

**CITY OF ALAMOGORDO, NEW MEXICO  
BUDGET HEARING WORKSHOP MINUTES  
6:30 P.M., COMMISSION CHAMBERS  
May 2, 2022**

**SUSAN PAYNE, MAYOR  
SHARON McDONALD, COMMISSIONER  
JOSH RARDIN, COMMISSIONER  
STEPHEN BURNETT, COMMISSIONER  
NICHOLAS PAUL, COMMISSIONER**

**DUSTY WRIGHT, MAYOR PRO-TEM  
KARL MELTON, COMMISSIONER  
BRIAN CESAR, CITY MANAGER  
PETRIA BENGOCHEA, CITY ATTORNEY  
RACHEL HUGHS, CITY CLERK**

**CALL TO ORDER / ROLL CALL / INVOCATION / PLEDGE OF ALLEGIANCE**

Mayor Payne called the meeting to order at 6:30 p.m. Roll Call was taken by the City Clerk. Commissioner McDonald was absent. City Clerk Hughs announced there was a quorum present. Invocation was given by Mayor Payne and the Pledge of Allegiance was led by Commissioner Burnett.

**APPROVAL OF AGENDA**

**Commissioner Rardin moved to approve the agenda.  
Commissioner Burnett seconded the motion.  
Motion carried with a vote of 6-0-0.**

**PRESENTATIONS**

Finance Director Huff said that this budget was prepared by herself and Maurice Gutierrez in conjunction with all of the departments. She said that Brian will start us off for today, he is going to give us a short introduction, followed by our timeline. We will go over some high-level budget overview of all the funds combined, then will drill down into more of the details per fund type. We do have a Gross Receipts Tax overview for you all this evening, we also have a presentation on some more details about the Personnel Budget that was included, and then we have a discussion on our approved capital for an update for FY22, and also what was approved for FY23. She said she was going to turn it over to City Manager Cesar, then we will move on.

City Manager Cesar said this will be very brief. He said he would like to take a moment and thank all the staff that has been involved. This is a lot of work every year to compile all this information, and then put it into a format that is, not this book, which is the real budget with all the detail, but into what you have before you.

Finance Director Huff presented the Preliminary Budget for FY23.

Finance Director Huff said these are the General Fund Expense by Departments, so these track right along with your summary sheets that you have in your book. To begin with, the Legislative, which is on page seven in your summary book, that is you guys, that is your salaries and benefits, that is your supplies, anything there. As you can see, not a whole bunch of changes, the biggest thing has to do with an increase in cell phone expense, which is why you are seeing the increase in utilities on that sheet. Commissioner Rardin said in your narrative there, it says \$500 per month for Commissioners and \$800 for the Mayor; isn't it \$600, and it should be like \$750 plus another \$100, so \$850. Finance Director Huff said yes, she realized she did not update the narratives. Commissioner Rardin said okay, it should be what, \$850 per Mayor and \$600 per Commissioner.

Finance Director Huff said yes, but we did check if the salary and benefit roll was correct, she just did not update the narrative.

Commissioner Rardin said on the REC Center, how come you have got like four or five positions that we didn't fund for FY22. Are we just not doing the seasonals and the part-times for this next fiscal year; we have got a REC Assistant Seasonal that is not funded, we have got a REC Cashier Seasonal that is not funded. Finance Director Huff said they are funded through FY22 and they will be funded in FY23, they just were not in the first carry-over because they were not on the first list that we did; they will be part of the final budget preparation. Commissioner Rardin said that sometimes his daughter goes there in the summer. Finance Director Huff said we are not cutting the program. Commissioner Rardin said we need the staff over there. Finance Director Huff said we are not cutting their staff.

Finance Director Huff said on page 55, the Zoo, we were very conservative with their revenue numbers. We definitely think they can hit those revenue numbers and possibly exceed them. They have been having really good attendance, really good growth, but we wanted to stay conservative to make sure we gave them a number they could hit. The biggest change for them is in other services. They were given a contingency line this year; as we know, their buildings are aging. They have been able to replace a lot of their exhibits, but the past two years, we have had major things that just popped up and need to be fixed. We did increase their property insurance and their liability insurance based on some of the new funding we were doing, and some of the new allocations we were doing. Commissioner Rardin said same thing, we have got a couple of theirs that just are just carrying over, we have got a couple that are not budgeted, the Curator, the Support Staff. Finance Director Huff said they did change, so if you'll notice, they don't have the Curator position, but they do have the Zookeeper Lead. They unfunded the Curator Staff, and then changed that to the Zookeeper Lead. The Facility Support Staff, she said she will have to look into that one, she said she thought that might also have been something that got kind of transferred out. Commissioner Rardin said just kind of renamed, and Finance Director Huff said yes.

