

**ORDINANCE NO. O-18-2023**

AN ORDINANCE ESTABLISHING REGULATIONS FOR THE PRESERVATION AND REPLACEMENT OF THE TREE STOCK, BY PROVIDING GENERAL DEFINITIONS TO BE UTILIZED IN THE ENFORCEMENT AND INTERPRETATION OF THE WITHIN ORDINANCE; AND BY REQUIRING PERMISSION TO PERFORM CERTAIN ACTS WITH RESPECT TO PUBLIC TREES; AND BY ESTABLISHING PLANNING COMMISSION FUNCTIONS AND TECHNICAL REQUIREMENTS WITH RESPECT TO NEW DEVELOPMENTS IN ALL ZONING CLASSIFICATIONS, AND ESTABLISHING THE ADVISORY FUNCTIONS OF THE TREE COMMISSION TO THE PLANNING COMMISSION; AND PROVIDING FOR REGULATIONS ON PUBLIC IMPROVEMENTS AFFECTING CITY TREES; AND BY ESTABLISHING PENALTIES FOR A VIOLATION OF THE WITHIN ORDINANCE, ALL WITHIN THE CITY OF FORT THOMAS, CAMPBELL COUNTY, KENTUCKY.

WHEREAS, the Board of Council and the City staff have extensively researched, studied, and evaluated the issue of the preservation and replacement of the tree stock; and

WHEREAS, the Board of Council has determined that the preservation and replacement of the tree stock is an integral part of the health, safety, and quality of life in the City of Fort Thomas; and

WHEREAS, the Board of Council has determined that the implementation of the tree requirements will have long-term positive ecological effects on the community; and

WHEREAS, the Board of Council has determined that valuable green space will be preserved through the implementation of the tree requirements; and

WHEREAS, the Board of Council has determined that the best approach in accomplishing the aforementioned objectives is through the enactment of a comprehensive Tree Ordinance and the creation of a City Tree Commission.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNCIL OF THE CITY OF FOR THOMAS, CAMPBELL COUNTY, KENTUCKY, AS FOLLOWS:

**SECTION I**

1. BOARD OF COUNCIL - The Board of Council of the City of Fort Thomas, Kentucky.
2. BUILDABLE AREA - Any portion of area within the defined construction limits of a project that is essential for the purpose of constructing improvements thereon.
3. CITY - City of Fort Thomas, Kentucky (including any of its officers, employees, or

designated representatives).

4. CITY TREE - A tree located on property owned by the city or public right-of-way.
5. DRIP LINE - A line connecting the tips of the outermost branches of a tree projected vertically onto the ground.
6. LANDMARK TREE - Any tree designated and identified as such by Tree Commission pursuant to the standards set forth herein.
7. NON-CITY TREE - Any tree other than a City tree as heretofore defined.
8. PROTECTIVE BARRIER - A barrier constructed to protect the root system, or trunk of a tree, from damage during construction, or from equipment or soil or material deposits.
9. ROOT SYSTEM - Tree roots within the drip line perimeter.
10. TREE - Any living, self-supporting woody or fibrous plant, usually having a single woody trunk, and having a diameter of not less than two (2) inches measured at a point four (4) feet above the ground.
11. TREE COMMISSION - The Tree Commission of the City of Fort Thomas.

## SECTION II

### A. ESTABLISHMENT OF A TREE COMMISSION

A Tree Commission is hereby established, to be known as the "City of Fort Thomas Tree Commission." The Tree Commission shall consist of five (5) [~~seven (7)~~] members, who shall be appointed by the Mayor with the advice and consent of the Board of Council. [~~In the event the Mayor fails to fill a vacancy on the Tree Commission within sixty (60) days of \_\_\_\_\_ said vacancy, the Planning Commission shall appoint the new member.~~]

### B. TERMS OF OFFICE

The initial Tree Commission shall contain two (2) members appointed for a term of one (1) year, two (2) members appointed for a term of two (2) years, and three (3) members appointed for a term of three (3) years. Thereafter, all subsequent appointments shall be for a term of two (2) years. Members of the Commission may be appointed for consecutive terms. All members of the Tree Commission shall serve without compensation.

