

**CITY OF OPA-LOCKA**

**“The Great City”**

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**CLERK’S ACTION SUMMARY MINUTES  
RECESSED SECOND BUDGET HEARING**

**September 29, 2015**

**5:01 P.M.**

**Opa-locka Municipal Complex  
780 Fisherman Street, 2<sup>nd</sup> Floor  
Opa-locka, FL 33054**

**1. CALL TO ORDER:**

Mayor Myra L. Taylor called the meeting to order at 5:01 p.m. on Tuesday, September 29, 2015 in the Auditorium at Sherbondy Village, 215 President Barack Obama (Perviz) Avenue, Opa-locka, Florida.

**2. ROLL CALL:**

The following members of the City Commission were present: Vice Mayor Timothy Holmes, Commissioner Terence K. Pinder, Commissioner Luis B. Santiago, and Mayor Myra L. Taylor. Also in attendance were: City Manager Roy Stephen Shiver, Jr., City Attorney Vincent T. Brown, and City Clerk Joanna Flores. Commissioner Joseph L. Kelley arrived at 5:10 p.m.

**3. INVOCATION:**

The Invocation was delivered by Commissioner Joseph L. Kelley.

**4. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

Commissioner Pinder said he missed several meetings because his sister was going through the process of having a kidney transplant and she had many challenges with it working on and off. He thanked Vice Mayor Holmes for his Prayer and support, to Commissioner Santiago he thanked him for his constant Prayers, and he thanked the Mayor for encouraging him to take care of his family.

Mayor Taylor asked, how is sister doing?

Commissioner Pinder said she is doing well. The kidney stopped and she had to go back on dialysis and that’s why he was absent from a few meetings, but now the kidney is functioning well.

## **5. FIRST READING ORDINANCES/PUBLIC HEARING:**

a). AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING A FINAL MILLAGE RATE PURSUANT TO SECTION 200.065, FLORIDA STATUTES, FOR FISCAL YEAR 2015-2016, COMMENCING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH PUBLIC HEARING DATES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by C.M. (The above item was adopted by the City Commission on September 23, 2015).*

b). AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE CITY'S BUDGET FOR THE FISCAL YEAR 2015-2016, INCLUDING THE GENERAL, SPECIAL REVENUE, PROPRIETARY, CAPITAL AND DEBT SERVICE FUND BUDGETS, COMMENCING OCTOBER 1, 2015, THROUGH SEPTEMBER 30, 2016; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET, AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGET EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATION AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. *Sponsored by C.M.*

The above ordinance was read by title by Attorney Brown.

Mayor Taylor opened the floor for a public hearing. There being no persons to speak, the public hearing was closed.

Manager Shiver recognized his staff for their hard work and dedication with assisting him to balance the budget. They had two workshops that were fruitful and they met various times with individual Commissioners. The budget message speaks clearly for itself, but at this time he would like to point out some of the highlights of the budget. Recommending change and reducing positions does not come easy. This budget goes forward without service cuts to the citizens. The Police Department is intact and enforced, Public Works is new and more efficient, Parks & Recreation is lean and mean and he is excited about moving forward with a new and renewed look for next year.

It was moved by Commissioner Pinder, seconded by Commissioner Santiago to discuss the ordinance.

Commissioner Santiago requested to hear more about the changes in the Public Works Department, specifically outsourcing the Fleet.

Manager Shiver said part of their analysis was not only in personnel service functions, but also their ability to fund various activities properly. One thing came to mind was the fleet division and page 16 of the supplement will explain the changes in personnel. They have discussed removing or outsourcing fleet, they will maintain one lead mechanic to

help manage and understand the process as they go forward, but at this point the fleet has changed by five people. In addition, several people were charged with cutting alleys and those positions were also reduced.

Faye Douglas, Budget Administrator appeared before the City Commission and said page 27 was revised and it will be replaced in the budget book. Page 28 outlines the department and the impact. The Public Works Department will be eliminating the Electrician, 5 Fleet, 3 Meter Reader, and Maintenance Workers positions.