Finance Director Huff said that we did originally allocate, in FY22, the Public Works Director's salary to the Street Maintenance portion. You'll see for FY23, we are going to allocate it into the Administrative Services portion. Commissioner Rardin said how come only half of it is coming out that fund, where does the other half come out of. Finance Director Huff said the other half comes out; twenty-five percent of it comes out of Facility Maintenance, and twenty-five percent of it comes out of Fleet Maintenance, because she oversees those two as well.

Finance Director Huff said page seventy is Weeds and Drainage. You'll notice they don't have a ton of changes, their biggest change is in maintenance; that is really a big increase in fleet commercial parts, they are needing more fleet commercial parts, so we are making sure they can keep operating. Again, the increase in their insurance, from making sure the evaluations were correct. They had a little bit of capital in FY22, but they were awarded in FY23, a tractor boom mower; this also includes them funding the drainage master plan, which is part of the several of the master plans that are going forward that are either funded in FY22 or FY23. Any questions on Weeds. Commissioner Rardin said on the salaries and benefits, from FY21 to FY22, why is there such a huge increase right there, is that part of the wage study. Finance Director Huff said yes, part of it, and the Public Works Director is in FY22, a portion of that is here, and it was not in FY21. Commissioner Rardin asked how much of it is wage, and how much of it was Public Works

Director. Finance Director Huff said she would need to look that up, she does not know that one off the top of her head.

Finance Director Huff said page seventy-four is the 1994 Gross Receipt Tax, this is Fund 69. You'll notice, in FY22, it has a large transfer out to Fund 11; those are projects we were talking about earlier to fund the Public Safety building, that is the majority of what that transfer is. You'll notice in FY23, it has got a transfer out to Community Services, that is the new air conditioner for the Library we were talking about. Really, the majority of what this fund handles is the principal and interest for a couple different loans, we will talk about that a little bit later. Some debts are risk. Actually, the expenditures in here, all of that is the Administration fee that we pay to New Mexico TRD on all the Gross Receipts Tax. Commissioner Rardin said that fee you said, that is the fee they charge us for collecting and remitting the tax correct. Finance Director Huff said yes, they collect it, they send it back, and then they automatically withdraw that fee. Commissioner Rardin asked if they bumped that up again or did it go down. Finance Director Huff said actually they decreased it. Commissioner Rardin asked by how much. Finance Director Huff said it was 3%, and now it is about 1.25. Commissioner Rardin said so it went down with the Gross Receipts Tax deduction, he said she thinks she signed that into law. Finance Director Huff said actually it went down before that; when they switched to the new system, it changed, instead of doing a flat one, they did kind of a modified one. It has been less. We have seen it increasing, because our Gross Receipts has been increasing, so the percentage has been less, but what we have been paying has been more, because our Gross Receipts has been higher; she said she thinks it is scheduled to change with her changes. Commissioner Rardin said yeah, their portion is going down like, what, an eighth of a percent, and Finance Director Huff said yeah.

Finance Director Huff said any questions on anything with the Senior Center. Mayor Payne said that position is just going to go away then. Finance Director Huff said right now, they have the Senior Volunteer Program Specialist, which is Neil, he runs the Senior Companion and Foster Grandparent. So that is the position that is labelled the Senior Volunteer Program Specialist, but the other one, the SEPFGP Volunteer Coordinator, and the Senior Volunteer Program Administrator, they don't have those positions. Mayor Payne said okay, he is just doing something different. Finance Director Huff said they actually left; one left, and one retired. Mayor Payne said right, she was thinking Neil was the RSVP Coordinator right. Finance Director Huff said he was, he was that, and then when the other positions left, he was able to step in. Mayor Payne said he was able to take it, so he is just doing something different, okay, gotcha.

