

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

|                      |   |
|----------------------|---|
| <b>AGENDA TITLE:</b> | Discussing Ordinance No. 826 - Amending the 2018 Budget to Include Additional Personnel for the Parks, Recreation & Cultural Services Department and Amending Fee Table, Chapter 3.01 of the Shoreline Municipal Code, to Eliminate a Fee |
| <b>DEPARTMENT:</b>   | Parks, Recreation & Cultural Services and Administrative Services   |
| <b>PRESENTED BY:</b> | Mary Reidy, Recreation Superintendent<br>Amanda Zollner, Recreation Supervisor<br>Sara Lane, Administrative Services Director<br>Rick Kirkwood, Budget Supervisor   |
| <b>ACTION:</b>       | <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion<br><input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing  |

**PROBLEM/ISSUE STATEMENT:**

The 2018 budget was adopted through Ordinance No. 806 and subsequently amended by Ordinance Nos. 812, 814, and 815. Since that time, two overlapping issues have recently emerged that have led to this Parks, Recreation and Cultural Services budget amendment proposal. First, the increasing difficulty hiring and retaining qualified extra help recreation staff for program delivery has resulted in benefited staff spending time in direct program delivery and not having enough time for program planning and administrative duties. Second, the Shoreline School District recently adopted a once a week early release for students at all Shoreline public schools starting in fall, 2018. This is expected to impact service delivery at the Shoreline Pool, Spartan Recreation Center, the Shoreline Teen Center and Hang Time programs at both middle schools. Additionally staff is recommending that drop-in fees for youth to participate in the City's indoor recreation programs be eliminated to improve equity and access. Currently the fee is \$1.00.

At this time staff is requesting, through proposed Ordinance No. 826, that the 2018 budget be amended by:

- Increasing the number of approved FTEs for the Parks, Recreation & Cultural Services Department by one (two 0.50 FTE Recreation Specialist I), and
- Eliminating the indoor drop-in fees for youth (including 1 month and 3 month passes) from the Fee Schedule for SMC 3.01.300 Parks, Recreation and Cultural Services.

Tonight, Council will discuss proposed Ordinance No. 826. The proposed ordinance is scheduled to be brought back to Council for action on June 11, 2018.

**FINANCIAL IMPACT:**

The addition of personnel requires that the 2018 budget be amended by increasing the total FTE count by 1.00, as follows:

| Department                                       | 2018<br>Adopted | 2018<br>Current | 2018<br>Amended | 2018<br>Amended<br>vs. 2018<br>Current |
|--|-----------------|-----------------|-----------------|--|
| City Manager                                     | 19.00           | 19.00           | 19.00           | 0.00                                   |
| Community Services                               | 8.78            | 8.78            | 8.78            | 0.00                                   |
| City Attorney                                    | 3.00            | 3.00            | 3.00            | 0.00                                   |
| Administrative Services                          | 26.90           | 27.90           | 27.90           | 0.00                                   |
| Human Resources                                  | 3.00            | 3.00            | 3.00            | 0.00                                   |
| Police   | 0.00            | 0.00            | 0.00            | 0.00                                   |
| Planning & Community Development                 | 24.50           | 24.50           | 24.50           | 0.00                                   |
| <i>Parks, Recreation &amp; Cultural Services</i> | <i>31.40</i>    | <i>31.48</i>    | <i>32.48</i>    | <i>1.00</i>                            |
| Public Works                                     | 31.14           | 31.14           | 31.14           | 0.00                                   |
| Surface Water Utility                            | 14.90           | 14.90           | 14.90           | 0.00                                   |
| Wastewater Utility                               | 14.13           | 14.13           | 14.13           | 0.00                                   |
| Total FTE  | <b>176.75</b>   | <b>177.83</b>   | <b>178.83</b>   | <b>1.00</b>                            |

The salary and benefit costs associated with the two 0.50 FTE Recreation Specialist I positions will not require an increase in appropriations in 2018 as staff anticipates there will be some savings in the General Fund, including a reduction in the extra-help budget, that can be used to cover these costs. It is also anticipated that eliminating the indoor drop-in fees for youth (including 1 month and 3 month passes) from the Fee Schedule for SMC 3.01.300 Parks, Recreation and Cultural Services will not have a financial impact. The on-going cost differential for future years is approximately \$56,300.

