



The City of Liberty City Council

Regular Meeting

~ Agenda ~

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

April Gilliland
City Secretary
936-336-3684

Tuesday, October 26, 2021

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 David Arnold				
Council Member Chipper Smith				
Council Member Neal Thornton				

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. 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.

A. Resolutions

1. 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, RATIFYING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION'S EXPENDITURE OF \$24,000.00 FOR ENGINEERING SERVICES

AT THE LIBERTY MUNICIPAL GOLF COURSE**IV. REGULAR AGENDA****A. Regular Session**

1. **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, AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS TO TRANSFER OWNERSHIP OF THE ELECTRIC SUBSTATIONS, RELATED INFRASTRUCTURE, AND REAL PROPERTY FROM THE SAM RAYBURN MUNICIPAL POWER AGENCY TO THE CITY OF LIBERTY**
2. **A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, ESTABLISHING AN ELECTRIC RATE STABILIZATION FUND POLICY.**
3. **A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GDS ASSOCIATES, INC., FOR THE DEVELOPMENT OF A LINE EXTENSION AND CONTRIBUTION IN AID OF CONSTRUCTION POLICY.**

B. Executive Session

1. **Texas Government Code §551.074 - Personnel Matters.**
 - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public office or employee.

Electrical Supervisor
2. **Texas Government Code §551.074 - Personnel Matters.**
 - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public office or employee.

Discussion of appointments to the Port of Liberty Commission

C. Reconvene into Regular Session

1. Consider and Take Action on Electrical Supervisor as discussed in the Executive Session.
2. Consider and Take Action on the appointments to the Port of Liberty Commission as discussed in the Executive Session.

V. 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 22nd day of October, 2021 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: October 26, 2021

Agenda Wording: City Council consider a resolution ratifying the Liberty Community Development Corporation's (LCDC) expenditure of \$24,000 for engineering services at the Liberty Municipal Golf Course.

Department: Golf Course

Subject: Resolution ratifying the Liberty Community Development Corporation's (LCDC) expenditure of \$24,000 for engineering services at the Liberty Municipal Golf Course.

Background: On October 19, 2021, the LCDC Board of Directors voted 4-0 to approve an expenditure of \$24,000 for engineering services at the Liberty Municipal Golf Course. Whiteley Oliver has submitted a proposal to prepare the plans, specifications, and contract documents to prepare the project for bidding. Also included in the engineering services is construction inspection. The project includes expanding the parking lot and installation of drainage improvements, repaving the area behind the pro shop and paving under the existing cart barn.

Funding Source: LCDC

Staff Recommendation: Staff recommends approval of the resolution ratifying LCDC's expenditure for engineering services at the Liberty Municipal Golf Course



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 10/26/2021 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, RATIFYING THE LIBERTY COMMUNITY DEVELOPMENT CORPORATION'S EXPENDITURE OF \$24,000.00 FOR ENGINEERING SERVICES AT THE LIBERTY MUNICIPAL GOLF COURSE

WHEREAS, on October 19, 2021, the LCDC Board of Directors voted 4-0 to approve an expenditure of \$24,000 for engineering services at the Liberty Municipal Golf Course; and

WHEREAS, the proposed project includes expanding the parking lot, installing drainage improvements, repaving the area behind the pro shop, and paving under the existing cart barn; and

WHEREAS, the LCDC Board of Directors voted to hire the engineering firm Whiteley Oliver to prepare the plans, specifications, and contract documents for the project; and

WHEREAS, also included in the engineering services is construction inspection.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby ratifies the Liberty Community Development Corporation's expenditure of \$24,000 for engineering services at the Liberty Municipal Golf Course as set forth herein.

PASSED AND APPROVED this ____ day of _____, 2021.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

August 16, 2021

Mr. Chris Jarmon, CPM
Assistant City Manager – Economic & Community Development
City of Liberty, TX
1829 Sam Houston Street
Liberty, TX 77575

Re: Engineering Services
Liberty Municipal Golf Course
Parking Lot Expansion

Dear Mr. Jarmon:

Whiteley Oliver Engineering (WOE) is pleased to provide this proposal for engineering services to assist the City of Liberty with the proposed parking lot expansion at the Municipal Golf Course. We propose the following general scope of services for this work. A detailed scope of engineering services is attached as **EXHIBIT "A"**.