Commissioner Santiago said they have to be sure these changes will not cost more for the tax payers because outsourcing the fleet you never know how much the bill will be after the vehicles are fixed. He has a great concern about outsourcing the Fleet Division at Public Works.

Manager Shiver said Commissioner Santiago has a valid concern; there are many jurisdictions that are going to this model. It will allow an opportunity to manage the fleet well. Currently the city does not have the investment, nor do they have the money to update that investment. He plans to bring back legislation to piggy back off the City of North Miami that currently have those services. He will do his best to work with the service provider to detail and set a fixed price on normal wear and tear maintenance.

Commissioner Santiago asked, will the City Manager come back to the Commission to let them know how much this will cost the city?

Manager Shiver said prices are allocated in the budget and Ms. Douglas can give an explanation as to how they came up with the figures.

Commissioner Santiago said the warranty does not cover everything and that's something they have to take into consideration.

Manager Shiver said the roof at the motor pool is leaking and parts are rusted. There is no accurate record of maintenance for the vehicles, it's a challenging environment and he does not believe having a full service automobile shop is in the best interest of the city.

Commissioner Kelley said he is trying to go over the documents that were provided on the dais. He asked, were the proposed changes regarding staff and/or personnel handled fair?

Manager Shiver said yes, it was done with as much compassion and focus on service as possible, giving the financial constraints of the city.

Commissioner Kelley said he is referencing the people that are going to be laid off in comparison to those he kept. He asked, has that process been fair?

Manager Shiver said yes, to the best of his knowledge. He did not tell his staff who to keep; he told them what positions are needed to provide effective services.

Commissioner Kelley said he does recognize that the city has to make cuts, but he is challenged that some of them are not fair. He is looking at some of the proposed changes and in his opinion it is not fair.

He said during the Budget Workshop he was very clear as to keeping the CET Program functioning and he asked the City Manager prior to today how they were going to operate the program. While he does recognize it cannot function as it has in the past, he thought they were clear that they can at least do it until they get funding as a 501c3. He's looking at the proposal that says it will be performed through Code Enforcement and the Police Department and to him that is unacceptable. Parks & Recreation has the manpower to assist with the program on an interim basis. With the push to improve things through Code Enforcement, he does not see how they can develop and have time to deal with the community needs for the CET Program. He did not have a problem with the program being open 3 days per week or 5 hours per day, but he does not believe Code Enforcement/Police Department can give the time that is needed to keep it functioning.

Commissioner Kelley said he is also challenged with Fleet Management. He asked, what will happen if the numbers come back higher than budgeted for?

Manager Shiver said there is no question that a service of Social Service Coordination is important to our community. He believes Commissioner Kelley will find that a more structured environment for that outreach will do the more for the community. Parks & Recreation employees were there on an interim basis by the previous City Manager and Interim City Manager. As part of the budget tightening Parks & Recreation Department have been reduced by three full time positions.

Chief Key appeared before the City Commission and said the CET Program always fell under the Police Department so that's not a problem for the department.

Commissioner Kelley said he does not have a problem with the restructure; he just wants to make sure the service gets provided because some the complaints in that area are with the Police Department. He further made reference to the new employee structure which includes two Assistant City Managers. He asked, how will that function?

Manager Shiver said Public Works and CIP is a significant challenge in the city. It is imperative to have people in those positions that are experienced and well versed in a multitude of Project Management. Mr. Chiverton and Mr. Marco have different duties, all of which he will be working with them directly. Assistant City Manager Chiverton will be responsible for Information Technology, Annexation, Parks & Recreation, and Boards. In addition, Mr. Chiverton works hand in hand with him for Community Development and that is a large focus on how they obtain and move forward with economic development. Assistant City Manager Marco will be responsible for Capital Improvement Programs and Public Works. His experience has been significant with Miami-Dade County, acting as the liaison between businesses and entities connected to the Water & Sewer. He also has relationships that are essential for the city over the next few years.