**RECOMMENDATION**

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. If the City Council does not have any concerns, staff will begin recruitment to fill the two 0.50 FTE Recreation Specialist I positions requested and schedule adoption of proposed Ordinance No. 826 on June 11, 2018.

Approved By: City Manager **DT** City Attorney **MK**

## **BACKGROUND**

The 2018 budget was adopted through Ordinance No. 806 and subsequently amended by Ordinance Nos. 812, 814, and 815. Since that time, two overlapping issues have recently emerged simultaneously that have led to this Parks, Recreation and Cultural Services budget amendment proposal.

First, the increasing difficulty hiring and retaining qualified extra help recreation staff for program delivery has resulted in benefited staff spending time in direct program delivery and not having enough time for program planning and administrative duties. Regional low unemployment, hours of recreation positions and regional changes in extra help wages are making it increasingly difficult to fill necessary extra help positions to meet current program needs.

For example, since 2015 the Out of School Time Program Director (OSTPD) extra-help position has been opened three times with only one qualified candidate. That person subsequently left City employment for a job elsewhere that offered benefits. In order to continue to meet expanding program supervisory needs, the OSTPD's already on staff had their hours increased, although this is no longer possible due to extra help state and federal regulations.

Due to the inability to fill extra help positions, this past year, the ratio of direct service to administrative hours for Youth and Teen Development Program (YTDP) benefited staff has become unbalanced. Staff time has been redirected from administrative functions (training, program planning, reviewing/responding to incident reports, etc.) in order to maintain service levels to program participants. These direct service programs are vital to the community because they serve youth who are marginalized and on the high end of the risk spectrum. The imbalance was monitored throughout the year and proves to be unsustainable as the lack of time to take care of administrative functions compromises the quality and safety of the program offerings. This imbalance needs to be corrected and would be exacerbated if current staff were assigned to cover more program time, i.e. early release program hours.

Continuing to assign current YTDP program staff would result in multiple reductions in current program service levels. The standard ratio for direct service-administration hours in recreation and related fields is 60% direct service, 40% administrative time (program prep, communication with parents/agencies, training, meetings, etc.) Over this past year the Recreation Specialist II's in the YTDP have migrated up to an average of 72% direct service, 28% administrative time.

The second issue that has catalyzed this budget proposal is the adoption of a once a week early release for students at all Shoreline public schools starting in fall, 2018. The Shoreline School district will adopt an early release schedule for every school in the district, resulting in each school ending 100 minutes earlier on Wednesdays. This will affect every Wednesday when there isn't another day off in the week, which is approximately 30 days per school year. This is expected to place higher demand for services at the Shoreline Pool, Spartan Recreation Center, The Shoreline Teen Center and Hang Time programs at both middle schools.

Additionally staff is recommending that drop-in fees for youth to participate in the City's indoor recreation programs be eliminated to improve equity and access. Currently the fee is \$1.

At this time staff is requesting, through proposed Ordinance No. 826 (Attachment A), that the 2018 budget be amended by:

- Increasing the number of approved FTEs for the Parks, Recreation & Cultural Services Department by one (two 0.50 FTE Recreation Specialist I), and
- Eliminating the indoor drop-in fees for youth (including 1 month and 3 month passes) from the Fee Schedule for SMC 3.01.300 Parks, Recreation and Cultural Services.

## **DISCUSSION**

Included in the action adopting the 2018 Budget (Ordinance No. 806) was the adoption of Shoreline Municipal Code (SMC) Chapter 3.01.300 *Parks, Recreation and Cultural Services Fee Schedule*. In an effort to provide accessibility and equity in program offerings, since there is not a drop-in fee at the Shoreline Teen Center, it is proposed that the \$1.00 drop-in fee for youth be waived for all youth at Spartan Recreation Center. This requires a change in the City's fee schedule.

