

MAYOR MELANIE HAMMET

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem Tracey Brantley Nivea Castro Brandy Hall Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton City Manager

Sarai Y'Hudah-Green Chief of Police

Missye Varner Administrative Coordinator

Susan Moore City Attorney

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CITY OF PINE LAKE, GEORGIA SPECIAL CALLED SESSION AGENDA COUNCIL CHAMBERS JUNE 20, 2023 @ 6:00PM 459 PINE DRIVE, PINE LAKE, GA 30072

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order

Adoption of Agenda of the Day

New Business

- 1. Ordinance 2023-03 To Set the Millage Rate for Property Taxation for Fiscal Year 2023 First Read
- Resolution R-13-2023 Appointing Ned Dagenhard as Assistant City Clerk

Adjournment



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Manager

Date: June 16, 2023

Re: Ad Valorem Tax/Millage Rate 2023

New Business – 06/20/2023 Special Called Meeting of Mayor and Council

On May 23, 2022, Dekalb County Tax Assessors Office released preliminary Consolidation and Revaluation Reports to the DeKalb cities as of 05/19/2023 and 05/16/2023 respectively. Based on computation of the millage rate using relative digest data, the Administration makes the following presentation:

The Revaluation Report submitted by the County as of 05/16/2022 represents a 26.65% increase in real property value and a 14.54% increase in personal property value for 2023. These percentages represent a change in real property tax digest of \$9,458,598, from \$35,494,452 in 2022 to \$44,953,050 in 2023, and a change in personal property digest of \$55,800, from \$383,655 in 2021 to \$439,455 in 2023. \$9,458,598 represents the amount of value change of existing real property based on the reassessment (revaluation) of that property.

In 2022 Pine Lake adopted a mil rate of 18.422. The mil rate that will render the same amount of "as billed" revenue in 2023 as billed in 2022, based on current year's valuation of property, is calculated at 14.540 mils. This rate is known as the **roll back rate**. The following table shown on page 2 provides the estimated revenue versus **adjusted** budget scenario based on the 05/19/2023 consolidated values at the current mil of 18.422, the roll back rate of 14.540, a median rate of 16.481, and a break-even rate of 15.874.

[SEE NEXT PAGE]

Description	5/19/2023					
Taxable Real Property	44,953,050					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	_					
Real Property Digest	44,953,050					
near roperty bigest	++,555,650					
Taxable Public Utility	425,474					
Taxable Motor Vehicle	89,640					
	 		T			
Taxable Personal Property Value	439,455					
Estimated Adjustments	-					
Adjusted Value	439,455					
		Rev As Billed	Revenue	Rev As Billed	Revenue	
	Taxable Digest	18.422 mils	at Collection Rate	16.481 mils	at Collection Rate	Budget
Estimated Taxable RE Digest	44,953,050	828,125	770,156	740,871	689,010	595,819
Taxable Public Utility	425,474	7,838	3,000	7,012	3,000	3,000
Taxable Motor Vehicle	89,640	1,651	1,651	1,477	1,477	2,000
Taxable PP Value	439,455	8,096	7,997	7,243	7,154	7,000
Estimated Adjustments	(1,025,795)	(18,897)	(18,466)	(16,906)	(16,693)	51,849
Adjusted Value - Gross Digest	44,881,824	826,813	764,338	739,696	683,948	659,668
RE Property Rev o	ver/under Budget	167,145	104,670	80,028	24,280	
		Rev As Billed	Revenue			
		14.540 mils	at Collection Rate	Budget		
Estimated Taxable RE Digest	44,953,050	653,617	607,864	595,819		
Taxable Public Utility	425,474	6,186	3,000	3,000		
Taxable Motor Vehicle	89,640	1,303	1,303	2,000		
Taxable PP Value	439,455	6,390	6,312	7,000		
Estimated Adj Exemptions M&O	(1,025,795)	(14,915)	(13,871)	51,849		
Adjusted Value - Gross Digest	44,881,824	652,581	604,608	659,668		
RE Property Rev o	ver/under Budget	(7,087)	(55,060)			
		Rev As Billed	Revenue			
		15.874 mils	at Collection Rate	Budget		
Estimated Taxable RE Digest	44,953,050	713,630	663,676	595,819		
Taxable Public Utility	425,474	6,754	3,000	3,000		
Taxable Motor Vehicle	89,640	1,423	1,303	2,000		
Taxable PP Value	439,455	6,976	6,891	7,000		
Estimated Adj Exemptions M&O	(1,025,795)	(16,283)	(15,144)	51,849		
Adjusted Value - Gross Digest	44,881,824	712,499	659,726	659,668		
RE Property Rev o	ver/under Budget	52,831	58			
			Current Millage Rate			
			Median Millage Rate			
			Rollback Millage Rate Break Even Millage	2		

