



**CITY COUNCIL REGULAR MEETING  
MONDAY - APRIL 12, 2021 - 6:30 PM  
AGENDA  
2801 Ranch Road 1869  
Liberty Hill, Texas**

<b>Liz Branigan Liz Rundzieher Tony DeYoung</b>	<b>Kathy Canady Steve McIntosh Gram Lankford</b>
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**MAXIMUM CAPACITY**

Capacity for Council meetings is now set at 50% for a total of 35 persons. The Governor's Order requires face masks when social distancing cannot be maintained.

**LIVE VIDEO ACCESS**

Please click the link on the City's Facebook page to watch the meeting live.

**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) PUBLIC COMMENTS**

Liberty Hill City Council accepts public comments regarding the Agenda of Regular Council meetings and Public Hearings.

**For those wishing to speak on Posted Agenda items**

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. Public comments may also be submitted by email to the City Secretary via email at [nsawyer@libertyhilltx.gov](mailto:nsawyer@libertyhilltx.gov) before 4:00 PM the day of the meeting, in order for the comment(s) to be read at the 6:30 PM meeting.

**For those wishing to speak on items unrelated to Posted Agenda items**

The deadline to request to speak is by noon of the Tuesday prior to the Monday Regular Council meeting.

The request must contain the following information:

- Speaker's name
- Speaker's residential address
- Daytime telephone number
- Subject matter to be presented

Submit the Public Comments Request to City Secretary Nancy Sawyer at [nsawyer@libertyhilltx.gov](mailto:nsawyer@libertyhilltx.gov).

Note: By filing a request, the speaker consents to having employees or city officials contact the speaker in advance of the meeting to discuss the subject matter.

**3) CONVENE TO EXECUTIVE SESSION**

City Council will convene to Executive Session for discussion of the following items 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 551.071 Consultation with Attorney

Consultation with 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 posted agenda items.

- Update regarding the threatened Clean Water Act litigation

**4) RECONVENE TO REGULAR SESSION**

City Council will convene to Regular Session for deliberation of the following items 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 551.071 Consultation with Attorney

Consultation with 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 posted agenda items.

- Update regarding the threatened Clean Water Act litigation

**5) REGULAR AGENDA**

- a) Discuss and consider authorizing staff, in cooperation with Matt Powell, EDC Director, to set up a meeting regarding the creation of an Emergency Readiness Taskforce. Presented by Mayor Branigan
- b) Discuss and consider approval of a lease for the Over The Hill Gang group who meet at a city-owned property located at 3407 Ranch Road 1869, Liberty Hill. Presented by Mayor Branigan
- c) Discussion and possible action to approve job description for the City Attorney position. Presented by Lacie Hale, City Administrator
- d) Consideration and possible action to direct staff to provide Council with bids for temporary crosswalks from the splashpad to across the street. Presented by Tony DeYoung

**6) MEDIA QUESTIONS**

Council may address questions from official members of the media regarding posted agenda items. This item will last no more than ten (10) minutes.

**7) UPCOMING MEETINGS**

**8) ADJOURNMENT**

City Council reserves the right to adjourn into Executive Session at any time during the course of the 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 and Donations), §551.074 Personnel Matters), §551.076 (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 need to be received 48 hours prior to the meeting. Contact the City Secretary at 512-778-5449 –Extension 112.

**POSTING CERTIFICATION:** I, NANCY SAWYER – CITY SECRETARY – CITY OF LIBERTY HILL certify that the attached notice of meeting for the CITY COUNCIL – CITY OF LIBERTY HILL, TEXAS 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.gov](http://www.libertyhilltx.gov)) on the 9th day of April, 2021 at 1:00 PM. Nancy Sawyer – City Secretary.

**REMOVAL CERTIFICATION:** I, NANCY SAWYER – CITY SECRETARY – 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 \_\_\_\_\_, 2021 at \_\_\_\_\_. INITIALS\_\_\_\_\_



# CITY COUNCIL CITY COUNCIL REGULAR MEETING

MONDAY - APRIL 12, 2021

2801 Ranch Road 1869 - Liberty Hill

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## AGENDA ITEM 5.b

Discuss and consider approval of a lease for the Over The Hill Gang group who meet at a city-owned property located at 3407 Ranch Road 1869, Liberty Hill. Presented by Mayor Branigan



# CITY COUNCIL CITY COUNCIL REGULAR MEETING

MONDAY - APRIL 12, 2021

2801 Ranch Road 1869 - Liberty Hill

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## AGENDA ITEM 5.c

Discussion and possible action to approve job description for the City Attorney position. Presented by Lacie Hale, City Administrator



JOB DESCRIPTION  
 City Attorney

JOB TITLE: City Attorney	REPORTS TO: Mayor	PAY GRADE	UPDATED: 3/20/2021
SCHEDULE: Full-time, M-F 8 am-5 pm	EEO CATEGORY: Professionals	DEPARTMENT: Administration	FLSA: Exempt

**JOB SUMMARY:**  
 City Attorney provides guidance in the performance of delegated responsibilities for City administration. The City Attorney consults with the Mayor regarding municipal operations, plans, and policies and programs. The City Attorney resolves requests and/or problems and represents the City in private and public functions. Through consultation and coordination with City department's activities, the City Attorney is accountable for the implementation of overall city policies and provides direction for community development and implementation of City operating departments' services. Initiates and reviews special duties and reports as designated by Mayor or City Council. May delegate specific tasks to department personnel and is responsible for coordinating information/tasks among departments. As needed, coordinates various employee and public resources to improve community services.

