

MOVED by Burk SECOND by Morford to approve the consent agenda. AYE: Morford, Jackson, Bellino-Hall, Burk, Tanner, Zarle, Haywood, Wells. NAY: None. MOTION CARRIED.

1. Consider the following damage claims recommended for approval: Gene French, dba F&P Partnership in the amount of \$450.00 (**Res 14-132**), Theone Maxine Wahkinney in the amount of \$1,673.18 (**Res 14-133**) and James Thompson on behalf of Willow Wood Town House Association in the amount of \$2,135.00 (**Res 14-134**). Exhibits: Legal Opinions/Recommendations, Resolution No. 14- ____, Resolution No. 14- ____ and Resolution No. 14- ____.
2. Consider approving the settlement of a damage claim against USAA Indemnity Company for damages to a traffic signal and authorize the Mayor and City Clerk to execute the release. Exhibits: Property Damage Release.
3. Consider adopting a resolution approving the compromise settlement and making payment in the workers' compensation claim of Kurt Short. Exhibits: **Resolution No. 14- 135**.
4. Consider approving an Estoppel Certificate and Consent by the City of Lawton for the benefit of Arvest Bank which will allow the Armed Services YMCA to give Arvest Bank a leasehold mortgage in the improvements that the YMCA will make to the Elmer Thomas Park property now under lease from the City and authorizing the Mayor to execute same. Exhibits: Estoppel Certificate and Consent.
5. Consider adopting a Resolution supplementing Resolution No. 13-76 by supporting and authorizing the City of Lawton to accept additional grant funds approved by the Oklahoma Strategic Military Planning Commission under the previously approved application for eligible community improvements which significantly enhance quality of life, or the safety and security, for both our community and our military partners at the Fort Sill Army Installation in the new grand total amount of \$421,000.; and authorize the City Manager to provide the fiduciary oversight necessary to fund these projects as supplemented. Exhibits: Resolution of Support 13-76 and **Resolution of Support 14-136** (Supplemental)
6. Consider approving an increase in the rate of pay for adult softball officials for the City of Lawton adult softball league and tournaments to \$22 - \$25 a game. Exhibits: None.
7. Consider accepting \$13,000 which was authorized by the Highland Cemetery Board of Trustees from their Highland Cemetery Perpetual Care Fund, and approve allocating said amount into the City of Lawton Cemetery Care Fund for the purchase of cemetery equipment and maintenance items. Exhibits: September 26, 2014, letter from Cris Elledge, Chairman of the Highland Cemetery Board of Trustees.

8. Consider adopting a resolution, amending Appendix A, Schedule of Fees and Charges, Lawton City Code, 2005, as amended, by changing the miscellaneous fee for “use of the 40X40 temporary roof” to “use of the 40X40 shade stage cover”, reducing the fees associated therewith, and establishing an effective date. Exhibits: Proposed **Resolution No. 14- 137**. “Exhibit A” and Stage Cover Photo.
9. Consider approving cost sharing agreements with the House of Cool, located at 7401 NW Cache Road, and Freddy’s Frozen Custard and Steakburgers, located at 7201 NW Cache Road, for a public waterline extension and fire hydrant installation per City Council Policy 6-4. Exhibits: Agreements.
10. Consider approving the construction plans for waterline and sanitary sewer line to serve Freddy’s Frozen Custard and Steakburgers located at 7201 NW Cache Road subject to conditions. Exhibits: Location Map.
11. Consider adopting a Resolution authorizing the installation and/or removal of traffic control measures on: Eastbound NW Glenn Avenue at the intersection of NW Pershing Drive and; on eastbound and westbound SW ‘I’ Avenue between SW Sheridan Road west of the commercial properties and SW 27th Street. Exhibits: **Resolution No. 14-138**, Traffic Commission Minutes and Traffic Issue Requests.
12. Consider accepting the SE Flower Mound Road Sewer Line Upgrade Project 2012-5 and placing the Maintenance Bond into effect. Exhibits: None.
13. Consider approving the expenditure of \$25,000 from the 2012 CIP to support research by the WateReuse Foundation (WRRF) and Michigan State University (MSU) in evaluating the pathogen concentration and removal in the City of Lawton Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign a letter of support for the research. Exhibits: Letter of support for the research.
14. Consider authorizing the Mayor to execute the recertification application for the Community Rating System of the National Flood Insurance Program. Exhibits: CRS Recertification Application.
15. Consider awarding a construction contract to T&G Construction, Inc. for the 2012 CIP Street Mill and Overlay Project (NW Fort Sill Boulevard from W Gore Boulevard to NW Ferris Avenue, 2014-4). Exhibits: A copy of the agreement is on file in the City Clerk’s office.
16. Consider accepting a warranty deed and a temporary easement from Super Market Developers, Inc. for right of way needed for the SE 45th Street Reconstruction (Between Lee & Gore) Project #2006-12, authorizing the Mayor and City Clerk to execute the documents and authorizing payment for the same. Exhibits: Location Map. Documents are on file in the City Clerk's office.

