



**CITY COUNCIL SPECIAL CALLED MEETING
MONDAY - SEPTEMBER 13, 2021 - 5:30 PM
AGENDA
2801 Ranch Road 1869
Liberty Hill, Texas**

**Angela Jones
Crystal Mancilla
Chris Pezold**

**Tony DeYoung
Kathy Canady
Liz Branigan**

NOTICE

Notice is hereby given that a Special Meeting of the City Council of Liberty Hill, Texas has been called by Council members Kathy Canady and Angela Jones.

LIVE VIDEO STREAMING

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

PLEASE SILENCE YOUR CELL PHONES

1) CALL TO ORDER

Establish quorum.

2) REGULAR AGENDA

a) Consideration and possible action to update the drought contingency plan for the City of Liberty Hill. [Ordinance 21-O-09.13-01] Presented by Lacie Hale, City Administrator.

b) Discussion and possible action to approve a job description for Finance Director / City Treasurer. Presented by Lacie Hale, City Administrator.

3) ADJOURNMENT

The City Council, Boards, and Commissions reserve the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting, prior to adjournment, 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 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 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) on the _____ day of _____, 2021 at _____. 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 SPECIAL
CALLED MEETING**

**MONDAY - SEPTEMBER 13, 2021
2801 Ranch Road 1869 - Liberty Hill**

AGENDA ITEM 2.a

Consideration and possible action to update the drought contingency plan for the City of Liberty Hill. [Ordinance 21-O-09.13-01] Presented by Lacie Hale, City Administrator.

ORDINANCE NO. 12-0-20

DROUGHT CONTINGENCY PLAN

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY HILL, TEXAS AMENDING CHAPTER 13.05 OF THE CODE OF ORDINANCES ADDING DIVISION 3, RELATING TO THE DROUGHT CONTINGENCY PLAN; ESTABLISHING CRITERIA FOR THE INITIATION AND TERMINATION OF DROUGHT RESPONSE STAGES; ESTABLISHING RESTRICTIONS ON CERTAIN WATER USES; ESTABLISHING PENALTIES FOR THE VIOLATION OF AND PROVISIONS FOR ENFORCEMENT OF THESE RESTRICTIONS; ESTABLISHING PROCEDURES FOR GRANTING VARIANCES; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Liberty Hill, Texas recognizes that the amount of water available to the City and its water utility customers is limited and subject to depletion during periods of extended drought; and

WHEREAS, Section 11.1272 of the Texas Water Code and Chapter 288 of the Texas Administrative Code require all Texas public water supply systems providing retail public water service to prepare a drought contingency plan; and

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

SECTION 1. GENERAL PROVISIONS

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. The City Council hereby amends Ordinance No. 11-0-32 by adopting a new Division 3 "Drought Contingency and Emergency Water Demand Management Plan" in Chapter 13.05 of the Code of Ordinances, which new Division 3 is attached hereto as *Exhibit "A."* and which exhibit is incorporated herein by reference as if set forth in full.

SECTION 2. SEVERABILITY

It is hereby declared that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, because the same would have been enacted by the City Council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 3. REPEALER

All ordinances and parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

SECTION 4. PUBLICATION

The City Council hereby directs the City Secretary to publish this ordinance in accordance with the Texas Local Government Code.

SECTION 5. EFFECTIVE DATE

This ordinance shall take effect immediately from and after its adoption and it is accordingly so ordained.

SECTION 6. PROPER NOTICE AND MEETING

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.

PASSED & APPROVED on this, the ____ day of September 2021, by a vote of ____ (*ayes*) to ____ (*nays*) to ____ (*abstentions*) of the City Council of Liberty Hill, Texas.

CITY OF LIBERTY HILL:

by: _____
Mayor Liz Branigan

ATTEST:

by: _____
City Secretary Nancy Sawyer

EXHIBIT A

Division 3. Drought Contingency and Emergency Water Demand Management Plan

Sec. 13.05.036 Introduction

The goal of this plan is to cause a reduction in water use in response to drought or emergency conditions so that the water availability can be preserved. Since emergency conditions can occur rapidly, responses must also be enacted quickly. This plan has been prepared in advance considering conditions that will initiate and terminate the rationing program.

The plan will be implemented according to the three stages of rationing as imposed by the Council. Section 13.05.042 describes the conditions that will trigger these stages and Section 13.05.043 describes the restrictions for each trigger stage.

