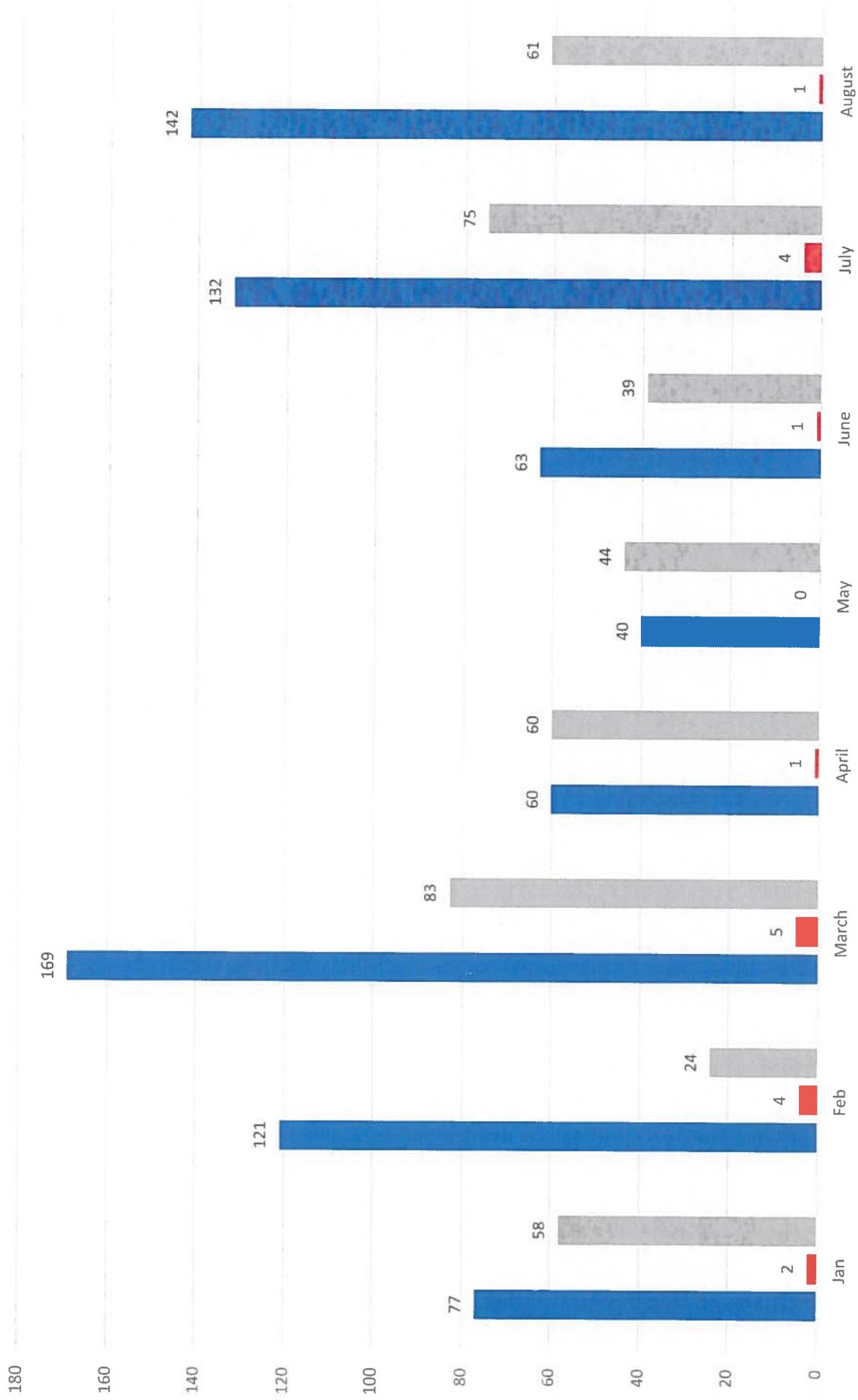
TO: Mayor and Council, City of Liberty Hill
FROM: Elias Carrasco, City Building Official
THRU: Lacie Hale, Chief Operating Officer
DATE: Monday September 28, 2020
RE: Permits and Inspections Department Activity for August 2020

The following activity report is hereby submitted for your review:

Permits Generated

| August 2020: | Total for 2020 |
|------------------|----------------|
| Residential: 142 | 804 |
| Commercial: 1 | 18 |
| Irrigation: 61 | 444 |

PERMITS 2020



Inspections Conducted

August 2020:

| | |
|------------------------|-----|
| Building Final | 120 |
| C.O. Inspection | 3 |
| Energy Final | 94 |
| Exterior Wall Cover Up | 1 |
| Foundation (Prepour) | 116 |
| Framing | 121 |
| Insulation | 113 |
| Sign Final | 1 |
| Wallboard | 115 |

| | |
|--------------------------|------------|
| Total Inspections | 684 |
|--------------------------|------------|

| | |
|-------------------|-----|
| Electrical Final | 103 |
| Perm Power | 155 |
| Electrical Rough | 90 |
| Solar Panel Insp. | 5 |
| Temporary Power | 97 |

| | |
|---------------------------------|------------|
| Total Elect. Inspections | 450 |
|---------------------------------|------------|

| | |
|---------------------------------------|--------------|
| Total Inspections Jan - August | |
| 2019 | 9677 |
| 2020 | 14507 |

| | |
|------------------|-----|
| Mechanical Final | 103 |
| Mechanical Rough | 89 |

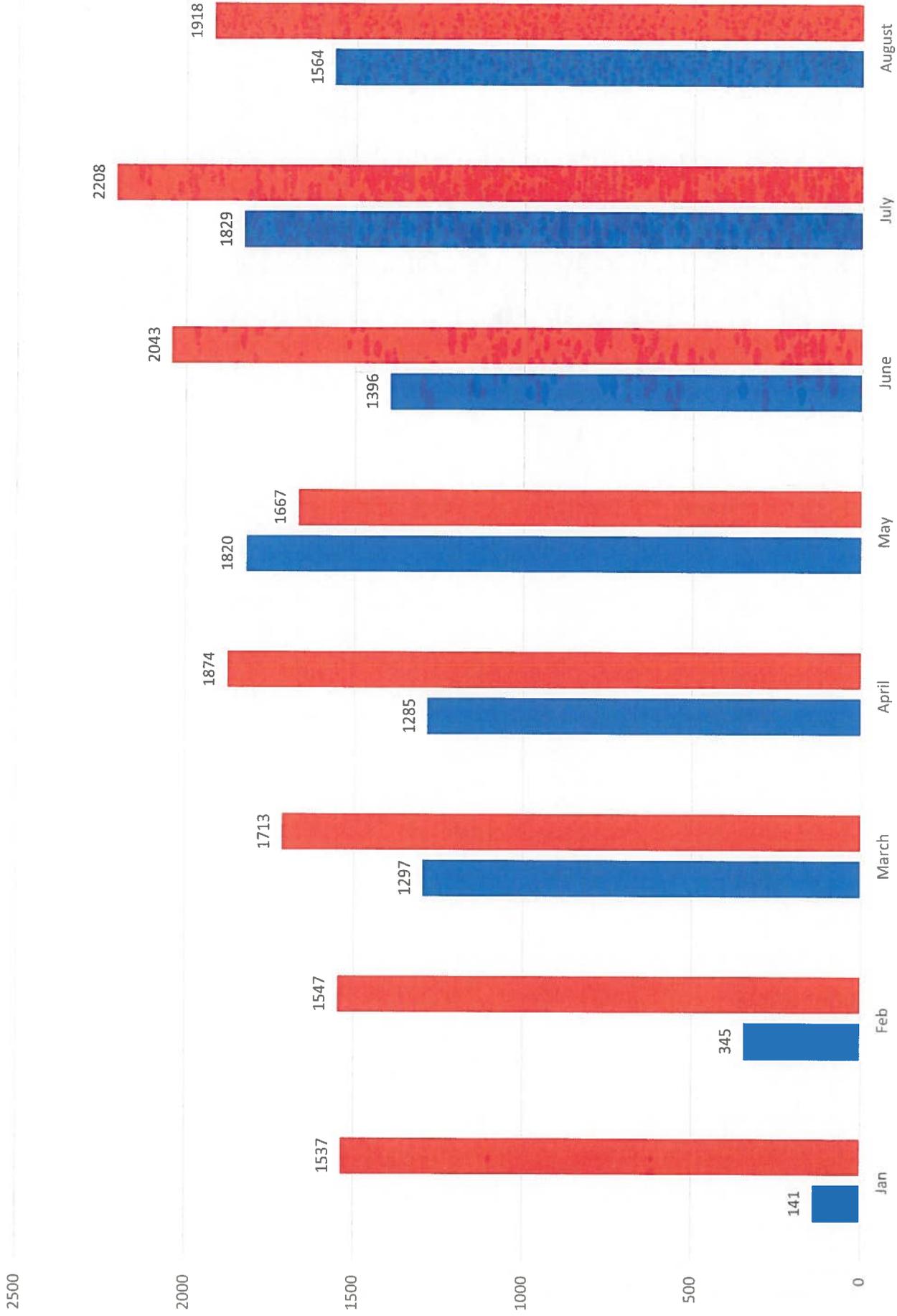
| | |
|--------------------------------|------------|
| Total Mech. Inspections | 192 |
|--------------------------------|------------|

| | |
|-----------------------|-----|
| Gas Final Insp. | 102 |
| Grinder Pump | 1 |
| Irrigation | 65 |
| Plumbing Rough/Layout | 124 |
| Plumbing Final | 103 |
| Plumbing Top Out | 97 |
| Sewer/ Water | 100 |

| | |
|---------------------------------|------------|
| Total Plumb. Inspections | 592 |
|---------------------------------|------------|

| | |
|------------------------------------|-------------|
| Total Building Inspections: | 1918 |
|------------------------------------|-------------|

Inspections Conducted 2019 - 2020



CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.g.

ATTACHMENTS:

Description

August PD Report

Upload Date

9/21/2020

LIBERTY HILL POLICE DEPARTMENT
MONTHLY ACTIVITY REPORT

August 2020

CRIMINAL ACTIVITY

| Part I Crimes | <u>Current</u> | <u>YTD</u> |
|----------------------------|----------------|------------|
| Criminal Homicide/Attempts | 0 | 0 |
| Forcible Rape | 0 | 0 |
| Robbery | 0 | 1 |
| Assault | 2 | 10 |
| Burglary | 2 | 11 |
| Larceny Theft | 0 | 22 |
| Motor Vehicle Theft | 0 | 3 |
| Arson | 0 | 0 |
| Total Part I Crimes | 4 | 47 |

| Part II Crimes | <u>Current</u> | <u>YTD</u> |
|-----------------------------|----------------|------------|
| Sex Offenses (Not Rape) | 0 | 0 |
| Forgery/Counterfeiting | 1 | 13 |
| Criminal Mischief | 0 | 4 |
| Weapons Offenses | 1 | 3 |
| Narcotics Offenses | 0 | 2 |
| DWI/DUI | 1 | 9 |
| Disorderly Conduct | 0 | 0 |
| Public Intoxication | 0 | 1 |
| All Other Offenses | 2 | 31 |
| Total Part II Crimes | 5 | 63 |

MISCELLANEOUS ACTIVITY

| | <u>Current</u> | <u>YTD</u> |
|-------------------------------------|----------------|--------------|
| Outside Agency Assist | 64 | 444 |
| Citizens Assist | 16 | 178 |
| Alarm Calls | 19 | 142 |
| Traffic Hazard/Complaint | 45 | 337 |
| Security Checks | 841 | 5,657 |
| -Larkspur Sub. | 134 | 994 |
| Missing Persons | 2 | 5 |
| Suicides & Attempts | 0 | 12 |
| Mental Health Calls | 0 | 3 |
| Disturbances (All Call Types) | 9 | 117 |
| Unattended Deaths | 1 | 1 |
| Suspicious Activity (Veh/Per) | 88 | 542 |
| Other Activity (not included above) | 127 | 946 |
| Total Miscellaneous Activity | 1,346 | 9,378 |
| Cases | 23 | 212 |

APPROVED:

Royce Graeter
Chief of Police

TRAFFIC ENFORCEMENT ACTIVITY

| | <u>Current</u> | <u>YTD</u> |
|-------------------------|----------------|--------------|
| Total Traffic Stops | 585 | 2,386 |
| Vehicle Impounds | 5 | 35 |
| Citation Violations | 176 | 815 |
| Warning Violations | 409 | 1,862 |
| Total Violations | 585 | 2,677 |

ACCIDENTS INVESTIGATED

| | <u>Current</u> | <u>YTD</u> |
|-------------------------|----------------|------------|
| Injury Accidents | 1 | 9 |
| Non-Injury Accidents | 10 | 74 |
| Fatality Accidents | 0 | 0 |
| Total Collisions | 11 | 83 |

ARREST ACTIVITY - ADULT

| | <u>Current</u> | <u>YTD</u> |
|------------------------------|----------------|------------|
| Felony Arrest | 1 | 8 |
| Misdemeanor Arrest | 1 | 14 |
| Arrest/Release Citator | 0 | 3 |
| Total Arrest Activity | 2 | 25 |

JUVENILE ACTIVITY

| | <u>Current</u> | <u>YTD</u> |
|--------------------------------|----------------|------------|
| Runaways | 0 | 5 |
| Juveniles Taken Into Ct | 0 | 2 |
| Curfew Violations | 0 | 0 |
| Minor in Possession Tc | 0 | 0 |
| Curfew Citations Issued | 0 | 0 |
| Total Juvenile Activity | 0 | 7 |

WARRANT ACTIVITY

| | <u>Current</u> | <u>YTD</u> |
|------------------------------|----------------|------------|
| Felony Warrants | 1 | 10 |
| Misdemeanor Warrant | 2 | 6 |
| Total Warrants Served | 3 | 16 |

CITY ORDINANCE ACTIVITY

| | <u>Current</u> | <u>YTD</u> |
|-------------------------------|----------------|------------|
| Animal Calls | 9 | 98 |
| Illegal Dumping | 0 | 0 |
| Ordinance Warnings Iss | 0 | 20 |
| Ordinance Citations Iss | 0 | 3 |
| Total City Ordinance A | 0 | 23 |

OFFICE ACTIVITY

| | | |
|------------------------------|------------|--------------|
| Total Phone Activity | 164 | 1,203 |
| Total Lobby Contacts | 179 | 904 |
| Total Elect Contacts | 417 | 3,030 |
| Total Office Activity | 760 | 5,137 |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.h.

ATTACHMENTS:

| Description | Upload Date |
|----------------------|-------------|
| Text Messages report | 9/24/2020 |
| Court Activity | 9/24/2020 |

History - August 1st to August 31st, 2020

Summary of dollars spent on text messages to defendants for the month of
August 2020

(Missed court dates, Missed payments & Warrant Notifications)

| Notify Type | Violations Notified | Violations Billed | Total Due |
|--------------|---------------------|-------------------|----------------|
| Voice | 14 | 14 | \$2.80 |
| Text | 286 | 286 | \$24.80 |
| Total | 300 | 300 | \$27.60 |

During the month of August, the court collected \$14,941.75 because of Tyler Text/Voice notification system.

As of August 15, 2020, the Tyler Text notification is now at no cost to the city. We had been paying .20 per text. We still pay the .20 for Voicemail notification and that system is used much less, as noted above due to the fact we now capture defendants cell numbers at time of issuance of citations.



CITY OF LIBERTY HILL MUNICIPAL COURT

| | Aug-20 | Oct | Nov | Dec | Jan | Feb | March | April | MAY | JUNE | JULY | AUG | SEPT | FY 19-20 | FY 18-19 |
|---|--------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|--------------------|--------------------|--------------------|--------------------|---------------|---------------------|---------------------|
| Cases Filed: | | | | | | | | | | | | | | | |
| State Law | | 2 | 0 | 3 | 3 | 2 | 0 | 1 | 7 | 1 | 9 | 8 | | 36 | 33 |
| Ordinance | | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 10 | | 15 | 10 |
| Traffic | | 32 | 48 | 93 | 80 | 123 | 118 | 17 | 100 | 117 | 160 | 168 | | 1056 | 1409 |
| Parking | | 0 | 0 | | | | | | | | | | | 0 | 1 |
| Total New Cases Filed | | 35 | 48 | 97 | 84 | 125 | 119 | 19 | 107 | 118 | 169 | 186 | 0 | 1107 | 1453 |
| Cases Closed | | 82 | 82 | 93 | 88 | 97 | 127 | 54 | 37 | 108 | 88 | 123 | | 979 | 1678 |
| Percentage of Adjudicated Cases | | 234.3% | 170.8% | 95.9% | 104.8% | 77.6% | 106.7% | 284.2% | 34.6% | 91.5% | 52.1% | 66.1% | | 88.4% | 115.5% |
| Percentage that went to Warrant | | 11% | 104% | 21% | 32% | 25% | 24% | 0% | 0% | 23% | 16% | 7% | | 21% | 25% |
| Defendants: | | | | | | | | | | | | | | | |
| <i>Walk-Ins</i> | | | | | | | | | | | | | | | |
| Monthly Total | | 73 | 97 | 104 | 84 | 107 | 96 | 0 | 17 | 45 | 41 | 79 | | 743 | 2040 |
| Daily Average | | 4 | 6 | 5 | 4 | 6 | 4 | 0 | 1 | 2 | 2 | 4 | | | |
| <i>Phone Calls</i> | | | | | | | | | | | | | | | |
| Monthly Total | | 108 | 110 | 172 | 153 | 129 | 124 | 66 | 98 | 176 | 185 | 205 | | 1526 | 2002 |
| Daily Average | | 6 | 6 | 7 | 7 | 7 | 6 | 3 | 5 | 8 | 8 | 10 | | | |
| Appeared Before the Judge | | | | | | | | | | | | | | | |
| Trials: | | | | | | | | | | | | | | | |
| Pre-trial | | 0 | 12 | 12 | 21 | 25 | 40 | 0 | 37 | 37 | 12 | 20 | | 216 | 325 |
| Bench (Judge) | | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 2 | 5 |
| Jury | | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | | 1 | 1 |
| SB 1913 2ND COURT DATES | | 0 | 10 | 10 | 11 | 16 | 22 | 0 | 9 | 24 | 0 | 15 | | 117 | 256 |
| Warrants: | | | | | | | | | | | | | | | |
| Issued | | 4 | 50 | 20 | 27 | 31 | 28 | 0 | 0 | 27 | 27 | 13 | | 227 | 366 |
| Cleared | | 30 | 26 | 31 | 51 | 32 | 34 | 11 | 12 | 23 | 17 | 11 | | 278 | 403 |
| Cleared Percentage | | 750% | 52% | 155% | 189% | 103% | 121% | | | 85% | 63% | 85% | | 122% | 110% |
| Amount Collected (includes non-cash credit) | | \$8,316.43 | \$6,715.61 | \$8,927.23 | \$20,229.71 | \$13,022.16 | \$16,008.98 | \$3,042.33 | \$3,451.50 | \$6,708.18 | \$6,308.40 | \$3,194.30 | | \$95,924.83 | \$123,786.37 |
| Number of Outstanding Warrants | | 597 | 628 | 636 | 624 | 633 | 626 | 626 | 623 | 647 | 660 | 662 | | | |
| Revenue: | | | | | | | | | | | | | | | |
| City Revenue | | \$13,359.94 | \$11,533.68 | \$12,183.53 | \$18,163.21 | \$21,576.89 | \$24,231.70 | \$6,602.09 | \$9,054.95 | \$19,556.21 | \$16,244.04 | \$16,529.06 | | \$169,035.30 | \$221,425.37 |
| State Revenue | | \$4,094.99 | \$3,798.82 | \$4,417.47 | \$4,924.09 | \$3,877.41 | \$7,796.43 | \$1,795.01 | \$2,437.05 | \$7,766.14 | \$8,407.16 | \$9,020.94 | | \$58,335.51 | \$98,696.10 |
| Total Revenue | | \$17,454.93 | \$15,332.50 | \$16,601.00 | \$23,087.30 | \$25,454.30 | \$32,028.13 | \$8,397.10 | \$11,492.00 | \$27,322.35 | \$24,651.20 | \$25,550.00 | \$0.00 | \$227,370.81 | \$320,121.47 |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.i.

ATTACHMENTS:

Description

City Secretary

Upload Date

9/24/2020

There were 38 Ordinances approved by Council in 2019. Of those, I have found 17 executed originals. So far, I am unable to locate four of those ordinances in any form. So, I am going to have to bring these back to you for approval once I have a complete set for 2019.

2019

| | DATE OF MTG | ORDINANCE | AYES, NAYS, ETC | IN BINDER | EXECUTED PROPERLY? / NOTES | SUBJECT |
|----|-------------|-----------|-----------------|-----------|----------------------------|--|
| 1 | 11/25/2019 | 19-O-?? | | | | NOISE ORDINANCE (AMENDING PREVIOUS ORDINANCE?) |
| 2 | 2/14/2019 | 19-O-02 | X | X | COPY - NO SIGS | AMEND CODE OF ORDINANCES ADDING R-O-W MGMT FOR WIRELESS PROVIDERS |
| 3 | 2/14/2019 | 19-O-03 | X | X | EXECUTED COPY | ADOPTING MOST RECENT OFFICIAL CITY LIMITS MAP |
| 4 | 2/11/2019 | 19-O-13 | x | x | YES | SMALL CELL INFRASTRUCTURE |
| 5 | 2/14/2019 | 19-O-14 | X | X | YES | REGULATION OF TEMPORARY AND DIRECTIONAL SIGNS |
| 6 | 2/25/2019 | 19-O-15 | X | X | COPY - NO SIGS | CALLING THE ELECTION ORDINANCE |
| 7 | 2/25/2019 | 19-O-16 | X | X | COPY - NO SIGS | ANNEXATION OF ESTATES OF LIBERTY HILL |
| 8 | 2/25/2019 | 19-O-17 | X | X | YES - NEEDS SEAL | PROHIBITION OF BILLBOARDS |
| 9 | 3/11/2019 | 19-O-20 | X | X | YES | ESTABLISHING FEES FOR WATER AND WASTEWATER |
| 10 | 5/13/2019 | 19-O-25 | X | X | COPY - NO SIGS | AMENDING ROLE OF THE PARKS AND REC BOARD FROM ADVISORY TO REPORTING DIRECTLY TO CITY COUNCIL |
| 11 | 5/13/2019 | 19-O-26 | X | X | YES | EXTENSION OF CITY LIMITS BY VOLUNTARY ANNEXATION 14.951 ACRE |
| 12 | 5/13/2019 | 19-O-27 | 5-0-0 | X | partial doc on server | CHANGE IN ZONING FOR THE ESTATES OF LIBERTY HILL FROM AG TO MF 2 |

| | DATE OF MTG | ORDINANCE | AYES, NAYS, ETC | IN BINDER | EXECUTED PROPERLY? / NOTES | SUBJECT |
|----|--------------------|------------------|------------------------|------------------|-----------------------------------|--|
| 13 | 5/28/2019 | 19-O-30 | 4-0-0 | X | DRAFT | AMENDING ORDINANCE FOR ONE-WAY STREETS RE: BARTON AND MYRTLE STREETS |
| 14 | 6/10/2019 | 19-O-33 | 4-0-1 | X | YES | SPECIAL ASSESSMENT REVENUE BONDS RE: LIBERTY PARKE |
| 15 | 6/10/2019 | 19-O-34 | X | X | COPY - NO SIGS | ACCEPTING AND APPROVING SERVICE PLAN UPDATE RE: LIBERTY PARKE |
| 16 | 6/10/2019 | 19-O-36 | 4-1-0 | X | YES | DIRECT SUPERVISION BY THE MAYOR OF CERTAIN MUNICIPAL OFFICERS |
| 17 | 6/10/2019 | 19-O-37 | 4-1-0 | X | COPY - NO SIGS | MAYORAL SUPERVISION OF MUNICIPAL OFFICERS |
| 18 | 6/10/2019 | 19-O-38 | 5-0-0 | X | YES | PROVISION FOR CODE ENFORCEMENT OFFICER |
| 19 | 6/10/2019 | 19-O-39 | X | X | YES - NEEDS SEAL | AMENDMENT TO CODE OF ORDINANCES SUCH THAT COUNCIL MEMBERS WHO SEEK LEGAL ADVICE MUST SEND THAT INFO TO CITY SECRETARY WHO WILL SEND TO ALL COUNCIL MEMBERS |
| 20 | 7/22/2019 | 19-O-41 | X | X | YES | ANNEXING PROPERTY |
| 21 | 7/22/2019 | 19-O-43 | | X | DRAFT | AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES TO UPDATE AGENDA PROCEDURES |
| 22 | 8/12/2019 | 19-O-45 | 4-0-0 | x | COPY - NO SIGS | APPROVING A SAP FOR SUMMERLYN WEST PID |

| | DATE OF MTG | ORDINANCE | AYES, NAYS, ETC | IN BINDER | EXECUTED PROPERLY? / NOTES | SUBJECT |
|----|--------------------|------------------|------------------------|------------------|-----------------------------------|---|
| 23 | 7/22/2019 | 19-O-52 | | X | YES | CELL PHONE POLICY |
| 24 | 9/9/2019 | 19-O-53 | X | X | YES | APPROPRIATIONS FOR SUPPORT OF CITY SERVICES FOR 2019-2020 |
| 25 | 9/9/2019 | 19-O-55 | X | X | YES | ADOPTING AD VALOREM TAX RATE FOR 2019-2020 |
| 26 | 9/23/2019 | 19-O-56 | 4-0-0 | X | YES | AMEND FEE SCHEDULE BY AMENDING AND UPDATING FEES FOR CITY PERMITS ETC |
| 27 | 10/15/2019 | 19-O-58 | 4-0-0 | X | COPY - NO SIGS | ISSUE OF WW TREATMENT FACILITY REVENUE BONDS SERIES 2019 |
| 28 | 9/15/2019 | 19-O-59 | | | | AMEND HANDBOOK RE: USE OF CITY VEHICLES |
| 29 | 9/15/2019 | 19-O-60 | | | | TEMPORARILY ASSIGNING THE DUTIES OF THE POSITION OF CITY ADMINISTRATOR TO THE MAYOR |
| 30 | 11/25/2019 | 19-O-64 | 5-0-0 | X | COPY - NO SIGS | AMENDING DIV 3 OF ARTICLE 1.07 RE: COMPOSITION OF PARKS AND REC BOARD OF DIRECTORS |
| 31 | 12/9/2019 | 19-O-65 | X | X | YES | PLANNING AND ZONING COMPOSITION |
| 32 | 12/20/2019 | 19-O-65 | X | X | YES | SIGN ORDINANCE - PROHIBITION OF BILLBOARD IN ETJ |

| | DATE OF MTG | ORDINANCE | AYES, NAYS, ETC | IN BINDER | EXECUTED PROPERLY? / NOTES | SUBJECT |
|----|--------------------|------------------|------------------------|------------------|-----------------------------------|---|
| 33 | 11/25/2019 | 19-O-66 | 5-0-0 | X | COPY - NO SIGS | ADDING A DIVISION 5 TO ARTICLE 1.07 RE: MAIN STREET REVITALIZATION ADVISORY BOARD |
| 34 | 12/9/2019 | 19-O-69 | | X | COPY - NO SIGS | REZONING OF OFFICAL ZONING MAP |
| 35 | 12/9/2019 | 19-O-70 | | X | COPY - NO SIGS | VOLUNTARY ANNEXATION 10.0 ACRES INTO ETJ |
| 36 | 12/9/2019 | 19-O-71 | X | X | YES | VOLUNTARY ANNEXATION 15.1283 ACRES INTO CITY |
| 37 | 12/9/2019 | 19-O-73 | 4-0-0 | | | AUTHORIZING STAFF TO PUBLISH NOTICE OF IMPACT FEE PUBLIC HEARING |
| 38 | 12/9/2019 | 19-O-74 | 4-0-0 | X | COPY - NO SIGS | AMENDING CH 1, ART 1.03, DIV 1 OF CODE OF ORDINANCES RELATING TO COMPENSATION FOR THE MAYOR |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#9.j.

ATTACHMENTS:

Description

Events

Upload Date

9/24/2020

Events Update

The city's First Responder Dinner was a great success! Thank you for those who were able to make it and help serve.

The automation of the Veterans Memorial Brick Project is complete. Friends and families can now purchase bricks in honor of honorably discharged vets online at ExperienceLHTX.com. The marketing campaign will kick off October 1st.

The City's annual Veterans Day Service will be Wednesday, November 11th at 10am at Veterans Park. Please make plans to attend.

The Liberty Hill Christmas Parade is Saturday, December 12th. Schedule is as follows:

5pm – Jingle Bell Run

6pm – Lighted Parade

6-10pm – Attractions Open in Downtown LHTX

8:30 – 10pm – Headliner Little Texas

City Staff & Board Christmas Party is December 19th from 6-10pm at Cimarron Hills Country Club. Please be on the lookout for invitations.