WOE proposes to provide these services for a lump sum cost of \$24,000 in accordance with the attached Professional Service Agreement (PSA). A breakdown of engineering fees is attached as **EXHIBIT "A"**. Please initial your approval for the desired services shown. Monthly invoicing will be based on percent complete for each phase of engineering services. Payment for the services should be made by Client on a monthly basis in accordance with the agreement.

We appreciate the opportunity to provide this proposal and look forward to working with you.

If you have any questions, please feel free to call me at 409-673-6134 or email me at jeff.leavins@whiteleyoliver.com.

Sincerely,

WHITELEY OLIVER ENGINEERING, LLC



Jeff D. Leavins, P.E.
President

APPROVED
CITY OF LIBERTY, TEXAS

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT "A"

CITY OF LIBERTY, TEXAS

MUNICIPAL GOLF COURSE PARKING LOT EXPANSION

PROPOSED ENGINEERING SCOPE OF SERVICES AND COSTS

		APPROVED
<u>GEOTECHNICAL INVESTIGATION</u>	\$ 2,000	_____
<u>FIELD INVESTIGATION</u>	\$ 2,000	_____
Preliminary Assessment (location/condition)		
Field Survey (lengths / widths)		
<u>PLANS AND SPECIFICATIONS</u>	\$11,000	_____
Construction Plans and Detail Sheets		
Construction Contract Documents and Specifications		
District Meetings, etc.		
<u>BIDDING PROCESS</u>	\$ 2,000	_____
Assistance in Advertising for Construction Bids		
Pre-Bid Meeting		
Bid Opening and Bid Tabulation		
Construction Contract Execution		
<u>CONSTRUCTION MANAGEMENT</u>	\$ 1,000	_____
Contractor's Monthly Pay Request		
Construction Observation (Limited)		
Final Inspection and Punch List		
Project Close Out		
<u>CONSTRUCTION INSPECTION</u>	\$ 6,000	_____
Daily Inspection of the Work (Part-time)		
TOTAL ENGINEERING SERVICES	\$24,000	

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: City Council consider a resolution authorizing the City Manager to execute the necessary documents to transfer ownership of the substations, related infrastructure and real property from the Sam Rayburn Municipal Power Agency to the City of Liberty.

Department: Administration

Subject: Transfer of Electrical Substations, Related Infrastructure and Real Property

Background: The Sam Rayburn Municipal Power Agency (SRMPA) consists of the three member cities; Jasper, Liberty and Livingston. The SRMPA owns the substations, related infrastructure and real property in all three cities. These are the only infrastructure assets owned by SRMPA. Additionally, SRMPA has only one full-time employee, the Executive Director. SRMPA facilities located in Liberty include the Liberty and Beaumont Substations, the lines connecting the two substations, the express feeder and the real property associated with the aforementioned facilities. The SRMPA is proposing to transfer the facilities in each city to that member city.

Since SRMPA does not have maintenance personnel, troubleshooting and/or repairs of these facilities is either handled by the member cities or by a contractor retained by the SRMPA. If the repairs are extensive, the member city typically contacts the SRMPA's engineer, who then must contact the Executive Director of SRMPA to obtain approval to proceed with the repairs. This process increases the time to complete the repairs. Also, a portion of the Power Consumption Adjustment (PCA) charged to the City by SRMPA includes the cost to maintain and repair, insure and provide for replacement equipment for these facilities. Although some of these costs will remain after the transfer of ownership, it is anticipated the cost will not significantly increase the City's cost to operate the electrical system and would be offset by a reduction in the PCA rate from SRMPA. The transfer of ownership, at no cost, is permitted by State Law if between two governmental agencies.

