



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 1, 2018
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:00 pm. Roll Call was taken as follows:

Present:

Bruce Anderson, Councilor
Allen Barker
Ron Bersin
Keith Blair
Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
Roland Herrera, Councilor
Laura Reid, Councilor
Amy Ryan, Councilor
Nelson Sossaman
Jonathan Thompson

Absent:

Marlene Parsons, Councilor

Staff:

Chris Eppley, City Manager
Tim Wood, Finance Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Bill Lawyer, Public Works Director

Election of Budget Committee Chair/Vice Chair

Cathy Clark nominated Kim Freeman as Chair. Kevin Dial seconded. **Nomination approved as follows:** Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Cathy Clark nominated Kevin Dial as Vice Chair. Jonathan Thompson seconded. **Nomination approved as follows:** Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Volunteer Appreciation

Sarah Head, representing the Volunteer Coordinating Committee, thanked committee members for their continued dedication and commitment to the City and distributed cookies as a token of appreciation.

Approval of Budget Calendar

Amy Ryan moved to approve the Budget Calendar. Don Clark seconded. **Motion passed as follows:** Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

**Approval of
FY17-18
Budget
Committee
Minutes**

Bruce Anderson moved for approval of the FY17-18 Budget Committee Minutes. Don Clark seconded. **Motion passed as follows:** Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

**City
Manager
Budget
Message**

City Manager Chris Eppley read selected quotes on democracy and his Budget Message from the Manager's Recommended Budget.

**Public
Testimony**

Mayor Clark introduced Ali Triechel, coordinator of the Mid-Willamette Homelessness Initiative and provided background information about Ms. Triechel and the program.

Ali Triechel provided a brief overview of per position and the work that has been done through the Initiative. She explained the focus of the program, reported on progress that has taken place since its beginning and reviewed additional work that is currently taking place. Councilor Freeman urged that all resources be explored and combined for the greatest impact.

Lore Christopher, Keizer Art Association, and *Chris Erich*, Keizer Heritage Foundation representing the Keizer Heritage and Cultural Center provided background information about the evolution of the old school into the center that it is now with art, theater, the museum and the library. They reminded Council that last year the City funded the library at \$9,792.00 and this year the cultural center is asking for \$20,000. Discussion followed regarding income from the Art Association and the theater, building maintenance and operations, the sinking fund, grant opportunities, community events, and future expectations. It was agreed that a breakdown of maintenance and operations expenses would be provided to the committee.

BUDGET PRESENTATIONS AND DELIBERATION

**Administrative
Services Fund**

Finance Director Tim Wood explained that Oregon has very strict laws regarding the budget process to promote transparency and public involvement. He noted that each fund is a stand-alone entity; essentially the city has 20+ businesses it is running and funds cannot be taken from one to supplement another. Unlike a personal budget or commercial business, the emphasis of the City is to provide services into the future. The City therefore focuses on each line item and determines a reasonable number for each. The General Fund is still constrained even with the new fees in place. Mr. Wood then directed attention to various budget requests that had been submitted and a summary sheet of all the requests. He noted that almost all of the requests had been funded. Those not included are \$2,000 for the Keizer Holiday Lights, \$2,000 for

Keizer United, and \$8500 of Transient Occupancy Tax for Keizer Chamber.

Referring to page 67 of the Budget document, Mr. Wood pointed out that several positions had been added; this will have a significant impact. Page 71 summarizes the benefits including insurance and retirement. He warned the committee that PERS costs will increase significantly in July 2019 and explained why labor costs have increased throughout the budget document and how the Wellness amount is determined.

Department Heads reviewed their budgets as follows:

City Manager: Status quo except for the increase in CPI and PERS and insurance benefits increases. He has chosen to continue declining a cell phone stipend or increased vehicle allowance.

City Attorney: Status quo except for the CPI increase and PERS and insurance benefits increases.

City Recorder: Status quo except for the Personnel Services line item.

Human Resources: No significant changes in the budget. Some increases are related to increased staff and the per person cost of that. There is a small increase for AED batteries that need to be purchased because they have to be replaced every 3 years.

Non-Departmental Finance: Personal Services: status quo with a cost increase mentioned. Materials and services: Increase in the Audit and Contractual line item due to the requirement to do an actuarial review of the post-employment retirement benefits and a fiduciary review of the 457 plans.

Information Technology: Personal services: no changes other than typical increases. Software: Increase due to Criminal Justice Information Services requirements which includes encrypting software for email and a centralized control system. Hardware: Upgrade door system, camera security system, replace aging servers, and replace some microphones. Line item is less because last year included a costly phone system upgrade.

Utility Billing: Changes due to turnover in the department. Increase in contractual Services due to the use of credit cards to pay bills and rising interest rates. Rates charged by credit card companies are basically the same across the board. Training is increased in order to provide training to the new employees.

