Work Session

THE LEAWOOD CITY COUNCIL

April 15, 2019

Minutes

The City Council of the City of Leawood, Kansas, met for a Special Call Meeting, 4800 Town Center Drive, at 6:00 P.M., on Monday, April 15, 2019. Mayor Peggy Dunn presided.

Councilmembers Present:  James Azeltine, Jim Rawlings, Julie Cain, Andrew Osman, Debra Filla, Mary Larson, Lisa Harrison and Chuck Sipple

Councilmembers Absent: None

Staff present:  Scott Lambers, City Administrator  Mark Klein, Planning Official  Kathy Byard, Budget Manager  Chief Troy Rettig, Police Department  Chief Dave Williams, Fire Department  Nic Sanders, Human Resources Director  Debra Harper, City Clerk

Patty Bennett, City Attorney  Chris Claxton, Parks & Rec. Director  Dawn Long, Finance Director  David Ley, Public Works Director  Ross Kurz, Info. Services Director  Cindy Jacobus, Assistant City Clerk

Others Present:  Kevin Jeffries, President, Chief Executive Officer and Director of Economic Development, Leawood Chamber of Commerce

Presentation of 2020-2024 Capital Improvement Program [C.I.P.] and 2020 Budget Model Assumptions

1. OPENING BY THE MAYOR
Mayor Dunn stated everyone is lamenting the extremely sad Notre Dame tragedy in Paris. She opened the meeting and attendee introductions with affiliation were made. She thanked everyone for attending, and Ms. Long and Ms. Byard for the great documentation.

Mr. Lambers stated that Ms. Byard would present. He noted that in the presentation there is a chart that illustrates City-issued debt is in the progress of being paid down. It is proposed that in the future, additional debt will be issued. Another economic downturn will happen at some future time, and the City would be in a solid financial position to scale-back or delay projects. The Council is in control of the process.

Ms. Byard stated the yellow meeting agenda provides the page number and name of individual handouts to be discussed. The C.I.P. manual would not be reviewed page-by-page.
2. **2020-2024 CAPITAL IMPROVEMENT PROGRAM [C.I.P.]**

Handout #2a – FY 2019 Summary


The City assumes most of the debt for PAYG projects utilizing the funds shown in the chart in the lower right, along with some shared funding sources such as CARS [County Road Assistance System] and SMAC [Stormwater Management Advisory Council]. Debt-Financed Projects are funded by the Temporary Notes.

Councilmember Sipple inquired if debt would be issued in 2019, how contractors would be paid for their work on projects before debt is issued, and if there was an understanding of which projects the City would defer or eliminate in 2019 or 2020 because of an economic downturn. Ms. Byard stated no General Obligation Bond debt is scheduled for 2019; next issuance is planned for 2020. Temporary Notes, or re-issued Temporary Notes, would be used for Public Works projects, if needed. Ms. Long confirmed the City has enough cash to carry forward until August when Temporary Notes are issued. Mr. Lambers stated if adjustments would be needed to address an economic downturn, 2019 and 2020 projects in the pipeline would complete and others in 2021 and beyond would be pushed back.

Mayor Dunn stated the General Obligation Bond interest rate has been good. Ms. Long said interest rates may be slightly higher than last issuance. Rates have been in the range of 1.5% to 3.1%, but these were to non-Aaa rated agencies. Temporary Note rate would likely be less than 1.0%.

Councilmember Filla noted it may be cheaper to use Temporary Note money than issue General Obligation Bonds.

Councilmember Harrison asked why the “PAYG Prairie Village Stormwater Project” was listed. Mr. Ley stated this project in The Cloisters subdivision extends west into Prairie Village. Prairie Village is managing the project and the project has been reviewed by Leawood’s Stormwater Management Committee. Mayor Dunn complimented Mr. Ley for coordinating the extensive amount of cooperation that was needed over several years.

Handout #2b – FY 2020 Summary

The format of this page is the same as Handout 2a, except these are 2020 projects. There are fewer projects on this handout as compared to Handout 2a, because many projects roll from year-to-year until complete.