C. VACANCIES

Any vacancy occurring by reason of death, resignation, or removal of any member, shall be filled for the unexpired term of the member. The Mayor may cause removal of a member of the Commission for inefficiency, neglect of duty, malfeasance, or conflict of interest. Any member of the Tree Commission removed from office by the Mayor may appeal the removal to the Board of Council within thirty (30) days.

D. ORGANIZATION

The Tree Commission shall organize, within thirty (30) days after the appointment of its initial total membership, to adopt by-laws. The Commission shall annually elect a Chairman, Vice Chairman, and Secretary, who shall be eligible for re-election at the Commission's first meeting annually. The Tree Commission shall meet at least once quarterly and the exact time and date of said quarterly meeting may be determined at the discretion of the Commission.

**SECTION III**

**POWERS AND DUTIES**

The powers and duties of the City of Fort Thomas Tree Commission shall include:

- A. Provide public promotion and leadership in facilitating public awareness of tree conservation, tree protection, and tree planting issues;
- B. Designate and maintain records of "Landmark Trees" on City and private property. A tree may qualify as a Landmark Tree if it meets one (1) or more of the following criteria:
  - 1. The tree species is rare;
  - 2. The tree is more than one hundred (100) years of age;
  - 3. The tree has been connected with a significant historical event;
  - 4. The tree is of an outstanding trunk diameter, or drip line diameter, for a tree of its species;
  - 5. The quality of the tree foliage is outstanding for a tree of its species;
  - 6. The location, shade value, fragrance, erosion control, aesthetic features,

or scenic enhancement of such tree is of special importance to the City.

All trees designated as "Landmark Trees" by the Tree Commission shall be shown on an official city map with appropriate code marks signifying each trees designation, number, species, age, and periodic monitoring.

If the owner, or owners, of the property on which a Landmark Tree is located, consent thereto, the Tree Commission may identify such tree as a Landmark Tree by the placement of a suitable marker thereon. The cost of the marker shall be underwritten by the property owner.

Prior to the removal of any designated Landmark Tree, the Tree Commission may suggest alternate building areas in an effort to preserve said Landmark Tree. If, and when, any Landmark Tree is removed, the Tree Commission shall arrange for the necessary changes to be made to the Official Landmark Tree Inventory records and the City map.

C. The Tree Commission shall prepare, and submit, a list of trees to the City staff suitable for planting in public right-of-way areas that are conducive to growth in the Greater Cincinnati region. All City trees located on property owned by the City, or on public right-of-ways, shall be maintained by the City of Fort Thomas. The Tree Commission may be consulted with regard to the selection, location, and planting of trees that are to be placed on City property, or right-of-way. When consulted, the Tree Commission shall check to ensure no underground utilities exist in the area where a tree is to be planted.

D. If the Tree Commission receives actual notification that a city tree is dead, dying, diseased or infested such that it represents a threat to public safety or a danger to other trees within the city, the Commission shall bring the same to the attention of the City Staff. Further, the staff shall be notified by the Tree Commission when a tree is considered a hazard because it obstructs the view of motor vehicle operations or otherwise interferes with traffic or pedestrian safety. In the event the complete removal of a tree is not required, it may be pruned pursuant to the requirements contained herein. This ordinance is intended solely to improve city aesthetics , and nothing herein, express or implied, shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature.

~~[The Tree Commission shall bring to the attention of the City staff any City tree that represents a threat to public safety when such tree is dead or dying, and its presence would cause hardship or endanger the public, or any adjoining property owner. The Tree Commission shall also notify the City when a City tree is diseased or infested so as to be a danger to other trees within the City. Further, the Staff shall be notified by the Tree Commission when a tree is considered a hazard because it obstructs the view of motor vehicle operations or otherwise interferes with traffic or pedestrian safety. In the event the complete removal of a tree is not required, it may be pruned pursuant to the requirements contained herein.]~~

E. Whenever development is to occur on City property when City trees are affected, the Tree

Commission shall be notified by the City to review the development plans and make recommendations to the City that will minimize the impact on said trees. Tree Commission recommendations should encourage tree conservation whenever practical, or provide advice as to when tree removal is more feasible. In determining whether tree removal may be necessary, the Tree Commission should consider:

1. Whether the presence of such tree would cause hardship, or endanger the public or an adjoining property owner;
  2. Whether such tree is located in an area to be occupied by buildings, driveways, recreation areas, or other construction or within the drip line of a tree;
  3. Whether such tree is located in an area to have a cut or fill of land that may be injurious or dangerous to such tree.
- F. Any public utility serving the City of Fort Thomas with overhead services shall have the right to remove City trees without the prior approval of the City only when an emergency exists and when obtaining the prior approval of the City and/or Tree Commission is not practical. All public utilities with overhead services shall coordinate all non-emergency tree trimming activities with the City staff and/or Tree Commission that are reasonably required for the purpose of providing the appropriate utility service, or to avoid danger to the public or overhead utility personnel or equipment pursuant to the requirements contained in the franchise agreements as authorized by the Board of Council of the City of Fort Thomas. Any other person(s) or firm, except the public utility with overhead lines having line clearing operations (tree trimming) done by them, or for them by any person(s) or firm, shall first obtain written approval from the City of Fort Thomas.

#### **SECTION IV**

##### **PERMISSION REQUIRED FOR CERTAIN ACTIONS**

It shall be unlawful to commit any of the following acts with respect to City trees without the prior written permission of the City of Fort Thomas:

- A. Cut, prune, break, injure, alter, or remove any tree; or cut, unduly disturb, or interfere in any way with any root of a tree or trees except as provided for in Section III of this ordinance;
- B. Fasten any object, rope, wire, sign, insulator, or other device to a tree, or trees;
- C. Install, remove, or injure any guard or device placed to protect trees;
- D. Close or obstruct any open spaces provided about the base of a tree, or trees, to permit the access of air, water, and fertilizer to the roots of such tree, or trees;

E. Cut any roots within the drip line of any trees or any roots four (4) inches or more in diameter, except in accordance with the City of Fort Thomas' Sidewalk Improvement Plan;

F. String or bury wires or lines through a public park.

The City of Fort Thomas may grant such written permission if the activity for which such permission is requested is in the public interest and it not likely cause injury to any City tree. Any person, or persons, who cause damage to any City tree(s) shall be held liable for damages to said tree(s).

No person shall operate, place, or maintain, within the drip line of any City tree, any machinery, equipment, heavy object, stone, rocks, cement, earth, soil or other substance which may harmfully affect such City tree by preventing the access of water or air to the roots of such tree or excavate around to remove earth from, or cause any water to flow upon, the roots of any tree. The City of Fort Thomas may waive, in writing, in whole or in part, such provisions but only to the extent absolutely necessary to alleviate undue hardship in the provision of necessary public utilities and the appropriate use and enjoyment of property.

## SECTION V

### PLANNING COMMISSION FUNCTION AND ESTABLISHMENT OF TECHNICAL REQUIREMENTS

#### SUB-SECTION I

All subdivision plans and development plans submitted for consideration to the Fort Thomas Planning Commission shall address the following items. The Planning Commission shall have sole enforcement authority of said ordinance as it relates to subdivision plans and development plans.

#### SUB-SECTION II

The following requirements shall apply for all development plans submitted for a development in a NSC zone, GC zone, HC zone, PO zone, and IP zone:

A. A Tree Inventory Plan shall be submitted in conjunction with all development plans for a development contained in Section V, Sub-Section II, of this ordinance. The Tree Inventory Plan shall be submitted pursuant to the requirements contained in Section 9.24.C.4. of the Fort Thomas Zoning Ordinance.

The Tree Inventory Plan shall also identify any Landmark Tree(s) and delineate the

buildable area of a proposed development. The Planning Commission may permit the removal of a tree outside the buildable area, with the advise of the Tree Commission pursuant to the requirements contained elsewhere in Section V, Sub-Section V, provided the removal of the tree is reasonably required to develop the parcel in compliance with this ordinance.

- B. All trees to be saved outside of the buildable area of a development shall be conspicuously designated with suitable protective tree barriers as designated herein or as otherwise approved by the Zoning Administrator. Approved tree protective barriers shall be installed along the outermost dripline around the tree protection zone. The use of tree protection zones is encouraged rather than the protection of individual (non-specimen) trees that may be scattered throughout a development site.