Funding Source: n/a

Staff Recommendation: Staff recommends approval of the resolution authorizing the City Manager to execute the necessary documents to transfer ownership of the substations, related infrastructure and real property from the Sam Rayburn Municipal Power Agency to the City of Liberty.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 10/26/2021 6:00 PM

Department: Administration
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, AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS TO TRANSFER OWNERSHIP OF THE ELECTRIC SUBSTATIONS, RELATED INFRASTRUCTURE, AND REAL PROPERTY FROM THE SAM RAYBURN MUNICIPAL POWER AGENCY TO THE CITY OF LIBERTY

WHEREAS, the Sam Rayburn Municipal Power Agency ("SRMPA") consists of three member cities; Liberty, Jasper, and Livingston; and

WHEREAS, SRMPA currently owns the electric substations, related infrastructure and real property on which they sit in each member city; and

WHEREAS, the SRMPA facilities located in Liberty include the Beaumont Substation, the Liberty Substation, the lines connecting the two substations, the express feeder and the real property associated with the aforementioned facilities; and

WHEREAS, SRMPA is proposing to transfer the facilities in each city to that member city; and

WHEREAS, SRMPA does not have maintenance personnel and therefore troubleshooting and/or repairs of these facilities is either handled by the member cities or by a contractor retained by SRMPA; and

WHEREAS, this process generally increases the time needed to complete necessary repairs; and

WHEREAS, a portion of the Power Consumption Adjustment (PCA) charged to the City by SRMPA includes the cost to maintain and repair these facilities; and

WHEREAS, it is anticipated that the PCA cost should decrease if the City assumes responsibility of the facilities; and

WHEREAS, it is anticipated that there shouldn't be a cost for said transfers from SRMPA to the City of Liberty.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas hereby authorizes the City Manager to execute the documents necessary to transfer ownership of the SRMPA substations, the lines connecting the substations, the express feeder and the real property associated with the aforementioned facilities from SRMPA to the City of Liberty.

PASSED AND APPROVED this ____ day of _____, 2021.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: City Council consider a resolution establishing an Electric Rate Stabilization Fund Policy.

Department: Administration

Subject: Electric Rate Stabilization Fund Policy.

Background: The purpose of the Rate Stabilization Fund is to provide a reserve that can be utilized to pay for unanticipated changes in budgeted costs that may otherwise require additional chargers through increased base rates or Power Cost Adjustment (PCA) charges. The City of Liberty currently charges for electric service through base rates, customer charges, usage charges, demand charges, if applicable, and the PCA. Each year, the City of Liberty prepares a budget that includes all costs of providing service such as electric operations and maintenance expenses, administrative expenses, debt service payments, and construction expenditures. The purchased power component of electric operations expenses is by far the greatest expense incurred by the City of Liberty, making up over 45% of total revenue requirements. On October 1, 2021, the City of Liberty will begin taking power supply service from Sam Rayburn Municipal Power Agency ("SRMPA") under a new contractual arrangement with Entergy Wholesale Operation Marketing (EWOM), Inc. This arrangement provides for energy rates that are estimated each calendar year based on the forecasted cost of natural gas. As the actual cost of natural gas is incurred throughout the year, there could be a variance between the estimated and actual energy rates paid to SRMPA for wholesale power supply. SRMPA also continues to receive a portion of its power supply needs through an agreement with the Southwestern Power Administration ("SWPA") for hydropower from Sam Rayburn and R.D. Willis Dams. While the PCA allows for the pass-through of these purchased power costs, the level of such charges is uncertain and represents a potential contingency. SRMPA's power supply agreement with EWOM includes transmission of power and ancillary services under the Midcontinent Independent System Operator ("MISO") Open Access Tariff. These charges are also passed through by SRMPA to the City of Liberty and are uncertain and also represent a potential contingency.

The Rate Stabilization Fund allows the City to accrue a contingency reserve to protect ratepayers by alleviating or lessening the impact of power supply cost variances and potential timing issues associated with such variances and true ups. The Electric Rate Stabilization Fund will be initially funded with a target balance of \$1,500,000. This is approximately two months of total electric revenue excluding any industrial customer revenue. Once drawn down, City will restore the fund target balance either through other available cash balances or an additional surcharge in the PCA spread over 12 months of estimated customer kilowatt-hour sales.

