

**MINUTES
MEETING OF THE CITY COUNCIL
OF THE CITY OF SAN SABA
October 11, 2016**

Members in attendance were: Ken Jordan – Mayor
Mark Amthor – Mayor Pro-Tem
Bob Whitten - Alderman
Shawn Oliver – Alderman
Stan Weik – City Manager

Alderman Charles Peeler and Alderman Oleta Behrens were absent.

Others present were: Sabrina Maulsby – City Secretary
Charlene Lindsay – Finance Director
Bridgett Maldonado – City Employee
Scott Glaze – City Employee
Denver Daniel – City Employee
Sergeant Misty Maldonado – Police Dept.
Alice Smith – San Saba News & Star
Fern Putnam – Chamber of Commerce Director
Dora Miller – Chamber of Commerce President
Deryl Hoyt, Jr. - Citizen

At 6:00 p.m. Mayor Jordan called the meeting to order, announced a quorum present, and Alderman Robert Whitten gave the invocation and pledges.

PUBLIC COMMENTS: None

PRESENTATIONS:

Bridgett Maldonado, Utility Billing Customer Service Representative was selected as the Employee of the Month for October. Charlene Lindsay, Finance Director and Alderman Robert Whitten presented Bridgett with a plaque with her name on it and a gift certificate to a local restaurant.

CONSENT AGENDA:

On a motion by Alderman Oliver, seconded by Alderman Whitten, Council unanimously approved the following: minutes from the September 20, 2016 Special Called Council Meeting; payment of bills; Approved the 2017 Holiday Schedule; Approved Resolution No. 2016-30 waiving noise ordinance on October 15, 2016 at Risien Park Pavilion; Approved Resolution No. 2016-31 Authorizing the City to enter into an agreement with TxDOT for the closure of Wallace Street on December 10, 2016 to accommodate the Christmas Parade.

RESOLUTION 2016-30

**A RESOLUTION OF THE CITY OF SAN SABA TO WAIVE AN
ORDINANCE DEFINING NOISE NUISANCES**

WHEREAS, the City of San Saba desires to regulate and oversee any unreasonable loud, disturbing, unnecessary noise which causes material distress, discomfort or injury to persons of ordinary sensibilities in the immediate vicinity.

WHEREAS, the playing of any radio, phonograph or other musical instrument in such manner or with such volume, particularly during the hours between 10 p.m. and 7 a.m. as to annoy or disturb the quiet, comfort or repose of persons of ordinary sensibilities in any dwelling, hotel or other type of residence is prohibited.

WHEREAS, Ida Esquivel, 1007 W. Woodlawn, San Saba, Texas, has asked the City Council to waive Ordinance No. 1967-4 to allow music to be played at the Risien Park on October 15th, 2016 until 12:00 midnight.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of San Saba is hereby authorizing the playing of music from 10:00 to 12:00 midnight on October 15th, 2016 at Risien Park.

Passed and approved this 11th day of October, 2016.

RESOLUTION 2016-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS, TO AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH (TXDOT) TEXAS DEPARTMENT OF TRANSPORTATION FOR THE CLOSURE OF ONE OF THE STATE'S RIGHT-OF-WAY'S (HWY 190 OR WALLACE STREET); AND AUTHORIZING THE MAYOR AND/OR CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CONTRACT.

WHEREAS, the City of San Saba has requested the temporary closure of Wallace Street for the purpose of the Christmas Parade on December 10th, 2016 at 6:30 p.m.; and

WHEREAS, the Parade will be located within the City's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Parade, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right-of-way will be performed within the State's requirements,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS: that the City Council authorizes the Mayor and/or City Manager to act as the City's Executive Officer and authorized representative in all matters pertaining to the contract with TxDOT.

APPROVED this the 11th day of October 2016.

DISCUSSION/ACTION ITEMS:

The first action item was to discuss and consider approval of the 2016-2017 Budget for the San Saba Chamber of Commerce concerning the use of funds from the Hotel/Motel Occupancy Tax presented by Dora Miller, Chamber President. Dora Miller gave a brief overview of the 2016-2017 Budget and explained that the Proposed Budget had been reduced due to not having the Quilt Show. She also said that the Budget was very much the same, but the request is sixty percent of the twenty thousand

they received as last year. Dora presented the Council with the Director's Job Description of her daily duties and requirements and thanked the Council for their participation. She also explained that Becky Whitley executes the Chamber Website and Trish Fullerton devises the promotional materials for Sip N' Stroll. Mayor Jordan reminded the Council that Fern provides a monthly report of expenditures and asked Dora how many Members the Chamber currently has. Dora said that the Chamber currently has two hundred members, asked if the Council had any further questions, and said that she or Fern were both available for questions and not to hesitate to contact them. On a motion by Mayor Pro-Tem Amthor and seconded by Alderman Oliver, the 2016-2017 Budget for the San Saba County Chamber of Commerce concerning the use of funds from the Hotel/Motel Tax was unanimously passed.

