



COMMITTEE of the WHOLE

CITY COUNCIL

SUMMARY
January 10, 2022
5:00 P.M.
Hybrid Meeting

COUNCIL MEMBERS PRESENT:

D. Reed, J. Cepeda-Freytiz, J. Waltman, M. Ventura, M. Goodman-Hinnershitz, W. Butler, B. Tyson (electronically)

OTHERS PRESENT:

L. Kelleher, (in person), S. Smith, A. Acevedo, S. Harrity, A. Amoros, N. Matz, E. Moran, W. Stoudt, M. Gombar, J. Kelly, F. Lachat, K. Zeiber, F. Denbowski, M. Lynch (all electronically)

The meeting was called to order at 5:02 pm by Mr. Waltman. He stated that the update on the sidewalk repair / replacement program will occur at the January 18 Committee of the Whole meeting.

I. Snow & Ice Emergency Ordinance

Ms. Kelleher stated that Mr. Matz, the Executive Director of the Parking Authority, will be making a presentation.

Mr. Matz apologized for his voice and stated that he is not feeling well. He stated that he is proud of the partnership that has developed between the City and the Parking Authority (RPA). He stated that issues are being addressed together.

Mr. Matz stated that this is a new initiative between RPA and Public Works to assist with snow removal. He stated that residents will be able to park in RPA garages free of charge during snow events to allow for more efficient plowing. He stated that RPA will also clear downtown sidewalks, crosswalks and curb ramps. He stated that RPA was able to complete cleanup from Friday's storm in two hours.

Mr. Matz stated that removing snow from parking zones will help with visitor parking, bus stops and resident parking. He expressed the belief that this will bring a positive economic impact to downtown.

Mr. Matz explained that the RPA has spent approximately \$200,000 preparing for this initiative by hiring a snow management consultant, buying new equipment, and staff training. He stated that this is an evolving process and will be improved with experience of additional snowfalls. He noted the need to have additional personnel available to remove no parking signs after snow has been removed so that vehicles can begin parking sooner.

Mr. Matz stated that he is committed to quality. He stated that this ordinance is being introduced to Council this evening. He noted the partnership between RPA and Public Works and noted that they worked together on this ordinance to ensure that it is in the best interest of all who come downtown.

Mr. Matz stated that this ordinance will codify free parking in RPA garages during snow events, clarify existing language, and put a new snow removal focus on the commercial core.

Police Chief Tornielli connected to the meeting at this time.

Mr. Matz stated that moving vehicles off downtown streets and into garages will increase the efficiency of downtown snow removal. He stated that RPA will post no parking signs with specific times and will post the information on its Facebook page and website. He stated that the information will also be shared with the City so that they can also share the information. He stated that meter enforcement would restart after the free garage parking ends.

Mr. Matz stated that this plan is not only for large snow events, as had been the practice in the past. He stated that this plan of action is for all snow / ice events. He stated that property owners will remain liable for removing the snow from their sidewalks.

Ms. Tyson noted her concern with some of the language in the ordinance.

Ms. Goodman-Hinnershitz noted her concern with the level of responsibility given to the RPA Executive Director on this issue. She stated that the RPA Executive Director has never declared a snow emergency in the past. She noted the need to review this ordinance with the Council Solicitor before it moves forward.

Mr. Denbowski noted that the RPA Executive Director can already post signs for other needs. He stated that this addresses snow removal in the commercial core only. He stated that meetings have been held between the City and RPA for the last several months. He stated that snow removal operations will be coordinated with the City. He expressed the belief that the RPA Executive Director is not being given any new authority.

Ms. Tyson noted the need for all to work together. She noted her concern with RPA's ability to close streets.

Mr. Denbowski stated that this ordinance has been reviewed by the City Solicitor. Mr. Lachat stated that he had not reviewed the ordinance.

Mr. Waltman thanked Ms. Tyson for her comments. He reminded all that this ordinance can be amended in the future if needed. He expressed the belief that parking is a sensitive issue.

Ms. Rodriguez connected to the meeting at this time.

Ms. Tyson suggested that this ordinance be tabled until there is additional review.

Mr. Waltman explained that the ordinance is being introduced this evening and will be eligible for Council action on January 24. He suggested that Ms. Kelleher work with Mr. Matz to address Council's concerns. He noted the need for Councilors to send their comments to Ms. Kelleher and stated that an updated document will be distributed.