In addition, program alterations at the Shoreline Pool, Spartan Recreation Center and within the Youth and Teen Development Programs are proposed to best meet emergent needs.

### **Shoreline Pool Proposal**

*Offer free lifeguard training class to Shoreline School District students only during the Wednesday early release time.*

The Shoreline Pool is perennially challenged with maintaining adequate lifeguard staffing levels due to the national lifeguard shortage and regional extra help pay rates. The cost associated with offering this class at no charge is nominal as the only expense is books and materials for participants. More Shoreline high school students trained at the Shoreline Pool creates a local staffing pipeline. In an effort to create a workforce that reflects the Shoreline community, offering a free lifeguard class for Shoreline School District high school students during a very accessible time for all students will allow for full accessibility and equity for these positions. This would have a 10 student maximum per session (20 students annually).

### **Budget Impact**

|                                     |                     |              |
|-------------------------------------|---------------------|--------------|
| Certification Fees \$36 per student | Maximum 10 students | \$360        |
| Resuscitation Fees \$14 per student |                     | \$140        |
| <b>TOTAL per class offered</b>      |                     | <b>\$500</b> |
| 2018 – 1 class                      |                     | \$500        |
| 2019 and after – 2 classes          |                     | \$1,000      |

### **Spartan Recreation Center Proposal**

*Free open gym and weight room for youth. Eliminate the \$1.00 drop-in fee for youth for all youth drop-in open gym and weight room at all times, as follows:*

#### **SMC 3.01.300 Parks, Recreation and Cultural Services**

| Fee       |  |                                      | 2018<br>Resident Rate<br>Adopted | 2018<br>Non-Resident<br>Rate Adopted |
|-----------|--|--------------------------------------|----------------------------------|--------------------------------------|
| <b>D.</b> | <b>INDOOR DROP-IN FEES</b>               |                                      |                                  |                                      |
|           | 2.                                       | Drop-In                              |                                  |                                      |
|           |  | b- Youth                             | \$4                              | \$2                                  |
|           |  | e-b. Senior/Disabled                 | \$2                              | \$3                                  |
|           | 3.                                       | 1 Month Pass                         |                                  |                                      |
|           |  | b- Youth                             | \$10                             | \$14                                 |
|           |  | e-b. Senior/Disabled                 | \$16                             | \$21                                 |
|           | 4.                                       | 3 Month Pass                         |                                  |                                      |
|           |  | b- Youth                             | \$24                             | \$32                                 |
|           |  | e-b. Senior/Disabled                 | \$43                             | \$53                                 |
| <b>F.</b> | <b>INDOOR / AQUATICS JOINT PASS FEES</b> |                                      |                                  |                                      |
|           | 1.                                       | Indoor / Aquatics Joint 1 Month Pass |                                  |                                      |
|           |  | b. Youth/Senior/Disabled             | \$39                             | \$47                                 |

Spartan Recreation Center (SRC) currently hosts open gym time on Wednesdays which is accessed by many teens after school. It is anticipated that this usage will increase due to the early release days in the next school year, especially for youth looking to play full court basketball or work out in the weight room. In an effort to provide accessibility and equity in our program offerings, since we do not charge a drop-in fee at the Shoreline Teen Center, it is proposed that the \$1.00 drop-in fee for youth be eliminated for all youth at SRC. This allows students to be in a health focused, safe, supervised setting during out of school times and compliments the early release focused program offerings proposed for the Youth and Teen Development Program. In 2017 the City of Seattle eliminated drop-in fees for youth at their community centers as part of their effort to provide accessible, equitable programs for all.