The City will host a Christmas Movie in the Park at City Park on Sunday, December 20th. Per a resident poll, we are showing Elf. The movie is provided by Globe Drive-In Theatre in Pflugerville. They are offering free movies for surrounding areas as a way to promote their services and gauge interest for their next location.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#10.a.

ATTACHMENTS:

Description

Upload Date

09.14.2020 Public Hearing Minutes

9/24/2020



LIBERTY HILL

F R E E D O M T O G R O W

CITY COUNCIL PUBLIC HEARING

MINUTES

MONDAY, SEPTEMBER 14, 2020 – 6:00 PM

2801 Ranch Road 1869 – Liberty Hill (Council Chambers)

On September 14, 2020, City Council convened in Council Chambers at 2801 Ranch Road 1869. The meeting was video streamed via YouTube and available via telephone.

CALL TO ORDER

The Liberty Hill City Council Public Hearing was called to order at 6:00 PM by Rick Hall – Mayor on Monday, September 14, 2020 at Council Chambers located at 2801 Ranch Road 1869.

Council Members present were Mayor Rick Hall, Mayor Pro Tem Liz Rundzieher, Steve McIntosh, Gram Lankford, Kathy Canady, and Tony DeYoung. Others present were Tad Cleaves – City Attorney, Lacie Hale – Chief Operating Officer, Nancy Sawyer – City Secretary, and Katie Wilhelmi – Administrative Assistant.

The meeting was open to the public via conference call on GoToMeeting, via YouTube with link on the City’s Facebook page, and in person. Access instructions for the meeting were posted on the City Bulletin Board at Municipal Court and www.LibertyHillTX.gov. Instructions on submitting public comments were also posted with the agenda as referenced above.

PUBLIC HEARING #1

Mayor Rick Hall opened Public Hearing #1 at 6:01 PM stating:

Notice is hereby given to all interested persons that the City Council of the City of Liberty Hill, Texas will convene a public hearing on Monday, September 14, 2020 at 6:00 PM at 2801 Ranch Road 1869, Liberty Hill, Texas in accordance with State Law to hear a report from the Mayor and to hear comments from the public regarding the proposed 2020 Tax Year Property Tax Rate.

| | |
|---------------------------|----------------------|
| PROPOSED TAX RATE | \$0.454559 per \$100 |
| PRECEDING YEAR'S TAX RATE | \$0.490187 per \$100 |
| NO NEW REVENUE TAX RATE | \$0.454908 per \$100 |

| | |
|-------------------------|----------------------|
| VOTER APPROVAL TAX RATE | \$0.454559 per \$100 |
| DE MIN/MUS TAX RATE | \$0.565235 per \$100 |

A tax rate of \$0.454559 per \$100 valuation has been proposed by the governing body of City of Liberty Hill. This rate exceeds the lower of the no-new revenue tax rate or voter approval tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of the City of Liberty Hill proposes to use revenue attributable to the tax rate increase for the purpose of increased maintenance and operational expenditures, equipment, facilities, staff compensation and benefit increases, and additional personnel to enhance city services.

The no new revenue tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Liberty Hill from the same properties in both the 2019 tax year and the 2020 tax year.

The voter approval tax rate is the highest tax rate the City of Liberty Hill may adopt without holding an election to seek voter approval of the rate.

The de minimus tax rate is the rate the City could adopt due to COVID without voter approval.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

Property tax amount= (Rate) x (Taxable value of your property)/ 100

For assistance or detailed information about tax calculations, contact:

Larry Gaddes, PCAC, CTA
Williamson County Tax Assessor-Collector
904 S. Main Street
512-943-1601
proptax@wilco.org
www.wilco.org

You are urged to attend and express your views at the following public hearing on the proposed tax rate:

Public Hearing: September 14, 2020 - 6:00 PM
2801 RR 1869
Liberty Hill, TX 78642

Mayor Hall opened the floor for public comments.

OUTCOME: Following reading of comments submitted to Williamson County on the tax rate, the hearing was closed at 6:05 PM.

PUBLIC HEARING #2

Mayor Rick Hall opened Public Hearing #2 at 6:06 PM stating:

Notice is hereby given to all interested persons that the City Council of the City of Liberty Hill, Texas will convene a public hearing on Monday, September 14, 2020 at 6:00 PM at 2801 Ranch Road 1869, Liberty Hill, Texas in accordance with State Law (Local Government Code, Chapter 102.0065) to hear a report from the Mayor and to hear comments from the public regarding the proposed Annual Budget for Fiscal Year 2020-2021 beginning on October 1, 2020.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$300,879, which is an 8.3% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$280,431.

Total debt obligation for the City of Liberty Hill secured by property taxes is \$2,690,143.50.

A copy of the Proposed Budget, as submitted to City Council and filed in the City Secretary's Office, will be available for public inspection at the office of the City Secretary, 926 Loop 332, Liberty Hill, Texas 78642.

You are urged to attend and express your views at the following public hearing on the proposed budget.

Public Hearing: 09/14/2020 - 6:00 PM
2801 RR 1869
Liberty Hill, TX 78642

Mayor Hall opened the floor for public comments.

Mr. Bob Balzen addressed Council stating he lives outside of the City, but his business is inside City Limits. Mr. Balzen stated he felt no new positions were needed in the City. He stated that any Council member who votes for the budget should be voted out of office. Mayor Hall responded that some of the positions are a result of canceling some services the City typically contracted out and bringing those services in-house.

Sally McFeron, with the Better Together Project with mailing address in Liberty Hill, and residential address at 12909 Water Wheel in Austin, Texas addressed Council stating she appreciates the City posting the audit on the website. She stated the budget was very robust; she stated the City should not be using the non-reoccurring revenue for the items they are being

used for. She stated further that without monthly detailed accounting reports, it is difficult to understand the monthly budgets.

Following public comments, Mayor Rick Hall closed the Public Hearing at 6:15 PM, and the Public Hearings were adjourned.

PASSED and APPROVED by the CITY COUNCIL of the CITY OF LIBERTY HILL, TEXAS on MONDAY – September 28, 2020 on vote of _____ AYES, _____ NAYS, and _____ ABSTENTIONS.

Rick D. Hall – Mayor

[seal]

Nancy Sawyer – City Secretary

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#10.b.

ATTACHMENTS:

Description
09.14.2020

Upload Date
9/24/2020



LIBERTY HILL

F R E E D O M T O G R O W

CITY COUNCIL MEETING MINUTES MONDAY, SEPTEMBER 14, 2020 – 6:30 PM 2801 Ranch Road 1869 – Liberty Hill (Council Chambers)

On September 14, 2020, City Council convened in Council Chambers at 2801 Ranch Road 1869. The meeting was video streamed via YouTube and available via telephone.

CALL TO ORDER

Liberty Hill City Council was called to order at 6:30 PM by Rick Hall – Mayor on Monday, September 14, 2020 at Council Chambers located at 2801 Ranch Road 1869. Invocation was given by Tony DeYoung, followed by reciting of the Pledge of Allegiance and Texas Pledge.

Council Members present were Mayor Rick Hall, Mayor Pro Tem Liz Rundzieher, Steve McIntosh, Gram Lankford, Kathy Canady, and Tony DeYoung. Others present were Tad Cleaves – City Attorney, Lacie Hale – Chief Operating Officer, David Stallworth – Director of Planning, Becky Wilkins – Finance Director, Casey Cobb – Emergency Management, Tracy Ventura – Court Administrator, Elias Carrasco – Building Official, Nancy Sawyer – City Secretary.

The meeting was open to the public via conference call on GoToMeeting, via YouTube with link on the City’s Facebook page, and in person. Access instructions for the meeting were posted on the City Bulletin Board at Municipal Court and www.LibertyHillTX.gov. Instructions on submitting public comments were also posted with the agenda as referenced above.

PUBLIC COMMENTS

Sally McFeron with the Better Together PAC with mailing address of P.O. Box 722, Liberty Hill, Texas, and residential address of 12909 Water Wheel in Austin, Texas addressed Council asking where money from the Long Run project has gone. She stated she (while employed by the City) handed the Mayor and Finance Director a large check from the City of Georgetown. She stated that that money has not been mentioned in Council meetings. Ms. McFeron stated she was not accusing anyone of anything but wondered where that money went.

CONVENE TO EXECUTIVE SESSION

City Council was convened to Executive Session at 6:38 PM by Mayor Hall for Consultation with Legal Counsel pursuant to Texas Government Code Section 551.071 (Consultation with Attorney),

Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), and Section 551.087 (Development). No action would be taken during Executive Session.

- **Section 551.071: Consultation with Attorney**

Consultation with the City Attorney to seek legal advice regarding pending or contemplated litigation, a settlement offer, or a matter on which the City Attorney has a duty to advise the City Council.

- Notice of Intent to File Suit

OUTCOME: No action was taken in Executive Session.

RECONVENE TO REGULAR SESSION

At 8:16 PM City Council reconvened to Regular Session for discussion / action of the following:

- **Section 551.071: Consultation with Attorney**

Consultation with the City Attorney to seek legal advice regarding pending or contemplated litigation, a settlement offer, or a matter on which the City Attorney has a duty to advise the City Council.

- Notice of Intent to File Suit

OUTCOME: No action was taken in Regular Session.

CONSENT AGENDA ITEMS

Consent Agenda items are considered routine and will be enacted by one motion. There will be no separate discussion of those items unless requested by Council, in which event the item(s) will be removed from the Consent Agenda and considered under Regular Agenda items:

- **Discuss and consider action to approve minutes of City Council Regular Meeting held August 24, 2020.**

OUTCOME: On motion by Kathy Canady and second by Liz Rundzieher, Council approved the Consent Agenda.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

REGULAR AGENDA

Discussion, consideration and final action on the Omega Ranch Preliminary Plat, located north of State Road 29 and east of Kaufmann Loop inside both the city's ET J and Williamson County Municipal Utility District No. 23, and identified as 147.39 acres out of the Greenlief Fisk Survey, ABS 5, Williamson County, TX (A portion of WCAD ID No. R021698).

David Stallworth, Senior Planning Director of Planning of Building Development Services addressed Council stating staff recommends approval of this application. The Planning and Zoning Commission passed this with conditions that were imposed by Williamson County which have now been met.

OUTCOME: On motion by Kathy Canady and second by Tony DeYoung, Council approved the final action on the Omega Ranch Preliminary Plat.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider Change Order #5 related to CDBG Sidewalks Phase II Improvements - including additional disposal of water well, upgraded handrails, additional tree removal, additional water service connections.

Aaron Laughlin, Steger Bizzell addressed Council stating the change order in the amount of \$42,157.90 is for the Streets and Utilities capital improvement project. Mayor Hall stated this falls within 25% of the grant as allowed. Some of the items included in the change order included an additional water well found on the site, as well as water service connections, and removal of three trees from the channel.

OUTCOME: On motion by Tony DeYoung and second by Steve McIntosh, Council approved Steger Bizzell Change Order #5 related to the CDBG Sidewalks Phase II Improvements in an amount not to exceed \$42,157.90.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discussion and possible action on Change Order No. 1 related to additional parking at the Stubblefield Building.

Aaron Laughlin – Steger & Bizzell addressed Council stating this change order in the amount of \$9,600 addresses an 840 square foot parking area behind the Stubblefield Building.

OUTCOME: On motion by Liz Rundzieher and second by Tony DeYoung, Council approved Steger & Bizzell Change Order No. 1 related to additional parking at the Stubblefield Building in an amount not to exceed \$9,600.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider action on a proposed Ordinance of the City Council of the City of Liberty Hill, Texas Accepting and Approving an Annual Service Plan Update to the Service and Assessment Plan and an Updated Neighborhood Improvement Area #1 Assessment Roll and Updated Master Improvement Area Assessment Roll for the Liberty Parke Public Improvement District; Making and Adopting Findings; Providing a Cumulative Repealer Clause; and Providing an Effective Date.

Jon Snyder, P3 Works PID Administrator addressed Council stating the additional lot improvements have been approved by the City. The attached documents set out the bond service.

OUTCOME: On motion by Liz Rundzieher and second by Kathy Canady, Council approved Ordinance 20-O-53 Accepting and Approving an Annual Service Plan Update to the Service and Assessment Plan and an Updated Neighborhood Improvement Area #1 Assessment Roll and Updated Master Improvement Area Assessment Roll for the Liberty Parke Public Improvement District.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider action on a proposed Ordinance Authorizing the Issuance of the "City of Liberty Hill, Texas Special Assessment Revenue Bonds, Series 2020 (Summerlyn West Public Improvement District)"; Approving and Authorizing an Indenture of Trust, a Bond

Purchase Agreement, a Limited Offering Memorandum, a Continuing Disclosure Agreement, an Update to the Service and Assessment Plan, and Other Documents in Connection Therewith; Making Findings with Respect to the Issuance of Such Bonds; and Providing an Effective Date.

Julie Houston, Bond Counsel – Orrick, introduced Tripp Davenport with FMS Bonds to discuss pricing. Mr. Davenport stated Council approved the bonds previously and then FMS Bonds extended an offering to several companies. They were able to secure Franklin and Goldman Sachs. Ms. Houston stated that this Ordinance approves all the documents related to this agenda item and specific to Summerlyn West.

OUTCOME: On motion by Steve McIntosh and second by Tony DeYoung, Council approved Ordinance 20-O-54 Authorizing the Issuance of the "City of Liberty Hill, Texas Special Assessment Revenue Bonds, Series 2020 (Summerlyn West Public Improvement District)".

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider action on a proposed Resolution of the City of Liberty Hill, Texas Approving and Authorizing the Major to Execute the "First Amendment to Summerlyn West Public Improvement District Financing and Reimbursement Agreement" Between Pulte Homes of Texas, L.P., a Texas Limited Partnership and the City of Liberty Hill, Texas.

Julie Houston, Bond Counsel – Orrick stated the resolution approves the amendment to the Summerlyn West Financing Agreement.

OUTCOME: On motion by Kathy Canady and second by Liz Rundzieher, Council approved Resolution 20-R-55 Approving and Authorizing the Major to Execute the "First Amendment to Summerlyn West Public Improvement District Financing and Reimbursement Agreement" Between Pulte Homes of Texas, L.P., a Texas Limited Partnership and the City of Liberty Hill, Texas.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider a resolution to consent to creation of a municipal utility district in the City of Liberty Hill's extraterritorial jurisdiction located on County Road 279 consisting of a 223.942-acre tract; the caption of which states: WHEREAS, a municipal utility district (the "District") is proposed to be created by the Texas Legislature over the land described in Exhibit A within the extraterritorial jurisdiction of the City of Liberty Hill, Texas (the "City") for the benefit of the affected public property, including the construction and maintenance of water, sewer, division, and drainage facilities and roads.

Andy Barrett – Andy Barrett & Associates PLLC addressed Council stating he represents a client that is asking for consent to creation of a MUD for his property that is in the Liberty Hill ETJ. Currently, his client is not requesting City services or concessions. Tad Cleaves, City Attorney stated annexation cannot be a condition of MUD approval. Council asked if his client would be willing to come in and answer questions at the next meeting.

Steve McIntosh exited the meeting at 7:59 PM and returned during discussion at 8:01 PM.

OUTCOME: Following discussion, Liz Rundzieher made a motion to postpone this item until more information is obtained and the landowner can respond to questions from Council. Gram Lankford seconded the motion.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider approval of Resolution No. 20-R-48, a resolution approving a budget for the Liberty Hill Economic Development Corporation for the 2020-2021 fiscal year; funding the Liberty Hill Economic Development Corporation; authorizing expenditures; providing for findings of fact; enactment; filing of budget; repealer; severability; effective date; and proper notice and meeting.

OUTCOME: Following a request for any comments, Mayor Hall asked for a motion and for the City Secretary to call for votes. Liz Rundzieher made a motion to approve Resolution No. 20-R-48, a resolution approving a budget for the Liberty Hill Economic Development Corporation for the 2020-2021 fiscal year; funding the Liberty Hill Economic Development Corporation. Tony DeYoung seconded the motion.

Roll call vote was as follows:

| | |
|---|-----|
| Liz Rundzieher, Mayor Pro Tem and Councilmember Place 5 | FOR |
| Steve McIntosh, Councilmember Place 1 | FOR |
| Kathy Canady, Councilmember Place 2 | FOR |
| Gram Lankford, Councilmember Place 3 | FOR |
| Tony DeYoung, Councilmember Place 4 | FOR |

Discuss and consider approval of Ordinance 20-0-49, an Ordinance of the City of Liberty Hill, Texas, making appropriations for the support of City Services for the fiscal year beginning October 1, 2020, and ending September 30, 2020 appropriating money to a sinking fund to pay principal and interest on the City's indebtedness; and enacting the Municipal Budget for Fiscal Year 2020-2021; funding municipal purposes; authorizing expenditures; providing findings of fact; enactment; filing of budget; repealer; severability; effective date; and proper notice and meeting.

OUTCOME: Following a request for any comments, Mayor Hall asked for a motion and for Nancy Sawyer, City Secretary to call for votes.

Steve McIntosh made a motion to approve Ordinance No. 20-O-49 and to set and approve the Municipal Budget for the 2020-2021 Fiscal Year. Gram Lankford seconded the vote.

Roll call vote was as follows:

| | |
|---|-----|
| Liz Rundzieher, Mayor Pro Tem and Councilmember Place 5 | FOR |
| Steve McIntosh, Councilmember Place 1 | FOR |
| Kathy Canady, Councilmember Place 2 | FOR |
| Gram Lankford, Councilmember Place 3 | FOR |
| Tony DeYoung, Councilmember Place 4 | FOR |

Discuss and consider action to approve Resolution 20-R-50, a Resolution of the City of Liberty Hill, Texas, Ratifying the Municipal Budget for Fiscal Year 2020-2021 which raises more revenue from property taxes than the previous fiscal year.

OUTCOME: Following a request for any comments, Mayor Hall asked for a motion and for the City Secretary to call for votes.

Liz Rundzieher made a motion to approve Resolution 20-R-50 of the City of Liberty Hill, Texas, Ratifying the Municipal Budget for Fiscal Year 2020-2021 which raises more revenue from property taxes than in the previous year. Kathy Canady seconded the vote.

Roll call vote was as follows:

| | |
|---|-----|
| Liz Rundzieher, Mayor Pro Tem and Councilmember Place 5 | FOR |
| Steve McIntosh, Councilmember Place 1 | FOR |
| Kathy Canady, Councilmember Place 2 | FOR |
| Gram Lankford, Councilmember Place 3 | FOR |
| Tony DeYoung, Councilmember Place 4 | FOR |

Discuss and consider action to approve Ordinance 20-0-51, adopting an ad valorem tax rate and levying ad valorem taxes for the City of Liberty Hill, Texas, as may be necessary to promote the general health, safety and welfare for the 2020-2021 fiscal year, providing for apportioning each levy for specific purposes, repealer, severability, effective date, and proper notice and meeting.

OUTCOME: Following a request for any comments, Mayor Hall asked for a motion and for the City Secretary to call for votes.

Tony DeYoung made a motion adopt a tax rate of \$0.454559 per \$100 valuation, composed of an operation and maintenance rate of \$0.309463 per \$100 valuation, and an interest and sinking rate of \$0.145096 per \$100 valuation, and levy of ad valorem property taxes within the City of Liberty Hill for the 2020 Tax Year. Liz Rundzieher seconded the vote.

Roll call vote was as follows:

| | |
|---|-----|
| Liz Rundzieher, Mayor Pro Tem and Councilmember Place 5 | FOR |
| Steve McIntosh, Councilmember Place 1 | FOR |
| Kathy Canady, Councilmember Place 2 | FOR |
| Gram Lankford, Councilmember Place 3 | FOR |
| Tony DeYoung, Councilmember Place 4 | FOR |

Consideration and possible action to authorize the Mayor to sign a letter of support for the Williamson County CDBG-MIT Grant Application to fund a county-wide flood monitoring system.

Lacie Hale, Chief Operating Officer stated the flood monitoring system equipment will be placed around the City but not within. Williamson County has asked that local entities provide letters of support. The associated website for the system is www.atxfloods.com.

OUTCOME: On motion by Tony DeYoung and second by Gram Lankford, Council authorized Mayor Hall to sign a letter of support for the Williamson County CDBG-MIT grant application to fund a county-wide flood monitoring system.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discussion and possible action to authorize the Mayor to execute a letter agreement to provide water and wastewater rate and impact fee study update.

Rick Hall, Mayor stated this letter agreement is for impact fees as discussed previously at Council

OUTCOME: On motion by Liz Rundzieher and second by Steve McIntosh, Council authorized the Mayor to execute a letter agreement to provide water and wastewater rate and impact fee study update.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discussion and possible action authorizing the creation of a Resolution designating the current Finance Director position as City Treasurer.

Rick Hall, Mayor stated this is something that should have been done when Becky Wilkins was hired and is simply a clarification of title per State statute.

OUTCOME: On motion by Gram Lankford and second by Steve McIntosh, Council authorized the creation of a resolution designating the current Finance Director position as City Treasurer.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Discuss and consider action related to the Charter Committee reboot.

Rick Hall, Mayor addressed Council stating he felt that he, Liz Rundzieher, and Kathy Canady should meet, discuss, and bring the item back to Council, or if Council thought differently, they could discuss at this time. Tony DeYoung asked if the meeting could include all Charter Committee members; Mayor Hall stated that it could, but this initial meeting would simply involve work on the structure of the committee.

OUTCOME: On motion by Gram Lankford and second by Tony DeYoung, Council appointed Mayor Hall, Liz Rundzieher, and Kathy Canady to meet and return to Council with their proposed plan for the Charter Committee. Council asked that, if possible, they return by September 28th but, if not, then at the first meeting of October.

Motion passed on vote of 0 ayes, 0 nays, and 0 abstentions.

Update, discussion, and possible action on the Loop 332 parking lot adjacent to Wetzel Park.

Rick Hall, Mayor addressed Council stating there is now blacktop on the surface of the parking lot. Council discussed next steps for hydro-mulch and striping.

Discussion and possible action to classify the position of Chief Operating Officer as a municipal officer.

Liz Rundzieher addressed Council stating this position should have been made a municipal officer upon hire.

OUTCOME: On motion by Steve McIntosh and second by Kathy Canady, Council classified the position of Chief Operating Officer as a municipal officer for the City.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

Update, discussion, and possible action on signage honoring Bill Pickett.

Council discussed placement of signage and what type of signage to use. Wayne Bonnet, Public Works Director will meet with Brian at Halff Associates, along with Kathy Canady and Liz Rundzieher to talk about next steps and costs. No action was taken.

Discuss and consider Fall 2020 Community Clean Up Days:

- **Curbside Pickup on Wednesday, Thursday, and Friday, October 21st through October 23rd**
- **Drop-off Day of Saturday, October 24th at 3414 RR 1869, beginning at 8:00 AM**

Liz Rundzieher stated since this has received such a great response in the past, the City has added an additional day for pick-up. Council asked Nancy Sawyer, City Secretary to investigate having a Hazardous Waste pickup day in the future.

MEDIA QUESTION AND ANSWER

Mike Eddleman, Liberty Hill Independent Newspaper inquired as to:

- Based on the decision to execute a water and wastewater rates letter, is the plan to vote on this at the next meeting?
 - Mayor Hall stated this letter relates only to wholesale water and wastewater rates.
- Regarding the wastewater treatment plant change order, what is this in reference to?
 - Mayor Hall stated the change order is related to the change over from Microdyne to Suez equipment.
- Is the City making a statement about a pending lawsuit?
 - Mayor Hall responded, “not at this time”.

ITEMS FROM MAYOR AND COUNCIL

- Update on becoming an International Dark Sky Community
 - Lacie Hale, Chief Operating Officer stated there are five different designations for this, the International Dark Skies designation is what Liberty Hill would be seeking. Ms. Hale and Tad Cleaves, City Attorney discussed aspects of achieving this designation which would take a few years.
- Youth League Contracts
 - Rick Hall, Mayor stated the youth leagues have asked that the City wait until the season is complete. Staff continues to work on the draft agreements.

Kathy Canady stated she would like the Parks and Recreation Board to be included in talks on this.

- Update on Downtown Beautification Committee
 - Liz Rundzieher stated that the committee would appreciate input and participation from the EDC and Council. Council discussed the structure and goals of the committee.
- Other:
 - Mayor Hall stated he would like the swim center budget to be set at the next Council meeting on September 28.

ADJOURNMENT

On motion by Liz Rundzieher and second by Steve McIntosh, Council adjourned at 8:52 p.m.

Motion passed on vote of 5 ayes, 0 nays, and 0 abstentions.

PASSED and APPROVED by the CITY COUNCIL of the CITY OF LIBERTY HILL, TEXAS on MONDAY – September 28, 2020 on vote of _____ AYES, _____ NAYS, and _____ ABSTENTIONS.

Rick D. Hall – Mayor

[seal]

Nancy Sawyer – City Secretary

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.a.

ATTACHMENTS:

Description

Arnold Oil Fuel Station

Upload Date

9/22/2020



**City Council
September 28, 2020**

Item: **Discussion and final action regarding the Arnold Oil Fuel Station Site Development / Stormwater Plan**, located at the NEC of State Road 29 and St. Joseph Court (being 12660 West SR-29 and 201 St. Joseph Court) inside the city's limits and identified as Lot 1, Cat Trax Addition, Williamson County, TX and Lot 1, St. Joseph Addition, Williamson County, TX (WCAD ID Nos. R584337 and R508372).

Owner: Jaylee Ltd

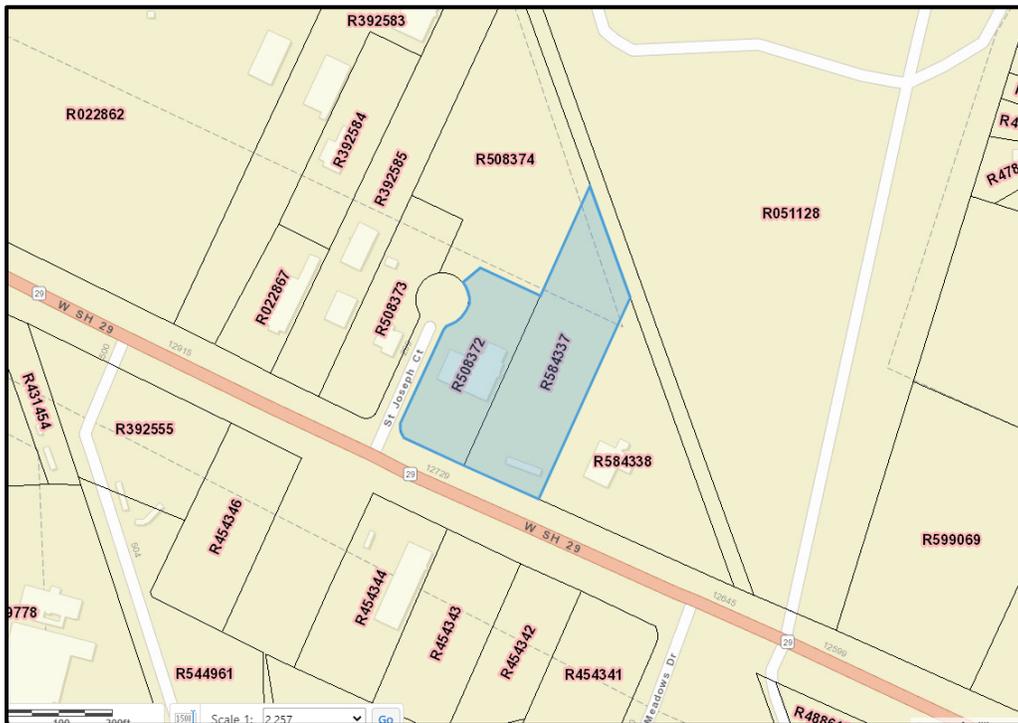
Agent: Thompson Land Engineering, Inc. by Michelle Brubaker, P.E.

WILCO ID Number: **R584337 and R508372**

Current Zoning: General Commercial/Retail District (C-3)

Proposal: To install two (2) fuel islands and a 4,000-square-foot vehicle service building on a +/-2.867-acre property containing an existing 6,500-square-foot automobile parts retail store.

Site Map:



Recommendation: Staff finds the application complete and suitable for further consideration; if approval is warranted, then Staff recommends that the following Condition(s) apply:

1. Applicant shall submit to the Development Services Department a recorded replat of parcels R584337 and R508372 into one (1) lot prior to the filing of a building permit application.



LEGEND

- EXISTING MINOR CONTOURS
- EXISTING MAJOR CONTOURS
- PROPOSED CONTOURS
- EXISTING OVERHEAD ELECTRIC
- EXISTING POWER POLE
- EXISTING WATER METER
- EXISTING FIRE HYDRANT
- PROPOSED FIRE HYDRANT
- NEW WATER METER

NOTES:
 WATER AND WASTEWATER SERVICE ARE EXISTING AND ARE PROVIDED BY THE CITY OF LIBERTY HILL.