Sec. 13.05.037 Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the Council by scheduling and providing public notice of a public meeting to accept input on the Plan. Notice of the meeting was provided to all customers. In the adoption of this plan, the Council considered all comments from customers.

Sec. 13.05.038 Public Education

The City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of press releases, City website postings, or utility bill inserts.

Sec. 13.05.039 Coordination with Regional Water Planning Group

Being located within the Brazos G Regional Water Planning Group, a copy of this plan has been provided to that Regional Water Planning Group.

Sec. 13.05.040 Authorization

The Mayor, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Mayor or his /her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Sec. 13.05.041 Definitions

For the purposes of this Plan, the following definitions apply;

- A. Aesthetic water use-water use: For ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.
- B. Commercial and institutional water use- Water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

- C. Conservation: Those practices and techniques that reduce the consumption of water through increased efficiency, reduced losses, or reuse which results in conservation of the water supply for future use.
- D. Customer: Any person, company, organization or entity that uses water supplied by the City, except customers that obtain water under a wholesale agreement and that have a Drought Contingency Plan for their customers.
- E. Daily Maximum Supply: The system-wide well production for all operating wells pumping continuously for 24 hours plus the maximum wholesale contract water volume.
- F. Domestic water use: Water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.
- G. Landscape Irrigation Use: Potable water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.
- H. New Landscape: Vegetation installed at the time of new building construction, governmental capital improvement project, or which alters more than half the area of an existing landscape.
- I. Non-Essential Water Use: Water uses that are not required for the protection of the public health, safety, and welfare, including, but not limited to:
 1. Use of water to wash any motor vehicle, motorbike, boat, trailer, or airplane, or other vehicle.
 2. Use of water to wash sidewalks, walkways, driveways, parking lots, or other hard-surfaced areas.
 3. Flushing of gutters or permitting potable water to run or accumulate in any gutter, street, or drainage culvert.
 4. Use of water to add to an indoor or outdoor swimming pool or hot-tub.
 5. Use of water in a fountain or pond except where necessary to support aquatic life.
 6. Use of water from fire hydrants for other than firefighting and permitted use in conjunction with a hydrant meter.
 7. Irrigation of landscape areas, including parks, athletic fields, and golf courses, except as otherwise provided under this Plan.
- J. Water Waste: Water use that serves no purpose including:
 1. Failure to repair a leak within a reasonable period after having been given notice to repair such leak.
 2. Operating an irrigation system that results in water runoff or accumulation in a street or parking lot.

Sec. 13.05.042 Trigger Conditions

The Mayor or his/her designee shall monitor water supply and/or demand conditions on a regular basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified triggers are reached.

(a) Stage I - Mild Condition. Stage I water allocation measures may be implemented when one or more of the following conditions exist:

- (1) Water consumption has reached 80 percent of Daily Maximum Supply for three (3) consecutive days.
- (2) Water supply is reduced to a level that is only 20 percent greater than the average consumption for the previous month.
- (3) There is an extended period (at least eight (8) weeks) of low rainfall and daily use has risen 20 percent above the use for the same period during the previous year.

(b) Stage II - Moderate Conditions. Stage II water allocation measures may be implemented when one of the following conditions exist:

- (1) Water consumption has reached 90 percent of the Daily Maximum Supply for three consecutive days.
- (2) The water level in any of the water storage tanks cannot be replenished for three (3) consecutive days.

(c) Stage III - Severe Conditions. Stage III water allocation measures may be implemented when one of the following five conditions exist:

- (1) Failure of a major component of the system or an event which reduces the minimum residual pressure in the system below 35 psi for a period of 24 hours or longer.
- (2) Water consumption of 95 percent or more of the Daily Maximum Supply for three (3) consecutive days.
- (3) Water consumption of 100 percent of the Daily Maximum Supply and the water storage levels in the system drop during one 24-hour period.
- (4) Natural or man-made contamination of the water supply source(s).
- (5) The declaration of a state of disaster due to drought conditions in a county or counties served by the City.
- (6) Reduction of wholesale water supply due to drought conditions.
- (7) Other unforeseen events which could cause imminent health or safety risks to the public.

Sec. 13.05043. Stage Levels Restrictions

The stage levels of water allocations are to be placed in effect by the triggers in Section 13.05.042. The City shall institute monitoring and enforce penalties for violations of the Drought Plan for each of the Stages listed below. The water allocation measures are summarized below.

(a) Stage I - Mild Conditions.

