

**PARK CITY COUNCIL WORK SESSION NOTES
SUMMIT COUNTY, UTAH
SEPTEMBER 15, 2011**

Present: Mayor Dana Williams; Council members Alex Butwinski; Joe Kernan; Cindy Matsumoto; Dick Peek; and Liza Simpson

Tom Bakaly, City Manager; Mark Harrington, City Attorney; Polly Samuels McLean, Assistant City Attorney; Michael Kovacs, Assistant City Manager; Jonathan Weidenhamer, Economic Development Manager; and Brooks Robinson, Transportation Planner

Dave Nicholas, IBI; Alison Butz and Andy Beerman, HPCA; Gordon Shaw, LSC Transportation Consultants

1. Elected Officials training. Mark Harrington discussed achieving a balance with open and closed meetings and conducting as much business in public as possible. However, members serve in other capacities and the public would be disadvantaged if some discussions are conducted in an open forum in which the other side could take advantage of that information against the interest of the public. He addressed *the meeting after the meeting* which is a violation of the Open Meetings Law and will impair an elected member's and the government's credibility if witnessed by the public. A meeting is three or more members of Council. Mr. Harrington pointed out that often the worst unethical decisions are made when people think they are doing the right thing, not when they are trying to deceive the public. Joe Kernan requested that the Legal Department define *City business* for members and Mr. Harrington indicated he will follow-up and quorums were again discussed. Polly McLean emphasized that state law requires annual training and she encouraged contacting legal staff if there is confusion about talking to a colleague about City business. Mark Harrington pointed out that the Mayor is allowed to vote under certain circumstances so he can technically count toward a majority. Ms. McLean stated that three members are needed to have a meeting, excluding the Mayor, but when meeting outside of this room and in order not to violate the rules, the Mayor is counted.

Polly McLean noted that the only change in the law in 2011 deals with electronic message transmissions, which means that members can text each other as long as the texting is not done during a meeting. She encouraged not discussing City business in text messages because they would then fall under the GRAMA Ordinance. Mr. Harrington interjected that Council cannot deliberate electronically. Ms. McLean pointed out that electronic meetings are permitted but Council has not adopted a resolution to allow for this like the Planning Commission. All meetings are noticed at least 24 hours in advance, except for emergency meetings. If an elected official knowingly violates the law, it is a Class B misdemeanor which is enforced by the County Attorney or the Attorney General. This law is important and the Legal Department's role is to protect members and the process.

2. Council questions/comments. Liza Simpson relayed that she attended a Library Board meeting. She thanked Destry Pollard for facilitating transportation for the summer camp kids to swimming and Police Officer Leslie Welker for her help in organizing the September 11 Memorial which was well done and attended. The Mountainlands Community Housing Trust meeting focused on the new facility in Heber. Joe Kernan attended the EarthWell Festival over the weekend where he learned about a new Utah company producing electric bikes and scooters and he also spoke about natural burials. Dick Peek stated that he attended City Tour to Fort Collins and Estes Park. Fort Collins has a lot of experience with budgeting for outcomes

and meeting with staff was helpful. He also toured a nice co-housing project and found the social dynamic interesting. Cindy Matsumoto also participated on City Tour and she thanked the cities of Fort Collins and Estes Park for welcoming them and sharing information. She also thanked ReNae Rezac and Myles Rademan for organizing the trip. Biking is key in Fort Collins and she felt that there were great ideas to be learned from both communities. She voiced her support to the Summit Lands Conservancy's effort in raising \$1 million to buy the Osguthorpe easement. Ms. Matsumoto stated that she has received a complaint from a Promontory resident about the obtrusive field lights at the Sports Complex and several of her neighbors share the same concern. She recalls staff looking into this, but doesn't remember why shields can't be installed and asked that mitigating the lighting be explored again. Alex Butwinski reported that he attended a Public Art Advisory Board meeting and progress is being made on public art for the MARC and art in the tunnels. He thanked the planning staff for holding the Old Town charette last night. He believed many good ideas were gained from the City Tour that may apply to Park City projects and programs. Mayor Williams commented on the value of the Leadership Class spending time with other city officials and staff. He discussed having dinner with the Mayors of Estes Park and Fort Collins. He described Fort Collins as a very advanced community because of its relationship with the University. He attended a nomination committee meeting for the ULCT Board of Directors. Mayor Williams commented on the controversy over the Shoe Tree and felt it is time to put the issue to bed. Alex Butwinski interjected that the keynote speaker Doris Kearn Goodwin at the ULCT conference was excellent.