WARNING!
 1. COMPARE THE GRADING PLAN TO LANDSCAPE PLAN BEFORE INSTALLATION OF THE LANDSCAPING. ENSURE THAT THE GRADING IS THE SAME AS THE LANDSCAPE PLAN FOR THE SAME PURPOSE FOR THAT SHEET. RESOLVE ANY DIFFERENCES WITH ENGINEER AND LANDSCAPE ARCHITECT PRIOR TO FINAL GRADING.

2. COMPARE THE CURB STOPS SHOWN ON THE GRADING PLAN TO THE CURB STOPS SHOWN ON THE ENGINEER AND SITE PLANNER PRIOR TO ORDERING THE CURB STOPS.

NOTE:
 2.4.7. PROTECTION OF LANDSCAPE AREAS:
 STORE MUST BE KEPT OPERATIONAL DURING CONSTRUCTION AND MAINTAINING ACCESS TO STORE DURING CONSTRUCTION, INCLUDING ADA ACCESS.

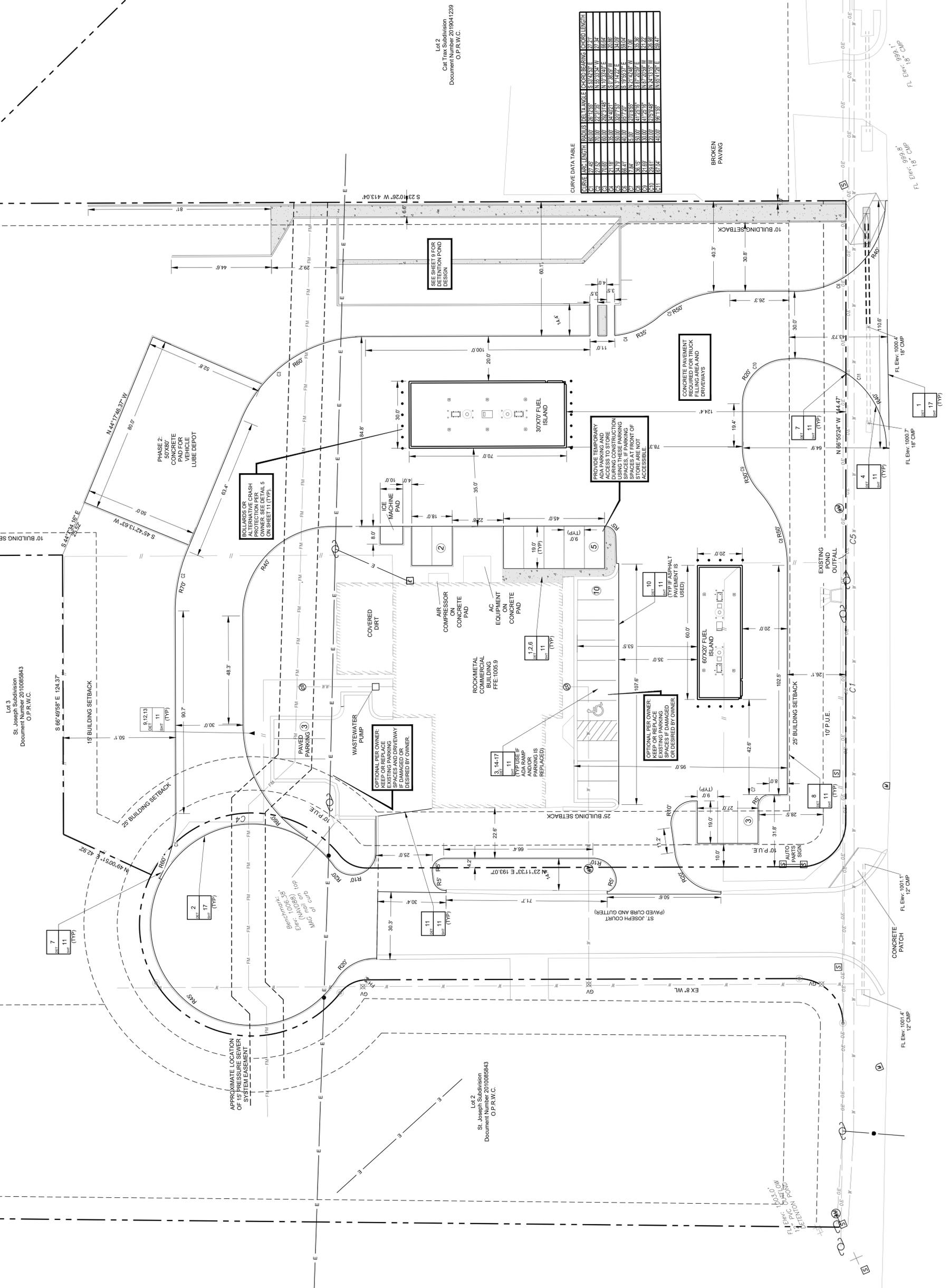
PARKING SUMMARY:
 EXISTING PARKING: 23 SPACES
 TOTAL PARKING AFTER REVISION: 23 SPACES
 ADA PARKING: FOR 25 PARKING SPACES OR LESS, ONE ADA SPACE IS REQUIRED.

SITE PREPARATION AND PAVEMENT: SEE REVISIONS AND PAVEMENT RECOMMENDATIONS FOR 12700 TX HIGHWAY 29, LIBERTY HILL, TEXAS BY JAYLEE LTD. DATED OCTOBER 2019.

CONCRETE PAVEMENT (ASPHALT) OPTIONAL PER DRIVEWAYS: IF ASPHALT IS USED, USE CONCRETE VALLEY GUTTERS (SEE DETAIL 4 ON SHEET 15) IN DRIVE DRIVEWAYS. SEE DETAIL 7 ON SHEET 15 FOR DRIVEWAY PAVEMENT SURROUNDING THE 60'X20' FUEL ISLAND. SEE GEOTECHNICAL INVESTIGATION FOR RECOMMENDATIONS.

CURVE DATA TABLE

| CURVE | ARC LENGTH | RADIUS | DELTA ANGLE | CHORD BEARINGS | CHORD LENGTH |
|-------|------------|--------|-------------|----------------|--------------|
| C1 | 27.45 | 30.00 | 87.15° | S52°42'55" E | 27.71 |
| C2 | 27.72 | 30.00 | 87.15° | N33°33'04" W | 28.82 |
| C3 | 21.18 | 30.00 | 83.42° | S3°39'24" W | 20.82 |
| C4 | 18.79 | 30.00 | 83.07° | S3°14'22" E | 18.09 |
| C5 | 66.41 | 30.00 | 157.70° | S31°52'07" E | 62.04 |
| C6 | 78.84 | 30.00 | 161.83° | S37°42'59" W | 73.30 |
| C7 | 14.18 | 30.00 | 11.25° | N82°29'59" W | 14.72 |
| C8 | 29.81 | 30.00 | 278.74° | N24°13'55" W | 28.58 |
| C9 | 67.04 | 30.00 | 157.15° | N52°12'26" E | 62.47 |



Lot 3
 St. Joseph Subdivision
 Document Number 2010085843
 O.P.R.W.C.

Lot 2
 St. Joseph Subdivision
 Document Number 2018041239
 O.P.R.W.C.

Lot 2
 St. Joseph Subdivision
 Document Number 2010085843
 O.P.R.W.C.



CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.b.

ATTACHMENTS:

| Description | Upload Date |
|--|-------------|
| Request for a Zone Map Amendment for Lots 1 and 2, Twenty-Nine Ranch Addition | 9/22/2020 |



**Planning & Zoning Commission
September 15, 2020**

**City Council
September 28, 2020**

Item: A request for a Zone Map Amendment from the General Commercial/Retail (C-3) zoning district to the Single-family Residential (SF-3) zoning district on the following property:

Lots 1 and 2, Twenty-Nine Ranch Addition, Williamson County, Texas; generally located along the south side of State Highway 29, near its intersection with Orchard Ridge Parkway and identified as Assessor's Parcels Number R-331210, R-331209 and R-548200.

Owner: F-L HM Owner LP
Agent: Gray Engineering, Inc. by Richard Grayum, P.E.
WILCO ID Number: R-331210, R-331209 and R-548200
Current Zoning: General Commercial/Retail (C-3)
Proposed Zoning: Single-family Residential (SF-3)

Site Map:



Background: The subject property was platted as Lots 1 and 2 of the Twenty-Nine Ranch addition in 1992 and subsequently annexed into the City in 2013 with an initial zoning designation of AG. In 2014, the property was rezoned from AG to C3. The Highland Meadows preliminary plat, which incorporates Lots 1 and 2, was approved in 2014. A subsequent replat of Lot 1 in 2016 created a public roadway segment (Orchard Ridge Parkway) that bifurcated Lot 1 into two halves.

The applicant submitted the request for a zone map amendment on August 17, 2020. If successful, the zone change will address inconsistencies between current zoning regulations and the Highland Meadows (Orchard Ridge) development agreement and amended preliminary plat that was executed in 2018. The development contemplated single-family residential development within the subject property; no residential development of any type is allowed in the C3 zoning category, even if authorized by separate contract.

The following zoning and land uses surround the subject property;

| ORIENTATION | ZONING | EXISTING LAND USE |
|------------------|--------|--------------------------------|
| Subject Property | C3 | Pending SF residential |
| North | ETJ | Vacant |
| South | ETJ | Single-family (SF) residential |
| East | ETJ | Pending SF residential |
| West | ETJ | Vacant |

Written notification of the public hearing for this request were mailed via certified mail, return receipt requested, on August 27, 2020. A legal advertisement for the request was published on September 3, 2020 in the Liberty Hill Independent. To date, no comments for or against the request have been received by staff.

Analysis: The General Commercial/Retail (C3) zoning classification is intended to provide for a wide range of commercial and retail goods and services. It is primarily intended for use in high-traffic areas adjacent to arterial streets and highways and is appropriate for relatively high-volume commercial centers. To protect the abutting and surrounding residential areas, certain restrictions are placed on the intensity of uses and emphasis is placed on standards for lighting, buffering, parking and location of driveway access. The High Density Residential (SF3) zoning classification is intended to provide for various types of residential development, including conventional single and two-family residences and higher density residences, such as triplexes, townhomes, garden homes, condominiums, and apartments. The purpose of this district is to provide for development of quality multiple-family living in a moderately dense setting, at a density not to exceed 10 units per acre. This district is further intended to encourage efficient utilization of land, affordable housing opportunities, open space preservation, and traditional neighborhood development, through pedestrian-friendly, suitable residential neighborhoods, protected from incompatible uses and with necessary facilities and services. Context-sensitive design standards and landscaping are required to ensure a quality and enjoyable living environment.

The rezoning cannot be considered a spot zone. The request should reconcile that portion of the residential development which lies within the city's corporate limits with the appropriate zoning classification. The present situation appears to have been the result of an inadvertent oversight, given the fact that the development is largely situated within the city's extra-territorial jurisdiction, or ETJ. Approval of this request will not facilitate the construction of additional residences beyond that which

is authorized under both the preliminary plat and development agreement, or 780 lots. Based on staff's analysis, in accordance with §3.07.04.B of the UDC, nothing has been found to suggest that approval of this request will compromise the health, safety or welfare of the general public. Furthermore, it does not appear that approval of this request will detract from the safe, orderly and healthful development of the city.

Recommendation: Staff finds the application complete and suitable for further consideration.



**Development Services Department;
Planning and Zoning**

100 Forrest Street
Liberty Hill, TX 78642
Main Number: (512) 778-5549 | Fax Number: (512) 778 -5418

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s), to wit:

A request for a Zone Map Amendment from the General Commercial / Retail (C3) zoning classification to the Single-family Residential (SF3) zoning classification on the following property:

Lots 1 and 2, Twenty-Nine Ranch Addition, Williamson County, Texas; generally located along the south side of State Highway 29, near its intersection with Orchard Ridge Parkway and identified as Assessor's Parcels Number R-331210, R-331209 and R-548200.

In accordance with Section 211.006, Texas Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission (Commission) on **Tuesday, September 15, 2020**, beginning at **6:30 PM**. Upon receiving a recommendation from the Commission, the City Council will conduct its own public hearing on this matter at **6:30 PM** on **Monday, September 28, 2020** and take final action. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas. For more information, you may either visit the Development Services Department at 100 Forrest Street, call (512) 778-5449, or send an email to planning@libertyhilltx.gov.

By order of the Development Services Director on September 1, 2020

Publication Date: September 3, 2020
Liberty Hill Independent

Please bill invoice and mail proof of publication to:

City of Liberty Hill
100 Forrest Street
Liberty Hill, TX 78642
ATTN: David Stallworth, Director

(512) 778-5449, extension 102



**Development Services Department,
Planning and Zoning**

100 Forrest Street
Liberty Hill, TX 78642
Main Number: (512) 778-5549 | Fax Number: (512) 778 -5418

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s), to wit:

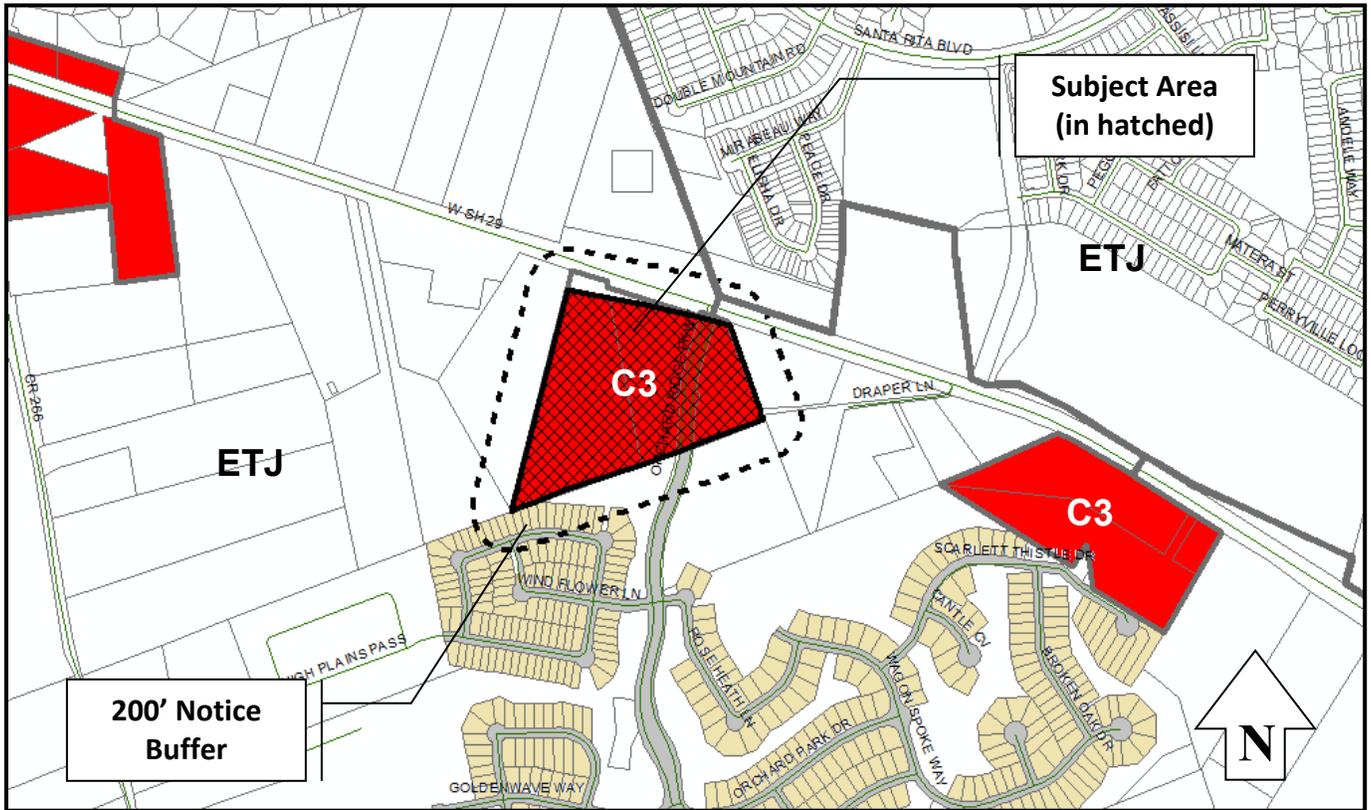
A request for a Zone Map Amendment from the General Commercial / Retail (C3) zoning classification to the Single-family Residential (SF3) zoning classification on the following property:

Lots 1 and 2, Twenty-Nine Ranch Addition, Williamson County, Texas; generally located along the south side of State Highway 29, near its intersection with Orchard Ridge Parkway and identified as Assessor's Parcels Number R-331210, R-331209 and R-548200.

In accordance with Section 211.006 of Texas' Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission. This hearing will begin at **6:30 PM on Tuesday, September 15, 2020**. The Commission will then forward its recommendations to the City Council, who will conduct its own public hearing at **6:30 PM on Monday, September 28, 2020** and make the final decision on this matter. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas.

As a recipient of this Notice, you are invited to attend these public hearings and offer comment. You may also submit written comments regarding this application to the city's Planning and Development Department, 100 Forrest Street, Liberty Hill, Texas 78642. Any written comments received in advance of the public hearing will be presented during the hearing and become part of the official record. For more information, call (512) 778-5449. Thank you.

PLANNING AND ZONING COMMISSION
CITY OF LIBERTY HILL, TEXAS
Chair

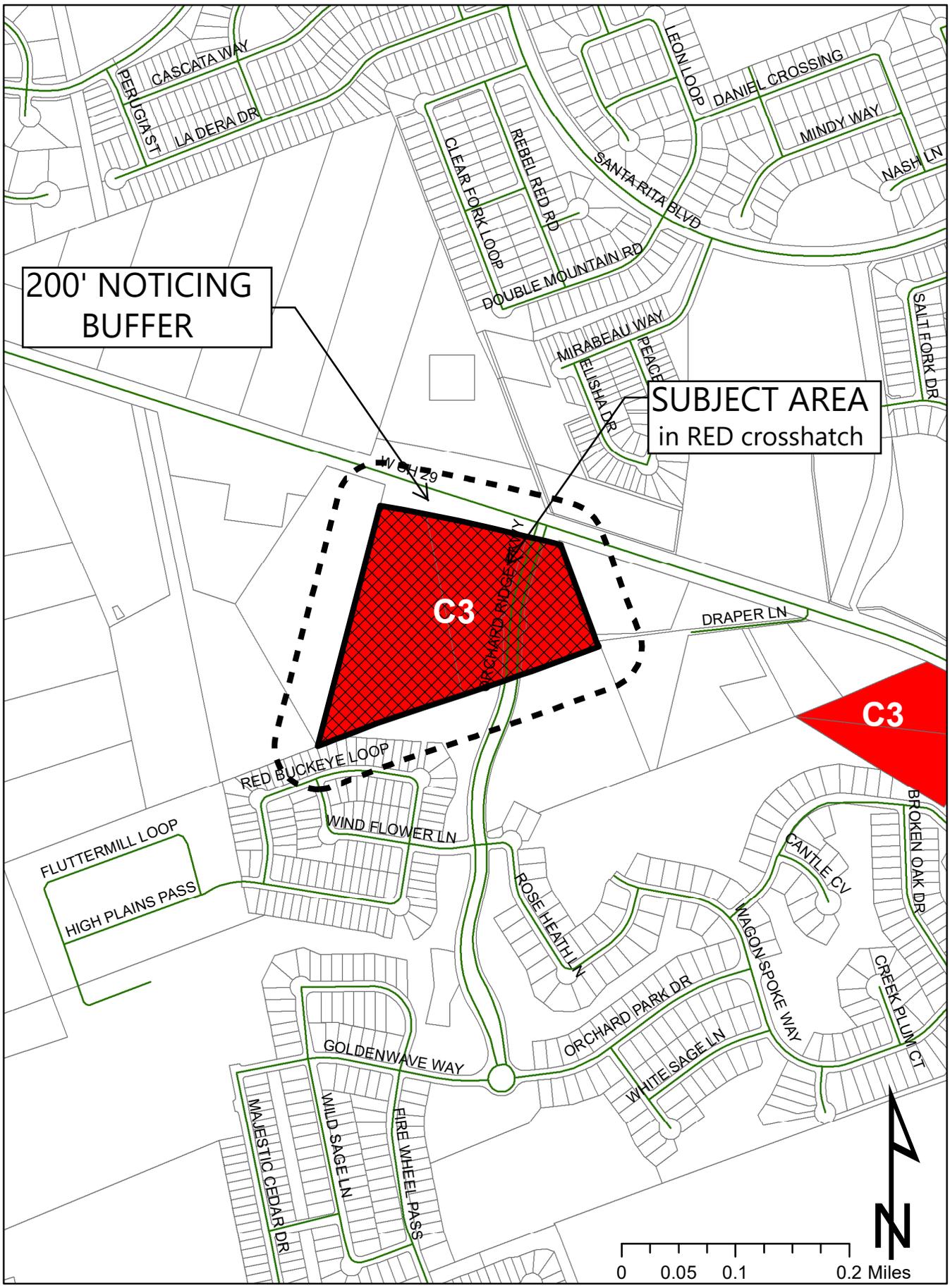


Not to scale

| PARCEL_ID | OWNER/NAME1 | PSTLADDRESS | PSTLCITY | PSTLSTATE | PSTLZIP5 |
|-----------|---|-------------------------------|--------------|-----------|----------|
| R567574 | ANDERSEN, KATHERINE N & ADAM NOEL & TERESA MARI | 156 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R431449 | ARDO LLC | 9415 W STATE HIGHWAY 29 | LIBERTY HILL | TX | 78642 |
| R567570 | BRANNING, RICK | 140 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R571660 | KING, MICHAEL EDWARD, Jr | 153 WIND FLOWER LN | LIBERTY HILL | TX | 78642 |
| R567545 | DIAZ, ANA AURORA | 175 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567544 | DIAZ, KALA J & EMMANUEL A | 181 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567569 | DOSCH, NATAHAN A & STACI A BRAUN | 132 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567572 | EBERSOLE, GERALD ALAN | 148 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| | F-L HM OWNER LP | 500 BOYLSTON ST STE 2010 | BOSTON | MA | 02116 |
| | F-L HM OWNER LP | 500 BOYLSTON ST STE 2010 | BOSTON | MA | 02116 |
| | F-L HM OWNER LP | 500 BOYLSTON ST STE 2010 | BOSTON | MA | 02116 |
| | F-L HM OWNER LP | 500 BOYLSTON ST STE 2010 | BOSTON | MA | 02116 |
| | F-L HM OWNER LP | 500 BOYLSTON ST STE 2010 | BOSTON | MA | 02116 |
| R567571 | FORD, ROLLEN R & LORIL | 3801 ROBLE GRANDE CIR | GEORGETOWN | TX | 78628 |
| R567581 | GONZALEZ, ALONDRA | 184 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567573 | GRIGG, JESSE M & SHANNON E | 152 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567575 | HIBBS, WILL & KELSEY & ROGER | 160 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567547 | JANI, ADDITYA HEMANTKUMAR | 161 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567576 | KOPCHIK, MICHELE ANN | 164 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R331211 | KOSNIK, PAUL & CRIS | 9701 W STATE HIGHWAY 29 | LIBERTY HILL | TX | 78642 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 N FM 620 BLDG B-150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 N FM 620 BLDG B-150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 N FM 620 BLDG B-150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 N FM 620 BLDG B-150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 RANCH ROAD 620 N, #B150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 RANCH ROAD 620 N, #B150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 RANCH ROAD 620 N, #B150 | AUSTIN | TX | 78717 |
| | LENNAR HOMES OF TEXAS LAND & CONSTRUCTION LTD | 13620 RANCH ROAD 620 N, #B150 | AUSTIN | TX | 78717 |
| R567577 | MARKHAM, DEAN A | 10011 NORTH DOVER PL | OWASSO | OK | 74055 |
| | MIDDLEBROOK LTD | 7143 VALBURN DR | AUSTIN | TX | 78731 |
| | MIDDLEBROOK LTD | 7143 VALBURN DR | AUSTIN | TX | 78731 |

| | | | | | |
|---------|---|-------------------------|--------------|----|-------|
| R567578 | OKUNAMI, NANCY J & ALVIN I | 172 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R022963 | QUIROA, RONALD & DELIA | 9501 W STATE HIGHWAY 29 | LIBERTY HILL | TX | 78642 |
| R567580 | ROBERTS, CHRISTOPHER MATTHEW & LEIGH ANNE | 180 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R567546 | SANCHEZ, MARCOS GILBERTO, Jr | 165 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| | SANTA RITA COMMERCIAL LLC | 8200 N MOPAC STE 300 | AUSTIN | TX | 78759 |
| | SANTA RITA COMMERCIAL LLC | 8200 N MOPAC STE 300 | AUSTIN | TX | 78759 |
| R387456 | THORNOCK, TYLER J | 9851 W HIGHWAY 29 | LIBERTY HILL | TX | 78628 |
| R567579 | WEAVER, NATHAN J & LAUREN N CALHOUN | 176 RED BUCKEYE LOOP | LIBERTY HILL | TX | 78642 |
| R032349 | YAZDI, HAMID | 113 DRAPER LN | LIBERTY HILL | TX | 78642 |

Total: 27

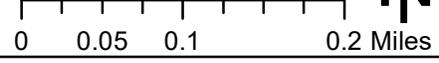


200' NOTICING
BUFFER

SUBJECT AREA
in RED crosshatch

C3

C3





City of Liberty Hill
 Planning and Development Department
 100 Forrest St.
 PO Box 1920
 Liberty Hill, Texas 78642
 Tel (512) 548-5519

www.libertyhilltx.gov

Project Name: PORTIONS OF HIGHLAND
MEADOWS PHASES 4A & 4B

Submittal Date: AUGUST 17, 2020

Zoning Case #: _____

(CITY WILL ASSIGN PROJECT NUMBER)

ZONING CHANGE

APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:

planning@libertyhilltx.gov
 512-548-5519

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website (www.libertyhilltx.gov) or at City Hall.
- City ordinances can be obtained at our website or City Hall.

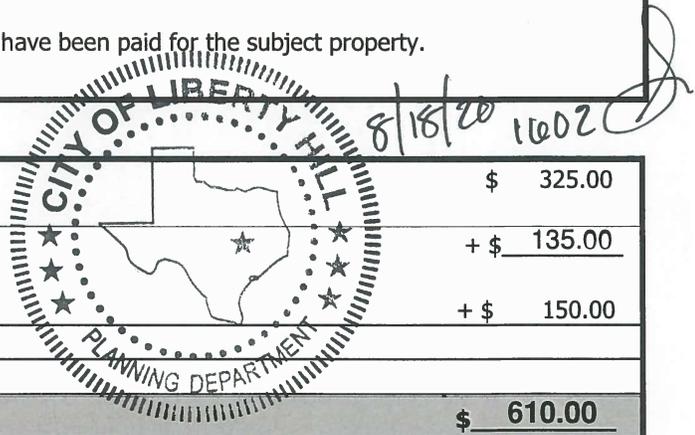
REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ✓ 1. Completed application form with owner's original signature.
- ✓ 2. a. Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
 b. List of property owners names and addresses from the county appraisal district (www.wcad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) and
 c. One set of mailing labels for notification of adjacent owners from (b) above.
- ✓ 3. Letter of intent explaining requested zoning change. Include statements supporting request.
- ✓ 4. Field notes, dimensioned map or subdivision name with lot and block describing all proposed zoning districts.
- ✓ 5. Prepare an 8½" x 11" (minimum) hard copy, color map including the area of the requested zoning change and surrounding areas within 1,000'.
- ✓ 6. A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures and any unique features of the site.
- ✓ 7. Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- ✓ 8. Rezoning Fees (calculation listed below)

FILING FEE CALCULATION:

| | |
|---|------------------|
| Filing Fee: | \$ 325.00 |
| Owner Notification Fee – \$5.00 per owner notification: | + \$ 135.00 |
| Public Hearing Notification (newspaper): | + \$ 150.00 |
| TOTAL FEE (due at the time of application submission): | \$ 610.00 |

\$200 plus new notification fees apply if zoning case is postponed after public notification



PROPERTY INFORMATION:

Property Address: 9651 Highway 29 W, GEORGETOWN, TX 78628 Property Acreage: 20.20 ACRES
 Legal Description: S5673 - Twenty-nine Ranch, Lot 1 (PT), ACRES 5.267 and ACRES 3.03 and Lot 2, ACRES 9.74 County Short ID#: R331210,R548200, R331209
CURRENT ZONING: C-3 **PROPOSED ZONING:** SF-3

APPLICANT INFORMATION:

Please Note: The signature of owner authorizes City of Liberty Hill staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Liberty Hill.
 I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Liberty Hill.