Mr. Ley stated the name of the “PAYG Streetlight Replacement Project” should reference “State Line Road” rather than “Mission Road.” He stated existing Kansas City Power & Light [KCP&L] poles were installed in the 1960s and have high-pressure sodium bulbs, the City purchased five years ago, and the poles are rusting. The poles will be replaced over the next three years with spun-aluminum poles having LED bulbs. The City currently pays a KCP&L a fixed cost for electricity. The LED lights and meters on the new poles will save the City money.
Ms. Byard confirmed to Councilmember Harrison the “PAYG $13,000 Ironhorse Golf Art [Interior] Project” would be located inside the clubhouse. Councilmember Harrison pointed out the piece would not be viewed by as many people in that location. Councilmember Cain noted the cost of the piece is only $13,000 compared to $130,000, and the piece is yet to be chosen.

Councilmember Filla questioned by the City would bond rather than pay cash for the Fire Station #1 Replacement project. Ms. Byard stated some Temporary Notes for the project have already been issued. This will be a General Obligation project bonder over 20 years, and the Public Safety Fund would be used to make bond payments. Mr. Lambers stated interest rates are low and it is preferable to hold cash on-hand. Ms. Long stated debt service payments reduce the Public Safety Fund balance. Ms. Byard confirmed financial data are analyzed each year.

Councilmember Azeltine stated the City is super-conservative in regard to debt, while the amount of public debt in general has bloomed. Ms. Claxton confirmed to Councilmember Azeltine the “PAYG Kitchen Appliances, Ironhorse Clubhouse Project” would be for items in the back such as grill, fryer and exhaust unit. Most of the appliances were part of the original project, are 20 years old and worn from use. The cost estimate was provided by Building Services; the estimate may be a bit high. She stated appliances for the Ironwoods Lodge, a more commercial layout than the clubhouse kitchen, were purchased for $80,000. A more accurate estimate for the clubhouse should be available this time next year. Mayor Dunn pointed out that Bo-Ling’s, caterer for the I-Lan Lunar New Year celebration, had struggled with kitchen set-up. They brought cooked catering and tried to keep it hot. Hopefully, new appliances will help.

Handout #2c – New Additions/Changes to C.I.P.
The yellow-highlighted chart on this first page of the C.I.P. transmittal letter lists the differences from the prior year C.I.P., has follows:

2. Added Park Maintenance Facility with construction to begin in 2021, Project #80173.
3. Moved construction year of Fire Station No. 1, Project #80158 (Post-meeting project number revision) from 2019 to 2020.
4. Increased Stormwater Improvements Projects from $3.0 Million every other year to $3.5 Million, beginning in 2022. These projects will conclude once $35 Million is reached.
5. Shifted construction dates on two future projects to prioritize 151st Street, Nall Avenue to East City Limit, Project #80163 in 20218, before Kenneth Road, 143rd Street to South City Limit, Project #80102 in 2030.
6. Added the first year of the Traffic Signal Replacement projects to 2024. Originally was $400,000, now $750,000 every other year.
7. Re-prioritized Park Master Plan projects for 2019 through 2024.
8. PAYG projects are re-evaluated yearly and projects were re-prioritized, adjusted and increased in the Arterial, 1/8th Cent, Other Projects and Art Projects Programs.

Mr. Ley confirmed to Councilmember Sipple that traffic signal lights on State Line Road from 89th Street to North City Limit are not shared with Kansas City. On State Line Road, the City’s lights stop at the north entrance of Wendy’s restaurant, just south of Somerset.
Councilmember Harrison asked why the 151st Street, Nall Avenue to East City Limit, construction project had been moved ahead of the 143rd Street, 143rd Street to South City Limit construction project. Mr. Ley stated when the bridge on 151st Street is built over the Blue River, Nall would carry a far greater amount of traffic. Bridge construction is scheduled for this year, after being scheduled and postponed in both 2017 and 2018.

Handout #2d – Parks Master Plan/Project List
Three projects did not complete in 2018 and these and the Poolhouse renovation for $1,250,000 will be funded by the Special Parks/Recreation Fund, Capital Improvement Fund which is funded by General Fund transfers, and Park Impact Fee monies.

Councilmember Filla stated although the amount of some budgetary items have increased, in the future $1 Million will not buy as much. Mr. Lambers stated the City is catching up on some projects, but will eventually be in maintenance mode rather than construction mode. Mayor Dunn reminded project items are reviewed annually. Ms. Byard stated with removal of the $15 Million Activity Center from the list in the upper right, $3.5 Million in unfunded parks projects would be left. Starting in 2024 and beyond, $1 Million has been allotted and hopefully this would be sufficient.