The Rate Stabilization Fund Policy will become effective for the first billing cycle in December

2021 on billings received from SRMPA for electric costs beginning October 1, 2021. A copy of the proposed policy is enclosed.

Funding Source: The initial balance of \$1,500,00 will be funded through the Electric Capital Reserve Fund.

Staff Recommendation: Staff recommends approval of the resolution establishing an Electric Rate Stabilization Fund Policy.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 10/26/2021 6:00 PM

Department: Administration
Category: Resolution

Resolution

A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, ESTABLISHING AN ELECTRIC RATE STABILIZATION FUND POLICY.

WHEREAS, the purpose of the Rate Stabilization Fund is to provide a reserve that can be utilized to pay for unanticipated changes in budgeted costs that may otherwise require additional charges through increased base rates or Power Cost Adjustment (PCA) charges; and

WHEREAS, the City of Liberty currently charges for electric service through base rates, customer charges, usage charges, demand charges, if applicable, and the PCA; and

WHEREAS, each year, the City of Liberty prepares a budget that includes all costs of providing service such as electric operations and maintenance expenses, administrative expenses, debt service payments, and construction expenditures; and

WHEREAS, the purchased power component of electric operations expenses is by far the greatest expense incurred by the City of Liberty, making up over 45% of total revenue requirements; and

WHEREAS, on October 1, 2021, the City of Liberty will begin taking power supply service from Sam Rayburn Municipal Power Agency ("SRMPA") under a new contractual arrangement with Entergy Wholesale Operation Marketing (EWOM), Inc.; and

WHEREAS, this arrangement provides for energy rates that are estimated each calendar year based on the forecasted cost of natural gas; and

WHEREAS, as the actual cost of natural gas is incurred throughout the year, there could be a variance between the estimated and actual energy rates paid to SRMPA for wholesale power supply; and

WHEREAS, SRMPA also continues to receive a portion of its power supply needs through an agreement with the Southwestern Power Administration ("SWPA") for hydropower from Sam Rayburn and R.D. Willis Dams; and

WHEREAS, while the PCA allows for the pass-through of these purchased power costs, the level of such charges is uncertain and represents a potential contingency; and

WHEREAS, SRMPA's power supply agreement with EWOM includes transmission of power and ancillary services under the Midcontinent Independent System Operator ("MISO") Open Access Tariff; and

WHEREAS, these charges are also passed through by SRMPA to the City of Liberty and are uncertain and also represent a potential contingency; and

WHEREAS, the Rate Stabilization Fund allows the City to accrue a contingency reserve to protect ratepayers by alleviating or lessening the impact of power supply cost variances and potential timing issues associated with such variances and true ups; and

WHEREAS, the Electric Rate Stabilization Fund will be initially funded with a target balance of \$1,500,000; and

WHEREAS, this is approximately two (2) months of total electric revenue excluding any industrial customer revenue; and

WHEREAS, once drawn down, the City will restore the fund target balance either through other available cash balances or an additional surcharge in the PCA spread over 12 months of estimated customer kilowatt-hour sales; and

WHEREAS, the Rate Stabilization Fund Policy will become effective for the first billing cycle in December 2021 on billings received from SRMPA for electric costs beginning October 1, 2021; and

WHEREAS, a copy of the proposed Electric Rate Stabilization Fund Policy is attached.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas, hereby establishes an Electric Rate Stabilization Fund Policy.

PASSED AND APPROVED this ____ day of _____, 2021.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

City of Liberty

Electric Rate Stabilization Fund

Policy

Purpose

The purpose of the Electric Rate Stabilization Fund is to provide a reserve that can be utilized to pay for unanticipated changes in budgeted costs that may otherwise require additional charges through increased base rates or Power Cost Adjustment (“PCA”) charges.

