

## **RESOLUTION 08- 42**

### **A RESOLUTION OF THE CITY OF EVANSTON, WYOMING, PROVIDING INCOME NECESSARY TO FINANCE THE BUDGET AND PROVIDE FOR AND AUTHORIZE ANNUAL APPROPRIATION OF FUNDS FOR FISCAL YEAR 2009.**

**WHEREAS**, on the 30<sup>th</sup> day of April, 2008, the Treasurer of the City of Evanston, Wyoming, prepared from the Department Administrators and the Mayor and submitted to the City Council, a city budget for the 2009 fiscal year, beginning the 1st day of July, 2008, and ending the 30th day of June, 2009; and

**WHEREAS**, the governing body has reviewed this budget in detail, and discussed with the several Departmental Administrators concerning their individual budget requests and base budgets; and

**WHEREAS**, a copy thereof was made available for public inspection at the office of the City Clerk; and

**WHEREAS**, notice of a public hearing, as required by Wyoming State Statute, on said budget, together with the summary of said budget, was published in the Uinta County Herald, a legal newspaper, of general circulation in the City of Evanston, on the 6<sup>th</sup> day of June, 2008; and

**WHEREAS**, a public hearing was held on such Budget at the time and place specified in said notice, at which time all interested parties were given an opportunity to be heard; and

**WHEREAS**, the governing body has adopted the following overall mission statements to guide the execution of the budget:

- (1) To insure that all rules and regulations set forth by Evanston City Government are appropriate and pertinent to the quality of life of the residents of Evanston, Wyoming.
- (2) To expect a strong sense of accountability and dedication by all City employees to the people of Evanston, and to officially recognize those employees whose service to the citizens of Evanston reflect this goal.
- (3) To improve the overall communication and line of communication within the City.
- (4) To recognize and cultivate the importance of small businesses within Evanston, as well as to encourage industry to explore the resources in our community.
- (5) To stimulate proper management techniques so that the infra-structure of our City is functioning at the highest level of productivity.

**WHEREAS**, the governing body has adopted a budget approach which encourages city employees to provide services more efficiently and cost effectively, by allowing department heads discretion to transfer operational budget allocations within a division.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVANSTON, WYOMING THAT:**

Section 1: The City Budget, as so revised and altered, be adopted as the official City Budget for the fiscal year ending 30 June, 2009.

Section 2: The following appropriations as provided for by General Property Taxation 8 mills (approximately equal to \$385,000) and other revenues, be made for the fiscal year ending 30 June, 2009, and that the expenditures of each Department, Division, or program be limited to the amount herein appropriated:

The following Department budget allocations shall be distributed to the various divisions by the department head, pursuant to Section 7 of this resolution:

CITY COUNCIL			
For:	Administration	202,432	
	Emergency Reserve	225,000	
	Total:		427,432
JUDICIAL			
For:	Administration	130,347	
	Total:		130,347
EXECUTIVE DEPARTMENT			
For:	Administration	297,788	
	Attorney	132,000	
	Contingency	6,100	
	Summer Youth Program	35,157	
	Total:		471,045
COMMUNITY DEVELOPMENT			
For:	Administration	286,530	
	Total:		286,530
TREASURER			
For:	Administration	381,869	
	Total:		381,869
CITY CLERK/ADMINISTRATIVE SERVICES			
For:	City Clerk	345,483	
	Urban Renewal	104,112	
	Economic Development	89,728	
	General Services	831,324	
	Total:		1,370,647
PARKS & RECREATION			
For:	Administration	1,071,544	
	Golf	1,090,181	
	Cemetery	269,685	
	Total:		2,431,410
POLICE			
For:	Administration	605,238	
	Investigation	607,067	
	Patrol	1,503,699	
	Support	416,263	
	Youth Services	304,155	
	YDAC	187,170	
	VOCA/Police Grants	112,368	
	Total:		3,735,960
PUBLIC WORKS			
For:	Engineering	226,121	
	PW Administration	333,659	
	Streets	1,784,084	

