The City of Liberty
City Council

Special Called Meeting

~ Agenda ~

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

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, August 28, 2018 | **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 Huddleston	☐	☐	☐	
Councilperson Dennis Beasley	☐	☐	☐	
Councilperson Libby Simonson	☐	☐	☐	
Councilperson David Arnold	☐	☐	☐	
Councilperson Paul Glazener	☐	☐	☐	
Councilperson Chipper Smith	☐	☐	☐	

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

Gov. Code §551.071 - Consultation with Attorney.

Contemplated / Pending Litigation.

Discussion related to wastewater litigation with the Cities of Hardin and Ames.

B. Reconvene into Regular Session

1. Council Action (ID # 4227)

Consider and take action, if any, on litigation related to the Cities of Hardin and Ames wastewater issues, as discussed in the Executive Session.

IV. PRESENTATIONS / REPORTS

1. Information Item (ID # 4206)

Project Updates - Interim City Mgr. L. Shaw

2. Information Item (ID # 4207)

CAD Agricultural Advisory Board

- CAD-Ag Board Info (PDF)

3. Information Item (ID # 4208)

CAD Appraisal Review Board

- CAD-ARB Info (PDF)

4. Information Item (ID # 4209)

Mayor, Council and Staff Comments

V. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

1. Ordinance (ID # 4210)

CONSIDER ADOPTION OF AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") DENYING THE RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MAY 15, 2018; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

2. Council Action (ID # 4211)

Consider approval of extending the Bank Depository Agreements, with Prosperity Bank, for the City of Liberty and the Liberty Community Development Corporation, for an additional one year.

- Bank Depository Information (PDF)

3. Ordinance (ID # 4212)

CONSIDER ADOPTION OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES, ARTICLE 3, CREATING SECTION 3.08.132, REGULATING RECREATIONAL VEHICLES ON COMMERCIAL PROPERTIES; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT THIS ORDINANCE BE READ ON TWO SEPARATE DAYS.

VI. REGULAR AGENDA

A. Regular Session

1. Council Action (ID # 4213)

Presentation by the GRACE Initiative regarding program services and support methods, and take any action deemed necessary.

2. Public Hearing (ID # 4214)

Public Hearing on the proposed Tax Rate for Fiscal Year 2018-2019.

3. Information Item (ID # 4215)

Discussion regarding the Proposed Budget for Fiscal Year 2018-2019.

4. Information Item (ID # 4216)

Legal Training Presentation by City Attorney, Brandon Davis.

5. Council Action (ID # 4217)

Consider authorizing the City Manager to execute an agreement for a HVAC and Lighting Renovation Project.

- Proposal-HVAC & Lighting Project (PDF)
- Agenda Form- HVAC Lighting Engineering Agreement (DOCX)

6. Information Item (ID # 4218)

Receive Electric Utility Project Update and discussion of same.

7. Council Action (ID # 4219)

Discuss and consider approval of the City's Electric System Capital Improvement Plan.

- Electric Service Capital Improvement Plan (PDF)

8. Council Action (ID # 4226)

Discuss and consider approval of an Electric System Vegetative Management Program.

- Electric System Vegetation Management Program (PDF)

9. Council Action (ID # 4221)

Discuss and consider approval of a City Electric Service Requirements Manual.

- Electric Service Requirements Manual (PDF)

10. Council Action (ID # 4222)

Discuss and consider approval of a Municipal Lighting Design and Installation Manual.

- Municipal Light Design and Installation Manual (PDF)

11. Council Action (ID # 4223)

Discuss and consider discontinuing garbage service in the Country Club Subdivision.

12. Council Action (ID # 4224)

Consider designating a Representative and Alternate to the Houston-Galveston Area Council 2019 General Assembly.

- HGAC General Assembly (PDF)
- HGAC Designation Form (PDF)

B. Executive Session

Gov. Code §551.074 - Personnel Matters.

Discussion related to the City Manager Candidates and Interview Process.

C. Reconvene into Regular Session

VII. ADJOURNMENT

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 August, 2018 at 4:00 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.

Dianne Tidwell

Dianne Tidwell, City Secretary

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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 _____, 2018.

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Executive Session Items

COUNCIL ACTION (ID # 4227)

DOC ID: 4227

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Reports

INFORMATION ITEM (ID # 4206)

DOC ID: 4206

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM
Department: Administration
Category: Board Appointments & Information

INFORMATION ITEM (ID # 4207)

DOC ID: 4207

EXPLANATION:
The CAD is requesting one (1) nomination from each taxing entity, from their respective County Precinct, to the Agricultural Advisory Board. Members of this board may not be an officer or employee of the Appraisal District and must own land qualified for productivity value for at least five years. Members serve two-year staggered terms, and will meet only once a year or at the call of the Chief Administrator. This nomination must be submitted by September 21.

The Council's last nomination to the Ag Board was Mr. Neal Stoesser.

Current members of this Board are: Leroy Janacek, Frank Green, Neal Stoesser, Robert Chachere, and Fred Emory.

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LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT
P.O. BOX 10016/2030 SAM HOUSTON
LIBERTY, TEXAS 77575
(936) 336-5722 FAX (936) 336-8390

DATE: AUGUST 8, 2018

TO: ALL TAXING UNITS

FROM: LANA MCCARTY

SUBJECT: APPOINTMENTS TO AGRICULTURAL ADVISORY BOARD

THE TERM OF THE FOLLOWING THREE AGRICULTURE ADVISORY BOARD MEMBERS WILL EXPIRE ON DECEMBER 31, 2018.

COUNTY PCT. #	BOARD MEMBER
1	Rob Chachere
2	Frank Green
3	Fred Emory

WE ARE ASKING FOR ONE (1) NOMINATION TO THE BOARD FROM EACH TAXING UNIT FROM THEIR RESPECTIVE COUNTY PRECINCT. PLEASE SUBMIT YOUR NOMINATION TO OUR OFFICE BY 5: 00 P.M., FRIDAY, SEPTEMBER 21, 2018.