OWNERSHIP INFORMATION:

F-L HM OWNER LP., A DELAWARE
Property Owner: LIMITED PARTNERSHIP Phone: _____ Fax: _____
 (If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Address: 500 BOYLSTON STREET SUITE 2010 City: BOSTON State: MA Zip: 02116
 Email: contracts@freeholdcm.com Mobile: _____ Pager: _____

I hereby request that my property, as described above, be considered for rezoning and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

F-L HM Owner, LP; By: F-L HM GP, LLC, its General Partner
Owner's Signature: Jesse R. Baker **Date:** 8/14/2020
 Jesse R. Baker, in his capacity as Authorized Person of F-L HM GP, LLC and not individually

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: RICHARD GRAYUM, P.E., Phone: 512-452-0371 Fax: 512-454-9933
 Address: 8834 NORTH CAPITAL OF TEXAS HIGHWAY, SUITE 140 City: AUSTIN State: TX Zip: 78759
 Email: RGRAYUM@GRAYENGINEERINGINC.COM Mobile: 512-297-0788 Pager: _____

I hereby authorize the person named above to act as my agent in processing this application:

F-L HM Owner, LP; By: F-L HM GP, LLC, its General Partner

DocuSigned by:
Owner's Signature: Jesse R. Baker **Date:** 8/14/2020
 Jesse R. Baker, in his capacity as Authorized Person of F-L HM GP, LLC and not individually

Jesse R. Baker, in his capacity as Authorized Person of F-L HM GP, LLC and not individually

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.



Richard Grayum, P.E.
 Digitally signed by Richard Grayum, P.E.
 DN: C=US,
 E=rgrayum@grayengineeringinc.com,
 OU=Gray Engineering, Inc.,
 CN=Richard Grayum, P.E.
 Date: 2020.08.17 13:12:25-0500

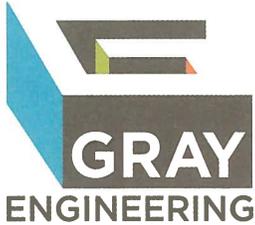
Signature

Richard Grayum, P.E.

Name (printed)

8/17/2020

Date



○ 512.452.0371 : F 512.454.9933

8834 North Capital of Texas Highway, Suite 140
Austin, Texas 78759 : www.grayengineeringinc.com

TBPE 2946

August 17, 2020

Mr. David Stallworth, AICP, Planning Director
Planning & Development Department
100 Forrest Street
Liberty Hill, TX 78642

Dear Mr. Stallworth

I would like to request a zone change from General Commercial/Retail (C3) to Single-family Residential (SF3) for three (3) vacant properties located along West State Road 29 near Orchard Ridge Parkway (Property Assessor's ID No. R331210 and R331209, Lot 2 and the western portion of Lot 1, Twenty-Nine Ranch Addition, totaling 15.03 acres, and R548200, the eastern portion of Lot 1, Twenty-Nine Ranch Addition, totaling 3.06 acres). The subject property was platted as two lots with a combined land area of 20.19 in 2014, save and except for a segment of public street right-of-way (Orchard Ridge Parkway) that was platted in 2016, leaving a remaining balance of 18.09 acres. The subject property was annexed in 2013 and rezoned from AG to C3 in 2014.

The requested new zoning will facilitate the development of residential development as contemplated and approved within the Highland Meadows Preliminary Plat approved in 2014 and amended in 2018. The new residential development will be consistent with both the executed development agreement and governing preliminary plat. The proposed zoning will not compromise the health, safety and welfare of the general public, and it will contribute to the safe, orderly and healthful development of the city.

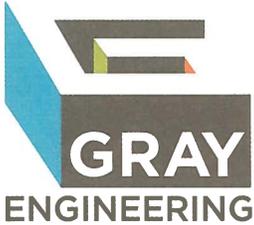
Please review the request on its merits, and either offer a favorable recommendation or grant any constructive advice that will lead to this end. Your time and consideration of this request shall be greatly appreciated.

Should you have any specific questions during your review of the zoning application, please contact me at (512)452-0371.

Sincerely,
GRAY ENGINEERING, INC.

A handwritten signature in blue ink, appearing to read 'Richard Grayum', with a long horizontal flourish extending to the right.

Richard Grayum, P.E.
Sr. Project Manager



○ 512.452.0371 : F 512.454.9933

8834 North Capital of Texas Highway, Suite 140
Austin, Texas 78759 : www.grayengineeringinc.com

TBPE 2946

PHYSICAL DESCRIPTION

The subject site was formally known as the “Saunders” tracts and contains the entry to the Orchard Ridge subdivision, approximately 9,600 feet east of the intersection of US Hwy 183 and SH 29. The subject site was preliminary platted in 2014 and amended in 2018 and is now referred to as portions of Highland Meadows, Phases 4A and 4B. The site is located within the full purpose jurisdiction of the City of Liberty Hill with a total area of 20.20 Acres and includes a portion of the Orchard Ridge Parkway right of way.

The majority of the site is situated on medium sloping terrain with a typical range of slopes between 0-15% with slopes as steep as 70 percent in one area. Currently, the site predominantly drains north to south. The area is currently undeveloped and consists of mostly medium vegetated ground cover with ranch roads and utility lines crossing the site.

The site elevation varies between Site elevations vary between ± 1066.0 feet above mean sea level (amsl) to ± 1021.00 amsl. According to the National Resource Conservation Service (NRCS) National Cooperative Soil Survey, the site consists of Brackett gravelly clay loam (BkE), 3 to 12 percent slopes, Doss silty clay, moist (DoC), 1 to 5 percent slopes, Eckrant cobbly clay (EaD), Georgetown stony clay loam, 1 to 3 percent slopes (GsB). The hydrological soil type of the subject site is Type D soil with a slow infiltration.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.c.

ATTACHMENTS:

| Description | Upload Date |
|--|-------------|
| Request for Zone Map Amendment for Lot 4, Cimarron Business Park | 9/22/2020 |



**Planning & Zoning Commission
September 15, 2020**

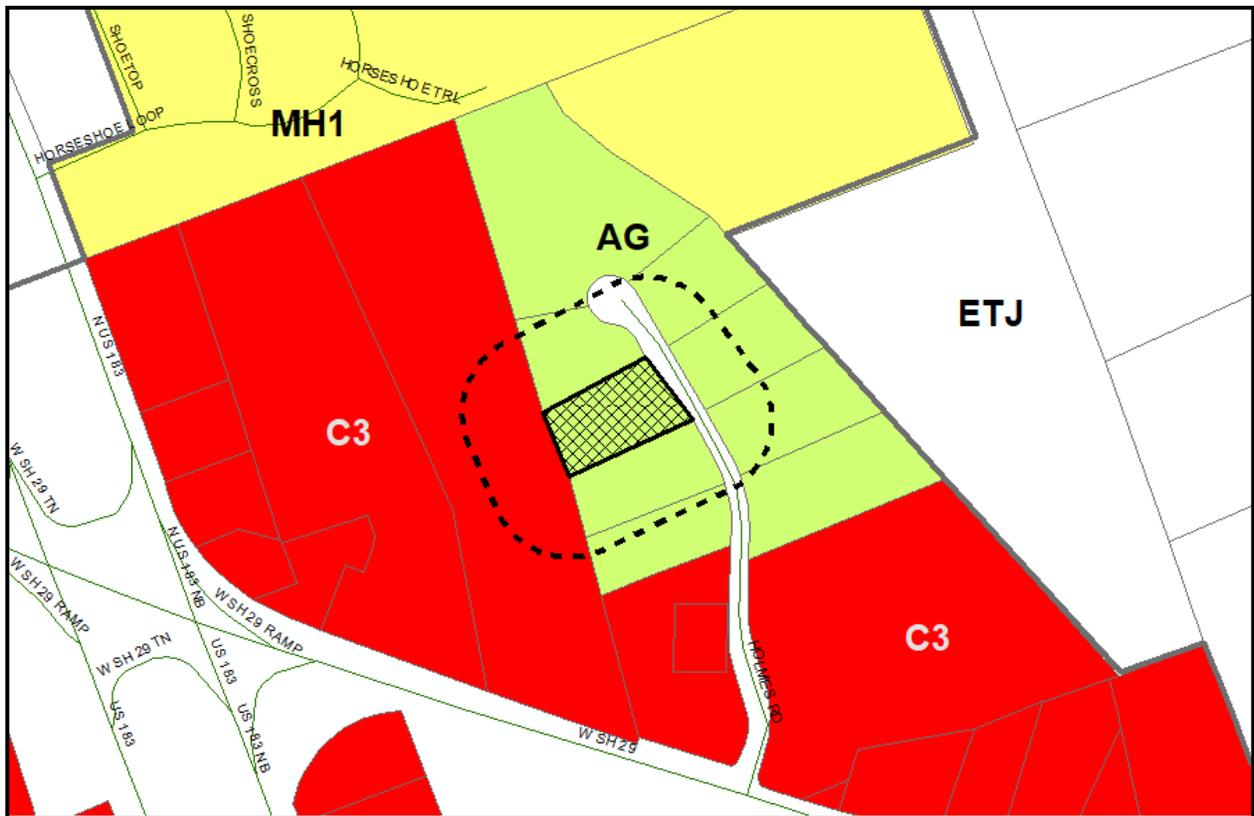
**City Council
September 28, 2020**

Item: A request for a Zone Map Amendment from the Agriculture (AG) zoning classification to the Light Industrial (I-1) zoning classification on the following property:

Lot 4, Cimmaron Business Park, Liberty Hill, Williamson County, Texas; generally located along the west side of Holmes Road, north of State Highway 29, and identified as Assessor's Parcel Number R-472193.

Owner: Shared Interest Group Holdings, LLC
Agent: Same as above
WILCO ID Number: R472193
Current Zoning: Agriculture (AG)
Proposed Zoning: Light Industrial (I-1)

Site Map:



Background: The applicant submitted the request for a zone map amendment on August 18, 2020. If successful, the applicant intends on developing two (2) 5,000-square-foot buildings, each containing four (4) offices and four (4) warehouse bays. Prospective occupancy may include a machine shop, a contractor business and small construction supply houses. The property was platted in 2005 as part of the Cimmaron Business Park addition and is therefore entitled to building permits and utility service. The business park was annexed in the mid-to-late 2000's and still retains its original AG zoning, despite current levels of light industrial development. The applicant has owned the property since 2018. Warehousing, offices, light manufacturing and sales are not allowed in the AG zoning category, therefore a zone change will be necessary.

The following zoning and land uses surround the subject property;

| ORIENTATION | ZONING | EXISTING LAND USE |
|------------------|--------|---|
| Subject Property | AG | Vacant |
| North | AG | Light Industrial (developed since 2011) |
| South | AG | Vacant |
| East | AG | Light Industrial (developed since 2008) |
| West | C3 | vacant |

Written notification of the public hearing for this request was mailed via certified mail, return receipt requested, on August 27, 2020. A legal advertisement for the project was published on September 3, 2020 in the Liberty Hill Independent. To date, no comments for or against the request have been received.

Analysis: The AG zoning category is intended to maintain agricultural land until such time as it is appropriate for more intense development. Any property which is annexed into the city is initially classified as AG until a rezoning request is considered (which may be considered concurrently). The I-1 zoning category is intended to provide for low intensity, limited impact industrial uses, which may include office warehousing, wholesaling, product assembly and light manufacturing conducted primarily within the confines of a building. The subject property is located within an area that contains largely warehousing, small-scale manufacturing and fabrication and outdoor storage, all characteristic of a light industrial environment. There are notable exceptions to prevailing area development patterns, however, as the business park also contains a church and a convenience store.

From a broader perspective, the rezoning would be considered a spot zone, which is generally discouraged. The property is located near the intersection of two regional transportation corridors, State Highway 29 and US Highway 183. This intersection has the capacity to evolve into a regional activity center that could accommodate a significant concentration of complementary uses such as commercial/retail, office, institutional and multi-family within a tight operational footprint. Light industrial zoning might not be a suitable fit for a regional activity center, given its scale and limited purpose.

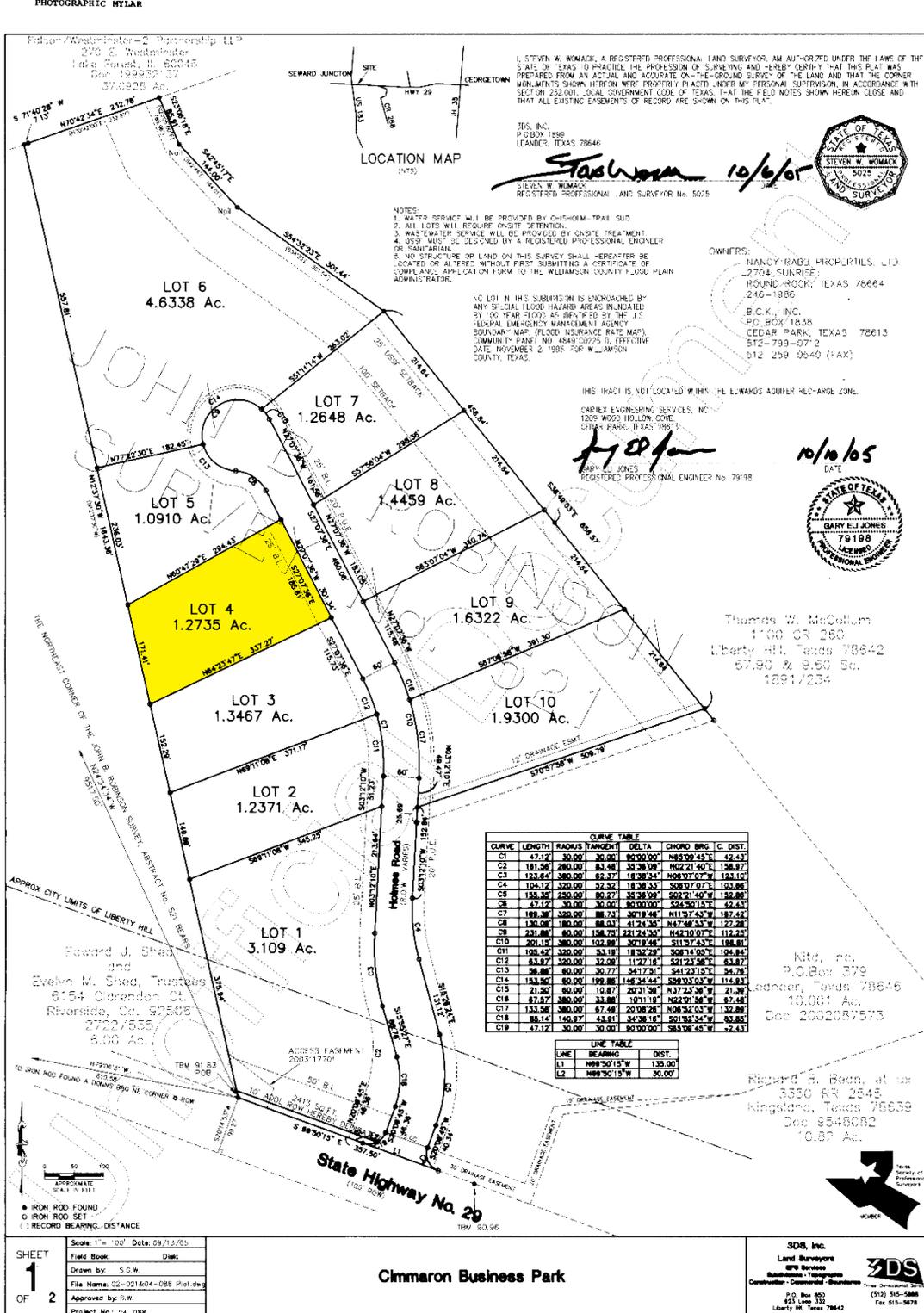
Existing light industrial development patterns are already in place in the area, however, and there are neither a definitive Future Land Use Map nor redevelopment policies in place for guidance. Therefore, the issue of spot zoning would appear to be moot. A city-initiated zone change of the business park from AG to I-1, at some point in the future, would not be unreasonable, would eliminate most existing nonconformances, and would redefine the extent of further industrial development within the context of a regional activity center. Based on staff's analysis, in accordance with §3.07.04.B of the UDC,

nothing has been found to suggest that approval of this request will compromise the health, safety or welfare of the general public. Furthermore, it does not appear that approval of this request will detract from the safe, orderly and healthful development of the city.

Recommendation: Staff finds the application complete and suitable for further consideration.

ATTACHMENT A

Subject property, identified as Lot 4, Cimmaron Business Park (indicated in yellow); plat filed as Document 2005101157, OPRWCTX.





**Development Services Department;
Planning and Zoning**

100 Forrest Street
Liberty Hill, TX 78642
Main Number: (512) 778-5549 | Fax Number: (512) 778 -5418

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the City of Liberty Hill has been asked to review and approve the following application(s), to wit:

A request for a Zone Map Amendment from the Agriculture (AG) zoning classification to the Light Industrial (LI) zoning classification on the following property:

Lot 4, Cimmaron Business Park, Liberty Hill, Williamson County, Texas; generally located along the west side of Holmes Road, north of State Highway 29, and identified as Assessor's Parcel Number R-472193.

In accordance with Section 211.006, Texas Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission (Commission) on **Tuesday, September 15, 2020**, beginning at **6:30 PM**. Upon receiving a recommendation from the Commission, the City Council will conduct its own public hearing on this matter at **6:30 PM** on **Monday, September 28, 2020**, and take final action. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas. For more information, you may either visit the Development Services Department at 100 Forrest Street, call (512) 778-5449, or send an email to planning@libertyhilltx.gov.

By order of the Development Services Director on September 1, 2020

Publication Date: September 3, 2020
Liberty Hill Independent

Please bill invoice and mail proof of publication to:

City of Liberty Hill
100 Forrest Street
Liberty Hill, TX 78642
ATTN: David Stallworth, Director

(512) 778-5449, extension 102



**Development Services Department,
Planning and Zoning**

100 Forrest Street
Liberty Hill, TX 78642
Main Number: (512) 778-5549 | Fax Number: (512) 778 -5418

NOTICE OF PUBLIC HEARING

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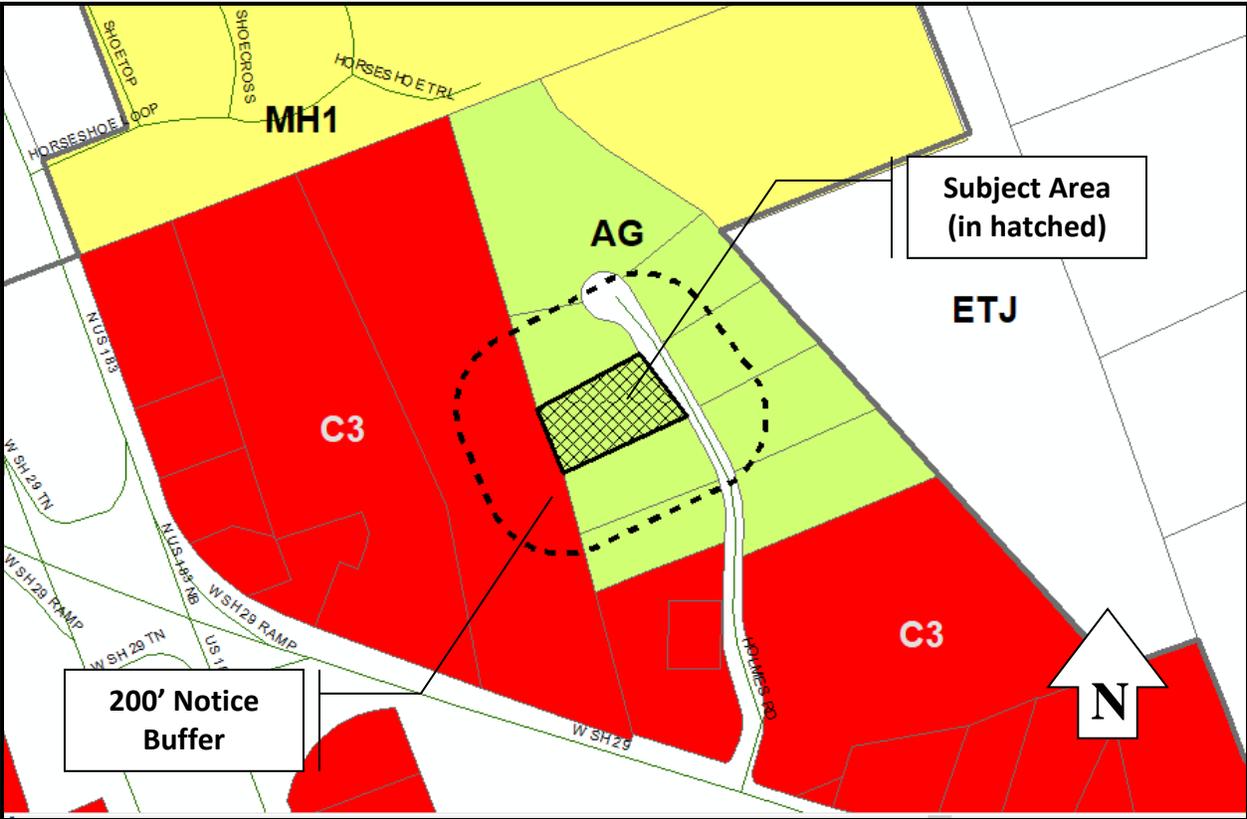
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In accordance with Section 211.006 of Texas' Local Government Code, a public hearing on this application will be conducted by the Planning and Zoning Commission. This hearing will begin at **6:30 PM on Tuesday, September 15, 2020**. The Planning Commission will then forward its recommendations to the City Council, who will conduct its own public hearing at **6:30 PM on Monday, September 28, 2020**, and make the final decision on this matter. Both public hearings will be held at the Municipal Court Building, Council Chambers, 2801 RM 1869 in Liberty Hill, Texas.

As a recipient of this Notice, you are invited to attend these public hearings and offer comment. You may also submit written comments regarding this application to the city's Planning and Development Department, 100 Forrest Street, Liberty Hill, Texas 78642. Any written comments received in advance of the public hearing will be presented during the hearing and become part of the official record. For more information, call (512) 778-5449. Thank you.

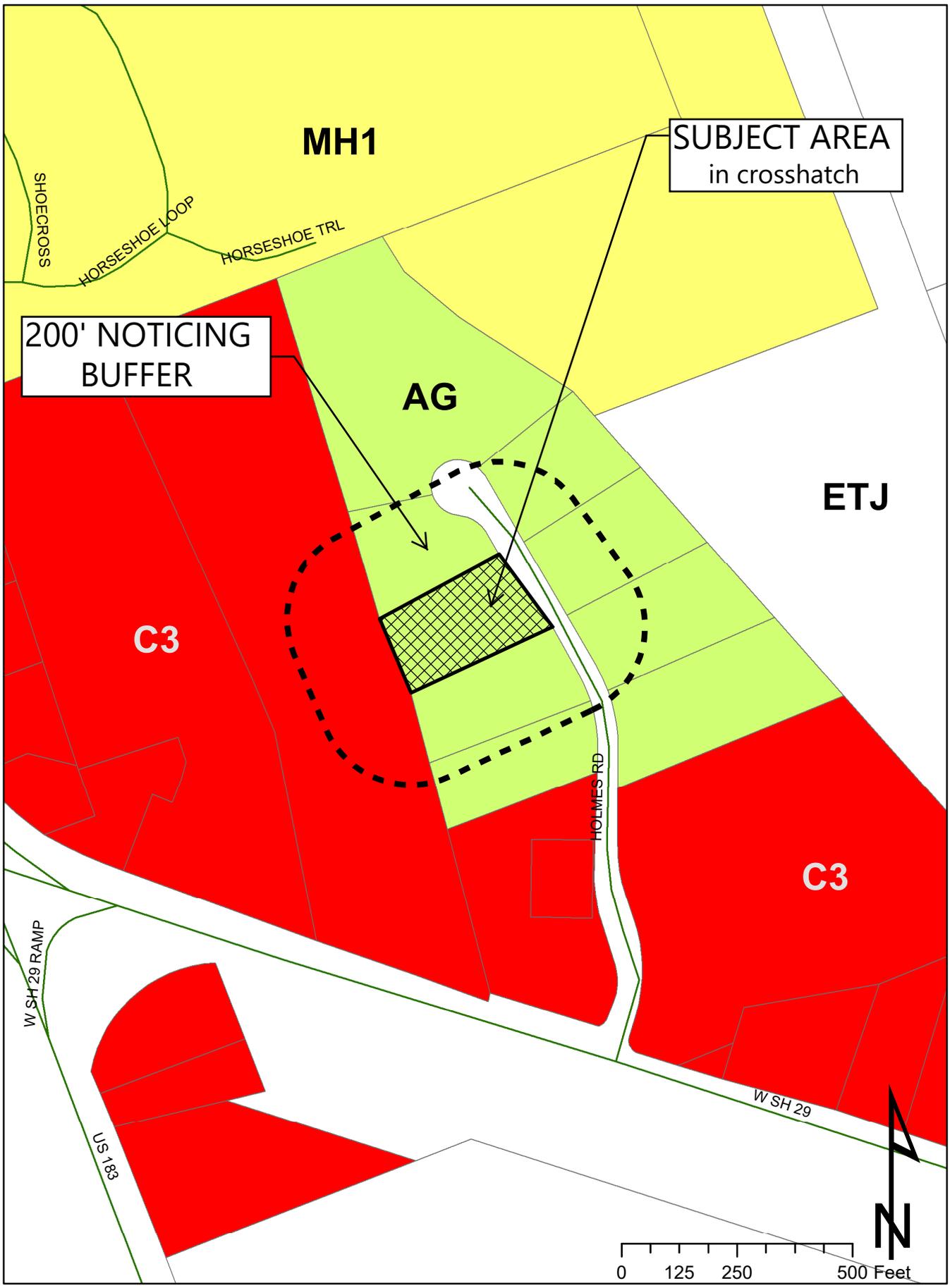
PLANNING AND ZONING COMMISSION
CITY OF LIBERTY HILL, TEXAS
Chair



Not to scale

| PARCEL_ID | SITE_ADDRESS | OWNER_NAME | MAIL_ADDRESS_1 | MAIL_ADDRESS_CI | MAIL_ADDRESS_ST | MAIL_ADDRESS_ZIP |
|-----------|--|------------------------------------|-----------------------|-----------------|-----------------|------------------|
| R324650 | 11000 HWY 29 W, LIBERTY HILL, TX 78642 | AUSTIN PROGRESSIVE LLC | 121 DRIFTWOOD DR | CEDAR PARK | TX | 78613 |
| R472198 | 114 HOLMES RD, LIBERTY HILL, TX 78642 | BCK INC | PO BOX 1159 | FLORENCE | TX | 76527 |
| R472199 | 110 HOLMES RD, LIBERTY HILL, TX 78642 | BCK INC | PO BOX 1159 | FLORENCE | TX | 76527 |
| R472197 | 118 HOLMES RD, LIBERTY HILL, TX 78642 | HICKS, JAMES H & LYNDA | PO BOX 1159 | FLORENCE | TX | 76527 |
| R472192 | 115 HOLMES RD, LIBERTY HILL, TX 78642 | HOLLOW CREEK LLC | 705 W 24th ST STE C | AUSTIN | TX | 78705 |
| R472194 | 123 HOLMES RD, LIBERTY HILL, TX 78642 | LANDVIEW PROPERTIES LLC | 1726 CANONERO DR | AUSTIN | TX | 78746 |
| R472195 | 126 HOLMES RD, LIBERTY HILL, TX 78642 | LANDVIEW PROPERTIES LLC | 1726 CANONERO DR | AUSTIN | TX | 78746 |
| R472196 | 122 HOLMES RD, LIBERTY HILL, TX 78642 | MAMELI LLC | 8809 BALCONES CLUB DR | AUSTIN | TX | 78750 |
| R472190 | 111 HOLMES RD, LIBERTY HILL, TX 78642 | SG & T HOLDINGS LLC | 3507 LAJITAS | LEANDER | TX | 78641 |
| R472193 | 119 HOLMES RD, LIBERTY HILL, TX 78642 | SHARED INTEREST GROUP HOLDINGS LLC | 1103 LEANDER DR | LEANDER | TX | 78641 |

TOTAL 10 PROPERTIES



MH1

SUBJECT AREA
in crosshatch

200' NOTICING
BUFFER

AG

ETJ

C3

C3

SHOECROSS

HORSESHOE LOOP

HORSESHOE TRL

W SH 29 RAMP

US 183

HOLMES RD

W SH 29

0 125 250 500 Feet





City of Liberty Hill Planning Department
 100 Forrest St.
 PO Box 1920
 Liberty Hill, Texas 78642
 Tel (512) 548-5519

www.libertyhilltx.gov

Project Name: 119 Holmes Rd.