- (1) Water customers shall limit the irrigation of landscaped areas to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m. to midnight on designated watering days.
 - (2) The City will reduce flushing operations.
 - (3) Reduction of customers' water use will be encouraged through notices on bills or other methods.
- (b) Stage II - Moderate Conditions. Under threat of penalty for violation, outside watering using landscape irrigation systems, automatic sprinkler systems, and hose-end sprinklers is prohibited at all times. Customers can use manually held hoses or a bucket or watering can of five (5) gallons or less, or drip irrigation system, only during their designated water days and times. For customers with a street address ending in an even number, (0, 2, 4, 6, or 8), may water on Mondays. Customers with a street address ending in an odd number, (1, 3, 5, 7, or 9), may water on Thursdays. All Non-Essential Water Use is prohibited.
- (c) Stage III - Severe Conditions.
- (1) All Non-Essential Water Use is prohibited (except for a livestock or other exemption or variance granted under-this section).
- (d) Additional stipulations.
- (1) There may be additional restrictions imposed by Governmental Entities.
 - (2) Meters will be read as often as necessary to ensure compliance with this program for the benefit of all the customers.

Sec. 13.05.044 Initiation and Termination Procedures

Once a trigger condition occurs, the City, or its designated responsible representative, shall, decide if the appropriate stage of rationing shall be initiated. The initiation may be delayed if there is a reasonable possibility the water system performance will not be compromised by the condition. If water allocation is to be instituted, written notice to the customers shall be given.

Written notice of the proposed water allocation measure shall be mailed or delivered to each affected customer upon the initiation of each stage. In addition, upon adoption of Stage II or Stage III, a notice will be placed in a local newspaper or announced on a local radio or television station. The customer notice shall contain the following information:

- (a) The date water allocation shall begin,
- (b) The expected duration,
- (c) The stage (level) of water allocations to be employed,
- (d) Penalty for violations,

- (e) Affected area or areas.

When the trigger condition no longer exists then the responsible official may terminate the water allocations provided that such an action is based on sound judgment. Written notice of the end of allocations shall be given to customers.

Sec. 13.05.045 Enforcement

(a) No person shall knowingly or intentionally allow the use of water from the City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the Mayor or his/her designees, in accordance with provisions of the Plan.

(b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of up to \$2,000 for each day the violation continues, with each day constituting a separate and distinct offense.

(c) If a person is convicted of three or more violations of this Plan in a calendar year, the Mayor, or designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge. In addition, suitable assurance must be given to the Mayor or his/her designee, that the same action shall not be repeated while the Plan is in effect. Compliance with the Plan may also be sought through injunctive relief in the district court.

(d) Any City Code Enforcement Officer or Police Officer may issue a warning or citation to a person that is reasonably believed to be in violation of this Plan. The warning or citation shall contain the name and address of the alleged violator, if known, the offense charged, and if a citation, shall direct him/her to appear in the municipal court on the date shown on the citation. The alleged violator shall be served a copy of the warning or citation, with service complete upon delivery of the citation by hand or by certified mail to the alleged violator, an agent or employee or to a person over 14 years of age who is a family member or resident of the violator's residence.

(f) Any person, including a person classified as a water customer of the City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.

These provisions apply to all customers of the City.

Sec. 13.05.046 Exemptions or Waivers

The Mayor or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health or sanitation for the public or the person requesting such variance and if one or more of the following conditions are met:

(a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.

- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City within 5 days after the Plan or a particular drought response stage has been invoked or after a condition justifying the variance first occurs. All petitions for variances shall be reviewed by the Mayor or his/her designee and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Plan.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information, as requested by the Mayor or his/her designee.

Variances granted by the Mayor or his/her designee shall be subject to the following conditions, unless specifically waived or modified by the City Council:

- (a) Variances granted shall include a timetable for compliance.
- (b) No variance allowed for a condition requiring water allocation will continue beyond the termination of water allocation under Section 13.05.042. Any variance for a subsequent water allocation must be petitioned again. The fact that a variance has been granted in response to a petition will have no relevance to the decision on any subsequent petition.

No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

Sec. 13.05.047 - 13.05.060 Reserved



**CITY COUNCIL CITY COUNCIL SPECIAL
CALLED MEETING**

**MONDAY - SEPTEMBER 13, 2021
2801 Ranch Road 1869 - Liberty Hill**

AGENDA ITEM 2.b

**Discussion and possible action to approve a job description for Finance Director / City Treasurer.
Presented by Lacie Hale, City Administrator.**



LIBERTY HILL

FREEDOM TO GROW

**JOB DESCRIPTION
Finance Director**

JOB TITLE: Finance Director		REPORTS TO: City Administrator		PAY GRADE	UPDATED: 9/10/2021
SCHEDULE: Full-Time, M-F 8 am-5 pm		EEO CATEGORY: Executive/Senior-Level Officials and Managers – Municipal Officer		DEPARTMENT: Administration	FLSA: Exempt
KEY RESPONSIBILITY	ESSENTIAL* DUTIES AND RESPONSIBILITIES. This description is general in nature and is not intended to list all duties and responsibilities.				
Finance and Accounting	<ul style="list-style-type: none"> • Preparation of the city-wide monthly and annual financial statements, accounts payable, payroll, and investing and debt activities. • Preparation and monitoring of city-wide operating and capital budgets, including the creation of the budget retreat documents, and the final budget document. • Coordinate and direct the operations of the purchasing division, including the p-card program, formal and informal bids, RFPs, RFQs, city auctions, and coordinating purchase agenda items for City Council approval. • Prepare department strategic and operating plan, which includes identifying, documenting, monitoring, and evaluating goals, objectives, priorities, and activities. • Prepare and present updates about department activities and outcomes to executive team. • This position is responsible for monitoring the entire city budget, both operating and capital, totaling hundreds of millions of dollars; further, departmental budget oversight. • Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information. • Assists with development and preparation of internal and external financial reports, financial analyses, regulatory agency reports, consolidated financial statements and Comprehensive Annual Financial Report (CAFR); assists auditors with preparation of annual financial analyses and reports. • Reviews journal entries for accuracy and completeness and corrects entries within scope of authority. Prepares status reports and assures effective communication of financial issues. • Creates, interprets, and explains the City's accounting policies, procedures, rules and regulations. • Works with department heads, City Administrator, Mayor, City Council, and others in understanding and developing budget documents. 				
<p>Perform other job-related duties as assigned.</p> <p>This position will be required to work outside the hours of 8:00 AM – 5:00 PM.</p> <p>Council, Board, and Commission meetings attendance may be mandatory.</p>					
EDUCATION EXPERIENCE CERTIFICATION LICENSING	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, or a related field of study or equivalent experience in Finance. • 10+ years of related experience, preferably in a public sector. 				



LIBERTY HILL

FREEDOM TO GROW

JOB DESCRIPTION
Finance Director

	<ul style="list-style-type: none">• Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.• Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules, and regulatory reporting requirements.• Generally Accepted Accounting Principles and Generally Accepted Auditing Principles governing Public Sector financial management.• State and federal statutes, rules and regulations governing public funds and debt management.
ADDITIONAL KNOWLEDGE, SKILL AND ABILITIES	<p>KNOWLEDGE OF</p> <ul style="list-style-type: none">• Accounting: Principles and practices including internal controls, cash management, general ledger, accounts payable, and accounts receivable.• Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.• Municipal Operations: Current social, political, organizational, and economic trends affecting municipal government.• Municipal Purchasing: Laws and procedures for municipal real property purchasing.• English Language: The structure and content of the English language, including the meaning of words and grammar.• Applied Math: Concepts such as fractions, percentages, ratios, and proportions.• Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.• Budget Management: Developing plans and budgets; comparing them against actual activity.• Office Systems: Administrative and clerical procedures and systems such as word processing systems and filing and records management systems.• Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the MS Office Suite. <p>SKILLS AND ABILITIES IN</p> <ul style="list-style-type: none">• Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.• Active Listening: Listening to what others are saying and asking questions as appropriate.• Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.• Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.• Demonstrated Negotiation and Conflict Resolution tactics.• Ability to be influential with staff, Council, leadership and the public.• Mechanical/Technical: Safely operating diverse office equipment, including computers,



LIBERTY HILL

FREEDOM TO GROW

JOB DESCRIPTION
Finance Director

	<p>copiers, fax machines, calculators, and telephones.</p> <ul style="list-style-type: none">• Service Orientation: Actively looking for ways to help people.• Sequencing: Correctly following a given rule or set of rules to arrange things or actions.• Interactive Presentation: Effectively presenting information to groups and responding to questions.• Written Expression: Communicating information and ideas in writing so others will understand.• Reading Comprehension: Reading and interpreting documents.• Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.• Direction and Instructional Comprehension.• Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
<p>WORK ENVIRONMENT AND PHYSICAL DEMANDS</p> <ul style="list-style-type: none">• 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.• Maintains regular required attendance.• Performs other duties as assigned or required.• May be required to work outside the traditional work week/schedule	