<b>KEY RESPONSIBILITY</b>	<b>ESSENTIAL* DUTIES AND RESPONSIBILITIES.</b> This description is general in nature and is not intended to list all duties and responsibilities.
Capital Projects	Monitors and provides direction and management to capital projects.
	Directs and manages special projects
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.
	Participates in the preparation and monitoring of diverse budget and financial management plans; assists in the development of long-range City goals and objectives; and the development and implementation of City operating policies and procedures.
	City Attorney 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 operating activities in accordance with management principles as prescribed by City goals and policies.
	Assists City departments in time of emergencies and/or other requests
	Directs the formation and routine updating of City goals and objectives consistent with changing community needs and the goals of the City.



**JOB DESCRIPTION**  
**City Attorney**

Contract Performance	Performs responsible work in the negotiation and enforcement in all contracts for the City.
Legal Counsel	Serves as legal counsel to the City and its various departments; attends all meetings of the Council and represents City boards and commissions such as the Planning and Zoning Commission and Board of Adjustments.
	Drafts contracts, ordinances, municipal policies, real estate documents, development agreements, economic incentive agreements and/or other type of legal documents. Participates in negotiation of these agreements with the city's management team.
	Responds to and resolves personnel issues and problems and maintains a productive work environment
	Represents the City of Liberty Hill in Municipal Court prosecutions of Class C misdemeanor cases arising under City Ordinances and other laws of the State of Texas before both judges and juries
	Meets with private entities and governmental agencies contracting with the City, property owners, regarding the acquisition of land, and/or other parties regarding various legal matters.
	Advises on personnel action, ethics, and conflicts of interests
	Conducts research and provides related legal assistance and advice, interprets laws, rulings, and regulations for city officials and staff and assists department directors to see that all laws and ordinances are faithfully performed.
	Advises city officials of changes to state or federal laws affecting city operations.
Perform other job-related duties as assigned. Additional work hours may be required to complete projects during peak work periods.	
EDUCATION EXPERIENCE CERTIFICATION LICENSING	<ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited educational institution with major coursework in political science, law, business administration or other related fields.</li> <li>• Juris Doctor degree from an American Bar Association accredited school of law.</li> <li>• Ten (10) years of progressive municipal law experience.</li> <li>• Ability to meet with the general public, employees, supervisory staff and other governmental agencies and deal with them tactfully and effectively.</li> <li>• Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.</li> <li>• Requires current and active license to practice law issued by the State Bar of Texas</li> </ul>



JOB DESCRIPTION  
City Attorney

<p>ADDITIONAL KNOWLEDGE, SKILL AND ABILITIES</p>	<p>KNOWLEDGE OF</p> <ul style="list-style-type: none"><li>• Considerable knowledge of Texas statutes relating to municipal affairs, considerable knowledge of law relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic, working knowledge of modern policies and practices of municipal law and public administration.</li><li>• Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion.</li><li>• Experience related to water and wastewater utilities, including administrative law.</li><li>• Able to engage different audiences and be resilient and calm in the face of controversy</li><li>• Be able to provide accurate and timely information to the public</li><li>• Be accessible, responsive, and transparent</li><li>• English Language: The structure and content of the English language, including the meaning of words and grammar.</li></ul> <p>SKILLS AND ABILITIES IN</p> <ul style="list-style-type: none"><li>• Ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public.</li><li>• Ability to communicate effectively verbally and in writing.</li><li>• Strong public speaking skills with the ability to project confidence and a full understanding of the subject matter; skilled in written communication, negotiating, must be politically intuitive when establishing effective working relationships with City officials, outside agencies, other City departments and the general public.</li><li>• Self-motivated and team oriented.</li><li>• Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.</li><li>• Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.</li><li>• Active Listening: Listening to what others are saying and asking questions as appropriate.</li><li>• Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.</li><li>• Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.</li><li>• Mechanical/Technical: Safely operating diverse office equipment, including computers, copiers, fax machines, calculators, and telephones.</li><li>• Written Expression: Communicating information and ideas in writing so others will understand.</li><li>• Reading Comprehension: Reading and interpreting documents.</li><li>• Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.</li><li>• Direction and Instructional Comprehension.</li></ul>
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**LIBERTY HILL**

FREEDOM TO GROW

## JOB DESCRIPTION

### City Attorney

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- 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.
- The noise level in the work environment is usually quiet to moderate.
- 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.