3. Budget public process update. Michael Kovacs advised that the budget public process is basically *listening* to people and explaining municipal finances, the City's history and capital projects on the horizon to groups. Staff will be visiting the Chamber, HPCA, Lodging Association, Prospector Square Merchants Association, Board of Realtors and others. He pointed out the business talent in the community and staff is interested in hearing priorities from the public. Currently, eight meetings are scheduled but the list can be expanded. Liza Simpson supported the effort as the Lodging Association expressed its appreciation of the City's presentation last year at one of its membership meeting.

4. HPCA infrastructure study. Jon Weidenhamer referred to the Hyatt Palmer 2003 downtown study which emphasized the importance of collaboration among merchants and public-private partnerships. The funds for the 2011 IBI study were generated from the Business Improvement District and the parking fee increase. A placeholder of \$419,000 from Main Street RDA increment exists to forward the findings of the study by advancing concept, design and development drawings.

Andy Beerman explained that it hasn't been an easy process but members have been working together to arrive at a global plan for the Street. He thanked City leaders and staff. He spoke about Council member Simpson directing him to past studies for the downtown core which were very helpful and used as the foundation for the infrastructure discussion during the HPCA Visioning Session. Discussions about Main Street began in 1995 with the General Plan and then crystalized with the 1998 Downtown Action Plan. He highlighted recommendations from the Downtown Action Plan which are still pertinent. The Old Town Improvement Study followed and the 2003 Downtown Task Force was later formed. Mr. Beerman stated that the resulting three top priorities are (1) create a downtown plaza; (2) expand the parking; and (3) enhance the pedestrian walkways, most of which has been accomplished. Mr. Beerman stated that the HPCA feels it is time for a new action plan which addresses the aging infrastructure and enhancements necessary to keep the District healthy and vibrant. Infrastructure represents

needs and enhancements are wants which are closely related. For instance, replacing storm drains would be the appropriate time to expand the sidewalks which is the right time to upgrade the electric, etc. He stated that the membership is not expecting full commitment to the plan because it is incomplete but support moving forward with the design and ways to finance improvements. The goal is to create a downtown that is vibrant with smart infrastructure that supports both vehicle and pedestrian traffic and encourages visitors to linger and circulate.

Alison Butz stated that the group looked at the District as a whole. Many enhancements have happened like the Transit Center, China Bridge expansion, dining decks and public art. Private projects include the Museum, Egyptian Theater, Sky Lodge but the public space ties all of the private properties together. After visiting Fort Collins, she realized that things aren't in the best condition on Main Street and every day some visitor is seeing this. Main Street and Historic Park City is marketed by the Chamber to sell the community to visitors and our blemishes are often overlooked by residents. She stated that the HPCA brings in 22% of the annual sales tax revenue to the City and is second to the entry corridor. During the off-season, the percentage is 30%. The HPCA wants to maintain those numbers, stabilize and grow. Some of the plans will help sustain and enhance the visitors experience and increase revenues.

IBI Consultant Dave Nicholas pointed out that the primary elements include infrastructure, activities, amenities, attractions, and pedestrian improvements and coordinating them in an overall plan. Successful communities can be defined by a great public realm including a network of public spaces which results in a quality pedestrian experience and affects the social infrastructure of the community. He elaborated on the streetscape with the purpose of unifying the street through the use of consistent materials and guidelines. He identified potential street crossings and bulb-out locations. Anchor locations include the Brew Pub, Miners Park and the Trolley Turn-around which have the ability to become new attractions and to generate revenue. The plans for the Brew Pub Lot include parking, a plaza at street level, and an ice rink. The Trolley Turn-around and Coalition Park area has a conservation easement and there may be restrictions. The concept plan is for the area to act as a trailhead for Main Street as it links to the trail system. Mr. Nicholas explained that the concept for Miners Park is a renovation and reconfiguration of existing amenities so it is more functional for events.