Finance Director Huff said Fund 105, this is the Economic Development Fund, you have heard a whole bunch about this recently, so she said didn't think she had to explain to you what the fund is. As you can see, we've started adding in the budgets for the new position, for the Economic Development and Tourism Officer. We have a budget in there for FY23, we have it prepared for FY22, we are just kind of waiting on the timeline, but we want to make sure we got that presented to you since you guys have seen the presentation on that. Commissioner Rardin said are there any other services there in that one, for 105. The other services, what does that include, for last year, or for this fiscal year we are in. Finance Director Huff said it included the OCEDC Contract, and Commissioner Rardin said that was \$100,000, and Finance Director Huff said yeah, and it also included a budget for some incentives that were still possibly owned, but it doesn't look like we are going to end up paying them. Commissioner Rardin said what about for FY23, we've got one hundred and thirty-one, is that incentives again. Finance Director Huff said that is incentives, it is contract services that are in there for the new position, it is travel for the new position, it is a lot of the stuff that is going to go towards operating the new position. Commissioner Rardin said

what is the balance in that fund, he didn't see it that in there. It says we have revenues, but he didn't see a balance. Finance Director Huff said it began the year with \$4,500,000, it is projected to end the year with \$5,100,000; it is going to end the year with more than \$5,100,000 because we are not going to spend \$428,000. Commissioner Rardin said we are not going to pay those incentives out, okay, so five point one. Finance Director Huff repeated five point one, it will have more than five point one; very excited that fund is going to be moving towards hopefully pushing some LEDA money out.

Finance Director Huff said page one hundred brings us to our newest fund, Fund 124, this is the American Rescue Plan Act money that was awarded by the federal government for the four main categories that are listed up there. As you can see, we have only budgeted half of it per DFA's instructions, they wanted us to only budget what we had actually received; we have received \$3,900,000, we budgeted \$3,900,000, we should receive the other \$3,900,000 in FY23. Right now, we have it budgeted, it is being used for utility assistance payments, tank improvements, and water & sewer IT infrastructure improvements. Mayor Payne said it is being used for utility assistance. Finance Director Huff said yes, until March 31<sup>st</sup>, we've paid out \$19,976. She has some more applications on her desk, so she said she thought by probably the end of the fiscal year, we will probably pay out another \$19,000 to \$20,000. Commissioner Rardin said didn't we set aside a certain amount of that, most of it went to the water tank rehab, but then we set aside like what, \$400,000. Finance Director Huff said \$500,000 of it was set aside for the utility cases. Finance Director Huff said we give out a lot of applications, unfortunately, we don't get all of them back. You do have to prove either you are low-income, you have experienced unemployment, or you were affected negatively by COVID. So, you have to provide some backup to that.

Finance Director Huff said also, we are beginning to fund phases of replacing the meters. Our meters are getting to the point where they are going to need to start being systematically replaced, because they are starting to get old enough that they are reaching their end of life. We wanted to start getting that funded and getting that ready. Mayor Payne said it feels like they shouldn't be that old. Commissioner Rardin said are they what, four, five, six years old. Finance Director Huff said no, some of them are getting up to eight or ten. Commissioner Rardin said for the Zenner system, that new system. Finance Director Huff said yes. Commissioner Rardin said we went through and replaced them all when you all put that in, didn't we. Finance Director Huff said yes. Mayor Payne said in 2014 right. Commissioner Rardin said that is all the service we life get out of those. Finance Director Huff said yes, they are like ten years, which in some ways is good. The new technology is a long way from where those meters that were first put in, so we are hoping that we will continue being able to embrace technology advances and getting new stuff. Commissioner Rardin said are you going to contract that out again, or who are we going to ask. Finance Director Huff said we haven't quite gotten that far in discussions. We would like to be able to do it in-house, but we would also have to have the people. We don't want to say that we are going to do it in-house, and then we are not able to find the people to do it. Commissioner Rardin said that last time we did it, we contracted out, correct. City Manager Cesar said it was a combination. Finance Director Huff said yes, we contracted it out, and then we did temp workers. Commissioner Rardin he remembered seeing O'Donald Plumbing with their little carts pushing all over town. City Manager Cesar said it was a combination, there was a number of City staff that were tied to the project for a very extended period of time. Finance Director Huff said the decrease in other services come from when we had some one-time expense for installing kiosks in City Hall that we won't have in FY23. Mayor Payne asked if those were up and running, and Finance Director Huff said yes. Mayor Payne asked how that was working out. Finance Director Huff said pretty good, we are still working through kinks about them giving back coin change. Dollars are

not a problem, but sometimes, it just does not give the coins. When people have that happen, they bring it to the window, and we credit their account. We look for that. We have been working with the company, they have been sending texts out, which is kind of an adventure because we need someone to pay their water bill in cash, so we can test it with the change. They are getting better; they are getting more things worked out on them.

