

**City of Enumclaw
1339 Griffin Avenue
Enumclaw, WA 98022**

**City Council Regular Session
City Hall Council Chambers
May 24, 2004 7:30 P.M.**

CALL TO ORDER AND FLAG SALUTE:

Mayor Wise called the meeting to order at 7:32 p.m. Council Member J. Krebs led the pledge of allegiance.

JENSEN MOVED TO EXCUSE COUNCIL MEMBER S. KREBS FROM THE MAY 24, 2004 COUNCIL MEETING. MAHELONA SECONDED. MOTION CARRIED 6-0.

ATTENDANCE:

Council Members Beckwith, Jensen, Ennis, Hogan, J. Krebs were present. Also present were Mayor Wise, City Administrator Bauer, City Attorney Reynolds, City Clerk Hopkins, Fire Chief Kolisch, Interim Finance Director Scott, Library/Community Services Director Baer, Public Works Director Searcy, Community Development Director Johnson, Parks/Cultural Services Director Keates, and Communications Coordinator Funfar.

ADJUSTMENTS TO THE AGENDA:

Mayor Wise announced the following adjustments to tonight's agenda. To 3. Announcements and Presentations, add G. and I. Also, pull 10.C.1.b. Action Item, Cole Street Project.

ANNOUNCEMENTS AND PRESENTATIONS:

- A. Special Recycling Event, Saturday, June 5, 2004, at 9:00 a.m. - 3:00 p.m.
at the Enumclaw Library Parking Lot by Chris Searcy, PW Director

Searcy, Public Works Director, noted hazardous materials would not be accepted. The King County Hazardous Waste Mobile will be in Enumclaw this week at the King County Fairground for collection of such materials.

- B. Joint Planning/City Council On Comprehensive Plan Update, Monday, June 7, 2004,
7:00 p.m. at City Hall by Les Johnson, Community Development Director

Johnson, Community Development Director, stated the purpose of the workshop is to inform everyone of the status of the Comprehensive Plan. He stated that they would discuss the four community workshops, and look at some target numbers for households.

- C. Community Appreciation Event for the Enumclaw Downtown Partnership,
Wednesday, June 9, 2004, at City Hall, Open House 11:30 am- 1:30 pm

Mayor Wise stated the dates need to be corrected to June 9, 2004.

- D. Fire Fighters Graduation Ceremonies, Saturday, June 12, 2004, 2:00 - 4:00 p.m.
At Enumclaw High School Commons by Fire Chief Kolisch

Fire Chief Kolisch stated 15 rookies from three departments would be graduating on June 12, 2004. Kolisch noted that ten of the graduates are from Enumclaw, and he invited all to attend the ceremony.

- E. American Cancer Society's Relay for Life Enumclaw, starts 6:00 p.m., Friday, June 18, 2004 and ends at 12:00 Noon, Saturday, June 19, 2004

Mayor Wise announced the event will be held at the Enumclaw Library and there is still time to start a team. He stated that so far there are about 400 people attending.

- F. "Footsteps in Planning - How to Get Your New Business in Motion" A Business Planning Project by Volunteers from the Enumclaw High School Government Class

Leisha Price stated that she and Jackie Yutu, Melissa Johnson, and Whitney Mann (absent), are part of Mr. Marshall's American Government Class. Leisha handed out a form they developed that will make applying for a Business License easier. She stated that they would like to see the form approved and have it inserted into the Business Application folder. She noted that they have developed the form and have learned how to start a business with Doreen Bowie. Leisha described the process of the project and thanked everyone who helped with the project. Jackie went over the form and explained the different steps needed to complete the process.

- G. Thank You for the Community

Beckwith thanked the Community for the Benefit Fundraiser for the abused baby in Enumclaw. He stated that prior to this event, a fund was set up and \$4,000.00 was raised. Craig Gammon (Radio Shack) planned this Benefit Event which had a capacity crowd and showed great community support. The event raised \$7,000.00 with King 5 News covering the event. Beckwith thanked the Community for being involved.

- I. ECTV Won "Award of Excellence" for the 2003 Enumclaw Video Voter's Guide from the Northwest Alliance Community Media.