Ms. Cepeda-Freytiz noted the need to better define the area considered the commercial core. Mr. Denbowski stated that a map will be provided to Council via email.

Ms. Goodman-Hinnershitz stated that Friday's snow was a test. She commended Public Works on an extraordinary job. She stated that all the spaces on Penn St were cleared as well as some cross streets. She stated that the streets were cleared but the no parking signs remained. She noted the need for additional resources to remove the signs more quickly. She also noted the need for public education on this new process and suggested that Public Works assist with sign removal.

Mr. Matz agreed with the need for additional staff to remove signs. He stated that this will be adjusted for the next event.

Mr. Waltman questioned what amount of snow will trigger this process. Mr. Matz stated that the same process will be used whenever there is a need for salting or plowing.

Mr. Waltman questioned if one inch will trigger this process.

Mr. Matz stated that the icy forecast could also have triggered the process. Fortunately, Reading did not experience icy conditions downtown. He noted the need for flexibility to address the snow and ice as recommended by the snow consultant and not put specific conditions around it. He stated that in the past snow emergencies were only declared for large snow events.

Ms. Cepeda-Freytiz questioned the language about not shoveling snow into the street. Mr. Waltman explained that this is already prohibited. He noted the need for residents not to throw snow back into the street into areas that have already been plowed. He stated that this can cause hazardous driving conditions.

Ms. Tyson requested that Mr. Matz email his presentation to Council. Mr. Matz stated that he will send both presentations to Council tomorrow.

Mr. Matz stated that the Executive Director of RPA can only authorize the closing of streets in the commercial core and only for large weather events. He explained that the snow will be pushed into the last parking space or two in each block but that if there is too much snow it will need to be hauled away. He stated that this would require the closing of the street. He stated that this was done last winter in coordination with the City.

Ms. Tyson questioned if the signs would be removed the same day. Mr. Matz stated that they would be removed as soon as possible after each event. Mr. Zeiber explained that it will depend on the depth of the snow.

Mr. Oppenheimer connected to the meeting at this time.

Mr. Matz stated that RPA provided eleven days of free parking last winter. He again noted the need to be flexible.

Mr. Waltman asked Mr. Butler and Ms. Tyson to introduce themselves. All present introduced themselves.

Mayor Moran thanked RPA and Public Works for their work on Friday. He expressed the belief that this relationship will work well and noted the quick response to clear the downtown area of snow.

II. Issuance of Parking Tickets by US Mail

Mr. Waltman stated that he was not in attendance at the last meeting where this issue was discussed. He stated that there has been a lot of public pushback about this process and noted the need for notice to be placed on vehicles noting that a ticket is on its way. He stated that the public does not like this new process.

Mr. Matz gave a Power Point presentation. He stated that the RPA is focusing on quality and that "good enough" is no longer good enough. He stated that RPA was approached by the City to address cleaner streets and expand the sweeper program. He stated that 61 blocks in East Reading have been added to the weekly sweeper program and mailing tickets is the only way to speed up the process.

Mr. Matz stated that between 250 and 550 vehicles are ticketed per day as part of the sweeper program. He stated that mailing tickets has cut 2 – 3 hours off each route. He stated that this additional time can expand the sweeping program further and reduce the amount of no parking time along each route.

Mr. Matz stated that he is also addressing the amount of time it takes to exit parking garages after events. He reminded all that RPA staff is present during events but no longer handles cash. He stated that when paying to enter the garages traffic would back up and cause hazardous conditions.

Mr. Matz noted his work to move to a 100% gateless system. He stated that this is the only way to reduce exit times and stated that there will be an enforcement system. He stated that a beta test has begun at the 4th & Cherry garage. He stated that those who do not pay to use the garage will receive a ticket in the mail similar to the system used on the PA Turnpike for those who do not pay tolls. He noted his hope to expand this system to all the garages after the beta testing and any necessary adjustments are made.

Mr. Matz stated that mailing tickets guarantees receipt. He stated that many times tickets placed on vehicles are not received (weather conditions, people removing them as pranks, etc). He stated that tickets can be researched online and the ability to send an email notification is being worked on.

Mr. Matz stated that guns were pulled on enforcement officers four times in 2021 and there are many assaults. He stated that mailing tickets for double parking violations will reduce serious injury and de-escalate situations.

