

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

Special Meeting Minutes

June 22, 2016 – 5:30 p.m.

City Council Chambers 66 North Lassen Street Susanville CA 96130

Meeting was called to order at 6:00 p.m. by Mayor Wilson.

Roll call of Councilmembers present: Kathie Garnier, Rod E. De Boer, Lino P. Callegari and Brian Wilson.
Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Jim Uptegrove, Interim Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Mr. Hancock requested the addition of a Police Officer Recognition presentation, and noted that Mayor pro tem McBride was unable to attend the meeting, so recognition of his service on the City Council would be schedule for the July 6, 2016 meeting of the City Council.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

Certification of Canvass of Votes by the County Clerk and Consider Resolution No. 16-5305, Declaring Election Results (General Municipal Election, June 7, 2016) Mr. Hancock reported that the City Council held its election with the state primary election, which was conducted by the Lassen County Clerk/Recorder/Elections Office on June 7, 2016. The County Clerk has issued the certified canvass of the election results, and the results have been presented for the City Council's review. Councilmember Brian Wilson, Joseph Franco and Kevin Stafford have been elected to serve four-year terms. Prior to seating the new Council, the service of Councilmembers whose terms are ending should be recognized. Staff recommends that the City Council honor Councilmember Callegari's 28 years of service on the Susanville City Council.

Mayor Wilson spoke regarding Councilmember Callegari's dedication as he served 28 years on the Council. He presented Councilmember Callegari with a plaque on behalf of the City Council in honor of his service to the community.

Councilmember Callegari discussed the highlights of his career and the importance for the next generation of staying involved in the community.

Mayor Wilson invited the City Clerk to administer the Oath of Office to the newly elected Councilmembers.

The City Clerk administered the Oath of Office to Councilmembers Brian Wilson, Kevin Stafford and Joseph Franco.

Mayor Wilson invited nominations for the appointment of a Mayor and Mayor pro tem for the 2016-2018 term.

Motion by Councilmember De Boer, second by Councilmember Stafford, to appoint Councilmember Garnier to serve as Mayor; motion carried unanimously. Ayes: De Boer, Franco, Stafford, Wilson and Garnier.

Motion by Councilmember De Boer to appoint Councilmember Wilson to serve as Mayor pro tem. Councilmember Wilson declined the appointment.

Motion by Councilmember Stafford, second by Councilmember De Boer, to appoint Councilmember Franco to serve as Mayor pro tem; motion carried unanimously. Ayes: De Boer, Franco, Stafford, Wilson and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

At 5:55 p.m., Mayor Garnier called for a brief recess prior to reconvening in Closed Session.

3 CLOSED SESSION: At 6:00 p.m. the Council convened to Closed Session to discuss the following:

- A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1. Agency Negotiator: Jared G. Hancock
 - Bargaining Unit: All Employee Bargaining Units
- B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Golf Course Manager
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
 - 1. Property: APN: 103-340-01
 - Agency negotiator: Jared G. Hancock
 - Negotiating parties: City of Susanville
 - Under negotiation: Price/Conditions/Terms
 - 2. Property: APN: 101-270-10
 - Agency negotiator: Jared G. Hancock
 - Negotiating parties: City of Susanville/Lassen Community College
 - Under negotiation: Price/Conditions/Terms

Closed Session recessed at 7:05 p.m.

4 RETURN TO OPEN SESSION: At 7:05 p.m. the City Council reconvened in Open Session.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Jim Uptegrove, Interim Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda with the addition of service recognition for four police officers. The City Council voted unanimously to appoint Councilmember Kathie Garnier as Mayor, and Councilmember Joseph Franco to serve as Mayor pro tem. At the conclusion of open session, the City Council would be reconvening to Closed Session.

Mayor Garnier provided the Thought of the Day.

Chief Uptegrove introduced Officer Terra Avilla, Officer Ryan Cochran, Officer Nate Horton and Officer Kelley Merritt. Each officer had been the recent recipient of the American Heart Association's Heart-Saver Award for actions that saved the lives of citizens involved in three separate incidents in the community. Chief Uptegrove stated the actions represented a dedication and commitment to the community that are a credit to the department and he was proud to present each officer with a certificate of recognition.

Chief Uptegrove introduced Officer Frederic Foulk and Officer Kevin Singletary to the City Council as the two newest officers to join the department. He stated that the police department is now fully staffed.