Non-Departmental Public Works: Status quo. No significant changes. This particular budget captures costs for public works operations that are spread over multiple funds. The only change was \$10,000 in the shop improvement line item.

Civic Center Facilities: This fund manages the entire facility. No significant changes other than some capital improvements which include repairs to the pergolas and heating system repair.

City-Wide Administration: Status quo. No significant changes other than an increase in postage in order to mail a citizen survey and an increase in liability insurance.

Lengthy discussion followed regarding the 3% cost of living increase, what other cities are giving their employees, salary surveys and adjustments, and staying competitive.

Allen Barker moved to approve the Administrative Services Fund. Cathy Clark seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Public Works Funds

The following funds were reviewed by Bill Lawyer or Tim Wood. Discussion and clarification took place in each.

Street Fund: (Revenues from gas tax) Some increase due to increased revenue received from the State. ADA ramps are being brought up to the new standards in preparation for repaving River Road from Chemawa to south city limits in the summer of 2019. Dearborn bridge will be completed this year.

Bruce Anderson moved to approve the Street Fund. Keith Blair seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Street Lighting District Fund: (New page handed out.) Over 200 in the city; 3 more anticipated this year which will increase lighting costs. Increase is due to Keizer Station Area A getting new LED energy efficient light bulbs. Otherwise status quo.

Bruce Anderson moved to approve the Street Lighting District Fund. Nelson Sossaman seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Transportation Improvement Fund: (Revenues from System Development Charges) Only change is additional revenue. Expenses are the same as they have been for 5 or 6 years: funds allocated for improvement of Exit 260 I-5 on-ramp when ODOT is ready. General Fund is borrowing some money from this fund to pay the construction costs for some of the infrastructure surrounding the movie theater area.

Bruce Anderson moved to approve the Transportation Improvement Fund. Cathy Clark seconded. Motion passed as follows: Anderson,

Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Off-Site Transportation: Created for future transportation projects in connection with Keizer Station Areas B and C. Design and acquisition of a right turn lane at Lockhaven at 14th will take place this year with building anticipated in 2019-20.

Bruce Anderson moved to approve the Off-Site Transportation Fund. Keith Blair seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Stormwater: Status quo. Includes purchase of F550 service vehicle, a rate increase of \$.55 per ESU and a slight increase in anticipation of increased street sweeping costs. Permit issuance is anticipated to be September 2018 effective January 2019.

Bruce Anderson moved to approve the Stormwater Fund. Cathy Clark seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Sewer: This is a pass-through fund to Salem. Salem anticipates no more than 3%, so 4% has been budgeted which is the 3% City of Salem increase plus an increase for new growth/additional construction.

Bruce Anderson moved to approve the Sewer Fund. Laura Reid seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Sewer Reserve: Revenues are generated through development. A sanitary sewer acreage fee is charged for properties outside the original Keizer Sewer District. There are only a couple more places left that need trunk sewer lines one is Windsor Island Road north of Lockhaven so as development occurs in that area the City will assist in the building of that trunk sewer line.

Bruce Anderson moved to approve the Sewer Reserve Fund. Cathy Clark seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Water: The possibility of a cost analysis in the future was reviewed and the equivalency between commercial and residential. At this point the cost analysis would necessitate a rate increase and adjusting the commercial/residential rates would likely save each Keizer household about \$1.25 per year. The Water Fund includes a 4% rate increase. The only other change is \$10,000 for regular service to auxiliary engines and

generators for the pump stations (done every 4 or 5 years) and replacement of various water meters with more accurate ones.

Bruce Anderson moved to approve the Water Fund. Laura Reid seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Water Facility Replacement: Revenue comes from a combination of rates, system development fees and new connections to the water system. For the last few years improvements have been focused on water main replacements. Projects for next year will be primarily emergency operational updates.

Bruce Anderson moved to approve the Water Facility Replacement Fund. Laura Reid seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

Park Improvements: Revenues come from System Development Charges on residential development. The budget is basically status quo including expenses associated with the restrooms at Keizer Rapids Park.

Bruce Anderson moved to approve the Park Improvements Fund. Laura Reid seconded. Motion passed as follows: Anderson, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Parsons absent. (13-0-1)

**Other
Business**

Next Meetings:

- ✓ Thursday, May 3, 2018, 6:00 pm
- ✓ Thursday, May 10, 2018, 6:00 pm

Adjournment

Meeting was adjourned at 8:45 p.m.