Commissioner Kelley said he knows we are an at-will State, but when you make changes to downsize staff usually there is a process to deal with the bargaining units. He asked, has that process been followed?

Attorney Brown said there are two bargaining units at play and he have not been made aware of who the individuals who will be laid off.

Manager Shiver said they have retained the positions for one month. He is scheduled to meet with AFSCME tomorrow morning and he is in continued discussions with the PBA. All policies and provisions will be adhered to.

Commissioner Kelley said he has concerns because they are passing the budget today and the City Manager is scheduled to meet with the union tomorrow. He asked, how will it work because there are certain structures they have to follow?

Attorney Brown said once the Commission approves the budget then the City Manager will be able to take the necessary steps to comply with the mandates of the collective bargaining agreements.

Commissioner Kelley said he is challenged because in his opinion some of those things have already been done. He wants to be very clear that he is not trying to tell the City Manager what to do with personnel, but he does want the process to be fair.

Manager Shiver said any bargaining unit contract will provide a mechanism for downsizing if the funds are not available, unfortunately this should have happened a few years ago. There are bumping rights that are required if they are in the same skill set and department. He assured the Commission that he will adhere to all of the policies as he move forward with the unions.

Commissioner Kelley said he does understand what the City Manager said and he does not have a problem with that, but he wants to make sure it has been done fair.

In addition, Commissioner Kelley said he knows that the City Manager is proposing to do away with the CRA and bringing that under the umbrella of the City Manage. There were some contractual agreements made with the Director and it was also listed in the proposed budget for a liaison. He asked, is that still the case?

Manager Shiver said yes, giving the service levels the city has and the ability in the Community Development Department they can absorb those duties. They already had a discussion with the county and he is confident that they will be able to perform well. Should the CRA ever become self-sufficient he will assume the board will choose to go a different way, but until then as in most jurisdictions the duties are largely absorbed by the organization.

Commissioner Kelley asked, what will be the factor regarding agreements. What will the city be on the hook for in terms of compensation for the person in that position?

Attorney Brown said he will be compensated an estimate of \$14,000 which is two months' severance pay and two months health benefits.

Vice Mayor Holmes asked, if the above ordinance is adopted does that mean the budget is balanced?

Manager Shiver replied, yes.

Vice Mayor Holmes asked, how much money did the city receive last year?

Manager Shiver said the projected budget for last year was \$14,101,640 and the amended budget will be approximately the same. They have budget request and discussions that rose to \$15.8 Million and the proposed budget as of today is \$13,854,280.

Vice Mayor Holmes asked, what were the expenses for last year?

Ms. Douglas appeared before the City Commission and said the projected 2015 general fund expenditures is \$14,101,640.

Vice Mayor Holmes asked, how many employees will be laid off?

Manager Shiver said they went from 190 filled positions, but they had 226 budgeted positions and now they are down to 176.

Ms. Douglas said they are proposing to lay off 19 employees.

Vice Mayor Holmes asked, how many employee's salaries were cut?

Manager Shiver said everybody in the organization had to take a pay cut.

Ms. Douglas said at this time the city has about 190 employees and all of their salaries were cut. The proposed budget is scheduled to reinstate everyone salary.

Commissioner Pinder said this is the most hurtful feeling he felt in the last seven years to be involved in something of this magnitude because he considers the employees as family and most of them have been with him as the Vice Mayor, being arrested, running three elections and losing. Everyone in the room has shared his struggle, passing this budget is hurtful for him because people that he look to as a father figure and big brother who he always wanted to go with him on his journey is being affected. Since he got back in office ten months ago they talked about the financial status of the city, they may all say they didn't know, but they knew. They put a resolution together on a necessity report so each department can say what was needed and they should have been going but that is what they should have been going by. This didn't just start, they knew this in December. This is hurtful because he was laid off by the city for this exact same thing. He had to go home to his family who depended on him financially to tell them he was no longer employed. As a community leader, he has to make a decision for the 20,000 residents and 8,000 businesses so the city can survive.