Water	2,847,913	
Wastewater	1,208,657	
Sanitation	638,988	
Storm water	26,140	
Motor Vehicle	45,000	
Total:		7,110,562
ECONOMIC REINVESTMENT FUND		
For: Economic Development	26,400	
Total:		26,400
JOINT POWERS, COMMUNITY PROJECTS & GRANTS		
For: Community Projects	818,535	
Total:		818,535
LODGING TAX		
For: Lodging Tax	200,050	
Total:		200,050
GENERAL FUND TRANSFERS		
For: Subsidize Funds	1,324,866	
Total:		1,324,866
CAPITAL OUTLAY		
For: Administration	600,450	
Community Development	1,257,000	
Urban Renewal	5,080,724	
Parks & Recreation	289,500	
Public Works	644,297	
Water Fund	2,080,000	
Wastewater Fund	290,000	
Sanitation	370,000	
Cemetery	150,000	
Golf	138,000	
Total Capital Outlay		10,899,971
SUMMARY:		
General Fund	20,234,608	
Water Fund	6,927,913	
Wastewater Fund	1,498,657	
Sanitation Fund	1,008,988	
Stormwater Fund	26,140	
Cemetery Fund	419,685	
Golf Fund	1,228,181	
Motor Vehicle Fund	45,000	
Economic Reinvestment Fund	26,400	
Lodging Tax	200,050	
Grant Total:		29,615,622

See Attachment "A."

Section 3: All operational and capital expenditures shall be made in conformance to the budget and the intent expressed by the governing body during the budget adoption process.

Section 4: Pursuant to the policy established by the governing body, the Treasurer shall maintain uniform standard budget classifications governing expenditures incurred and revenues received by the City and its several departments.

Section 5: Upon the adoption of this resolution the Treasurer shall, pursuant to the policy established by the governing body, provide to each department instructions specifying the method and form of reallocating their budgets in conformance to the standard classification system and pursuant to the appropriations authorized.

Section 6: (a) Pursuant to the policy established by the Mayor, it shall be the duty of the Mayor to review all requisitions and other requests for expenditures submitted by a Department or agent of the City. After said review, the Treasurer shall at the minimum insure that:

- (1) The request conforms to the approved budget and corresponding appropriations.
- (2) Funds are available to defray the requested expenditure.
- (3) The request is proper, legal and is in accord with City Policy and Procedures.

(b) The Treasurer is further authorized to administer procedures established by the governing body governing the form and processing of interim budget revisions provided they conform to the following criteria:

- (1) The department head may elect to transfer budget allocations within a division without prior approval.
- (2) The department head may elect to transfer budget allocations between divisions with prior approval of the mayor.
- (3) The department head may elect to transfer budget allocations from one department to another with the prior approval of the governing body.
- (4) Increases or decreases in budget allocations for personal services require the prior approval of the Mayor.
- (5) Inter-departmental transfers, changes in Capital Outlay Budgets and interfund transfers require the prior approval of the governing body.
- (6) No transfer shall be made which has the effect of increasing any series, class, object or budget unless accompanied by a corresponding reduction in another series, class, object or budget.
- (7) Irrespective of amounts appropriated for personal services, the governing body shall approve, by specific motion, the creation of any new permanent positions. This subparagraph does not apply to the hiring of seasonal, temporary, or intermittent employees working part-time or full-time. However, seasonal, temporary or intermittent employees working more than 120 calendar days must be approved by the governing body.
- (8) No expenditure shall be made from a contingency account for Capital Outlay without the express prior approval of the governing body.

Section 7: Pursuant to the policy established by the governing body the treasurer shall monitor revenues received and expenditures made by the City to determine the City's cash needs. When the Treasurer determines that aggregate City expenditures will exceed the total of revenues expected in any yearly, quarterly, or monthly fiscal period the Treasurer shall, to prevent a deficit cash situation from arising, institute a proportional reduction in expenditure authorized for

each department to the level of expected revenues. In placing such restriction in effect the Treasurer shall, consider as priority expenditures to preserve:

- (1) Commitments involving City bonded and loan indebtedness.
- (2) Obligations to Federal and State authorities.
- (3) Contractual arrangements to which the City is a party.
- (4) Personal Service costs for wages and benefits.

The Treasurer shall advise the governing body at its next scheduled meeting of any reductions ordered and the reasons prompting that action.