5 BUSINESS FROM THE FLOOR:

Brittany Sanchez, Rear Area Support Foundation, Inc., spoke regarding the Traveling Wall of Remembrance which would be displayed in Susanville from June 30 to July 4, 2016. The wall was created for the ten year remembrance of the 9/11 attacks and to pay tribute to Americans who have lost their lives to acts of terrorism. The wall will be displayed at the Fairgrounds, and will be open 24 hours a day to allow an opportunity for everyone to pay their respects.

Councilmember De Boer stated that the item to contribute funds to bring the wall to Susanville was on the agenda as Item 9E, and he would like to consider the request for funding at this time.

Motion by Councilmember De Boer, second by Councilmember Wilson, to approve the donation of funds in the amount of \$1,000 to the Rear Area Support Foundation, Inc. in support of the Traveling Wall of Remembrance; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Councilmember Wilson requested Item 6C be removed for separate discussion.

6 CONSENT CALENDAR: Mayor Garnier reviewed the items on the Consent Calendar:

- A Receive and file minutes from the City Council's May 10, 2016 special meeting
- B Approve vendor warrants numbered 97312 through 97544 for a total of \$771,588.75 including \$237,603.70 in payroll warrants
- C Receive and file monthly Finance Reports: May 2016

Motion by Councilmember Wilson, second by Councilmember De Boer, to approve Item 6A and Item 6B; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Ms. Savage reviewed Item 6C, the cash and investment report which included the revenues, expenditures and projected fund balances for May 2016. The total cash and investments is \$12,993.07, the total cash and investment allocation is \$13,597.98 and the total cash including enterprise funds is \$17,591,322.

There were no questions or comments.

Motion by Councilmember De Boer, second by Councilmember Franco, to approve Item 6C; motion carried unanimously.

Ms. Savage requested that the City Council consider Item 7A and 7B concurrently.

7 PUBLIC HEARINGS:

7A Consider approval of Resolution No. 16-5301 Adopting the City of Susanville 2016-2017 Budget

7B Consider approval of Resolution No. 16-5302 Establishing Appropriations Limitation for Fiscal Year 2016-2017 Ms. Savage explained that the City conducted a budget workshop on May 10, 2016 to solicit input from the community and the City Council on the proposed 2016-2017 Budget. The Council reviewed and discussed the major funds for the City, revenue and expense projections and pension costs. The General Fund proposed budget was presented with requests for budget increases from Police and Fire, summaries of the classifications of revenues and operational expenses and balancing the proposed budget. There are two modifications to the budget; an increase to the water revenue as a result of the new rates approved at the June 1st City Council meeting, and an increase in CDBG Grant Administration funds. The current proposed budget is \$5,398,392 for the General Fund, and \$10,417,362 for all other funds for a total of \$15,815,754.

Ms. Savage explained that the Government Code requires that cities establish an appropriations limit for each budget year, and the limit sets the amount of money that can be spent from state tax proceeds. The appropriation limit is computed based on the percentage change in population plus the percentage change in per Capita Personal Income. The appropriations limit for 2016-2017 is \$9,284,629. The anticipated appropriation for the City of Susanville for fiscal year 2016-2017 is \$4,697,480.

At 7:26 p.m. Mayor Garnier opened the public hearing and requested comments from the public.

There being no questions, Mayor Garnier closed the public hearing at 7:29 p.m.

Councilmember Wilson asked if the increase in water revenue was tied to the Capital Improvement Program fund which requires a four-fifths vote to approve any expenditures.

Mr. Newton responded that the additional revenue generated from the increase in water rates is restricted for use in the water fund, as it is an enterprise fund. Approval of the revised rate structure has eliminated the restricted CIP fund, and there has yet been no discussion regarding the specific disposition of funds that were remaining in the account.

Mr. Hancock added that the list of proposed capital improvements had been included in the water rate structure report, and it was the intent to obtain City Council approval prior to scheduling any water system improvements. The revenue generated by the water rate increase could be used for system improvements as well as operating expenses or equipment purchase for the water utility.

Councilmember Stafford asked if the budget included the four bargaining units which had not finalized negotiations.

Mr. Hancock responded that the budget represents full funding for all existing positions, with a four percent built in vacancy rate. No funds have been set aside for current contract negotiations.

There were no further questions or comments.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5302; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Mayor Garnier recused herself from consideration of the following item due to a business conflict. She exited the chambers and Mayor pro tem Franco requested the staff report.

7C Consider approval of Resolution No. 16-5304 Setting Assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2016/2017 Mr. Hancock reviewed the process as set forth in the Streets and Highways Code for the collection of assessments for the business improvement district. At the May 18, 2016 meeting, the City Council reviewed and accepted the annual fiscal report of the Historical Uptown Susanville Association. The report was accepted by resolution, and the Council set a public hearing to consider the levy of an assessment on the District for the 2016-2017 fiscal year.