Councilmember Filla inquired about the $15 Million Leawood Activity Center. Ms. Byard stated the project had been on the list for several years, but she is aware of no plans. Mayor Dunn stated an Activity Center would be at Roe and Town Center Drive, and a Community Center at the Justice Center. When the Justice Center was master planned, its location on the property was pushed close to the road in preparation for a Community Center. With this layout, parking would be hidden. Having an Activity Center was driven by seniors asking for more programming, and the City envisions the entire Parks & Recreation Staff being in the Activity Center. The Activity Center would have multiple uses and the Governing Body will have many Work Sessions to discuss. Mr. Lambers stated a Community Center has an aquatic component, and is more expensive to build and operate.

Councilmember Sipple asked if severe creek bank erosion on the far east end of City Park, moving towards Interstate 435, would be addressed in the next couple of years. Mr. Ley stated the Corps of Engineers is contemplating modeling the Indian Creek flood plain south of Interstate 435 and east in Kansas City, Missouri. Modeling would be similar to what was done for the Country Club Plaza. The Corps of Engineers plans to start modeling downstream; Leawood would be on the very upstream end of the model. Modeling is used to determine improvements to be made and timing. Funding for any watershed project could possibly be from the Corps and Johnson County, and perhaps the City.

Councilmember Sipple questioned if $15,000 for Park Site Plan would be sufficient. Mr. Lambers stated the amount would be for preliminary work. Ms. Byard stated park construction would be included for $325,000 in 2021.

Councilmember Harrison questioned the future years of bonding for power line burials. Ms. Byard stated projects must be complete before bonding. Mr. Lambers stated there must also be a street project associated with a project to qualify for bonding. Mill and overlay projects qualify for bonding. Mayor Dunn stated she had received numerous positive comments from residents in regard to these projects.
Handout #2e – Review Debt Schedule of Planned Projects
Presents the plan for project bonding. No bonds will be issued in 2019. Every year from 2020 to 2025, there are plans to issue new General Obligation Bond debt. Timing of bond issuance depends on project completion dates.

Handout #2f – Review Deb Graph of Current and Future General Obligation Debt
The top graph is the current General Obligation debt projected be paid in full in 2033. The bottom graph includes the future debt beginning to be issued in 2020 and projected to be paid in full in 2047.

Handout #2g – Vehicle Replacement Policy
Ms. Byard stated the policy has existed for many years and is used as a guidance. She conducts annual meetings in January with departments to review vehicles and equipment purchase/replacement schedules.

Ms. Byard confirmed to Councilmember Azeltine the policy was last revised in 2016. Ms. Long stated the policy would be questioned if issues are noted during annual department meetings.

Councilmember Osman asked if the City had analyzed the possibility of leasing vehicles, which would probably not included those used by the Police Department or street sweepers, and if there were cities using other methods. Ms. Long stated certain programs have been researched and Enterprise had contacted her about a lease program. The City does utilize some special programs for heavy-use items. Golf carts and fire trucks are leased. Bobcat/steer loaders and motorcycles are procured under special programs. Ms. Long stated the City now uses an on-line auction service for surplus, Purple Wave, and this has increased the volume of sales and the price received.

Councilmember Filla complimented the street sweeping that occurred after storm debris limb removal. Mr. Ley stated Public Works is reviewing new purchase of street sweeper. Sweeper speed is only two miles per hour and it travels 500,000 miles annually.

Handout #2h – Capital Costs Outside the C.I.P.
This handout presents a summary of major and routine building repairs to City-owned structures. Routine project such as painting are paid PAYG from the General Fund, but if a major structural project is needed then the project is assigned a number and paid from the Capital Improvement Fund. The Capital Equipment Fund is used for fire sirens. The Public Safety Fund is used for radios and records management systems, if possible. The Other Equipment Fund is used for equipment such as pool or lake pumps. Fire vehicles are leased for eight to 10 years.

Councilmember Filla referred to Page 64, Capital Leases Schedule, in the C.I.P. manual. She asked for clarification of the leases for new and replacement fire equipment. Ms. Byard stated one lease is just exchanged for another lease, every 10 years, per policy.