J. Krebs congratulated Communications Coordinator Jon Funfar for his outstanding work and recognition.

COMMENTS FROM THE AUDIENCE:

Audience member asked why was the money raised for the baby?

Beckwith stated that the grandmother was given custody of the baby and is not prepared to raise her. He stated that she needs assistance with basic necessities for the baby.

PUBLIC HEARING:

None

TABLED BUSINESS:

None

COUNCIL COMMITTEE REPORTS:

A. Finance - Mahelona, Chair

Mahelona stated the Committee met May 24, 2004. They audited Claims #142212 - #142367 for a total of \$414,353.14. They discussed an agenda item, and a staff report. The next meeting will be June 9, 2004, at 5:30 p.m. at City Hall.

B. Community/Economic Development - Ennis, Chair

Ennis stated the Committee met May 19, 2004, and discussed an ordinance and a resolution on tonight's agenda and will have a recommendation later in the meeting. The next meeting will be June 3, 2004, at 6:00 p.m. at Stevenson/Yerxa Building.

C. Community Services - Beckwith, Chair

Beckwith stated the Committee will meet May 17, 2004, and discussed the Human Services Plan, the golf course RFP, and the Kent Scholarship. The next meeting will be announced at a later date.

D. Legislative Action Committee – S. Krebs, Chair

Jensen stated the Committee has not met. The next meeting will be announced at a later date.

E. Public Safety - Jensen, Chair

Jensen stated the Committee met May 24, 2004, and discussed Ordinance No. 2215 and will have recommendations later in the meeting. The next meeting will be June 14, 2004, at 6:30 p.m. at City Hall.

F. Public Works – J. Krebs, Chair

J. Krebs stated the Committee met May 24, 2004, and discussed the bid award and recommends acceptance, and the WWTP Funding. The next meeting will be June 14, 2004, at 7:00 p.m. at City Hall.

G. Committee on Committees - S. Krebs, Chair

Jensen stated the next meeting would be June 7, 2004, at 6:30 p.m. at City Hall.

COUNCIL REPRESENTATIVE REPORTS:

A. King County Fair Board - S. Krebs

No report at this time.

B. Enumclaw Area Chamber of Commerce - G. Jensen

Jensen stated that Director Cathy Rigg met with City Administrator Bauer, and King County Economic Development Council Representative Chris McCoy, to discuss opportunities within our Community for economic development. Jensen also stated that Cathy and the Chamber were responsible for the PR and media for the Benefit Concert for Enumclaw's Baby. Cathy secured Pat Cashman for the evening's Master of Ceremonies and also got the media and press involved. Jensen went over the calendar of upcoming events that the Chamber will sponsor.

CONSENT AGENDA:

A. MINUTES

1. City Council, 5/10/04
2. Board of Adjustments, 4/19/04
3. Domestic Violence, 5/5/04
4. Design Review Board, 4/15/04
5. Planning Commission, 3/18//04; 3/25/04

B. CLAIMS

1. Announced During the Finance Committee Report

C. BID AWARD

1. Warner Avenue Natural Gas Line Relocation

D. SET PUBLIC HEARING

1. 2004-2009 Six-Year Transportation Improvement Program, Monday, June 28, 2004, at 7:30 p.m. at City Hall

E. APPOINTMENTS

1. Park Board: New Appointment Tom Hassenauer, Position 1, Term Expires 12/31/04

Mayor Wise announced the Public Hearing and Tom Hassenauer the proposed Park Board member.

MAHELONA MOVED TO APPROVE THE CONSENT AGENDA AS PUBLISHED. HOGAN SECONDED. MOTION CARRIED 6-0.

GENERAL BUSINESS:

A. ORDINANCES

1. Ordinance No. 2214- Renaming 2nd Street to Garrett Street
 - a. City Clerk Read Ordinance by Title Only for Third Reading

JENSEN MOVED TO READ ORDINANCE NO. 2214 FOR THIRD READING BY TITLE ONLY. BECKWITH SECONDED. MOTION CARRIED 6-0.