#### **Budget Impact**

|  |           |
|--|-----------|
| <b>Staffing (extend hours for existing extra help to monitor facility &amp; interact with students during early release times)</b> |           |
| 2018 – 13 Weeks  | \$1,280   |
| 2019 and after – 30 weeks  | \$2,955   |
| <b>Revenue impact</b>  |           |
| 2018   | (\$325)   |
| 2019 and after   | (\$1,300) |

### **Youth and Teen Development Program Proposal**

- *Open Shoreline Teen Center early on early release days.*
- *Extend Hang Time programs at both middle schools on early release days.*
- *Hire two (2) 0.5 FTE Recreation Specialist I. Two 0.5 FTE are necessary to staff programs being offered simultaneously at different locations.*

The City meets the emergent need of early release and addresses issues of imbalance and extra help hiring. This proposal accomplishes two key things:

- It allows PRCS to provide services during early release times, and
- YTDP benefited staff will have adequate time for program planning and administrative duties.

### **Budget Impact**

| <b>Ongoing</b>   |                 |
|--|-----------------|
| 2 Recreation Specialist I 0.5 FTE @ 24.95 Per Hour + Benefits (70% Direct Service + 30% Admin) | \$76,659        |
| Reduction of 1,282 Direct Services Hours in Extra Help Salaries + Benefits                     |                 |
| OSTD – 502 Hours   | (\$9,358)       |
| CIT Director – 280 hours   | (\$5,036)       |
| Team Program Leader – 500 hours  | (\$8,325)       |
| Training – Professional Development  | \$1,000         |
| Food for Students  | \$1,289         |
| <b>TOTAL ONGOING EXPENDITURES</b>  | <b>\$56,229</b> |

| <b>One-Time</b>                    |                |
|------------------------------------|----------------|
| Computers + Phones + Chairs        | \$4,200        |
| Program Supplies                   | \$1,400        |
| <b>TOTAL ONE-TIME EXPENDITURES</b> | <b>\$5,600</b> |

### **Youth and Teen Development Program Proposal ALTERNATIVES**

Alternative A: City does not expand services during early release; City addresses staffing imbalance through program reduction.

Programs are eliminated to rebalance the ratio of direct service time to administrative time for current YTDP staff. These programs would be eliminated under this alternative:

| <b>Name of program</b> | <b>Description of program</b>   | <b># of attendees per occurrence</b> | <b># of occurrences annually</b> | <b>Staff direct Service hours</b> | <b>Anyone else providing this service in the community?</b>   |
|------------------------|---|--------------------------------------|----------------------------------|-----------------------------------|---|
| <b>Tween Night</b>     | Free late night program for 5 <sup>th</sup> and 6 <sup>th</sup> graders | 90                                   | 10                               | 7 hours                           | No  |
| <b>Lunch Programs</b>  | Lunch outreach and activity program at all secondary schools            | 75                                   | 30 x 4 = 120                     | 1.5 hours                         | No. This program was designed upon request from SSD with subsequent requests to increase frequency. |

| Name of program               | Description of program   | # of attendees per occurrence | # of occurrences annually | Staff direct Service hours | Anyone else providing this service in the community?   |
|-------------------------------|--|-------------------------------|---------------------------|----------------------------|--|
| <b>Hang Time - Wednesdays</b> | Currently 3 day/wk partnership afterschool program at both middle schools. Would eliminate Wednesdays. | 60-80                         | 29 x 2=58                 | 3 hours                    | Partnership program with SSD and YMCA. Eliminating COS on Wednesdays will require elimination of that program day. |

***Alternative B:** City provides expanded services during early release using existing staff; City addresses staff imbalance through program reduction.*

Programs are eliminated to rebalance the ratio of direct service time to administrative time for current YTD staff accounting for increase of time needed to serve early release days. These programs would be eliminated under this proposal:

| Name of program                          | Description of program   | # of attendees per occurrence | # of occurrences annually                  | Staff direct service hours | Anyone else providing this service in the community?  |
|--|--|-------------------------------|--|----------------------------|---|
| <b>Tween Night</b>                       | Free late night program for 5 <sup>th</sup> and 6 <sup>th</sup> graders  | 90                            | 10   | 5                          | No  |
| <b>Lunch Programs</b>                    | Lunch outreach and activity program at all secondary schools   | 75                            | 30 occurrences<br>4 secondary schools= 120 | 1.5 hours                  | No. This program was designed upon request from SSD with subsequent requests to increase frequency. |
| <b>Shoreline Youth Ambassadors (SYA)</b> | Leadership group connecting teens to local government and giving agency to teen voice.                           | 14                            | 30   | 3                          | No  |
| <b>Rec-N-Crew</b>                        | Leadership group that serves teens at the Shoreline Teen center, giving participants voice and responsibility in | 20                            | 30   | 2                          | No  |

