

CITY OF LACONIA - CITY COUNCIL MEETING

June 24, 2019

7:00 P.M.

6/24/2019 - Minutes

1. CALL TO ORDER

Mayor Engler called the meeting to order at the above date and time.

2. SALUTE TO THE FLAG

Councilor Hamel lead the Salute to the Flag.

3. RECORDING SECRETARY

Cheryl Hebert, City Clerk

4. ROLL CALL

City Clerk Hebert took the roll with the following Councilors in attendance: Bruce Cheney, David Bownes, Henry Lipman, Mark Haynes, Bob Hamel, and Andrew Hosmer

Mayor Engler noted all six (6) Councilors were in attendance and a quorum has been established.

5. STAFF IN ATTENDANCE

Scott Myers, City Manager

Glenn Smith, Finance Director

6. COUNCIL PROCLAMATION

7. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

7.A. Special budget meeting minutes of June 10, 2019

Minutes of the meeting were distributed to the City Council on Tuesday, June 11, 2019. With no corrections or changes submitted to the clerk, the minutes will be accepted as distributed.

7.B. Regular meeting minutes of June 10, 2019

Minutes of the meeting were distributed to the City Council on Thursday, June 13, 2019. With no corrections or changes submitted to the clerk, the minutes will be accepted as distributed.

8. CONSENT & ACTION ITEMS

9. MAYOR'S REPORT

Mayor Engler with the consensus of the Council moved this item to Item 9, directly after the approval of the minutes.

Mayor Engler addressed the Council in regards to funding the \$3 million gap that is needed to begin the Colonial Theatre project. During the Budget Presentation a proposal will be made in that regards. Mayor Engler also spoke of the second and third floors of the Colonial Theatre. Mayor Engler announced that Developer Rusty and Judy Mclear of Meredith will be investing in the second and third floors of the Colonial Theatre with additional funding from the City of Laconia.

10. CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA

Rusty Mclear, Developer from Meredith that will be taking on the second and third floors of the Colonial Theatre Restoration Project. He explained that he wants to build eight to ten spacious market-rate apartments. He is excited to be a part of the renovation of the Colonial Theatre and believes it is a great investment for the City of Laconia. Mr. Mclear stated the Colonial Theatre has the chance to further the economic development of the community and hopefully what happens here and at the State School property will bring a lot more to Laconia. He also stated he will be working with a local architect and the units will be 1,100 to 1,200 square feet. Mr. Mclear stated he will also be taking over the responsibility of building the elevator to the second and third floors.

11. INTERVIEWS

12. NOMINATIONS, APPOINTMENTS & ELECTIONS

12.A. **Gail Ober - Seeking appointment as an alternate member of the Zoning Board of Adjustment for a three-year term expiring at the end of August, 2022**

Councilor Hosmer moved to appoint Gail Ober as an alternate member of the Zoning Board of Adjustment for a three-year term expiring at the end of August, 2022, seconded by Councilor Bownes; the *motion passed with all in favor*.

13. COMMUNICATIONS

14. PUBLIC HEARINGS

14.A. **Public Hearing for Resolution 2019-16, relative to authorizing Bonds and Notes of the City for Capital Projects in the amount of \$2,025,000**

Notice of this public hearing was made available in the June 12, 2019 edition of the Laconia Daily Sun, posted at Laconia City Hall, Laconia Community Center, Public Library, and SAU.

Mayor Engler opened the public hearing at 7:15 pm.

Hearing no comment from the public, Mayor Engler closed the public hearing at 7:16 pm.

14.B. **Public Hearing for Resolution 2019-17, relative to authorizing Bonds and Notes of the City for Capital Projects in the amount of \$2,250,000**

Notice of this public hearing was made available in the June 12, 2019 edition of the Laconia Daily Sun, posted at Laconia City Hall, Laconia Community Center, Public Library, and SAU.

Mayor Engler opened the public hearing at 7:16 pm.

Hearing no comment from the public, Mayor Engler closed the public hearing at 7:17 pm.