Mr. Matz stated that the RPA has committed to a \$1.7 million annual payment to the City. He expressed the belief that this is in jeopardy without ticket options. He agreed that the current system is not perfect but that software is being corrected. He stated that text and email tickets are being worked on and should be available by the end of June 2022. He stated that once this is available you will receive your ticket within 30 minutes of issuance.

Mr. Matz stated that double parking violations have an exception for loading or unloading a vehicle. He stated that it is difficult to determine if this is being done via photographs so \$43,000 is being spent to develop technology to attach a short video to double parking tickets. He stated that no one else in the US is making this much progress with parking issues.

Mr. Waltman expressed the belief that people expect a ticket from the Turnpike Commission if they do not pay a toll. He stated that all who use the Turnpike know and understand that. He stated that Reading residents may not realize they are parked illegally and then get a ticket in the mail several days later. He expressed the belief that if tickets are issued immediately people learn from their mistakes.

Mr. Waltman noted his concern with visitors receiving tickets in the mail. He stated that he is concerned with the amount of time it takes to exit the parking garages. He expressed the belief that visitors won't return if they have a bad experience. He stated that people are waiting too long to exit parking garages. He suggested providing information about parking when event tickets are purchased and providing an incentive to stay downtown after events conclude to

reduce the number of vehicles trying to exit at the same time. He stated that he is glad to hear that RPA is looking for solutions.

Mr. Matz agreed that the amount of time it takes to exit the garages is unacceptable. He reminded all that the current gate system was purchased prior to his time as Executive Director. He stated that the gateless system will be the fastest option to exit the garages. He stated that pre-paying for parking when tickets are purchased is also being explored. He noted the need to optimize the user experience. He stated that flyers are distributed suggesting ways to reduce exit times including staying downtown and visiting other businesses before heading home.

Ms. Ventura stated that her opinion has not changed. She stated that not ticketing the vehicle immediately is not working. She stated that residents want to get the ticket right away. She noted her concerns with language in the letter and the timing of receipt of the letter and ticket payment deadlines. She noted the need to correct these issues.

Mr. Matz stated that the time allowed to pay the fine before it escalates in cost has been extended. He stated that payment plans are also available for fines of \$100 or more.

Mr. Butler stated that many Reading residents relocate often. He questioned how new addresses would be discovered to ensure the proper person receives the ticket. Mr. Matz stated that all violations are sent to PennDOT before tickets are mailed to confirm current addresses. He stated that this is done every other day. He stated that after the address is verified by PennDOT, the ticket is mailed.

Ms. Goodman-Hinnershitz thanked Mr. Matz for trying new solutions. She noted her concern with elderly visitors to the Performing Arts Center. She stated that many times these patrons do not have smart phones or the ability to use the parking app. She stated that without ambassadors downtown for events there is no assistance. She expressed the belief that Reading cannot afford to drive people away. She noted the need to support Reading's cultural arts. She stated that not everyone wants to stay downtown after events. She suggested working with the Convention Center Authority on the garage exit issue.

Mr. Matz stated that Ms. Goodman-Hinnershitz makes a good point. He stated that the new system will allow many methods of payment. He stated that a kiosk has been installed at the 4th & Cherry garage. He stated that there are always humans available during events but that cash is no longer accepted.

Ms. Goodman-Hinnershitz suggested that parking information be included in SPAC programs to increase education.

Mr. Matz stated that the gateless system will operate the same as the parking meters. He stated that it is a pay up front system so you can pay for the amount of time to the estimated

exit. He noted the need for flexible payments and stated that if this beta test is not successful it will not be expanded to the other garages.

Ms. Cepeda-Freytiz questioned if paper tickets are issued for parking meter violations. Mr. Matz stated that they are. He stated that several notices are received throughout the process.

Ms. Cepeda-Freytiz requested an update on the impact of parking meters on N 9th St, paying to park on Saturdays, the increased violation schedule, and the pilot of parking meters at loading zones.

Mr. Waltman noted the need to reduce resident frustration about getting tickets in the mail for double parking and street sweeping. He noted the need for something to be issued at the time of the violation. He also noted the need to exit the garages after events within an hour. He noted the need to keep people coming back.