ENCLOSED IS A COPY OF THE APPRAISAL DISTRICT'S BOARD POLICY ESTABLISHING QUALIFICATIONS FOR MEMBERSHIP AND AG BOARD'S FUNCTION.

THANK YOU IN ADVANCE FOR YOUR ASSISTANCE IN FILLING THE MEMBERSHIP OF THIS BOARD.

SINCERELY,

LANA MCCARTY
CHIEF ADMINISTRATOR

Attachment: CAD-Ag Board Info (4207 : CAD Agricultural Advisory Board)

STATEMENT OF POLICY **208**

RE: AGRICULTURE ADVISORY BOARD

As provided by section 6.12 of the state property tax code, the Chief Administrator shall appoint, with the advice and consent of the Appraisal District board, an agricultural advisory board. The advisory board shall contain five (5) members. One member must represent the county at large and the remaining members will be comprised of one person from each county precinct. Members must be landowners in the District whose land qualifies for appraisal under chapter 23, sections c, d, e, or h of the property tax code and who have been residents of the District for at least five (5) years.

Members of the advisory board serve two (2) years staggered terms and will meet at the call of the Chief Administrator or at least one (1) time per year.

The responsibility of the advisory board will be to advise the Chief Administrator on the evaluation and use of land designated for agricultural or timber appraisal. The board will review and assist in maintaining local guidelines for qualification for agricultural and timber use.

REVISED 09/22/2011

Attachment: CAD-Ag Board Info (4207 : CAD Agricultural Advisory Board)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM
Department: Administration
Category: Board Appointments & Information

INFORMATION ITEM (ID # 4208)

DOC ID: 4208

EXPLANATION:

The CAD is requesting a nomination(s) from each taxing entity to the Appraisal Review Board. To serve on this Board, individuals must be a resident of the Appraisal District for 2 years, and cannot be an officer or employee of the Appraisal District or any Taxing Entity. Members serve two-year staggered terms, meeting once a month and twice weekly during May and June. Members are paid $150 per meeting**.** If an individual is nominated, who is not currently on the ARB, that individual is responsible for filling out the CAD's application for appointment. This nomination must be submitted by September 21.

The City's last nominations to this Board were: Mike Page and Howard Brister.

Current Board Members are: Horace Green, Lester Wisegerber, Connie Campbell, Bernie Brown, Howard Brister, Walt Saucier, and Cordella Kirkham.

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LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT
P.O. BOX 10016/2030 SAM HOUSTON
LIBERTY, TEXAS 77575
(936) 336-5722 FAX (936) 336-8390

August 8, 2018

To: All Voting Taxing Units

Re: ARB Nominations

Dear Taxing Units:

The two (2) year term of the following four (4) positions on the Liberty County Appraisal Review Board (ARB) will expire December 31, 2018.

County Pct.#	Board Member
1	Howard Brister
2	Connie Campbell
3	Horace Green
At Large	Cordella Kirkham
Auxiliary	

The Board of Directors has requested you submit a nominee from your area to the district office by 5:00 P.M. on September 21, 2018. The Board will make appointments at their regularly scheduled meeting on Thursday, September 27, 2018 at 9:30 A.M. Please have your nominee **complete the enclosed application** unless they are currently serving on the ARB.

According to Sec. 6.41(c) of the Property Tax Code, to be eligible to serve on the Appraisal Review Board, an individual must be a resident of the Appraisal District for two (2) years, cannot be an officer or an employee of the Appraisal District or a Taxing Unit and can only serve three (3) consecutive terms. Additionally, the law also bars from service a person who contracts for any purpose with the Appraisal District or a Taxing Unit. In addition, all members will be required to attend an ARB training session.

Typically, the ARB meets at 9:00 A.M. once a month and at least twice a week during the months of May and June. ARB members are paid one hundred and fifty dollars per day.

If you should have any questions concerning these nominations, please give me a call.
If your nomination is someone currently on the Board, please do not require them to complete the attached application.

Sincerely,

Lana McCarty
Chief Administrator

Attachment: CAD-ARB Info (4208 : CAD Appraisal Review Board)

APPLICATION FOR APPRAISAL REVIEW BOARD APPOINTMENT
LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		
CITY		ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBERS: DAYTIME ( )	EVENING ( )

APPRAISAL REVIEW BOARD QUALIFICATION STATEMENT

Please answer the following questions by checking "Yes" or "No"

1. Are you a resident of the Liberty County Central Appraisal District and have you resided within the District for the past two years? Yes _____ No _____

2. Are you currently employed by or are you an officer or director of the State Comptroller's Office, an appraisal district, or a taxing unit (i.e. county, school district, or special district) in any capacity? Yes _____ No _____
   If you answered "Yes" please indicate in what capacity you are employed or serve below:
   _____

3. Have you even been employed by or been an officer or director of the Liberty County Central Appraisal District or any taxing unit (i.e. county, school district, city or special district) served by the Liberty County Central Appraisal District? Yes _____ No _____

4. Do you, or does any relative of yours within the second degree by either blood or marriage, do business in the Liberty County Central Appraisal District as a paid property tax agent or as an appraiser who performs appraisals for use in property tax proceedings? Yes _____ No _____

   These are the degrees of relationship included:
   1st Degree by Consanguinity (blood): Parents, children
   1st Degree by Affinity (marriage): Spouse, spouses of relatives listed under consanguinity, stepparents, spouse's children, and stepchildren
   2nd Degree by Consanguinity (blood): Grandparents, grandchildren, brothers, and sisters
   2nd Degree by Affinity (marriage): Spouse's grandparents, spouse's brothers and sisters