Section 8: Projects, activities and programs authorized for which grants from the United States of America, State of Wyoming, Uinta County or any other source are to be used for the purpose of payment of all or a portion of the project, activity or program are conditioned upon the receipt of the appropriated grant. In the event a grant is not received the project, program or activity shall not be undertaken, unless specifically approved by the governing body.

Section 9: By order of the governing body and for the purpose of the execution and administration of the budget for this fiscal year the following policy directions shall prevail.

(A) The City will pay on behalf of its full time permanent employees ten percent (10%) of their gross salary to a Deferred Compensation Program or Wyoming Retirement Program.

(B) Each employee covered by the terms and conditions of the health/medical, dental and optical insurance policy shall be required to contribute through a payroll deduction, an amount equal to Ten percent (10%) of the monthly insurance premium. Qualified Retiree employees who receive the retirement health insurance option shall be required to pay 80% of insurance premium as per the Personnel Policy.

(C) The City will not participate financially in the payment of membership dues or fees on behalf of any employee unless the membership is granted in the name of the City of Evanston. The City will not contribute financially to the payment of any personal memberships.

(D) Where statutory or job description provisions specify that certain occupational certification or professional status is required as a condition to or of employment, the City will reimburse travel and associated costs related to attendance at schools, seminars or conferences when such attendance is for the purpose of maintaining or advancing professional status or occupational certification.

**(E) Each full time employee shall receive a one time bonus of \$1,700.00 plus social security tax of \$140.00 in a one time check on September 12, 2008.**

(F) The City will reimburse employees up to \$150 for protective footwear, as determined

by the Department Administrator.

Section 10: There is hereby established the following fee schedules for the Fiscal Year beginning July 1, 2007

**POLICE**

Reports, per page per side	\$1.00
Fingerprinting	\$10.00
Vin Inspections	\$5.00
Parking Tickets in Limited Parking Zones	
1 <sup>st</sup> Offense in any one day	\$10.00
2 <sup>nd</sup> Offense in any one day	\$20.00
Handicap Parking	\$50.00
No Parking Zone	\$10.00
Improper Parking	\$10.00
Parked Wrong Side of Street	\$10.00
Within 20 feet of Fire Hydrant	\$10.00
Angle Parking	\$10.00
Impound Fee	
Dog, Puppy	
1st Offense	\$ 25.00
2nd Offense	50.00
3rd Offense	75.00
4 <sup>th</sup> or more Offense	100.00
Cat, Kitten	
1st Offense	\$ 15.00
2nd Offense	30.00
3rd Offense	45.00
4 <sup>th</sup> or more Offense	75.00
Boarding Fee	
Dogs per day	\$5.00
Cats per day	5.00
License Fee	
Annual	
Dogs - Altered	\$ 4.00
Dogs - Unaltered	15.00
Cats - Altered	4.00
Cats - Unaltered	15.00
Life Time	
Dogs - Altered	\$15.00
Cats - Altered	15.00
Adoption	
Dog	\$25.00
Cat	15.00
Puppy	5.00
Kitten	5.00
Euthanasia	
Dog	\$35.00
Cat	35.00
Cremation	
Dog	\$80.00
Cat	80.00

Cremation Container	5.00
Assigning Dog to Shelter	
Dog	\$20.00
Puppy	5.00
Assigning Cat to Shelter	
Cat	\$20.00
Kitten	5.00
Vaccination	8.00

**PLANNING & ZONING**

Conditional Use Permit, Variance, Zone Change, Text Amendments	\$50.00
Application for Home Occupation and Home Occupation Child Care	25.00
Planning and Zoning Commission Conditional Use Permit review Home Occupation and Home Occupation Child Care	25.00
Vacating Property, Advertisement	50.00
Zoning Ordinance	35.00
Comprehensive Plan	55.00
Mirror Lake Scenic Byway Plan	50.00
Subdivision Regulations	25.00
Bear River Drive Corridor Renaissance Plans	30.00
Blueline Maps: Plats, City, Zoning, Aerials	5.00
Photo copies, per page	1.00

**PUBLIC WORKS**

Building Permit Fee is .005 times the cost of building or improvements, excluding land.