Submittal Date: 8-18-2020

Zoning Case #: _____

(CITY WILL ASSIGN PROJECT NUMBER)

ZONING CHANGE

APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:
planning@libertyhilltx.gov
 512-548-5519

INSTRUCTIONS

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- City ordinances can be obtained at our website or City Hall.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

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- Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
 - List of property owners names and addresses from the county appraisal district (www.wcad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) and
 - One set of mailing labels for notification of adjacent owners from (b) above.
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- Field notes, dimensioned map or subdivision name with lot and block describing all proposed zoning districts.
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- Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- Rezoning Fees (calculation listed below)

FILING FEE CALCULATION:

| | |
|---|-------------------------|
| Filing Fee: | \$ 325.00 |
| Owner Notification Fee – \$5.00 per owner notification: <i>X8</i> | + \$ <u>40.00</u> |
| Public Hearing Notification (newspaper): | + \$ 150.00 |
| TOTAL FEE (due at the time of application submission): | \$ <u>515.00</u> |

\$200 plus new notification fees apply if zoning case is postponed after public notification



8/18/20
1602
[Signature]

PROPERTY INFORMATION:

| | |
|---|--|
| Property Address: <u>119 Holmes Rd</u> | Property Acreage: <u>1.2735</u> |
| Legal Description: <u>S9025 - Cimmaron Business Park, Lot 4, Acres 1.2735</u> | County Short ID#: <u>R472193</u> |
| CURRENT ZONING: <u>Agriculture (A6)</u> | PROPOSED ZONING: <u>Light Industrial</u> |

APPLICANT INFORMATION:

Please Note: The signature of owner authorizes City of Liberty Hill staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

I, the owner, will represent this application with the City of Liberty Hill.

I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Liberty Hill.

OWNERSHIP INFORMATION:

Property Owner: Shared Interest Group Holdings LLC Phone: 832-971-4340 Fax: —

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.) Sam Stiehl

Address: 1103 Leander Dr. City: Leander State: TX Zip: 78641

Email: Libertycnc@gmail.com Mobile: 832-971-4340 Pager: —

I hereby request that my property, as described above, be considered for rezoning and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: [Signature] Date: 8-18-20

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____ Pager: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

Signature

Sam Stiehl
Name (printed)

8-18-20
Date

Planning Director
City of Liberty Hill, TX
Planning & Development Department
100 Forrest Street
Liberty Hill, TX 78642

ITEM 3., 4. & 6.

LETTER OF INTENT / PHYSICAL DESCRIPTION
For Zoning Change Application for 119 Holmes Rd.

Item 3. Letter of Intent:

It is the intent of this application by Shared Interest Group Holdings LLC ("SIGH") to request a zoning change for 119 Holmes Rd. (Property Assessor's ID No. R472193, Lot 4, Cimmaron Business Park), Liberty Hill, TX from Agriculture (AG) to Light Industrial (LI). This 1.27 acre tract is part of a sub-division platted in 2005 with the same type of development.

The requested new zoning will allow Liberty CNC, LLC, a machine shop, to move from its current location in Leander, TX to this site after construction is complete. Liberty will occupy one half of the first building. Liberty CNC, LLC has 3 employees.

This type of new development will be consistent with most, if not all of the existing development along Holmes Road, which is largely multiple flex warehouses with contractors, small-scale supply houses and small manufacturers as tenants. The proposed zoning will not compromise the health, safety and welfare of the general public, and it will contribute to the safe, orderly and healthful development of the city.

Item 4. Subdivision name with lot and block

LEGAL DESCRIPTION: LOT 4, CIMMARON BUSINESS PARK, A SUBDIVISION IN WILLIAMSON COUNTY, TEXAS, AS SHOWN ON PLAT RECORDED IN CABINET BB, SLIDE NO. 110 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.

Item 6. Physical Description:

119 Holmes Rd. is rectangular shaped and basically a level property with no tree coverage at all.

Please review the request on its merits, and either offer a favorable recommendation or grant any constructive advice that will lead to this end. Your time and consideration of this request shall be greatly appreciated. Thank you.

Shared Interest Group Holdings LLC
1103 Leander Dr.
Leander, TX 78641

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.d.

ATTACHMENTS:

| Description | Upload Date |
|----------------------------|-------------|
| SB Bailey Lane Amendment | 9/24/2020 |
| Task Order for Bailey Lane | 9/24/2020 |



City of Liberty Hill

Agenda Item Request

Deadline for submission: Wednesday at Noon on the week prior to Council Meeting

Name

Co-Sponsor (if required)

Telephone No. (for clarifications)

Subject / Title

Request (please be specific)

Attachments

Yes No

Date submitted:

**FIRST AMENDMENT
TO TASK ORDER NO. SB 020-61 RELATING TO
BAILEY LANE WIDENING AND REHABILITATION
ISSUED PURSUANT TO THE MASTER SERVICES AGREEMENT
BETWEEN THE CITY OF LIBERTY HILL
AND CONSULTANT**

The parties to this First Amendment to the Original Task Order No. SB 020-61 are the City of Liberty Hill, Texas (“City”) and Steger Bizzell (“Engineer”).

WHEREAS, on August 28, 2020, the Mayor and City Council approved Task Order No. SB 020-61 relating to the Bailey Lane Widening and Rehabilitation Project, which work was to be done according to the terms and conditions of the MSA and the Original Task Order No. SB 020-61; and

WHEREAS, the City has determined that additional improvements are needed, which include extending Loop 332 (Main Street) to align with Bailey Lane, widening Bailey Lane near State Highway 29 to allow for right-only and left/thru egress lanes, widening Loop 332 near State Highway 29 to allow for right-only and left/thru egress lanes, adding right turn deceleration lanes from State Highway 29 to both Bailey Lane and Loop 332, and adding traffic signals;

WHEREAS, the Engineer has determined that additional surveying, engineering, and construction management services are necessary to complete the additional improvements; and

WHEREAS, the City and the Engineer agree that it is necessary to revise the terms of the original Task Order No. SB 020-61 to accomplish the additional improvements, as set forth herein;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein and other good and valuable consideration, and the covenants and agreements hereinafter contained to be kept and performed by the respective parties hereto, it is agreed as follows:

1. The Original Task Order No. SB 020-61 is hereby amended to revise the Services and Compensation as follows:

See attached Scope of Services

2. The fee for the work is to be paid on an Hourly Not to Exceed basis. The maximum financial impact of this Amendment is as follows:

| | |
|---------------------------------|------------------|
| <i>Original Contract Amount</i> | <i>\$52,883</i> |
| <i>This Amendment</i> | <i>\$145,903</i> |
| <i>Revised Contract Amount</i> | <i>\$198,786</i> |

3. The schedule for completing the work shall be amended to include additional time for services performed by the professional as follows (from date of Approval):

| | |
|--------------|-----------------|
| Surveying | One (1) Month |
| Engineering | Two (2) Months |
| Construction | Four (4) Months |

4. All other terms of the Task Order shall remain in full force and effect.

EXECUTED in duplicate original this ____ day of _____, 2020, at Liberty Hill, Texas, where this contract is performable and enforceable.

CITY OF LIBERTY HILL, TEXAS

By: _____

Date: _____

Name: Rick Hall
Title: Mayor

Address: P.O. Box 1920
Liberty Hill, TX 78642
Phone: 512-778-5449

STEGER BIZZELL

By: _____

Date: _____

Name: Curtis Steger, P.E.
Title: President

Address: 1978 S. Austin Avenue
Georgetown, Texas 78626
Phone: 512-930-9412

Attachment A

Scope of Services

First Amendment to Task Order No. SB 020-61

Bailey Lane Widening and Rehabilitation

Extension of Loop 332 to Bailey Lane, Turn Lanes, and Signalization

1. General Description of Project:

This scope of services for this amendment generally includes surveying and engineering services for extending Loop 332 (Main Street) to align with Bailey Lane, widening Bailey Lane near State Highway 29 to allow for right-only and left/thru egress lanes, widening Loop 332 near State Highway 29 to allow for right-only and left/thru egress lanes, adding right turn deceleration lanes from State Highway 29 to both Bailey Lane and Loop 332, and adding traffic signals.

2. Surveying Services:

This phase of the project will provide surveying services that will commence after the Owner has signed and executed this Task Order Amendment. The basic services for this phase include:

- a. Setting control benchmarks to assist in surveying and construction. All survey work will be based on the Texas State Plane Coordinate System, Central Zone (4203), North American Datum of 1983 (2011 Adjustment), North American Vertical Datum of 1988 (GEOID12A), unless otherwise specified.
- b. Field surveying to locate relevant topographic data including edge of pavement, drainage features, signs, hardwood vegetation greater than 10" diameter, fences, above-ground utility appurtenances, etc.
- c. Deed research to determine property ownership.
- d. Locating and survey existing property boundary monumentation. Calculate missing monumentation in accordance with Texas boundary law and commonly accepted surveying practices.
- e. Preparing an AutoCAD base map that depicts existing surveyed features, including property boundaries.
- f. Preparing field notes and parcel sketches for a maximum of one parcel of right-of-way acquisition or vacation.

3. Design Services:

This phase of the project will provide engineering design services for the project. It will commence after the Owner has signed and executed this Task Order Amendment and survey has been approved by the surveyor. The basic services for this phase include:

- a. Performing hydrologic and hydraulic studies for the area affected by the additional improvements, to be integrated with the original study for Task Order SB 020-61. The studies will include calculations of storm water runoff rates and will propose drainage structures and features to convey the flows from the project area.
- b. Performing additional geotechnical investigation to be integrated into the pavement design recommendation for the area affected by the additional improvements.



- c. Designing the improvements described in the General Description of Project section (above) and adding the designed improvements to the construction plans.
- d. Performing a traffic signal warrant study.
- e. Performing a turn lane warrant study.
- f. Coordinating with the shared use path consultant, as necessary, to provide information on the extension of the shared use path corresponding to the proposed Loop 332 extension.
- g. Making changes to the project manual and technical specifications necessary for the additional improvements described above.

4. Bidding & Construction Management:

The engineer does not anticipate that this amendment will substantially affect the scope of bidding and construction management services in original Task Order No. SB 020-61.

5. Exclusions:

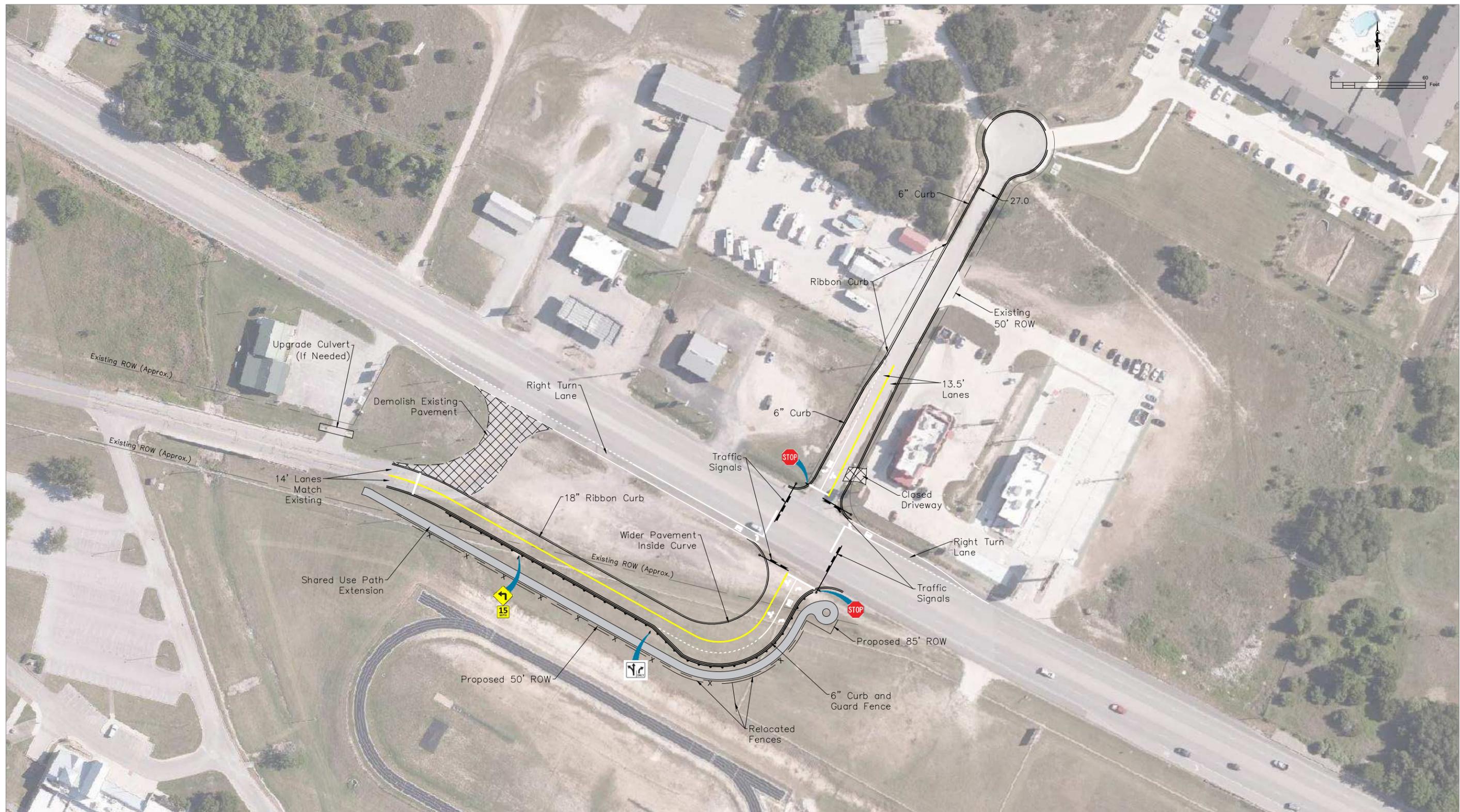
The following services are specifically excluded from this Task Order. Steger Bizzell would be pleased to provide an additional fee estimate to provide these services.

- a. All services excluded in the Original Task Order 020-61, except as specifically provided above.
- b. TDLR Review or Inspection (the shared use path is currently under a separate contract by others).

6. Reimbursables:

Reimbursable expenses are not included in the stated compensation amount and will be billed to Client at Engineer's cost. Reimbursable expenses may include, but are not limited to: postage or other delivery charges, document reproductions, third-party contractors or consultants (if applicable), and third-party fees listed above (if any) that are greater than anticipated.

These drawings are the sole property of STEGER & BIZZELL ENGINEERING, INC. The use of these drawings is hereby restricted to the original site for which they were prepared. Reproduction or reuse of these drawings in whole or in part without written permission of STEGER & BIZZELL ENGINEERING, INC. is strictly prohibited.



**PRELIMINARY
NOT FOR
CONSTRUCTION**

FOR REVIEW

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER THE AUTHORITY OF DEX D. DEAN, P.E. #119081 ON 9/23/2020. IT IS NOT TO BE USED FOR PERMIT, BIDDING, OR CONSTRUCTION.

BAILEY LANE AND LOOP 332 CONCEPTUAL LAYOUT

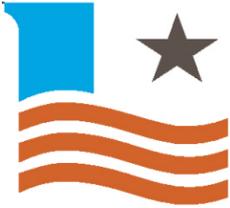


| | | |
|----------|---|--|
| ADDRESS | 1978 S. AUSTIN AVENUE | GEORGETOWN, TX 78626 |
| METRO | 512.930.9412 | TEXAS REGISTERED ENGINEERING FIRM F-181 TBPLS FIRM No. 10003700 |
| SERVICES | WEB: STEGERBIZZELL.COM ->>ENGINEERS >>PLANNERS >>SURVEYORS | |

DATE 9/23/2020

JOB NO. 22768

P:\2000\2299\22768_U1_Bailey_Lane\CD\Exhibit\22768_Conceptual_Layout.dwg, Exhibit, 9/24/2020 11:29:41 AM, ddean, L1



CITY OF LIBERTY HILL
BAILEY LANE REHABILITATION
Conceptual Construction Estimate for Project Scoping

September 23, 2020



BASE BID

| ITEM | TXDOT SPEC | DESCRIPTION | UNITS | TOTAL QUANTITY | UNIT PRICE | EST. COST |
|--|------------|---|-------|----------------|---------------|---------------|
| MOBILIZATION | | | | | | |
| 1 | 500-6001 | INSURANCE, BONDS, & MOVE-IN (<5% OF TOTAL BID) | LS | 1 | \$ 63,000.00 | \$ 63,000.00 |
| RIGHT-OF-WAY (NOT INCLUDED) | | | | | | |
| OWNER RECORDS | | | | | | |
| 2 | | VIDEOTAPE PRE-CONSTRUCTION PROJECT AREA & PROVIDE DIGITAL COPY TO OWNER | LS | 1 | \$ 1,000.00 | \$ 1,000.00 |
| EROSION CONTROL | | | | | | |
| 3 | | PREPARATION, IMPLEMENTATION, & ADMINISTRATION OF SWPPP | LS | 1 | \$ 3,000.00 | \$ 3,000.00 |
| 4 | 506-6038 | TEMP SEDMT CONT FENCE (INSTALL) | LF | 700 | \$ 3.00 | \$ 2,100.00 |
| 5 | 506-6039 | TEMP SEDMT CONT FENCE (REMOVE) | LF | 700 | \$ 1.00 | \$ 700.00 |
| 6 | 506-6002 | ROCK FILTER DAMS (INSTALL) (TY 2) | LF | 25 | \$ 45.00 | \$ 1,125.00 |
| 7 | 506-6011 | ROCK FILTER DAMS (REMOVE) (TY 2) | LF | 25 | \$ 10.00 | \$ 250.00 |
| LANDSCAPING | | | | | | |
| 8 | | TREE REMOVAL | LS | 1 | \$ 2,500.00 | \$ 2,500.00 |
| 9 | 160-6003 | FURNISHING AND PLACING TOPSOIL (6") | SY | 729 | \$ 4.50 | \$ 3,280.50 |
| 10 | 162-6002 | BLOCK SODDING | SY | 729 | \$ 5.50 | \$ 4,009.50 |
| 11 | | IRRIGATION | MO | 4 | \$ 1,000.00 | \$ 4,000.00 |
| ROADWAY | | | | | | |
| 12 | 100-6002 | PREPARING ROW | AC | 2.19 | \$ 15,000.00 | \$ 32,871.02 |
| 13 | 104-6021 | REMOVING CONCRETE (CURB) | LF | 1,145 | \$ 7.25 | \$ 8,301.25 |
| 14 | 104-6044 | REMOVING CONCRETE | CY | 4 | \$ 330.00 | \$ 1,330.00 |
| | 106-6002 | OBLITERATING ABANDONED ROAD | SY | 820 | \$ 5.00 | \$ 4,100.00 |
| 15 | 251-6478 | REWORK BS MTL (TY B) (9-18") (ORD COMP) | SY | 1,745 | \$ 7.00 | \$ 12,215.00 |
| 16 | 110-6004 | EXCAVATION | CY | 1,971 | \$ 22.00 | \$ 43,351.00 |
| 17 | 132-6003 | EMBANKMENT (FINAL)(ORD COMP)(TY B) | CY | 50 | \$ 32.00 | \$ 1,600.00 |
| 18 | | PREPARE SUBGRADE (8") | SY | 3,941 | \$ 7.50 | \$ 29,557.50 |
| 19 | 247-6477 | FL BS (CMP IN PLC)(TY D GR 1-2)(16") | SY | 3,941 | \$ 40.00 | \$ 157,640.00 |
| 20 | 340-6027 | D-GR HMA TY-C SAC-B PG70-22 | TON | 1,313 | \$ 170.00 | \$ 223,210.00 |
| 21 | 310-6005 | PRIME COAT (AE-P) | SY | 6,033 | \$ 1.50 | \$ 9,049.50 |
| 22 | 529-6008 | CONC CURB (6") WITH REINFORCING | LF | 1,623 | \$ 24.00 | \$ 38,952.00 |
| 23 | 529-6038 | CONC CURB (RIBBON) | LF | 776 | \$ 20.00 | \$ 15,520.00 |
| 24 | | CURB TRANSITION | EA | 14 | \$ 300.00 | \$ 4,200.00 |
| 25 | | EXPANSION JOINTS 40' O.C. IN CURB | EA | 41 | \$ 5.20 | \$ 213.20 |
| | | TRAFFIC SIGNALS | LS | 1 | \$ 350,000.00 | \$ 350,000.00 |
| | 540-6001 | MTL W-BEAM GD FEN (TIM POST) | LF | 508 | \$ 25.00 | \$ 12,700.00 |
| | 544-6001 | GUARDRAIL END TREATMENT (INSTALL) | EA | 2 | \$ 2,500.00 | \$ 5,000.00 |
| | | RELOCATE PIPE FENCE | LF | 612 | \$ 35.00 | \$ 21,420.00 |
| | | DRIVEWAY ABANDONMENT WITH LANDSCAPING | EA | 1 | \$ 2,000.00 | \$ 2,000.00 |
| | 531-6002 | CONC SIDEWALKS (5" THICK)* | SY | 820 | \$ 65.00 | \$ 53,300.00 |
| | 677-6001 | ELIM EXT PAV MRK & MRKS (4") | LF | 150 | \$ 1.00 | \$ 150.00 |
| | 666-6011 | REFL PAV MRK TY I (W)4"(SLD)(090MIL)** | LF | 750 | \$ 1.25 | \$ 937.50 |
| | 666-6302 | REFL PAV MRK TY I (W)8"(SLD)(090MIL)** | LF | 454 | \$ 1.50 | \$ 681.00 |
| | 666-6029 | REFL PAV MRK TY I (W)8"(DOT)(090MIL)** | LF | 656 | \$ 1.50 | \$ 984.00 |
| | 666-6047 | REFL PAV MRK TY I (W)24"(SLD)(090MIL)** | LF | 95 | \$ 24.00 | \$ 2,280.00 |
| | 666-6126 | REFL PAV MRK TY I (Y)4"(SLD)(100MIL)** | LF | 1,576 | \$ 1.25 | \$ 1,970.00 |
| | 666-6053 | REFL PAV MRK TY I (W)(ARROW)(090MIL)** | EA | 8 | \$ 150.00 | \$ 1,200.00 |
| 27 | 666-6077 | REFL PAV MRK TY I (W)(WORD)(090MIL)** | EA | 4 | \$ 150.00 | \$ 600.00 |
| | | INSTALL SMALL SIGN | EA | 4 | \$ 725.00 | \$ 2,900.00 |
| 28 | | RELOCATE BOULDERS | EA | 6 | \$ 350.00 | \$ 2,100.00 |
| 29 | | RELOCATE MAILBOX | EA | 1 | \$ 350.00 | \$ 350.00 |
| | | RELOCATE LARGE SIGN | EA | 1 | \$ 700.00 | \$ 700.00 |
| 30 | | RELOCATE SMALL SIGN | EA | 4 | \$ 350.00 | \$ 1,400.00 |
| *Sidewalk (potentially by others) included for cost information. **Striping by Liberty Hill is included for cost information. | | | | | | |
| LIGHTING (NOT INCLUDED) | | | | | | |
| DRAINAGE | | | | | | |
| 31 | 464-6003 | RC PIPE (CL III)(18 IN) - CULVERT | LF | 70 | \$ 125.00 | \$ 8,750.00 |
| 32 | | INSTALL SET (18 IN) | EA | 2 | \$ 3,000.00 | \$ 6,000.00 |
| | | RC PIPE (CL III)(30 IN) - CULVERT | LF | 30 | \$ 150.00 | \$ 4,500.00 |
| | | INSTALL SET (30 IN) | EA | 2 | \$ 3,500.00 | \$ 7,000.00 |
| 33 | 496-6007 | REMOV STR (PIPE CULVERT) | LF | 70 | \$ 20.00 | \$ 1,400.00 |
| 34 | | REMOVE STR (SET) | EA | 4 | \$ 650.00 | \$ 2,600.00 |
| | | EXCAVATION FOR DRAINAGE | CY | 533 | \$ 22.00 | \$ 11,726.00 |
| 35 | | CURB INLETS | EA | 3 | \$ 7,500.00 | \$ 22,500.00 |
| 36 | 464-6003 | RC PIPE (CL III)(18 IN) - STORM DRAINS | LF | 700 | \$ 125.00 | \$ 87,500.00 |
| TEMPORARY SIGNS/TRAFFIC HANDLING | | | | | | |
| 37 | 502-6001 | BARRICADES, SIGNS AND TRAFFIC HANDLING | MO | 8 | \$ 3,000.00 | \$ 24,000.00 |
| 38 | 6001-6001 | PORTABLE CHANGEABLE MESSAGE SIGN | DAYS | 240 | \$ 68.00 | \$ 16,320.00 |
| 39 | | PROJECT SIGNS (48"x36", WOOD SUBSTRATE) | EA | 4 | \$ 1,300.00 | \$ 5,200.00 |

| | |
|---|------------------------|
| Subtotal | \$ 1,325,243.97 |
| Budget contingency (10% of construction) | \$ 132,524.40 |
| Engineering (15% of construction) | \$ 198,786.60 |
| TOTAL WITH CONTINGENCY AND ENGINEERING | \$ 1,656,554.96 |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.e.

ATTACHMENTS:

Description

Rainfall/Drainage

Upload Date

9/25/2020

CITY OF LIBERTY HILL

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS, AMENDING SECTION 6.09 OF APPENDIX A, THE UNIFIED DEVELOPMENT CODE OF THE CITY OF LIBERTY HILL; ADOPTING LOCAL AMENDMENTS TO DESIGN AND CONSTRUCTION STANDARDS; PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Liberty Hill (the “City”) has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City has adopted the City of Round Rock’s Design and Construction Standards as the City’s standards for design and construction; and

WHEREAS, on August 6, 2020, the City of Round Rock adopted the “Round Rock RAI” standards for rainfall application instructions for hydrologic analyses and design; and

WHEREAS, the City wishes to adopt similar standards with local amendments; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City to update required design standards related to rainfall impacts and hydrologic analysis related to property development in the City.

NOW, THEREFORE, BE IT ORDAINED by the City of Liberty Hill City Council:

SECTION 1. The facts and recitations contained in the preamble of this ordinance are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim.

SECTION 2. Section 6.09 of Appendix A Unified Development Code of the City of Liberty Hill, Texas is amended to read as follows, with all the words stricken through to be deletions and all underlined words to be additions:

6.09 Design of Improvements

A. Design of improvements shall conform to the standards and specifications of the City of Round Rock Design and Construction Standards, as amended.

B. The City may adopt by ordinance or resolution local amendments to the City of Round Rock Design and Construction Standards.

SECTION 3. The City adopts the City of Liberty Hill Rainfall Application Instructions for Hydrologic Analysis and Designs attached hereto as *Attachment “A”* as a local amendment to the City of Round Rock Design and Construction Standards applicable in the City of Liberty Hill.

SECTION 4. All other ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. The invalidity of any section or provision of this ordinance shall not invalidate other sections or provisions thereof.

SECTION 6. The meeting at which this ordinance was approved was in all things conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 7. The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This Ordinance shall become effective and be in full force upon publication as required by law.

PASSED & APPROVED this, the 28th day of September, 2020, by a vote of ___ (*ayes*) to ___ (*nays*) to ___ (*abstentions*) of the City Council of Liberty Hill, Texas.

CITY OF LIBERTY HILL

Rick Hall, Mayor

ATTEST:

Approved as to Form:

Nancy Sawyer, City Secretary

Tad Cleaves, City Attorney

ATTACHMENT “A”



LIBERTY HILL
.....
F R E E D O M T O G R O W

Rainfall Application Instructions for Hydrologic Analyses and Designs

Table of Contents

| | | |
|--|-------------------------------------|--------|
| 1.0 | Summary | Page 2 |
| 2.0 | Rainfall Estimates Guidance | Page 2 |
| 3.0 | Runoff Determination Guidance | Page 5 |
| 3.1 | Rational Method | Page 5 |
| 3.2 | NRCS and HEC-HMS Methods | Page 6 |
| Appendix A - Williamson County, Texas Watersheds Map | | |

1.0 Summary

The City of Liberty Hill Rainfall Application Instructions for hydrologic analyses and designs provides guidance for application of rainfall estimates data and for implementation of runoff determination methods associated with hydrologic analyses and designs in the City of Liberty Hill.

2.0 Rainfall Estimates Guidance

The National Oceanic and Atmospheric Administration (NOAA) under the United States Department of Commerce published Volume 11 Version 2.0 (for Texas) of the Precipitation-Frequency Atlas of the United States (NOAA Atlas 14) in 2018. The City of Liberty Hill has determined that the precipitation estimates in NOAA Atlas 14 for the vicinity of Liberty Hill and Williamson County are currently the best data available; and the NOAA Atlas 14 estimates shall be applicable for hydrologic analyses performed for infrastructure designs and floodplain determinations subject to City of Liberty Hill review and acceptance as they pertain to City of Liberty Hill development regulations and capital improvement projects.