City Clerks Read by Title Only

ORDINANCE NO. 2214

AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON, RENAMING SECOND STREET TO GARRETT STREET FROM ROOSEVELT AVENUE TO BATTERSBY.

Staff Report:

Johnson, Community Development Director, stated he has nothing further to add from his last report except to note that this is the second draft to change the wording to “Street” instead of “Parkway”.

Council Committee Report:

Ennis stated the Community Economic and Development Committee discussed this Ordinance at length and agreed the street should be renamed, but they could not reach consensus on how much of the street should be renamed.

Council Comments:

J. Krebs stated that she received comments from citizens and businesses that are concerned about the expense involved for them in changing the street name and wants to hear other Council member ideas.

City Administrator Bauer stated that he talked to the businesses that sent in emails and asked them if they had a year to change the name, if that would make a difference with their expense concerns. Some of the businesses said yes, some said no.

Beckwith noted that the CED Committee has a unanimous consensus on renaming the street and feels the entire length should be changed. He stated that the Post Office will give them a year to make the change and he wants to make a decision tonight. He stated that he is pushing for all the way to Battersby but would accept at least to Griffin.

Hogan stated that he wants the entire street to be changed and will support the time delay.

Mayor Wise asked if the current revision clearly states a six-month period.

City Administrator Bauer stated that Draft 2 reflects the six months.

J. Krebs stated that she would support the year extension and would like this reflected in the Ordinance.

Mahelona stated that he supports renaming the entire street.

Jensen stated he talked to the business people and stated that the majority was against renaming the street. He stated that he would not be able to vote for this tonight and would like to table the

Ordinance and talk to the businesses again.

Ennis stated that he is in favor of tabling at this time.

Beckwith stated that Bauer has already talked to business people and does not expect different answers.

BECKWITH MOVED TO APPROVE ORDINANCE NO. 2214 WITH THE AMENDMENT STATING RENAMING TO TAKE AFFECT ONE YEAR FROM PASSAGE. ENNIS SECONDED.

City Administrator Bauer wanted to clarify that he only spoke to five or six of the people who sent in emails, not all eleven.

MOTION CARRIED 4-2. Jensen and Mahelona opposed.

City Attorney Reynolds clarified that it will read Garrett Street one year from passage and it will be Draft 3.

Ennis asked when the businesses be notified of this passage.

City Administrator Bauer stated immediately. They will receive Ordinance now, again in six months, three months, and then a final 30-day.

2. Ordinance No. 2215 - Changes to Criminal Offenses Penalties in EMC
 - a. City Clerk Read Ordinance by Title Only for Second Reading

MAHELONA MOVED TO READ ORDINANCE NO. 2215 FOR SECOND READING BY TITLE ONLY. J. KREBS SECONDED. MOTION CARRIED 6-0.

ORDINANCE NO. 2215

AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON, AMENDING SECTION 9.00.030, ENUMCLAW MUNICIPAL CODE, ORDINANCE NO. 1964 (PART) TO SET FORTH ANY VIOLATION OF THE ENUMCLAW MUNICIPAL CODE SHALL BE A MISDEMEANOR UNLESS SPECIFIED OTHERWISE, TO SET FORTH THE PUNISHMENT FOR A MISDEMEANOR, GROSS MISDEMEANOR, INCORPORATE OTHER PUNISHMENTS AS SET FORTH BY ENUMCLAW MUNICIPAL CODE AND/OR STATE LAW, DEFINING AS A SEPARATE OFFENSE EACH DAY A VIOLATION IS COMMITTED, CONTINUED OR PERMITTED, AND ESTABLISHING A SEPARATE OFFENSE FOR VIOLATIONS THAT OCCUR WITHIN THE SAME DAY AFTER NOTIFICATION.

Staff Report:

City Attorney Reynolds stated this refers to any violations of Enumclaw Municipal Code and focuses on the land-use violations within the City.

Council Comments:

None

Council Committee Report:

Jensen stated that the Public Safety Committee recommends approval of Ordinance No. 2215.

Ennis stated he agreed with content, but not the method. He stated he does not understand how this Ordinance can work and will vote against it.