5. Are you, or a business in which you hold substantial interest, a party to a contract with the Appraisal District or with a taxing unit in the District? A substantial interest means that you and your spouse together own at least 10% of the voting stock or shares in the business, or that either of you is a partner, limited partner, or officer of the business entity. Yes _____ No _____

6. Is any relative of either you or your spouse employed by the Liberty County Central Appraisal District?
   Relative's Name: _____
   Degree of Relationship: _____

7. Do you own property in Liberty County? Yes _____ No _____
   If "Yes" are the property taxes current? Yes _____ No _____

Attachment: CAD-ARB Info (4208 : CAD Appraisal Review Board)

PERSONAL BACKGROUND

1. Have you ever been convicted of a felony or of a misdemeanor involving moral turpitude, or are you presently under indictment or other legal accusation of theft or for any felony? If "Yes" explain below the nature of the offense, date, and location: Yes _____ No _____

   _____

   _____

2. Are you a U.S. citizen? Yes _____ No _____
   If "No" are you eligible to be employed under a visa or entry permit? Yes _____ No _____

3. Use the space below to list professional society memberships, job related licenses registrations, certificates (with their numbers), and expiration dates. Provide additional comments or information that would be of assistance in considering you for this position.

   _____

   _____

   _____

EDUCATION AND TRAINING

Please indicate your level of education below:

Less than high school education _____ High school education _____ College education _____
Number of years attended college _____
Degree(s) attained _____

WORK HISTORY

(List most recent jobs first)
Include paid or verifiable non-paid experience including military service. If you have had more than one position with the same employer, please list each position separately.

Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____
Company Name _____	Address _____	
Type of Business _____	Position Held _____	Yrs of Service _____

In your own words, please explain why you would like to serve on the Appraisal Review Board:

_____

_____

_____

_____

_____

I affirm that the information provided in this application is true and correct. I further affirm that to the best of my knowledge and belief, I am not disqualified by law from accepting an appointment to the Appraisal Review Board for the Liberty County Central Appraisal District.

Signature: _____ Date: _____

Attachment: CAD-ARB Info (4208 : CAD Appraisal Review Board)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Miscellaneous Issues

INFORMATION ITEM (ID # 4209)

DOC ID: 4209

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM
Department: Administration
Category: Electric Issues

ORDINANCE (ID # 4210)

DOC ID: 4210

AN ORDINANCE BY THE CITY OF LIBERTY, TEXAS ("CITY") DENYING THE RATE INCREASE REQUEST OF ENTERGY TEXAS, INC. FILED ON MAY 15, 2018; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT ALL ORDINANCES BE READ ON TWO SEPARATE DAYS.

WHEREAS, on or about May 15, 2018, Entergy Texas, Inc. ("Entergy") filed a Statement of Intent with the City to increase electric rates in the Entergy Service Area by $16.7 million per year for the first two years rates would be in effect and $117.6 million per year thereafter;

WHEREAS, the City of Liberty suspended the effective date of Entergy's rates within its jurisdictional limits until September 17, 2018, and hired the Lawton Law Firm, P.C. to review the Company's rate change request and proposed tariffs;

WHEREAS, the expert utility rate consultants retained to review the Company's rate increase on behalf of the City have proposed a total of about $120 million in consolidated adjustments to Entergy's revenue requirement and have concluded that Entergy has not justified the need for a rate increase. The consultants' analyses more than eliminate the Company's purported annual revenue increase, as set out in the recommendations made to the City in the Final Rate Report to Cities Steering Committee ("Report");

WHEREAS, the rate experts retained for the rate review have concluded that Entergy's rate filing request includes rate increases for Entergy's proposed cost of capital, depreciation rates, employee compensation-including bonus, stock awards and other compensation-benefits, and storm reserve charges, which are unjustified by Entergy's filing; and

WHEREAS, Entergy has failed to justify increasing the rates previously determined to be reasonable and necessary by this City and other Texas regulatory authorities; and

WHEREAS, the statutory deadline to act on Entergy's rate increase request is September 17, 2018;

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

Section 1. That the statement and findings set out in the preamble to this Ordinance are hereby in all things approved and adopted.

Section 2. The City of Liberty hereby denies the rate increase and proposed tariff revisions requested in Entergy's Statement of Intent.

Section 3. Entergy is hereby ordered to continue operating under its existing approved rates.

Section 4. Entergy shall reimburse the City for the reasonable costs of attorney and consultant expenses related thereto, upon the presentation of invoices reviewed by the Steering Committee.

Section 5. The meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 6. This ordinance shall become effective from and after its passage.

Section 7. That the requirement contained in Section 3.10 of the Home Rule Charter of the City of Liberty, Texas that all ordinances be read on two days is hereby dispensed with.

PASSED AND APPROVED this 28th day of August, 2018.

_____

Carl Pickett, Mayor

ATTEST:

_____

Dianne Tidwell, City Secretary

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Financial Issues

COUNCIL ACTION (ID # 4211)

DOC ID: 4211

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City of Liberty

Memo

To: Mayor & Council

From: Naomi Herrington, Finance Director

CC: Larry Shaw, Interim City Manager

Date: 08/23/2018

Re: Bank Depository

Our bank depository contract is due for renewal on 10/01/18. The City went out for RFP's three years ago, and Prosperity Bank was awarded the contract. They offered a term of one year with renewal for up to two years. This will be the third renewal with them and I have spoken with Marsha and they have agreed to extend the term for another year at least.

It is my recommendation that we once again extend the contract with Prosperity Bank.

Due to the fact of the cost and difficulty when changing institutions, State law says that we can renew for up to 5 years without rebidding.