During adoption of the 2023 budget, total tax revenue for ad valorem style taxes (current year) was budgeted at \$607,819. An additional \$51,849 is estimated to fund adjusted budget projections – for a total of \$659,668. Estimated collection of revenue as billed at the current mil assessment of 18.422 is 826,813 (\$167,145 more than the estimated adjusted budget). Estimated collection of

revenue as billed at the roll back rate of 14.540 mils is \$652,581 (\$7,087 less than the estimated adjusted budget). Note: These calculations are "as billed" expectations and do not represent the percentage of billed revenue that, on average, remains uncollected at year-end.

Estimated revenue at the collection rate of 93% at the current mil assessment of 18.422 is 764,338 (\$104,670 more than the estimated adjusted budget). Estimated revenue at the collection rate of 93% as billed at the roll back rate of 14.540 mils is \$604,608 (\$55,060 less than budgeted).

NOTE: A mil rate scenario of 16.481 mils is shown as a median rate (for reference) between the current mil rate of 18.422 and the roll back rate of 14.540.

As shown in the table below, a mil rate of 15.874 is needed to maintain approximate current year ad valorem tax revenue as budgeted, and at the average collection rate of 93%.

		Rev As Billed	Revenue	
		15.874 mils	at Collection Rate	Budget
Estimated Taxable RE Digest	44,953,050	713,630	663,676	595,819
Taxable Public Utility	425,474	6,754	3,000	3,000
Taxable Motor Vehicle	89,640	1,423	1,303	2,000
Taxable PP Value	439,455	6,976	6,891	7,000
Estimated Adj Exemptions M&O	(1,025,795)	(16,283)	(15,144)	51,849
Adjusted Value - Gross Digest	44,881,824	712,499	659,726	659,668
RE Property Rev ov	er/under Budget	52,831	58	

Please be reminded that estimated adjusted budget only accounts for revenues, expenditures and special projects considered to date. The budget does not include contingencies for shortfalls in revenue, unplanned increase in expenditures, or unexpected projects. With the absence of contingencies, any necessary changes over budget allocations rely upon subsidy from the City's General Fund Balance (Fund Reserves).

Percentage increase for all of the rate scenarios shown above are depicted on the attached Computation of Millage Rate Rollback and Percentage Increase in Property Tax forms.

The **tentative** (**preliminary**) mil rate, as adopted by Council on 05/30/2023, for the 2023 tax year has be advertised at 18.422 mills. **The final rate is not set to be adopted until June 27**th, **2023. NOTE:** The final rate adopted **cannot** exceed the rate advertised. Please continue to reference the timeline for adoption of the 2023 millage rate attached.

Please do not hesitate to contact me if you should have questions or concerns regarding the information that is provided within this memorandum.

