



The City of Liberty City Council

Special Called Meeting

~ Agenda ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

Tuesday, June 28, 2022

6:00 PM

City Council Chambers

The City Council of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Mayor Carl Pickett				
Mayor Pro Tem Diane Driggers				
Council Member Dennis Beasley				
Council Member Libby Simonson				
Council Member Chipper Smith				
Council Member Tommy Brents				
Council Member Ed Seymour				

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Public Comment is reserved for members of the public who would like to address the City Council regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Council may not deliberate or take any action during Citizen's comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The City Council may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

III. REGULAR AGENDA

A. Executive Session

1. Texas Government Code §551.071 - Private Consultation with Attorney

Discussion with attorney regarding contemplated/pending litigation and/or regarding matters protected by the attorney/client privilege.

2. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations.

Discussion regarding economic development negotiations.

B. Regular Session

1. Consider and take possible action on legal matters discussed in the Executive Session.
2. Consider and take possible action on a proposed economic development agreement.
3. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE RELATED TO SEPTIC SYSTEM PERMIT FEES AND PLAT FILING FEES, AND PROVIDING FOR AN EFFECTIVE DATE.**
4. **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING CHANGE ORDERS NUMBER 1 AND 2 FOR THE CULTURAL CENTER RENOVATIONS PROJECT.**
5. **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDED THE BID FOR THE LIBERTY MUNICIPAL GOLF COURSE PARKING LOT EXPANSION PROJECT TO AMERICAN PARKING CONTROL.**

C. Work Session

1. City Council discuss the proposed City Council Agenda Preparation and Meeting Decorum Policy.

IV. ADJOURNMENT**A. Motion To: Adjourn**

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 24th day of June, 2022 at 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland

April Gilliland, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Council Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, ____.

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: Executive Session

Department: Council and Board

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: Regular Session

Department: Council and Board

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: Consider and take possible action on legal matters discussed in the Executive Session.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: Consider and take possible action on a proposed economic development agreement.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE RELATED TO SEPTIC SYSTEM PERMIT FEES AND PLAT FILING FEES, AND PROVIDING FOR AN EFFECTIVE DATE.

Department: Community Development

Subject: Permit Fees

Background: In areas of the city in which a resident requests sanitary sewer service and the property is not within 200 feet of an existing sanitary sewer line, the resident may be allowed to install an aerobic sewer system. Although the plan review of the aerobic system can be conducted by the City, the inspection of the aerobic system during installation must be performed by an individual licensed by TCEQ. Currently, the City does not have an employee licensed to perform these inspections and must hire a third party to conduct the inspections. The cost of the inspection is \$450.00. The City does not currently have a fee associated with this type of inspection.

The city currently charges a preliminary plat review fee of \$25.00 and a final plat review and filing fee of \$100.00 and \$50.00, respectively. In an effort to cover the City's cost for these reviews and the increase in filing fees. Changes in the permit fees in the Master Fee Schedule are proposed as follows:

1. Preliminary Plat Review Fee: \$100.00
2. Final Plat Review Fee: \$200.00
3. Final Plat Filing Fee: \$100.00

A copy of the proposed fee changes is enclosed.

Funding Source: N/A

Staff Recommendation: Staff recommend approval of the ordinance amending the Plat Filing Fees in the Master Fee Schedule.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 6/28/2022 6:00 PM

Department: Community Development
Category: Action Item

Ordinance

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, AMENDING THE MASTER FEE SCHEDULE RELATED TO SEPTIC SYSTEM PERMIT FEES AND PLAT FILING FEES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City previously adopted a Master Fee Schedule which sets forth all rates and fees charged by the City of Liberty; and

WHEREAS, the City Council finds it more efficient to have the City's fees set in one ordinance, which can be amended as necessary by ordinance; and

WHEREAS, the City wishes to amend its Master Fee Schedule as it relates to septic system permit fees and plat filing fees.

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

Section 1: That the City Council hereby adopts this ordinance amending the City's Master Fee Schedule related to septic system permit fees and plat filing fees. The new septic system permit fees and plat filing fees are set out below:

Septic System Permit	\$450.00	Fee includes inspection
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Plat Filing Fees	Preliminary Plat - \$100.00
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Final Plat - \$200.00

Courthouse Filing Fee - \$100.00

Section 2: That all fees which are in conflict herewith are, to the extent of such conflict only, expressly amended, changed and repealed.

