



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: September 2, 2008  
Contact: Vickie Morris  
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Meeting Date: September 16, 2008

TO: Vancouver City Council

FROM: Managing Director of Social Development and Co-Director, Office of Cultural Affairs (Grants, Awards & Support Programs)

SUBJECT: 2008 Community Service and Cultural Capital Grant Allocations

#### *RECOMMENDATION*

That Council approve 13 Capital Grants, totalling \$230,000 SUBJECT TO the conditions outlined in the report and as noted in APPENDIX A; source of funds to be the 2008 Capital Grants Budget.

#### *GENERAL MANAGER'S COMMENTS*

The General Manager of Community Services RECOMMENDS approval of the foregoing.

#### *COUNCIL POLICY*

In 1987, City Council adopted "Criteria and Guidelines for Capital Grants" which stipulated that the City's contribution to any one project not exceed one-third of the total project cost.

Approval of grant recommendations requires eight affirmative votes.

#### *PURPOSE*

This report recommends capital grants to 13 not-for-profit community service, child care and cultural organizations, outlines assessment processes, summarizes the groups to be funded (APPENDIX A), describes the applications in more detail (APPENDIX B), and appends the Capital Grant program guidelines (APPENDIX C). Front pages of the applications are on file at the City Clerk's office.

#### *BACKGROUND*

The City provides support for cultural and community service facilities through a number of mechanisms, including the direct provision of facilities (e.g. Carnegie Centre and the

Vancouver Civic Theatres), capital budget allocations to organizations operating out of City-owned facilities (e.g. Kiwassa Neighbourhood House, Vancouver Museum), and, since 1975, Capital Grants to organizations located in their own (or leased) premises.

Capital Grants to not-for-profit community service, child care, and cultural organizations are for facility purchase, renovation and refurbishment for facilities not owned by the City, but where the non-profit tenant owns or has a long term lease. By policy, the City's grants cannot exceed one-third of the total project cost – the balance of the funds must be secured by the not-for-profit organization through public and private sector fundraising.

This Capital Grant program is an example of one of the ways in which the City works with not-for-profit organizations to maintain and improve the cultural and community service infrastructure in Vancouver. Of particular significance is the cost-sharing nature of these grants, which ensures that the projects are developed on a partnership basis, leveraging significant support from senior levels of government and the private sector.

The program supports the City's objectives of accessible, community-based services, the development and maintenance of strong communities, and the creation and strengthening of complete neighbourhoods.

The 2006-2008 Capital Plan includes provision for a Capital Grant program for community service, childcare and cultural projects in facilities which are not owned by the City.

On June 26, 2008, Council approved the Cultural Facilities Priorities Plan recommendations which will change the capital support criteria, application forms, criteria, deadlines, assessment processes, evaluation, and delivery mechanisms. Those changes will be effective with and subject to the 2009 Capital Budget.

### *DISCUSSION*

Widespread notice about the 2008 Capital Grants was sent to childcare, community service and cultural organizations, via mailings, e-mailed notice and web site updates. Twenty two requests were received by the June 27, 2008 deadline. The 22 applications submitted had combined project budgets of \$3,574,513 and combined grant requests to the City of \$613,744.

Applications were evaluated by a staff team of representatives from Social Development and Cultural Services. The staff team assessed the submissions against the Capital Grants program goals and criteria (APPENDIX C).

This report reflects the consensus recommendations of the staff team that evaluated the applications, first applying the basic criteria, and then assessing how the requests most strongly met the following priorities:

- Appropriateness, effectiveness, quality, and potential improvement of services;
- Financial need;
- Cost of service;
- Benefit to public and accessibility for the broad community, and;
- Confirmed financial support from other sources.

Child care applications for funds to undertake upgrades that meet Provincial Child Care Licensing Regulation requirements, or to relocate child care facilities due to lack of continued access to their current facilities, were given priority over proposals to create new programs/facilities.

The review process culminated in the recommended grant allocations listed here in TABLE 1. The rationale for each recommendation is included in this report as APPENDIX B.