Attachment: Bank Depository Information (4211 : Bank Depositry Agreements)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM
Department: Administration
Category: Miscellaneous Issues

ORDINANCE (ID # 4212)

DOC ID: 4212

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, ARTICLE 3, CREATING SECTION 3.08.132, REGULATING RECREATIONAL VEHICLES ON COMMERCIAL PROPERTIES; AND DISPENSING WITH THE REQUIREMENT OF SECTION 3.10 OF THE HOME RULE CHARTER THAT THIS ORDINANCE BE READ ON TWO SEPARATE DAYS.

WHEREAS, the City of Liberty currently regulates the placement of recreational vehicles within the city's limits; and

WHEREAS, the City Council recognizes the importance of protecting property values within the city; and

WHEREAS, the City Council of the City of Liberty, Texas, finds it to be in the public interest to regulate the placement of recreational vehicles on commercial or business property.

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

Section 1: Article 3.08.132 of the Code of Ordinances of the City of Liberty is created to read as follows:

Article 3.08.132. Recreational Vehicle Storage on Commercial or Business Property

(a) Recreational Vehicles shall not be stored or located on properties inside the city limits that are used for commercial, business, or industrial purposes.

(b) An exception to this rule shall exist if the property on which the recreational vehicle is stored is in the business of selling or repairing recreational vehicles.

(c) Violations of this ordinance can result in the issuance of a citation.

Section 2: That the requirement contained in Section 3.10 of the Home Rule Charter of the City of Liberty, Texas that all ordinances be read on two days is hereby dispensed with.

Section 3: This Ordinance shall be in full force and effect from and after the date of its passage.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of

Liberty, this _____ day of _____, 2018.

_____
Carl Pickett, Mayor

ATTEST:

_____
Dianne Tidwell, City Secretary

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Misc.

COUNCIL ACTION (ID # 4213)

DOC ID: 4213

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Public Hearing

PUBLIC HEARING (ID # 4214)

DOC ID: 4214

EXPLANATION:
Tax payers must be provided the opportunity to express their views regarding the proposed tax rate. A public hearing on a tax rate may not be held before the 7th day after the date the notice of public hearing is given. The 2nd public hearing may not be held earlier than the 3rd day after the date of the 1st hearing. Management recommends holding the public hearings on August 28th and September 11th.

Adoption of the tax rate ordinance will take place on September 11, 2018.

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Budget Info

INFORMATION ITEM (ID # 4215)

DOC ID: 4215

EXPLANATION:
This agenda item affords Council the opportunity to discuss any final budget issues prior to adoption of the budget on September 11.

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Miscellaneous Issues

INFORMATION ITEM (ID # 4216)

DOC ID: 4216

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Misc.

COUNCIL ACTION (ID # 4217)

DOC ID: 4217 A

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1111 N IH35, Suite 212
Round Rock, Texas 78664
Phone: 512.258.0547

Consulting Engineers
www.esa-engineers.com

PROPOSAL
to
City of Liberty
1829 Sam Houston
Liberty, Texas 77575

August 13, 2018

ESA Energy Systems Associates, Inc., (**Engineer**) proposes to provide engineering design services to the *City of Liberty* (**Owner**) for an **HVAC & Lighting Renovation** project as generally described in the attached excerpt from the Preliminary Energy Assessments report dated April 13, 2018, for buildings noted herein.

Engineer proposes to provide normally accepted professional engineering services to **Owner** in all phases of the projects to which the resulting contractual agreement shall apply including serving as **Owner**'s Designer for the project and providing professional consultation services for **Owner** throughout the installation process.

Engineer further proposes to make all necessary visits to buildings as required for collection of information necessary for preparation of a complete and accurately designed project, and also to make periodic visits for inspections and interaction with the installing contractor(s).

The services proposed do not include certain additional services such as creation of measured floorplan drawings for faciities where none exist at present, provision of special consultants and/or contractors required by unanticipated discoveries during site visits (e.g., asbestos materials), creation of site plans denoting past installation of underground electrical, plumbing, and water lines, etc.

Owner, by acceptance of this proposal, agrees to provide all needed information regarding **Owner**'s objectives and criteria, standard specification preferences, performance criteria and budgetary limitations.

Preliminary description of the projects and project estimated costs will be provided to **Owner** prior to initiation of the design work.

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

1111 N IH35, Suite 212
Round Rock, Texas 78664
Phone: 512.258.0547

Consulting Engineers
www.esa-engineers.com

Tasks included within the project will be to prepare design documents for HVAC equipment replacement and Lighting system renovation to replace lamps and/or fixtures in the following City-owned buildings:

HVAC & Lighting Replacement:

- City Hall 1829 Sam Houston
- Fire Department 1912 Lakeland Drive
- Police Department 1900 Lakeland Drive
- Public Works 1100 N. Main Street

HVAC & Lighting Renovation Design Program:
Preliminary Scope –

Lighting Renovation in City Hall, Fire Department, Police Department, and Public Works

1. Renovate approximately 330 existing fixtures to install LED lamps

HVAC Renovation in City Hall, Fire Department and Public Work:

2. Replace twelve (12) existing HVAC systems and install wireless thermostats allowing system operation control from remote locations.

Design Fee:

Total fee for **Engineering Design** services for the HVAC & Lighting Renovation program will be **Ten Percent (10%)** of the total installation cost including any Change Orders or Revisions approved by Owner

Note: Above noted Design fees will be revised after Project Bid Opening and/or after any Owner approved Change Orders to reflect *actual* contracted installation costs.

Should Owner desire to include the additional Capital Expense Projects recommended in the Preliminary Energy Audit for *Street Lighting Renovation* and *Window Replacement* in City Hall and Fire Department facilities, the complete scope and cost estimate for those projects will be provided prior to initiation of any design effort on those added projects.