Ms. Cepeda-Freytiz suggested advertising the availability of parking garages to residents. She noted the need to increase garage usage by residents. Mr. Matz stated that as of November 2021 422 residents are using the garages. He stated that this availability is noted on Facebook and the RPA website. He stated that it is also discussed when meeting with residents about their parking issues. He stated that if a resident has multiple violations RPA staff works to help solve the issue and suggesting parking in a garage has been very effective.

III. Dumpster Screening Incentive

Mr. Harrity stated that Council has approved the new screening requirement. He gave a brief Power Point presentation.

Ms. Cepeda-Freytiz questioned if the dumpster application will be available on the City's website. Mr. Harrity stated that it will be available.

Ms. Cepeda-Freytiz suggested sending a copy of the application along with the initial informative letter. Mr. Harrity stated that this is a great idea and will include the application form.

Ms. Reed questioned how requests for financial assistance would be processed and how screening would be approached in historic districts. Mr. Harrity stated that HARB would be involved in historic districts. He stated that \$100,000 will be allocated and those requesting assistance can receive 50% of the cost of installation up to \$750. He stated that it is estimated that screening will cost between \$300 and \$500 and that approximately 300 businesses can be assisted. He stated that there is a two year period to request financial assistance.

Ms. Reed questioned how financial need would be determined. Mr. Harrity stated that it will be a first come first served program.

Ms. Reed questioned if the program is need based. Mr. Denbowski stated that if there is a strong need additional funding can be allocated for this program. He stated that there are approximately 300 dumpsters / totes that will need to be screened. He stated that the property owner will pay the costs upfront and will be reimbursed 50% of the cost up to \$750.

Ms. Reed questioned how the City would ensure the funds are being spent for this project. Mr. Denbowski stated that the cost of installation would be reimbursed after the project is complete. He noted his hope for voluntary compliance to reduce the need for enforcement. He stated that Council can authorize additional transfers if necessary. He stated that the general fund is not being used so there is no need to reduce another program. He stated that new permit fees will also help replenish the fund. He stated that the operation of the program can be shared with Council so that they can assist with public education.

Ms. Reed noted her support of this program and expressed the belief that it is long overdue.

Ms. Rodriguez questioned where additional funding would be taken if needed. Mr. Denbowski stated that the project is being funded by the Solid Waste fund balance. He stated that this way the funds remain segregated from the general fund.

Ms. Tyson questioned what sidewalks were repaired in 2021. She apologized for her comment and stated that they relate to a different agenda topic.

Ms. Goodman-Hinnershitz noted the need to track progress. She noted the need to highlight successes and suggested taking before and after photos to applaud those who are doing the right thing. She noted the need to publicize that this project is a result of Council and the Administration working together. She thanked Ms. Reed for bringing the need for this project to everyone's attention.

IV. Update Sidewalk Repair / Replacement Program and Funding

Mr. Waltman reminded all that Mr. Abodalo will be providing an update on the Sidewalk Repair / Replacement Program at next week's meeting. He stated that Mr. Abodalo is not feeling well this evening.

V. Council Reorganization Matters

Mr. Waltman stated that a Council orientation is being discussed. He noted the need to reorganize every two years. He questioned if Council members are available the evening of Martin Luther King Day for orientation.

Ms. Cepeda-Freytiz stated that she has spoken with Mr. Waltman, Ms. Reed and Ms. Goodman-Hinnershitz about this need. She suggested that it be Council only to review roles and responsibilities and how to conduct business. She noted the need to allocate time for Council's needs.

Ms. Goodman-Hinnershitz agreed with the need but questioned if a Monday would allow enough time. She questioned if a Saturday session would be better.

Mr. Waltman noted the need to reorganize. He noted the need for 1.5 – 2 hours for this discussion and noted the need for it to occur before the January 24 meeting. He stated that Ms. Kelleher will schedule the meeting on January 17.

VI. Agenda Review

Council reviewed this evening's agenda including the following:

- Public Comment

Ms. Kelleher stated that no one has registered to comment.

Chief Tornielli disconnected from the meeting at this time.

- Resolution ratifying the COVID-19 Declaration of Disaster Emergency executed by the Mayor and Council President on January 4, 2022 and authorizing the continuance and renewal of the Declaration of Disaster Emergency not to exceed ninety days or the expiration of any Declaration of Disaster Emergency enacted by the Commonwealth of Pennsylvania, whichever expires later, unless further action is taken by Council

Mr. Lachat explained that this is similar to the Declarations ratified in 2020 and focuses on the purchase of necessary supplies. He stated that this is not a shutdown.