Section 3: That the proposed fees set forth herein amend the previous Master Fee Schedule to include the fees as set forth herein.

Section 4: That this ordinance shall take effect immediately from and after its passage as indicated below.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Liberty, this _____ day of _____, 2022.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas



MASTER FEE SCHEDULE
Amended May 10, 2022

Description		Fees
Residential Building Permit Fees		
Residential Lawn Sprinkler / Irrigation	\$110.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Residential Swimming Pools	In-Ground: \$190.00 Above Ground: \$80.00	
Residential Re-roof	\$75.00	Residential is considered Single-Family, Townhome, Duplex, and Triplex
Window Replacement	\$15.00 per window	
Standby Generator Installation (Residential)	\$50.00	Residential Electrical and Plumbing single trade permits are also required
Driveway Permit	Residential - \$75.00	Includes Inspections. See detail sheet for construction standards
Foundation Repair	\$50.00	Fee is per building
Flatwork	\$75.00	
Solar Panel Installation	\$100.00	Electrical permits are separate
Siding, soffit or fascia board repair or replacement	\$100.00	
<u>Septic System Permit</u>	<u>\$450.00</u>	<u>Fee includes inspection</u>
Plat Filing Fees	Preliminary plat - \$25.00 - \$100.00 Final Plat - \$100.00 - \$200.00 Courthouse Filing Fee - \$50.00 \$100.00	
Permit Fee for moving House/Building/Structure	\$50.00	
Demolition Permit	\$0.00	Demolition permits are issued at no charge. Asbestos survey is required for commercial demolition.
New Construction - Single-Family, Townhome, Duplex, and Triplex	\$0.43 per square foot	Per square foot of all floor area under roof. Includes plan review, 1 driveway access, and certificate of occupancy. New Construction MEP are separate permits.

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING CHANGE ORDERS NUMBER 1 AND 2 FOR THE CULTURAL CENTER RENNOVATIONS PROJECT.

Department: Community Development

Subject: Cultural Center Rennovations.

Background: As a part of the Cultural Center Rennovations, the contractor was required to perform an asbestos survey of the areas to be disturbed by the construction. The results of the asbestos survey revealed the flashing adhesive at the tower pipe support bases contained asbestos. The cost to remove the asbestos at these locations is \$6,267.50.

Additionally, during the inspection review of damaged concrete masonry units (CMU) blocks, the contractor, Brazos Roofing, and the engineer, WJE, found an additional 56 CMU blocks that needed replacement above the 50 included in the contract. The cost to remove and replace the additional 56 CMU blocks is \$13,160.00.

As a result of these findings, the following change orders are proposed:

1. Change Order No. 1 - Replacement of asbestos flashing adhesive at the tower support bases - \$6,267.50.
2. Change Order No. 2 - Removal and replacement of 56 additional damaged CMU blocks - \$13,160.00.

Funding Source: The project is funded by amounts received from the lawsuit settlement and Cambridge Funds. A contingency was included in the total project cost.

Staff Recommendation: Staff recommends approval of the resolution approving Change Orders No. 1 and 2 for the Cultural Center Rennovations Project.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 6/28/2022 6:00 PM

Department: Community Development
Category: Resolution

Resolution

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, APPROVING CHANGE ORDERS NUMBER 1 AND 2 FOR THE CULTURAL CENTER RENOVATIONS PROJECT.

WHEREAS, as a part of the Cultural Center Renovations project, the contractor was required to perform an asbestos survey of the areas to be disturbed by the construction; and

WHEREAS, the results of the asbestos survey revealed the flashing adhesive at the tower pipe support bases contained asbestos; and

WHEREAS, the cost to remove the asbestos at these locations is \$6,267.50; and

WHEREAS, additionally, during the inspection review of damaged concrete masonry units (CMU) blocks, the contractor, Brazos Roofing, and the engineer, WJE, found an additional 56 CMU blocks that needed replacement above the 50 included in the contract; and

WHEREAS, the cost to remove and replace the additional 56 CMU blocks is \$13,160.00; and

WHEREAS, as a result of these findings, the following change orders are proposed:

- Change Order No. 1: Replacement of asbestos flashing adhesive at the tower support bases – \$6,267.50;
- Change Order No. 2: Removal and replacement of 56 additional damaged CMU blocks – \$13,160.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas, hereby approves Change Orders Number 1 and 2 for the Cultural Center Renovations Project.