Councilmember Filla asked what determines whether acquisition is by cash purchase or lease. Mr. Lambers stated leasing manages cash flow, providing the lease is shorter than the expected life of the purchase. Lease interest rates are typically good.
Referring to “Ironhorse Course – Plant Large Trees” on Page 4, Councilmember Harrison asked if the City would be planting large trees in response to some resident comments to block views of the four-story building with a tall wall of mature trees. Ms. Claxton stated replanting is mostly to replace trees that die or are damaged by lightning. The developer has planted some trees which out-of-town residents may not have seen.

Councilmember Harrison asked about the ATV/Emergency Response Unit. Ms. Byard stated the City currently has this unit and replacement was planned. Chief Williams stated the unit is housed at Fire Station No. 3 at 148th Street and Mission Road. This is a “gator-type” vehicle that will hold and stretch and used for trail rescues a couple of times each year.

Mayor Dunn stated the C.I.P. dictates the 2020 budget.

3. REVIEW 2020 – 2030 FINANCIAL MODEL

Handout #3a – Financial Model and Assumptions

The 2020 Budget – Financial Assumptions page presents the initial draft view of current reserves. Departments have submitted their budgets and these will be reviewed with the City Administrator this week. Final information will be used to update the model. Ms. Byard stated the City maintains a high level of reserves. The balance in the General Fund was higher than anticipated, so the Mill Levy increase was delayed one year, to start in 2022 rather than 2021.

The Strategic Model Assumptions include:

1. Population growth of 0.5%.
2. Assessed Value increase of 5.83% in 2020, 4.0% in 2021 and 3.1% in 2022 through 2030.
3. City Sales Tax, County Sales Tax and Use Tax Revenue increase of 2.95 each in 2021 through 2030.
4. All Other Revenue of 3.0% in 2021 through 2030.
5. Interest Earnings of 3.0% in 2021 through 2030, although rates have risen.
6. One additional FTE included every other year beginning in 2021.
7. Salary, benefits and insurance growth factor about the same as in previous years.

Councilmember Sipple asked if the City spoke with Financial Officers at other municipalities about how they seek to control benefit and insurance costs. Mr. Sanders stated the City does communicate with other cities in this regard, but City rates are dictated by our usage. As of February, we are trending to a 0% rate increase, but things can change. The City is encouraging employees to improve their health before a catastrophic event and health care premiums increase.

Councilmember Azeltine stated the amount the City spends and offers for health insurance is a real testament to the City’s commitment to its employees. He stated assumptions are extremely conservative, except for health insurance. The City sailed through the 2008 economic downturn because of its conservative assumptions, but he worried about future Mill Levy increases, anticipating the rate would need to be increased. Mr. Lambers stated in there is an off-set in regard to health insurance, as older employees are retiring at a younger age rather than in their 70s and 80s before real health issues occur, and being replaced with younger employees who do not use a lot of health care costs.
Ms. Byard confirmed to Councilmember Azeltine the Kansas Employee Public Retirement System [KPERS] contribution is part of “Expenditure Assumptions – Benefits Increase (All Other).” Councilmember Azeltine stated that total health and KPERS is a pretty impressive number.

Mayor Dunn stated that within the past five years Prairie Village insurance cost increased 30%. She thanked Mr. Sanders for doing a good job.

Councilmember Filla asked how the Strategic Planning Model Assumptions compared to those of 2017 and 2018. Ms. Byard stated Sales Tax was 4% and County Sales Tax was a bit lower. All other revenue, which consists of taxes such as the Alcohol Tax and Gasoline Tax, was 3% which seems reasonable. Assessed Valuation assumption was 4.2% and the final will likely be 5.83%, and has been reduced to a 3.0% conservative level.

The charts on the last blue-color page of this handout shows what happens to reserves assuming no new debt projects after 2020.

**Handout #3b – 2020 – 2024 Five-Year Financial Plan**

*Page 2 – “Revenues by Source”*

The City has a three-part revenue stream comprised of 31% Sales Tax, 39% Property Tax [Assessed Valuation] and 31% Other Governmental Revenues. The “Property Tax” portion of “Revenues by Source” increased slightly. Last year, Property Tax was 38% of revenue and Other Governmental Revenues was 31%.

Mayor Dunn confirmed to Councilmember Osman that commercial makes up one-third and residential two-thirds or 68% of appraised property. Commercial is the fastest growing appraised property tax.