- Resolution authorizing the disposition of 2015 Financial Interest Statements, Gift Reports and Campaign Finance Reports in the City Clerk's Office

Ms. Cepeda-Freytiz questioned if these records would be scanned before they are destroyed. Ms. Kelleher stated that this is unnecessary for these records.

- Ordinance amending Code of Ordinances Chapter 23 Section 101 by changing the number of members of the Planning Commission from five to seven members

Ms. Kelleher stated that no clear effective date was provided.

Mr. Denbowski suggested a March effective date. He expressed the belief that this would allow enough time to recruit and process additional applicants.

Mr. Lachat confirmed that specific effective dates are permitted as long as it is not shorter than the 10 day Charter requirement.

Ms. Goodman-Hinnershitz noted the need to amend the ordinance at the table to correct the effective date. Mr. Lachat stated that he will provide the amendment language.

Ms. Cepeda-Freytiz questioned if it would be better to table the ordinance until it is corrected. Mr. Waltman stated that tabling is not necessary. He explained that minor amendments can be made at the table but that substantial changes require legislation to be tabled until corrected.

- Ordinance authorizing a budget amendment to cover Self Insurance expenses through the end of 2021 – Liability claims in the amount of \$155,200; Premium payments in the amount of \$101,100 and Other Insurance Premium in the amount of \$63,700; funded by an increase in Transfer from Fund Balance in the amount of \$320,000

Ms. Goodman-Hinnershitz noted the importance of understanding if funds were available when they were committed. She noted the need to ensure this process does not continue.

Mr. Kelly stated that he did not understand Ms. Goodman-Hinnershitz's comment.

Ms. Goodman-Hinnershitz questioned if purchases were made before funding was available. Mr. Kelly stated that the transfers are required to pay past due bills. He stated that the demolition has already occurred in 2021 and the self-insurance expenses already incurred. He stated that transfers are often required at year end to close out the prior year.

- Ordinance authorizing a transfer of \$100,000 from the Sidewalk Repair / Replacement to Solid Waste to provide a funding incentive to assist with costs incurred to construct and / or purchase approved screening for dumpsters and trash receptacles located in the right of way, as per the newly enacted dumpster ordinance

Mr. Waltman questioned if the Sidewalk Repair / Replacement fund was being used for this program or the Solid Waste fund. Mr. Kelly stated that it will be funded through Solid Waste.

Mr. Waltman suggested amending this ordinance at the table as well. Ms. Kelleher stated that she will provide the heading amendment.

Ms. Tyson questioned if this was related to Mr. Harrity's presentation. Mr. Waltman stated that it is.

- Ordinance amending the 2022 Position Ordinance as per the Mayor to reflect a change to the title of the position of Executive Assistant in the Mayor's Office to Special Assistant and to reflect an increase in the base salary of the Special Assistant position from \$53,000 to \$63,652.50 per annum

Mr. Waltman reminded all of the time and questioned if there is adequate time to discuss this issue.

Mr. Denbowski stated that the Mayor's staff has reorganized and there are new roles and responsibilities. He stated that the current Executive Assistant is performing duties beyond the job description and that are the same as the duties of the Special Assistant. He stated that the requested wage is the same as the other Special Assistants in the Mayor's office and Managing Director's office. He stated that the responsibilities are the same as are the skillsets. He noted the need to keep the pay for all Special Assistants uniform.

Mr. Moran stated that keeping a uniform wage would be consistent with Council's concerns and would also address the wages of women. He stated that the Executive Assistant has been working extra hours and attending meetings and events after 4 pm.

Ms. Tyson questioned when the last time the wage for this position was increased. Mr. Denbowski noted the need for consistency with the positions and the need to increase the pay to reflect the new job title. He stated that this is not a new position and is, essentially, a promotion.

Ms. Tyson questioned if the position was filled before. Mr. Denbowski stated that the position existed in 2021 but has become vacant. He stated that the Executive Assistant is being promoted. He stated that she has worked beyond 4 pm for the last several months and has improved constituent services.

Ms. Tyson stated that she researched the position and expressed the belief that the wage is significantly lower than the national average for similar positions. She noted the need for Reading to have competitive wages and expressed the belief that this is a fair amount.