Alison Butz suggested that if Council decides to convert the Main Street Post Office into a plaza that it be done on a parallel track with the construction of the Brew Pub improvements, but the group also feels that having the post office presence on Main Street is very important. Andy Beerman stated that the HPCA realizes that funding is tight and the group has no answers on how to fund these improvements, but has some ideas and members would like to work with staff. He felt that time is on our side and the HPCA feels a three to five year window will make the plan affordable to the community. Ms. Butz referred to the funding in the Main Street RDA and she asked that it be used for further consulting and engineering work because this area is the *crowned jewel* of Park City and used to market visitors. She requested that the plan be considered in the capital improvements budget over the next few years.

Liza Simpson asked that the plan be placed on-line and that the eyesores on Main Street, pointed out by Alison Butz, be addressed. Cindy Matsumoto agreed that some things should be fixed immediately. She also agreed that the open spaces in Fort Collins were really well done and there are a lot of things the City can do that don't cost a lot of money. The Mayor expressed that the future of the Main Street post office is important and the cost of the maintenance of potential improvements should be budgeted. Community support will be

needed to fund the plan. Alex Butwinski commended the HPCA for its work on this project and commented on the great public art ideas in Fort Collins. Park City can do a lot better. Ms. Matsumoto asked if the total RDA balance of \$400,000 is needed for engineering and Mr. Weidenhamer stated that he doesn't know as it will depend on the scope of the projects and there will be an on-going dialogue with Council. Tom Bakaly felt that the goal will be to identify costs and phasing similar to OTIS. The Mayor discussed prioritizing elements of the plan and pointed out that the Main Street post office may become the highest priority. He believed that collaboration, which was identified as a goal in the Hyatt Palmer study, has happened. Liza Simpson urged review of the conservation easement early in the process. Andy Beerman stated that he met with Summit Lands Conservancy and it was relayed that the plan will conform within the constraints of the easement.

4. Short range transit development plan. Brooks Robinson explained that the short range transit development plan is the operational plan and one of the pieces of overall transportation planning including the Transportation Master Plan and the General Plan elements. Engineering, Planning, Summit County and Wasatch County have been involved in early meetings. Regional relationships were examined, including the UTA Salt Lake bus service beginning October 3. He explained that the LSC team looked at current systems, capital expenditures, operational plans, and routing. Transit riders were surveyed in the winter and the summer. City Council member Simpson and County Council member McMullen are liaisons to the group and have been very involved in the planning stages and providing input. Mr. Robinson stated that Council was updated on July 7 and two public open houses were conducted.

Gordon Shaw, LSC Transportation Consultant, pointed out that he has done transit plan work for the City since 1998. The goal is to create a realistic and financially sound business plan. Summit County's partnership makes it a little more complicated. The plan covers a seven year planning period with the main focus on the first five years. The system should be expanded where it is warranted and be delivered in a financially sustainable manner.

The system includes fixed routes in the City and the County, ADA para-transit, dial-a-ride, and special events. Totals reflect 1.9 million passenger trips a year with 2/3rds of the ridership within the City and 1/3 on County routes. Mr. Shaw pointed out that the system started out as a winter service which is still the highest peak in service, but the off-season in the spring and fall are growing the fastest. The operating cost of the program is about \$5.7 million. The fleet consists of about 37 buses and vans and 80 employees at the peak of service. After much analysis and running through a number of alternatives to feasibly put the routes together, the group arrived at a keystone of the plan that ultimately will provide 20 minute express frequency on SR224. Mr. Shaw detailed the County service, explained the 20 minute express proposal and discussed the proposed Kimball Junction transit center and the circulator service. Future Silver Creek and Redstone service was detailed and Mr. Shaw explained proposed service throughout the Canyons Resort and a future circulator.