Thank you,

CMThornton

	2 -DEKALB	TAXING JURISDICTION:	PINE LAI	KE
ENTER VALUE	S AND MILLAGE RATES FOR	THE APPLICABLE TAX YEARS IN	YELLOW HIGHLIGHTED BOXES	BELOW
	Т	REASSESSMENT OF	OTHER CHANGES	
DESCRIPTION	2022 DIGEST	EXISTING REAL PROP	TO TAXABLE DIGEST	2023 DIGEST
REAL	35,494,452	9,458,598	0	44,953,050
PERSONAL	787,882		77,047	864,92
MOTOR VEHICLES	100,300		(10,660)	89,64
MOBILE HOMES	0	_	0	
TIMBER -100%	0	_	0	
GROSS DIGEST	36,382,634	9,458,598	66,387	45,907,61
EXEMPTIONS	1,028,021	9,438,398	(2,226)	1,025,79
NET DIGEST	35,354,613	9,458,598	68,613	44,881,82
	(PYD)	(RVA)	(NAG)	(CYD)
		, ,		<u> </u>
2022 MILLAGE RATE:	18.422		2023 MILLAGE RATE:	18.42
	CAL	CULATION OF ROLLBACK RATE		
DECORIE				
DESCRIP ² 2022 Net I		ABBREVIATION PYD	AMOUNT 35,354,613	FORMULA
Net Value Added-Reassessmer	•	RVA	9,458,598	
Other Net Changes t		NAG	68,613	
2023 Net		CYD	44,881,824	(PYD+RVA+NAG)
	•	•		
2022 Millag	ge Rate	PYM	18.422	PYM
Millage Equivalent of Reassessed Value Added		ME	3.882	(RVA/CYD) * PYM
Rollback Millage I	Rate for 2023	RR - ROLLBACK RATE	14.540	PYM - ME
computed above, this section w	ate for this Taxing Jurisdiction ex ill automatically calculate the am	nount of increase in property	Rollback Millage Rate 2023 Millage Rate	14.54 18.42
taxes that is part of	the notice required in O.C.G.A.	§ 48-5-32.1(c) (2)	Percentage Tax Increase	26.709
		CERTIFICATIONS		
I hereby certify that the ar	nount indicated above is an accu	rate accounting of the total net asse	essed value added by the reassessr	ment of existing real
	property for the tax ye	ar for which this rollback millage rat	e is being computed.	
		9		
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	Chairman, Board of Tax Asse		Date	
	,	essors		a annlicable tay years
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	alues shown above are an accura	essors ate representation of the digest valu	ies and exemption amounts for the	e applicable tax years.
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I hereby certify that the v	Tax Collector or Tax Commissions above is a true and correct comp	essors ate representation of the digest valu	Date in accordance with O.C.G.A. § 48-	5-32.1 for the taxing
I hereby certify that the v	Tax Collector or Tax Commiss above is a true and correct complear 2023 and that the final millage	ate representation of the digest valu sioner putation of the rollback millage rate	Date in accordance with O.C.G.A. § 48-3 axing jurisdiction for tax year 2023	5-32.1 for the taxing
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OUNTY: 002	-DEKALB	TAXING JURISDICTION:	PINE LA	KE
ENTER VALUE	S AND MILLAGE RATES FOR	THE APPLICABLE TAX YEARS IN	YELLOW HIGHLIGHTED BOXES	BELOW
1	Ī	REASSESSMENT OF	OTHER CHANGES	
DESCRIPTION	2022 DIGEST	EXISTING REAL PROP	TO TAXABLE DIGEST	2023 DIGEST
REAL	35,494,452	9,458,598	0	44,953,050
PERSONAL	787,882		77,047	864,92
MOTOR VEHICLES	100,300		(10,660)	89,64
MOBILE HOMES	0	_	0	
TIMBER -100%	0	_	0	
HEAVY DUTY EQUIP GROSS DIGEST	0 36,382,634	9,458,598	66,387	45,907,61
EXEMPTIONS	1,028,021	9,456,596	(2,226)	1,025,79
NET DIGEST	35,354,613	9,458,598	68,613	44,881,82
	(PYD)	(RVA)	(NAG)	(CYD)
		, ,		<u> </u>
2022 MILLAGE RATE:	18.422		2023 MILLAGE RATE:	18.42
	CAI	CULATION OF ROLLBACK RATE		
DECORIES	Ton.			
DESCRIPT 2022 Net D		ABBREVIATION PYD	AMOUNT 35,354,613	FORMULA
Net Value Added-Reassessmen	•	RVA	9,458,598	
Other Net Changes to	. ,	NAG	68,613	