PASSED AND APPROVED this ____ day of _____, 2022.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDED THE BID FOR THE LIBERTY MUNICIPAL GOLF COURSE PARKING LOT EXPANSION PROJECT TO AMERICAN PARKING CONTROL.

Department: Golf Course

Subject: Golf Course Parking Lot Expansion Project

Background: The FY 2022 Capital Improvement Budget includes several paving projects at the Liberty Municipal Golf Course. The paving projects included the expansion of the existing parking lot, the cart staging area on the south side of the pro shop and the cart storage area. The firm of Whitely & Oliver Engineering, LLC prepared the plans and specifications for the proposed improvements. During the plan preparation, an additional area was added to the total project to include the road from the parking lot to the maintenance buildings and private cart storage area. This added approximately 250 sy's of base preparation and paving to the project. The total amount budgeted for the project was \$96,800.00. Four bids were received for the project, ranging from the apparent low bid of \$179,862.94 to the high bid of \$407,108.44. The apparent low bid was submitted by American Parking Control of Houston. The difference in the budget amount and the low bid is primarily due to the added area to be paved, the increase in cost of labor and materials, and an underestimation, in the original budget, of the cost of handwork. The engineer has reviewed the bids and qualifications of the apparent low bidder and is recommending the project be awarded to American Parking Control in the amount of \$179,862.94.

Funding Source: The project was originally budgeted using Cambridge Funds and these funds will be used to make up the \$86,062.94 difference.

Staff Recommendation: Staff recommends approval of the resolution awarding the Golf Course Parking Lot Expansion Project to American Parking Control in the amount of \$179,862.94.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 6/28/2022 6:00 PM

Department: Golf Course
Category: Resolution

Resolution

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AWARDING THE BID FOR THE LIBERTY MUNICIPAL GOLF COURSE PARKING LOT EXPANSION PROJECT TO AMERICAN PARKING CONTROL.

WHEREAS, The FY 2022 Capital Improvement Budget includes several paving projects at the Liberty Municipal Golf Course; and

WHEREAS, the paving projects included the expansion of the existing parking lot, the cart staging area on the south side of the pro shop and the cart storage area; and

WHEREAS, the firm of Whitely & Oliver Engineering, LLC, prepared the plans and specifications for the proposed improvements; and

WHEREAS, during the plan preparation, an additional area was added to the total project to include the road from the parking lot to the maintenance buildings and private cart storage area; and

WHEREAS, this added approximately 250 square yards of base preparation and paving to the project; and

WHEREAS, the total amount budgeted for the project was \$96,800.00; and

WHEREAS, four (4) bids were received for the project, ranging from the apparent low bid of \$179,862.94 to the high bid of \$407,108.44; and

WHEREAS, the apparent low bid was submitted by American Parking Control of Houston; and

WHEREAS, the difference in the budget amount and the low bid is primarily due to the added area to be paved, the increase in cost of labor and materials, and an underestimation, in the original budget, of the cost of handwork; and

WHEREAS, the engineer has reviewed the bids and qualifications of the apparent low bidder and is recommending the project be awarded to American Parking Control in the amount of \$179,862.94.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas, hereby awards the bid for the Liberty Municipal Golf Course Parking Lot Expansion Project to American Parking Control and authorizes the additional expenditure of \$83,062.94 on said project with said additional money coming from the Cambridge fund.

PASSED AND APPROVED this ____ day of _____, 2022.