**TREASURER**

Fax Service	
Transmit, per page per side	\$2.00
Receive, per page per side	1.00
Returned Checks	\$20.00
Reports, per page per side	\$1.00
Copies /per page	.10

**CLERK**

Catering/Malt Beverage Permit, per day	\$ 10.00
Liquor License Advertisement Fee - new or renewal	60.00
Resort License - Annually	1,500.00
Retail License - Annually	1,000.00

Restaurant License - Annually	500.00
Club License - Annually	100.00
Micro brewery - Annually	500.00
Micro winery - Annually	500.00
Bar & Grill License – Annually	1,500.00
Liquor License Transfer Fee	100.00

Fireworks Permit Fee:	
Annual July 1	\$ 100.00
Prorate January 1 - June 30	50.00

Business License Fees:	
Number of Employees:	
1-5	\$ 30.00
6-15	50.00
over 15	100.00

Lists	5.00
Labels	25.00

## BUILDING RENTALS

### Private Functions: Family, Weddings, Parties

Machine Shop – User Fee \$300.00 Per Day + Cleaning and Damage Deposit \$600.00
Beeman-Cashin – User Fee \$100.00 Per Day + Cleaning and Damage Deposit \$200.00
Depot – User Fee \$100.00 Per Day + Cleaning and Damage Deposit \$200.00
Tent W/Beeman-Cashin – User Fee \$200.00 Per Day + Cleaning and Damage Deposit \$400.00
Chinese Gazebo – User Fee \$25.00 Per Day –With Beeman or Depot \$125.00 + Deposit \$200.00
Gazebo at Martin Park – User Fee \$25.00 Per Day – With Beeman or Depot \$125.00 + Deposit \$200.00

### For Profit Functions: Business, Events (Charging for admission)

Machine Shop – User Fee \$500.00 Per Day + Cleaning and Damage Deposit \$1,000.00
Beeman-Cashin – User Fee \$200.00 Per Day + Cleaning and Damage Deposit \$400.00
Depot – User Fee \$200.00 Per Day + Cleaning and Damage Deposit \$400.00
Tent W/Beeman-Cashin – User Fee \$400.00 Per Day + Cleaning and Damage Deposit \$800.00
*Security Fee: (if alcohol is being served) \$300.00

### Public Non Profit Functions: Service Groups, Church, Scouts, Associations, Political Entities

Machine Shop – User Fee \$150.00 Per Day – Cleaning and Damage Deposit \$300.00
Beeman-Cashin – User Fee \$50.00 Per Day – Cleaning and Damage Deposit \$100.00
Depot – User Fees \$50.00 Per Day – Cleaning and Damage Deposit: minimum \$100.00
Tent W/Beeman-Cashin – User Fees \$100.00 Per Day – Cleaning and Damage Deposit \$200.00
Chinese Gazebo – User Fee \$10.00 Per Day – With Beeman or Depot \$60.00 + Deposit \$100.00
Gazebo at Martin Park – User Fees \$10.00 Per Day – With Beeman or Depot \$60.00 + Deposit \$100.00

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## GOLF FEES

	<u>9 Holes</u>	<u>18 Holes</u>
Public Green Fees	\$13.00	\$24.00
Junior Green Fees 18 years & under	\$8.00	\$15.00
Senior Green Fees 62 years & over	\$10.00	\$17.00
*Club Member Green Fees - Per Round	\$10.00	\$17.00

Golf Cart Rental per seat	\$6.50	\$13.00
* Golf Club Member Annual Pass	\$215 for 1 <sup>st</sup> adult & \$120 per Immediate Family Member	
Twilight Green Fee	Half Price, 1.5 hours before dusk	
Lunch Special (Mon-Thur 11:30 a.m. - 1:30p.m.) 4 or 5 Holes	Public \$7.00	Club Member \$5.00
Spring/Winter Conditions	\$10.00-\$12.00	\$18.00-\$23.00
Juniors Early Morning Green Fees	\$3.50 before 8:30 a.m.	
Public Punch Pass	\$104.00 for (10), 9 hole rounds	
Junior Punch Pass	\$64 for (10), 9 hole rounds	
*Club Member Punch Pass	\$78.00 for (10), 9 hole rounds	
Senior Punch Pass (Age 62)	\$78.00 for (10), 9 hole rounds	
*Club Member Senior Punch Pass (Age 62)	\$58.00 for (10), 9 hole rounds	
League Green Fees	<i>Golf Club Member:</i> Discounted Green Fees, Punch or Season Pass <i>Public:</i> Green Fees or Punch Pass	
Tournament Green Fees	Golf Club Member: Full Priced Tournament Entry Green Fees Public: Full Priced Tournament Entry Green Fees	
*Club Member Annual Cart Storage Fee	\$215.00 per Year April-March	
Private Cart Annual Trail Fees	\$140.00 per season	
Required If * Club Member Cart is Stored in Cart Garage		
Private Cart Trail Fees	\$5.00 per 9 holes	
Driving Range Fees	Small \$4.00 , Large \$6.00	
Driving Range Pass	\$65.00 - 12 Large Buckets	
Club House Locker Rentals	\$45.00 per year,	
Club Rentals	\$5.00 and \$10.00	
Pull Cart Rentals	\$3.00	
High School Golf Team Per Season (20 max)	\$550.00	
Handicap Cards	\$30.00 per person	
* Available to Evanston Golf Club Members Only, Not Available to the Public		