15. PRESENTATIONS

16. COMMITTEE REPORTS

16.A. **FINANCE (Lipman, Hamel, Cheney)**

16.A.i. **WOW Trail Funding**

16.A.ii. **Downtown TIF Financing**

16.B. **PUBLIC SAFETY (Bownes, Hosmer, Lipman)**

16.B.i. **Fair St/Court St traffic problems and accidents**

Councilor Bownes explained with the construction on the Fair Street/Court Street, this item should be removed from the agenda.

Director of Public Works, Wes Anderson updated the Council in regards to the safety upgrades that have been done.

Councilor Bownes moved to remove this item, Item 16.B.i from the agenda, seconded by Councilor Hosmer;

Councilor Lipman suggests moving this item to Future Agenda Items letter H do to not knowing if the traffic problems and accidents have been fixed. Councilor Bownes agrees to a friendly amendment.

Councilor Haynes and Councilor Hamel raised concern with the left handed turn from Fair Street onto Court Street. Director Anderson stated that left handed turn could be removed at any time with the simple removal of the paint. City Manager Myers stated with the removal of the left handed turn, there could be problems with traffic using the side streets as a cut through.

Mayor Engler called the question to move this item to Future Agenda Items; the ***motion passed with all in favor.***

16.C. **GOVERNMENT OPERATIONS & ORDINANCES (Bownes, Hosmer, Cheney)**

Councilor Bownes explained there are two items on the agenda tonight regarding the Performance Zoning and the Historic Overlay District. The Historic Overlay District was referred by the committee to bring it forward to the Council and for the Council to refer it to the Planning Board.

Councilor moved to add the Historic Overlay District item under Government Operations & Ordinances as item 16.C.VI, seconded by Councilor Hosmer; the ***motion passed with all in favor.***

16.C.i. **Review of Chapter 167, Noise and Chapter 161 Licensing as it pertains to outdoor sound equipment and loudspeakers**

16.C.ii. **Ordinance Amending Chapter 221, Vehicles and Traffic/Parking on Sublawns**

16.C.iii. **Procedural review of grant applications**

16.C.iv. **Regulation of Short Term Residential Rental Businesses**

16.C.v. **Paid Parking Proposal for Downtown**

Councilor Bownes moved to schedule a meeting of the Government Operations and Ordinances Committee on August 12, 2019 at 6:00 pm for the purpose of discussing Paid Parking Proposal for Downtown, seconded by Councilor Haynes; the ***motion passed with all in favor.***

16.D. **LANDS & BUILDINGS (Hamel, Lipman, Haynes)**

16.D.i. **Downtown parking garage**

Councilor Hamel moved to schedule a meeting of the Land & Buildings Committee for the purpose of discussing the Downtown Parking garage on July 22, 2019 at 6:15 pm, seconded by Councilor Bownes; the ***motion passed with all in favor.***

16.D.ii. **Repair & maintenance of City buildings**

16.D.iii. **Perley Pond Maintenance**

16.D.iv. **Plan for the DPW Compound**

16.E. **PUBLIC WORKS (Bownes, Hosmer, Haynes)**

16.E.i. **Proposal to implement City Policies for designating emergency lanes**

Councilor Bownes moved to remove item 16.E.i, Proposal to implement City Policies for designating Emergency Lanes from the Public Works agenda item, seconded by Councilor Hosmer; the *motion passed with all in favor.*

16.E.ii. **Retaining Wall Policy**

16.E.iii. **Proposed criteria to accept these roads "as-is"**

Councilor Bownes moved to remove Item 16.E.III, Proposed criteria to accept these roads "as-is" from the Public Works agenda item, seconded by Councilor Hosmer, the *motion passed with all in favor.*

17. **LIAISON REPORTS**

18. **CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS**

Pat Woods - Mr. Woods received information from the City Manager this afternoon in regards to using money from the Downtown TIF for a bond for the purpose of the Colonial Theatre project. Mr. Woods is concerned that by doing this, it would not leave any funds, for at least 14 years, for the downtown area and doesn't want all the money to go to one project. He is concerned that the City is putting all their eggs in one basket. Mr. Woods does not want the downtown parking issue be overlooked.

Councilor Hamel stated that funds from the Downtown TIF have gone to many different projects such as the WOW Trail, the Riverwalk, etc. Their have been several projects in the downtown area that the TIF Funds have gone to.