Approved: (Date)

Debbie Lockhart, Deputy City Recorder



MINUTES
KEIZER BUDGET COMMITTEE MEETING
May 3, 2018
Keizer Civic Center, Council Chambers

Call To Order

Meeting was called to order at 6:00 pm by Chair Kim Freeman. Roll Call was taken as follows:

Present:

Allen Barker
Ron Bersin
Keith Blair
Cathy Clark, Mayor
Don Clark
Kevin Dial
Kim Freeman, Councilor
Roland Herrera, Councilor
Marlene Parsons, Councilor
Laura Reid, Councilor
Amy Ryan, Councilor
Nelson Sossaman
Jonathan Thompson

Absent:

Bruce Anderson, Councilor

Staff:

Chris Eppley, City Manager
Tim Wood, Finance Director
Tracy Davis, City Recorder
Machell DePina, Human Resources Director
Shannon Johnson, City Attorney
John Teague, Police Chief
Nate Brown, Community Development Director
Bill Lawyer, Public Works Director

Chair Freeman verified that committee members had received requested information regarding Heritage Foundation funds and the City's Wellness program. She also brought attention to the Distinguished Budget Presentation Award received for the most recent budget, noting that the City has received this award for 18 consecutive years. She commended Tim Wood and City staff for their great work.

Public Testimony

Dave Walery, Keizer, requested \$2,000 for repair and maintenance related to the Christmas tree lights.

Representatives from the Keizer Cultural Center:

Paula Guiles, Keizer Community Library, directed attention to a packet with information about the library budget, book sale and its programs.

Linda Baker, Keizer Homegrown Theater, reported on the effect that this partnership has had on the Cultural Center and shared future plans and information on the impact that the arts has had on the economy of Oregon.

Lyndon Zaitz, Keizer Heritage Museum and Foundation, shared some history of the building, explained that the facility is a resource center for

families and serves as a repository for the history of Keizer, and reviewed needs of the museum. Cathy Clark explained that she sits on the Board of Directors for Keizer Heritage and provided additional information about the organization. Lengthy discussion followed regarding distribution of funds.

Representatives from Keizer Chamber of Commerce:

Nathan Bauer, President, provided information about Chamber activities and goals and urged the Committee to approve the budget requests for Transient Occupancy Tax funds and funds from the General Fund.

Danielle Bethell, Executive Director, indicated that the requested funding would allow the Chamber to move the office to River Road where it would be in the heart of Keizer and would bring people to the area.

Jonathan Thompson, Board Member, added that the Chamber continues working to promote Keizer and that over the last 3 or 4 months there have been 600,000 visitors to the Chamber website.

Cathy Clark asked that a written plan for the requested funding be submitted.

Carol Doerfler, Keizer, President of West Keizer Neighborhood Association, introduced other Board members and asked the Committee to approve the requested \$500 noting that a large part of these funds is spent for printing brochures.

Keizer United Representatives

Meredith Mooney shared some information about the organization noting that it helps fund Peer Court and collaborates with other charitable organizations. She asked the committee to approve the request for \$2,000 and added that Salem Leadership Foundation has offered to provide matching funds.

Cari Emery added that when Peer Court started in 2004, Keizer United was the non-profit that helped get it started. She provided additional information about the Peer Court program.

Cathy Clark noted that Krina Lee, of the Salem-Keizer Education Foundation, had requested funds for the after school program but was unable to attend this meeting. The funding is already in the Manager's Recommended Budget. Ms. Lee plans to provide an update at the Council meeting where the Budget will be offered for approval.

BUDGET PRESENTATIONS AND DELIBERATION

General Services Fund

Finance Director Tim Wood explained that there have been a few changes made to the funds located in the General Fund including separating out the Parks fund because of the new Parks Fee.

The following funds were reviewed with additional information and clarification provided as needed:

General Services Fund, Non-Departmental Resources and Non-Departmental Requirements: Revenue line items were reviewed, confidentiality of marijuana taxes explained and transfers clarified. Outside budget requests are funded from this fund.

Community Development: Basically status quo. Minor adjustments include costs for vehicle operation and maintenance. Information provided regarding the role of the Code Enforcement officer and a new program becoming available for tracking, grants related to the urban growth boundary/land needs, and future plans for the department and the City.

Municipal Court: Traffic team will be reinstated during 2018-19 which may impact revenues but for the current year predicted numbers are similar to last year. Changes include reducing staff to one and increased interpreter services.

Police Operations: It is anticipated that in the next fiscal year the department will be able to pay trainers overtime instead of requiring them to adjust their hours. Line items reviewed and explained.

Revenue Sharing: Vehicle Purchases line item reviewed and explained.

Mr. Eppley explained that all of the budget requests are included in his recommended budget except the requests for: Christmas lights - \$2,000; Keizer United - \$2,000; and Keizer Chamber - \$8500. Mr. Wood explained that the Christmas lights and Keizer United requests would come from the General Fund and should therefore be considered in this motion.