Williamson County, Texas has adopted a policy of dividing the county along major watershed boundaries and use of NOAA Atlas 14 rainfall estimates determined for the centroid of a watershed when performing hydrologic analyses for an area within the corresponding watershed; a map showing the watersheds, NOAA Atlas 14 1% Annual Chance 24-hour rainfall depth estimates isopleths, and NOAA Atlas 14 1% Annual Chance 24-hour rainfall depths at watershed centroids is contained in Appendix A. The City of Liberty Hill believes that the Williamson County, Texas policy is sufficiently accurate for hydrologic analyses and will allow the policy to be followed in a similar fashion for the City of Liberty Hill. Alternatively, the design engineer may determine the NOAA Atlas 14 data specifically for the area being analyzed and use said data in hydrologic analyses, provided the data determined and being used is properly and sufficiently justified to the satisfaction of the Utilities and Environmental Services Department Director (UES Director).

Rainfall depth and intensity values for selected durations and frequencies extracted from the NOAA Atlas 14 data for the centroid of the San Gabriel River Watershed as shown on the map in Appendix A are provided in Tables 1 and 2, respectively; these values may be used for hydrologic analyses performed on areas within the San Gabriel River Watershed when using the Natural Resources Conservation Service (NRCS) or HEC-HMS methods.

Table 1: NOAA Atlas 14 San Gabriel River Watershed Centroid Rainfall Depth for selected Durations and Frequencies (inches); AC = Annual Chance

| Duration | Precipitation Depths (inches) per Recurrence Interval | | | | | | | | | |
|----------|---|-------|-------|-------|-------|-------|--------|--------|--------|---------|
| | 1-yr | 2-yr | 5-yr | 10-yr | 25-yr | 50-yr | 100-yr | 200-yr | 500-yr | 1000-yr |
| 5-min: | 0.426 | 0.51 | 0.643 | 0.757 | 0.921 | 1.05 | 1.19 | 1.34 | 1.53 | 1.69 |
| 10-min: | 0.677 | 0.813 | 1.03 | 1.21 | 1.47 | 1.69 | 1.91 | 2.13 | 2.42 | 2.64 |
| 15-min: | 0.856 | 1.02 | 1.29 | 1.51 | 1.84 | 2.1 | 2.37 | 2.65 | 3.03 | 3.33 |
| 30-min: | 1.21 | 1.44 | 1.8 | 2.12 | 2.56 | 2.91 | 3.28 | 3.68 | 4.24 | 4.69 |
| 60-min: | 1.57 | 1.88 | 2.37 | 2.79 | 3.4 | 3.88 | 4.39 | 4.97 | 5.79 | 6.47 |
| 2-hr: | 1.86 | 2.3 | 2.95 | 3.55 | 4.43 | 5.16 | 5.98 | 6.91 | 8.28 | 9.43 |
| 3-hr: | 2.02 | 2.55 | 3.3 | 4.02 | 5.09 | 6.01 | 7.06 | 8.26 | 10.1 | 11.6 |
| 6-hr: | 2.32 | 2.98 | 3.91 | 4.81 | 6.18 | 7.38 | 8.75 | 10.3 | 12.7 | 14.7 |
| 12-hr: | 2.68 | 3.44 | 4.51 | 5.54 | 7.12 | 8.48 | 10.1 | 11.9 | 14.6 | 16.9 |
| 24-hr: | 3.1 | 3.94 | 5.15 | 6.3 | 8.04 | 9.53 | 11.2 | 13.2 | 16.1 | 18.6 |
| 2-day: | 3.55 | 4.49 | 5.89 | 7.17 | 9.04 | 10.6 | 12.3 | 14.3 | 17.4 | 19.9 |
| 3-day: | 3.95 | 4.93 | 6.43 | 7.76 | 9.69 | 11.3 | 13 | 15 | 18.1 | 20.6 |
| 4-day: | 4.22 | 5.24 | 6.81 | 8.19 | 10.2 | 11.8 | 13.6 | 15.6 | 18.6 | 21.1 |
| 7-day: | 4.82 | 5.92 | 7.63 | 9.12 | 11.3 | 13 | 14.8 | 16.9 | 19.8 | 22.2 |
| 10-day: | 5.33 | 6.49 | 8.31 | 9.88 | 12.1 | 13.9 | 15.8 | 17.8 | 20.7 | 23 |
| 20-day: | 7 | 8.27 | 10.4 | 12.1 | 14.4 | 16.2 | 18 | 19.9 | 22.6 | 24.7 |
| 30-day: | 8.37 | 9.72 | 12 | 13.9 | 16.3 | 18.1 | 19.8 | 21.7 | 24.2 | 26.1 |
| 45-day: | 10.2 | 11.7 | 14.3 | 16.4 | 19 | 20.9 | 22.6 | 24.5 | 26.9 | 28.7 |
| 60-day: | 11.8 | 13.5 | 16.3 | 18.5 | 21.4 | 23.4 | 25.3 | 27.1 | 29.4 | 31.1 |

Table 2: NOAA Atlas 14 San Gabriel River Watershed Centroid Rainfall Intensity for selected Durations and Frequencies (inches/hour); AC = Annual Chance

| Duration | Precipitation Intensity (inches/hour) per Recurrence Interval | | | | | | | | | |
|----------|---|-------|-------|-------|-------|-------|--------|--------|--------|---------|
| | 1-yr | 2-yr | 5-yr | 10-yr | 25-yr | 50-yr | 100-yr | 200-yr | 500-yr | 1000-yr |
| 5-min | 5.11 | 6.12 | 7.72 | 9.08 | 11.1 | 12.6 | 14.3 | 16 | 18.4 | 20.2 |
| 10-min | 4.06 | 4.88 | 6.16 | 7.26 | 8.84 | 10.1 | 11.5 | 12.8 | 14.5 | 15.9 |
| 15-min | 3.42 | 4.09 | 5.14 | 6.05 | 7.34 | 8.38 | 9.46 | 10.6 | 12.1 | 13.3 |
| 30-min | 2.42 | 2.88 | 3.61 | 4.23 | 5.12 | 5.82 | 6.56 | 7.36 | 8.48 | 9.38 |
| 60-min | 1.57 | 1.88 | 2.37 | 2.79 | 3.4 | 3.88 | 4.39 | 4.97 | 5.79 | 6.47 |
| 2-hr | 0.932 | 1.15 | 1.48 | 1.77 | 2.21 | 2.58 | 2.99 | 3.45 | 4.14 | 4.72 |
| 3-hr | 0.673 | 0.847 | 1.1 | 1.34 | 1.7 | 2 | 2.35 | 2.75 | 3.35 | 3.85 |
| 6-hr | 0.388 | 0.498 | 0.653 | 0.803 | 1.03 | 1.23 | 1.46 | 1.73 | 2.12 | 2.46 |
| 12-hr | 0.222 | 0.285 | 0.374 | 0.46 | 0.591 | 0.704 | 0.835 | 0.985 | 1.21 | 1.4 |
| 24-hr | 0.129 | 0.164 | 0.215 | 0.263 | 0.335 | 0.397 | 0.468 | 0.55 | 0.673 | 0.776 |
| 2-day | 0.074 | 0.093 | 0.123 | 0.149 | 0.188 | 0.22 | 0.256 | 0.298 | 0.361 | 0.415 |
| 3-day | 0.055 | 0.069 | 0.089 | 0.108 | 0.135 | 0.156 | 0.181 | 0.209 | 0.251 | 0.286 |
| 4-day | 0.044 | 0.055 | 0.071 | 0.085 | 0.106 | 0.123 | 0.141 | 0.163 | 0.194 | 0.22 |
| 7-day | 0.029 | 0.035 | 0.045 | 0.054 | 0.067 | 0.077 | 0.088 | 0.1 | 0.118 | 0.132 |
| 10-day | 0.022 | 0.027 | 0.035 | 0.041 | 0.05 | 0.058 | 0.066 | 0.074 | 0.086 | 0.096 |
| 20-day | 0.015 | 0.017 | 0.022 | 0.025 | 0.03 | 0.034 | 0.037 | 0.042 | 0.047 | 0.051 |
| 30-day | 0.012 | 0.013 | 0.017 | 0.019 | 0.023 | 0.025 | 0.027 | 0.03 | 0.034 | 0.036 |
| 45-day | 0.009 | 0.011 | 0.013 | 0.015 | 0.018 | 0.019 | 0.021 | 0.023 | 0.025 | 0.027 |
| 60-day | 0.008 | 0.009 | 0.011 | 0.013 | 0.015 | 0.016 | 0.018 | 0.019 | 0.02 | 0.022 |

Best fit rainfall intensity values at the centroid of the San Gabriel River Watershed for 5 to 30-minute durations and selected frequencies as determined by the City’s consultant from analyses of the NOAA Atlas 14 data are provided in Table 3; these values may be used for hydrologic analyses within the Brushy Creek Watershed when using the Rational Method.

Table 3: Best fit NOAA Atlas 14 San Gabriel River Watershed Centroid Rainfall Intensity for 5 to 30-minute Durations and selected Frequencies (inches/hour); AC = Annual Chance

| Duration | Precipitation Intensity (inches/hour) per Recurrence Interval | | | | | | | | | |
|----------|---|------|------|-------|-------|-------|--------|--------|--------|---------|
| | 1-yr | 2-yr | 5-yr | 10-yr | 25-yr | 50-yr | 100-yr | 200-yr | 500-yr | 1000-yr |
| 5-min | 5.11 | 6.12 | 7.72 | 9.08 | 11.1 | 12.6 | 14.3 | 16 | 18.4 | 20.2 |
| 6-min | 4.83 | 5.8 | 7.31 | 8.62 | 10.5 | 12 | 13.6 | 15.19 | 17.38 | 18.98 |
| 7-min | 4.6 | 5.52 | 6.98 | 8.22 | 10 | 11.5 | 12.99 | 14.48 | 16.56 | 18.06 |
| 8-min | 4.4 | 5.29 | 6.68 | 7.88 | 9.6 | 11 | 12.49 | 13.87 | 15.84 | 17.24 |
| 9-min | 4.23 | 5.07 | 6.41 | 7.56 | 9.21 | 10.5 | 11.99 | 13.27 | 15.16 | 16.53 |
| 10-min | 4.06 | 4.88 | 6.16 | 7.26 | 8.84 | 10.1 | 11.5 | 12.74 | 14.5 | 15.85 |
| 11-min | 3.92 | 4.69 | 5.92 | 6.98 | 8.49 | 9.7 | 11.02 | 12.25 | 13.95 | 15.23 |
| 12-min | 3.78 | 4.52 | 5.7 | 6.72 | 8.16 | 9.31 | 10.57 | 11.8 | 13.44 | 14.69 |
| 13-min | 3.64 | 4.36 | 5.49 | 6.47 | 7.86 | 8.96 | 10.16 | 11.33 | 12.98 | 14.18 |
| 14-min | 3.53 | 4.22 | 5.31 | 6.25 | 7.58 | 8.63 | 9.8 | 10.98 | 12.54 | 13.67 |
| 15-min | 3.42 | 4.09 | 5.14 | 6.05 | 7.34 | 8.34 | 9.46 | 10.65 | 12.1 | 13.24 |
| 16-min | 3.32 | 3.97 | 4.98 | 5.86 | 7.11 | 8.07 | 9.15 | 10.33 | 11.75 | 12.83 |
| 17-min | 3.23 | 3.85 | 4.84 | 5.69 | 6.89 | 7.83 | 8.87 | 10.01 | 11.43 | 12.45 |
| 18-min | 3.14 | 3.74 | 4.7 | 5.53 | 6.69 | 7.6 | 8.61 | 9.7 | 11.11 | 12.14 |
| 19-min | 3.06 | 3.65 | 4.58 | 5.38 | 6.51 | 7.4 | 8.38 | 9.43 | 10.81 | 11.83 |
| 20-min | 2.98 | 3.56 | 4.46 | 5.24 | 6.34 | 7.2 | 8.16 | 9.18 | 10.53 | 11.53 |
| 21-min | 2.91 | 3.47 | 4.35 | 5.11 | 6.19 | 7.02 | 7.95 | 8.95 | 10.27 | 11.23 |
| 22-min | 2.84 | 3.39 | 4.25 | 4.99 | 6.04 | 6.85 | 7.75 | 8.73 | 10.03 | 10.95 |
| 23-min | 2.78 | 3.32 | 4.16 | 4.88 | 5.9 | 6.69 | 7.58 | 8.52 | 9.8 | 10.71 |
| 24-min | 2.72 | 3.25 | 4.07 | 4.77 | 5.77 | 6.54 | 7.41 | 8.32 | 9.58 | 10.48 |
| 25-min | 2.66 | 3.18 | 3.98 | 4.67 | 5.65 | 6.4 | 7.25 | 8.14 | 9.37 | 10.26 |
| 26-min | 2.6 | 3.11 | 3.9 | 4.57 | 5.53 | 6.27 | 7.09 | 7.97 | 9.18 | 10.06 |
| 27-min | 2.55 | 3.04 | 3.82 | 4.48 | 5.42 | 6.14 | 6.95 | 7.8 | 9 | 9.86 |
| 28-min | 2.5 | 2.98 | 3.74 | 4.39 | 5.31 | 6.02 | 6.81 | 7.64 | 8.82 | 9.67 |
| 29-min | 2.46 | 2.93 | 3.67 | 4.31 | 5.21 | 5.9 | 6.68 | 7.49 | 8.66 | 9.52 |
| 30-min | 2.42 | 2.88 | 3.61 | 4.23 | 5.12 | 5.82 | 6.56 | 7.36 | 8.48 | 9.38 |

3.0 Runoff Determination Guidance

3.1 Rational Method

For small drainage areas being analyzed having times of concentration (T_c) less than or equal to 15 minutes, it is recommended that the Rational Method be used; best fit NOAA Atlas 14 rainfall intensities for durations from 5 to 30 minutes for use with

the Rational Method for selected storm frequencies are provided in table 3 above for the corresponding watershed containing the area being analyzed.

As per the UDC adoption of the City of Round Rock Criteria Manual as part of the City of Round Rock Design and Construction Standards (DACS) adopted by the City of Liberty Hill in the UDC, the Rational Method may be used for watersheds up to 100 acres in area; however, NOAA Atlas 14 rainfall data will need to be determined if any T_c is found to be greater than 30 minutes, and such determination will require proper and sufficient justification to the satisfaction of the UES Director. For drainage areas being analyzed with T_c less than 5 minutes, the intensity value for the 5- minute duration should be used in the Rational Method.

3.2 NRCS and HEC-HMS Methods

For larger drainage areas where use of the Rational Method is inappropriate, the NRCS or HEC-HMS method should be applied for hydrologic analyses. As per the DACS, the City of Liberty Hill has adopted a 24-hour frequency storm for use with these methods.

The meteorological model when applying HEC-HMS should use the Frequency Storm precipitation method included in the program; rainfall depth values for the desired frequency analysis as shown in tables 1 or 2 above, depending on the watershed containing the area being analyzed, should be entered in the Frequency Storm precipitation method as required by the program.

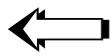
The computational time interval (time step) shall be 5 minutes when developing hydrographs with the NRCS and HEC-HMS methods.

APPENDIX A

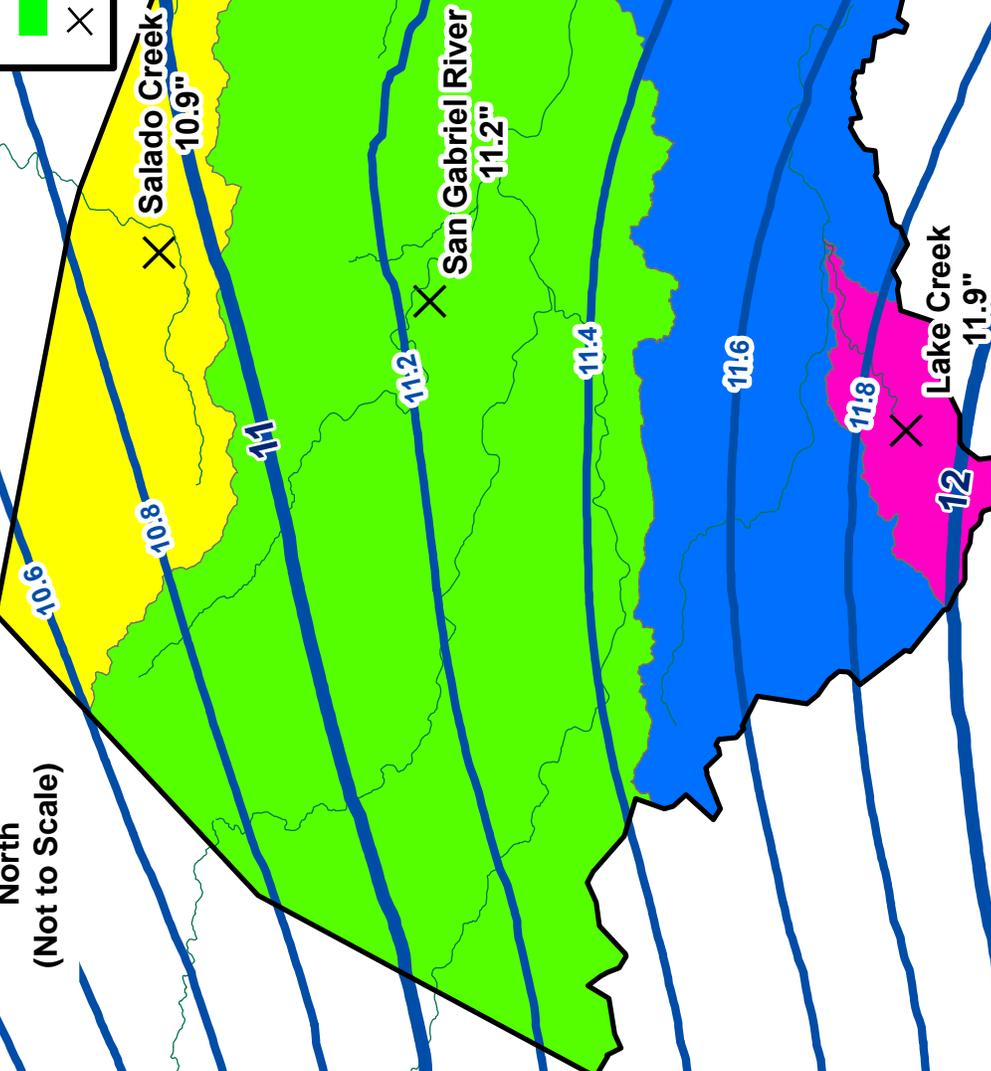
Williamson County, Texas Watersheds Map

NOAA Atlas 14 Precipitation Estimates at Williamson County, Texas Watershed Centroids

- NOAA Atlas 14 1% annual chance 24-hour rainfall isopleth (inches)
- Salado Creek Watershed
- San Gabriel River Watershed
- Brushy Creek Watershed
- Lake Creek Watershed
- Watershed Centroid



North
(Not to Scale)



CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.f.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.h.

ATTACHMENTS:

Description

Handbook

Upload Date

9/25/2020



City of Liberty Hill
Boards and Commissions
Handbook

WELCOME

Congratulations on your appointment to one of our City's boards or commissions! Boards and commissions are essential to the successful function of City government, and your contributions will help shape the future of Liberty Hill. You will be studying and recommending policy application on a variety of issues vital to the City's future. The basic duty of each board is to advise the city council on the application of Liberty Hill policies and directives related to individual circumstances and issues placed before the board.

The handbook is designed to assist you in your service. It consolidates provisions of the Code of Ordinances, and other regulations into one place to assist you as a board member. It will provide a general introduction to topics and processes that directly affect members of boards. Discussion in the handbook applies to all city council-appointed citizen boards and commissions unless stated otherwise. Keep in mind, not all the provisions will apply equally to every board. In cases of legal liability, for example, members of some boards may be more susceptible than members of other boards. The staff liaison assigned to your board will be able to provide you with more information on the specific duties and responsibilities of your particular board and its members. While no one document could adequately cover all aspects of serving on a board, the handbook has been designed as a basic reference point from which a board member can build an extensive knowledge of his/her responsibilities to the citizenry of Liberty Hill. If any provision of the handbook is in conflict with any Code or Ordinance of the City, then such Code or Ordinance shall prevail.

Thank you for your interest in serving your community. Your efforts will make Liberty Hill a better place to live, work, and play!

FORM OF GOVERNMENT

Liberty Hill is a General Law Type A city, governed by the Local Government Code and Code of Ordinances.

CITY COUNCIL

The city council is composed of the mayor and five (5) councilmembers. City council places are hereby numbered 1, 2, 3, 4 and 5.

The city council is made up of a mayor and five council members who are elected to serve as the legislative body of the City. City council members are the community decisionmakers. They approve the budget and set the tax rate and budget. The city council focuses on community goals, major projects, and long-term considerations such as community growth, land-use development, capital improvement plans, capital financing, and strategic planning.

GENERAL INFORMATION

APPOINTMENTS

Each year, the city council appoints members to the various boards and commissions that advise the city council. Although vacancies may be filled as needed throughout the year, appointments are typically made after the May city council election. Incumbent board members must reapply upon expiration of their term.

Citizens interested in serving on a board, commission, or committee can obtain an applications from the City Secretary's office at City Hall or the City's website, www.libertyhilltx.gov. Completed applications can be returned to the City Secretary's office. Applications are valid for a year, after which a new application must be submitted. The City Council will consider the applications and make appointments during regular City Council meetings.

After the City Council appoints a person to serve as a member of a board, commission, or committee, the City Secretary will notify the appointee in writing of the appointment.

OATH OF OFFICE

Board member are required to take their Statement of Office followed by the Oath of Office, after their appointment. This must be coordinated with the Mayor and/or City Secretary before serving as a board member.

ATTENDANCE

Regular attendance of the Board meetings is required of all Members. The following number of absences may constitute the need for replacement of a member: three (3) consecutive absences, or attendance reflecting absences constituting 50% of the meetings over a 12-month period. In the event replacement is indicated, the Chair shall submit in writing to the City Secretary the need to replace the Board member in question.

ELECTION OF OFFICERS

Except where otherwise provided by state law, federal law, or City ordinances or resolutions, election of officers for council-appointed boards will be as follows:

- The chair (and any other officers, where applicable) will be elected by voting board members.
- Election of officers shall be annually as soon as practicable after the

annual appointment process. If, for any reason, the chair or vice-chair vacates their seat, a special election should be held to fill the unexpired term. A temporary chair may be selected by the board.

- The staff liaison, designated by the city administrator, shall serve as the official secretary to the board or commission to ensure records are maintained.
- The city council shall reserve the right, as deemed necessary in individual instances, to appoint the chair and vice-chair for any special issue or temporary advisory committees. If the city council chooses not to make the appointment for chair and vice-chair, then the procedure outlined in this policy will apply.

Duties of board and commission members

Board and commission members will represent unconflicted loyalty to the interests of the citizens. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards, commissions, or staffs. This accountability supersedes the personal interest of any board or commission member acting as an individual citizen of the city. (Ordinance 05-O-23, sec. 4, adopted 5/9/05)

Dress code

Board and commission members shall dress for meetings in a manner that is appropriate for their position as a board or commission member of the city. All board and commission members shall dress in a manner to show the city as a positive, professional organization. (Ordinance 05-O-23, sec. 5, adopted 5/9/05)

TRAINING

Members are required to complete open government training through the Texas Attorney General's Office, which covers both the Open Meetings Act and the Public Information Act, within 90 days of appointment. Training is available online at www.texasattorneygeneral.gov. Upon completion of open government training, members must submit a completed certificate to the city secretary. Additional training opportunities may be available through the Texas Municipal League.

TEXAS OPEN MEETINGS ACT

Open Meetings Act generally provides that any meeting of a Board, Commission, and/or Committee is open to the public. Conversation or action on items not posted on the agenda can be considered a violation of the Act. The Open Meetings Act does not apply to purely social gatherings, conventions, or workshops.

TEXAS PUBLIC INFORMATION ACT

The Texas Public Information Act generally provides that that the public has a right to request access to any information that is produced, assembled, or maintained by or for a governmental body (including information held by an individual officer or employee in the transaction of official business), regardless of the format. Most information held by the City (or a city official or employee) is presumed to be public and must be released pursuant to a written request.

BOARD & COMMISSION MEETINGS

MEETING AGENDAS

Under the Open Meetings Act, written notice (agenda) must be given of dates, times, locations, and subject matters of all meetings. The notice of a meeting of a governmental body must be posted in a place readily accessible to the public at all times for at least 72 hours before the scheduled time of the meeting. Board and Committee meeting agendas will be posted online at <https://www.libertyhilltx.gov/agendacenter> and the Municipal Court Building, located at 2801 RR 1869, Liberty Hill, Tx 78642. The agenda shall be set by the appointed chair and staff liaison. If members of the Board/commission wish to add an item to the agenda, then it must be sponsored by two members. Agenda items must be submitted to the Chair and staff liaison no later than 7 days prior to the meeting.

ETHICS

CODE OF CONDUCT

Board and commission members shall act and conduct themselves in a manner which will promote trust in their integrity, impartiality, and their devotion to the best interests of the city. During meetings, board and commission members shall preserve order and decorum and shall conduct themselves in a manner which will not, either by conversation or activity, delay or interrupt the proceedings.

Board and commission members shall not indulge in personalities, use offensive language, arraign the motives of members, charge deliberate misrepresentation, or use language tending to hold any board and commission members, councilmembers, the public, or the staff, in contempt. Board and commission members will comply with the directions of the presiding officer. The board and commission members shall treat each other with dignity, respect, and civility.

(Section 1.07.002 of the City of Liberty Hill Code of Ordinances)

CONFLICT OF INTEREST

Anticipating that the potential for conflicts of interest will arise within local governments, and while acknowledging the practical impossibility

of flatly prohibiting all such conflicts, the Texas Legislature enacted a statute that requires the public disclosure of conflicts. The purpose of Chapter 171 of the Local Government Code is to prevent public officials from using their positions for personal gain. The law requires a public official to file an affidavit and abstain from voting on a matter when the private financial interests of the official, or the interests of close relatives, would be affected by the official's involvement and vote on the matter.

When an item comes before the board for consideration, members should take the following steps to determine whether or not they have a conflict of interest:

- (1) Examine the pending matter and determine whether you or a relative has a "substantial interest" in a business entity or real property that would be beneficially affected by an official decision of your council, board, or commission.

You have a "substantial interest" in a business entity if:

- (a) you or a relative owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
- (b) funds received by you or your relative from the business entity exceeds 10 percent of your or your relative's gross income for the previous year.

You have a substantial interest in real property if you or your relative has an equitable or legal ownership interest in the property of \$2,500 or more.

A "relative" means a person related to you in the first degree of consanguinity (by blood) or affinity (marriage). To make this easy for you, please refer to the "Nepotism Chart" included in the appendix.

- (2) If your answer to (1) above is "yes," you must file an affidavit disclosing the nature of the interest in the matter and/or the nature of the substantial interest of your relative in such matter, if:
 - (a) in the case of a substantial interest in a business

entity, the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

- (b) in the case of a substantial interest in real property, it is *reasonably fore-seeable* that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

The affidavit must be filed with the city secretary and you must abstain from participating in any discussion of the matter and abstain from voting on it. A sample form of such an affidavit is included in the appendix section of this handbook.

DISCLOSURE OF RELATIONSHIPS

Chapter 176 of the Local Government Code requires members to file a “Conflicts Disclosure Statement” with the City Secretary within seven days of your becoming aware of either of the following situations:

- (1) You or a relative within the first degree by consanguinity or affinity has an employment or business relationship that results in taxable income of more than \$2,500 in the preceding 12 months from a vendor who either
 - (i) conducts business with the City;
 - (ii) is being considered as a vendor for the City; or
- (2) You or a relative within the first degree by consanguinity or affinity receives and accepts one or more gifts with an aggregate value of \$100 in the preceding 12 months from a vendor who either
 - (i) conducts business with the City;
 - (ii) is being considered as a vendor for the City; or
- (3) If the vendor or potential vendor is related to you within third degree by consanguinity or within the second degree by affinity.

A sample of the Chapter 176 Conflicts Disclosure Statement is included in the appendix section of this handbook.

APPEARANCE OF CONFLICT

There are times you may have a perceived conflict of interest even though it is not a conflict that is prohibited by law. In those cases, you should make a judgment call as to whether you should abstain from the matter.

If you think the perceived conflict affects your ability of independent judgment, or there is a strong appearance that you lack the ability to divorce yourself from the perceived conflict in making a decision, you should carefully consider whether abstention is appropriate. Often, these are difficult judgment calls for which there are no absolute right answers. In making your decision, you should weigh the harm of participating against your general duty to serve on the city council. You have a duty to participate and vote on all matters that come before the council, unless you have a conflict or you lack information to decide the issue.