The layout of development improvements, utilities, access drives, grading, etc., of a site shall accommodate the required tree protective zones. The public improvements shall be placed along the corridors between tree protective zones unless the placement of same causes undue hardship on the Developer as determined by the Planning Commission. If the Planning Commission determines that public improvements and/or utilities may be placed within a tree protective zone, the installation of same shall occur by way of tunneling rather than trenching (see Figures 1 and 2).

Construction site activities including, but not limited to, material storage, parking, or concrete washout, shall not encroach into any tree protection zone without the prior approval of the Zoning Administrator. Any tree irreparably damaged or killed within a tree protection zone as a result of construction activity, shall be removed and replaced by the Owner and/or Developer at a rate of two (2) trees for every tree irreparably damaged or killed.

Protective tree barriers shall be installed to a minimum height of four (4) feet above ground level around the outermost dripline of the tree protection zone. Tree protection zones shall be delineated with typical temporary construction fencing or continuous rope or flagging. In either case, the tree protection barrier shall be accompanied by "Tree Save Area" signage to be placed around the tree save zone not more than every twenty (20) feet.

- C. A Tree Planting Plan shall also be submitted in conjunction with the development plan submission. One (1) tree shall be planted on the development site for every five (5) required parking spaces. Any tree planted relative to the requirements contained herein shall not be less than three (3) inches in diameter when planted.

The Tree Planting Plan shall indicate the total number and species of trees to be planted within a proposed development along with the intended location of same. Trees required to be planted by this ordinance should be planted predominately in the developed areas, driveway aisles, and/or parking areas of the project. In no case shall more than fifty

percent (50%) of the trees required to be planted be utilized to satisfy the screening requirements of a development. The exact location of the trees to be planted and species shall be approved by the Planning Commission, after review of all Tree Commission recommendations, as part of the Stage I review process. Whenever the Owner/Developer can demonstrate to the Planning Commission that the site spatial constraints result in an absolute inability to plant the required number of trees, as many trees as possible shall be planted on the site. The difference of those trees required to be planted, and those trees planted, shall be donated to the City for use elsewhere in the City on public property. A reduction credit of one (1) tree or more shall be granted to a Owner/Developer when either of the following conditions exist:

1. For every tree saved within the buildable area of a development eight (8) inches or more in diameter, or
2. For every two (2) trees saved within the buildable area of a development four (4) to eight (8) inches in diameter.

### SUB-SECTION III

The following requirements shall apply for all development plans submitted for a development in a R-3 zone, R-5 zone, and RCD zone:

- A. A Tree Inventory Plan shall be submitted in conjunction with all development plans for a development contained in Section V, Sub-Section III of this ordinance. The Tree Inventory Plan shall be submitted pursuant to the requirements contained in Section 9.24.C.4. of the Fort Thomas Zoning Ordinance.

The Tree Inventory Plan shall also identify any Landmark Tree(s) and delineate the buildable area of a proposed development. The Planning Commission may permit the removal of a tree outside the buildable area, with the advise of the Tree Commission pursuant to the requirements contained elsewhere in Section V, Sub-Section V, provided the removal of the tree is reasonably required to develop the parcel in compliance with this ordinance.

- B. All trees to be saved outside of the buildable area of a development shall be conspicuously designated with suitable protective tree barriers as designated herein or as otherwise approved by the Zoning Administrator. Approved tree protective barriers shall be installed along the outermost dripline around the tree protection zone. The use of tree protection zones is encouraged rather than the protection of individual (non-specimen) trees that may be scattered throughout a development site.

The layout of development improvements, utilities, access drives, grading, etc., of a site shall accommodate the required tree protection zones. The public improvements shall be placed along the corridors between tree protective zones unless the placement of same



causes undue hardship on the Developer as determined by the Planning Commission. If the Planning Commission determines that public improvements and/or utilities may be placed within a tree protection zone, the installation of same shall occur by way of tunneling rather than trenching (see Figures 1 and 2).

Construction site activities including, but not limited to, material storage, parking, or concrete washout shall not encroach into any tree protection zone without the prior approval of the Zoning Administrator. Any tree irreparably damaged or killed within a tree protection zone as a result of construction activity shall be removed and replaced at a rate of two (2) trees for every tree irreparably damaged or killed.