The proposed Design Sequence and Scheduled Payment Percentages are as follows:

	% of total Design Fee
Schematic Design	15%
Design Development	20%
Construction Documents	40%
Bid Opening & Negotiations	5%
Construction/Installation	20%
Total:	100%

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

1111 N IH35, Suite 212
Round Rock, Texas 78664
Phone: 512.258.0547

Consulting Engineers
www.esa-engineers.com

Confirmation and Exclusions:

No additional work shall be provided under this program without express, written approval from **Owner**.

No expenses will be added to the stated fees except for printing costs as required for construction document distribution.

ESA Energy Systems Associates, Inc.	**City of Liberty**
James W. Brown, PE 8/13/18	Type or Print Name Date
Sr. Principal	Type or Print Title
	Signature

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

Glenn Hegar

Texas Comptroller of Public Accounts

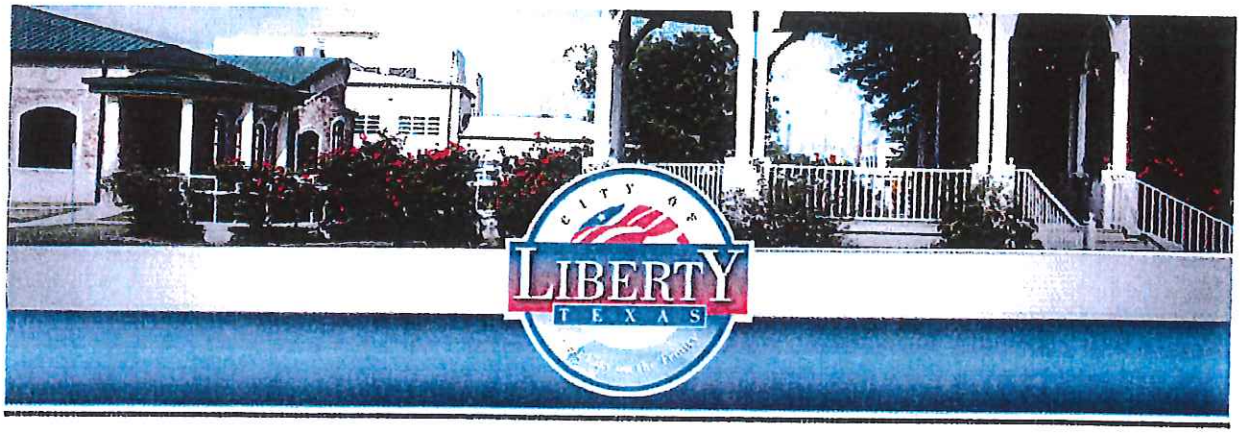
PRELIMINARY ENERGY ASSESSMENTS

ANALYSIS & RECOMMENDATIONS

FOR

CITY OF LIBERTY

1829 SAM HOUSTON
LIBERTY, TEXAS 77575



APRIL 13, 2018

STATE OF TEXAS
JWB 4/13/18
JAMES W. BROWN
51926
REGISTERED
PROFESSIONAL ENGINEER

PREPARED BY:

ESA

ENERGY SYSTEMS ASSOCIATES, INC
1111 N. IH-35, SUITE 212
ROUND ROCK, TEXAS 78664
(512) 258-0547

PROFESSIONAL ENGINEERING FIRM: F-4882

SECO
State Energy Conservation Office

"LOCAL GOVERNMENTS ENERGY PROGRAM"

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

A complete listing of the Base Year Utility Costs and Consumption is provided in Section 3.0 of this report.

Following the utility analysis and a preliminary consultation with Mr. Broz and Mr. Tom Warner, City Engineer, a walk-through energy analysis was conducted in four (4) facilities: *City Hall, Fire Department, Police Department, and Public Works.*

Specific findings of this survey and the resulting recommendations for both operation and maintenance procedures and cost-effective energy retrofit installations are identified in Section 7.0 of this report.

We estimate that as much as **$26,750** (26% of 2017 electric utility costs) may be saved annually if all recommended projects are implemented. The estimated installed cost of these projects should total approximately **$234,195**, yielding an average simple payback of **8¾** years.

TABLE 1: RECOMMENDED UTILITY COST REDUCTION MEASURES (UCRMS) FOR 4 BUILDINGS

UCRM #	RECOMMENDED UCRM'S	Estimated Cost	Estimated Annual Utility Cost Savings	Estimated Payback Period (Years)	Return on Investment(ROI)
1	Interior Lighting Renovations	$9,195	$1,750	5	20%
2	HVAC Renovation with Controls	$225,000	$25,000	9	11%
	TOTAL UCRM'S	**$234,195**	**$26,750**	**8¾**	**11%**

TABLE 2: RECOMMENDED CAPITAL EXPENSE PROJECTS (CIP) FOR 4 BUILDINGS

CIP #	Recommended CIP	Estimated Cost	Estimated Annual Utility Cost Savings	Estimated Payback Period (Years)	Return on Investment (ROI)
1	Street Lighting	$685/Pole	$55/ Pole-Year	12	8.3%
2	Window Replacement	$500/Window	$25/ Window-Year	20	5%
	TOTAL CIP's	*Unknown*			

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

7.0 Recommended Utility Cost Reduction Measures (UCRM)

UCRM 1: Interior Lighting Renovation

The current lighting system consists primarily of T8/32-watt fluorescent lamps in the newer buildings, and 34-watt T12 fluorescent lamps in the Public Works building.

Due to recent advances in LED lighting technology, we recommend that these existing lamps be replaced using either 13 or 16-watt LED lamps, depending on the required illumination level within the renovated room. That change-out produces a 16 to 19 watt savings for each lamp without reducing illumination levels. Since lighting typically represents 30% of the building electric load, the available savings from this renovation are significant.