| Name of program       | Description of program   | # of attendees per occurrence | # of occurrences annually | Staff direct service hours | Anyone else providing this service in the community? |
|-----------------------|--|-------------------------------|---------------------------|----------------------------|--|
|                       | events and programs offered.   |                               |                           |                            |  |
| <b>Special Events</b> | Breakdance Jams, After the Game SC vs SW Party, Schools Out BBQ, Celebrate Shoreline Skate Competition, Teen Center Middle School Nights | 150                           | 12                        | 9                          | No   |

### **ALTERNATIVES ANALYSIS**

#### Alternative 1: Take no action (Not Recommended)

If the City Council chooses to not approve this amendment staff request guidance on the choice of implementing alternative A or alternative B as cited in the discussion section.

#### Alternative 2: Adopt Ordinance No. 812 (Recommended)

Adoption of proposed Ordinance No. 826 will amend the 2018 budget to provide the necessary staffing and amendment of the SMC 3.01, *Fee Schedule* to eliminate the indoor drop-in fees for youth (including 1 month and 3 month passes). If the City Council does not have any concerns, staff will begin recruitment to fill the two 0.50 FTE Recreation Specialist I positions requested and schedule adoption of proposed Ordinance No. 826 on June 11, 2018.

### **FINANCIAL IMPACT**

The addition of personnel requires that the 2018 budget be amended by increasing the total FTE count by 1.00, as follows:

| Department                            | 2018<br>Adopted | 2018<br>Current | 2018<br>Amended | 2018<br>Amended<br>vs. 2018<br>Current |
|---------------------------------------|-----------------|-----------------|-----------------|--|
| City Manager                          | 19.00           | 19.00           | 19.00           | 0.00                                   |
| Community Services                    | 8.78            | 8.78            | 8.78            | 0.00                                   |
| City Attorney                         | 3.00            | 3.00            | 3.00            | 0.00                                   |
| Administrative Services               | 26.90           | 27.90           | 27.90           | 0.00                                   |
| Human Resources                       | 3.00            | 3.00            | 3.00            | 0.00                                   |
| Police                                | 0.00            | 0.00            | 0.00            | 0.00                                   |
| Planning & Community Development      | 24.50           | 24.50           | 24.50           | 0.00                                   |
| Parks, Recreation & Cultural Services | 31.40           | 31.48           | 32.48           | 1.00                                   |



| Department                | 2018<br>Adopted | 2018<br>Current | 2018<br>Amended | 2018<br>Amended<br>vs. 2018<br>Current |
|---------------------------|-----------------|-----------------|-----------------|--|
| Public Works              | 31.14           | 31.14           | 31.14           | 0.00                                   |
| Surface Water Utility     | 14.90           | 14.90           | 14.90           | 0.00                                   |
| <b>Wastewater Utility</b> | 14.13           | 14.13           | 14.13           | 0.00                                   |
| <b>Total FTE</b>          | <b>176.75</b>   | <b>177.83</b>   | <b>178.83</b>   | <b>1.00</b>                            |

The salary and benefit costs associated with the two 0.50 FTE Recreation Specialist I positions will not require an increase in appropriations in 2018 as staff anticipates there will be some savings in the General Fund, including a reduction in the extra-help budget, that can be used to cover these costs. It is also anticipated that eliminating the indoor drop-in fees for youth (including 1 month and 3 month passes) from the Fee Schedule for SMC 3.01.300 Parks, Recreation and Cultural Services will not have a financial impact. The on-going cost differential for future years is approximately \$56,300.