Protective tree barriers shall be installed to a minimum height of four (4) feet above ground level around the outermost dripline of the tree protection zone. Tree protection zones shall be delineated with typical temporary construction fencing or continuous rope or flagging. In either case, the tree protection barrier shall be accompanied by "Tree Save Area" signage to be placed around the tree save zone not more than every twenty (20) feet.

- C. A Tree Planting Plan shall also be submitted in conjunction with the development submission. One (1) tree shall be planted on the development site for every one (1) unit approved. Any tree planted relative to the requirements contained herein shall not be less than three (3) inches in diameter when planted.

The Tree Planting Plan shall indicate the total number and species of trees to be planted within a proposed development along with the intended location of same. Trees required to be planted by this ordinance should be planted predominately in the developed areas, driveway aisles, and/or parking areas of the project. In no case shall more than fifty (50%) percent of the trees required to be planted be utilized to satisfy the screening requirements of a development. The exact location of the trees to be planted and species shall be approved by the Planning Commission, after review of all Tree Commission recommendations, as part of the Stage I review process. Whenever the Owner/Developer can demonstrate to the Planning Commission that the site spatial constraints result in an absolute inability to plant the required number of trees, as many trees as possible shall be planted on the site. The difference of those trees required to be planted and those trees planted shall be donated to the City for use elsewhere in the City on public property. A reduction credit of one (1) tree or more shall be granted to an Owner/Developer when either of the following exist:

1. For every tree saved within the buildable area of a development eight (8) inches or more in diameter, or
2. For every two (2) trees saved within the buildable area of a development four (4) to eight (8) inches in diameter.

#### SUB-SECTION IV

The following requirements shall apply for all new subdivision plans with multiple lots submitted for a subdivision in a R-1AA zone, R-1A zone, R-1B zone, R-1C zone, R-1D zone, and R-2 zone:

- A. A Tree Inventory Plan shall be submitted in conjunction with all subdivision plans for a subdivision contained in Section V, Sub-Section IV of this ordinance. The Tree Inventory Plan shall be submitted pursuant to the requirements contained in Section 9.24.C.4. of the Fort Thomas Zoning Ordinance.

The Tree Inventory Plan shall also identify any Landmark Tree(s) and delineate the buildable area for each proposed subdivision lot. The Planning Commission may permit the removal of any tree(s) outside the buildable area of a subdivision lot with the advise of the Tree Commission pursuant to the requirements contained elsewhere in Section V, Sub-Section V, provided the removal of the tree(s) is reasonably required to develop the subdivision in compliance with this ordinance.

- B. All trees to be saved outside of the buildable area of a subdivision lot shall be conspicuously designated with suitable protective tree barriers as designated herein or as otherwise approved by the Zoning Administrator. Approved tree protective barriers shall be installed along the outermost dripline around the tree protection zone. The use of tree protection zones is encouraged rather than the protection of individual (non-specimen) trees that may be scattered throughout an individual lot.

The layout of the subdivision improvements, utilities, driveways, etc., should accommodate the required tree protective zones. Whenever practical, public improvements, utilities, or driveways should be placed along the corridors between tree protective zones. When public improvements or utilities are placed within a tree protection zone, installation of same shall occur by way of tunneling rather than trenching (see Figure 1 and 2).

Construction site activities including, but not limited to, material storage, parking or concrete washout, shall not encroach into any tree protection zone without the prior approval of the Zoning Administrator. Any tree irreparably damaged or killed within a tree protection zone as a result of construction activity shall be removed and replaced by the Developer/Owner at a rate of two (2) trees for every tree irreparably damaged or killed.

Protective tree barriers shall be installed to a minimum height of four (4) feet above ground level around the outermost dripline of the tree protection zone. The tree protection zones shall be delineated with typical temporary construction fencing or continuous rope or flagging. In either case, the tree protection barrier shall be accompanied by "Tree Save Area" signage to be placed around the tree save zone not more than every twenty (2) feet.

- C. A Tree Planting Plan shall also be submitted in conjunction with the subdivision plan submission. One (1) tree shall be planted on each lot for every five thousand (5,000) square feet of lot area or fraction thereof. The tree(s) required to be planted on each lot may be planted on the lot or on the public right-of-way in front of each lot. Any tree planted relative to the requirements contained herein shall not be less than three (3) inches in diameter when planted.