City Attorney Reynolds stated the confusion lies in the criminal area because it is an enforcement of a state law. He clarified that land use is not incorporated by state laws and therefore, the violation would follow the zoning code under the City.

JENSEN MOVED TO APPROVE ORDINANCE NO. 2215. MAHELONA SECONDED.

Ennis stated that he thought this Ordinance also defined new penalties other than civil.

City Attorney Reynolds read a passage from page two of the code and explained its content.

Ennis wanted clarification that the Ordinance not only deals with civil law but also criminal law.

City Attorney Reynolds stated it specifically deals with criminal law and the code enforcement.

MOTION CARRIED 5-1. Ennis opposed.

B. RESOLUTIONS

1. Resolution No. 1014 - Authorizing an Agreement with Dr. Nancy Johnson Becker for Carrying Out the Duties of Health Officer
 - a. City Clerk Read Resolution by Title Only

City Clerk Read by Title Only

RESOLUTION NO. 1014

A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO ENTER INTO AN INDEPENDENT CONTRACTOR AGREEMENT, ATTACHED HERETO AS EXHIBIT "1", WITH DR. NANCY JOHNSON BECKER FOR CARRYING OUT THE DUTIES OF HEALTH OFFICER.

Staff Report:

City Attorney Reynolds stated that the City needed a Health Officer and Dr. Nancy Johnson Becker, who also treats the jail inmates, has been approached for this position. This is a volunteer position and she has accepted.

Council Comments:

Hogan asked for clarification on the role of the Health Officer.

City Attorney Reynolds noted an example by stating that if a reported unsanitary condition exists in a neighborhood, if it's a health issue, a Health Officer would make that determination. A Health Officer would also be needed to determine if a property is tainted due to a meth lab.

Fire Chief Kolisch stated that a Health Officer would also help in determining unfit structures.

Hogan asked if the Health Office would be involved in any emergency situation.

Fire Chief Kolisch stated they would determine if quarantine would be needed.

Hogan asked if the Health Officer's authority would supercede Kolisch's authority in an emergency.

Fire Chief Kolisch stated no.

Beckwith had a question on the contract and any compensation that may occur.

City Attorney Reynolds stated Dr. Becker is donating her time unless it is an extreme extended amount of time, then some compensation would need to be implemented.

Beckwith asked how pay would be approved.

City Attorney Reynolds stated it would come before Council for approval.

J. Krebs asked if an exhibit existed in the last packet

City Attorney Reynolds stated it was in the last Meeting Agenda packet.

City Attorney Reynolds read the attachment to the Council.

Beckwith wanted clarification that the addendum would be attached at a later date.

City Attorney Reynolds stated yes and because she is serving without compensation, Council will need to approve the compensation.

BECKWITH MOVED TO APPROVE RESOLUTION NO. 1014. J. KREB SECONDED.

Mahelona asked if there was a committee review on this resolution.

City Attorney Reynolds stated it was not on the Committee Agenda.

Ennis stated he wanted it to go back to Committee for more discussion.

Hogan stated his question was answered and does not want it to go back to Committee.

Jensen stated he agrees with Hogan.

Beckwith also agrees with moving forward.

MOTION CARRIED 6-0.

2. Resolution No. 1031 - CDBG Pass Through Status
 - a. City Clerk Read Resolution by Title Only

City Clerk Read by Title Only

RESOLUTION NO. 1031

A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON, ACCEPTING PASS-THRU STATUS TO RECEIVE 2005 KING COUNTY CONSORTIUM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS.

Staff Report:

Johnson, Community Development Director, stated every year Enumclaw must declare if they wish to receive and administer the CDBG funds for the following year. Applications were available in mid April, and must be submitted by the deadline of June 4, 2004. The Resolution allows the City to accept the funds and be responsible of administering the funds according to the CDBG agreement with King County. Johnson went over the 2005 distribution list and noted that the applications will be reviewed by the Human Services Board then forwarded to Council. A meeting is tentatively set for August 9, 2004. Staff recommends approval of Resolution No. 1031.