Specific campus savings expected from a lighting renovation project in the sixteen (16) campuses included in this energy audit:

EXISTING LAMPS	REPLACE WITH:	COST	TOTAL SAVINGS
City Hall: 165 fixtures/363 lamps @ 32W	16W LED Lamps		
Fire Dept: 42 fixtures/126 lamps @ 32W	16W LED lamps		
Police Dept: 75 fixtures/150 lamps @ 32W	16W LED lamps		
Public Works: 21 fixtures/63 lamps @ 34W 27 HID fixtures/400W MH	19W LED lamps 120W LED lamps		

Approx Total: $9,195
Savings/Year $1,750/yr
Estimated PB: 5 Years

NOTE: The estimated cost does not take into account any rebate that may be available through the local electric utility supplier.

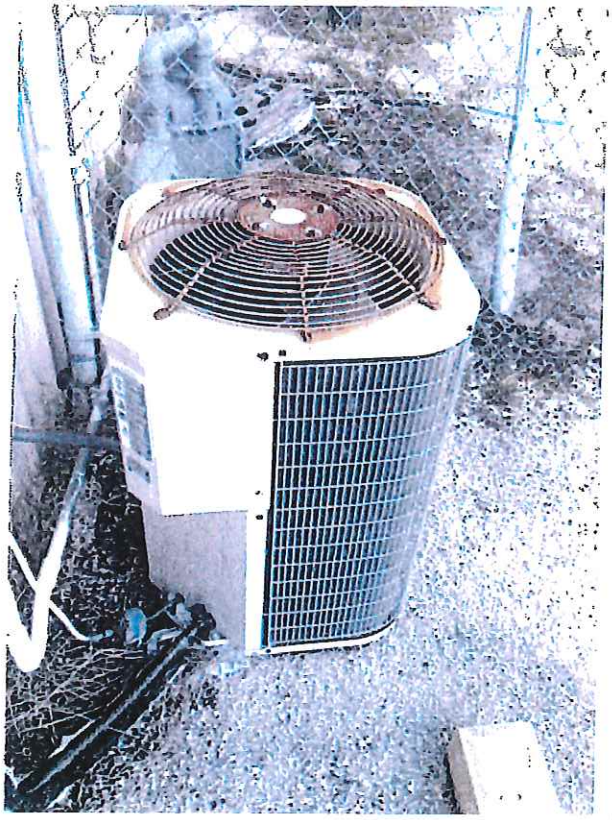
Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

UCRM 2: HVAC Renovation for 3 Buildings

The Split System units currently serving CITY facilities are manufactured to operate effectively for 12-15 years, but their efficiency rating decreases consistently over their lifespan, losing approximately 30% of their initial efficiency of operation over the 15 years of normal life.

CITY HALL

PUBLIC WORKS



Because of their predictable reduction in efficiency, it is our recommendation that several of these units be replaced within the next 2 to 3 years. The units discovered during our building survey that were confirmed to be in this age category have been tabulated below.

When these units are replaced, we highly recommend the installation of **Heat Pumps** which operate the same as current systems during cooling season but eliminate (or at least minimize) the use of electric resistance heat during the winter Heat Pumps are significantly less expensive to operate due to the infinite steps of heating capacity they provide in lieu of the single stage heating kW currently required every time heating is called for.

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

In addition to the new Split Systems recommended, we also recommend installation of wireless automatic control thermostats in all buildings.

These controllers will allow only minimal adjustment by building occupants, giving primary control only to specific staff members assigned access to system programming.

The recommended control system can provide complete control via remote computers or mobile phones, allowing reduced maintenance hours driving to uncomfortable facilities, and insuring consistency of control throughout **CITY** buildings.

SUMMARY of RTU'S at 3 FACILITIES:

Facility	Tag	Manufacturer	Year	Model #	Tons
City Hall	CU-1A	Carrier	2006	38ARD016	15
	CU-1B	Carrier	2006	38ARD016	15
	CU-2	Carrier	2006		2
	CU-3	Carrier	2006		3
	CU-4	Carrier	2006		5
	CU-5	Goodman	2015	G8X140	No
	CU-6	Carrier	2006	38ARZ008	7 1/2
	CU-7	Carrier	2006		2
	CU-8	Carrier	2006	38ARZ008	7 1/2
				Total City Hall:	57
Fire Station		Trane	2006	2TTA3060A	5
		Trane	2006	2TTA2036A	3
		Trane	2013	2TTA3060A	No
		Goodman	2006	G8C100	10
				Total Fire Department:	18
Public Works		Payne	2009	PA13NA036	No
		Carrier	2011	38AUZA16	No
		Carrier	2004	HS29090	7 1/2
				Total Public Works:	7 1/2
				Total Project:	**82 1/2**

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

Estimated Installation Expense = $225,000
Estimated Energy Cost Savings = $25,000/Year
Estimated Simple Payback Period = 9 Years

Note: Savings estimated from:

- increased EER from 8 to 14
- Wireless controls programmed at 74F Cooling / 70F Heating during normal daytime operating hours, and scheduled to allow unit operation at night under setback temperatures of 85F Cooling / 55F Heating
- DSM controlled to hold 25% of RTU's off at any given time (using 15-minute cycling of S/S groups equal to 25% of highest month demand peak)

Attachment: Proposal-HVAC & Lighting Project (4217 : HVAC & Lighting Project)

CITY OF LIBERTY

City Council
Agenda Item Form

Council Meeting Date: August 28, 2018

Agenda Item No. VI.A.5

Agenda Wording: City Council consider a resolution authorizing the City Manager to execute an agreement for a HVAC and Lighting Renovation Project.

