



**Cemetery Preservation Commission
Meeting Agenda
September 14, 2023 4:00 PM
City Hall Training Room**

1. Call to Order / Roll Call

2. Approval of the Meeting Minutes

- A. Approval of the August 10, 2023 regular meeting minutes.
- B. Approval of the August 31, 2023 special called meeting minutes.

3. Financial Report

- A. Receipt of the August 2023 financial reports.

4. Cemetery Preservation Foundation Update

5. Old Business

- A. Approval of the three bench installation locations, which include location #1 behind Horned Owl, location #2 along Cemetery Street, and location #3 in front of the Cremation Garden as indicated by the cemetery map included in the agenda packet.
- B. Approval of the proposed storyboard installation location to the right of the Cemetery Foundation Memorial Wall.
- C. DISCUSSION ONLY: Clean Up Day

6. New Business

- A. DISCUSSION ONLY: 2024 Cemetery Events led by Chair Lewis Bramlett
- B. DISCUSSION ONLY: Kennesaw City Cemetery Audit Plan and Process led by Vice Chair Lizz Gray

7. Staff Comment

- A. UPDATE: September 11, 2023 City Council Work Session Recap
- B. UPDATE: Chapter 30 Amendments

8. Adjourn

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
August 10, 2023
4:00 PM

1. Call to Order / Roll Call

[The Cemetery Preservation Commission was unable to make quorum. The following meeting was based on discussion only and the items were presented out of order.]

The meeting was called to order at 4:00 p.m. by Chair Bramlett.

- Roll Call: Lewis Bramlett, Lizz Gray, Judi Burrell, Andrew Bramlett – Honorary Member
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk), Tim Cox (Assistant Public Works Director), and Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

2. Approval of the Meeting Minutes

- A. Approval of the July 13, 2023 regular meeting minutes.

3. Financial Report

- A. Receipt of the July financial reports.

4. Cemetery Preservation Foundation Update

[This item was addressed fifth, after the Fee Schedule Discussion]

This item was presented by Cemetery Foundation President, Stephen King. During their last meeting, they passed their bylaw changes adding the City Clerk clause and the ability to add up to 25 members. The Foundation has received more interest from member candidates and is working on the Cemetery Walking Tour details. Foundation President King noted that they will have a dress rehearsal during the week and then tours will begin on the weekend of October 20th.

5. Old Business

- A. Project Updates on Clean Up Day, Trees, Benches, Flag Poles, etc.

[This item was presented third, after item 6.B]

City Clerk Lea Alvarez gave some updates about cleaning day. She noted that Kennesaw State University (KSU) wants to partner with the Cemetery Preservation Commission, but it is the same day as their Homecoming activities. She suggested that

the next Clean Up day be planned on a day that will better accommodate students. The Cemetery Preservation Foundation President Stephen King added that he was working with a local Boy Scout troop at his church to try and get more volunteers.

Ms. Alvarez moved on to the tree-cutting project and added that all invoices had been paid at the time of the meeting. She had no update on the flag poles other than that they had been delivered. Then, she moved on to the city benches that were going to be installed in the cemetery. She informed the Commission that installation will probably begin next year and they should come up with ideas as to where to put the benches. Mr. King noted that the Foundation can provide an additional bench due to having extra funds and the Commission can decide where to put it.

Next, Ms. Alvarez moved on to the Section III survey work. The original surveyor tried to locate all of the pins and found about ninety percent of them with a few exceptions. The surveyor has made a worksheet and is discussing the next steps. City staff would like to place pins at all four corners of every plot for better ease of sale in the future. Ms. Alvarez also noted that it would be good practice to pin the lots with no one buried in them yet as well. She added that Public Works is assisting in helping her find a contractor that will give an estimate for all 286 lots that still need to be done.

The last topic that was discussed was the gravel access road. Ms. Alvarez explained her reasoning for possibly closing down the gravel road. She said that the road is encroaching about a foot onto already sold lots and it is also flooding after years of heavy use. Ms. Alvarez proposed closing off the road except for the use of burial equipment. She added that the road eliminates fourteen lots that they could sell and Assistant Public Works Director Tim Cox suggested that the road be turned back to grass. Councilmember Ferris inquired about grave diggers having proper access to the graves. Mr. Cox insisted that they would have access due to walking trails that were built into the cemetery design. Ms. Alvarez was advised by Winkenhofer Funeral Home that the size of the current road is as small as it could be to accommodate their equipment. Ms. Alvarez added that only survey pins on the left side of the road were affected. Chair Bramlett added that this would be a wonderful time to make the road a one-way as well. Ms. Alvarez agreed and insisted that this was the time to make signage as well. Commissioner Guitierrez inquired about the road's sizing and he was reminded that the 5x10 ft lot is the industry standard. The Commission continued discussion about the road and how to best go about notifying the public.