2023 Net D	-	CYD	44,881,824	(PYD+RVA+NAG)
	•	•	•	
2022 Millag	e Rate	PYM	18.422	PYM
Millage Equivalent of Reassessed Value Added		ME	3.882	(RVA/CYD) * PYM
Rollback Millage R	ate for 2023	RR - ROLLBACK RATE	14.540	PYM - ME
If the 2023 Proposed Millage Ra computed above, this section wi	•	· ·	Rollback Millage Rate 2023 Millage Rate	14.54 14.54
taxes that is part of	the notice required in O.C.G.A.	§ 48-5-32.1(c) (2)	Percentage Tax Increase	0.009
		CERTIFICATIONS		
I hereby certify that the am	ount indicated above is an accu	rate accounting of the total net asse	essed value added by the reassessr	nent of existing real
I hereby certify that the am		rate accounting of the total net asse ar for which this rollback millage rat	•	ment of existing real
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	002 -DEKALB	TAXING JURISDICTION:	PINE LAI	KE
ENTER VA	LUES AND MILLAGE RATES FOR	THE APPLICABLE TAX YEARS IN	YELLOW HIGHLIGHTED BOXES	BELOW
		REASSESSMENT OF	OTHER CHANGES	
DESCRIPTION	2022 DIGEST	EXISTING REAL PROP	TO TAXABLE DIGEST	2023 DIGEST
REAL	35,494,452	9,458,598	0	44,953,050
PERSONAL	787,882		77,047	864,92
MOTOR VEHICLES	100,300		(10,660)	89,64
MOBILE HOMES	0	_	0	
TIMBER -100% HEAVY DUTY EQUIP	0	-	0	
GROSS DIGEST	36,382,634	9,458,598	66,387	45,907,61
EXEMPTIONS	1,028,021	0	(2,226)	1,025,79
NET DIGEST	35,354,613	9,458,598	68,613	44,881,82
	(PYD)	(RVA)	(NAG)	(CYD)
2022 MILLAGE RA	TE: 18.422		2023 MILLAGE RATE:	18.42
		CULATION OF ROLLBACK RATE		
	RIPTION	ABBREVIATION	AMOUNT	FORMULA
	let Digest ment of Existing Real Property	PYD	35,354,613	
	es to Taxable Digest	RVA NAG	9,458,598	
	Net Digest	CYD	44,881,824	(PYD+RVA+NAG)
2023 .		CID	44,001,024	(115110711070)
2022 N	lillage Rate	PYM	18.422	PYM
Millage Equivalent of Reassessed Value Added		ME	3.882	(RVA/CYD) * PYM
Rollback Milla	age Rate for 2023	RR - ROLLBACK RATE	14.540	PYM - ME
· ·	ge Rate for this Taxing Jurisdiction ex on will automatically calculate the an	· ·	Rollback Millage Rate 2023 Millage Rate	14.54 16.48
taxes that is pa	rt of the notice required in O.C.G.A.	§ 48-5-32.1(c) (2)	Percentage Tax Increase	13.35
		CERTIFICATIONS		
	e amount indicated above is an accu	rate accounting of the total net asse	essed value added by the reassessr	mont of ovicting roal
I hereby certify that th	c amount maioatea above is an acce		soca value added by the reassessi	nent of existing real
I hereby certify that th		ar for which this rollback millage rat	•	nent of existing real
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I hereby certify that th		ar for which this rollback millage rat	•	nent of existing real
	property for the tax ye Chairman, Board of Tax Asse	ar for which this rollback millage rat	e is being computed. Date	
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I hereby certify that t	Chairman, Board of Tax Assone values shown above are an accura	ar for which this rollback millage rat essors ate representation of the digest valu	Date Date Date Date	e applicable tax years.
I hereby certify that the second of the seco	Chairman, Board of Tax Assone values shown above are an accura Tax Collector or Tax Commis the above is a true and correct com	ar for which this rollback millage ratessors ate representation of the digest valuation of the rollback millage rate	Date Date Date Date Date Date Date	e applicable tax years. 5-32.1 for the taxing