Finance Director Huff asked if there any questions on Fund 81, the Water and Sewer. Commissioner Rardin said what did you say, the Utilities Construction Department, where did we move those positions to. Finance Director Huff said some of them moved to Street Maintenance, and some of them moved to Utility Maintenance. Commissioner Rardin said how many of them, we had what, nine and half it looks like. Did we keep all of those and just split them between the two departments. Finance Director Huff said yes, she said she thought five went to Streets, and four went to Utility Maintenance.

Finance Director Huff said that is what we do with the Golf Course. Commissioner Rardin said why were their transfers-in so much higher for FY22. Finance Director Huff said they didn't have a great year because of COVID. Commissioner Rardin said because of COVID and shutdowns. Finance Director Huff said if everything goes the way they are budgeted in FY23, we should be able to give them less of a subsidy, because their revenues were starting to rebound in FY22. We are hoping they continue that same trajectory in FY23. Commissioner Rardin said so we like them guarantee them a profit or what. Finance Director Huff it is not attached to his profit, because his profit comes as a percentage of what he collects. The transfer-in funds the maintenance side of it. What we make off of the user fees and everything, that funds the other part of the maintenance, and then he keeps that portion, is how we book the expenditure. Commissioner Rardin said that is just a huge amount of money, it went from \$80,000 in '21 to \$660,000 in '22, to \$134,000 for this year. Finance Director Huff said the good news is that it is budgeted at \$660,000, but they have not actually had to take a transfer-in yet this year. Commissioner Rardin said okay, we should roll that over. Finance Director Huff said we should be able to not have to, as a long as they continue the path they are on, we shouldn't have to be able to even transfer anything. Just because it is budgeted, we don't transfer unless they absolutely need it. Commissioner Rardin said where does that roll back over into, in the event we don't use it, does it go back into 11. Finance Director Huff said it goes back into 11, yes.

Finance Director Huff said so that is what is going on with the Landfill, like she said, this budget was approved by their Board in March. Commissioner Rardin said why are we not funding their mechanic for '23; they almost got to have one of those out there, don't they. Finance Director Huff said that might have been one we changed the name on. Commissioner Rardin said you got a different name for a mechanic. Finance Director Huff said she thinks they actually changed the name of it to the Landfill Foreman, and we traded the one for the term for the other, but we will double check that. Commissioner Rardin said we need a foreman more than we need the mechanic. Budget Analyst Maurice Gutierrez said they are contracting that out right now because they are having difficulty hiring somebody.

Finance Director Huff said page one-thirty is the Homeownership Operation Budget. This program is actually not functioning at this point. They only have one house they are in the process of trying to remediate and sell. Once that gets accomplished, then this program will cease; these funds will either be eligible to create a new program that is within the Section 5H guidelines of the original program or can be moved to the low rent housing fund to do low rent housing activities as well. Mayor Payne said she was just going to ask, the PHA Accountant. Finance Director Huff said with

the PHA Accountant, she actually got a job over in Human Resources. At that time, they chose to move the accounting procedures to Finance, because they were already doing a large portion of them anyway. Mayor Payne said so they just eliminated it. Finance Director Huff said yes, we just eliminated that position since it could easily be absorbed by Finance. Mayor Payne said that is why the Finance Director, and Finance Director Huff replied that she does have a portion of her salary in PHA, and then also, with the reorganization now, PHA is one of my direct reports.

Finance Director Huff said as you all know, anything that you purchase within the confines of Alamogordo, you are going to pay 8.125%. That is made up of three different pieces. It is made up of the City of Alamogordo Enacted Tax, which is 2.1875%, the County Enacted Tax which is .8125%, and then the State-Enacted Tax, which is 5.125%; those are the items that make it up. Of that, State-Enacted Tax, we received back 1.225%. That is not supposed to decrease by their new tax decrease, it is supposed to come out the State-side. We are hoping they hold to that. Mayor Payne said she was just going to ask you how that is going these days. Finance Director Huff said so far, so good. We will talk a little bit more about that with the Compensation Tax and the internet stuff.