6. New Business

- A. GUEST: Kennesaw Mountain Chapter, National Society Daughters of the American Revolution - Overview of annual events in the Kennesaw City Cemetery.

[This item was discussed first]

City Clerk Lea Alvarez introduced the Daughters of the American Revolution (DAR) to the Cemetery Preservation Commission and guests. DAR Regent Brenda King and Vice Regent Marcia Sasser spoke about their upcoming events. They have two major

events a year, Veterans Day, where they place poppies at the graves of veterans, and Memorial Day, where they place flags at the graves of veterans. She announced that as of this year, they have accounted for 129 veteran graves in the Kennesaw City Cemetery, and they have been putting these events on for five years. Vice Regent Sasser added that the events typically take place the Sunday before Veterans Day or Memorial Day at around 2 p.m. in the afternoon. She then gave some more background regarding Wreaths Across America Day, which is sponsored by the Washington, D.C. Chapter. The mission of this event is that every headstone will have a wreath and every wreath will have a headstone. She went on to note that they have a good volunteer group base and it is the largest event for the chapter. Vice Regent Sasser ended her speech with an invitation for possible volunteers to go to their website.

- B. GUEST: Downtown/ Main Street Manager Miranda Taylor - Storyboard Signage for the Kennesaw City Cemetery and possible installation locations.

[This item was discussed secondly, after item 6.A]

City Clerk Lea Alvarez introduced the Downtown/ Mainstreet Manager, Miranda Taylor, from the City of Kennesaw's Economic Development Department. Ms. Taylor gave some background about the storyboard project that was being worked on downtown. She noted that the storyboards were displayed with city messaging and branding. The locations will be near the amphitheater, the spring behind City Hall, behind Memorial Park, and lastly, in the city cemetery. She credited the cemetery storyboard content to Andrew Bramlett. This board is an overview of the cemetery and points out a few noteworthy things. There is a budget for more storyboards in the future, so she asked the Commission to keep this in mind. Ms. Taylor would like the sign to be towards the front of the cemetery within the gates, but not too far in for passersbys to read. Ms. Alvarez reminded the Commission that the signage cannot go on the left side of the cemetery due to a property dispute. Ms. Taylor went into further detail about the size, materials of the signage, and deadlines. Vice Chair Gray inquired as to whether the people on the board could be made more diverse. Honorary Member Andrew Bramlett answered that he did what he could with the available information. Vice Chair Gray then asked for the board to have ties to modern times. Commissioner Guitierrez suggested putting the storyboard by the flagpoles or closer to the road. Ms. Alvarez reminded the Commission that they would vote on the installation location for the storyboard signage next month.

- C. Fee Schedule Updates - Lot Prices

[This item was discussed fourth, after item 5.A]

City Clerk Lea Alvarez informed the Commission that there is a need to raise the price of cemetery lots in October. She noted that the city has the cheapest lots in the area. The City of Acworth is selling its lots for \$1,050 for residents and \$2,625 for non-residents. She added that Winkenhofer Pine Ridge Funeral Home was starting their lot sales at \$1,995. Ms. Alvarez would like to make changes to lot pricing since it has not been updated in years. She noted that the City of Kennesaw residents would not be deterred by the changes and other buyers would come because our pricing would still be lower than anywhere nearby. Ms. Alvarez seeks to put this item on the agenda for

the Mayor and Council in September pending Commission approval.

7. Staff Comment

A. "Practices for Successful Meetings" training session reminder.

Ms. Alvarez noted to everyone that next Friday, August 18, 2023 at 9:30 a.m. and 2:00 p.m. is the "Practices for Successful Meetings" training class. She thanked the Commissioners for registering for the event.

B. Pre-planning for fall cemetery audit.

[This item was discussed last, after item 4]

City Clerk Lea Alvarez would like to go out to the historical sections of the Kennesaw City Cemetery to do an audit of the headstones to ensure that the records are as up-to-date as possible. She wants photos of the headstones as well as to cross-reference the established historical documents. Vice Chair Gray inquired about the records that she gave Ms. Alvarez previously. Ms. Alvarez answered that she was still processing the information that she had previously given. She noted that it was updated and we are working on the inconsistencies that were found. She added that she has updated some of Section III, and she looks to model after the City of Madison, which has a wonderful collection of obituaries and an interactive website. Vice Chair Gray insisted on making a plan to approach the audit and set solid goals. Vice Chair Gray and Ms. Alvarez discussed their parts in the project and for future sections when the weather changes.