Background

The City of Liberty currently charges for electric service through base rates, customer charges, demand charges, if applicable, and the PCA. Each year, the City of Liberty prepares a budget that includes all costs of providing service such as electric operations and maintenance expenses, administrative expenses, debt service payments, and construction expenditures. The purchased power component of electric operations expenses is by far the greatest expense incurred by the City of Liberty, making up over 45% of total revenue requirements. On October 1, 2021, the City of Liberty will begin taking power supply service from Sam Rayburn Municipal Power Agency (“SRMPA”) under a new contractual arrangement with Entergy Wholesale Operation Marketing, Inc. This arrangement provides for energy rates that are estimated each calendar year based on the forecasted cost of natural gas. As the actual cost of natural gas is incurred throughout the year, there could be a variance between the estimated and actual energy rates paid to SRMPA for wholesale power supply. SRMPA also continues to receive a portion of its power supply needs through an agreement with the Southwestern Power Administration (“SWPA”) for hydropower from Sam Rayburn and R.D. Willis Dams. While the PCA allows for the pass-through of these purchased power costs, the level of such charges is uncertain and represents a potential contingency.

SRMPA’s power supply agreement with EWOM includes transmission of power and ancillary services under the Midcontinent Independent System Operator (“MISO”) Open Access Tariff. These charges are also passed through by SRMPA to City of Liberty and are uncertain and represent a potential contingency.

The Electric Rate Stabilization Fund allows the City of Liberty to accrue a contingency reserve to protect ratepayers by alleviating or lessening the impact of power supply cost variances and potential timing issues associated with such variances and true ups.

Electric Rate Stabilization Fund

The Electric Rate Stabilization Fund was established as a funded reserve in October 2021 as described herein. The Electric Rate Stabilization Fund will be funded up front with a target balance of \$1,500,000 (approximately two months of total electric revenue excluding any

industrial customer revenue). Once drawn down the City of Liberty will restore the Electric Rate Stabilization Rate target balance either through other available City of Liberty cash balances or an additional surcharge in the PCA spread over 12 months of estimated customer kilowatt-hour sales.

The City of Liberty at their discretion may transfer credits from the Electric Rate Stabilization Fund into the monthly PCA calculation to bring the actual power supply costs from SRMPA more in line with the estimated monthly charges. Also at the discretion of the City of Liberty, actual power supply costs below estimated costs may be applied to the Electric Rate Stabilization Fund or returned to ratepayers through the PCA.

The City of Liberty retains the right to utilize the Electric Rate Stabilization Fund to meet other unanticipated changes in costs or revenues including unanticipated capital projects.

The Liberty City Council delegates the authority and discretion to administer the Electric Rate Stabilization Fund to the City Manager and City Chief Financial Officer.

Funding for and disbursement of the Electric Rate Stabilization Fund will be incorporated into the City of Liberty's PCA allocated to the applicable rate classes on energy. The City of Liberty's current Industrial Rate Class tariff is a direct wholesale pass through rate plus a customer and base energy charge (the PCA and Electric Rate Stabilization Fund are not applicable).

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: City Council consider a resolution authorizing the City Manager to execute an agreement with GDS Associates, Inc., for the development of a Line Extension and Contribution in Aid of Construction Policy.

Department: Administration

Subject: Line Extension and Contribution in Aid of Construction Policy.

Background:

The scope of services to be provided by GDS Associates consists of three major tasks. The first task is to provide the City of Liberty with summaries of utility residential and commercial line extension policies collected by GDS Associates in the past (municipal, cooperative, and investor-owned utilities in Texas). Also, considering the City of Liberty's "dually certified" territories, a current summary of the Sam Houston Electric Cooperative and Entergy Texas Line Extension Policies will be included. Summary information will cover residential, commercial, overhead, underground, contribution in aid of construction (CIAC) and credits for future customer project revenues and other factors. Once the City of Liberty has reviewed the summaries, the GDS Associates team will meet with the City of Liberty to discuss and to frame up a proposed approach to residential and commercial line policies.

The second consulting services task consists of preparing proposed utility line extension policy documents applicable to customers requesting to be served by the City of Liberty. The proposed policies will cover: i) residential and commercial service, ii) permanent and temporary service, iii) overhead and underground facilities, iv) security lighting, v) residential platted development, and vi) commercial site development. Once the proposed utility line extension policy documents have been reviewed by the City of Liberty, the GDS Associates team will meet with the City of Liberty to review and discuss any edits and changes to the policies. The meeting will also frame up necessary explanatory documents, procedures and any support that are needed for the City of Liberty's implementation of the proposed utility line extension policies.