TABLE 1: 2008 CAPITAL GRANT REQUESTS

Organization	Project Budget	Request	Recomm.
Arts Club of Vancouver Theatre Soc.	\$236,775	\$50,000	\$39,000
411 Seniors Centre Soc.	\$98,161	\$19,000	\$10,000
Bard on the Beach Theatre Soc.	\$120,000	\$30,000	\$0
BC Aboriginal Childcare Soc.	\$26,710	\$5,000	\$4,000
Boys & Girls Club of Van.	\$250,000	\$80,000	\$0
Carousel Theatre Soc.	\$22,200	\$7,400	\$0
Downtown Eastside Neighbourhood House	\$45,531	\$15,177	\$15,000
Electric Company Theatre Soc.	\$155,000	\$50,000	\$35,000
Federation of Canadian Artists (B.C.)	\$40,000	\$13,333	\$10,000
Frog Hollow NH Childcare	\$46,000	\$15,500	\$0
grunt gallery (Visible Arts Soc.)	\$107,450	\$31,000	\$20,000
Hudson Out of School Care Soc.	\$105,000	\$35,000	\$12,000
Little Mtn. Neighbourhood House Child Dev. Ctr.	\$6,921	\$1,291	\$1,300
MOSAIC (Feasibility Study)	\$103,679	\$34,560	\$22,000
MOSAIC (Renovation)	\$105,772	\$35,257	\$0
Norman Rothstein Theatre (Van. Westside Theatre Soc.)	\$10,500	\$3,500	\$0
Spare Time Fun Ctr. Soc.	\$744,466	\$50,000	\$0
Taiwanese Canadian Cultural Soc.	\$8,000	\$2,500	\$0
Trafalgar Out of School Care Soc.	\$1,230,570	\$100,000	\$36,700
Van. Access Artist Run Centre	\$16,000	\$5,300	\$5,000
Wise Social and Athletic Club	\$5,778	\$1,926	\$0
York Theatre (Van. East Cultural Centre)	\$90,000	\$28,000	\$20,000
Totals	\$3,574,513	\$613,744	\$230,000

### FINANCIAL IMPLICATIONS

The 2006-2008 Capital Plan provided a total of \$500,000 for Capital Grants. On May 15, 2008 Council approved the 2008 Capital Grants program budget at \$230,000 (RTS 6612). Approval of recommendations in Table 1 totalling \$230,000 will complete the allocation of the 2008 Capital Grants program budget.

*CONCLUSION*

Staff recommend approval of 13 Capital Grants totalling \$230,000 as outlined in this report. The City's Capital Grants provide an important contribution to maintaining and improving the cultural and community service infrastructure in Vancouver. Approval of the recommended Capital Grants will support the community's undertaking of \$2.3 million worth of renovations, upgrading, planning and new construction of cultural, childcare, and community service facilities.

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2008 CAPITAL GRANT RECOMMENDATIONS

Organization	<i>Project Budget</i>	<i>Request</i>	<i>Recommendation</i>
Arts Club of Vancouver Theatre Society	\$236,775	\$50,000	\$39,000
411 Seniors Centre Society.	\$98,161	\$19,000	\$10,000
BC Aboriginal Childcare Society.	\$26,710	\$5,000	\$4,000
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MOSAIC (Feasibility Study)	\$103,679	\$34,560	\$22,000
Trafalgar Out of School Care Society	\$1,230,570	\$100,000	\$36,700
Van. Access Artist Run Centre	\$16,000	\$5,300	\$5,000
York Theatre (Van. East Cultural Centre)	\$90,000	\$28,000	\$20,000
Totals	\$2,261,797	\$387,661	\$230,000

General Conditions for all Capital Grants:

- Confirmation of funding to be in place prior to release of 50% of City funding;
- Remaining 50% released on receipt of invoices and, where applicable, Occupancy Permits;
- Written approval of landlord, where applicable, to make renovations;
- All renovations to meet applicable City By-Laws, permit requirements and guidelines.

Additional Condition for Child Care:

- All designs and renovations must be approved by Community Care Facilities Licensing (CCFL) and meet the intent of the City Childcare Design Guidelines.

Additional Specific Conditions:

- Submission of a comprehensive strategy for approaching and funding the renovation and safety improvements of the building (411 Seniors Centre).
- Receipt of the signed and completed long-term lease agreement for the new facility (Electric Company Theatre Society).