Finance Director Huff said we also book the 1.225% that we receive back from the State in the General Fund. Then we also have these two new ones, we have the State Compensation Tax and the Interstate Telecom Tax. So, the State Compensation Tax, if you'll remember, we were receiving a flat allocation every month from the State that was supposed to offset the internet sales. Initially, it was about \$27,000, then when COVID hit, they decided to double it, so we are gaining about \$55,000 a month. They worked on their software; they got their software now to where it can recognize which municipality the internet purchase is made from beginning July 1<sup>st</sup>. The first time we saw it was in September; they began allocating the tax based on their new software that shows locations. So now, instead of a flat rate in the State Compensation Tax, we get a variable rate that is determined by the location code of our purchases. Obviously, there is no way to check that, we don't have a filter that says everything that passes out of Alamogordo. Mayor Payne said she knew that they doubled it, you said they doubled it, but she noticed they just did a flat double during COVID. She said she wondered how accurate that really was. It just seemed like everything would have gone up in terms of internet sales. Finance Director Huff said she thinks that why doubled it, there reasoning was that everyone was buying more stuff online, so they couldn't just justify doing what they had been doing for about a year and a half prior to that. It took them about three years to get the software in place to be able to do the location codes. Now we have been receiving the Compensation Tax, we've gotten five months of the Compensation Tax; it is varied, it has been anywhere in between \$30,000 to \$50,000. We are keeping an eye on that, it is a little hard to budget it right now, because we only have five months. The Interstate Telecom, it is very small, it is about \$600 to \$700. She said her understanding of that is that it is supposed to be from in between municipalities, but within the State. Mayor Payne said so, you are saying now they have worked out this bug or whatever in their system and they can actually identify which municipality, you are saying now we are getting between \$30,000 and \$50,000. Finance Director Huff said yes, it is not a flat amount anymore. Mayor Payne said that kind of tells her though that the \$27,000 that they were initially giving us was probably low. Finance Director Huff said they did that based on, they were given a flat amount by the legislature, and so they divided that out by population; was how they came up with the initial. Commissioner Rardin said his better half buys a lot of stuff on the app from like Walmart, is that considered part of that compensation. Finance Director Huff said yes, she should be paying taxes on that. Commissioner Rardin said he knew that, you pay like on the app, and then it like divots it, but instead of them reporting it through their CRS report, it just reports it off of. Finance Director Huff said it does, it

goes through, so they changed their CRS reporting to where it now has an electronic part of it that tracks, and she can't tell you the technology specifics of it, but it did change their CRS system a lot. Commissioner Rardin said just by looking at how busy it is when you go to pick your order up, if you ordered in the app, \$30,000 to \$50,000 a month doesn't seem like that much money. You know, you go to Walmart, big Walmart, little Walmart, you see people, because he said he knows a lot of people use the app. We ought to see if the League can't look into a way to track that, so we don't end up like we were last year, doing a settlement. Mayor Payne said she agreed, she said she thought their numbers were low. Commissioner Rardin said that basically, it comes from all internet sales, anything you buy on Amazon, anything online, correct. Finance Director Huff said yes, you should start seeing that, you should have started seeing that in July, about when you went to go purchase something online, now it charged you sales tax, where in the past it didn't always charge you sales tax. Mayor Payne said that is anything online right. Commissioner Rardin said yes. Finance Director Huff said anything online that is still within the taxable realm, she said she didn't believe it taxes you for your food. Mayor Payne said even if you order something from Home Depot, but you have to like, order it online, like a special order or something. Finance Director Huff said correct. Commissioner Rardin said think about though, food is non-taxable, so that may be why. Finance Director Huff said yeah, it still says within the, but you know prepared food is taxable. Mayor Payne said if you think about during COVID, how many people ordered online, and Commissioner Rardin said like DoorDash and all those others, he said he did not know what they are all called. Finance Director Huff said that the majority of COVID was on the flat system. Mayor Payne said exactly, she said she thought we were so shorted; obviously we can't do anything about it, but boy, does she think we were shorted. Commissioner Melton said does the State send a breakdown of the number transactions, of what makes up that monthly amount. Finance Director Huff said so they do, on the RP500, which is available on the Taxation and Revenue website, you can see everybody's RP500. It does break it down by industry category, but it does not necessarily tell you, it does not break it down any further, so you can't go look at it say well Walmart paid us this much, and Amazon paid us this much, it doesn't give you that much information.