Commissioner Kelley said it's challenging for all of them and that's why he said the process has to be fair. He is not comfortable with the CET program not being funded. He offered an amendment to put \$20,000 in the line item for the CET services. He proposed to take \$10,000 from Holiday & Gifts, \$5,000 from Christmas Trimming, \$1,000 from MLK.

Commissioner Pinder said he will contribute \$1,500 from his travel line item.

Commissioner Kelley said he appreciates his colleague but he wants to take it from Special Events.

Mayor Taylor said the previous administration said CET did not help the budget. When the Police Department gave their report to the Commission they never included the functions of the CET Program. The previous Management closed CET and after discussion on the dais the program was re-open pending the city's capability to fund the program. CET was re-opened and not by the Commission which she has a great concern because she does not know what the program does. She needs to know does the City Commission want the CET Program because they did not vote to bring it back.

Commissioner Kelley requested to regain the floor. He called point of order.

Mayor Taylor asked, who rules on point of order.

Attorney Brown said the Attorney has to make a ruling.

Mayor Taylor said the Chair has the floor and all she is asking is that they all vote because one person cannot open the program.

Commissioner Kelley said he asked for a point of order and it takes precedence over anything being discussed. He wanted to regain the floor because everyone got into other discussions and he yielded to allow for a comment, but he never relinquished the floor.

He said citizens came before the Commission and expressed what CET has done for the community and after the discussion legislation was passed from the dais to reopen the program. The Commission directive was never followed because the program was not re-opened and it hasn't cost the city anything. He held a Town Hall Meeting and Fun Day in that area to tell the citizens the program is not coming back the same way, but the Commission passed legislation to re-open it.

Commissioner Kelley said in the future when a point of order is called, the City Attorney needs to make a ruling as he is supposed to.

Mayor Taylor said she does not have a problem with the CET program and if it's handled properly it can be an added social service to the City of Opa-locka.

She made reference to page 5 of the supplement document which gives her great concerns because reserve officers are not listed.

Chief Key said they currently have 11 reserves.

Ms. Douglas said reserve officers are not counted in the police personnel.

Manager Shiver requested that Commissioner Kelley give him the flexibility to move the money for the CET Program and he will be sure to take care of it.

Commissioner Kelley said he is trying to get to \$20,000. He suggested taking \$10,000 from Christmas Trimming, \$1,000 from MLK, \$5,000 from the city's birthday, \$1,000 from his travel and \$4,000 from the Fourth of July which is \$21,000.

It was moved by Commissioner Kelley, seconded by Commissioner Santiago to transfer funds from Special Events to fund the CET Program.

Commissioner Santiago asked, if he take \$4,000 from the Fourth of July Event, does that mean he will not have any money for the year?

Manager Shiver said if the Commission approves it, he will make sure it happens.

Vice Mayor Holmes said the budget has to be amended to include the request made by Commissioner Kelley.

There being no further discussion, the motion to transfer funds to fund the CET Program passed by a 5-0 vote.

Commissioner Pinder	Yes
Commissioner Santiago	Yes
Vice Mayor Holmes	Yes
Commissioner Kelley	Yes
Mayor Taylor	Yes

Vice Mayor Holmes asked, if the above ordinance is passed will the city budget gap be filled?

Manager Shiver replied, yes.

There being no further discussion, the motion passed by a 5-0 vote.

Commissioner Kelley	Yes
Commissioner Pinder	Yes
Commissioner Santiago	Yes
Vice Mayor Holmes	Yes
Mayor Taylor	Yes

Mayor Taylor announced that the city's budget was passed.

## **6. ADJOURNMENT:**

There being no further business to come before the Commission, it was moved by Commissioner Santiago, seconded by Commissioner Pinder to adjourn the meeting at 6:30 p.m.