Mr. Denbowski stated that the requested salary is the same as the other current Special Assistants.

Ms. Tyson expressed the belief that Reading has historically underpaid employees.

Mr. Moran stated that Ms. Tyson has raised a good point. He stated that Reading is challenged due to Act 47 restrictions.

Ms. Cepeda-Freytiz questioned why this promotion was not granted prior to someone else filling the other Special Assistant position if she is performing at such a high level. She questioned if the Executive Assistant position would be eliminated. She noted the need for adjustments across the board for all employees with similar job titles. She stated that female Directors earn less than male Directors.

Mr. Moran stated that he shares Ms. Cepeda-Freytiz's concerns. He stated that originally this person did not have this many responsibilities. He stated that when he reorganized he realized that she was doing the same work as the Special Assistant. He stated that she works more than 8 am – 4 pm and this is not a new position.

Mr. Denbowski stated that she has been performing higher level tasks for the last six months. He expressed the belief that the outcome would have been the same if she was promoted sooner because the new employee would also need to have a salary adjustment. He stated that some of his responsibilities have been assigned to the Special Assistants.

Ms. Reed noted her support of Ms. Cepeda-Freytiz's comments. She stated that Council staff consistently works beyond 8 am – 4 pm and has been doing so for many years. She expressed the belief that other staff does as well. She noted the need to continue following Act 47 guidance and stated that working in government services is not about making money but, rather, should be your calling. She concurred that all positions should be reviewed. She noted the need to look at Council staff and their work with other boards and commissions. She stated that they do not receive extra compensation for their evening work. She stated that working in government is not the same as working in the private sector. She stated that she cannot support this increase.

Mr. Denbowski stated that he can provide additional information in executive session.

Mr. Waltman called everyone's attention to the current time. He stated that this is rewarding an employee for a promotion.

Ms. Goodman-Hinnershitz noted the need for a systematic approach to salary adjustments. She noted her agreement that many employees are underpaid and noted the need for an overall review. She stated that providing piecemeal increases does not look at the overall big picture. She noted the need to continue following the discipline that Act 47 has taught the City. She stated that exiting Act 47 does not mean the need to remain fiscally responsible is over. She noted the need to consider what the City can afford.

Mr. Waltman expressed the belief that this is simply a promotion. He suggested that this increase not be tied to the larger salary issue. He agreed with the need to review Council staff salaries. He reminded all that not retaining employees and having constant turnover is also costly. He noted the need for the Administration to devise a plan to perform an overall review of employee wages.

Ms. Cepeda-Freytiz questioned the value of education and college degrees if a Bachelor's Degree is required for the Executive Assistant but only recommended for a Special Assistant. She stated that this is confusing and noted the need to not customize job descriptions to meet the qualifications of a specific person.

Mr. Waltman stated that job description reviews would be addressed at an upcoming meeting. He stated that this position already exists and was part of the 2022 Position Ordinance.

Mr. Denbowski stated that the office reorganization was in process when the 2022 budget and related ordinances were enacted and could not be updated in time.

Mr. Waltman also noted the need to begin performance reviews.

Ms. Reed stated that she does not support providing wage increases in a piecemeal fashion. She stated that she will move to table this ordinance.

Mr. Waltman noted the need to address salaries one at a time as needed and not en masse. He suggested that this promotion not be delayed.

Ms. Tyson questioned the sliding wage scale for this position and the required qualifications. She questioned if 20 years of experience would equal an MBA. She questioned how to get this information. Mr. Waltman stated that she should email her questions to him and to the Managing Director for follow up.

Mr. Waltman stated that if the ordinance is tabled additional information will be need to be provided to Council before the January 24 meeting. He noted his understanding that this is a passionate issue.

VII. Executive Session

Council entered executive session at 7:20 pm to discuss personnel and litigation issues.

The seven members of Council, Ms. Kelleher, Ms. Smith, Mr. Gombar, Mr. Lachat, Mr. Denbowski, Mr. Moran, and Mr. Amoros remained in the meeting.

After the personnel discussion, Mr. Amoros, Mr. Denbowski, and Mr. Moran disconnected from the meeting.

The executive session ended and the meeting adjourned at 7:38 pm.

*Respectfully Submitted by
Linda A. Kelleher, CMC, City Clerk*