Gordon Shaw stated that the Park City system has grown out into the County and will find more opportunities in the region to make more connections over time. The Salt Lake service will begin on October 3 which will be monitored and adjusted as needed. Service with a \$3 one-way fare and/or bus passes to and from the Oakley/Kamas area twice a day is recommended. Another potential upgrade is service to Heber City which could make sense as a year-round service with two runs in the morning and two runs in the afternoon. Joint agreements regarding

funding with Wasatch County and/or Heber City will need to be executed and some funding from the federal government may be available. The service is estimated at \$28,000 a year. LSC's review of City routes confirm that they make a lot of sense and there are no areas warranting a new service. However, he recommended extending the hours of service which was the number one request from the public, specifically County service until 11 p.m. in the winter and Park City service until midnight. Mr. Shaw explained that dial-a-ride system usage indicates a future need for fixed service to Quinns Junction. He again discussed the Kimball Junction transit center which will probably break ground in a year. As Park City Mountain Resort develops, a better transit hub will be needed there and the Bonanza Park area will require more service and will serve as a transfer center. He addressed finalizing the transit operations facility at Iron Horse and park and ride at Richardson's Flats.

Capital purchases over the next seven years will include 15 buses, 6 small buses or vans, a trolley, bus stop improvements, and maintenance. Mr. Shaw explained the implementation of transit priorities for buses by adjusting the timing on signals. Advanced public transit system technology offers automatic vehicle location and automatic passenger counting. LSC examined the joint agreements with Summit County and feels they are equitable and do not recommend a change like the creation of a transit authority. Agreements with Wasatch County and Heber City will be needed to begin service in those areas. Maintenance of the County shelters was a criticism of users and under the plan the City would assume the responsibility and be reimbursed. There is a need for some administrative positions including a marketing manager and equipment coordinator.

Mr. Shaw pointed out that the County operating costs under the plan at year five is about a 45% increase in operating costs or \$866,000 a year as well as a capital cost over the seven year period of about \$5.4 million. The County has identified a range of funding sources. The Kimball transit assessment is key in funding the circulator. The City will experience a 22% increase to implement the City's plan and in year five will total \$830,000. The budget for capital purchases is \$7.3 million based on the current funding mechanisms. Future federal funding, however, is uncertain.

He recommended extending the hours of service this December and implementing the Canyons circulator express modifications by the summer. Next year, the Heber City service is suggested to begin and the County begins construction on the transit center. In two years, the winter Kamas service is suggested to be implemented and in 2014-2015, the Kimball Junction transit center opens and the circulator and County routes are implemented. The plan will expand transit services to new areas, enhance service to key activity centers, increase the overall transit program by about 24%, and increase ridership by 33% while reflecting improved efficiencies in the system. In response to a question from Alex Butwinski about determining need, Mr. Shaw explained the importance passenger counts. Circulator service from Redstone to the new transit center was discussed. Brooks Robinson pointed out that the plan is scheduled for adoption in two weeks. The Mayor invited public input; there was none.

Prepared by Janet M. Scott, City Recorder

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
SEPTEMBER 15, 2011**

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, September 15, 2011. Members in attendance were Dana Williams, Alex Butwinski, Joe Kernan, Cindy Matsumoto, Dick Peek, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Thomas Eddington, Planning Manager; Kayla Sintz, Planner; Roger McLain, Project Manager; and Mark Harrington, City Attorney.

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

9-11 Memorial Event- Liza Simpson thanked members of the Police Department in attendance for their help in organizing the 9-11 Memorial Event held over the weekend which was very well done and attended.

III PUBLIC INPUT (*Any matter of City business not scheduled on agenda*)

1. 4th of July Celebration - Roger Strand, President of the Park City Ambassadors, thanked the Park City community and government for making the 4th of July a very memorable occasion and he named a number of City employees who helped with the event. On another subject, he commended the Council for keeping the Shoe Tree.
2. Lower Main Street Walking Bridge – Mike Sweeney invited the public to enjoy the pedestrian bridge decorated with yarn as a part of the Park Silly Sunday Market festivities.

IV WORK SESSION NOTES AND MINUTES OF MEETINGS OF AUGUST 25, 2011 AND SEPTEMBER 1, 2011

Liza Simpson, "I move we approve the work session notes and minutes of the meetings of August 25 and September 1, as corrected". Alex Butwinski seconded. Motion unanimously carried.

V CONSENT AGENDA (*Items that have previously been discussed or are perceived as routine and may be approved by one motion. Listed items do not imply a predisposition for approval and may be removed by motion and discussed and acted upon under "Additional Discussion – Agenda Items"*)

Mayor Williams stated that Wesley Garrett, International Sales Manager of SoundTube, requested a proclamation recognizing the power of AV technology in its variety of applications. He presented a signed resolution to Mr. Garrett.