Council Comments:

J. Krebs asked about the Housing Repair dollars and if the 2003 Report reflects the portion of the fund used.

Johnson stated he will find out and stated that he feels the fund level is adequate.

Council Committee Report:

Ennis stated the Community Economic Development Committee recommends approval of Resolution No. 1031.

**ENNIS MOVED TO APPROVE RESOLUTION NO. 1031. BECKWITH SECONDED.
MOTION CARRIED 6-0.**

Beckwith stated the possible changes that might affect the Human Services funding.

Johnson stated a consortium group raised the minimum amount to be awarded from \$5,000.00 to \$10,000.00 due to administration expenses. Consideration might have to be taken to combine several services into one application process such as the golf course dollars and CDBG funds.

3. Resolution No. 1032 - City Asset Inventory Consulting & Appraisal Services Contract
 - a. City Clerk Read Resolution by Title Only

City Clerk Read by Title Only

RESOLUTION NO. 1032

**A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON
AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH ASSET
VALUATION SERVICES INC. FOR FIXED ASSET INVENTORY CONSULTING AND
APPRAISAL SERVICES.**

Staff Report:

Dick Scott, Interim Finance Director, stated this Resolution authorizes Asset Valuation Services, Inc. to provide assistance to the City in meeting legal accounting requirements for inventorying its fixed assets. The asset inventory for 2002 is still incomplete, and certain asset adjustments previously made must still be evaluated. Scott stated that the 2003 inventory must be expanded to include an infrastructure type assets category and he explained what would be included in this category and how they would evaluate their worth. These inventories need to be completed by September 2004, when the State Auditors Office is scheduled to begin its audit. The City, at this time, does not have the staff or the staff training to develop the Asset Inventory in compliance with the standards. The City has requested a service proposal with Asset Valuation Services to provide inventory consultation and appraisal services to maintain the required asset inventories. The cost of these services will be paid from the Miscellaneous Non-Department budget of the General Fund, except for any portion that can be allocated to utilities. Staff recommends approval of Resolution No. 1032.

Council Comments:

Ennis asked if this would need to be done every year.

Scott stated yes.

Ennis asked if the same company would have to be used every year.

Scott stated probably not. We will have the software and the infrastructure to work off of and update each year.

J. Krebs wanted clarification that if all the inventories are completed by the September deadline, then the City will be in compliance.

Scott stated that both the 2002 and 2003 audit must be completed.

Council Committee Report:

Mahelona stated that the Finance Committee recommends approval of Resolution No. 1032.

MAHELONA MOVED TO APPROVE RESOLUTION NO. 1032. HOGAN SECONDED. MOTION CARRIED 6-0.

GENERAL ITEMS

1. Action Items

- a. Set Special Council Meeting to Tour the Enumclaw Golf Facility -
Suggested Dates: Tuesday, June 1 or Tuesday, June 8, 2004 at 6:30 p.m.

Staff Report:

City Administrator Bauer read a letter from King County confirming the transfer of the Enumclaw Golf Course. Bauer stated that they would like to set a date to have Council tour the facility.

Council Comments:

J. Krebs stated that she could only attend on the first.

Hogan stated either day would work.

Ennis and Jensen stated that either day would work.

Golf Tour Date is set for Tuesday, June 1, 2004.

2. Informational Reports

- a. Waste Water Treatment Plant Funding by Chris Searcy, Public Works Director

Staff Report:

Searcy, Public Works Director, stated design is 90% complete and a final update is expected within the next week. Because of design changes, inflation, and material costs, the cost of the construction is more expensive than previously estimated. The expansion area has been designated as wetlands and staff has been working with wetland biologists to establish a list of potential off-site mitigation sites. Searcy noted the project schedule, which reflected completed and future projects. Searcy went over the funding options and the funds that are currently in reserve. Staff anticipates bringing a recommended budget before Council in July.

Council Comments:

Ennis asked how much more would the construction cost be.

Searcy stated it is around \$18 million now, but will know more in July.

Ennis asked were on the graph is the total debt.

Searcy stated it would be at about \$20 million.

J. Krebs asked for more information on the wetland mitigation cost and if the City is using land already owned by the City.