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## CEMETERY

Grave Space (perpetual care included)	550.00
Plot (8 sites, perpetual care included)	4000.00
Perpetual Care, each space	\$250.00

Opening - Weekday	\$275.00
- Saturday/Holiday Before Noon	400.00
- Saturday/Holiday After Noon	500.00
Opening - Infants - Weekday	100.00
Saturday/Holiday	175.00
Opening - Cremation Weekday	75.00
Saturday/Holiday	175.00
Disinterment - casket	\$500.00
- cremation	200.00
(Disinterment includes opening and closing for one body – one grave)	
Head Stone relocation - up to	\$100.00

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## GENERAL UTILITY CHARGES

Late and Delinquent Payment Penalty one and one half percent (1.5%) per month.

Service Restoration after 3:30 p.m. on days; weekends and holidays	\$50.00
Service Restoration for Delinquency	20.00
Account Deposit	100.00
Service Restoration Fee - Voluntary	15.00
Meter Calibration Verification, one free per year	30.00
Repair Service parts, labor and Frozen Meters	50.00
Water for Construction per 1,000 gal.	5.00
Monthly Administration Fee for Construction Water	20.00
Meter for Water Construction	50.00
Minimum Charge for Construction Water	10.00 per load up to 2,000 gal.

When a utility account becomes delinquent and subject to termination as provided by Section 23-15.1 of the City Code, the user may enter into an agreement with the City of Evanston for continued utility services. The agreement shall require the user to pay in full all current monthly charges for utility services incurred during each month of the term of the agreement, plus a minimum of one-twelfth (1/12) of the delinquent amount. The agreement shall further provide that if the user fails to make the payments designated in the agreement when due then the full unpaid amount, plus all delinquencies and penalties, shall be immediately due and payable in full.

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## WATER CONNECTION AND TAPPING

¾	inch Water Service	\$ 1,000.00
1	inch Water Service	1,250.00
1½	inch Water Service	1,750.00
2	inch Water Service	3,250.00
4	inch Water Service	7,500.00
6	inch Water Service	12,500.00
8	inch Water Service	18,000.00
10	inch Water Service	25,000.00

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## WATER METERS

¾	inch	\$ 150.00
1	inch	220.00
1½	inch	420.00
1½	inch Turbo with strainer	700.00
2	inch	530.00
2	inch Turbo with strainer	830.00
4	inch Turbo with strainer	2,100.00
4	inch Compound with strainer	3,000.00
6	inch Turbo with strainer	3,400.00
6	inch Compound with strainer	5,300.00

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WATER MONTHLY CHARGES

<u>Line Size</u>	<u>Capital Replacement</u>
¾ inch & 1 inch residential	\$ 5.06
1 inch commercial	8.86
1½ inch	16.45
2 inch	26.57
4 inch	64.52
6 inch	112.59

PLUS: \$1.74 per 1,000 gallons of potable water consumption for each metered utility service unit monthly.

\$1.40 per 1,000 gallons of non-potable water consumption for each metered utility service unit monthly.

Un-metered flat rate per utility service is \$22.77, plus capital replacement cost, per month except for the months of July, August, September and October billing which will be \$75.90, plus capital replacement cost, per month.