Alex Butwinski, "I move to remove Item 3 from the Consent Agenda to ask a question". Dick Peek seconded. Motion unanimously carried. Cindy Matsumoto, "I move that we approve Consent Agenda Items 1 and 2". Liza Simpson seconded. Motion unanimously carried.

1. Consideration of a Resolution proclaiming the week of October 16 – 22, 2001 as Audiovisual Week in Park City, Utah – Staff recommends approval.

2. Consideration of an amendment to the contract for state lobbying services with Legislative Executive Consulting, LLC for an additional \$40,000 for the 2012 legislative session, in a form approved by the City Attorney – Staff recommends approval.

3. Consideration of a professional services agreement with czb LLC for the General Plan Balanced Growth Study in the amount of \$38,583, in a form approved by the City Attorney – Alex Butwinski asked the methodology contemplated for the study. Thomas Eddington explained that staff will work with facilitator Charles Buki in utilizing existing GIS, budget, and financial data to help identify growth patterns. This new information can be added to the Design Workshop Study to help guide growth. Alex Butwinski, "I move to approve Consent Agenda Item No. 3". Liza Simpson seconded. Motion unanimously carried.

VI RESIGNATIONS AND APPOINTMENTS

Consideration of the appointment of a member to the Public Art Advisory Board for a term expiring June 2013 – Alex Butwinski, "I move to appoint Maren Mullin as a member of the Public Art Advisory Board for a term expiring June 2013". Dick Peek seconded. Motion unanimously carried.

VII NEW BUSINESS (*New items with presentations and/or anticipated detailed discussions*)

1. Consideration of an Ordinance amending the Land Management Code adding Historic Preservation Board review and approval for historic reconstruction and disassembly processes in Park City, Utah – Planner Kayla Sintz displayed a chart comparing noticing requirements for 657 Park Avenue under the old guidelines and current noticing requirements. She explained that this proposed amendment involves adding the Historic Preservation Board to the review process to approve reconstructions and disassemblies of historic sites on the Historic Sites Inventory. Part of this discussion came about from the reconstruction project at 657 Park Avenue, regulated under the old guidelines and the second reason was the February 2011 joint session with the City Council and the HPB. Ms. Sintz relayed that direction was to assign the HPB as the review authority instead of staff for reconstructions and disassemblies. The Planning Commission recommended a definition for disassembly also known as panelizations. *Panelizations* is a common term in Park City but it is not a trade or

historic term and using the word disassemblies is encouraged and defined in the Land Management Code regardless of whether or not this amendment is adopted. If reconstructions are reviewed, she recommended considering review of disassemblies because they have the same effect. She referred to her staff report pointing out the time line for an application if the HPB were to review a reconstruction versus staff and the inclusion of criteria for disassembly and criteria reconstruction. Staff is not proposing to change that criteria; it is simply who would be the review authority for these types of applications.

Kayla Sintz stated that staff is recommending that this item be continued so that the HPB can be in attendance. With regard to Planning Commission action, she clarified that Charlie Wintzer was in favor of the LMC amendment but didn't vote as the Chairman but three voted to forward a negative recommendation with two members absent. The 2009 Historic District Guidelines have clear and solid criteria regarding disassembly or reconstruction. Public and Commissioner comments reflect reluctance of putting applicants through an additional step, interest in seeing if the new Guidelines in place will address concerns about noticing, a belief that staff has adequate professional training which members of the HPB do not necessarily have, and a preference for maintaining the HPB's appeal authority.

Ms. Sintz felt that the concerns about the 657 Park Avenue application was that no one really knew what was going on at the site and when the new Guidelines were rewritten, significant steps were put into place to get input from the public before staff conducted a review and to broaden the scope of noticing to not only adjacent neighbors but to owners within 100 feet of the project and any one that provided written comment. She also described the new noticing signs for properties which have been very effective. A sign for reconstructions or significant additions will be on-site for the entire length of the project and the information on the sign will include summary before and after photographs. Ms. Sintz emphasized that these new practices have been working. In response to a question from Dick Peek, she explained that the Board of Adjustment is the appeal authority for HPB decisions.