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OUNTY: 00	02 -DEKALB	TAXING JURISDICTION:	PINE LAI	KE
ENTER VALU	JES AND MILLAGE RATES FOR	THE APPLICABLE TAX YEARS IN	YELLOW HIGHLIGHTED BOXES	BELOW
DESCRIPTION	2022 DIGEST	REASSESSMENT OF	OTHER CHANGES	2023 DIGEST
REAL	35,494,452	EXISTING REAL PROP 9,458,598	TO TAXABLE DIGEST 0	44,953,050
PERSONAL	787,882	3,438,338	77,047	864,92
MOTOR VEHICLES	100,300		(10,660)	89,64
MOBILE HOMES	0		0	
TIMBER -100%	0		0	
HEAVY DUTY EQUIP	0		0	
GROSS DIGEST	36,382,634	9,458,598	66,387	45,907,61
EXEMPTIONS	1,028,021	0	(2,226)	1,025,79
NET DIGEST	35,354,613 (DVD)	9,458,598	68,613 (NAC)	44,881,82
	(PYD)	(RVA)	(NAG)	(CYD)
2022 MILLAGE RAT	E: 18.422		2023 MILLAGE RATE:	18.42
		_		
	CAL	CULATION OF ROLLBACK RATE		
DESCR	IPTION	ABBREVIATION	AMOUNT	FORMULA
2022 Ne	•	PYD	35,354,613	
Net Value Added-Reassessm		RVA	9,458,598	
	s to Taxable Digest	NAG	68,613	
2023 Ne	et Digest	CYD	44,881,824	(PYD+RVA+NAG)
2022 Mil	lage Rate	PYM	18.422	PYM
	eassessed Value Added	ME	3.882	(RVA/CYD) * PYM
	e Rate for 2023	RR - ROLLBACK RATE	14.540	PYM - ME
	Rate for this Taxing Jurisdiction ex will automatically calculate the an	_	Rollback Millage Rate 2023 Millage Rate	14.54 15.87
taxes that is part	of the notice required in O.C.G.A.	§ 48-5-32.1(c) (2)	Percentage Tax Increase	9.179
		CERTIFICATIONS		
I hereby certify that the	property for the tax ye	rate accounting of the total net asso ar for which this rollback millage rat	•	nent of existing real
	Chairman, Board of Tax Asse	essors	Date	
I hereby certify that the	evalues shown above are an accura	ate representation of the digest valu	ues and exemption amounts for the	e applicable tax years.
	Tax Collector or Tax Commis	sioner	Date	
		putation of the rollback millage rate ge rate set by the authority of this t		=
	x year 2023 and that the final milla	·	axing jurisdiction for tax year 2023	_
jurisdiction for tax If the final millage advertisements, no the attached copie	x year 2023 and that the final milla CHECK THE APPROPRIATE PAR/ rate set by the authority of the tax otices, and public hearings have be as of the published "five year histor	ge rate set by the authority of this to	axing jurisdiction for tax year 2023 THIS TAXING JURISDICTION teeds the rollback rate, I certify tha C.G.A. §§ 48-5-32 and 48-5-32.1 as t and the "Notice of Intent to Incres	t the required evidenced by ase Taxes" showing
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If the final millage advertisements, no the attached copie the times and plac If the final millage the required "five by the attached co	c year 2023 and that the final milla CHECK THE APPROPRIATE PARA rate set by the authority of the tax potices, and public hearings have be is of the published "five year histor es when and where the required p rate set by the authority of the tax year history and current digest" ad	ge rate set by the authority of this to AGRAPH BELOW THAT APPLIES TO To ing jurisdiction for tax year 2023 extended to en conducted in accordance with Only y and current digest" advertisement ublic hearings were held, and a copt ing jurisdiction for tax year 2023 do	axing jurisdiction for tax year 2023 THIS TAXING JURISDICTION ceeds the rollback rate, I certify tha .C.G.A. §§ 48-5-32 and 48-5-32.1 as t and the "Notice of Intent to Incres y of the press release provided to t es not exceed the rollback rate, I ce	t the required evidenced by ase Taxes" showing the local media.