Mayor Engler understands Mr. Woods concern and explained the City Manager will present to the Council his recommendation as to where the funds for the Colonial Theatre can come from.

Tara Shore - Questioned wether or not if the public will be allowed to speak when the Council talks about the Historic Overlay District this evening.

Mayor Engler explained it would be at the Council's will to allow for more public input during that time and also explained that there will be more opportunities for public input during the public hearings at the Planning Board meetings.

Peter Karagianis, Board of Directors for the Belknap Mill - Mr. Karagianis asked the Council for their support in regards to the request made at the last Council meeting in support of the Belknap Mill.

19. **CITY MANAGER'S REPORT**

19.A. **Project Updates Report**

City Manager Myers reviewed the report.

19.B. **Monthly Economic Development Report**

City Manager Myers reviewed the report.

20. **NEW BUSINESS**

20.A. **Support of repair and rehabilitation work at the historic Belknap Mill**

Mayor Engler explained this money will be coming out of the current fiscal years budget from the sale of a property.

Councilor Hosmer moved to authorize the transfer of \$100,000 from the Non-Departmental Contingency Account to the Belknap Mill Society, seconded by Councilor Haynes;

Councilor Hosmer stated for the record that he is on the Board of Directors for the Belknap Mill and hopes by him making the motion to approve is not a conflict of interest. Councilor Hosmer is impressed with the quality of the board membership and the Mills plans moving forward. The capital campaign that was started has a goal of \$1.5 million and through a lot of hard work, \$900,000 has already been raised. Councilor Hosmer appreciates the time the Councilors have spent speaking with him regarding this project.

Councilor Lipman spoke of the many items going on right now regarding Heritage and History. Councilor Lipman would prefer to do this donation in a number of transactions rather than a lump sum but after speaking with Councilor Hosmer, he is for this motion.

Councilor Hamel spoke of the time that it was presented to the City to purchase the Belknap Mill. He sees how far the Mill has come and is in favor of this donation.

Councilor Bownes is also in favor of this donation and would like to see it done in one lump sum.

Councilor Haynes is in support of this motion.

Mayor Engler called the question; the *motion passed with all in favor.*

20.B. **Request to sign the Unlicensed Dog Warrant for 2019**

Councilor Hamel moved to issue the warrant as presented for the 2019 Unlicensed Dogs, seconded by Councilor Lipman; the *motion passed with all in favor.*

20.C. **Request for a building permit on a private road for 195 Eastman Shore Road N.**

Director Trefethen updated the Council in regards to this request.

Councilor Bownes moved to approve the building permit for 195 Eastman Shore Road North as requested contingent upon receiving all permits required by the City, seconded by Councilor Lipman; the *motion passed with all in favor.*

20.D. **First reading of Ordinance 235-21.1 Performance Zoning Overlay District**

Director Trefethen explained this was recommended by the Master Plan Committee and Planning Board to move this forward to the City Council. Director Trefethen briefed the Council on what the Planning Board would be allowed to grant as well as the locations of the Performance Zoning Overlay District.

Mayor Engler mentioned that this proposal came from the Master Plan Committee. What this allows is in certain parts of the City a developer with a significant project in mind would be able to come in to the City's Planning Board and present plans that run parallel to this overlay and allow the Planning Board to approve without the developer jumping through a lot of red tape.

Councilor Hosmer moved to waive a reading of this Ordinance in its entirety and to read by title only, seconded by Councilor Hamel; the *motion passed with all in favor.*

Councilor Bownes moved the first reading of Ordinance 2019-235-21.1, amending Chapter 235, Zoning, Article IV Overlay Districts to add a new section 235-21.1 Performance Zoning Overlay District, and accompanying maps, seconded by Councilor Lipman; the ***motion passed with all in favor.***

Councilor Bownes moved to schedule a public hearing on July 8, 2019 during the regular City Council meeting to gather input prior to adoption, seconded by Councilor Haynes; the ***motion passed with all in favor.***

20.E. **Request to schedule four (4) public hearings on July 8, 2019 during the regular City Council Meeting for Community Development Block Grants**

Mayor Engler moved this item to after Item 20D. as the City Manager stepped out for a few minutes.