The Tree Planting Plan shall indicate the total number and species of trees to be planted on each lot along with the intended location of same. The exact location of the trees and species to be planted shall be approved by the Planning Commission, after review of all Tree Commission recommendations, as part of the Stage I review process. Whenever the Owner/Developer can demonstrate to the Planning Commission that the spatial constraints of a lot result in an absolute inability to plant the required number of trees, as many trees as possible shall be planted on the lot. The difference of those trees required to be planted and those trees planted shall be donated to the City for use elsewhere in the City on public property. A reduction credit of one (1) tree or more shall be granted to a Owner/Developer when either of the following conditions exist:

1. For every tree saved within the buildable area of a lot eight (8) inches or more in diameter, or
2. For every two (2) trees saved within the buildable area of lot four (4) to eight (8) inches in diameter.

#### SUB-SECTION V

One (1) copy of all plans for preliminary subdivisions, development plans, and site plans submitted to the Fort Thomas Planning Commission shall be forwarded to the Tree Commission. The Tree Commission may submit written recommendations to the Planning Commission with respect to the following:

- A. Minimizing the removal of trees and recommending alternate building areas on the site in question;
- B. Minimizing damage that may occur during construction to trees that are to be preserved on the site;
- C. Recommend the appropriate species of trees that would be best suited to replaced those trees that are to be removed due to construction or land disturbance, and appropriate locations for the trees;
- D. The number of shade trees, their species and variety, if any, to be placed within the City right-of-way at the property owner's expense;

- E. Verification of tree inventories submitted to the Planning Commission as part of the Development Plan process.

All Tree Commission recommendations shall be submitted to the Planning Commission on or before the date the matter is scheduled to be heard unless a shorter or longer period of time is directed by the Planning Commission. Failure of the Tree Commission to submit recommendations to the Planning Commission within the required time period shall be deemed a waiver of its right to comment on same.

## **SECTION VI**

### **PUBLIC IMPROVEMENTS AFFECTING TREES**

The construction of any sidewalk along any street within the City or the opening, constructing, curbing, or paving of any street, or any similar act undertaken by the City, or requiring the consent of the City, shall be done to the extent practicable so as to preserve a maximum number of trees consistent with the appropriate and practical construction of the public improvement. The Tree Commission will be advised prior to the commencing of such work and the Commission may advise the City, or other party performing the work, how same may be accomplished without injury to any trees consistent with conditions set forth in Section III of this ordinance. Nothing in this section shall be construed to prohibit or impede the construction, maintenance, or operation of any public improvement or utility.

## **SECTION VII**

### **NOTIFICATION OF TREES NEEDING ATTENTION**

It is hereby declared to be the duty of all persons having knowledge thereof, to immediately notify the Tree Commission of the City of Fort Thomas of any tree in or upon any public right-of-way or public property under the jurisdiction of the City of Fort Thomas which has suffered any accident or injury, is in need of attention or care or has become dangerous to the public or to the adjacent property. This provision shall be considered as a directive only and for the public good, and no penalty shall be imposed for the failure to comply with this provision.

## **SECTION VIII**

### **PENALTIES**

Any person, firm, organization, or corporation who violates any of the provisions of this ordinance shall be guilty, upon conviction, of a Class B Misdemeanor in accordance with the Kentucky Revised Statutes. Each day of continuous violation with any of the provisions contained herein shall be considered a separate offense and shall be punishable accordingly.

Furthermore, any repeated violation of any provision of Section V of this ordinance by any person, firm, organization, or corporation shall be grounds for the revocation or suspension by the Building Inspector of any permit for the grading, construction, remodeling, or demolition of any site, building, or structure on a site so involved. Upon the revocation or suspension, the person, firm, organization, or corporation shall not be granted any new permit for the site in question for a period of one (1) year from the date of said revocation or suspension.

**SECTION IX**

All Ordinances, Resolutions, or parts thereof, in conflict with the provisions of this ordinance, are to the extent of such conflict hereby repealed.

**SECTION X**

This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

ADOPTED AND PASSED by the Board of Council of the City of Fort Thomas, Campbell County, Kentucky, and approved and signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:

\_\_\_\_\_  
Eric Haas, Mayor

First Reading: 11-20-2023

Adopted: 12-18-2023

ATTEST:

\_\_\_\_\_  
Melissa K. Beckett, City Clerk