Memo

DATE: June 16, 2023

TO: Mayor and City Council

FROM: ChaQuias Thornton

RE: City Clerk Appointment – Assistant City Clerk Classification

On May 30, 2023 Council approved appointment of Ned Dagenhard as City Clerk. The Administration is requesting Council consideration of the attached resolution appointing Ned Dagenhard as Assistant City Clerk until a time mutually agreed with the City Manager for him to commence employment as City Clerk. There are several authorizations provided to the City Clerk position that will require levels of certification and training. With Council's approval of Mr. Dagenhard as Assistant City Clerk, the City Manager will continue to serve as Acting City Clerk until such time that Mr. Dagenhard is promoted to the position of City Clerk. City Manager Thornton currently holds active certification as a Certified City Clerk through the Georgia Municipal Association and the Georgia Municipal Clerks Association. As such, City Manager Thornton is equipped to operate under the authorizations currently provided to the City Clerk by City Charter and Ordinance. As such time that Mr. Dagenhard has attained an adequate level of training towards reaching certified status as a City Clerk, consideration will be given regarding promotion to the position. City Attorney Moore agrees with the proposed action to appoint as Assistant City Clerk and has drafted the attached resolution as presented for Council consideration of approval.

No terms of the current appointment will change except the title of the position to be held at commencement of employment with the City.

Thank you,

CMThornton

RESOLUTION NO. R-13-2023

A RESOLUTION APPOINTING NED THOMAS DAGENHARD AS ASSISTANT CITY CLERK UNTIL A TIME MUTUALLY AGREED WITH THE CITY MANAGER FOR HIM TO COMMENCE EMPLOYMENT AS CITY CLERK; AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AUTHORIZING THE CITY MANAGER/ACTING CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY, PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION, AND FOR OTHER PURPOSES.

WHEREAS, The City of Pine Lake ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and,

WHEREAS, through Resolution R-11-2023, the Mayor and City Council appointed Ned Thomas Dagenhard to serve as City Clerk on a date mutually agreed by him and the City Manager; and

WHEREAS, O.C.G.A. § 36-45-20 requires that any person hired or appointed to serve as the clerk of the governing authority of a municipality shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties; and

WHEREAS, training to become a Georgia Certified Clerk is offered through the Georgia Municipal Clerks Association by the Carl Vinson Institute of Government; and

WHEREAS, Mr. Dagenhard will also receive on the job training from City Manager Thornton; and

WHEREAS, the position of Assistant City Clerk is not a separate office of the City but a position assisting the appointed office of City Clerk; and

WHEREAS, the Mayor desires to appoint Ned Thomas Dagenhard as the Assistant City Clerk commencing June 26, 2023; and

WHEREAS, the City Council finds that the foregoing appointment is necessary and beneficial to its citizens and to the efficient operation of the City.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE LAKE GEORGIA AS FOLLOWS:

SECTION 1. Approval.

The City Council of the City of Pine Lake hereby confirms the mayor's appointment of Ned Thomas Dagenhard as Assistant City Clerk of the City of Pine Lake. The Assistant City Clerk appointed hereunder shall begin employment on June 26, 2023 and shall commence employment as City Clerk on a date mutually agreed upon by the City Manager and Mr. Dagenhard.

SECTION 2. Compensation, Termination and Benefits.

A. The Assistant City Clerk shall be compensated \$43,170 annually and his employment and benefits shall otherwise be governed by the City of Pine Lake Employee Handbook and any other personnel policies and procedures established by the City.

SECTION 3. Approval of Execution.

The Mayor is hereby authorized to sign all documents and the Mayor and/or City Manager are authorized to perform all other necessary acts necessary to effectuate this Resolution on behalf of the City of Pine Lake.

SECTION 4. Severability

To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

SECTION 5. Repeal of Conflicting Provisions.

All City Resolutions inconsistent with this Resolution are hereby repealed.

SECTION 6. Effective Date.

This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Pine Lake.

SO RESOLVED this	day of June, 2023.
Melanie Hammet, Mayor	
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ATTEST:	
ChaQuias M. Thornton, City Ma Acting City Clerk	anager and
APPROVED AS TO FORM:	
Susan Moore, City Attorney	