At 7:36 p.m. Mayor pro tem Franco opened the public hearing and requested comments or questions from the public.

David Teeter, President, Historic Uptown Susanville Association, spoke in support of the City's effort and achieving one hundred percent collection of assessments, and he thanked the City for supporting all of the activities and accomplishments made by the District.

There being no further questions, Mayor pro tem Franco closed the public hearing at 7:38 p.m.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 16-5304; motion carried. Ayes: Wilson, Stafford, Franco, and De Boer. Recused: Garnier

Mayor Garnier returned to the Council chambers.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: None.
Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 16-5265 adopting updated Budget Process and Policies Mr. Hancock reported that during the budget workshop discussion in May, there were a few clean up items discussed regarding the existing budget process and policy document which was adopted in 2009. One of the most significant items added at that time was a provision to take fifty percent of the audited general fund surplus and dedicate it towards a reserve account. The goal was to establish a reserve based upon twenty percent of the annual general fund revenue, and since 2009 the City has been able to grow the reserve account to 18 percent, with a current balance of \$853,684.

Mr. Hancock explained that the proposed modifications to the budget policy would memorialize what the City Council priorities are for the audited general fund surplus monies which are realized at the end of every fiscal year. These include plans to pay down existing short and long term debt, and setting aside a percentage of the savings for an equipment and facility replacement fund for each department. He reviewed the proposed Phase One, Phase Two and Phase Three language as the City moves forward in the goal of establishing a twenty percent reserve, and paying off debts. In addition, staff is also proposing that references to the Finance Director be changed to Finance Manager to reflect current staffing. He invited questions from the Council regarding the proposed policy.

Councilmember Wilson requested clarification as to the process for calculating what represents a department savings and how the thirty percent is calculated.

Mr. Hancock explained that the audited surplus is the amount left in the General Fund at the end of the fiscal year, which remains unspent due to cost savings realized over the year. Fifty percent of that amount has been dedicated to the Reserve Fund. If the Departments realize any savings within their department, then thirty percent of those savings are set aside to the equipment and facility replacement fund. The set aside is based upon operational savings, less payroll costs. The facility and equipment replacement fund accrues year over year, and has provided an incentive for the departments to operate with fiscal responsibility, and avoid the 'use it or lose it' mentality that is common to government agencies. The remaining twenty percent of the audited General Fund surplus will remain in fund balance.

Councilmember Wilson stated that the wording is confusing, and does not specify if the thirty percent is based upon the audited surplus of the general fund as a whole, or thirty percent of what the individual department has saved.

Mr. Hancock reviewed the process whereby the general fund surplus as a whole becomes audited surplus, and fifty percent of that is dedicated to the reserve account. The next step is to review each department individually, identify what the savings were for that year, less payroll expense, and then thirty percent of that amount is dedicated to the equipment and facility replacement. If there is no savings in that department, then there is no contribution to the equipment and facility replacement fund, regardless of whether or not there is a general fund audited surplus that year. The language has been rewritten a number of times, in an attempt to simplify the policy.

Councilmember Wilson asked what is done with the remainder of the audited surplus.

Mr. Hancock responded that it remains in the General Fund Fund Balance.

Councilmember Wilson referred to Phase Two of the proposed policy regarding paying off short and long term debt. He asked if the decision as to what gets paid off first would be handled administratively or if the City Council makes that decision.

Mr. Hancock stated that the City Council would be involved in that process, and it would make sense to consider those priorities at the midyear budget discussions. At that point the final audited figures are available from prior year savings, and the Council would then consider and evaluate the priorities for spending in the upcoming fiscal year. As the short term debts are paid off, that frees up money within the operating budgets for each fiscal year allowing the City to address some of the long term projects and priorities.

Councilmember Wilson commented that in reference to departmental savings, he would like it stated that any write offs or additional costs that are realized based upon decisions made in prior years not result in a penalty to the department. If the departments are managing budgets and operating responsibly to achieve a savings, then being penalized for something that happened in a prior year that is beyond their control is not a fair thing to impose.

There was a general discussion regarding the policies and the understanding of each department head regarding the concept of funding the equipment and facility replacement fund. It was noted that the Public Works Department operates with enterprise funds, which currently implement the policy of retaining any savings within the respective funds.

Councilmember Wilson commented that the concept of establishing an equipment and facility replacement fund in this manner is a good step forward.

It was the consensus of the City Council to make minor modifications to the language as discussed, and bring the revised document back at the next meeting for review and adoption.

9B Consider approval of Resolution No. 16-5306 authorizing the City Administrator to execute Proposition 84 Implementation Grant Agreement with the California Department of Water Resources for projects identified through the Integrated Regional Water Management Plan of the Lahontan Basins Mr. Newton explained that in March 2014, the City entered into a Memorandum of Understanding with the Honey Lake Valley Resource Conservation District, the Lassen Irrigation Company, and the Susanville Indian Rancheria to form the Lahontan Basins Regional Water Management Group. The purpose of the group was to prepare and submit the Region's Integrated Regional Water Management Plan to the State Division of Water Resources and since that time, the Regional Water Management Group has obtained a planning grant and prepared the Plan which has been approved by the Regional Water Management Group and the Division of Water Resources.

With a State-approved Integrated Regional Water Management Plan, our region was eligible to submit an implementation grant application for the final cycle of Proposition 84 funding. The City of Susanville submitted a grant application on behalf of the Group for funding for projects identified in the Plan, and have been awarded grant funding under Proposition 84 in the amount of \$1,943,585.

Mr. Newton reviewed the projects that will be funded through this grant agreement are as follows:

- Lassen Land and Trails Trust will receive funding for the Madeline Municipal Water Assessment (\$31,000) and the Ravendale Municipal Water Assessment (\$31,000);
- Spalding Community Services District will receive funding for closing a water retention pond project (\$92,500);
- City of Susanville, Cady Springs Booster Station Completion, Water Main Infrastructure Replacement (\$1,789,085)

The City has been asked to act as the lead agency for the implementation grant, and there is no project match required. In addition, eligible costs incurred after January 1, 2011 are reimbursable under the terms of the agreement. Mr. Newton noted that Dyer Engineering was the consultant used for development of the application, and Mr. Ian Sims, City Project Manager, was very much involved in that process. The City has benefited from his expertise and Mr. Sims will serve as the City's point of contact for the implementation of this grant.

Mayor pro tem Franco noted that it was a unique situation to have the City managing grant projects for other agencies outside the city limits, and asked if the County would be responsible for reporting functions.

Mr. Hancock replied that the scenario is similar to what has been happening over the past few years with the Lassen Air Pollution Control Board, and the Honey Lake Valley Recreation Authority, where the City has the experience and capacity to serve as lead agency for multi-agency groups. He stated that Lassen County was not one of the four parties who formed the Lahontan Basins Regional Water Management Group by MOU. The group asked the City to act as lead agency for the overseeing management of projects and funds for the whole region and the City will receive an administrative reimbursement for providing those services. The Lassen Land and Trails Trust will be managing their own projects, but

providing information to the City to ensure compliance. Mr. Hancock added that it is not necessary to be a member of the group to bring a project forward, and there were a number of proposals received. One of the primary hurdles was the twenty-five percent match requirement which is significant for smaller groups with limited revenue sources. Because the City has several shovel ready projects, as well as being classified as a disadvantaged community, there is no match requirement for the City.

Councilmember Wilson commented that it was great that the City will finally be able to finish the Cady Springs project, and asked if the grant was based upon advanced payments or reimbursements.

Ian Sims, Project Manager, stated that it has been discussed, but not determined at this time. Whatever the payment provisions will be, they could be spelled out in the Request for Proposals so the contractors are aware that if the payments are reimbursement based, that their payments will be subject to reimbursement timelines.

Mr. Newton stated that the City has reserves that could be utilized for cash flow situations, and that there is a mandate to repay within 120 days at the end of the fiscal year. In that scenario, borrowing money in December would allow a significant amount of time for repayment as opposed to borrowing later in the fiscal year.

Councilmember Wilson asked how much work would remain after the Cady Springs project was complete.

Mr. Newton stated that the City has money set aside to refresh the design and the City would be looking at a project that is practical which would allow filling the tank and providing water through that conveyance. The existing plans were based upon an eventual elimination of the gravity flow system, but staff is looking at ways to retain that system, which is more practical than capturing all of the water, pumping it up hill, and having the excess overflow the tanks and flow back down into the Susan River. Some items not covered by this project include upgrading the collection sites and access road to the facility. There has also been a need identified to upgrade the trail for access and repair in the event of damages to the water line.

Councilmember Franco asked if the overflow for Cady Springs goes back into the Susan River, and if there is some concern that capturing all of that overflow would somehow deprive the existing habitat of water.

Mr. Hancock responded that staff has identified through the paperwork related to Cady Springs that the City has legal rights to one hundred percent of the water. There is not a definitive number regarding how much of the water is available for collection, but it is estimated that approximately sixty-five percent of the current flows are being captured. There are thirteen springs, and not all of the water is being collected. Due to the State imposed water restrictions, all of the water going into the tank was considered water that was being produced, and the City was being penalized for the overflow water that was going back down into the river. There were some modifications made to the system to divert water upstream so that it never entered the City's system. The new design concept for Cady Springs will be developed around a smaller pumping station.

Councilmember Wilson asked what the timeline for construction would potentially be.

Mr. Newton explained the steps in the process, and that staff would begin working on design modifications during the upcoming non-construction season, with construction work targeted to begin in the 2017 construction season.

Mr. Hancock responded that the deadline for grant completion is January 31, 2019, so the City would have to work within that time frame.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 16-5306; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer, and Garnier.

9C Consider approval of Resolution No. 16-5303 authorizing the closure of Main Street for fair parade Mr. Newton reported that the Lassen County Fair Office is requesting City Council authorization for Main Street closure in support of the Lassen County Fair Parade on Saturday, July 23, 2016, between 9:30 a.m. and 11:30 a.m. There is no charge to the City for the Caltrans Encroachment Permit, and the closure would require three Street Division crewmembers to sweep Main Street before and after the event and six Public Works Department employees to set up, take down traffic control signs, and assist ten Police Officers with traffic control. The estimated cost for staffing time and assistance is \$4,823.

Mayor Garnier asked that the Fair recognize the City's contribution as a sponsor of the event.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve Resolution No. 16-5303; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9D Consider approval of accounts receivable write-off Ms. Savage explained that the collection of revenues that are owed to the City is a responsibility of the Administrative Services Department, and when accounts become past due, the City follows certain procedures for the collection of these accounts. Finance Division staff sends delinquent letters, searches for new accounts in the utility billing system or conducts a search using current credit reporting agency resources and calls telephone numbers from the closed accounts. After all attempts have failed, staff prepares a report for City Council consideration to authorize the removal of uncollectible balances from the accounts receivable and forward to a collection agency for further action. The agency has access to additional records and has been successful in recovering additional funds, and the City receives 66 percent of delinquencies collected. There is no additional fee charged for this service. Staff is requesting City Council authorization to write off \$5,144.18 in uncollected utility revenue for the period of December 2015 thru April 2016.

Mayor Garnier asked why there were so many delinquencies in 2016.

Ms. Savage responded that the number is actually very low compared to what has been written off in the past. She added that the period represented the colder winter months when bills were substantially higher than average.

Councilmember De Boer asked if the majority of the bad accounts were tenants or property owners.

Ms. Savage answered that approximately 90 percent of the accounts were tenants who had moved without paying their final bill.

Motion by Councilmember De Boer, second Councilmember Franco, to approve the accounts receivable write-off as requested; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer, and Garnier.

9E Consider approval of sponsorship contribution to Traveling Memorial Wall of Remembrance Item was brought forward for consideration during Public Comment and approved.

10 **SUSANVILLE COMMUNITY DEVELOPMENT AGENCY:** No business.

11 **SUSANVILLE MUNICIPAL ENERGY CORPORATION:** No business.

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Precision Approach Path Indicators (PAPI) Project Update** Mr. Hancock reported that the FAA grant funded project for the construction of the Precision Approach Path Indicators (PAPI) Project at the Susanville Municipal Airport was put out to bid, and the City received one bid which exceeded the Engineer's project estimate by approximately 14 percent. The bid increases the project cost from \$210,461 to \$229,226, and staff considered the option of rebidding the project however it is not anticipated that additional bids would be received. The City's airport consultant, C&S Companies, has indicated that similar projects are not receiving any interest from contractors. Numerous electrical contractors within the region were contacted which also yielded no local bids. The City was able to negotiate project management costs with C&S, which has resulted in an increase in the project match requirement of only \$900. Staff has brought the item as information only to keep the City Council informed.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Mayor Garnier requested an update regarding the status of assault exams and whether they can be performed locally at Banner Lassen.

Chief Uptegrove responded that assault victims still had to be transported to Reno, and that it was his understanding that the hospital was in the process of having another individual certified to conduct the exams.

15 **ADJOURNMENT:**

At 8:38 p.m., Mayor Garnier called for a five minute recess prior to reconvening in closed session.

The City Council adjourned closed session at 9:35 p.m.

It was reported that direction was given to staff but no reportable action was taken.

Motion by Councilmember De Boer, second by Councilmember Wilson, to adjourn; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Meeting adjourned at 9:37 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: July 19, 2016