

**LAKE HOUSTON REDEVELOPMENT AUTHORITY
TAX INCREMENT REINVESTMENT ZONE NUMBER TEN, CITY OF HOUSTON**

**POLICIES AND PROCEDURES FOR PUBLIC PARTICIPATION AND PUBLIC
INFORMATION**

Purpose

The purpose of this document is to provide guidance on public participation in the meetings of the Board of Directors (the "Board") of Lake Houston Redevelopment Authority (the "Authority"), and Tax Increment Reinvestment Zone Number Ten, City of Houston, Texas (the "Zone"), and requesting public information regarding the Authority and the Zone. It is a goal of the Authority and the Zone to efficiently (i) receive comments from members of the public at Board meetings, and (ii) provide accurate information to parties making a request for public information under the Texas Public Information Act (Chapter 552 of the Texas Government Code, referred to as the "TPIA"). The Authority and the Zone has therefore adopted the following policies and procedures. The Authority and the Zone shall fully comply with the requirements of the TPIA; nothing in this document shall be read to lessen the requirements of the TPIA.

Open Meetings; Meeting Notices; Mailing List

All meetings of the Board are held in compliance with the Texas Open Meetings Act (Chapter 551 of the Texas Government Code, referred to as the "TOMA"). Occasionally, and as authorized by the TOMA, the Board may meet in non-public, executive session.

To maximize public awareness of the Authority's activities, the Board endeavors to meet on a regularly scheduled basis and at a regularly scheduled location. Subject to time and scheduling constraints, regular monthly meetings of the Board are scheduled at 8:00 a.m. on the second Thursday of the month at the Kingwood Community Center, 4102 Rustic Woods Drive, Kingwood, Texas 77345. Periodically, a meeting at a different time or location may be necessary.

The Authority and the Zone posts notices of its Board meetings in compliance with TOMA. Additionally, the Authority and the Zone shall endeavor to send by mail or e-mail notices of Board meetings to members of the public who request such notices. A member of the public who chooses to receive notices of Board meetings should request inclusion on the Authority's and the Zone's emailing list by contacting the Administrator of the Authority and the Zone (the "Administrator").

Procedures for Public Participation in Open Meetings

Board meetings are structured in a manner that best allows the Board to maintain order at a meeting to transact its business. The primary recipients of information and data presented at Board meetings are the members of the Board. The Authority requests that its consultant's endeavor to provide a reasonable number of hand-outs for members of the public. Additionally, members of the public may request to receive copies of materials distributed at Board meetings by making a request to the Administrator.

All members of the public are to remain seated during the board meeting unless to get refreshments or leave the meeting room. Any person in attendance at an open meeting may record all or any part of the open meeting by means of a tape recorder, video camera, or still camera. Persons desiring to record the open meeting must remain in the area designated for such use by the Authority. All persons recording an open meeting must do so in such a manner so as not to obstruct the view of another person or in any way disturb or interfere with the orderly conduct of the meeting at any time.

Public participation in Board meetings shall be limited to a public comment period. The Board shall endeavor to provide a designated time for public comment at each Board meeting. The purpose of such comment period is for the Board to receive comments from members of the public; public comments should not include questions or requests for information. As discussed below, any requests for information should be made separately and in writing. In addition, to maximize the efficiency of the public comment period, members of the public are asked to follow these rules when speaking during an open meeting:

- a. Prior to the comment period, sign up on the list provided.
- b. Keep all comments to less than 3 minutes in length, unless otherwise directed by the Board.
- c. Questions or comments will be not be addressed by the Board.
- d. No person may obstruct the view of another person or in any other manner disturb or interfere with the orderly conduct of the meeting at any time. This includes talking out of turn or verbal utterances.
- e. No member of the public may applaud, boo, clap or otherwise audibly express approval or disapproval of the discussion by or actions being taken by the Board of Director in a loud and raucous manner calculated to disturb the meeting, except for public recognition initiated by the Board of Directors or Authority staff.