GIFTS

Public officials and employees are generally prohibited from accepting gifts from any person, whether or not the gift is related to a specific official action.

Certain exceptions may apply, such as: (1) an item with a value of less than \$50 (excluding cash or a negotiable instrument, such as a check or gift card); (2) a gift given by a person with whom the official or employee has a familial, personal, business, or professional relationship, independent of the official or employee's status or work; (3) any benefit that the official or employee is entitled to receive by law or for which the person has performed a duty independent of the person's status as a public service (for example, a jury duty fee); or (4) any political contributions as defined by the Texas Election Code. The penalty for violating the acceptance of gifts prohibition is, with some exceptions, a class A misdemeanor, punishable by a fine of up to \$4,000 and/or jail time of up to one year.

NEPOTISM

"Nepotism" is the award of employment or appointment on the basis of kinship. The practice is contrary to sound public policy, which is why prohibitions against nepotism are common in all states, including Texas. The Texas nepotism statute, Chapter 573 of the Government Code, forbids the City Council from hiring any person who is related to a Council Member within the second degree by affinity or within the third degree by consanguinity.

Since "affinity" and "consanguinity" are the controlling factors in determining nepotism, both terms need to be clearly understood.

Affinity is kinship by marriage, as between a husband and wife, or

between husband and blood relatives of the wife (or vice versa).

Consanguinity is kinship by blood, as between a mother and child or brother and sister.

BOARDS & COMMISSIONS

Boards and commissions are made up of volunteer citizens who study issues and advise the city council on policy matters important to Liberty Hill. Some boards are judicial or quasi-judicial in nature and have the power to make decisions on the application of regulations within their jurisdiction.

JUDICIAL OR QUASI-JUDICIAL BOARDS

Boards that use decision-making powers apply particular regulations to specific facts to make judgments or decisions on matters within their jurisdiction. The following board/commissions are judicial or quasi-judicial boards and administer specific ordinances or regulations.

ADVISORY BOARDS

Advisory boards advise or make recommendations to a person or the city council and have no final decision-making authority. The following bodies serve in an advisory function:

Building Standards Commission

The city hereby creates and establishes the building standards commission for the city, which is charged with hearing and determining cases concerning alleged violations of ordinances, as authorized by chapter 54, subchapter C of the Texas Local Government Code and applicable city ordinances.

Members

The commission shall consist of five (5) members who shall be appointed for terms of two years. Members of the commission shall be selected by the city council of the city. Minimum qualifications for the commission members shall be as follows:

- (1) Members must be residents of the city or the city's extraterritorial jurisdiction. If, in the city council's sole discretion, qualified candidates cannot be found within city or the city's extraterritorial jurisdiction, the city council may appoint candidates that reside outside the city and the city's extraterritorial jurisdiction.
- (2) Four members of the commission must be experienced in the following trades:
 - (A) Electrical contracting;
 - (B) Real estate profession;
 - (C) Architecture;
 - (D) Engineering;
 - (E) Building construction;
 - (F) Fire protection;
 - (G) Mechanical contracting (e.g. heating, ventilation and air conditioning (HVAC)); and/or
 - (H) Plumbing contracting.

Alternate commission members

The city council is authorized to appoint four (4) or more alternate members of the commission who shall serve in the absence of the one or more regular members when requested to do so by the chairman of the commission. Alternate members serve for the same term and are subject to removal in the same manner as regular members.

Officers

The commission shall elect from its membership the following officers: chairman, vice- chairman, and secretary. The chairman shall serve as chairman of the commission. The vice- chairman shall serve when the chairman is unable to perform his/her duties. The commission secretary shall keep a full record of the proceedings of the commission and such other

records as the commission may direct.

Meetings

The commission has the power to promulgate its own rules governing its meeting and proceedings, subject to the provisions of this part, but the commission shall have at least one regular meeting each calendar year. Special meetings of the commission shall be called by the chairman of the commission or upon written request of three members of the commission. All meetings of the commission shall be conducted in compliance with the Texas Open Meetings Act.

Appeals

The commission has the power to hear and render decisions upon rulings and refusals of ruling by the city building inspectors or officials when requests for a modification or a variation from the provisions of the applicable city ordinance has been made. Whenever a city building inspector or official rejects or refuses to approve the mode or manner of work proposed to be followed or materials to be used in the proposed construction, or when it is claimed that the provisions of the applicable city ordinance do not apply, or that any equally good or more desirable form of installation can be employed in any specific case, or when it is claimed that the true intent and meaning of the applicable city ordinance or any regulations thereunder have been misconstrued or wrongly interpreted, the owner of such building or structure, or his/her duly authorized agent, may appeal the decision of the city official to the commission.

Notice of the appeal shall be in writing and filed within ninety (90) days after the decision is rendered by the city official. During the pendency of the appeal to the commission, the ruling or refusal of the building official shall be in full force and effect.

- (1) Such appeals shall be perfected by giving notice containing the following information to the city secretary or the chairman of the commission:
 - (A) Name and address of the person making the appeal;
 - (B) Facts surrounding the particular ruling or refusal to make ruling;
 - (C) The ruling, if any, of the city building official; and
 - (D) Reasons why such a ruling should be set aside, or if the ruling was refused, why such a ruling should be made.
- (2) The person making the appeal shall file \$50.00 and 10 copies of such

appeal with the City Secretary.

(3) In case of a building or structure which, in the determination of the city building official, is unsafe or dangerous, the building official may, in his order, limit the time of such appeal to a shorter period.

Hearings

Upon receiving notice of appeal, the chairman of the commission shall make an order setting the appeal for hearing at a specified time and place, and shall give notice of such information to the person making the appeal, the building official, and the city attorney. The hearing shall be held as soon as is practicable, and in all cases shall be within two weeks after the notice of appeal is received by the city secretary or the chairman of the commission as the case may be. The person requesting an appeal may request in writing that he/she be granted an additional time for the hearing. If the appealing party fails to make his/her appearance at the proper time and place to present his/her appeal, then the appeal shall be dismissed by the commission. The commission shall, in every case, reach a decision without unreasonable or unnecessary delay. If such a decision of the commission reverses or modifies a refusal, order, or disallowance of the building official, or varies the application of any provision of the applicable city ordinance, the building official shall immediately take action in accordance with such decision.

Variance of provisions

The commission, after hearing an appeal, may vary the application of any applicable city ordinance to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of the applicable city ordinance or the public interest, or when, in its opinion, the interpretation of the building official should be modified or reversed.

Decision to be final

Every decision of the commission shall be final, subject however to such remedy as any aggrieved party might have at law or in equity.

Planning & Zoning Commission

The city hereby creates and establishes a planning board which shall also serve as a zoning board and which shall be known as the planning and zoning commission for the City. The commission shall serve as an advisory board to the city council. The members of the commission shall be selected by the city council. The Commission renders recommendations to the city council on land use and land development matters such as platting, site plans and zoning amendments.

Members

The city's planning and zoning commission shall consist of five (5)

members who shall be appointed by the city council for terms of two years. The commission members shall be comprised of at least three members that reside within the corporate limits of the city. The remaining two (2) members may reside within the corporate boundaries of the Liberty Hill Independent School District. However, no more than three members may reside outside the city's corporate limits or extraterritorial jurisdiction. In the absence of qualified candidates, the city council may waive these requirements to fill a vacant post. Terms end September 30th of each year.

Alternate commission members

The city council is authorized to appoint four (4) or more alternate members of the commission who shall serve in the absence of the one or more regular members when requested to do so by the chairman of the commission. Alternate members serve for the same term and are subject to removal in the same manner as regular members. A vacancy is filled in the same manner as a vacancy among the regular members.

Officers

The commission shall elect from its membership the following officers: chairman, vice- chairman, and secretary. The chairman shall serve as chairman of the commission. The vice-chairman shall serve when the chairman is unable to perform his/her duties. The commission secretary shall keep a full record of the proceedings of the commission and such other records as the commission may direct. An alternate member may not serve as an officer.

Meetings

The commission has the power to promulgate its own rules governing its meeting and proceedings, subject to the provisions of this part, but the commission shall have at least one regular meeting each calendar year. Special meetings of the commission shall be called by the chairman of the commission or upon written request of three members of the commission. All meetings of the commission shall be conducted in compliance with the Texas Open Meetings Act.

Parks and Recreation

The Parks and Recreation Board shall serve as an advisory board to the city council. The board shall make recommendations relating to the parks and recreation activities of the city and its environs.

Members

The city's parks and recreation board shall consist of five (5) members who shall be appointed by the city council for terms of two years. The members of the board shall be selected by the city council of the city. The board members shall reside within the city or its extraterritorial jurisdiction and have resided within the city or its extraterritorial jurisdiction for at least six months preceding their appointment. If the city is unable to find qualified

board member(s) that reside within the city or within the city's extraterritorial jurisdiction, the city may seek and appoint a board member(s) that resides within the boundaries of the Liberty Hill Independent School District. The terms of office shall be staggered, except that the respective terms of three members of the board appointed is one year initially and two years thereafter. Terms end September 30th of each year.

Officers

The board shall elect from its membership the following officers: chairman, vice-chairman, and secretary. The chairman shall serve as chairman of the board. The vice-chairman shall serve when the chairman is unable to perform his/her duties. The board secretary shall keep a full record of the proceedings of the board and such other records as the board may direct. An alternate member may not serve as an officer.

Meetings

The board has the power to promulgate its own rules governing its meeting and proceedings, subject to the provisions of this part, but the board shall have at least one regular meeting each calendar year. Special meetings of the board shall be called by the chairman of the board or upon written request of three members of the board. All meetings of the board shall be conducted in compliance with the Texas Open Meetings Act.

Zoning Board of Adjustment

The Zoning Board of Adjustments is comprised of five members and is a quasi-judicial board with authority to grant variance requests, administer appeals and special exceptions to the zoning code.

Downtown Beautification Committee

The Downtown Beautification Committee is responsible for organizing and maintaining a community effort to revitalize Liberty Hill's historic downtown. The Board should be representative of the community and shall serve as an advocate for downtown revitalization.

DEVELOPMENT CORPORATION BOARDS

Economic Development Corporation Board

The Economic Development Corporation is comprised of five voting members and five ex-officio members. The Board administers the 3/8-cent economic development sales tax, sets economic development policies and administers certain incentive programs.

LOCAL GOVERNMENT OFFICER

FORM CIS CONFLICTS DISCLOSURE STATEMENT

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

**OFFICE
USE ONLY**

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____ Date _____

Gift Accepted _____ Description of Gift _____

_____ Date Gift Accepted _____

_____ Description of Gift _____

(attach additional forms as
necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Name of Local Government Officer. Enter the name of the local government officer filing this statement.

2. Office Held. Enter the name of the office held by the local government officer filing this statement.

3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code. Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.

4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.

5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100. List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.

6. Affidavit. Signature of local government officer.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.j.

ATTACHMENTS:

Description

City Treasurer

Upload Date

9/25/2020

CITY OF LIBERTY HILL

ORDINANCE NO. 20-O-

AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS, AMENDING CHAPTER 1, ARTICLE 1.04, DIVISION 5. CITY TREASURER; DESIGNATING THE POSITION OF FINANCE DIRECTOR AS THE CITY TREASURER; PROVIDING FOR A REPEALER, SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the office of City Treasurer is a municipal officer of the City of Liberty Hill (the “City”); and

WHEREAS, the City Council wishes to clarify that the City’s Finance Director is the City Treasurer as described in the City’s Code of Ordinances; and

WHEREAS, the Council finds it to be in the public interest and necessary to amend the Code of Ordinances to include the clarify that the City’s Finance Director is also the City Treasurer.

NOW, THEREFORE, BE IT ORDAINED by the City of Liberty Hill City Council:

SECTION 1. The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 2. Chapter 1, Article 1.04 City Officers, Division 5. City Treasurer, of the Code of Ordinances of the City of Liberty Hill, Texas is amended as shown in *Attachment “A”* which is attached hereto and incorporated herein for all references. The portions struck through are to be removed from Article 1.04, and the portions underlined are to be added to Article 1.04.

SECTION 3. All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance, are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SECTION 4. Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 5. The City Secretary is hereby directed to record the attached rules, regulations, and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

SECTION 6. This Ordinance shall be effective immediately upon passage.

SECTION 7. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 28th day of September, 2020, by a vote of ____ (*ayes*) to ____ (*nays*) to ____ (*abstentions*) of the City Council of Liberty Hill, Texas.

THE CITY OF LIBERTY HILL, TEXAS

Rick Hall, Mayor

ATTEST:

Approved as to Form:

Nancy Sawyer, City Secretary

Tad Cleaves, City Attorney

Attachment “A”

Division 5. City Treasurer

Sec. 1.04.121 Position established

The office of treasurer is hereby created to fulfill the criteria and duties as listed below. The City's Finance Director is the City Treasurer.

Sec. 1.04.122 Appointment

The city council has the sole authority to appoint an individual to the office of treasurer.

Sec. 1.04.123 Criteria

Any individual appointed treasurer:

- (1) Should possess demonstrated skills as outlined in the city's posted job description, as approved by the city council.
- (2) May not be a city councilmember.
- (3) Serves at the will of the city council and may be dismissed by the city council at anytime.

Sec. 1.04.124 Duties

The treasurer must perform the following duties in accordance with section 22.075 of the Local Government Code:

- (1) Receive and securely keep all money belonging to the municipality.
- (2) Make all payments on the order of the mayor, attested by the city secretary under the seal of the city.
- (3) May not make payments unless the face of the order shows that the city council directed the issuance and the purpose for the issuance is shown.
- (4) Render to the city council a full statement of receipts and payments at the first regular meeting in every quarter and at other times as required by the city.
- (5) Prepare a report in conjunction with the publication of the annual financial statement of the city. The report must describe in summary:
 - (A) The amount of receipts and expenditures;
 - (B) Amount of money on hand in each fund;
 - (C) The amount of bonds becoming due;
 - (D) The amount of interest to be paid during the fiscal year; and
 - (E) Any other information required by the city council to be reported by the treasurer.
- (6) Perform other acts and duties as the city council requires.
- (7) Shall execute a bond in favor of the city, in the form and in the amount required by the city council, and conditioned that the treasurer will faithfully discharge the duties of office.

Sec. 1.04.125 Supervision

The treasurer shall report to the city council, but is supervised on a day-to-day basis by the mayor.

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.k.

ATTACHMENTS:

Description

COO

Upload Date

9/25/2020

CITY OF LIBERTY HILL

ORDINANCE NO. 20-O-

AN ORDINANCE OF THE CITY COUNCIL OF LIBERTY HILL, TEXAS, AMENDING CHAPTER 1, ARTICLE 1.04; DESIGNATING THE POSITION OF CHIEF OPERATING OFFICER AS A MUNICIPAL OFFICER; PROVIDING FOR A REPEALER AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Liberty Hill (“Council”) created the position of Chief Operating Officer on March 9, 2020; and

WHEREAS, the Chief Operating Officer has the duties and responsibilities contained in the job description attached hereto as *Attachment “A”*; and

WHEREAS, the Council finds it to be in the public interest and necessary to designate the position of Chief Operating Officer as a Municipal Officer.

NOW, THEREFORE, BE IT ORDAINED by the City of Liberty Hill City Council:

SECTION 1. The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 2. Chapter 1, Article 1.04 of the Code of Ordinances of the City of Liberty Hill, Texas is amended as shown in *Attachment “B”* which is attached hereto and incorporated herein for all references. The portions struck through are to be removed from Article 1.04, and the portions underlined are to be added to Article 1.04.

SECTION 3. All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance, are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SECTION 4. Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 5. The City Secretary is hereby directed to record the attached rules, regulations, and policies in the City’s Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

SECTION 6. This Ordinance shall be effective immediately upon passage.

SECTION 7. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 28th day of September, 2020, by a vote of ____ (*ayes*) to ____ (*nays*) to ____ (*abstentions*) of the City Council of Liberty Hill, Texas.

The City of Liberty Hill, Texas

Rick Hall, Mayor

ATTEST:

Approved as to Form:

Nancy Sawyer, City Secretary

Tad Cleaves, City Attorney

Attachment “A”

Chief Operating Officer

Job Description

Summary: In accordance with City goals, the Chief Operating Officer provides guidance in the performance of delegated responsibilities for City administration. The Chief Operating Officer coordinates daily operations of the municipal organization and employees as assigned by the Mayor and City Council and the City Administrator. The Chief Operating Officer resolves requests and/or problems and performs as the Acting City Administrator in the temporary absence of the City Administrator and Mayor and represents the City at private and public functions. The Chief Operating Officer is accountable for the implementation of overall city policies and provides direction for community development, budgetary and financial activities, management organization, implementation of City services, and initiates and reviews special projects and reports as designated by the City Administrator or City Council. May delegate specific tasks to department heads and is responsible for coordinating information and tasks among departments. As needed, coordinates various employee and public resources to improve community services. If qualified and directed by the City Council to do so, the Chief Operating Officer may serve as the Director of Human Resources.

Organizational Relationships:

Reports to: Mayor and City Council with daily supervision by the City Administrator

Other: Has frequent contact with other city employees, vendors, and the public.

Essential Duties and Oversight include the following. Other duties may be assigned.

Capital Projects - Monitors and provides direction and management to capital projects in the areas of procedures, policies, budgeting/funding, planning, project development, and department coordination.

Community Relations - Resolves citizen concerns and requests for service and coordinates service delivery with a variety of contractors to the City Council, or the community. Must use discretion and judgment when interacting with the public and news media. Included within the scope of duties is the development, coordination, and management of diverse departmental professional positions. The Chief Operating Officer participates in the evaluations of Department Heads and subordinates, the preparation and monitoring of diverse budget and financial management plans, the development of long-range City goals and objectives, and the development and implementation of City operating policies and procedures. Within the parameters established by the City Council, the Chief Operating Officer must exercise independent and organizational influence and judgment in determining the results of City operations and policies.

Department Operations - Provides for the administrative implementation and coordination of City department operating activities in accordance with management principles as prescribed by City goals and policies.

Contract Performance - Assists the Mayor and City Administrator in performing responsible work in the negotiation and enforcement in all contracts for the City.

Supervisory Responsibilities:

General supervision of Department Heads, and others as assigned.

Required Education and/or Experience:

Bachelor's degree in Public Administration, Political Science, or Business Administration, and 3-5 years of progressive municipal management experience, including department head level experience or above. Must be knowledgeable in principles, theories and practices of management, strategic planning methods, financial planning, and budget preparation. Must be familiar with principles and practices of personnel management and knowledgeable of public works and public utility operations. Must have strong analytical skills and an ability to plan, organize and coordinate the work of senior level staff. Ability to meet with the public, employees, supervisory staff and other governmental agencies and deal with them diplomatically and effectively. Desire experience in working with the state legislature on municipal legislative concerns.

Certificates, Licenses, Registrations:

N/A

Core Competencies:

Innovative: Explores new ways to accomplish tasks. Not afraid to undertake something new. Demonstrates critical thinking skills to find solutions in different and experimental ways.

Customer Service: Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability: Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

Specialized Competencies:

Analytical Skills: Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.

Cooperation: Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Supports co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.

Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

Physical Demands:

The physical demands of this position are those typical to a mainly indoor office-based setting, though occasional visits to offsite or outdoor settings (including construction sites) should be expected.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

The noise level in the work environment is usually quiet to moderate. The City of Liberty Hill aims to provide and maintain an effective and enjoyable work environment, so a social environment should be expected.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Council's assignment of essential functions but does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Attachment ‘B’

ARTICLE 1.04 CITY OFFICERS

Division 6. Chief Operating Officer

Sec. 1.04.150 **Appointment**

In accordance with V.T.C.A., Texas Local Government Code, Section 22.071, the position of Chief Operating Officer is hereby established as that of a municipal officer of the city. The city council ("Council") shall fill the position of Chief Operating Officer by appointment based solely on the person's administrative ability. The Chief Operating Officer is not required to meet any residency qualifications.

Sec. 1.04.051 **Bond**

If required by the Council, the Chief Operating Officer must execute a bond in such amount prescribed by ordinance or resolution. The bond must be conditioned that the Chief Operating Officer will faithfully perform the duties of the position. The premium for such bond shall be paid by the city.

Sec. 1.04.052 **Duties**

The Chief Operating Officer shall perform the duties as set forth:

- (1) In the job description maintained on file with the city; and
- (2) By ordinance or resolution by the council.

Sec. 1.04.053 **Supervision**

The Chief Operating Officer shall report to the Council but is supervised on a day-to-day basis by the City Administrator.

CITY OF LIBERTY HILL

RESOLUTION NO. 20-R-___

**A RESOLUTION OF THE CITY OF LIBERTY HILL, TEXAS,
AUTHORIZING CITY STAFF TO START THE PROCESS TO HAVE THE
CITY OF LIBERTY HILL DESIGNATED AS A DARK SKY COMMUNITY**

WHEREAS, the City Council of the City of Liberty Hill (“City”) wishes to formally begin the process of becoming an International Dark Sky Community.

NOW, THEREFORE, BE IT RESOLVED by the City of Liberty Hill City Council:

1. The City Council of the City of Liberty Hill authorizes City Staff to begin the official processes related to becoming a Dark Sky Community and take all actions required to move the process forward.
2. The City Secretary is authorized to take any necessary action to comply with applicable publication and notification requirements.

PASSED & APPROVED this, the 28th day of September 2020, by a vote of ___ (*ayes*) to ___ (*nays*) to ___ (*abstentions*) of the City Council of Liberty Hill, Texas.

THE CITY OF LIBERTY HILL

Rick Hall, Mayor

ATTEST:

Approved as to Form:

Nancy Sawyer, City Secretary

Tad Cleaves, City Attorney

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.n.

ATTACHMENTS:

Description

Upload Date

Applicants

9/24/2020

Applicants for Boards and Commissions

Committee / Board Choices

| NAME | ADDRESS | CITY | ETJ | ISD | Choice 1 | Choice 2 | Choice 3 |
|------------------|-------------------------|------|-----|-----|----------------------------|--------------------|-------------------------|
| Carilli, Robert | 508 Umbrella Sky | | | X | Planning & Zoning | Parks & Recreation | Downtown Beautification |
| Everett, Justin | 224 Normal School Way | | X | | Planning & Zoning | Parks & Recreation | n/a |
| Gessler, Christy | 301 CR 212 | | | X | Economic Development Corp. | Planning & Zoning | Downtown Beautification |
| Ivicic, Jennifer | 155 Hillcrest Lane #201 | X | | | Parks & Recreation | Planning & Zoning | Downtown Beautification |
| Jones, Mary Lyn | 700 Oaks Ln | | | X | Parks & Recreation | Parks & Recreation | Parks & Recreation |
| Williams, Diane | 3303 RR 1869 | X | | | Planning & Zoning | Parks & Recreation | Downtown Beautification |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.o.

ATTACHMENTS:

Description

Upload Date

Applicants

9/24/2020

Applicants for Boards and Commissions

Committee / Board Choices

| NAME | ADDRESS | CITY | ETJ | ISD | Choice 1 | Choice 2 | Choice 3 |
|------------------|-------------------------|------|-----|-----|-------------------------------|--------------------|----------------------------|
| Carilli, Robert | 508 Umbrella Sky | | | X | Planning & Zoning | Parks & Recreation | Downtown Beautification |
| Everett, Justin | 224 Normal School Way | | X | | Planning & Zoning | Parks & Recreation | n/a |
| Gessler, Christy | 301 CR 212 | | | X | Economic Development Corp. | Planning & Zoning | Downtown Beautification |
| Ivicic, Jennifer | 155 Hillcrest Lane #201 | X | | | Parks & Recreation | Planning & Zoning | Downtown Beautification |
| Jones, Mary Lyn | 700 Oaks Ln | | | X | Parks & Recreation | Parks & Recreation | Parks & Recreation |
| Williams, Diane | 3303 RR 1869 | X | | | Planning & Zoning | Parks & Recreation | Downtown Beautification |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.p.

ATTACHMENTS:

Description

IT Policies

Upload Date

9/25/2020



LIBERTY HILL

F R E E D O M T O G R O W

City of Liberty Hill

IT Policy

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Exhibit A – Procedures for Compensating Non-Exempt Employees

I. Summary

- A. This Policy governs the use of the technology resources owned by the City of Liberty Hill, Texas and operated by employees, volunteers, vendors, contractors and all other authorized users. “Technology” includes, but is not limited to, desktop computers; laptop, notebook or portable computers; mobile devices such as mobile phones and tablet computers; networking equipment; networked devices; servers; software; electronic mail; phones; control systems; access control systems; Internet; Intranet; and all other Enterprise electronic systems or devices.
- B. The Information Technology Department (IT) shall establish and maintain specific rules and requirements relating to the safe and secure operation of all devices and the storage of data while connected to City resources. Adherence to these standards is a requirement for all persons utilizing City-owned devices or storing and accessing data over city technology infrastructure. These standards shall be amended as necessary to remain current with various needs and risks and are included in this policy by reference. Failure to comply with these rules and requirements shall be considered an improper use.

II. Definitions

- A. For the purposes of this Policy and Procedure, the following definitions shall apply:
 - 1. Improper Material - Pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are racist, sexually suggestive, sexually/racially demeaning, pornographic, offensive, intimidating, harassing, disparaging, and/or hostile on the basis of age, disability, gender, national origin, race, color, religion, or any other legally protected characteristic.
 - 2. IT Director - The Director of Information Technology of the City of Liberty Hill or designee.
 - 3. Department Head/Department Director - The head of an administrative department of the City of Liberty Hill, or designee.
 - 4. Employee - For the purpose of this policy, an employee is defined as an individual employed by the City on a full-time, part-time, seasonal, temporary, volunteer or internship basis.
 - 5. Mobile Device - Means a device intended to be portable, carried on one’s person, or readily moved from location to location, such as smartphones, cell phones, radios, pagers, laptops, tablets, and other similar devices.
 - 6. Authorized user - An authorized user is a current employee, contractor,

vendor, official, appointee, or other party who has been granted lawful access by the IT Director to the City of Liberty Hill network, applications, or services.

III. Procedures

- A. Applicability - This policy shall apply to all City employees, volunteers, vendors, contractors, and other authorized users as defined herein. Departments may develop departmental policies and procedures which provide greater direction to their employees if that direction is consistent with this policy.

- B. Authorized Use
 - 1. The City electronic communications and technology resources are provided for the purpose of conducting City business. Personal usage is permitted if the personal use is reasonable and prudent. Responsibility and accountability for the appropriate use of City electronic communication and technology resources ultimately rest with the individual employee.

 - 2. Improper use of the City's electronic communications and technology resources may result in disciplinary action, up to and including termination.

- C. Privacy
 - 1. No user accessing or using computers or telecommunications resources owned and/or operated by the City of Liberty Hill can have any expectation of privacy. The City of Liberty Hill reserves the right to monitor, intercept, archive, view, or distribute any communications and/or content transmitted over resource which it owns, leases, or operates subject to all applicable laws.
 - a) IT Staff may be required to access all material located on those resources.

 - b) Department Heads may monitor employee use of the Internet and email and may revoke an employee's access to the Internet and/or email by notifying the IT Director.

 - c) Authorized users must be aware that any digital record residing on a city-owned device may be subject to lawful open records requests. In addition, any data regarding City business stored on a personal device or file sharing service is also subject to lawful open records requests.

 - d) The department to whom an electronic device has been issued is responsible for all costs associated with the damage or loss of any device which has been issued by the IT department. See III, I, 6 for clarification on mobile

device repair and replacement.

D. Resource Access Requirements

1. Work Product

- a) No employee shall use the Internet or e-mail to present his or her own personal views, ideas, questions, or actions, as representing the positions or policies of the City unless doing so in an official capacity and authorized by the City Council their designee.
- b) Unless otherwise specified by contract, any work produced by a vendor, contractor, or other third party acting as an agent, consultant, or contractor to the City, is the property of the City, and employees shall take steps to ensure that such property is properly stored on City resources to prevent loss.
- c) No employee shall use any City-owned equipment or resources in violation of any applicable law.

2. Identity - Each person authorized to access the City of Liberty Hill's computer and network resources must do so using a unique username (login name) assigned by the IT Department. The use of group accounts will be limited to only those circumstances approved by the IT Director. Employees shall not share their account information or permit other employees or non-employees to log in using their credentials excepting properly identified members of the IT department. Electronic communications authored by the employee must clearly originate from the user's unique account.

3. New Employees

- a) It is the responsibility of each department to notify the IT Department at least three working days prior to the start date of any new employee or authorized user who needs access to the City's electronic resources, so that appropriate access can be provided on a timely basis.
- b) New employees must receive a copy of this policy, and acknowledge that they have read, and will adhere to, the contents of this document.
- c) It is the responsibility of each department to immediately notify the IT Department in the event of the termination, resignation, or retirement of any employee within their department who previously had access to City computers

and/or network resources, so that such employee user accounts may be removed.