### **RECOMMENDATION**

No action is required by the City Council. This meeting will provide an opportunity for the City Council to ask specific questions and provide staff direction. If the City Council does not have any concerns, staff will begin recruitment to fill the two 0.50 FTE Recreation Specialist I positions requested and schedule adoption of proposed Ordinance No. 826 on June 11, 2018.

### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 826

**ORDINANCE NO. 826**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING THE 2018 FINAL BUDGET, THE 2018 BUDGETED POSITIONS, FULL-TIME EQUIVALENT EMPLOYEE LIST, AND FEE SCHEDULE OF THE 2018 FINAL BUDGET.**

WHEREAS, the 2018 Final Budget for the City of Shoreline was adopted by Ordinance No. 806 and subsequently amended by Ordinance Nos. 812, 814, and 815 (collectively, “2018 Budget”); and

WHEREAS, additional staffing needs and program alterations at the Shoreline Pool, Spartan Recreation Center, and Teen and Youth Development Programs needed to serve the community interests were unknown at the time the 2018 Budget was adopted have arisen; and

WHEREAS, the 2018 Budget, which includes a listing of budgeted employee positions and employee allocation by department, needs to be amended to reflect the addition of two 0.50 full-time equivalent positions to fulfill these needs; and

WHEREAS, the 2018 Budget adopted the Fee Table applicable to the Parks, Recreation, and Cultural Services Department in Shoreline Municipal Code (SMC) 3.01.300;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment – City of Shoreline Regular FTE Count.** The City of Shoreline hereby amends the 2018 Budget to increase the number of full-time equivalent employees (FTE) for the Parks, Recreation and Cultural Services Department from 31.48 to 32.48, and the total FTEs for the City from 177.83 to 178.83 FTEs. All references to total FTEs by department and for the City within the 2018 Budget shall be amended to reflect this increase.

**Section 2. Amendment. Chapter 3.01 Fee Schedule.** The City of Shoreline hereby amends Shoreline Municipal Code 3.01.300 as set forth below:

| <b>3.01.300 Parks, Recreation and Cultural Services</b> |                            |                 |                 |                                  |                                      |
|---|----------------------------|-----------------|-----------------|----------------------------------|--------------------------------------|
| Fee   |                            |                 |                 | 2018<br>Resident Rate<br>Adopted | 2018<br>Non-Resident<br>Rate Adopted |
| <b>D.</b>   | <b>INDOOR DROP-IN FEES</b> |                 |                 |                                  |                                      |
|   | 2.                         | Drop-In         |                 |                                  |                                      |
|   |                            | <del>b.</del>   | Youth           | \$1                              | \$2                                  |
|   |                            | <del>e-b.</del> | Senior/Disabled | \$2                              | \$3                                  |
|   | 3.                         | 1 Month Pass    |                 |                                  |                                      |
|   |                            | <del>b.</del>   | Youth           | \$10                             | \$14                                 |
|   |                            | <del>e-b.</del> | Senior/Disabled | \$16                             | \$21                                 |
|   | 4.                         | 3 Month Pass    |                 |                                  |                                      |
|   |                            | <del>b.</del>   | Youth           | \$24                             | \$32                                 |

| <b>3.01.300 Parks, Recreation and Cultural Services</b> |  |                                      |                                   |   |   |
|---|--|--------------------------------------|-----------------------------------|---|---|
| <b>Fee</b>  |  |                                      |                                   | <b>2018<br/>Resident Rate<br/>Adopted</b> | <b>2018<br/>Non-Resident<br/>Rate Adopted</b> |
|   |  | <del>e-b.</del>                      | Senior/Disabled                   | \$43                                      | \$53  |
| <b>F.</b>   | <b>INDOOR / AQUATICS JOINT PASS FEES</b> |                                      |                                   |   |   |
|   | 1.                                       | Indoor / Aquatics Joint 1 Month Pass |                                   |   |   |
|   |  | b.                                   | <del>Youth</del> /Senior/Disabled | \$39                                      | \$47  |

**Section 3. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 4. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 5. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON JUNE 11, 2018**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2018

Effective Date: \_\_\_\_\_, 2018