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**GRANTS RECOMMENDED****Arts Club of Vancouver Theatre Society****\$39,000**

The Arts Club Theatre offers Vancouverites a year-round theatrical season at its three facilities: the Stanley Industrial Alliance Stage, and two Granville Island venues, the Arts Club Granville Island Stage and Revue Theatre (the Arts Club lease for its Granville Island stages extends until 2019). The 450-seat Granville Island Stage, built in 1979, is in need of upgrades including an expanded lobby, reconfigured box office and washrooms, and new elevator access to the upper lobby. There will be further renovations and expansion to the production centre and rehearsal space. Staff are recommending a grant of up to \$39,000 towards the first phase of renovations for this major capital project which will expand artistic capacity, improve physical accessibility and audience enjoyment of the facility.

**Four Eleven Seniors Centre****\$10,000**

Four Eleven Senior Centre offers over 40 programs and services to seniors. The Provincial government donated the four storey building at 411 Dunsmuir to the Seniors' Society in 2006. While this was an important contribution to the Society, the building was neglected and maintenance was deferred over the years, with the result that the building is now in need of significant upgrading to make it safe and functional. The Seniors' Society developed a plan to renovate the building and was approved for Capital grants of \$15,000 and \$25,000 for 2006 and 2007 respectively. As the Society's renovation plans were evolving, an urgent need emerged to upgrade and repair the elevator to bring it up to building/safety code compliance. Staff are recommending a grant of up to \$10,000 to contribute towards the upgrade and repair of the elevator subject to submission of a comprehensive strategy for approaching and funding the renovation and safety improvements of the building (411 Seniors Centre).

**BC Aboriginal Childcare Society****\$4,000**

The BC Aboriginal Childcare Society operates the Eagle's Nest Aboriginal Head Start Preschool in the Downtown Eastside. The preschool's playground is in need of repair to meet Provincial Child Care Licensing Regulations. Their design incorporates First Nation's symbols, stories and images. The materials used will be authentic to First Nation's traditions in British Columbia and will serve to preserve cultural heritage. Staff are recommending a grant up to \$4,000 towards this project.

**Downtown Eastside Neighbourhood House****\$15,000**

In October 2004, a Downtown Eastside (DTES) Neighbourhood House Committee was formed with the goal of creating a neighbourhood house to provide capacity building programs to families in the area. The programs are currently offered out of an 800 sq.ft. store front at 501 East Hastings under the umbrella of Gordon Neighbourhood House. In September 2008, DTES Neighbourhood House will become the ninth member of the Association of Neighbourhood Houses (ANH). The DTES Neighbourhood House is applying for funding towards a Feasibility Study to advance the planning for an appropriate permanent facility to accommodate the variety of programming suitable for the neighbourhood. The feasibility study will include a functional programming plan, schematic plans for a one or two floor neighbourhood house, conceptual renderings and presentation boards which can be used for fundraising, cost estimates by Quantity Surveyors, and a final report. Staff are recommending a grant of up to \$15,000 to contribute towards the Feasibility Study.

**Electric Company Theatre Society**

**\$35,000**

The Electric Company Theatre Society submitted an application to create a theatre production centre in the Downtown Eastside on behalf of a collective of four artist-driven, independent theatre creation companies: Boca del Lupo, Electric Company, Newworld Theatre and Rumble Productions. The partners, who are innovators in the independent theatre community, have long been planning to co-locate administrative offices, pool resources and increase their own creative capacity through the artistic synergy that a shared space initiative provides. The selected facility, once renovated, will also provide a unique rehearsal room, production centre and meeting space for the core users and will, in turn, serve as a resource to the wider theatre community by adding to the stock of much-needed rehearsal spaces in the city. Staff are recommending a grant to cover eligible expenses of \$35,000 with the CONDITION of the receipt of the signed and completed long-term lease agreement for the new facility.

**Federation of Canadian Artists**

**\$10,000**

Established in 1941, the Federation of Canadian Artists is a public and member-serving arts organization that supports local, provincial and national artists through education, exhibition and communication programmes and hosts a significant number of daily visitors in the gallery, especially in the summer months. The society will renovate its leased gallery space on Granville Island which it has occupied since 1993. Renovating the flooring, exhibition space, entrance area and storage will improve member, staff and public experience of the facility. Staff are recommending a grant of up to \$10,000 which is less than one-third of the costs of eligible capital expenses.

**grunt gallery (Visible Arts Society)**

**\$20,000**

grunt gallery has been serving the artist community since 1984 and is widely recognized for its strong collaborations with contemporary First Nations artists, and growing on-line archives of First Nations exhibitions and performances. The society requests funding to support a renovation of the current kitchen, backroom, and bathroom area in their self-owned strata unit into a purpose-built and equipped Media Presentation Centre. Renovations will allow for a more strategic use of space and better accommodation of artist and audience experience in the facility. Not all of the requested renovations are fundable under the City's guidelines for Capital grants. Staff are recommending a grant of up to \$20,000 which is just less than one-third of the costs of eligible capital expenses.

**Hudson Out of School Care Society**

**\$12,000**

Hudson Out of School Care Society operates 20 spaces of kindercare and 67 spaces of school age care at Henry Hudson Elementary School. Due to the expansion of the French immersion program at the school, the kindercare program is being relocated to an independent building on the school site. The grant request is to renovate this building to meet Provincial Child Care Licensing Regulations for 20 spaces of kindercare. Staff are recommending a grant up to \$12,000.

**Little Mountain Neighbourhood House Child Development Centre**

**\$1,300**

Little Mountain Neighbourhood House Child Development Centre offers licensed, group childcare to 15 children from ages 3-5 years. Their families mainly consist of lower income, new immigrants and children who require extra support. The grant request is to renovate their centre in order meet the Provincial Child Care Licensing Regulations. Staff are recommending a grant up to \$1,300.

**MOSAIC** **\$22,000**

(Request to support feasibility study)

MOSAIC is Vancouver's oldest immigrant serving organization, dedicated to addressing issues that face immigrants and refugees in the course of their settlement and integration into Canadian society. This request for a Facility Feasibility Study is in response to the space crisis that the organization faces in the context of the current real estate market. MOSAIC's main premises are in a 50 year old, poorly maintained, under-developed building in an area growing in popularity. The facility feasibility study process will identify options, opportunities and possible partners, clarify decision making points and assessment criteria for developing a long term strategy for achieving the society's goals. Staff are recommending a grant of up to \$22,000.

**Trafalgar Out of School Care Society** **\$36,700**

Trafalgar Out of School Care Society currently operates licensed out of school care for 80 children at Trafalgar Elementary school. Due to the seismic upgrading at Trafalgar Elementary School, the child care program is required to relocate outside of the school building. The Vancouver Board of Education has offered a ground license on the school property for the placement of a modular unit to house the out of school care program. The grant request is to construct a modular facility to retain the 80 spaces that would have been lost and add 10 new spaces. Staff are recommending a grant up to \$36,700.

**Vancouver Access Artist-Run Centre** **\$5,000**

Access was founded in 1991 with a purpose of presenting the work of emerging contemporary artists through exhibitions, publications, outreach and community collaborations. Located in a leased facility in the DTES, the organization requests urgent and essential repairs to fixture, wiring and lighting systems that will address safety hazards in the facility for all stakeholders: staff, volunteers, exhibiting artists and patrons. Staff are recommending a grant of up to \$5,000 for this priority request.

**York Theatre (Van. East Cultural Centre)** **\$20,000**

The Vancouver East Cultural Centre is requesting support to undertake a feasibility study to determine a) the viability and cost of restoring the 500-seat historic York theatre and b) the viability of operating the renovated performing arts venue on Commercial Drive. The VECC board has endorsed the consideration of operating this facility in addition to their own 250-350-seat venue (now under renovation) and the soon-to-be opened 80 seat culture lab studio theatre. The feasibility study will report on the building's capital costs and renovation requirements (architectural, structural, mechanical, electrical, and building code, etc.). In addition, it will undertake a needs assessment to identify how the facility would be self-sustaining for its operators and meet current community production/presentation needs. With the building site potentially under review for development by a private developer, staff noted the need to support this time-sensitive initiative and recommend a grant of up to \$20,000 towards the costs to undertake the comprehensive study.