The third task is to prepare and deliver explanatory documents needed to obtain City of Liberty Council approval of the proposed utility line extension policies. GDS Associates will also prepare and deliver procedures for the City of Liberty to use when applying the policies. Once the proposed utility line extension policy explanatory documents and procedures have been reviewed by the City of Liberty, the GDS Associates team will meet with the City of Liberty personnel to review the documents and procedures and determine any other support information that is needed. The meeting will also frame up any support that City of Liberty may require on an ongoing basis from GDS Associates to apply the policies to current customer line extension requests.

GDS Associates is prepared to commence work on the project immediately. The majority of the consulting service tasks as described herein and the initial example utility line extension policy summaries will be provided to the City of Liberty by November 1, 2021.

The estimated cost for the aforementioned services is \$18,990.00.

Funding Source: Funds are available in the Electric Department Budget.

Staff Recommendation: Staff recommends approval of the resolution authorizing the City Manager to execute an agreement with GDS Associates, Inc., for the development of a line extension and contribution in aid of construction policy.



The City of Liberty

City Council
1829 Sam Houston
Liberty, TX 77575

Meeting: 10/26/2021 6:00 PM

Department: Administration
Category: Resolution

Resolution

A RESOLUTION BY THE CITY COUNCIL OF LIBERTY, TEXAS, A HOME RULE MUNICIPALITY EXISTING UNDER THE LAWS OF THE STATE OF TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GDS ASSOCIATES, INC., FOR THE DEVELOPMENT OF A LINE EXTENSION AND CONTRIBUTION IN AID OF CONSTRUCTION POLICY.

WHEREAS, the scope of services to be provided by GDS Associates consists of three (3) major tasks; and

WHEREAS, the first task is to provide the City of Liberty with summaries of utility residential and commercial line extension policies collected by GDS Associates in the past (municipal, cooperative, and investor-owned utilities in Texas); and

WHEREAS, summary information will cover residential, commercial, overhead, underground, contribution in aid of construction (CIAC) and credits for future customer project revenues and other factors; and

WHEREAS, the second consulting services task consists of preparing proposed utility line extension policy documents applicable to customers requesting to be served by the City of Liberty; and

WHEREAS, the proposed policies will cover: i) residential and commercial service, ii) permanent and temporary service, iii) overhead and underground facilities, iv) security lighting, v) residential platted development, and vi) commercial site development; and

WHEREAS, the third task is to prepare and deliver explanatory documents needed to obtain City of Liberty City Council approval of the proposed utility line extension policies; and

WHEREAS, GDS Associates will also prepare and deliver procedures for the City of Liberty to use when applying the policies; and

WHEREAS, GDS Associates is prepared to commence work on the project immediately; and

WHEREAS, the majority of the consulting service tasks as described herein and the initial example utility line extension policy summaries will be provided to the City of Liberty by November 1, 2021; and

WHEREAS, the estimated cost for the aforementioned services is \$18,990.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Liberty, Texas, hereby authorizes the City Manager to execute an agreement with GDS Associates, Inc., for the

development of a line extension and contribution in aid of construction policy.

PASSED AND APPROVED this ____ day of _____, 2021.

Mayor
City of Liberty, Texas

ATTEST:

City Secretary
City of Liberty, Texas

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: Texas Government Code §551.074 - Personnel Matters.

- To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public office or employee.

Electrical Supervisor

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: Texas Government Code §551.074 - Personnel Matters.

- To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public office or employee.

Discussion of appointments to the Port of Liberty Commission

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: Consider and Take Action on Electrical Supervisor as discussed in the Executive Session.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation:

CITY OF LIBERTY

City Council Agenda Item Form

Council Meeting Date: October 26, 2021

Agenda Wording: Consider and Take Action on the appointments to the Port of Liberty Commission as discussed in the Executive Session.

Department: Administration

Subject:

Background:

Funding Source:

Staff Recommendation: