



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

COUNCIL MEMORANDUM NO. 96-50

From: Mayor Stein
Date: May 8, 1996
Subject: Re-Classification: Clerk's Office

I have reviewed Ron Stocker's April 30, 1996 memo regarding the placement of City Clerk and Deputy City Clerk within the City salary structure. I have considered the job descriptions and observed the functions carried out by the two positions.

I agree with Mr. Stocker's recommendation and respectfully request that Council re-classify

- City Clerk from Grade 12 to Grade 14
- Deputy City Clerk from Grade 8 to Grade 9

John C. Stein, Mayor

April 30, 1996

MEMORANDUM FOR: Mayor John C. Stein and City Council

FROM: Ron Stocker, Personnel Manager

SUBJECT: Position Classification-City Clerk and Deputy City Clerk

BACKGROUND: The Wasilla Personnel Code gives the Mayor the responsibility for position classification for Classified and Exempt positions:

"3.20.020 POSITION CLASSIFICATION.

A. The Mayor shall have the duty of assigning positions to the appropriate grade in the salary administration plan and making reassignments of positions when changes in duties and responsibilities justify such action. Departmental and employee requests for reclassification shall be submitted to the Mayor for review at such time and in such form as he/she may require. Changes shall become effective upon approval of the Mayor. The Mayor, with advice and assistance from Department Heads, shall maintain written position descriptions for each grade of positions. Each position description shall include:"

"3.35.040 CLASSIFICATION OF EXEMPT POSITIONS. The Mayor shall classify exempt employees in the appropriate grades of the approved salary structure."

The intent would appear to be that one authority in the city would do the classification of positions to insure that all positions were classified using the same criteria. That criteria is later spelled out in :

"3.20.060 SALARY RANGES. A salary range is a level of pay that is assigned to a grade which determines the pay of employees in that grade. It comprises a range of pay through which an employee may progress by probationary and merit increases. The positions assigned a salary range may be adjusted to any rate within that range.

1. Salary ranges are assigned to grades, and are based upon all or some of the following factors:
 - a. Duties and responsibilities of position or grade;
 - b. Internal equity-maintenance of pay ranges of grades in appropriate relations to one another;
 - c. Prevailing rates for comparable work in both public and private employment;
 - d. General pay relationships among job families;
 - e. Pay relationships between supervisors and employees;
 - f. Employee recruitment and retention problems;
 - g. Economic trends and forecasts;
 - h. Salary survey data, including comparative fringe benefits;
 - i. Availability of funds."

There is no exception in the code for the City Clerk except that the code states in:

"3.10.030 SCOPE OF COVERAGE AND AMENDMENT OF RULES.

- A. These Rules shall apply to all employees except that:

1. The City Clerk shall be appointed, terminated and be paid in a manner determined by the City Council;"

The Code evidently leaves the classification of the City Clerk's job to the Mayor and the Compensation to the City Council. With that in mind, I have reviewed the proposed Job Descriptions of the City Clerk and the Deputy City Clerk (TABS A & B, respectively). Upon review of these two Job Descriptions in light of the criteria stated above I believe that both are currently incorrectly classified under our present system.

- A. *Duties and responsibilities:* The City Clerk's duties and responsibilities are clearly significant enough to place the position at the Department Head level in the City. The incumbent participates in Department Head Meetings and is asked to make Department level recommendations. Additionally, the City Clerk is held solely responsible for ensuring the city complies with Alaska Statutes pertaining to City Elections, Record retention and release, and City licensing and permitting of animals, taxicabs and chauffeurs. As an advisor to the City Council and Administration on those areas for which the position is responsible, the position is a Department level position. Other cities of similar size to Wasilla grade their City Clerk positions as Department Heads.

The Deputy City Clerk's responsibilities, unlike a normal secretary or clerical position, makes the position responsible to "Act for the City Clerk in the City Clerk's absence;" which clearly places the responsibilities for accomplishing the City Clerk's duties in the Clerks absence, rather than taking a message or awaiting the return of the City Clerk for a decision.

- B. *Internal equity maintenance of pay ranges of grades in appropriate relation to one another;* As a Department level position the City Clerk position should be graded with other Department Heads. (TAB C)

The Deputy City Clerk position should be graded at a level where decision making requirements for the position as well as the level of clerical qualifications dictate.

- C. *Prevailing rates for comparable work in both public and private employment;* A 1995 Municipal Clerk Salary and Benefit Survey in Alaska (TAB D) reveals that the average salary for City Clerks in 1st and 2d Class and Home Rule Cities and Boroughs is \$52,168. The average Salary for Deputy City Clerks is \$36,730. These averages are reduced by the inclusion of the Wasilla position's salaries.

The City of Wasilla has made a concerted effort to ensure that the Employees of the City are adequately compensated for their duties and responsibilities. The new Personnel Code incorporates a system to ensure positions are properly graded and employees properly compensated. The Administration and the City Council have shown a willingness to correct classification errors made by Coopers & Lybrand with the recent promotion of the Library Director.

It is my opinion that the Coopers & Lybrand consultants were not familiar with City Clerk and Deputy City Clerk positions but realized that they were more than "clerical" positions as evidenced by the Title "Head City Clerk" on the salary structure documents. The full impact of the City Clerk's position was not understood. I believe that both positions are incorrectly classified.

Recommendations:

1. That the Mayor approve a reclassification action for the City Clerk to Grade 14 (commensurate with the two lowest graded Department Heads).
2. That the Mayor approve a reclassification action for the Deputy City Clerk to Grade 9 with an appropriate salary increase approved by the City Council.
3. That the City Council adjust the salary of the City Clerk to reflect the change in Grade and Salary Range.

Respectfully Submitted,



Ronald W. Stocker
Personnel Manager



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

JOB DESCRIPTION

CLASSIFICATION: City Clerk

REPORTS TO: City Council

SUPERVISES: Deputy City Clerk, Election Personnel and various other temporary staff in the Clerk's Office.

GENERAL FUNCTIONS:

The work involves many varied and complex duties related to the office of a municipal clerk, performs the statutory responsibilities of a Municipal Clerk as prescribed by the Alaska Statutes 29 and 15, works with the broadest level of independence with minimal guidelines established for final results. Responsible for the operation and conduct of the Clerk's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers all City Elections. Acts as voter registrar for the State of Alaska. Prepares election materials, ballots and coordinates with the Mat-Su Borough for joint elections. Supervises and trains election judges and workers. Acts as Chief absentee voting official for Borough, State and City elections. Verifies signatures on all forms of petitions. Also certifies the legality and sufficiency of initiative, referendum and recall petitions and places the issue on the ballot at the next regular election.

Serves as the City's public information officer. Extensive contact with the public, other City Departments and various State agencies. Serves as department head for the Clerk's Office and attends all managerial staff meetings.

Custodian of the City Seal. Responsible for all documents, records and archives of the City as provided by law. Establishes and supervises maintenance of City wide records retention and management system. Authenticates records. Reviews requests for public records and approves or disapproves release of records in accordance with City and State laws, rules and regulations.

Administers oaths of office, acts as a Notary Public, assures that notices and other legal requirements for public meetings are complied with and assures that public records are available for inspection as required by law.

Responsible for codifying ordinances and update of the City Code, personnel policies, administrative policies and council policies by regular supplementation. Supervises distribution of the revisions.

JOB DESCRIPTION: City Clerk

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Responsible for the preparation of all Council agenda packets and information packets. Authenticates the record and all documents arising from the meetings. Reviews minutes of the last meeting; processes requests for placement on agenda from Department Heads, staff and citizens; researches files and laws; drafts routine ordinances, resolutions, council and information memoranda. Compiles information on each agenda item to facilitate council review and meetings. Takes, transcribes and records minutes of regular and special meetings. Provides staff support for City Council work sessions.

Administers the permitting and licensing of animals; and taxicabs and chauffeurs for the City.

Prepares and monitors the budget for the City Council and Clerk's Office.

Administrative Management and record keeping of Wasilla Aurora Cemetery. Point of contact for the Mortuary, Families of the deceased, Public Works Department for locate, Excavator to dig and refill and the Museum and Recreational Services Department to maintain Cemetery grounds.

Personnel: responsible for the management and distribution of personnel policies. Point of contact in Equal Employment Opportunity and Harassment Complaint procedures. Point of contact for all personnel enrollments and drug testing procedures. Responsible for maintenance and record keeping of personnel files. Preparation of evaluations schedules for all departments. Preparation and distribution of workman's compensation and OSHA reports as required by law.

EDUCATION AND/OR EXPERIENCE:

Completion of a Bachelor's Degree in business administration or public administration or an equivalent combination of experience and training displaying at least five years of high level administrative or management experience requiring independent judgment and initiative, preferably in the area of municipal government. Certified Municipal Clerk (CMC) preferred. Must be familiar with state and local legislative and election procedures.

DECISION-MAKING RESPONSIBILITIES/AUTHORITY:

Works under general supervision of the City Council. Work is performed independently according to the written or unwritten policies of the department. A great deal of latitude is exercised in carrying tasks to completion. Requires the ability to draft, understand, and execute complete instructions, and to apply extensive or obscure guidelines to widely varied situations. Makes decisions regarding time deadlines, purchases, answering questions from citizens, issuing permits, prioritizing work, and major administrative details. Responsible for managing all city elections. Responsible for efficient and correct dissemination of information to the public on City ordinances, and other questions. Computational, recording, or judgment errors could have serious legal effect on both the public and the City. Must be bondable and a Notary Public.

JOB DESCRIPTION: City Clerk

PAGE: 3

EXTERNAL VISIBILITY/CONTACT:

Frequent contact with the Public, City, Borough, State and Federal officials. Requires well-developed communication skills and a pleasant manner. Occasional contact with outside sales and repair persons regarding office supplies, billing and equipment.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Out of office duties includes attendance at evening meetings such as Council meetings and work sessions and occasional travel. There are frequent interruptions in the workplace and the noise level is usually moderate.

SALARY RANGE AND BENEFITS:

Salary Range 12. Benefits include health insurance, supplemental benefits system, annual and sick leave, paid holidays, public employees retirement system, ESC, Workman's compensation, FICA Medicare.

HIRING AUTHORITY:

City Council



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

FAX: (907) 373-9085

JOB DESCRIPTION

CLASSIFICATION: Deputy City Clerk

REPORTS TO: City Clerk

SUPERVISES: None

GENERAL FUNCTIONS:

Under the general direction and supervision of the City Clerk, the Deputy City Clerk assists in the performance of all duties equipped by State law, and the City Code, performing a full range of clerical and routine administrative duties. Acts for the City Clerk in the City Clerk's absence; serves as voter registrar, notary public and the City's Records Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers the City's Records Program. Devises and implements filing systems and computer programs for the management of all active records City wide. Devises and implements storage and retrieval systems for the City's transient records and all City archives. Assists other departments in the creation of retention systems. Responsible for maintenance and upkeep of all service contracts, City owned properties, utility right-of-ways and easements, and all other permanent records of the City.

Assist with the administration of all City elections. Acts as voter registrar for the State of Alaska. Assists with the preparation of election materials and coordination with the Mat-Su Borough for joint elections. Acts as absentee voting official for Borough, State and City elections.

Performs research as requested, maintains legislative history of actions of the City Council and advises the Clerk and Council of pending action.

Attends all Council meetings and keeps the record of the proceedings. Assists with agenda packet preparation. In the absence of the Clerk, performs all duties of the City Clerk as prescribed by Title 29.

Serves as the City's deputy public information officer. Responds to miscellaneous requests from staff and general public either by phone or in person. Provides information or directs person with question to appropriate department.

Proofreads all departmentally-produced materials. Composes correspondence with general outline of required content.

Assists with the maintenance and record keeping of personnel files. Point of contact for personnel enrollments and drug testing procedures. Preparation of evaluation schedules for all departments.

JOB DESCRIPTION: Deputy City Clerk
PAGE: 2

Assists with the administrative management and record keeping of Wasilla Aurora Cemetery. Serves as contact for the Mortuary, Families of the deceased, Public Works Department for locate, Excavator to dig and refill and the Museum and Recreational Services Department to maintain Cemetery grounds.

Provides Notary Public services to the staff and the public.

Key operator for copy machine. Handles special problems and trains new employees on copy machine.

Inserts updates of Alaska Statutes, Alaska Administrative Code and other municipal codes held by the City of Wasilla.

Operates computer with word-processing, data base, and spreadsheet applications. Maintains indexes for records retention system and lists records scheduled for destruction.

Posting of all notices in all City locations to insure adequate notification to the public.

Makes all travel arrangements for Council and Clerk's office personnel.
Performs other duties as required.

EDUCATION AND/OR EXPERIENCE:

Must be a high school graduate or equivalent (GED) and should have two years of progressively responsible secretarial experience as an administrative assistant or department assistant. Must have advanced secretarial skills and be proficient with personal computers, copiers, FAX, and other technological office equipment. Requires considerable knowledge of business English, spelling, correct usage of English grammar, and ability to communicate effectively both orally and in writing. Must have the ability to quickly adjust from one project to another and to meet deadlines. Requires ability to work under constant pressure, and to remain even-tempered when dealing with the public.

DECISION-MAKING RESPONSIBILITIES/AUTHORITY:

Works under the general supervision of the City Clerk with detailed direction only for new or unusual activities. Work is performed independently according to the written or unwritten policies of the department. Requires ability to understand and execute complex oral and written instructions, and to apply extensive or obscure guidelines to widely varied situations. Under the guidelines established may make decisions regarding answering questions from the public, issuing permits, prioritizing work, and minor administrative details.

EXTERNAL VISIBILITY/CONTACT:

Frequent contact with Elected Officials, Department Heads, City employees, and the general public requiring a well-developed sense of tact and courtesy.

JOB DESCRIPTION: Deputy City Clerk

PAGE: 3

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Out of office duties includes attendance at evening meetings and occasional travel. There are frequent interruptions in the workplace and the noise level is usually moderate.

SALARY RANGE AND BENEFITS:

Salary Range 8. Benefits include health insurance, supplemental benefits system, annual and sick leave, paid holidays, public employees retirement system, ESC, Workman's compensation, FICA Medicare.

HIRING AUTHORITY:

City Clerk

Ketchikan Gateway Borough
Office of the Borough Clerk

Georgianna Zimmerle, Clerk
344 Front Street
Ketchikan, AK 99901

Memorandum: May 3, 1995
TO: Municipal Clerk
FROM: Georgianna Zimmerle, Clerk *Georg*
RE: Salary and Benefit Survey

Enclosed is a copy of the survey table I promised when I spoke to you today. The information covers the municipalities where I was able to talk to the Clerk. So, some that I had originally tried to contact and wasn't able to were deleted. I tried to be consistent with my questions, but I think I missed a couple of you on whether or not you had your CMC or AAE, sorry. Marcella, I enjoyed chatting so much I forgot to ask about your deputy.

Hope you can all use this information! Thanks for helping me gather it!

Municipal Clerk Salary and Benefit Survey 1995

MUNICIPALITY - BUDGET	CLASSIFICATION POPULATION/# CITIES	INCUMBENT LONGEVITY	CURRENT SALARY	BENEFIT NOT GENERALLY GIVEN OTHER EMPLOYEES
Ketchikan Gateway Borough \$16.8 M	2nd Class Borough 14,923 / 2 cities	21 yrs (Dep 8 + Clk 13 yrs) CMC/AEE	\$52,100	Use of parking space (\$300 value)
Aleutians East Borough	2nd Class Borough 2,809 / 5 cities	3 yrs	\$32,000	
Bristol Bay Borough - \$9.3 M	2nd Class Borough 1,576 / no cities	18 yrs CMC/AEE	\$55,500	Use of parking space
Fairbanks North Star Borough - \$71.3 M	2nd Class Borough 82,428 / 2 cities	12 yrs CMC/AEE	\$59,800	\$250 car allowance (\$3000)
Kenai Peninsula Borough - \$23 M	2nd Class Borough 44,411 / 6 cities	4 yrs (18 yrs exp.) CMC/AEE	\$55,478	\$13.50/mtg meal allow. 2 wks addtl' leave
Kodiak Island Borough - \$62 M	2nd Class Borough 15,575 / 6 cities	5 yrs	\$55,536	
Matanuska-Susitna Borough - \$124 M	2nd Class Borough 50,058 / 3 cities	4 weeks	\$51,900	
Denali Borough - \$831,000	Home Rule Borough 2,077 / 1 city	3 1/2 yrs	\$34,000	
Lake and Peninsula Borough	Home Rule Borough 1,856 / 5 cities	3 yrs	\$45,000	100% pd health ins addtl' life insurance
City and Borough of Juneau - \$130 M	Unified Home Rule 29,078	10 yrs CMC	\$51,000	\$150 car allowance (\$1800)

Municipal Clerk Salary and Benefit Survey 1995

MUNICIPALITY - BUDGET	CLASSIFICATION POPULATION/# CITIES	INCUMBENT LONGEVITY	CURRENT SALARY	BENEFIT NOT GENERALLY GIVEN OTHER EMPLOYEES
City and Borough of Sitka	Unified Home Rule 9,052	2 1/2 yrs (7 yrs w/muni)	\$42,000	
City of Seward - \$12.6 M	Home Rule City 2,732	14 yrs CMC/AEE	\$60,000	1%/yr longevity bonus
City of Kodiak - \$10 M	Home Rule City 7,428	13 yrs CMC/AEE	\$56,512	Use city vehicle 24 hrs long-term disability ins add'l life insurance
City of Ketchikan - \$23.8 M	Home Rule City 8,846	15 yrs CMC/AEE	\$52,000	\$25 per meeting
City of Petersburg - \$21 M	Home Rule City 3,419	19 yrs CMC/AEE	\$56,000	
City of Valdez - \$23 M	Home Rule City 4,713	9 yrs CMC/AEE	\$59,177	
City of Nome	First Class City 4,184	15 yrs	\$68,880	

This survey was conducted on May 3, 1995 by G. Zimmerle

City of Soldotna First Class City 23 yrs \$58,185.53
\$4.75 M 3,990 CMC

City of Wasilla First Class City 1 yr 10 mo. \$46,546.00
\$6 M 4,863 CMC

Deputy Clerk Salary Survey 1995

MUNICIPALITY	CLASSIFICATION POPULATION/# CITIES	INCUMBENT LONGEVITY	CURRENT SALARY
Ketchikan Gateway Borough	2nd Class Borough 14,923 / 2 cities	6 yrs CMC	\$29,220
Aleutians East Borough	2nd Class Borough 2,809 / 5 cities		None
Bristol Bay Borough	2nd Class Borough 1,576 / no cities		None
Fairbanks North Star Borough	2nd Class Borough 82,428 / 2 cities	12 yrs. CMC/AAE	\$48,880
Kenai Peninsula Borough	2nd Class Borough 44,411 / 6 cities	6 months	\$39,000
Kodiak Island Borough	2nd Class Borough 15,575 / 6 cities	4 yrs.	\$33,883
Matanuska-Susitna Borough	2nd Class Borough 50,058 / 3 cities	5 yrs.	\$45,200
Denali Borough	Home Rule Borough 2,077 / 1 city		Part time \$12.25/hr
Lake and Peninsula Borough	Home Rule Borough 1,856 / 5 cities		None
City and Borough of Juneau	Unified Home Rule 29,078	5 yrs.	\$30,000
City and Borough of Sitka	Unified Home Rule 9,052	Budget request	\$31,800
City of Seward	Home Rule City 2,732	7 yrs	\$38,834

Deputy Clerk Salary Survey 1995

MUNICIPALITY	CLASSIFICATION POPULATION/# CITIES	INCUMBENT LONGEVITY	CURRENT SALARY
City of Kodiak	Home Rule City 7,428		
City of Ketchikan	Home Rule City 8,846	12 yrs. CMC/AAE	\$38,480
City of Petersburg	Home Rule City 3,419	10 yrs	\$36,000
City of Valdez	Home Rule City 4,713	5 yrs CMC	\$37,853
City of Nome	First Class City 4,184	14 yrs	\$39,000

This survey was conducted on May 3, 1995 by G. Zimmerle

City of Wasilla

First Class City

1 yr 7 mo.

\$30,118

CITY OF WASILLA

1996 SALARY STRUCTURE

GRADE		SALARY RANGE			
		MINIMUM	MIDPOINT		MAXIMUM
		1st Quartile	2nd Quartile	3rd Quartile	4th Quartile
17					
16	Finance Director Police Chief Public Works Director	54,360	\$61,150	67,949	\$74,740
15		51,650	\$58,110	64,560	\$71,020
14	Museum & Recreation Svs Director Library Director	46,170	\$51,940	57,715	\$63,490
13	Police Sergeant Investigator Assistant Dir. Public Works	42,560	\$47,880	53,195	\$58,510
12	Head City Clerk Accountant Sr. City Planner Roads Tech III	39,220	\$44,120	49,024	\$53,930
11	Associate Librarian/Adult Service	36,150	\$40,670	45,183	\$49,700
10	Children's Librarian Police Officer Wastewater Tech II Water Tech II	33,310	\$37,480	41,642	\$45,810
9	Secretary Sr. Accounting Clerk Planning Clerk	30,710	\$34,550	38,383	\$42,220
8	Museum Registrar Interlibrary Loan Coordinator Roads Tech I Parks & Rec Tech I Property Maintenance Tech I Water Tech I Wastewater Tech I Deputy City Clerk Public Works Clerk	28,300	\$31,840	35,376	\$38,910
7	Secretary II	26,080	\$29,340	32,602	\$35,860
6		24,040	\$27,050	30,051	\$33,060
5		22,150	\$24,920	27,694	\$30,460
4	Museum Aide Library Aide Secretary I	20,420	\$22,980	25,530	\$28,090
3		18,830	\$21,180	23,532	\$25,890
2	Permanent Part time or Intern	17,350	\$19,520	21,689	\$23,860

[Handwritten Signature] 2-27-96

CITY OF WASILLA
1995 Merit Increase Matrix

Based on Performance Rating and Position in Grade

Performance distribution: the division of employees' performance ratings based on manager/supervisor input
 0.0% 18.4% 59.2% 16.3% 6.1%

	UNSATISFACTORY	ACCEPTABLE	FULLY COMPETENT	ABOVE EXPECTATION	OUTSTANDING
4TH QUARTILE	0%	1.50%	2.50%	3.50%	4.75%
3RD QUARTILE	0%	1.75%	2.75%	3.75%	5.00%
2ND QUARTILE	0%	2.00%	3.00%	4.00%	5.25%
1ST QUARTILE	0%	2.25%	3.25%	4.25%	5.50%

the sections of salary ranges employees' salaries will fall into once all employees are brought to range minimum

COST 3.36%
 Additional Increase Amount Required for Bringing All Employees to Minimum of Range
 (Approx. 3.48%)



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

October 27, 1995

Memo to: Department Heads
From: Ron Stocker *[Signature]*
Subject: Merit Pay Increases

City Council Resolution No. WR95-11 which adopted the current Salary Management System. Under (4) the council also recognized the merit increase matrix (attached).

Effective November 1, 1995 all merit pay increase recommendations will be put on a Personnel Action Form accompanied by the following:

1. The Annual Performance Appraisal for the employee;
2. A copy of the merit increase matrix;
3. The employee's current annual salary and the quartile which their current salary places them in the range for their grade.

All of the Personnel Action Forms should be sent to me at the City Clerk's office for review prior to going to the Mayor for final approval.

Any Department Head who needs assistance in determining salary increases or has questions concerning the Salary Management System should contact me at 745-8378.

Area Code (907)

- Administration
Ph: 373-9055
Fx: 373-9085
- Clerks Office
Ph: 373-9065
Fx: 373-9085
- Finance
Ph: 373-9070
Fx: 373-9085
- Library
Ph: 376-5913
Fx: 376-2347
- Museum
Ph: 373-9071
Fx: 373-9072
- Planning
Ph: 373-9074
Fx: 373-9085
- Police
Ph: 373-9077
Fx: 373-9051
- Public Works
Ph: 373-9095
Fx: 373-9085
- _____
Ph: _____
Fx: _____

Subject to be added by [Signature]