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MAYOR

ATTEST:

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CITY CLERK

**CITY OF OPA-LOCKA**

**“The Great City”**

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**CLERK’S ACTION SUMMARY MINUTES**

**SECOND BUDGET HEARING**

**September 23, 2015**

**5:01 P.M.**

**Opa-locka Municipal Complex**

**780 Fisherman Street, 2<sup>nd</sup> Floor**

**Opa-locka, FL 33054**

**1. CALL TO ORDER:**

Mayor Myra L. Taylor called the meeting to order at 5:10 p.m. on Wednesday, September 23, 2015 in the Auditorium at Sherbondy Village, 215 President Barack Obama (Perviz) Avenue, Opa-locka, Florida.

**2. ROLL CALL:**

The following members of the City Commission were present: Commissioner Joseph L. Kelley, Commissioner Luis B. Santiago, and Mayor Myra L. Taylor. Also in attendance were: City Manager Roy Stephen Shiver, Jr., City Attorney Vincent T. Brown, and City Clerk Joanna Flores. Vice Mayor Timothy Holmes and Commissioner Terence K. Pinder were not in attendance.

**3. INVOCATION:**

The Invocation was delivered by Former Commissioner Steven Barrett.

**4. PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was recited in unison.

**5. FIRST READING ORDINANCES/PUBLIC HEARING:**

a). AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, ADOPTING A FINAL MILLAGE RATE PURSUANT TO SECTION 200.065, FLORIDA STATUTES, FOR FISCAL YEAR 2015-2016, COMMENCING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016; SETTING FORTH PUBLIC HEARING DATES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 10, 2015). *Sponsored by C.M.*

The above ordinance was read by title by Attorney Brown.

Faye Douglas, Budget Administrator read Section 2 of the ordinance into the record as follows: *“The City Commission of the City of Opa-locka hereby adopts and establishes*

*the millage rate of the City of Opa-locka for Fiscal Year 2015-2016, commencing October 1, 2015, through September 30, 2016, at 8.9000 mills, which is \$8.9000 per \$1,000.00 of assessed property value within the City of Opa-locka. This represents a 15.86% increase over the rolled-back rate of 7.6818 mills.*

It was moved by Commissioner Santiago, seconded by Commissioner Kelley to discuss the ordinance.

Commissioner Kelley said they have to allow the citizens to speak before the Commission has deliberation.

Attorney Brown said once the item is read into the record it is announced to the public and the item has to be open for discussion, but he understand the city has did it different in the past. They have to make a motion and a second then at that point they can have public hearings and once public hearing is closed the Commission can have their debate.

Commissioner Kelley said they need legislation to establish a process. He removed his second because he wants to hear from the citizens first.

Commissioner Santiago said he wants to hear the citizens' concerns or they can continue the meeting until a later date.

Attorney Brown said the state statute requires that they have public input; it does not tell you when to have public input. There has to be an item on the floor to discuss.

Mayor Taylor opened the floor for a public hearing.

1. Steven Barrett of 633 Sharar Avenue, Opa-locka, Florida, appeared before the City Commission and said as a citizen he does not have any input because they did not receive the budget information in advance to review prior to the meeting.

2. Dante Starks appeared before the City Commission and said when the millage rate was read into the record, they should have included the dollar amount for the ad valorem taxes to give the citizens a better understanding.

3. Eric Redmon of 2766 NW 131<sup>st</sup> Street, Opa-locka, Florida, appeared before the City Commission and said he is in agreement with Code Enforcement merging with the Police Department.

Mayor Taylor informed Mr. Redmon that he can only speak on the agenda items.

There being no persons to speak, the public hearing was closed.

It was moved by Commissioner Santiago, seconded by Commissioner Kelley to discuss the ordinance.

Commissioner Santiago requested to recess the meeting because of the confusion.

Ms. Douglas appeared before the City Commission and said the recommendation is for a 8.9000 millage rate; that will bring in \$5,948,725 in ad valorem revenue and the difference is an increase of \$498,238.

Commissioner Kelley asked, is it his understanding that the millage rate can go down, but it can't go up?

Ms. Douglas said that is correct.

Commissioner Santiago said he heard the concerns of the citizens and they did not get the information in a timely manner. He asked, what is the time limit to pass the budget?

Manager Shiver said the budget has to be passed by September 30<sup>th</sup>. He apologized for providing the information to the Commission in a short time, but he went through the budget with his staff until late the previous night. In addition, he thanked his staff for the hard work and dedication. He welcomed a recess to allow them an opportunity to print the budget for the public and sit with the Commission individually to discuss the budget. The city has challenges and that's why he is stressing the urgency of structurally moving forward with the budget that will ensure a longtime liability and not reduce services.

Commissioner Santiago suggested that the meeting be recessed to make sure the citizens and Commission have time to review the document.

Mayor Taylor asked, can they separate agenda item 5a and 5b?

Attorney Brown said agenda item "A" is a stand-alone item.

Manager Shiver said the millage cannot be increased and he does not believe it is in the city's best interest to vote agenda item 5a down.

Commissioner Santiago asked, what is the urgency of passing agenda item 5a?

Manager Shiver said it's not an urgency.

Attorney Brown said legally the recommendation is to approve to set the millage rate at its ceiling.

There being no further discussion, the motion passed by a 3-0 vote.

Commissioner Kelley	Yes
Commissioner Pinder	Not Present
Commissioner Santiago	Yes
Vice Mayor Holmes	Not Present
Mayor Taylor	Yes

Mayor Taylor asked the City Clerk, does the audience have a copy of the budget?

Clerk Flores replied, no.

Mayor Taylor requested to recess the meeting.

Manager Shiver said the meeting can be recessed until tomorrow, but it has to be a time certain.

Clerk Flores said there is an advertising requirement and she will not meet the deadline. She suggested that the meeting be recessed until a date next week.

Attorney Brown said the continued hearing must be held 2 to 5 days after the continuation notice is advertised in the newspaper.

Commissioner Kelley said he will not be available tomorrow or Friday because he has previous commitments, but he can make himself available next week.

It was moved by Commissioner Santiago, seconded by Commissioner Kelley to recess this meeting until September 29, 2015 at 5:01 p.m.

Commissioner Kelley said anything that may impact staff reduction and/or services to the citizens he would like to receive in advance.

Mayor Taylor asked, is that included in the budget?

Manager Shiver replied, yes.

There being no further discussion, the motion passed by a 3-0 vote.

Commissioner Santiago	Yes
Commissioner Pinder	Not Present
Commissioner Kelley	Yes
Vice Mayor Holmes	Not Present
Mayor Taylor	Yes

b). AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, APPROVING AND ADOPTING THE CITY'S BUDGET FOR THE FISCAL YEAR 2015-2016, INCLUDING THE GENERAL, SPECIAL REVENUE, PROPRIETARY, CAPITAL AND DEBT SERVICE FUND BUDGETS, COMMENCING OCTOBER 1, 2015, THROUGH SEPTEMBER 30, 2016; PROVIDING FOR THE EXPENDITURE OF FUNDS ESTABLISHED BY THE BUDGET, AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN ACTIONS; PROVIDING FOR APPROPRIATION OF ALL BUDGET EXPENDITURES; PROVIDING FOR FEES CONSISTENT WITH APPROPRIATION AND AMENDMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (first reading held on September 10, 2015).  
*Sponsored by C.M.*

Agenda item 5b was continued until September 29, 2015 at 5:01 p.m.

**6. ADJOURNMENT:**

There being no further business to come before the Commission, it was moved by Commissioner Kelley, seconded by Commissioner Santiago to continue the 2<sup>nd</sup> Budget Hearing on September 29, 2015 at 5:01 p.m.

  
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MAYOR

ATTEST:

  
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CITY CLERK