8. Adjourn

Chair Bramlett adjourned the meeting at 4:53 p.m. The next regularly scheduled meeting will be held on Thursday, September 14, 2023 at 4:00 p.m. in the City Hall Training Room.

Lily Smith, Deputy City Clerk

MINUTES OF CEMETERY PRESERVATION COMMISSION MEETING
CITY OF KENNESAW
City Hall Training Room
August 31, 2023
4:00 PM

1. Call to Order / Roll Call

The meeting was called to order at 4:00 p.m. by Chairman Bramlett.

- Roll Call: Lewis Bramlett, Lizz Gray, Judi Burrell, Andrew Bramlett – Honorary Member
- Staff present: Lea Alvarez (City Clerk), Lily Smith (Deputy City Clerk), Tim Cox (Assistant Public Works Director), and Pat Ferris (Council Liaison)
- Guests present: Stephen King (Cemetery Foundation President)

2. Approval of the Meeting Minutes

3. Financial Report

4. Cemetery Preservation Foundation Update

5. Old Business

6. New Business

A. Section III Survey and Long-Term Plan

City Clerk Lea Alvarez gave a PowerPoint presentation regarding the Section III survey and suggestions for a long-term plan. Ms. Alvarez explained parts of the city code that allowed the City Clerk to sell city lots according to an engineered map created by the city engineer back in 1998. The surveyor who did the original survey, Ruhling and Ruhling Land Surveyors, came back and did some additional work locating the pins at the request of staff. It was discovered that there were some survey pins missing due to weather erosion and burials. Ms. Alvarez spoke with city leadership and decided to follow best practices and produce a legal description for every lot that was sold but is not yet occupied, as well as for any lot still available for purchase. She also suggested that the legal descriptions be done in numerical order to ensure that everything is easily tracked.

Vice Chair Gray asked if Ms. Alvarez had received her grave audit and updated data. Ms. Alvarez replied that she had received it, and she would use the information before the surveyors started their work.

Ms. Alvarez continued her presentation by stating there were two hundred and twenty-one unoccupied lots, and her goal was to issue legal descriptions seven at a time. The

price will be \$30 per lot for a legal description. This will equal \$8,520 to survey all unoccupied and unsold lots along with any pin resetting if needed.

Ms. Alvarez then moved on to the issues involving the gravel road along the back of Section III. Ms. Alvarez presented two options: close down the road or reseed the area in order to reclaim the lots that were removed to create the road. The Commission discussed these options heavily while incorporating various scenarios with the current budget funds. Councilmember Ferris suggested that the Commission remove the trees near the plots along the tree line. Vice Chair Gray inquired about how much land would be reclaimed, and the Assistant Public Works Director Tim Cox answered that it would reclaim everything along the road, which was approximately 93 lots. He also noted that Public Works would pay to remove the crush and run rock on the road as well as the sod. Ms. Alvarez moved the conversation back to various budget scenarios and added that Winkenhofer Funeral Home advised that the families along the road may be upset due to the road being reclaimed. Vice Chair Gray added that since the Commission is doing Section III, they should do all of the other sections as well. Ms. Alvarez answered that it would be fine to do it on a case-by-case basis, but there is not nearly as much activity in the other sections. The Commission turned its attention back to the gravel road and the logistics of removing it. Mr. Cox added that road removal could start as early as November.

Ms. Alvarez moved on to the lot price portion of her presentation while giving a brief overview of the City of Acworth's lot prices and Winkenhofer Funeral Home's lot pricing. She then suggested the lot prices increase by \$500 for residents and non-residents. Vice Chair Gray agreed with the change in prices, but wanted a few more examples in order to make more changes in the future. The Commission went back and forth about its priorities, finances, and citizens' needs until they came to an agreement of a \$500 increase for lots and an additional \$100 increase for scattering services.

Ms. Alvarez moved to the last part of the discussion regarding making the cemetery road one-way. Chair Bramlett shared a brief story about how the road is currently being navigated by the public. Vice Chair Gray advised making the road one-way by going counterclockwise down by the flag poles. She inquired about other roads to which Ms. Alvarez answered that the Commission could choose to keep them closed. Mr. Cox said that Public Works could create signage to assist in the transition and insisted that the older roads be closed for the safety of the graves. He then led a conversation about getting rid of those older paved roads and just grassing those over as well to help with erosion. Mr. Cox then noted that Public Works would pay to re-sod both roads due to Public Works already having to buy so much sod for other projects. The Commission then moved to the timing of the tree project to be completed this year alongside other events.