Councilor Hamel moved to schedule a public hearing on July 8, 2019 during the regular City Council meeting regarding a proposed application to the Community Development Finance Authority for up to \$250,000 for Lakes Region Community Developers to renovate a four-unit building located at 85-87 Elm Street Laconia. The building provides families coming from homelessness with transitional housing to learn skills and access educational and career opportunities to get their lives back on track. The building needs several upgrades, including roof replacement, a new fire escape, four new natural gas furnaces, some window and door replacements and the major remodel of one of the units. In addition, LRCD is considering tearing down an old garage to provide additional parking and landscaped area for tenants, and installing security cameras. Another property is in great need of significant rehab. 21 Winter Street, unit 5 was minimally rehabbed 25 years ago. A very long term tenant just passed away, and the unit needs a complete rehab (kitchen, bath, windows, and walls), seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hosmer moved to schedule a public hearing on July 8, 2019 during the regular City Council meeting regarding the Residential Anti-displacement and Relocation Assistance Plan for the proposed Lakes Region Community Developers CDBG Project, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hosmer moved to schedule a public hearing on July 8, 2019 during the regular City Council meeting regarding the progress on Lakes Region Community Developer's CDBG project acquisition of 191 & 193 Court Street, the property to be the relocated offices and neighbor center for LRCD, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hosmer moved to schedule a public hearing on July 8, 2019 during the regular City Council meeting regarding the progress on Navigating Recovery of the Lakes Region CDBG project acquisition and renovation of 102 Court Street. The property to be the relocated offices and recovery services center for Navigation Recovery, seconded by Councilor Bownes; the ***motion passed with all in favor.***

20.F. **First reading of Resolution 2019-18, relative to the Fiscal Year 19 Proposed Year End Fiscal Carry Forwards**

Councilor Cheney questioned the term WEED Watchers. City Manager explained this is referring to hiring someone to monitor the milfoil and should be listed under Conservation rather than Code. The correction will be fixed administratively.

City Manager Myers explained the Carry Forwards.

Councilor Hosmer moved to waive reading of this Resolution in its entirety and to read by title only, seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Hosmer moved to approve Resolution 2019-18, relative to the Fiscal Year 19 Proposed Year End Fiscal Carry Forwards, seconded by Councilor Haynes;

City Manager Myers explained these numbers are a "not to exceed" and could be less than what was presented.

Mayor Engler called the question; the *motion passed with all in favor.*

21. UNFINISHED BUSINESS

21.A. General Budget Discussion

With the consensus of the Council, Mayor Engler moved this item from Item 21G to Item 21A.

Mayor Engler advised the audience that the purpose of this topic is for the Council to discuss the budget that has been presented to them over the past few weeks from the City department heads.

City Manager Myers presented to the Council a handout and submitted one for the record regarding adjustments to the FY 2019-2020 proposed budget.

Mayor Engler handed to the Council and one for the record three documents regarding the Colonial Theatre Restoration Project.

Mayor Engler explained to the Council that a finalized budget will be presented to the Council on July 8, 2019 but the Council does not need to adopt it until July 22, 2019.

City Manager Myers reviewed the handout titled: Staff Report June 19, 2019. Approval of the proposed amendments will have the following impact:

General Fund: Net impact of all amendments - \$0.00

Sanitary Sewer Fund: Increase revenues and expenditures by \$25,000, Decrease capital outlay by \$725,000

Water Fund: Net Impact, increase revenue by \$332.00

Internal Service Fund: Increase Expenses by \$3,000.

Mayor Engler asked for consensus from the Council to move these items forward. The Council all agreed.

Mayor Engler explained the steps in order to break ground on the Colonial Theatre Restoration Project in October of 2019.

Councilor Lipman explained the amount being discussed tonight regarding the Colonial Theatre Restoration Project will not affect the tax cap.

Mayor Engler explained how much money the City has already committed to the Colonial Theatre Project.