The second action item was to discuss and consider approval of Resolution No. 2016-32, a Resolution of the City Council of the City of San Saba Authorizing the Mayor of the City of San Saba to enter into an Agreement for Administration Services for the 2016 TxCDBG Downtown Revitalization Program Project. On a motion by Alderman Whitten and seconded by Mayor Pro-Tem Amthor, Resolution No. 2016-32 was unanimously passed.

RESOLUTION NO. 2016-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA AUTHORIZING THE MAYOR OF THE CITY OF SAN SABA TO ENTER INTO AGREEMENT FOR ADMINISTRATION SERVICES FOR THE 2016 TxCDBG DOWNTOWN REVITALIZATION PROGRAM PROJECT.

WHEREAS, the City Council of the City of San Saba has applied for a 2016 TxCDBG Grant for Sidewalk Improvements and

WHEREAS, an agreement for administration services will need to be entered into for the continuance of this Sidewalk Improvements project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS;

That the Mayor be authorized to sign a contract with A & J Howco Services, Inc. of Lubbock, Texas for administration services for the City of SAN SABA, Texas for the 2016 TxCDBG Grant – Sidewalk Improvement project.

PASSED AND APPROVED THIS 11TH DAY OF OCTOBER, 2016.

The third action item was to discuss and consider approval of Professional Service Contract for Grant Management Services, in Conjunction with the City's 2016 TxCDBG DRP Grant Application for Sidewalk improvements. On a motion by Alderman Oliver and seconded by Mayor Pro-Tem Amthor, Professional Service Contract for Grant Management Services, in Conjunction with the City's 2016 TxCDBG DRP Grant Application for Sidewalk improvements was unanimously passed.

ADMINISTRATION/PROFESSIONAL SERVICES

PART I
AGREEMENT

THIS AGREEMENT, entered into this 11th day of October 2016, by and between the *CITY OF SAN SABA*, hereinafter called the "City", acting herein by *MAYOR KENNETH G. JORDAN* hereunto duly authorized, and *A & J HOWCO SERVICES, INC.* hereinafter called "the Contractor", acting herein by *ANITA KAY HOWARD*.

WITNESSETH THAT:

WHEREAS, the *City* desires to construct the following: sidewalk improvements under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program administered by the Texas Department of Agriculture; and Whereas the City desires to engage the Contractor to render certain professional and administration services in connection with this 2016 TxCDBG Downtown Revitalization Project, Contract Number To Be Determined, upon award of TxCDBG Funds.

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services

The Contractor will perform the services set out in Part II, Scope of Services.

2. Time of Performance - The services of the Contractor shall commence on the date and year above written. In any event, all of the services required and performed hereunder shall be completed no later than 90 days after the 24-month end date as prescribed on the Implementation Schedule in the City's 2016 TxCDBG DRP Grant Contract.3. Local Program Liaison - For purposes of this Contract, the City Secretary or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Contractor. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.4. Access to Records - The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Contractor which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to closeout the City's TxCDBG contract with TDA.5. Retention of Records - The Contractor shall retain all required records for three years after the City makes its final payment and all pending matters are closed.6. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$25,000.00, unless approved by the City. The amount listed does not include specialized services, to include but not limited to Archaeology and Hazardous Waste/Toxic Matters Studies. Payment to the Contractor shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.7. Indemnification - The Contractor shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against any and all claims, costs, suits, and damages, including attorneys' fees, arising out of the Contractor's performance or nonperformance of the activities, services or subject matter called for in this agreement or in connection with the management and administration of the TxCDBG contract, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

8. Miscellaneous Provisions
- a. This Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in San Saba County, Texas.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.
9. Extent of Agreement
- a. This Agreement, which includes Parts I-IV, including the following exhibits: Exhibit A and Exhibit B represents the entire and integrated agreement between the City and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City and Contractor.
 - b. In the event TxCDBG funds are not awarded to the City of San Saba, the contract shall be terminated by the City of San Saba.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

The fourth action item was to discuss and consider approval of Resolution No. 2016-33, a Resolution of the City Council of the City of San Saba Authorizing the Mayor of the City of San Saba to enter into an Agreement for Engineering Services for the 2016 TxCDBG Downtown Revitalization Program Project. On a motion by Alderman Whitten and seconded by Mayor Pro-Tem Amthor, Resolution No. 2016-33 was unanimously passed.