1. Motion by Vice Chair Gray to approve raising the Kennesaw City Cemetery fees to \$1,500 for residents, \$2,000 for non-residents, and \$600 for Scattering Garden services. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion passed.

2. Motion by Vice Chair Gray to approve closing the Section III access road and reclaiming the lots removed to create it. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion passed.

3. Motion by Vice Chair Gray to approve making the Kennesaw City Cemetery roadways one-way counterclockwise. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion passed.

- B. Approval to co-sponsor the Daughters of the American Revolution's Wreaths Across America event.

City Clerk Avaarez began this item by briefing the Commission on the Daughters of the American Revolution's upcoming event details and what they would like from the commission. Chairman Bramlett inquired about the use of toilets and the expectations of payment by the Commission. The Commission discussed the item at length and decided to only sponsor the event but not give any additional resources at this time.

Motion by Vice Chairperson Gray to approve co-sponsoring the Kennesaw Chapter Daughter of the American Revolution's 2023 Wreaths Across America event with the condition that there will be no other additional financial support provided. Seconded by Commissioner Burrell.

Vote taken, motion unanimously approved 2-0. Motion passed.

7. Staff Comment

8. Adjourn

Chair Bramlett adjourned the meeting at 5:08 p.m.



City of Kennesaw

Balance Sheet

Account Summary

As Of 08/31/2023

Account	Name	Balance	
Fund: 285 - CEMETERY TRUST FUND			
Assets			
285-0000-11-112100-00000	OPERATING ACCOUNT	52,959.57	
	Total Assets:	52,959.57	52,959.57
Liability			
285-0000-12-190500-00000	DUE TO GENERAL FUND	1,610.09	
	Total Liability:	1,610.09	
Equity			
285-0000-13-120000-00000	ENCUMBRANCE	-743.60	
285-0000-13-411500-00000	F/B RES FOR ENCUMBRANCES	743.60	
285-0000-13-422000-00000	F/B UNRES - UNDESIGNATED	58,948.10	
	Total Beginning Equity:	58,948.10	
Total Revenue		17,775.07	
Total Expense		25,373.69	
Revenues Over/Under Expenses		-7,598.62	
	Total Equity and Current Surplus (Deficit):	51,349.48	
	Total Liabilities, Equity and Current Surplus (Deficit):		52,959.57

Cemetery Fund
Operating Cash Activity
For the Month Ended August 31, 2023

Beginning Cash	\$ 61,449.99
Cash Receipts:	
Interest Earned	77.48
Cemetery Fees	<u>10,300.00</u>
Total Cash Receipts	<u>10,377.48</u>
Cash Disbursements:	
Atlanta Arbor Tree Care Specialist, LLC	9,500.00
Victor Stanley, Inc	5,887.90
Ruhling and Ruhling Land Surveyors	<u>3,480.00</u>
Total Cash Disbursements	<u>18,867.90</u>
Ending Cash	<u><u>\$ 52,959.57</u></u>



City of Kennesaw

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND						
Revenue						
285-0000-34-910000-00000	CEMETERY FEES	8,000.00	8,000.00	10,300.00	15,835.00	-7,835.00
285-0000-34-911500-00000	CEMETERY TREES REVENUE	700.00	700.00	0.00	0.00	700.00
285-0000-36-100000-00000	INTEREST REVENUES	1,150.00	1,150.00	77.48	940.07	209.93
285-0000-37-000000-00000	CONTRIBUTION/DONATIONS	500.00	500.00	0.00	0.00	500.00
285-0000-37-100000-00000	DONATION - CEM. PRESERVATION FOUNDA...	3,000.00	3,000.00	0.00	1,000.00	2,000.00
285-0000-39-400000-00000	USE OF PY RESERVE	14,266.00	17,746.00	0.00	0.00	17,746.00
	Revenue Total:	27,616.00	31,096.00	10,377.48	17,775.07	13,320.93
Expense						
285-4950-52-125000-00000	OTHER PROFESSIONAL SERVICES	0.00	3,480.00	3,480.00	3,480.00	0.00
285-4950-52-325000-00000	POSTAGE	650.00	650.00	0.00	0.00	650.00
285-4950-52-350000-00000	TRAVEL	650.00	650.00	0.00	0.00	650.00
285-4950-52-361000-00000	ORGANIZATIONAL MEMBERSHIP	100.00	100.00	0.00	0.00	100.00
285-4950-52-460000-00000	CEMETERY REPAIR AND MAINTENANCE	13,458.00	13,458.00	3,200.00	11,599.50	1,858.50
285-4950-53-118000-00000	OPERATING MATERIALS/SUPP	12,258.00	12,258.00	6,161.26	10,240.24	2,017.76
285-4950-53-118500-00000	CEMETERY TREES	500.00	500.00	0.00	53.95	446.05
	Expense Total:	27,616.00	31,096.00	12,841.26	25,373.69	5,722.31
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):		0.00	0.00	-2,463.78	-7,598.62	
Total Surplus (Deficit):		0.00	0.00	-2,463.78	-7,598.62	