Searcy stated yes, the City is hoping to use its own land.

Beckwith stated on Page 2 of the report it states that we acquired a \$9.25 million loan and now another \$10 million loan has been applied for. Beckwith asked if the City will have to have another matching fund.

Searcy gave an example of how the loan would work.

Beckwith asked why we are applying for such a large loan when are chances would be better asking for less.

Searcy stated the amount of money has nothing to do with the chances of obtaining the loan.

Beckwith asked that if the project keeps increasing in cost and we hope to keep the cost down, why not start bidding process now.

Searcy stated that bid quotes need to have a start date to be valid for contractor's bidding.

Beckwith asked what the likelihood is of receiving a grant.

Searcy stated the likelihood of receiving a grant is good if you can demonstrate financial hardship.

Ennis stated that last year, they almost got the funding and wants to encourage Administration, Council, and the LAC Committee to continue the efforts in 2005.

Mayor Wise stated they would continue to work on it.

- b. Cash and Investment Status Report by Dick Scott, Interim Finance Director

Staff Report:

Dick Scott, Interim Finance Director, stated the report provides the status of the City's cash and investments and explained what his current plans for investment are.

Council Comments:

Beckwith asked when a quarterly report could be expected.

Scott stated within the next month for the first quarter.

City Administrator Bauer noted the monthly routine staff reports.

3. Monthly Staff Reports

- a. Administration: ECTV; Community Events Calendar
- b. Community Development: Building Permits; City Planning
- c. Finance: Court
- d. Parks/Cultural Services: Arts Commission; Cemetery; Parks; Recreation; Pool; Golf Course
- e. Public Works: Bldg. Maint; Equipment Rental; Solid Waste; Gas; Line Maint; Streets; Wastewater; Water

COMMENTS FROM THE AUDIENCE:

None

UNFINISHED BUSINESS:

J. Krebs stated the Mutual of Enumclaw Stage Race was a big success with rider-ship up from past years. She thanked all the sponsors, the City, Police Department, and the citizen volunteers for helping making this a community event.

Beckwith stated the Senior Center Open House was last Friday and asked if anyone from Council could comment on the event.

Ennis stated the event went very well and was well attended. He was very impressed with the great program that Jobyna put together. Representative Jan Shabro attended and well as Mayor Wise and several Council Members. This event made it obvious that the Senior Center needs a larger facility.

Hogan stated that the food was good and all the recipes came from the Senior Center Cookbook and was prepared by volunteers.

NEW BUSINESS:

None

EXECUTIVE SESSION:

City Attorney Reynolds explained the Executive Session on Personnel Per RCW 42.30.110- Estimated Time 15 minutes

MAYOR WISE RECESSED THE COUNCIL MEETING AT 9:35 P.M.

MAYOR WISE RECONVENED THE COUNCIL MEETING AT 9:56 P.M.

Bauer read Resolution 1029 in its entirety

RESOLUTION NO. 1029

A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON, AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT WITH THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, LOCAL 21E, EFFECTIVE 1/1/2004 - 12/31/2006.

Whereas, the City of Enumclaw and the AFSCME Union, local 21E, have conferred and negotiated in good faith with respect to collective bargaining issues affecting the covered AFSCME employees; and

Whereas, the existing contract between the City and the AFSCME Union, local 21E was open for negotiations for the years of 2004 - 2006; and

Whereas, RCW 41.56.100 authorizes public employers and public employee bargaining units to engage in collective bargaining; and

Whereas, both parties have agreed upon the mutual benefits and provisions of said collective bargaining agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:

The Mayor is authorized to execute a collective bargaining agreement with the AFSCME Union, local 21E, for the period 1/1/2004 to 12/31/2006 replacing the current contract.

ENNIS MOVED TO APPROVE RESOLUTION NO. 1029. HOGAN SECONDED. MOTION CARRIED 6-0.

ADJOURNMENT:

BECKWITH MOVED TO ADJOURN THE MEETING. JENSEN SECONDED. MOTION CARRIED 6-0.

Meeting adjourned at 9:50 p.m.

Respectfully Submitted,

Marcia Hopkins
City Clerk