Councilmember Osman stated Johnson County Appraiser Paul Welcome will be retiring. Councilmember Osman noted there may be some issues with commercial appraisals at $10 to $15 a sq. ft. in southern Johnson County, coupled with the “Dark Store Theory.” He asked how the City would prepare to deal with the potential impact. Mayor Dunn stated the City cannot prepare and litigation may not be 100% successful. She pointed out the City has mostly residential property. Mr. Lambers stated if passed, the “Dark Store Theory” might be claimed by the owner of a four bedroom home that only uses one bedroom, and will equate to 2007 and 2008 economic conditions. Mayor Dunn pointed out that during the 2008 economic downturn retail sales in cities such as Olathe, Overland Park and Lenexa were reduced and they did not have the housing stock like Leawood did to sustain them, so they reduced staff and froze salaries.

Ms. Byard confirmed to Councilmember Filla that “Other Governmental Revenues” consists of taxes such as the County Sales Tax, Gasoline Tax, Alcohol Tax, Transient Guest Tax and Building Permits. The 1/8th Cent Tax is part of “Sales Tax”, not “Other Governmental Revenues.”
Councilmember Azeltine recalled a few years ago the “Revenues by Source” was evenly divided percentages between the three sources. Property tax has grown significantly in proportion to others. He suggested the Mill Levy might be reduced if this continues. Mr. Lambers stated the change is due to the current housing market and an increase in the number of residential properties. Mayor Dunn stated the City’s goal is for the Mill Levy to remain flat, but the City is projecting a Mill Levy increase. Mr. Lambers stated a portion of the Mill Levy goes for debt service. In time, debt will reduce and more of the Mill Levy will be used for the Operating Budget, but not until 2047.

Councilmember Filla questioned why debt service would be reduced, as the City would continue to have projects. Ms. Long stated the City would not have $15 Million street projects. Mayor Dunn pointed out that 151\textsuperscript{st} Street and Mission Road are the last major street projects. Mr. Lambers stated corrugated metal pipe replacement is near complete. He reiterated the Mill Levy would start to be used less for debt service and more for General Fund operations.

Page 3 – Overview of Leawood Sales and Use Taxes collected 2010 through 2018.
The 3-year average growth is 4.2% and the 5-year average growth is 4.7%. As shown in the chart in the lower left which compares area cities, Leawood’s change was 5.1% higher when comparing growth from 2017 to 2018.

Councilmember Harrison requested a larger font be used to ease readability. She questioned how Lenexa’s growth rate increased more than would be expected due to their City Center development. Mr. Lambers stated the development is impressive and dynamic, and includes other construction such as commercial and apartments. Ms. Byard stated there are many new restaurants at 95\textsuperscript{th} Street and Renner Road.

Councilmember Harrison asked about CERI, the Johnson County Economic Research Institute, who reports data on Johnson County cities. Mayor Dunn and Mr. Jeffries confirmed the County and Leawood Chamber of Commerce funds CERI. Mayor Dunn stated the City can fund CERI for individual projects, if desired. Mr. Lambers stated CERI have 10 pages of metrics and data is current to the last calendar quarter. He stated data will be distributed.

Councilmember Azeltine stated his request from previous years to receive organic rather than incremental breakdown, similar to the category presentation used on Page 4.

Page 4 – Top 10 City Sales Tax Categories Comparisons, 2016 - 2018
Councilmember Azeltine noted the number of full-service restaurants had declined. Ms. Byard stated a few restaurants closed in Park Place. Mr. Lambers stated Long Horn restaurant also closed and Councilmember Cain stated Mia Trattoria had closed. Mr. Lambers stated there is a difference between full-service and limited service. The Hen House remodel brought more dinner meal options such as wok and sushi areas, and sales tax on these purchases would be part of “Grocery Stores.”

Councilmember Filla pointed out that many people are using grocery delivery and preparing meals at home. Councilmember Osman stated that bad winter weather negatively impacted restaurant sales.

Councilmember Sipple asked if there were any other “Computer & Software Stores” in the City besides Apple. Ms. Byard stated she would need to research. Mayor Dunn stated that Digital Doc in Camelot Court had closed, becoming Randy Neal Florist.
Councilmember Cain pointed out that Dean & Deluca had closed and was a grocery store, but Grocery Stores Sales Tax increased. She heard the Leawood Dean & Deluca was considered the best in the United States. Councilmember Rawlings stated the closure was because of a long-term plan. Ms. Byard stated Trader Joe’s does a great deal of business.