- f. Those persons who do not conduct themselves in an orderly and appropriate manner will be given a warning by the Authority Chairperson. Any person who, after having been warned of his or her noncompliance, continues to conduct themselves in a disorderly or inappropriate manner will be asked to leave the meeting room and recognition to speak may be refused at subsequent meetings of the Authority. Any police officer or other person assigned to provide security for the Authority meeting shall assist in the removal of the person if deemed necessary. The operation of this rule shall not be construed to preclude any person from prosecution for violation of any applicable penal law.

The rules listed above may be amended from time to time, subject to the discretion of the Board, to accommodate meeting efficiency and subject to applicable law. In addition to the rules listed above, the following state laws apply to all conduct at public meetings:

Texas Penal Code, Section 38.13 - Hindering Proceedings by Disorderly Conduct

- (a) A person commits an offense if he intentionally hinders an official proceeding by noise or violent or tumultuous behavior or disturbance.
- (b) A person commits an offense if he recklessly hinders an official proceeding by noise or violent or tumultuous behavior or disturbance and continues after explicit official request to desist.
- (c) An offense under this section is a Class A misdemeanor.

Texas Penal Code, Section 42.05 - Disrupting Meeting or Procession

- (a) A person commits an offense if, with intent to prevent or disrupt a lawful meeting, procession, or gathering, he obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
- (b) An offense under this section is a Class B misdemeanor.

Compliance with the Americans with Disabilities Act

The Authority will ensure that, to the maximum extent possible, all of its meetings comply with the Americans with Disabilities Act ("ADA"). Under the ADA, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Upon request, the Authority will

endeavor provide auxiliary aids and services, to the extent that the same does not impose an undue financial or administrative burden on the Authority. In determining the type of auxiliary aid or service, the Authority will give primary consideration to the individual's request. Those requesting auxiliary aids or services should notify the Administrator, by mail, e-mail, or telephone, at least two working days in advance of each meeting for which such aids or services are requested.

Procedures to Request Public Information

What is Public Information?

"Public Information" is defined by the TPIA as "information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body for a governmental body and the governmental body owns the information or has a right of access to it." Public information includes only information in existence at the time a request is made and does not require the governmental body to prepare new information.

Not all questions are a request for Public Information

The TPIA does not require the Authority to prepare new information in response to a request. The TPIA does not require the Authority to prepare answers to questions or to research. Although members of the Board or consultants of the Authority may at times find it convenient to respond to and answer questions, limited time and resources prevent the Authority from answering all questions.

Requests must be addressed to the Administrator.

All requests for public information should be addressed to the Administrator. Contact information is provided at the end of this document.

Requests must be in writing.

An official request for Public Information must be made **in writing** and submitted in person or by mail, or email using the contact information listed at the end of this document. (See Government Code Section 552.301(a).) Email requests are preferred. Verbal requests for information or questions posed are not official request for Public Information.

Requests must include sufficient detail.

A written request for Public Information should include enough description and detail about the information requested to enable the Authority to accurately identify and locate the information requested. At times, the Authority may request a clarification or discuss ways to narrow the scope of a request so that Public Information may be efficiently provided to the requestor.

Requests for Public Information: Responsibilities of the Authority

The Authority's responsibilities include:

- In general, when responding to requests for Public Information, promptly making Public Information available for inspection or copying. Under the TPIA, "promptly" means "within a reasonable time, without delay."
- Informing the requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time.
- Requesting a ruling from the Office of the Attorney General regarding any information the Authority believes may be withheld under the TPIA, and sending a copy of the request for ruling, or a redacted copy, to the requestor.

Requests for Public Information: Responsibilities of the Requestor

In order to minimize disruptions in the Authority's daily business, requestors are asked to follow these guidelines:

- Respond promptly in writing to all written communications from the Authority. Respond to any written estimate of charges to provide requested materials, if any within 10 business days of the date the governmental body sent it or the request is considered automatically withdrawn.

Make a timely payment for all valid charges, if any.

Contact Information

Please address all written requests for Public Information to the Authority using one of the following:

By mail to: Lake Houston Redevelopment Authority c/o TIFWorks, LLC
P.O. Box 10330, Houston, Texas 77206

By email to: ralph@tifworks.com

Additional information regarding the TPIA can be found at:

<https://www.texasattorneygeneral.gov/open-government/members-public/overview-public-information-act>