WASTE WATER/SEWER CONNECTION TAPPING

¾ inch Water Service	\$ 1,250.00
1 inch Water Service	1,550.00
1½ inch Water Service	2,200.00
2 inch Water Service	4,050.00
4 inch	9,400.00
6 inch	15,650.00
8 inch	22,500.00
10 inch	31,250.00

WASTE WATER MONTHLY CHARGES

<u>Water Line Size</u>	<u>Capital Replacement</u>
¾ inch & 1 inch residential	\$ 4.80
1 inch commercial	11.99
1½ inch	19.18
2 inch	28.78
4 inch	64.75
6 inch	110.31

PLUS: \$1.40 per 1,000 gallons of actual water consumption, except residential, church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January.

Un-metered flat rate per utility service unit \$18.00, plus capital replacement cost.

The charge for private and commercial wastewater bulk dumpage into the City's wastewater system shall be charged at a rate of \$79.14 per load up to 1,000 gallons of wastewater.

SANITATION

Monthly Refuse Service Fee Per:

Capital Replacement Monthly Per Utility Service Unit	\$ 0.00
105 Gallon Container Picked Up Once A Week	7.50
Each Additional Pickup	7.50
300 Gallon Container Picked Up Once A Week	12.50

Each Additional Pickup	12.50
400 Gallon container	
Picked Up Once a Week	17.50
Each Additional Pickup	17.50
Involuntary Collection Per Pickup	28.50
Special Collection Per Pickup	18.50
Multi-Dwelling Unit	
Individual Meter	6.50
Combined Meter	5.50
Monthly Landfill Fee Per:	
105 Gallon Container	
Picked Up Once a Week	3.90
Each Additional Pickup	3.90
300 Gallon Container	
Picked Up Once a Week	9.83
Each Additional Pickup	9.83
400 Gallon Container	
Picked Up Once a Week	11.83
Each Additional Pickup	11.83
Community Event Pick-up	
As authorized by the Mayor	Variable

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## NON CITY SERVICE AREA

### Capital Replacement

<u>Line size</u>	<u>Water</u>	<u>Waste Water</u>
¾ inch	\$ 5.06	\$ 4.80
1 inch	8.86	11.99
1½ inch	16.45	19.18
2 inch	26.57	28.78
4 inch	64.52	64.75
6 inch	112.59	110.31

WATER: PLUS up to \$3.65 per 1,000 gallons of water consumption for each utility service unit monthly as determined by the governing body.

WASTE WATER: PLUS up to \$3.00 per 1,000 gallons of water consumption, except residential, church and school accounts shall be billed an average amount, based on the actual consumption during November through January, for each month for the months of February through January, as determined by the governing body.

SANITATION: Fees shall be set by the governing body, provided fees do not exceed the amounts as established below:

### Monthly Refuse Service Fee Per:

Capital Replacement Monthly Per	
Utility Service Unit	\$ 0.00
105 Gallon Container	
Picked Up Once A Week	14.50
Each Additional Pickup	14.50

300 Gallon Container	
Picked Up Once A Week	25.50
Each Additional Pickup	25.50
400 Gallon container	
Picked Up Once a Week	34.50
Each Additional Pickup	34.50
Involuntary Collection Per Pickup	57.50
Special Collection Per Pickup	35.50
Multi-Dwelling Unit	
Individual Meter	12.50
Combined Meter	10.50

Monthly Landfill Fee Per:

105 Gallon Container	
Picked Up Once a Week	3.90
Each Additional Pickup	3.90
300 Gallon Container	
Picked Up Once a Week	9.83
Each Additional Pickup	9.83
400 Gallon Container	
Picked Up Once a Week	11.83
Each Additional Pickup	11.83

STORM WATER: Monthly fee of .50 per service.

**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of June, 2008.

\_\_\_\_\_  
William R. Davis, Mayor

ATTEST:

\_\_\_\_\_  
James H. Davis, City Clerk

	Aye	Nay	Abstain	Absent
Kimball	_____	_____	_____	_____
Croft	_____	_____	_____	_____
Whiting	_____	_____	_____	_____
Davis	_____	_____	_____	_____
Skyles	_____	_____	_____	_____
Bell	_____	_____	_____	_____
Harvey	_____	_____	_____	_____