Cathy Clark moved to fund the holiday lights expense for \$2,000. Laura Reid seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Cathy Clark moved to fund the Keizer United request for \$2,000 contingent upon Keizer United coming back with a plan of action (including associated deliverables) that is approved by Council. Marlene Parsons seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Greater Gubser Neighborhood Association did not submit a budget request and had indicated to staff that they did not need to supplement their budget this year.

Regarding a reader board, Mr. Wood explained that it would cost between \$40,000 and \$60,000 and the funding would need to come out of the contingency fund in the administrative services area.

Amy Ryan moved to move the money from contingency for the amount of the reader board. Marlene Parsons seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Ron Bersin urged that the \$20,000 budgeted for the Heritage Center be specifically prohibited for deposit into the sinking fund. Mr. Dial indicated that they were planning on using it for operations and general costs. Mr. Bersin requested that the holiday lights be moved to a different line to which Mr. Wood agreed.

Cathy Clark moved to approve the General Services Fund. Marlene Parsons seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Special Purpose Funds

Police Services: A pass-through fund so that the Police Fee can be accounted for outside the General Fund. Money is collected in this fund and transferred to the General Fund. Explanation of amounts provided.

Cathy Clark moved to approve the Police Services Fund. Keith Blair seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Park Services: Significantly different from the Park Fund in the past because of the Parks Fee that was established by the City Council. Established priorities have been addressed in the current fiscal year and will continue to be addressed in the next. Details provided. Ron Bersin asked that in the future the rental income be separated by property.

Cathy Clark moved to approve the Park Services Fund. Laura Reid seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Community Center: Information and clarification provided on the Community Center revenues, expenses, room schedules, personnel costs, marketing, staffing and return customers.

Cathy Clark reiterated her desire for a more detailed plan for the Keizer Chamber requested funds. Jonathan Thompson indicated that he would not be voting on this fund due to a potential conflict of interest but suggested that perhaps the motion could be contingent upon receipt of the information, similar to that done for Keizer United.

Ron Bersin moved to grant up to \$8,500 of the Keizer Chamber budget request contingent upon submission and Council approval of a plan for allocation of the funding. Kevin Dial seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan and Sossaman in favor with Anderson absent and Thompson abstaining. (12-0-1-1)

Marlene Parsons moved to approve the Community Center Fund as amended. Cathy Clark seconded. **Motion passed as follows:** Parsons,

Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan and Sossaman in favor with Anderson absent and Thompson abstaining. (12-0-1-1)

Public Education Government: Collects revenue from Comcast bill and is used for public access television. Supports K-23 administrative costs, camera operators and equipment replacement. Budget similar to previous years. Committee meetings currently being broadcast on K-23: City Council, Budget Committee, Parks Advisory Board, Planning Commission and Traffic Safety/Bikeways/Pedestrian Committee.

Marlene Parsons moved to approve the Public Education Government Fund. Laura Reid seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Law Enforcement Grant: A place holder for any grants received.

Marlene Parsons moved to approve the Law Enforcement Grant Fund. Laura Reid seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Housing Rehabilitation: A place holder for housing rehabilitation loans. Explanation and clarification provided.

Cathy Clark moved to approve the Housing Rehabilitation Fund. Keith Blair seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Energy Efficiency Revolving Loan: A place holder for energy efficiency projects.

Cathy Clark moved to approve the Energy Efficiency Revolving Loan Fund. Marlene Parsons seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Keizer Station LID: Restricted to improvements in the Keizer Station area. Assessments received are used to pay down the debt.

Marlene Parsons moved to approve the Keizer Station LID Fund. Cathy Clark seconded. **Motion passed as follows:** Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

**Budget
Committee
Motions**

Kevin Dial moved to approve the City of Keizer Budget for Fiscal Year 2018-2019 as amended by the Budget Committee. Cathy Clark seconded.
Motion passed as follows: Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

Kevin Dial moved to impose the full permanent rate of \$2.0838 per \$1,000 of assessed value on the tax rolls of the City of Keizer for 2018-2019. Cathy Clark seconded.
Motion passed as follows: Parsons, Barker, Bersin, Blair, Cathy Clark, Don Clark, Dial, Freeman, Herrera, Reid, Ryan, Sossaman and Thompson in favor with Anderson absent. (13-0-1)

**Other
Business**

Chris Eppley expressed appreciation to committee members and commended Finance Director Tim Wood for a job well done. Tim Wood thanked the committee and City staff. Keith Blair thanked City staff. Cathy Clark expressed pleasure over being able to fund new police officers. Ron Bersin echoed her comment and urged that equitable water payments be a goal for next year. Kim Freeman thanked the committee members and City staff.

Adjournment Meeting was adjourned at 9:04 p.m.

Debbie Lockhart, Deputy City Recorder

Approved: (Date)