RESOLUTION NO. 2016-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA AUTHORIZING THE MAYOR OF THE CITY OF SAN SABA TO ENTER INTO AGREEMENT FOR ENGINEERING SERVICES FOR THE 2016 TxCDBG DOWNTOWN REVITALIZATION PROGRAM PROJECT.

WHEREAS, the City Council of the City of San Saba has applied for a 2016 TxCDBG Grant for Sidewalk Improvements and

WHEREAS, an agreement for engineering services will need to be entered into for the continuance of this Sidewalk Improvements project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS;

That the Mayor be authorized to sign a contract with Jacob and Martin of Abilene, Texas for engineering services for the City of SAN SABA, Texas for the 2016 TxCDBG Grant – Sidewalk Improvement project.

PASSED AND APPROVED THIS 11TH DAY OF OCTOBER, 2016.

The fifth action item was to discuss and consider approval of Professional Service Contract for Engineering Services, in Conjunction with the City's 2016 TxCDBG DRP Grant Application for Sidewalk improvements. On a motion by Alderman Oliver and seconded by Alderman Whitten, Professional Service Contract for Grant Management Services, in Conjunction with the City's 2016 TxCDBG DRP Grant Application for Sidewalk improvements was unanimously passed.

Agreement

ENGINEERING/ARCHITECTURAL/SURVEYOR SERVICES

PART I AGREEMENT

THIS AGREEMENT, entered into this 11th day of October 2016 by and between the CITY OF SAN SABA, hereinafter called the "City" acting herein by Mayor, hereunto duly authorized, and JACOB & MARTIN, LLC hereinafter called "Firm," acting herein by Ken Martin, President.

WITNESSETH THAT:

WHEREAS, the City of SAN SABA desires to have constructed sidewalk improvements along Highway 16 from US 190 to Commerce Street and along Commerce Street from Highway 16 to Cherokee Street, under the general direction of the Downtown Revitalization Program (hereinafter called "DRP") administered by the Texas Department of Agriculture (TDA); and Whereas the City desires to engage JACOB & MARTIN, LLC to render certain engineering/surveyor/architectural services in connection with the DRP Project, Contract Number _____

NOW THEREFORE, the parties do mutually agree as follows:

1. **Definitions:**

Throughout this document:

- a. "Agreement" refers to this contract between the City and the Firm to assist with the engineering, surveying, testing, inspection and other special services requested by the owner of all or any portion of a community development block grant from the Texas Department of Agriculture.
- b. "Firm" refers to the professional services provider engaged to assist the City with the engineering, surveying, testing, inspection and other special services requested by the owner of all or a portion of a community development block grant from the Texas Department of Agriculture.
- c. "Parties" refer to the Firm and the City.

2. **Scope of Services**


The Firm will perform the services set out in Part II, Scope of Services.

3. **Time of Performance** - The services of the Firm shall commence on _____. In any event, all of the services required and performed hereunder shall be completed no later than _____.
4. **Local Program Liaison** - For purposes of this Agreement, the City Manager or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.
5. **Access to Records** - The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Firm which are pertinent to the DRP award, in order to make audits, examinations, excerpts, and transcripts, and to closeout the City's DRP contract with TDA.
6. **Retention of Records** - The Firm shall retain all required records for three years after the City makes its final payment and all pending matters are closed.

- 7. Compensation and Method of Payment - The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$ 37,000.00 unless approved by the City. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.
- 8. Indemnification - The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against any and all claims, costs, suits, and damages, including attorney's fees, arising out of the Firm's performance or nonperformance of the activities, services or subject matter called for in this Agreement, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.
- 9. Miscellaneous Provisions
 - a. This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in SAN SABA County, Texas.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to an incorporated into this Agreement.
- 10. Extent of Agreement
This Agreement, which includes Parts I-IV, represents the entire and integrated agreement between the City and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City and the Firm.


IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY: CITY OF SAN SABA



Ken Jordan, Mayor

BY: JACOB & MARTIN, LLC



Ken Martin

The sixth action item was to discuss and consider approval of Resolution No. 2016-34 a Resolution Regarding the Code of Conduct Policy Pertaining to the TxCDBG Grant Program. On a motion by Mayor Pro-Tem Amthor and seconded by Alderman Oliver, Resolution No. 2016-34 Regarding the Code of Conduct Policy Pertaining to the TxCDBG Grant Program was unanimously passed.