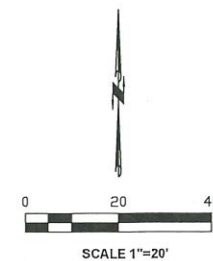
Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

THE CITY OF LIBERTY
SEALED BID NO. 2022-08
LIBERTY MUNICIPAL GOLF COURSE PARKING LOT EXPANSION PROJECT
BID TABULATION

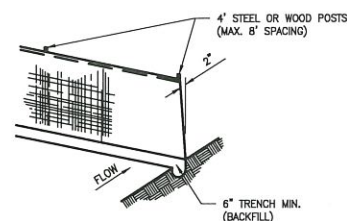
				American Parking Control		Craig & Heidt, Inc.		Mason Construction		Construction Managers of Southeast Texas, LLC	
NO.	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
BASE BID											
1	MOBILIZATION	1	LS	\$8,500.00	\$8,500.00	\$9,850.00	\$9,850.00	\$9,147.00	\$9,147.00	\$12,900.00	\$12,900.00
2	REMOVING STABILIZED BASE AND ASPHALT PAVEMENT	560	SY	\$24.00	\$13,440.00	\$18.10	\$10,136.00	\$40.80	\$22,848.00	\$69.28	\$38,796.80
3	FLEXIBLE BASE, TY A, GR 1-2, LIMESTONE (6")	1,140	SY	\$20.00	\$22,800.00	\$21.90	\$24,966.00	\$29.00	\$33,060.00	\$59.47	\$67,795.80
4	FLEXIBLE BASE, TY A, GR 1-2, LIMESTONE (8")	1,863	SY	\$23.15	\$43,128.45	\$28.50	\$53,095.50	\$42.00	\$78,246.00	\$52.11	\$97,080.93
5	LIME TREAT EXISTING MATERIAL	3,002	SY	\$10.12	\$30,380.24	\$13.30	\$39,926.60	\$13.00	\$39,026.00	\$24.52	\$73,609.04
6	PRIME COAT	601	GAL	\$4.00	\$2,404.00	\$5.50	\$3,305.50	\$8.00	\$4,808.00	\$12.27	\$7,374.27
7	REINFORCED CONCRETE PAVEMENT	50	SY	\$128.00	\$6,400.00	\$158.00	\$7,900.00	\$299.00	\$14,950.00	\$355.55	\$17,777.50
8	REMOVE EXISTING PAVEMENT MARKINGS	1,040	LF	\$1.00	\$1,040.00	\$0.40	\$416.00	\$1.00	\$1,040.00	\$4.90	\$5,096.00
9	REMOVE EXISTING HANDICAP PAVEMENT MARKING	4	EA	\$150.00	\$600.00	\$131.55	\$526.20	\$428.00	\$1,712.00	\$430.00	\$1,720.00
10	REFLECTORIZED PAVEMENT MARKING, TY I, 4" (W)(SLD)(90 MIL)	1,980	LF	\$1.50	\$2,970.00	\$1.00	\$1,980.00	\$3.00	\$5,940.00	\$7.37	\$14,592.60
11	HANDICAP SYMBOL	4	EA	\$200.00	\$800.00	\$460.30	\$1,841.20	\$1,100.00	\$4,400.00	\$613.00	\$2,452.00
12	D-GR HMA (SQ) TY-D SAC-B	285	TON	\$157.15	\$44,787.75	\$196.00	\$55,860.00	\$232.00	\$66,120.00	\$214.56	\$61,149.60
13	PIPE BOLLARD	2	EA	\$450.00	\$900.00	\$800.00	\$1,600.00	\$3,900.00	\$7,800.00	\$1,073.50	\$2,147.00
14	SILT FENCE	1,370	LF	\$1.25	\$1,712.50	\$3.90	\$5,343.00	\$7.50	\$10,275.00	\$3.37	\$4,616.90
TOTAL - BASE BID				\$179,862.94		\$216,746.00		\$299,372.00		\$407,108.44	



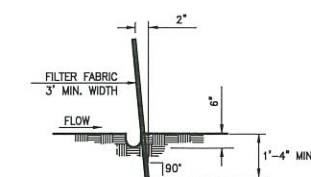
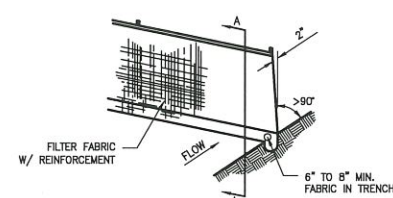
LEGEND
 SILT FENCE

SWPPP GENERAL NOTES

1. CONTRACTOR TO PLACE AND MAINTAIN TEMPORARY SEDIMENT CONTROL ABOUT ENTIRE PERIMETER OF WORK SITE. ENTRANCES TO BE PROTECTED FROM SEDIMENT RUNOFF.
2. CONTRACTOR TO MAINTAIN SEDIMENT CONTROL UNTIL ALL PAVEMENTS HAVE BEEN PLACED, INCLUDING SIDEWALKS. ALL NEARBY SIDEWALKS TO BE KEPT CLEAN DURING CONSTRUCTION ACTIVITIES.
3. CONTRACTOR TO INSPECT EROSION CONTROL MEASURES, INCLUDING VEGETATIVE BUFFER, WITHIN 24 HOURS OF 0.5 INCHES OF RAINFALL AND SHALL IMMEDIATELY CORRECT INEFFECTIVE CONTROL MEASURES.
4. REMOVAL OF SEDIMENT CONTROL DEVICES TO BE CONSIDERED SUBSIDIARY TO PAY ITEMS.
5. CONTRACTOR TO TAKE CARE TO PREVENT TRACKING ONTO ADJACENT PROPERTY, AND SHALL SWEEP AS NECESSARY TO REMOVE ANY TRACKED MATERIAL.
6. CONTRACTOR TO INSTALL SILT FENCE AROUND PERIMETER OF STORM SEWER INLETS AND JUNCTION BOXES PRIOR TO POURING TOPS. AFTER TOPS ARE POURED, CONTRACTOR TO PLACE EROSION CONTROL LOGS ACROSS THROAT OF INLETS.



NOTE: POULTRY NETTING SHALL NOT BE ALLOWED AS A REINFORCEMENT MATERIAL



REINFORCEMENT AND FILTER FABRIC TO BE ATTACHED AS DIRECTED BY THE ENGINEER.

SECTION A-A RECOMMENDED TOE-IN METHOD

SEDIMENT CONTROL FENCE



**WHITELEY OLIVER
 ENGINEERING, LLC**
 TEXAS ENGINEERING FIRM NO. F-22257
 3260 EASTEX FWY, BEAUMONT, TEXAS 77703
 409-492-4421 | WHITELEYOLIVER.COM

City of Liberty

**MUNICIPAL GOLF COURSE
 PARKING LOT EXPANSION**

**PROPOSED
 EROSION CONTROL PLAN**

DR BY: THC	CK BY: SAW/ZTR	APP BY: JOL
DATE: MAY 2022	SCALE: 1"=20'	SHEET NO: 8
JOB NO.	W:\2021\21-1962	REV. 0
21-1962 CONSTRUCTION PLANS 5-18-21	21-1962 CONSTRUCTION PLANS 5-18-22	

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: June 28, 2022

Agenda Wording: City Council discuss the proposed City Council Agenda Preparation and Meeting Decorum Policy.

Department: Administration

Subject: Agenda Preparation & Meeting Decorum Policy.

Background: A copy of the proposed City Council Agenda Preparation & Meeting Decorum Policy is enclosed.

Funding Source:

Staff Recommendation:

CITY COUNCIL AGENDA PREPARATION & MEETING DECORUM POLICY

1. OPEN GOVERNMENT

All meetings of the City Council (with the exception of confidential, executive sessions which are held in accordance with applicable State law), shall be open to the public and the minutes of all such proceedings shall be kept in accordance with the procedures established by State law and the procedures set forth in this policy.

- (1) All regular, special, workshop, emergency and executive session meetings of the City Council will be called and conducted in accordance with the provisions of the “Texas Open Meetings Act” as provided in the Government Code, Title 5, Chapter 551, Subchapter A, Section 551.001 et seq., and as amended in the future.
- (2) Regular, special, workshop and emergency meetings of the city are open to the public and to representatives of the press and media.
- (3) Executive sessions of the City Council are not open to the public, the press or the media and only individuals expressly requested or ordered to attend, and only as allowed by State law, may be present or allowed to attend executive sessions.
- (4) The City Secretary or designee shall be responsible for posting public notice of all meetings of the City Council, in compliance with all applicable State laws.

2. MEETINGS

As per Section 3.08, of the Liberty city charter, the City Council shall hold at least one regular meeting each month and as many additional meetings as may be necessary for the transaction of City business at a time to be fixed by City Council. Accordingly, the City Council has chosen the second Tuesday of each month as a meeting date for regular council meetings. As per section 3.08 of the city’s charter the Mayor, City Manager, or any two City Council Members may call special meetings when it is determined to be needed. Meetings shall be held at City Hall or at such other locations as may be designated by the City Council.

3. MEETING AGENDA, NOTICE AND PREPERATION

The following persons are authorized to request that a matter (or item) be placed on an agenda of an upcoming meeting:

- (1) The Mayor
- (2) Any two city council members
- (3) The City Manager

Additionally, should a member of the City staff, acting in that member’s capacity as a city employee, determine/desire that a matter should be presented to the City Council, then, the staff member may request, through written communication addressed to the City Manager that the item be placed on the agenda. In cases where City staff has made a request, the City Manager shall be

responsible for determining whether the requested item is placed upon the agenda, and the City Manager shall direct the City Secretary, accordingly. A member of the public desiring to have an item placed on the agenda may request same, in writing, to the Mayor or City Manager and the Mayor or City Manager may at their discretion elect to have such item placed or not placed on an upcoming agenda. Additionally, members of the public, while speaking during the public comment period of a meeting, can request that items be placed on future city council agendas. At that time the city council may vote to add said item to a future meeting agenda.

The City Secretary shall coordinate agenda requests with the City Manager and staff, in a timely manner, to ensure that necessary information is available on requested matters and to provide for sufficient time in preparing the agenda.

4. PUBLIC PARTICIPATION IN OPEN MEETINGS/PUBLIC HEARINGS

The business of the city is conducted by and between the members of the City Council and by those members of City staff, elected officials, department heads, consultants, experts and /or members of the public requested to be present and participate. While the public is invited to attend all meetings of the City Council (except executive sessions) the public's participation therein is limited to that of observers unless a member of the public is specifically requested to address the City Council on a particular issue or unless the member of the public completes a "public comment form" and submits the completed form to the City Secretary at the beginning of the applicable Council meeting. In accordance with Texas Penal Code section 42.05, it shall be a criminal offense for a person, with the intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance.

Members of the public shall be allowed to comment during the public comment period and on any item posted on the agenda. However, all public comments are subject to the following rules:

- (1) In order to efficiently manage the time of the Council, each member of the public who requests to appear before the City Council for public comment shall be required to limit their presentation to a maximum of three minutes. However, citizens speaking through a translator shall be given a maximum of six minutes to address the City Council. Tracking the time utilized by each speaker for public comment shall be maintained by a staff person designated by the presiding officer. Public comment presenters may not designate their time to be used by other presenters.
- (2) Presenters in public comment shall be recognized in order of submission of the "public comment form" to the City Secretary, unless otherwise determined by the presiding officer.
- (3) The presiding officer may either shorten or lengthen the time allocated for a particular member of the public, all members of the public and/or the amount of time allocated for all agenda items and/or a specific agenda item. However, upon a motion and second by council members, the City Council may vote at said meeting to overturn the presiding officer's decision on any specific speaking time allocation.
- (4) Citizens speaking at city council meetings shall refrain from the use of any obscene, vulgar, or profane language. Additionally, citizens shall avoid public criticism that is otherwise prohibited by law as set forth in Section 551.007(e) of the Texas Government Code.
- (5) Violations of these rules may result in the following sanctions:
 - (a) Cancellation of a speaker's remaining time; and/or
 - (b) Removal from the City Council chambers.

The Mayor or in the Mayor's absence the designated Mayor Pro Tem of the City Council, as presiding officer of the City Council, is responsible for conducting all meetings and members of the public who have properly completed a public comment form and submitted same to the City Secretary must wait to be recognized by the mayor or, in the Mayor's absence by the then presiding Council Member before they will be allowed to speak.