Department: Public Works

Subject: HVAC and Lighting Renovation Project

Background: In April 2018, the firm of ESA Consulting Engineers, conducted an energy assessment study of the City Hall, Public Works Service Center, Fire and Police Department Buildings. The study was financed by the State Energy Conversation Office (SECO) and focused on energy efficiency and system operations. The results of the study indicated that significant decreases in annual energy costs, as well as major maintenance cost reductions, could be achieved through the replacement of interior lighting and HVAC systems and controls at these city buildings. The study recommended the replacement of 330 light fixtures at all four buildings and 12 HVAC systems and controls at City Hall, the Public Works Service Center and the Fire Department. The estimated payback for the lighting fixtures and HVAC system and controls is 5 and 9 years respectively. To proceed with both projects, it will be necessary to retain the services of an engineering firm to prepare the plans and specifications. ESA Consulting Engineers has submitted a proposal to perform the services for 10% of the construction costs. With an estimated cost of construction at $235,000.00, the engineering fee would be $23,500.00. Funds from Cambridge will be used to finance the project.

Fiscal Impact: The replacement of lighting fixtures and HVAC systems and controls will reduce maintenance and energy costs.

Staff Recommendation: Staff recommends ESA Consulting Engineers be retained to prepare the plans and specifications

Purpose: The purpose of the project is to improve energy efficiency and reduce costs.

Attachment: Agenda Form- HVAC Lighting Engineering Agreement (4217 : HVAC & Lighting Project)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Utilities

INFORMATION ITEM (ID # 4218)

DOC ID: 4218

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The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Utilities

COUNCIL ACTION (ID # 4219)

DOC ID: 4219

EXPLANATION:
The attached Electric System Capital Improvement Plan Project Summary is provided for your consideration. This is not a request for funding, more an attempt to identify the upcoming projects. Please see the attached Executive Summary.

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Executive Summary

Issue: Currently, the City does not have a process to identify, evaluate, prioritize, and package electric capital improvement projects for council presentation and consideration.

Document: Electric System Capital Improvement Plan

Purpose: To establish an overarching program that assesses electric system infrastructure requirements enabling the City to comprehensively plan, schedule, manage, monitor and fund future capital expenditures.

Objectives

* Facilitate the deployment of future capital expenditures through a uniform, flexible and responsive process.
* Manage and maintain capital investments with a comprehensive understanding of the long term cost, benefits and risk to the City.
* Establish accountability, transparency and stability to capital investment planning.
* Ensure improvements are undertaken in the most desirable order of priority.
* Manage financial and operational risks through a system of controls that fulfills our fiduciary duty to the public.
* Provide decision-makers a forward looking planning tool that conveys the operating condition of electric system capital assets.
* Ensure long term asset costs will be prudent and economic; minimizing the life cycle cost of assets.

Summary: This document establishes guidelines and principles into a framework that provides a clear relationship between expenditures and electric service delivery. A detailed process has been developed to align funding requests in a manner that provides decision-makers with the latest information on the current operating condition of the electric system infrastructure. The plan is designed as a financial and project planning tool to examine future funding requirements by looking beyond year-to-year budgeting. The multi-year horizon allows decision-makers the opportunity to view potential expenditures that addresses operating deficiencies more effectively, maximizing each dollar reinvested into the electric system.

Attachment: Electric Service Capital Improvement Plan (4219 : Electric System CIP)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Electric

COUNCIL ACTION (ID # 4226)

DOC ID: 4226

EXPLANATION:
The attached is our first attempt at a written foliage policy to identify needs, procedures and responsibilities. Please see the attached Executive Summary.

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Executive Summary

Issue: Vegetation within the City's rights-of-way has become problematic for the reliable delivery of electric service. Customers are experiencing unscheduled outages as a result of the overgrowth of trees and vines.

Document: Electric System Vegetative Management Program

Purpose: To establish the criteria for the consistent execution of vegetative management practices, ensuring safety for the general public and enhancing electric service delivery.

Objectives:

* Enhance public safety and electric service reliability through prudent vegetative management.
* Reduce unscheduled system outages caused by tree related contact with energized lines.
* Establish standard operating procedures for vegetative management operations.
* Maintain an optimum maintenance cycle that is sustainable year after year.
* Ensure all vegetative management operations are conducted in a safe, effective manner and in conformity with applicable laws, regulations and permit conditions.
* Balance the rights and responsibilities of customers, property owners and the City, ensuring equitable treatment to all parties.

Summary: This document assigns the roles and responsibilities of City Management, Electric Department Employees and Customers/Property Owners for controlling vegetation within the City's rights-of-way. Electric line clearance pruning shall be performed according to accepted principles of modern arboriculture. Specifications are included detailing how pruning shall be conducted . Priorities have been established to execute work as well as monitoring and control measures.

Attachment: Electric System Vegetation Management Program (4226 : Electric Vegetative Mgmt.)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Electric

COUNCIL ACTION (ID # 4221)

DOC ID: 4221

EXPLANATION:
This document specifies our requirements and policies, and better defines our system. Please see the attached Executive Summary.

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Executive Summary

Issue: Currently, the City does not have guidelines in place to assist customers, builders and developers in securing new or modifying existing electric service facilities.

Document: Electric Service Requirements Manual

Purpose: To establish the criteria for the consistent execution of electric line extensions, contribution-in-aid-of-construction costs, availability and characteristics of electric service, emergency generators and Net Metering requests.

Objectives:

* Provide a fair and consistent method for charging and administering fees associated with the extension and modification of electric facilities within the City of Liberty's service area.
* Ensure that the cost of line extensions/modifications is borne by the benefiting parties as equitably as possible and minimize the effect of growth upon rates.
* Minimize the risk borne by the City of stranded investments made to the electric system.
* Encourage economic development of the area by providing electric service at a reasonable rate consistent with sound business practices.
* Ensure that electric infrastructure is not installed for speculative, limited use or short-term facilities which could result in an adverse financial impact to the City.
* Ensure compliance with all City of Liberty regulations and standards.

Summary: This document establishes the financial obligations and technical operating requirements required for safe, reliable delivery of electric service to new and existing service installations. Construction costs are allocated to the customer/developer requesting electric service with the City contributing up to 200 ft. of infrastructure at no cost. Construction standards have been included detailing the specifications for temporary service poles, emergency generators, permanent service installations, and net metering limitations. These standards establish a uniform process to ensure equity between the City, customers, builders and developers. The City shall not provide any funding for projects that does not offer the reasonable expectation of being feasible or that will cause an undue financial burden on existing customers.

Attachment: Electric Service Requirements Manual (4221 : Electric Service Req. Manual)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Electric

COUNCIL ACTION (ID # 4222)

DOC ID: 4222

EXPLANATION:
This document provides lighting information to the City's customers, developers, builders and others, and also specifies standards required by the City for design and construction. Please see the attached Executive Summary.

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Executive Summary

Issue: Currently the City does not have a uniform process to identify the location, spacing and type of lighting system components required for illuminating roadways, private streets, subdivisions or other applications.

Document: Municipal Lighting Design and Installation Manual

Purpose: To provide information to customers, developers, builders and others regarding the lighting options offered, as well as design and construction standards required by the City.

Objectives:

* Ensure public rights-of-way lighting is integrated into the City's infrastructure in a methodical, intentional manner.
* Nighttime safety in our community must include measures to ensure the safe and effective movement of cycle, vehicular and pedestrian traffic.
* Design criteria must minimize the effect on the environment, enhance nighttime ambience and provide a uniform illumination for the traveling public
* Promote business and the use of public facilities during the nighttime hours.
* Attain a level of visibility which enables the motorist, cyclist and pedestrian to see quickly, distinctly and with certainty all significant detail of roadway alignment and obstacles on or about to enter the road.
* Promote the incidence of lighting as an effective risk management practice and an effective accident counter-measure.
* Ensure that all lighting infrastructure makes a positive contribution to the streetscape, respecting and enhancing local character.
* Assist in the conservation of energy and the reduction of carbon emmissions.

Summary:

The City recognizes the ability of lights to provide illumination is essential to enhance pedestrian, cyclist and vehicular safety, as well as improving the aesthetic appeal of surrounding properties. In order to create an enviroment at nighttime where the public can reasonably identify objects on traveled roadways, standards have been developed that incorporates factors such as safety, welfare, convenience, appearance and economics.

All lighting placed upon municipal rights-of-way must meet or exceed the standards and specifications described in the manual. The City offers three types of municipal lighting: 1) public rights-of-way lighting; 2) area rental lighting ; and 3) private roadway lighting. These options provide adequate and efficient lighting to satisfy residentail, commercial and industrial needs

Attachment: Municipal Light Design and Installation Manual (4222 : Lighting Design & Installation Manual)

of the City.

Construction costs for lighting desired in new subdivisions shall be the responsibility of the developer. The City shall own and operate these systems after final acceptance has been confirmed. The City does not offer a lighting solution for providing security or aesthetic lighting for private property.

Attachment: Municipal Light Design and Installation Manual (4222 : Lighting Design & Installation Manual)

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Solid Waste Issues

COUNCIL ACTION (ID # 4223)

DOC ID: 4223

.

The City of Liberty
City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 08/28/18 06:00 PM

Department: Administration
Category: Board Appointments

COUNCIL ACTION (ID # 4224)

DOC ID: 4224

EXPLANATION:
Each HGAC member city, under 25,000, is allowed one delegate and one alternate to the General Assembly. The designees must be elected officials of the governing body. A dinner meeting of Home Rule City representatives is scheduled for November 1st.

The purpose of this meeting is to hear a recap of the H-GAC's activities of the previous year and to determine the HGAC officers for the current year.

In 2017, Mayor Pickett was appointed the City's representative to the General Assembly. No alternate was appointed.

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Houston-Galveston Area Council Office of the Executive Director

August 16, 2018

Hon. Carl Pickett
Mayor
City of Liberty
1829 Sam Houston St
Liberty, TX 77575

Dear Mayor Pickett:

I am writing regarding the appointment of your city's representative to H-GAC's 2019 General Assembly.

H-GAC's Bylaws provide that each member Home Rule city with a population under 25,000 as of the last (2010) Federal Census is entitled to designate one representative and one alternate to the H-GAC General Assembly, which will meet in early 2019.

I am enclosing the appropriate form for your city's use in officially designating a representative and an alternate. The two designees must be elected official members of your city's governing body. Please return the completed form by fax to 713-993-2414 or email cynthia.jones@h-gac.com.

A dinner meeting of Home Rule city representatives is scheduled for the evening of November 1. At that meeting, your 2018 Home Rule Cities' H-GAC Board of Directors representatives will report on this year's activities and look ahead to issues and progress in 2019.

We are sending a copy of these designation materials to your city secretary as well. We would appreciate receiving your city's designation form no later than October 19. If you have any questions during the designation process, please call Rick Guerrero at 713-993-4598.

Sincerely,

Chuck Wemple

CW/cj

Enclosure
cc: City Secretary

Mailing Address
PO Box 22777
Houston, Texas 77227-2777
Phone 713-627-3200

Recycled

Physical Address
3555 Timmons Lane, Suite 120
Houston, Texas 77027-6466

Attachment: HGAC General Assembly (4224 : HGAC General Assembly 2019)

DESIGNATION OF REPRESENTATIVE AND ALTERNATE

HOUSTON-GALVESTON AREA COUNCIL

2019 GENERAL ASSEMBLY

****

BE IT RESOLVED, by the Mayor and City Council of _____, Texas, that _____ be, and is hereby designated as its Representative to the **GENERAL ASSEMBLY** of the Houston-Galveston Area Council for the year 2019.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove named representative become ineligible, or should he/she resign, is _____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this _____ day of _____, 2018.

APPROVED:

_____
Mayor

ATTEST:

By: _____

Attachment: HGAC Designation Form (4224 : HGAC General Assembly 2019)