**RESOLUTION No. 2016-34
A RESOLUTION OF THE CITY OF SAN SABA REGARDING
CODE OF CONDUCT POLICY**

WHEREAS, The City Council of the City of San Saba, Texas has received TxCDBG funding through a TxCDBG Grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

WHEREAS, The City Council of the City of San Saba, Texas, needs to establish a Code of Conduct Policy for the Texas Community Development Block Grant (TxCDBG) PROGRAM from TDA, in keeping with policy and procedures consistent with HUD and applicable state statutes governing Conflict of Interest regulations found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, 24 CFR 570.489(h), and 2 CFR 200.318;

WHEREAS, the City Council has determined that it is in order to set forth certain requirements and procedures, for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS;

- 1] That the City Council on behalf of the City of San Saba adopts the attached document to be followed for Code of Conduct in conjunction with the Texas Community Development Block Grant Program from the Texas Department of Agriculture.

PASSED AND APPROVED THIS 11TH DAY OF OCTOBER, 2016.

CODE OF CONDUCT POLICY

No employee, officer, or agent of the CITY OF SAN SABA shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the CITY OF SAN SABA shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

As a Grant Recipient of a TxCDBG contract, CITY OF SAN SABA shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

No employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the CITY OF SAN SABA Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and approved this 11th day of October, 2016.

The seventh action item was to discuss and consider approval to appoint Procurement of Professional Services including Engineering and Administration and selection of a Review Committee for the 2017/2018 TxCDBG Application due on February 9, 2017. Mayor Jordan appointed Stan Weik, City Manager, City of San Saba; Bruce Stewart, Code Enforcement Officer, City of San Saba; Scott Glaze, Public Works, Supervisor; and Robert Whitten, Alderman, City of San Saba to the Review Committee for Procurement of Professional Services including Engineering and Administration for the 2017/2018 TxCDBG Application due on February 9, 2017. On a motion by Alderman Oliver and seconded by Mayor Pro-Tem Amthor, Review Committee Members Stan Weik, City Manager, City of San Saba; Bruce Stewart, Code Enforcement Officer, City of San Saba; Scott Glaze, Public Works, Supervisor; and Robert Whitten, Alderman, City of San Saba appointed by Mayor Jordan for Procurement of Professional Services, including Engineering and Administration for the 2017/2018 TxCDBG Application due on February 9, 2017 was unanimously passed.

The Final action item was to discuss and consider approval to pursue funding through the USDA – Rural Development Program for the Construction Phase of Water and Street Improvements. On a motion by Alderman Whitten and seconded by Mayor Pro-Tem Amthor, approving to pursue funding through the USDA-Rural Development Program for the Construction Phase of Water and Street Improvements was unanimously passed.

CITY MANAGER'S REPORT

City Manager Weik gave a brief report on the following activities in the City of San Saba: Mr. explained that this would be the last Council Meeting Alice Smith, Journalist for the San Saba News and Star and that we will all miss her presence and kindness; Another great month; Kudos to Leigh Ann Glaze and San Saba ISD in conjunction with Keep San Saba Beautiful, City Employees, Garden

CITY COUNCIL MINUTES

OCTOBER 11, 2016

Club in all about 900 people for the clean-up event; This speaks for the Community; Kids contributed to the Community, look at the fire hydrants; Park benches, landscaping; great event and tribute to our town; Sharon will enter the students into the Keep Texas Beautiful Award this year and the Keep America Beautiful Innovation Award next year; Great event and tribute to our town; Tractor Supply plans on Bruce's desk; People rejoicing, the road going into the new nursing home is complete.

OTHER REPORTS

Department Supervisor Scott Glaze, Public Works, reported that installation of the water line has started; attended the TML Conference Exhibit Show last week; TCEQ saw on Google Maps that Mill Pond had a dam and came and inspected the dam at Mill Pond and Jacob & Martin has completed their report, gave a brief update; Denver Daniel, Electric Department Supervisor reported, staying busy; GT at a training; provided presentation for the fourth and fifth grade students for Ag Safety Day; LCRA will have the portable substation in at the end of the month.

As there was no further discussion, the meeting adjourned at 6:41 p.m.

ATTEST:


Sabrina Maulsby, City Secretary


Kenneth G. Jordan, Mayor