## GRANTS NOT RECOMMENDED

### Bard on the Beach Theatre Society

The repertory-based, outdoor theatre company presents four full-scale productions of Shakespeare's plays during an 18-week season from May to September in Vanier Park. The society requested support of a planning and feasibility study to custom-design a new and original movable structure that would replace its aging mainstage tent that was acquired in 1992. Because of the quick time frame between the society's Site and Facility committee approval of the planning study and the timing of the grant intake, the applicant was not able to provide detailed concept plans or budgets or name either the selected consultants to undertake the study or provide terms of reference for the consultancies at the time of the adjudication. The missing information made the request a lower priority in this year's competition. In the context of a highly competitive round, NO GRANT is recommended.

### Boys and Girls Club

The Boys and Girls Club of Greater Vancouver provides programs that support the healthy physical, educational and social development of young people and their families. The Fraserview Boys and Girls Club in South Vancouver serves 150 children and youth every day, providing services in an underserved neighbourhood in South Vancouver. The 45 year-old facility is in need of repairs and renovations that include replacing the gym roof and floor and renovating the washroom. Although the facility is located on Park Board land, the operating agreement with the Park Board specifies that the Boys and Girls Club is completely responsible for major building repairs. While these are eligible expenses, the limited funds available this year do not allow for all of the requests to be fulfilled. In the context of a highly competitive round, NO GRANT is recommended.

### Carousel Theatre Society

The Carousel Theatre Society is a professional theatre company for young audiences which presents a mainstage season, tours schools throughout the province and produces an annual free outdoor show. The Society requested support towards the renovation of the flooring in the facility's large studio that would provide a gymnasium-quality flexible surface for rehearsal and performance that could enhance user experience and attract additional renters to the affordable facility, including potentially increased use by the dance community. While these are eligible expenses, the requested project did not carry the same urgency of need as other capital requests from cultural organizations that included addressing life and safety hazards, a time-sensitive facility study and the significant renovation to a new multi-tenant administrative and rehearsal venue. Staff noted that the requested work could be undertaken in a future year with minimal impact to the society's operations, as the limited funds available this year do not allow for all of the requests to be fulfilled. In the context of a highly competitive round, NO GRANT is recommended.

### Frog Hollow Neighbourhood House Childcare

Frog Hollow Neighbourhood House has been providing community based services, including child care for over 35 years. The Neighbourhood House was approached to operate a group child care at Garibaldi Elementary Annex. The Vancouver Board of Education had decided to close the school in June, 2008, but due to community response, has agreed to keep the school open for a trial period. The grant request is to renovate a kindergarten classroom to convert it to a licensed group child care centre. Due to the tight timeline of this project, the

applicant was unable to provide concept plans or a detailed budget. Due to the incomplete nature of the application, NO GRANT is recommended.

#### **MOSAIC**

(Request to support renovation)

MOSAIC is Vancouver's oldest immigrant serving organization, dedicated to addressing issues that face immigrants and refugees in the course of their settlement and integration into Canadian society. As a result of an ever increasing waiting list for language training, MOSAIC is seeking funds to renovate additional space for ESL training for newcomers to enhance their ability to enter the labour market. The majority of clients are women with young children. While these are eligible expenses, the limited funds available this year do not allow for all of the requests to be fulfilled. In the context of a highly competitive round, NO GRANT is recommended.

#### **Norman Rothstein Theatre (Van. Westside Theatre Soc.)**

The Norman Rothstein Theatre of the Jewish Community Centre of Greater Vancouver requested support towards the purchase of lighting equipment that would increase the versatility of the venue's lighting system. Staff examined the request as it was for removable lighting equipment which is ineligible under the program guidelines. NO GRANT is recommended.

#### **Spare Time Fun Centre Society**

Spare Time Fun Centre has been operating out of school care since 1974. They provide child care for 130 school age children and 40 preschoolers. The grant request is to purchase and install a child care modular building at McKenzie Elementary School to provide 50 school age child care spaces and 20 licensed preschool spaces. While this is an eligible expense, the limited funds available this year do not allow for all the grant requests to be fulfilled. Since Spare Time Fun Centre received a capital grant for their school age child care centre at David Lloyd George Elementary in 2007 and in the context of a highly competitive round, NO GRANT is recommended.

#### **Taiwanese Canadian Cultural Society (TCCS)**

The TCCS provides a range of services and activities aimed at facilitating the settlement and integration of Taiwanese immigrants into Vancouver. The TCCS programs are accommodated in a 40 year old building in Marpole. The Society received a Capital Grant in 2006 and has been supported in the past through City cultural grants as well as the transit shelter advertising programs. This request is for upgrades to the building's washrooms to better accommodate the senior users of the building. While these are eligible expenses, the limited funds available this year do not allow for all of the requests to be fulfilled. In the context of a highly competitive round, NO GRANT is recommended.

#### **WISE Social and Athletic Club**

The WISE Social and Athletic Club, which owns and operates the WISE Hall requested support for the renovation of the club bar. Given that the proposed renovation is in the downstairs club member lounge with restricted public access, it is not an eligible request under the program guidelines. Further, this organization received a Capital Grant in 2006 that provided service improvements to the more public arts and culture focused area of the facility: front-of-house, stage, concession and washrooms. In the context of a highly competitive round, NO GRANT is recommended.



CITY OF VANCOUVER  
**2008 Capital Grants**

Deadline:  
Friday, June 27, 2008

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**GUIDELINES AND CRITERIA**

**1. ELIGIBILITY**

Registered non-profit societies which are based in the city and provide social or cultural services (including childcare) to Vancouver residents are eligible to apply for Capital Grants. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration and have a proven track record of public service.

Non-profit organizations, whose primary purpose or activity is the provision of health care, educational, sport, recreational or religious programs and services, are not eligible. Nor are projects involving City-owned facilities.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society receiving funds from the City of Vancouver may not be remunerated for services to the society, but they may be reimbursed for expenses.

The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

**2. ALLOWABLE EXPENSES FOR CAPITAL GRANTS**

Capital grants are for major capital projects located in the City of Vancouver, involving planning or facility study, facility purchase, construction, renovation or expansion. Projects involving City-owned or leased facilities are not eligible for City Capital Grants. Capital Grants may not be used to cover deficits or to pay for furniture, equipment and other depreciable assets, repairs, maintenance or work already under way or completed.

**3. COST SHARING**

THE CITY'S CONTRIBUTION TO A PROJECT SHALL NOT EXCEED ONE-THIRD OF THE TOTAL COST. Payment of Capital Grants will be contingent on the organization securing funding from other sources.

**4. PRIORITIES**

Capital Grants are discretionary and will only be provided for projects which meet high standards of quality and excellence in the provision of service to the residents of Vancouver.

The following factors will be taken into account in reviewing applications:

1. Service improvements as a result of proposed capital project;
2. Appropriateness, benefits, effectiveness and quality of service;
3. Financial need of the organization;
4. Cost of service;
5. Community support;
6. Financial and cultural accessibility for the broad community;
7. Financial support from other sources;
8. Tenure of term of lease (if facility not owned); and
9. Amount of grant request in the context of available funds.

## 5. DOCUMENTATION

To apply for a Capital Grant, you must complete the application form (MS Word Document) and submit it along with the following information:

1. Current fiscal year operating budget - revenue and expenses
2. Most recent audited or signed financial statements
3. A copy of your *Certificate of Incorporation*, if not previously submitted.
4. Documents to show evidence that other sources of financial support have been, or are likely to be secured
5. List of current Board members - names, addresses and position held
6. If the property is not owned by the applicant, a copy of the lease
7. Current detailed cost estimates from at least two reliable contractors and/or suppliers.
8. Drawings and plans of the proposed project.
9. Two copies of this application form, completed and signed.

## 6. PAYMENT

Capital Grant payment will be based on a pre-authorized budget subject to confirmation of total project financing and all necessary approvals.

### CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council has established a budget for the 2008 Capital Grants program. **The deadline for Capital Grant applications is 4:30PM, Friday, June 27, 2008.** City staff will review all eligible applications and make recommendations to City Council in September 2008. A copy of staff recommendations will be sent to all applicants, along with a notice of the Council meeting at which the grants will be considered. Those applicants wishing to speak to the recommendations in the report may contact the City Clerk's office. Following the meeting, all applicants will be notified of Council's decision in writing by the City Clerk's office.