Finance Director Huff said we have four outside agencies that we wanted to highlight. We have Z-Trans, which is Zia Therapy. We have the two contracts that we are funding for the Chamber of Commerce, one out of Fund 16, one out of Fund 11. We have the Mainstreet Alamogordo \$40,000 that is being out of Fund 11. We have \$150,000 budgeted in there to help with the Dudley School Design and that project going forward, so those are the outside agencies that are included in the FY23 budget. Commissioner Rardin said when we did we bump up the Chamber's, the \$26,000 and the \$55,000, he said it thought it used to \$35,000. Finance Director Huff said we bumped that up in the beginning of FY20. City Manager Cesar said he thought it was even before that. Finance Director Huff said it might have been '19, it has been within the last several years. Commissioner Melton asked when the contract for Mainstreet Alamogordo is up. Finance Director Huff said it renews every year. Commissioner Rardin said the \$26,000 and the \$55,000 for the Chamber, what all is in, what does that include, one is for operations, and one is for like maintenance or something. Finance Director Huff said the \$26,000 is for the promotional part that they do, that is why it is paid out 16, and for a portion of the Visitor's Center. The \$55,000 is the rest of the operating one that is paid out of 11.

Human Resources Director Kim Torres presented the FY2023 - Human Resources Budget. FY23 requested positions included Safety Specialist in Human Resources and Administrative Assistant Parks/Cemetery in Community Services-Parks.

Mayor Payne said that Compensation Study, does that break down. City Manager Cesar said you've had that in Commissioner mailboxes. Mayor Payne said compared to other cities, does it show the comparisons. She said like you are telling me that you have surveyed these agencies but is there anything in there. City Manager Cesar said it touches on it, but it doesn't give it to you for every position in the City. If you, or any of the other Commissioners, have interest in the various positions and want to see the full spreadsheet, you can get with Kim in HR and look at every position. Through the budget resolution on the agenda the night that Mr. Evertson from Municipal Solutions from gave the presentation, that budget resolution took for every position we have in the City and for this fiscal year, funded it from the beginning of this fiscal year all the way to the end of the fiscal year. In the proposed budget you listened to tonight, same thing, all those positions are funded at that new rate. He said he was going to forget the number, but Evelyn will correct him; assuming that we spend every penny this fiscal year, which we won't, and we spend every penny in the upcoming fiscal as it is proposed, which again, we won't, at the end of next fiscal year there will be, in round figures, \$2,400,000 unallocated funding in the General Fund, Fund 11. Mayor Payne said she was just kind of curious, like with some of these where we were. She said she knows what he said, he was the guy that kept saying as you can see, only we couldn't see. City Manager Cesar said that is why you have a hard copy now. City Commissioner Rardin said we have a hard copy two weeks late. City Manager Cesar said well no, he looks at it as you have had it almost two weeks before this. Mayor Payne said she heard what he said, but she was just wondering if there was anything that we could see for ourselves, where we are at compared to other cities, that is fine. Commissioner Rardin said that if anyone has questions on the Wage Study after we all read it, we can adjust that when we point this on the agenda, correct. Finance Director Huff said yes, for the preliminary budget. Commissioner Rardin said that like the Mayor, he has not had a chance to look through the Wage Study, he said he thinks it is still sitting in his box, but, if we have any questions on that, we can address them at that time. Finance Director Huff said we can answer exactly what is in that budget, like how; some of the positions did not change for budgeting purposes because they were already over the market maximum. Commissioner Rardin said so we are just kind of looking at the lower, blue-collar, the ones that actually make the world go round. City Manager Cesar said it was every position. Finance Director Huff said those are the ones that really changed.

## **ADJOURNMENT**

---

**Commissioner Rardin motioned to adjourn at 9:19 pm.**

**Mayor Pro-Tem Wright seconded the motion.**

**Motion carried with a vote of 6-0-0.**



---

Mayor Susan L. Payne

ATTEST:



---

City Clerk Rachel Hughes

(Prepared by Dylan Aleshire, Deputy City Clerk)  
Approved at the Regular Meeting held on May 10, 2022.