Income Statement

For Fiscal: 2022-2023 Period Ending: 08/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 285 - CEMETERY TRUST FUND					
Revenue	27,616.00	31,096.00	10,377.48	17,775.07	13,320.93
Expense	27,616.00	31,096.00	12,841.26	25,373.69	5,722.31
Fund: 285 - CEMETERY TRUST FUND Surplus (Deficit):	0.00	0.00	-2,463.78	-7,598.62	7,598.62
Total Surplus (Deficit):	0.00	0.00	-2,463.78	-7,598.62	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
285 - CEMETERY TRUST FUND	0.00	0.00	-2,463.78	-7,598.62	7,598.62
Total Surplus (Deficit):	0.00	0.00	-2,463.78	-7,598.62	



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: September 14, 2023

TITLE: Approval of the three bench installation locations, which include location #1 behind Horned Owl, location #2 along Cemetery Street, and location #3 in front of the Cremation Garden as indicated by the cemetery map included in the agenda packet.

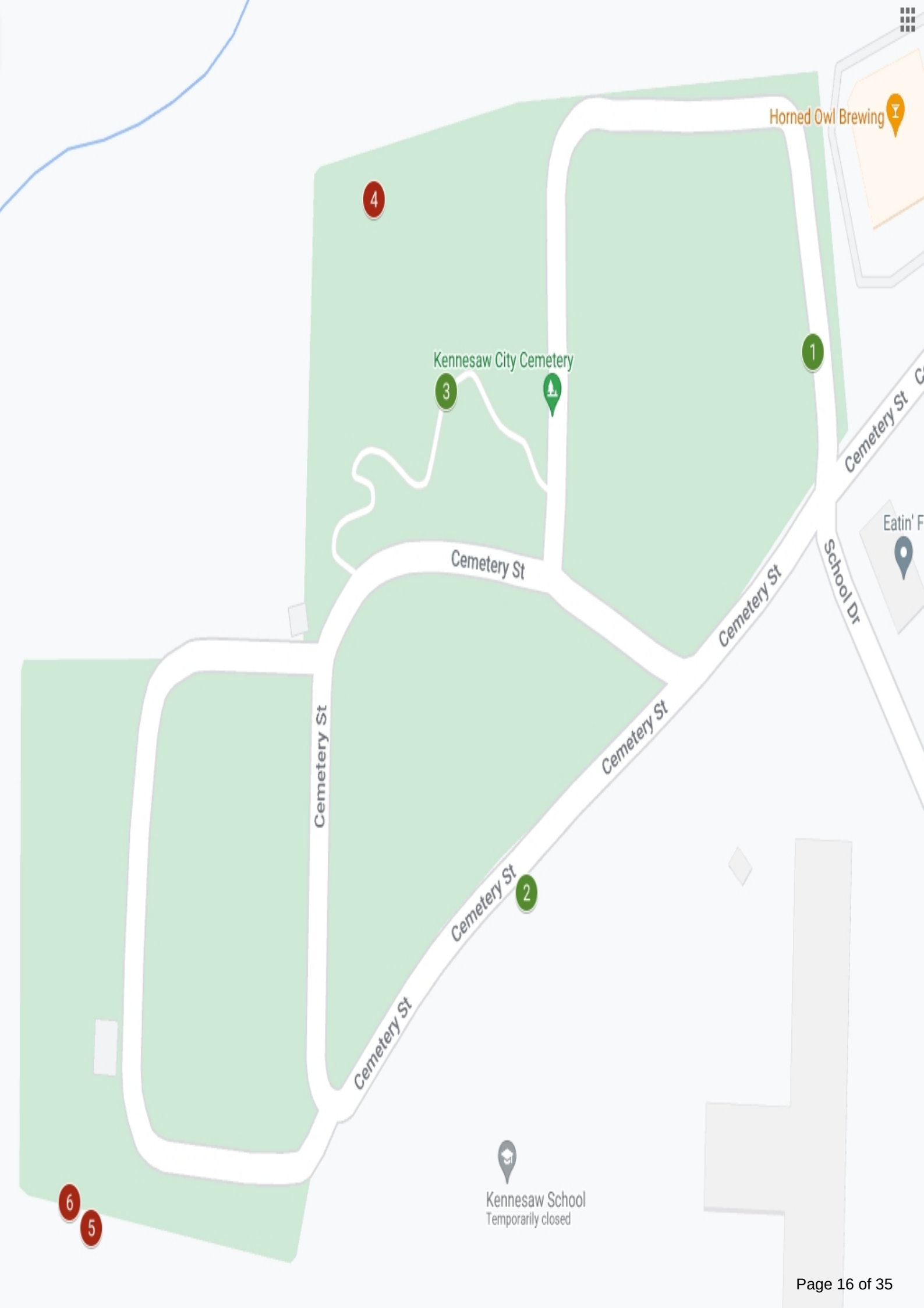
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Map - Bench Locations
2. Bench Location: Behind Horned Owl
3. Bench Location: Along Cemetery Street
4. Bench Location: In front of the Cremation Garden











Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: September 14, 2023

TITLE: Approval of the proposed storyboard installation location to the right of the Cemetery Foundation Memorial Wall.

Summary:

Recommendation:

Fiscal Impact:

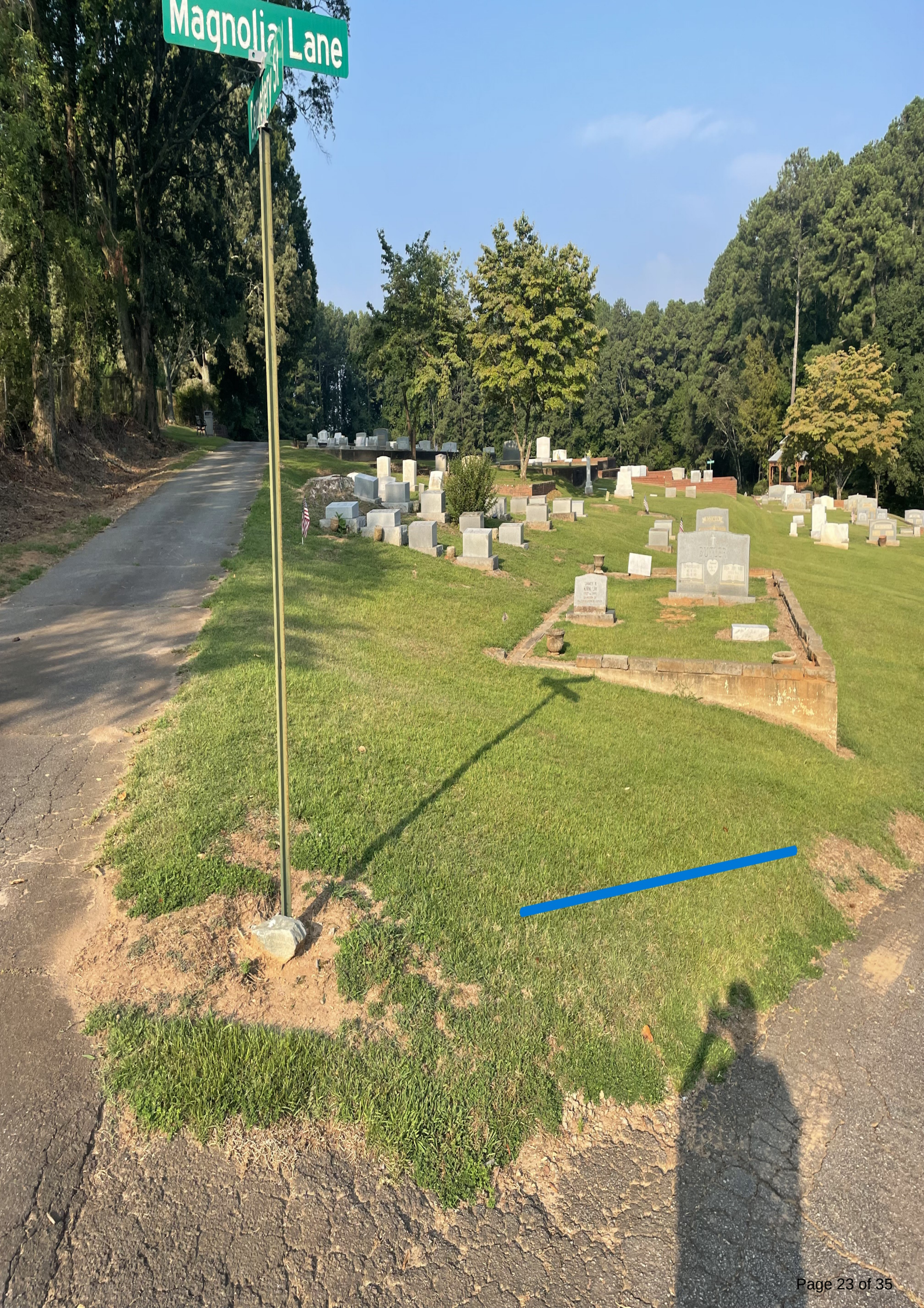
Attachments:

1. Proposed Storyboard Location - Memorial Wall
2. Alternate Storyboard Location - Beside the Flag Court
3. Alternate Storyboard Location - Intersection of Cemetery Street and Magnolia Lane





Magnolia Lane





Item Report

TO: The Cemetery Preservation Commission
FROM: Lea Alvarez, City Clerk
DATE: September 14, 2023
TITLE: DISCUSSION ONLY: Clean Up Day

Summary:

This discussion item is for any last minute questions or logistical changes for Clean Up Day, which is scheduled for Saturday, October 7, 2023, from 9:00 a.m. to 12:00 p.m. Below is the communication plan for the event:

Below is the Communication plan for the Cemetery Clean Up day, which is well underway:

- 09/01/23 – Facebook Event is Created / Marquees & Reaches are updated
- 09/06/23 – Social Media Post
- 09/17/23 – Social Media Post
- 10/4/23 – Social Media Post
- 10/9/23 -- Event Recap Post

Recommendation:

Fiscal Impact:

Attachments:

1. Cemetery Clean Up Day Flyer

CEMETERY CLEAN-UP DAY



SATURDAY,
OCTOBER 7

9:00 AM to 12:00 PM

KENNESAW CITY CEMETERY

CLEANING SUPPLIES
WILL BE PROVIDED,
BUT ATTENDEES ARE
ENCOURAGED TO
BRING THEIR OWN
GLOVES.





Item Report

TO: The Cemetery Preservation Commission
FROM:
DATE: September 14, 2023
TITLE: DISCUSSION ONLY: 2024 Cemetery Events led by Chair Lewis Bramlett

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Cemetery Preservation Commission

FROM:

DATE: September 14, 2023

TITLE: DISCUSSION ONLY: Kennesaw City Cemetery Audit Plan and Process led by Vice Chair Lizz Gray

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Kennesaw CPC Cemetery Audit - September 2023

Cemetery Audit

Kennesaw City
Cemetery Preservation Commission

Prepared by Lizz Gray, Vice-Chair

September 2023

01

Process



02

Scope



03

Progress



04

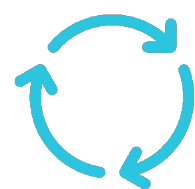
Impact



05

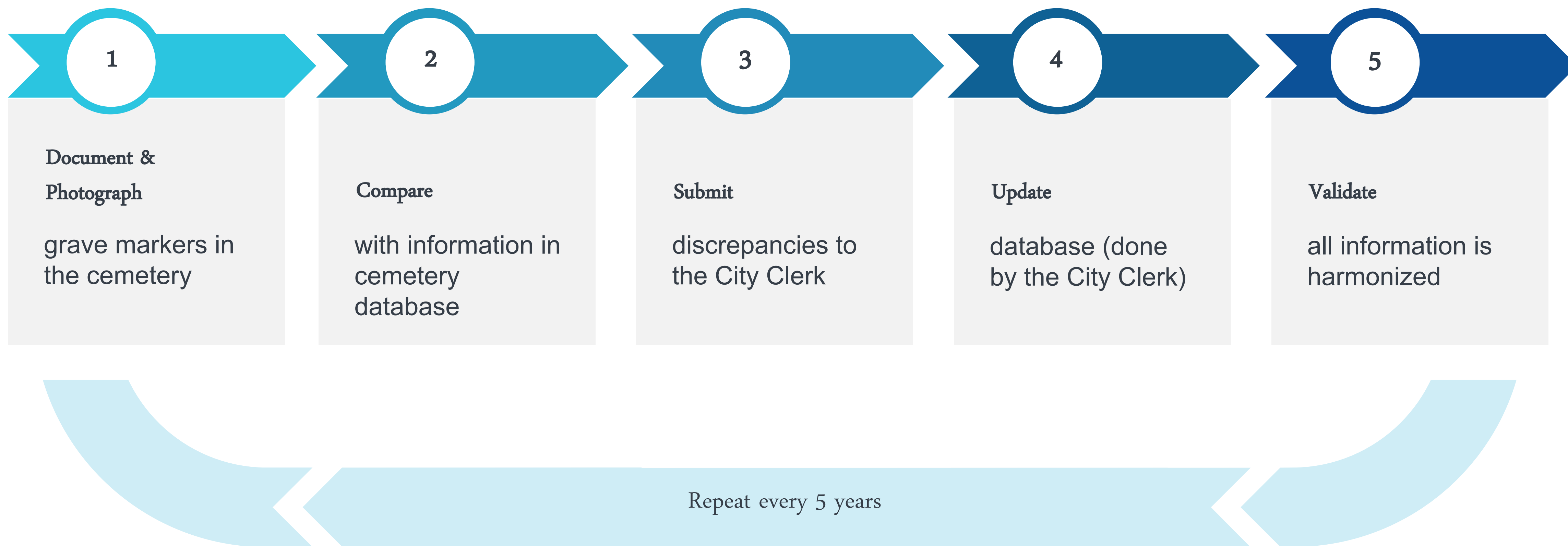
Next Steps





Auditing Process

Completed by section: Section III, Chalker South,
Chalker, Historic A (South), Historic A (North), Historic
B





Database Fields

Pontem Software for Cemetery Management

Searchable	Details	Location	Genealogy
Last Name First Name Year of Interment Veteran (Y/N)	Last Name First Name Middle Name Maiden Name Prefix/Suffix Year of Birth Date of Death Date of Burial Veteran (Y/N) Branch of Service Era of Service	Cemetery Section Plot Lot	Former/Maiden Name Former City, State Place of Birth Place of Death Mother's Name Maternal Grandfather Maternal Grandmother Father's Name Paternal Grandfather Paternal Grandmother Spouse Children Siblings Relatives Genealogy Notes



Scope of Audit

Searchable	Details	Location	Genealogy
Last Name First Name Year of Interment Veteran (Y/N)	Last Name First Name Middle Name Maiden Name Prefix/Suffix Date of Birth Date of Death Date of Burial Veteran (Y/N) Branch of Service Era of Service Rank	Cemetery Section Plot Lot Inscription Photo	Former/Maiden Name Former City, State Place of Birth Place of Death Mother's Name Maternal Grandfather Maternal Grandmother Father's Name Paternal Grandfather Paternal Grandmother Spouse Children Siblings Relatives Genealogy Notes



Progress on Current Audit

January – September 2023



— Section III —————●

— Chalker South —————●

— Chalker —●-----●

Historic A (South)

Historic A (North)

Historic B



Progress on Current Audit

January – September 2023





Impact of Audit to Date

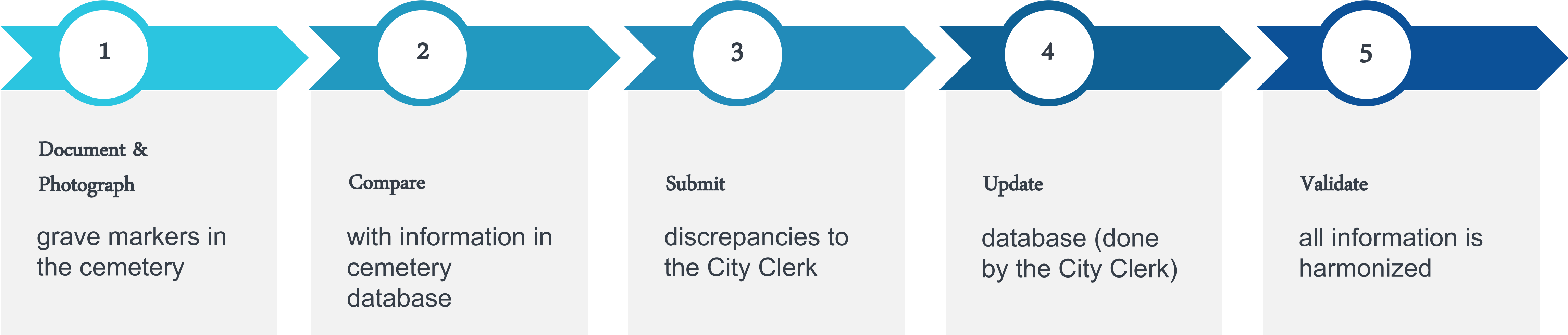
Updates and additions submitted to the City Clerk for the cemetery database since January 2023





Next Steps for Current Audit

Scope for 2023 & 2024



- Jan – Sept 2023
- Oct – Dec 2023
- Jan – May 2024
- TBD by City Clerk