Page 5 – Changes in City Sales Tax Collections from 2017 to 2018
Another view of Page 4 data for the Top 10 Sales Tax categories. City Sales Tax collections were $288,500, or 4.0%, higher in in 2018 than 2017, mostly attributed to new retail. There was a significant decrease in sales tax collection from Sporting Goods Stores, likely attributable to the opening of Scheels in Overland Park.

Councilmember Harrison asked how the City was planning to address on-line shopping and more electronic cars. Ms. Byard confirmed to Councilmember Harrison the City is collecting a Use Tax for on-line purchases, but this data is not shown in the C.I.P. Ms. Byard stated Use Tax data was distributed separately to the Governing Body a few weeks ago. The State established the Use Tax in 2003.

Page 6 – City Sales Tax Forecast, 2020 - 2024
Shows City Sales Tax estimated growth of 2.95% annually, increasing from about $7.5 Million to about $9 Million in 2024.

Page 7 – All Sales Tax Categories Forecast, 2020 - 2024
Ms. Byard stated sales tax growth is good, with 3.8% increase in all categories from 2017.

Pages 8, 9 and 10 – Assessed Valuation & Mill Levy, Assessed Valuation (Property Tax) Forecast and Changes in Residential Appraised Value
Assessed valuation 3-year average growth is 5%, rather than 2.5% stated on Page 8. Assessed valuation 5-year average growth is 5.3% and 10-year average growth is 3.5%. The increase in assessed valuation for Leawood in 2020 is 5.83%.

Ms. Byard stated the Governing Body had received Page 10 when meeting with Johnson County Appraiser, Paul Welcome. Almost all Leawood homes saw an increase in property value.

Page 11 – Leawood’s Average Appraised Value
According to the 2019 Re-evaluation Report, the average appraised value of a home in Leawood is $559,380, as compared to $459,392 in 2011.

Councilmember Azeltine requested data and to receive both the average and median value, the 51% percentile. Developments such as the Pavilions, Hallbrook and Highland Creek pull up the average value. Most residents do not own a $600,000 home. Mr. Lambers agreed that value could be presented both ways, noting that an average reflects both very low and high values.

Page 12 – Other Governmental Revenues, 2020 - 2024
The types and amounts of this source of revenue, which makes up 30% of total City Revenue, are presented. Types include Franchise Fees, Charges for Services, Intergovernmental Revenue, Licenses/Permits and All Other.
Page 13 – General Fund Expenditures
Graphs, in format similar to that used in past, present data for 2018 actual expenditures, by category, and proposed 2020 expenditures from the General Fund. The City budgets very conservatively. Actual 2018 expenditures were 9.8% lower than budgeted. Since 2000, expenditures have been lower than projections by approximately 13%, each year on average.

Page 14 – Other Budgeted Funds
Forecast of the Special Revenue Funds, Capital Funds and Debt Service Funds for 2019.

Councilmember Azeltine questioned the projection of over $600,000 in anticipated Special Transient Guest Tax. Mr. Lambers stated anticipated revenue would double with a new hotel under construction. Ms. Byard stated the City may transfer this to the Economic Development Fund.

Pages 15 and 16 – 2020 – 2024 Assumptions
County-certified Mill Levy is 24.524, consisting of 17.940 General and 6.584 Bond & Interest. A 0.95 Mill Levy increase is anticipated in 2022, 2024 and 2026. The model assumes a 0.5% growth in population each year with projected estimate of 35,452 for 2020. In regard to 2019 debt service, no debt refunding and no issuance of General Obligation debt are planned. Debt payments will be lower in 2020. No new employee positions will be added in 2020, with the next planned for 2021. Wages, health and other benefits were previously discussed.

Page 17 – 2020 Capital Expenditures (Pay-As-You-Go)
This page presents a summary of the 2020 PAYG expenditures, detailed in Handouts #2a and #2b.

Mayor Dunn stated review of the C.I.P. will help immensely when budget books are received.

ADJOURN

There being no further business, the meeting was adjourned at 7:22 P.M.

Debra Harper, CMC, City Clerk

Cindy Jacobus, Assistant City Clerk