4. Remote Access to Resources – The City maintains various systems to permit users to access internal systems from non-secured locations, like the Internet. These services are intended to augment the productivity of employees.

a) Employees must take extra precautions when accessing City resources from non-city devices. The use of a virus scanner is required.

b) It is the responsibility of the employee using the remote access facility to ensure that unauthorized persons cannot utilize their account to gain access to City resources. Employees are not to provide their passwords to anyone, including family members.

c) Users must understand that using their personal device or computer to access City resources may impose a possibility of open records access responsibility. This means you may be required to provide records from your personal device or submit your personal device to a search for either an open records or legal request if it accesses City systems.

d) Unless specifically authorized by their department head, non-exempt employees may not use electronic devices to conduct City business outside their normal working hours.

5. Data Storage - Employees should not store information exclusively on the local drive (C: D: etc.) of a PC or laptop or tablet. By storing the file outside of network or cloud storage provided by the City, the data is neither searchable nor backed up. Employees are instead required to utilize network drives, City- provided cloud storage, such as Microsoft OneDrive and SharePoint Online, or City-owned content management systems for the purposes of data storage.

E. Internet - It is the policy of the City of Liberty Hill to offer connectivity to the Internet for employees requiring its use as a part of their normally assigned duties. The purpose of this policy is not to discourage the use of the Internet, but to provide a uniform approach to the usage of this resource, to safeguard City interests in the use of the Internet, to meet all applicable laws, and to protect the assets attached to City networks from unauthorized access. The City of Liberty Hill reserves the right to monitor all Internet usage on City-owned and City-connected devices including reviewing all sites that are viewed by the employee's

browser and the amount of time spent at each site.

1. Appropriate Uses of Internet Resources - All City-owned Internet resources are to be used only in the pursuit of appropriate city business interests.
2. Bringing improper material into the work environment or workplace, or possessing any improper material at work to read, display, or view at work, or otherwise publicizing it in the work environment is prohibited.
3. No employee shall connect to any web site that contains improper material (Exception: sanctioned employees performing assigned investigative work). The city reserves the right to block employee access to such web sites.
4. No employee shall operate or advertise any non-city business on the Internet using City equipment at any time.
5. No employee shall send chain letters, pyramid schemes, or unsolicited bulk email using City equipment at any time.
6. No employee shall use official City email addresses to distribute jokes, virus warnings, sentimental missives, rumors, political commentary, or other non-work-related material to other employees or the general public. (NOTE: Only IT employees acting in their official capacity, are to transmit virus warnings.)
7. Personal email messages or other non-city related usage of Internet resources should be held to a minimum, as with telephone calls. Personal Internet usage or usage of electronic devices should not impede the conduct of City business; only incidental amounts of employee time comparable to reasonable coffee breaks during the day should be used to attend to personal matters. Questions regarding the extent of this policy should be discussed with departmental supervisors. Personal use of Internet resources is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
8. All employees shall use only their city-assigned email address during the performance of their assigned job duties. No private or "ghost" accounts shall be used, except by network administrators as part of their function (e.g., account names like "Webmaster," "Postmaster," "root," etc.) and special investigations. All requests for exceptions to this policy must be approved by the IT Director.
9. Email received from citizens should be handled with the same seriousness as any other form of citizen contact. Employees should always maintain professional decorum in their responses, seek approval from supervisors where appropriate, and reply to messages promptly.

10. Unless specifically approved by the IT Director, all Internet email transmissions shall be routed through the official City gateway service (Exception: sanctioned employees performing assigned investigation work). No department or employees shall operate within City networks any email servers, mail forwarding services, or other email transmission or reception services for use by any person or automated system.
11. Internet traffic will be filtered to prevent access to inappropriate sites and those deemed detrimental to network services.

F. Personal Device Usage

1. The City of Liberty Hill reserves the right to disconnect or prevent connection to City network resources of any device, by any user, at any time, or for any reason, without any notice whatsoever.
2. The employee attaching their personal device to a City network resource assumes full liability for any risks, including, but not limited to, partial or complete data loss, errors, bugs, hardware loss or damage, viruses, malware, or any other issue which may damage the device, in any way whatsoever. The employee assumes all risk by connecting to the resource.
3. The IT Director, or designee, shall be solely responsible for determining which devices may be connected to City resources. Employees should contact the IT Department to determine whether their device is eligible, and to obtain proper user credentials for their device.
4. Support - The IT department will provide limited support for network connectivity issues. However, hardware and software support for personal devices will not be provided.
5. Reimbursement - Connection to City-owned network resources is provided to employees as a convenience only. The City will not reimburse any expense, partial or otherwise, for any usage of a personal device, including cell phones, regardless of purpose.
6. Personal Device Security
 - a) In order to prevent unauthorized access to City resources, personal devices must be password protected with a strong password or key code. Access to City resources will be denied if this protection is disabled or not present.
 - b) Employees that have been issued a City owned cell phone for their use shall not forward calls to any personally owned device.

- c) Rooted or “jailbroken” devices will not be permitted to connect. By jailbreaking a phone, the user is altering the phone operating system in a way unsupported by the device manufacturer (e.g., Apple), usually to install unsupported software which can open security holes.
- d) Users of personal devices must follow all City policies with respect to acceptable use while attached to City network resources.
- e) Employees must be aware, that the conduct of City business, or use of City data on any personally owned device, may expose that device and the employee to legal obligations with respect to municipal open records requirements.
- f) The employee agrees to enroll into the City’s Mobile Device Management (MDM) system when available. This will connect email, calendar and contacts and will also allow the City to set and enforce provisions of this policy.
- g) Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the network unless given an exception in writing by their Department Head and the IT Director or designee.
- h) Employees are not automatically prevented from downloading, installing and using any app, but may be asked to remove apps that have the potential for creating a risk for which the City would become liable.
- i) The employee’s device may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the City’s data and technology infrastructure.
- j) The employee is responsible for backing up all data on their device.

G. Communications Network

1. No employee or other person shall install or move any network device onto the City communications network under any circumstances whatsoever. Only members of the IT department are permitted access to such equipment.
2. No employee, contractor, or third party may install any device or software intended to monitor, capture, or eavesdrop upon, any portion of data traversing the City Network, excepting members of IT.

3. Employees shall not attach any form of personal network equipment including, but not limited to, switches, routers, or modems to any City network.
4. No employee will permit any third party to connect any device to any Ethernet jack or secure wireless service without the express permission of the IT Director or designee unless service is specifically provided for such purpose.
5. No employee shall install or operate any equipment or service which has the effect of redirecting or proxying any network traffic to or from any other network or disguising the source of any network transmission.

H. Software

1. The City is committed to preventing copyright infringement. It is the policy of the City of Liberty Hill to respect all computer software copyrights and to adhere to the terms of all software licenses to which the City is a party. The City is subject to all copyright laws pertaining to the use of copyrighted software and documentation. Unless expressly authorized by the software licensor/developer, the City of Liberty Hill has no right to make copies of the software except for backup or archival purposes.
2. All software used on a City computer must be licensed to the City for that computer.
3. Employees may not install any software not provided to them by the IT Department without specific authorization by the IT Director or designee.
4. City employees shall not duplicate, copy, or reproduce any software purchased by and/or licensed to the City, or any related documentation without prior written approval from the IT Director. City employees shall not give City-purchased or licensed software to any non-employees, including, but not limited to clients, contractors, customers, and others without prior written approval from the IT Director.
5. Software developed by employees on City time, or on City-owned equipment, or for City projects, shall be the property of the City. Such software is for the exclusive use of the City, its officers, agents, and employees. Such software may not be sold, transferred, or given to any person without the prior written approval of the City Manager or designee.
6. Software must be registered in the name of the City and the Department in which it will be used. Software shall not be registered in an individual employee user's name.
7. Game software is an inappropriate use of City equipment and shall not be

tolerated on desktop PCs. Games discovered during audits shall be eliminated and the employee user may be subject to disciplinary action.

I. Mobile Devices, Cellular Telephones

1. Eligibility Criteria – Employees eligible for assignment of City owned mobile devices are those designated by the City Administrator, Chief Operating Officer and/or department directors, including (but not limited to):
 - a) City Administrator’s office staff, department directors and employees who are frequently in the field, if the individual must conduct City business by telephone or mobile application in the field and it can be shown that the cost savings and customer service efficiency will be realized through the use of such devices;
 - i. City Administrator’s office staff, department directors and employees who have a critical need to maintain accessibility with other department managers, City management staff and public officials, in order to insure uninterrupted customer service and/or the integrity of the organization; public safety positions and vehicles in order to provide immediate and direct communications with citizens, outside agencies cooperating in operations, or other resource entities outside of City government and to provide for communications which may be inappropriate for mobile radios;
 - ii. All employees involved in the City’s emergency response plan.
 - iii. Department directors and employees who have responsibility for responding to public safety incidents in the field.
2. Responsibilities of City Administration and Department Heads - The City Administrator/Chief Operating Officer and/or Department Heads are responsible for:
 - a) Approving requests for cellular telephones, electronic paging devices, and other wireless communications devices from their respective subordinates.
 - b) Ensuring that requests are in conformance with the procedures outlined herein, or that exceptions are justified.
 - c) Ensuring that all persons assigned a City-owned cellular telephone, electronic paging device, and/or other wireless communications

device, are provided access to a copy of this Policy and Procedure, and that the individual complies with it.

- d) Conducting periodic inventories of cellular telephones, electronic paging devices, and other wireless communications devices within their respective departments to insure accountability.
- e) Conducting annual reviews of assigned devices to determine if such assignments continue to be justified, and.
- f) Informing appropriate employees responsible for City communications of all reassignments of cellular telephones, electronic paging devices, and/or other wireless communications devices.

3. Responsibilities of Employees - Employees who are assigned the use of City- owned cellular telephones, electronic paging devices, and/or other wireless communications devices are responsible for the following:

- a) Ensuring the physical security of such devices, including the active use of passcodes, passwords, and prevention of misuse by others.
 - i. Ensuring that any personal use does not detract from the employee's availability for completion of assigned duties.
 - ii. If non-exempt, employee and supervisor must read and sign the procedures related to compensating Non-Exempt employees for phone usage time outside of the standard work schedule, as indicated in Exhibit A.

4. Mobile Device Management – In order to safeguard City-owned property, and to prevent breach and/or loss, the City may install device management software on any or all city-owned mobile devices, to include emergency locators, remote device disable, device wipe, and other functions as deemed necessary by the IT Director. No city staff will have authority to track the location of the device except in the case of a lost asset or an active HR investigation. Text messages, photos, and the contents of any other application will not be logged or viewable remotely by city staff.

5. Requests for new mobile devices must be made using the online or physical request form by the Department Head or designee of the employee requesting the phone. Once approved by the City Manager, the request will be provided to the IT Director. The device will then be provisioned for the employee.

6. The City will cover the cost of replacing or repairing a City-provided mobile device *once* during a two-year period starting from the issue date of the

device due to loss or damage and will repair or replace the device with a similar model when possible. The cost of additional damage or loss replacements and repair during the two-year period based on the original device issue date will be the responsibility of the employee and should be reimbursed to the City by the employee.

7. All Non-Exempt employees and their immediate supervisor must agree to the procedures related to compensating non-exempt employees for phone usage time outside of the standard work schedule, as indicated in Exhibit A.
8. Termination – Upon termination of employment, employees are required to provide the device to IT no less than three (3) business days prior to the employee’s termination date. This allows IT to verify the device can be unlocked, wiped and provisioned to another employee. In the case a device is not returned or is returned but is unable to be unlocked and wiped (due to PIN, Google/Apple account lock, etc.) the cost of a replacement device may be withheld from the employee’s final paycheck.
9. Unreturned assets – If a mobile device is not returned to the IT department or it is unable to be unlocked within five (5) business days after the employee’s termination date, the cost of a replacement device will be deducted from the final paycheck. The City will not accept a device or provide a refund back to the employee once the final paycheck has been processed.

J. Technology Procurement

1. Departments will coordinate all technology or software related purchase requests (including grant proposals, RFPs, bids, contracts, purchase orders, and City credit card purchases) with the IT Director or designee verbally or in writing prior to purchase. The purpose of this review is:
 - a) To ensure that the product(s) obtained are compatible with City standards and existing infrastructure.
 - b) To avoid unnecessary and costly duplication of capabilities.
 - c) To minimize impacts on support personnel.
 - d) To ensure all costs are properly considered; and
 - e) To ensure that the proposed equipment or software does not interfere with the operation of existing systems or create any undue risk to City resources.

- f) Departments will involve the IT department in the earliest planning stages of any grant proposal, RFP, bid, contracts, or purchase, etc., which will result in IT related services or products being obtained, prior to the submission of any request to the purchasing department or City Council.

EXHIBIT A

City Issued Mobile Devices, Cellular Telephones, Cloud Files and Email Access Procedures for Compensating Non-Exempt Employees

In order to meet City-wide operational demands, non-exempt employees can access Email and files remotely from the cloud (e.g. Office 365) and some are issued smartphones for business use. The intended use of the phone and cloud files/email is to provide an employee who is regularly working in the field or away from the office, the ability to maintain connectivity and responsiveness during their regularly scheduled workday. The access also allows for pre-approved (by supervisors) monitoring of calls, voicemail, and/or email outside of the regular work schedule. It is essential that monitoring of the phone or access of email outside of work hours is pre-approved because it may result in over-time. It is strictly prohibited for employees to use the City-issued smart phone or access cloud resources outside of their regularly scheduled work day unless they have been instructed by their supervisor to do so, including access of email, voicemail or text messages. Supervisors should limit the number of employees and length of time that employees spend using mobile devices or cloud data outside of regularly scheduled hours. The employee must notify the supervisor the following workday if there was unauthorized use of their City data outside of the standard work schedule to properly account for the employee's time. If a non-exempt employee consistently has unauthorized use of their City data, the employee may be subject to disciplinary action up to and including termination.

If a non-exempt employee is instructed or allowed in advance to monitor smartphone voicemails and emails outside of his/her regularly workday, the time spent conducting that task will be considered compensable work hours. All this type work should be recorded. Employees should log all work performed with a smartphone or access of cloud email/data outside of their regular workday in the following manner:

- Weekly log – Saturday through Friday
- Date and time of work
- Length of time work is performed
- Purpose of work
- Total weekly time using a City-issued smartphone worked outside of regular workday

The log should be submitted to the supervisor at least one time per week (supervisors have the discretion to require the log more frequently). All total weekly time using a city issued smartphone or accessing City cloud data worked outside of the regular work day should be totaled, (rounded up to the nearest 15-minute increment), and recorded at the end of each work week on the base pay record. Supervisors should use the log and compare time recorded to ensure that all compensable work time was entered. The supervisor should also send a copy of the log at the end of each pay period for any employee that recorded additional time to the Human Resources Department.

In order to reduce additional communication outside of regularly scheduled worktime, employees should ensure outgoing voice messages on phones and out-of-office designation on emails are kept current and contain information that may provide an alternative contact person that is in the office or is the designated on-call contact. Use of smartphones for business use outside of employees' regular work schedules should be limited to critical communication and requires pre-approval by a supervisor.

Sample of log and time recording

| Date | Time | Length of Time | Purpose of Work |
|-------------|--------------------------|-----------------------|---|
| 2/25/2017 | | | |
| 2/26/2017 | 7:05 PM | 3 mins | Received voicemail & emailed info to person on duty |
| 2/27/2017 | | | |
| 2/28/2017 | | | |
| 3/1/2017 | | | |
| 3/2/2017 | 5:30 PM | 8 mins | AEC client called modification to show on 3/4/17. Staff notified of change. |
| 3/3/2017 | 10:14 PM | 2 mins | Received voicemail & emailed info to person on duty |
| | | | |
| | Total Time worked | 13 mins | |
| | | | |
| | Time recorded | 15 mins | |

I have read, understand, and will comply with the City Cell Phone and Cloud Data Usage for Non- Exempt Employees.

Employee

Date

Supervisor

Date

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.q.

ATTACHMENTS:

Description

Docusign Pricing

Upload Date

9/24/2020

eSignature Plans and Pricing

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Choose the #1 eSignature solution

ANNUAL MONTHLY

| Personal | Standard | Business Pro |
|--|---|---|
| \$10 per month \$120 annually | \$25 per user, per month \$300 annually | \$40 per user, per month \$480 annually |
| BUY NOW | BUY NOW | BUY NOW |
| Single user only | Buy up to 5 users online. For more than 5 users, call us at 1-877-720-2040. | Buy up to 5 users online. For more than 5 users, call us at 1-877-720-2040. |
| Send documents for eSignature: 5/month | Send documents for eSignature | Send documents for eSignature |
| Basic fields | Basic fields | Basic fields |
| Mobile app | Mobile app | Mobile app |
| | Reminders & notifications | Reminders & notifications |
| | Personalized branding | Personalized branding |

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.u.

ATTACHMENTS:

Description

Artwork License Agreement

Upload Date

9/24/2020

STATE OF TEXAS

§
§
§

ARTWORK LICENSE AGREEMENT

COUNTY OF WILLIAMSON

THIS Artwork License Agreement (“Agreement”) is entered into as of the latest date written on the signature page (“Effective Date”) between the following Parties:

“CITY”: City of Liberty Hill, Texas, a Texas municipal corporation, and

“ARTIST”: Jim Franklin

RECITALS

Whereas, in the summer of 1975, the City hosted Willie Nelson’s Third Annual 4th of July Picnic; and

Whereas, the Artist designed and created poster artwork for 4th of July Picnic, a copy of which is attached hereto as Exhibit “A”; and

Whereas, the City would like to license the poster (the “Artwork”) for use on an historic water tower in the City’s downtown area; and

Whereas, the Artist would like to license the Artwork for use on the water tower.

FOR THESE REASONS, AND IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED IN THIS AGREEMENT, THE PARTIES AGREE AS FOLLOWS:

ARTICLE ONE

Grant of License

- 1.1 The Artist is the creator of and sole owner of all copyright interest, domestic and foreign to the Artwork shown in Exhibit “A.”
- 1.2 Artist, Jim Franklin, hereby grants to the City of Liberty Hill, Texas a non-exclusive license for the term of the copyright to reproduce the Artwork for use on a City water tower in downtown Liberty Hill.
- 1.3 Artist shall not receive any compensation or benefits from the City, other than as expressly set forth in this Agreement or in a subsequent written agreement that is signed by both parties.
- 1.4 Artist does not have, and will not attempt to assert, the authority to make commitments for or to bind the City to any obligation other than the obligations set forth in this Agreement or in any subsequent written agreement that is signed by both parties.

ARTICLE TWO

[This Article is Intentionally Blank]

ARTICLE THREE
Term and Termination

- 3.1 Term. This is a perpetual License with no automatic termination date.
- 3.2 Termination by Mutual Consent. The Parties may terminate the Agreement by mutual consent upon such terms as they may agree in writing.

ARTICLE FOUR
Fees and Expenses

- 4.1 Fee. Artist shall receive a total fee of FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00) payable within thirty (30) days of the Effective Date of this Agreement.

ARTICLE FIVE
Indemnification Provisions

Artist agrees to provide the following as a condition of the Agreement:

- 5.1 INDEMNITY. As a condition of this Agreement, Artist or its insurer shall INDEMNIFY, DEFEND AND HOLD the City, its officers, agents and employees, HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, CAUSES OF ACTION, LIABILITY, DAMAGES OR EXPENSE,) INCLUDING BUT NOT LIMITED TO ALL JUDGMENTS, SETTLEMENT AMOUNTS, ATTORNEYS' FEES, COURT COSTS AND EXPENSES INCURRED IN THE INVESTIGATION, HANDLING, DEFENSE AND LITIGATION OF ANY CLAIM OR SUIT, INCLUDING BUT NOT LIMITED TO ANY CLAIM OR SUIT FOR ANY DAMAGES REGARDLESS OF THE MERITS OF OR OUTCOME OF SUCH CLAIM OR SUIT ARISING OUT OF OR RELATED TO THIS AGREEMENT. Without modifying the conditions precedent for preserving defenses, asserting claims or enforcing any legal liability, against the City as required by the City Code of Ordinances or any law, the City shall promptly forward to Artist every demand, notice, summons or other process received by the City in any claim or legal proceeding contemplated herein. Artist shall 1) investigate or cause the investigation of accidents or occurrences involving such injuries or damages; 2) negotiate or cause to be negotiated the claim as Artist may deem expedient; and 3) defend or cause to be defended on behalf of the City all suits for damages even if groundless, false or fraudulent, brought because of such injuries or damages. Artist shall pay all judgments in actions defended by Artist pursuant to this section along with all attorneys' fees and costs incurred by the City including interest accruing to the date of payment by Artist, and premiums on any appeal bonds. The City, at its election shall have the right to participate in any such negotiations or legal proceedings to the extent of its interest. The City shall not be responsible for any loss of or damage to Artist's property from any cause.

ARTICLE SIX
Copyright

- 6.1 The City acknowledges that Artist is retaining the copyright of the Artwork. Artist will be responsible for registering with the United States Register of Copyrights, a copyright in

the Artwork in the Artist's name, at Artist's expense. The City shall not be responsible for the payment of any royalties to the Artist who created the Artwork, through any activities of the City or any third party.

ARTICLE SEVEN

General Administrative Provisions

- 7.1 Governmental Function. Artist expressly agrees that, in all things relating to this Agreement, the City is performing a governmental function, as defined by the Texas Tort Claims Act. The Parties hereby agree that the City enters into this Agreement in its capacity as a governmental entity for the purpose of performing a governmental function.
- 7.2 City Not Obligated to Third Parties. The City shall not be obligated or liable hereunder to any person other than Artist.
- 7.3 Waiver/Modification of Agreement. No waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid unless provided as a written amendment hereto signed and approved as provided herein. No evidence of any waiver or modification shall be offered or received in evidence of any proceeding arising between the Parties out of or affecting this Agreement, or the rights or obligations of the Parties under this Agreement, unless such waiver or modification is in writing as hereinabove described. The Parties further agree that the provisions of this section cannot be waived.
- 7.4 Complete Agreement. This Agreement constitutes and expresses the entire agreement between the parties hereto in reference to the Services described herein, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such Services, all promises, representations and understanding relative thereto herein being merged.
- 7.5 Severability. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.
- 7.6 Choice of Law. It is the intention of the Parties that this Agreement be construed in accordance with and under the laws of the State of Texas.
- 7.7 Venue. Venue shall be in the County of Williamson, Texas.
- 7.8 Compliance With Law. Artist shall comply with all Federal, State and local laws and ordinances applicable to the Services described herein.
- 7.9 Place of Performance. For the purposes of this contract the place of performance is the City of Liberty Hill, County of Williamson, Texas.
- 7.10 Notice. Any notices required under this Agreement shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or Artist at the following addresses:

CITY: City of Liberty Hill
ATTN: City Administrator
P.O. Box 1920
Liberty Hill, TX 78642

CITY: City of Liberty Hill
ATTN: City Attorney
P. O. Box 1920
Liberty Hill, TX 78642

ARTIST: Jim Franklin
c/o Mike Tolleson & Associates
2106 E. Martin Luther King, Jr. Blvd
Austin, TX 78702

Changes may be made to the names and addresses noted herein through timely written notice to the other party.

- 7.11 Successor and Assigns. This Agreement shall be binding on the City and Artist, their successors and assigns. Neither party may assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any principal or agent of the City.
- 7.12 Captions. The captions of this Agreement are for informational purposes only and shall in no way affect the substantive terms or conditions of this Agreement.
- 7.13 Warranty of Capacity to Execute Agreement. The people signing this Agreement on behalf of the parties warrants that he/she has the authority to do so and to bind the party for which he/she has authority to sign this Agreement and all the terms and conditions contained herein.
- 7.14 Binding Effect. Each person signing below represents that he or she has read this Agreement in its entirety; understands its terms; and agrees on behalf of such party that such party will be bound by those terms.

IN WITNESS WHEREOF the parties hereto have executed this Agreement at Liberty Hill, Texas effective as of the last date signed below.

(SIGNATURES APPEAR ON FOLLOWING PAGE)

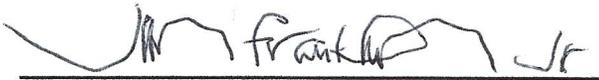
CITY OF LIBERTY HILL:

Rick Hall, Mayor

Date: _____

ARTIST:

Jim Franklin



Date: 9/23/2020

CITY COUNCIL - REGULAR MEETING
Monday - September 28, 2020 - 6:30 PM

AGENDA ITEM

#11.x.

ATTACHMENTS:

Description
Complaint

Upload Date
9/24/2020

Print

Comments / Suggestions / Complaint Form - Submission #1358

Date Submitted: 9/16/2020

City of Liberty Hill

Date

Comments / Suggestions / Complaint Form

9/16/2020

First Name

Last Name

Sally

McFe on

Address

[REDACTED]

City

State

Zip Code

Austin

Texas

[REDACTED]

Phone Number

Best Time to Contact

[REDACTED]

Email Address

[REDACTED]

Nature of Comment, Suggestion or Complaint

September 16, 2020

Nancy Sawyer
City Secretary
City of Liberty Hill

This formal complaint is submitted against Council Member Kathy L. Canady for violations of the City of Liberty Hill Rules of Ethics and Code of Conduct for City Officials adopted October 22, 2018. This complaint is submitted based on the legislative process outlined in the City of Liberty Code of Ordinances Chapter 1: General Provisions; Section 1.02: Administration; Division 4. Ethics; 1.04.073 Code of Ethics and Rules of Conduct; 1.02.75 Procedures for Sanctions and Removal and 1.02.076 Procedure for Enforcement by Written Complaint. This is a formal request to place this complaint on the next City Council Agenda.

The City of Liberty Hill Code of Ordinances; Chapter 1: General Provisions; Section 1.02: Administration; Division 4. Ethics: 1.04.073 Code of Ethics and Rules of Conduct was adopted on October 22, 2010. This complaint specifically covers: Comply with the Law and Conduct of City Officials.

Comply with the Law states: "City Officials shall comply with the laws of the nation, the State of Texas, and the City of Liberty Hill in the performance of their public duties. These laws include but are not limited to the United States and Texas Constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosure, employer responsibilities and open process of government and city ordinances, resolutions, and policy."

Conduct of City Officials states: The professional and personal conduct of City Officials must be above reproach and avoid even the appearance of impropriety. City Officials shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or other motives of other City Officials or employees, boards, commissions, committee, and citizen advisory committees.

Kathy L. Canady is in violation of the Unified Development Code adopted by Ordinance 09-O-02 based on her permanent residence as declared on her City Council application and application for placement on the Place 2 City Council ballot as 1100 Loop 332, Liberty Hill Texas 78642.

The address of 1100 Loop 332 is Kathy Canady's auto mechanic shop and through public admittance, she has resided at her place of business since her appointment to city council and ballot application for the election. The auto repair garage in the C-2 Zoning District of the City of Liberty Hill. Any residential use of the commercial property in this district is explicitly prohibited by the Unified Development Code Section 4.12.02 adopted by Ordinance 09-O-02, adopted by the City of Liberty Hill on January 28, 2009.

Furthermore, Kathy L. Canady signed a sworn financial affidavit, "Designation of Homestead and Affidavit of Nonhomestead", as recorded in the Williamson County Official Records, document number 2019048500 on 06/03/2019 stating her Homestead Property was located at 402 S. Boundary Street, Burnet, Texas 78641. In the sworn affidavit referenced above and in the recorded instrument, "Deed of Trust," document number 2019048504 on 06/03/2019, the financial documents specifically state that the "Affiant does not now and does not intend ever to reside on, use in any manner or claim Affiant's Nonhomesteaded Property as a business or residence homestead." The affidavits are sworn and recorded financial documents for a loan on her business. This constitutes an appearance of impropriety. She has lied on recorded financial documents for her own personal gain.

Which way is it? Does she reside in Burnet as her recorded legal financial documents state? Or is/was she in violation of the City of Liberty Hill Ordinances when she knowingly applied for a seat on the City Council?

This also means a new era. City of Liberty Hill now allows non-resident business owners to reside in their place of business to satisfy the "requirement" to run for City Council?

The City Council adopted this Code of Ethics and Rules of Conduct for City Officials, "in order to assure public confidence in the integrity of local government and its effective and fair operations." For this reason, I submit this written complaint to be placed on the next City Council Agenda for review.

The citizens and business of Liberty Hill deserve transparency and accountability of their elected/appointed officials.

Respectfully,
Sally A. McFeron

Email sent to Nancy Sawyer

Signature

Sally A. McFeron

Tracking Number

Received by

By Phone?

Date and Time

Forwarded To

Date

Follow-up / Action Taken

Date Completed