Cindy Matsumoto believed that demolitions should be carefully monitored to save historic elements and is concerned about broadening the process to disassemblies from panelizations. Thomas Eddington clarified that demolition by neglect is not permitted and the property can be liened to secure the structure. The actual definition of disassembly is similar to panelization but is consistent with the uniform definition from the Department of the Interior. The act of saving certain panels and/or siding boards remains the same and the process is actually stricter so the City has gone further. He explained that reconstruction could include original elements but is generally considered a new structure.

Ms. Matsumoto believed staff is proposing a broader solution than directed by Council and understands why a number of Planning Commissioners rejected the proposal. Joe

Kernan believed that more public input will be received at HPB meetings than during the staff review process. Thomas Eddington explained that notice is sent to owners within 100 feet of a project and adjacent owners seem comfortable coming to the Planning Department to review applications and documents and he didn't necessarily feel that there would be an increase in public participation at HPB meetings. Kayla Sintz added that currently there is an average of about three phone calls and one to two people coming in on an application depending on the scope of a project and its location. The Mayor opened the public hearing.

Jeffrey Riehl, general contractor, stated that he spoke at the Planning Commission hearing and his concern is that adding the HPB review to the process is redundant and lengthy. The Planning and Building Department staff is very competent. He commented that the oldest buildings are not usually the healthiest structures and the HPB could help the community in researching building practices that benefit the historic nature of the community but not necessarily be involved in all decisions.

With no further comments, the public hearing was closed. Liza Simpson felt it would be helpful for the Council to conduct its tour of the City-owned Park Avenue properties before the next public hearing on this matter. She is not convinced that the new requirements are needed with the new practices in noticing. Liza Simpson, "I move that we continue this to the 27th of October". Alex Butwinski seconded. Motion unanimously carried.

2. Consideration of authorization to the City Manager to execute a Construction Agreement for the Last Chance Waterline Replacement and Pump Station Modifications, in a form approved by the City Attorney – Roger McClain explained that this is a critical project and the schedule has been compressed considerably to complete it. He described the location of the Last Chance Pump Station at Snow Park to serve the upper Deer Valley area. The pipeline was examined during recent failures where significant corrosion was found which prompted concern. Staff met with Deer Valley Resort about the urgency of the repair so it could be timed appropriately with its operations. The pipeline is a 12" 500 to 555 psi line providing culinary and snow making service and the new alignment will be an improvement for the Resort. Staff pre-qualified contractors and ordered parts to expedite the project and the City received a range of bids today. Mr. McClain reported that the low bidder, SCI Inc, is recommended to be awarded the project at \$273,918, which represents labor and not materials. The Mayor invited public input; there was none. Cindy Matsumoto, "I move that we authorize the City Manager to execute a Construction Agreement for the Last Chance Waterline replacement and Pump Station modifications to SCI Inc.". Liza Simpson seconded. Motion unanimously carried.

VIII ADDITIONAL DISCUSSION – AGENDA ITEMS

IX ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned.

MEMORANDUM OF CLOSED SESSION

The City Council met in closed session at approximately 2 p.m. Members in attendance were Mayor Dana Williams, Alex Butwinski, Joe Kernan, Cindy Matsumoto, Dick Peek, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Michael Kovacs, Assistant City Manager; Tom Daley, Deputy City Attorney; Thomas Eddington, Planning Manager; Joan Card, Environmental Regulatory Manager; Heinrich Deters, Trails Coordinator; Polly Samuels McLean, Assistant City Attorney; and Mark Harrington, City Attorney. Alex Butwinski, "I move to close the meeting to discuss litigation ad property". Dick Peek seconded. Motion carried unanimously. The meeting opened at approximately 3:30 p.m. Liza Simpson, "I move to open the meeting". Dick Peek seconded. Motion unanimously carried.

The City Council again convened in closed session after the adjournment of the regular meeting at approximately 7 p.m. Joe Kernan, "I move to close the meeting for property and litigation". Dick Peek seconded. Motion unanimously carried. The closed session concluded at approximately 7:30 p.m.

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott, City Recorder