1. Initial investment in purchase of property (loan to BEDC): \$1,400,000
2. 2015 commitment for additional investment: \$1,600,000
3. 2017 commitment for additional investment: \$1,200,000

4. 2019 commitment for purchase of theater equipment:	\$ 900,000
SUB TOTAL:	\$5,100,000
5. Proposed 2019 commitment for additional investment:	\$3,000,000
TOTAL:	\$8,100,000
6. Proposed total commitment:	\$8,100,000
7. Less initial investment:	(\$1,400,000)
PROPOSED TOTAL COMMITMENT DUE AT CLOSING	\$6,700,000

A minimum of four (4) Councilors will need to vote in favor to move forward with this. If there is not at least a two-thirds in favor vote, the Colonial Theatre Project dies.

Councilor Lipman with the presence of the Mclears, the City and the Colonial Theatre are heading in the right direction.

Councilor Hamel understands this has been a long project. Several committee's over many decades have tried to bring the Colonial back again. Councilor Hamel feels this project will do a lot not just for Laconia but the Lakes Region as well.

Councilor Cheney expressed how at first he wasn't a fan of this project, but after the City Manager explaining more in depth to him and finding out that Rusty Mclear is investing in this project, Councilor Cheney is now in favor of this project.

City Manager Myers began by stating any suggestions he makes this evening it will keep the budget within the tax cap. Having said that City Manager Myers reviewed the Bond and Annual Debt Service that was listed on the handout. The City Manager stated that a 20 year Colonial Bond of \$6.7 million would equal \$465,000 of annual debt service, while a 25 year Colonial Bond of \$6.7 million would equal a \$400,000 annual debt service. The Downtown TIF could support approximately \$210,000 per year in cash flow toward the Colonial Bond. The proposed budget reduces the use of Fund Balance by \$65,000 from \$830,000 to \$770,000. Level funding the use of Fund Balance frees up the \$65,000. Possible Revenue Sharing in the State Budget provides \$414,000 each year for FY 20 and FY 21. There is a total of \$1.268 million in School Funding in the State Budget at this time. This is not equal portions between FY 20 and FY 21. If these funds come to fruition, there would be no need to keep the \$300,000 in the Education Stabilization account. City Manager Myers stated that the timing of when the bond is issued would have an impact on what the debt service payment would be for Fiscal Year 2020. City Manager Myers will look into worse case scenario's with the Finance Director and what amount will be the placeholder in the budget. City Manager Myers is very comfortable going forward with this and still having money for other items requested and/or needed throughout the City.

City Manager Myers recommends the Council vote to amend the FY 19/20 budget by adding \$230,000 placeholders for the worse case principal and interest half year payment with no affect on the bottom line.

Discussion was had regarding the City's Debt to Income ratio.

Councilor Bownes questioned whether or not all of the non city funding is guaranteed to move forward? Justin Slattery stated yes.

Mayor Engler asked the Council if they were in favor of moving forward with the City Managers suggestion of amending the FY 20 Budget by adding \$230,000 placeholders for the purpose of the

Colonial Fund Debt Service. With a consensus by Council tonight the City Manager will present a first reading of a proposal for the City to borrow the \$6.7 million on July 8, 2019 and to move to a public hearing and approval for July 22, 2019, which will require a two-thirds majority vote. All six (6) Councilors were in agreement to move forward.

21.B. Second reading and approval of Ordinance 2019-235-14, to amend Chapter 235 Zoning, creating a new Urban Commercial Zone

Councilor Hosmer moved to waive a reading of this Ordinance in its entirety and to read by title only, seconded by Councilor Lipman; the ***motion passed with all in favor.***

Councilor Lipman moved the second reading of Ordinance 2019-235-14, amending Chapter 235, Zoning, Article III-14 Districts Established, and accompanying map, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Lipman moved to approved Ordinance 2019-235-14, amending Chapter 235, Zoning, Article III-14 Districts Established, and the accompanying map, seconded by Councilor Bownes; the ***motion passed with all in favor.***

21.C. Second reading and approval of Ordinance 2019-235-45, amending Chapter 235, Zoning, Article VIII-45:C Off-Street Parking and Loading Requirements; Driveways and Access

Councilor Hamel moved to waive a reading of this Ordinance in its entirety and to read by title only, seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Hosmer moved the second reading of Ordinance 2019-235-45, amending Chapter 235, Zoning, Article VIII-45:C Off-Street Parking and Loading Requirements; Driveways and Access, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Bownes moved to approve Ordinance 2019-235-45, amending Chapter 235, Zoning, Article VIII-45:C Off-Street Parking and Loading Requirements; Driveways and Access, seconded by Councilor Hamel; the ***motion passed with all in favor.***

21.D. Second reading and approval of Resolution 2016-16

Councilor Hosmer moved to waive a reading of this Resolution in its entirety and to read by title only, seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Hosmer moved to a second reading of Resolution 2019-16, a resolution relative to authorizing the City Manager to take any actions necessary to issue bonds for Court Street Reconstruction Phase 2, Fire Engine Replacement, and a new Public Works truck in the amount of \$2,025,000, seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Bownes moved to approve Resolution 2019-16, a resolution relative to authorizing the City Manager to take any actions necessary to issue bonds for Court Street Reconstruction Phase 2, Fire Engine Replacement, and a new Public Works truck in the amount of \$2,025,000, seconded by Councilor Lipman; the ***motion passed with all in favor.***

21.E. Second reading and approval of Resolution 2019-17

Councilor Bownes moved to waive a reading of this Resolution in its entirety and to read by title only, seconded by Councilor Lipman; the ***motion passed with all in favor.***

Councilor Haynes moved to a second reading of Resolution 2019-17, a resolution relative to

authorizing the City Manager to take any actions necessary to issue bonds for Endicott Street Water Line Project, Court Street Bridge Replacement Project and Sewer Upgrades - Union Avenue and Lakeport/Elm Street project in the amount of \$2,250,000, seconded by Councilor Hosmer; the ***motion passed with all in favor.***

Councilor Haynes moved to approve Resolution 2019-17, a resolution relative to authorizing the City Manager to take any actions necessary to issue bonds for Endicott Street Water Line Project, Court Street Bridge Replacement Project and Sewer Upgrades - Union Avenue and Lakeport/Elm Street project in the amount of \$2,250,000, seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Lipman moved to schedule a meeting of the Finance Committee to discuss Items 21C. and 21D finance packages immediately following the regular Council Meeting on July 8, 2019, seconded by Councilor Hamel; the ***motion passed with all in favor.***

21.F. **Proposed Laconia Historic Overlay District**

City Manager Myers briefed the Council.

Councilor Bownes

Councilor Hamel and Mayor Engler are concerned with being too restrictive on private property owners.

Councilor Bownes moved to refer these proposed Zoning Amendments regarding a Historic Overlay District to the Planning Board, seconded by Councilor Haynes; the ***motion passed with all in favor.***

21.G. **Short Term Rental Proposal**

Councilor Bownes

Mayor Engler is concerned with not seeing the exemptions for the CR and SFR Zones.

Director Trefethen explained

Mayor Engler

Councilor Bownes moved to refer these proposed Zoning Amenments to the Planning Board, seconded by Councilor Cheney; the ***motion passed with all in favor.***

22. **COUNCIL COMMENTS**

Councilor Cheney asked for a status update regarding the property bordering

Councilor Cheney is waiting for the brickwork at the Lakeport Landing building to be completed. Director Trefethen explained they are using a different material that from the road will look like brick.

23. **FUTURE AGENDA ITEMS**

23.A. **Master Plan**

23.B. **Milfoil Treatment funding requests**

23.C. **Sewer & Water Master Plan**

23.D. **Single Stream Recycling/Concord Co-op/Solid Waste disposal cost reductions**

23.E. **Strategic Planning/Goal Setting**

23.F. **WOW Trail**

23.G. **Weirs Beach Restoration Project**

24. **Any other business that may come before the Council**

25. **NON-PUBLIC SESSION (According to RSA 91-A:3, II)**

26. **ADJOURNMENT**

With no further business to come before the Council and hearing no objection, Mayor Engler adjourned the meeting at 9:52 pm.

Respectfully submitted

Cheryl Hebert, City Clerk

MINUTES OF THIS MEETING WERE APPROVED BY COUNCIL ON JULY 8, 2019