17. Consider approving Change Order No. 1 for the Animal Welfare Building Project #2011-1. Exhibits: None.
18. Consider accepting a permanent easement and two temporary easements from Sherry Y. Alexander, a single person, for right of way needed for the Nine Mile Creek Sanitary Sewer Interceptor Project#2008-2, authorizing the Mayor and City Clerk to execute the documents and authorizing payment for the same. Exhibits: Location Map. Documents are on file in the City Clerk's office.
19. Consider accepting a permanent easement from Furrh & Associates, PC, an Oklahoma corporation for right of way needed for the Mill and Overlay Ft Sill Blvd (Gore to Ferris) Project#2014-4, authorizing the Mayor and City Clerk to execute the document. Exhibits: Location Map. Documents are on file in the City Clerk's office.
20. Consider accepting a permanent easement from Howard Hughes and Stacey Coleman-Hughes, husband and wife for right of way needed for the Mill and Overlay Ft Sill Blvd (Gore to Ferris) Project#2014-4, authorizing the Mayor and City Clerk to execute the document. Exhibits: Location Map. Documents are on file in the City Clerk's office.
21. Consider awarding contract (CL15-005) Police Vehicle Equipment (Items 1 through 7) to Gall's LLC of Lexington, KY. Exhibits: Department Recommendation, Abstract of Bids, Price Sheet.
22. Consider awarding contract (CL15-005) Police Vehicle Equipment (Item 8) to Troy Sheet Metal Works, Inc. of Montebello, CA. Exhibits: Department Recommendation, Abstract of Bids, Price Sheet.
23. Consider awarding contract (CL15-011) Police Weapons Trade to Bare Arms, LLC of Elgin, OK. Exhibits: Department Recommendation, Abstract of Bids, Price Sheet.
24. Consider extending contract (CL13-013) Pest Control Services to Advanced Pest & Termite, LLC of Lawton, OK for an additional year. Exhibits: Department recommendation, Contract Extension Form, Price Sheet.
25. Consider extending contract (RFPCL13-038) Fire Service Cost Recovery Billing & Collection Services to LifeLine Billing Systems, LLC of Wautoma, WI for an additional year. Exhibits: Department recommendation, Contract Extension Form, Price Sheet.
26. Consider awarding contract (RFPCL15-004) Filter Media (GAC), Removal & Replace to Carbon Activated Corporation of Phoenix, AZ. Exhibits: Department Recommendation, Abstract of Bids, Price Sheet.
27. Consider approval of payroll for the periods of September 15- October 12, 2014.

NEW BUSINESS ITEMS:

28. Consider commissioning a special study of the current and future state of youth sports activities within the city to be performed by the parks and recreation commission, and appointed city staff, and direct that all final conclusions be presented to the Council at the February 10, 2015 regular scheduled city council meeting for further consideration.
Exhibits: None.

Jackson stated they have discussed this issue for almost a year on the concerns about the lack of participation in the youth sports programs in the city of Lawton. The Parks and Recreation Commission felt that they should be involved in this process and they brought this to the attention of several council members. He stated the action of the council is to commission a special study of the current and future state of youth sports activities within the city of Lawton and the commission come back with a recommendation at the February 10, 2015 regular scheduled city council meeting for further consideration. Several council members have been on this impromptu committee and there is a real problem with sports participation at the little league level and it will be great to have a recommendation from the commission.

MOVED by Jackson SECOND by Morford to commission a special study of the current and future state of youth sports activities within the city to be performed by the Parks and Recreation Commission, and appointed city staff, and direct that all final conclusions be presented to the Council at the February 10, 2015 regular scheduled city council meeting for further consideration. AYE: Morford, Jackson, Bellino-Hall, Burk, Tanner, Wells. NAY: Zarle, Haywood. MOTION CARRIED.

29. Consider adopting a resolution revising Resolution 11-55 by establishing a new annual Fireworks Display Fund allocation of 6% of all future hotel/motel tax collections, and authorize the Mayor and City Clerk to execute the resolution. Exhibits: Resolution 14-
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Jackson stated another council committee and staff has been meeting and is very excited about the possibility of the City of Lawton hosting a 4th of July celebration and fireworks display. This is an effort to help fund the celebration.

Tanner stated the 6% is coming out of the 14% tourism money. He questioned if they have spoken to groups that receive that designated money.

Mayor Fitch stated the 14% tourism fund was designated by the council last spring and the request is to change that to 8% tourism and 6% of the total to fireworks. He stated we don't have 6% to put in there this year, we have \$65,000. He suggested they go ahead and allocate the \$65,000 this year and then they look at the 6% when they do the budget for next year.

Jackson stated that is the agreed amendment. He stated he would make the motion that we allocate the \$65,000 at this point and then next year take a look at the percentages and see if we can make it permanent at that time.

Wells stated the \$65,000 for this year did not affect the allocations to the other organizations. This was money that was left over.

Mayor Fitch stated the \$65,000 would have been used for other tourism events and this one event will consume the entire amount. Normally when there is money left over in the tourism fund the amount would roll over into the economic development reserve fund.

Jackson stated last year the city council voted to ban the sale and distribution of fireworks within the city limits and the lakes and people will be looking for something to do on July 4th and many will travel out of town. This should not happen in a town the size of Lawton and that is the reason they started meeting to discuss the issue. They will also be seeking volunteer funds as well.

Morford stated they are seeking \$65,000 but they will see if they can get it underwritten so it may not cost that much.

Mayor Fitch stated this will be the first event and will be a learning experience to see what the participation of the community will be. There will be a lot of experience other than just the fireworks display. When they see the result of next year it will help determine the amount of money they actually will need.

Kim Shahan, Parks and Recreation Director, stated this would be about the same cost as the display in 2007 that was put on by First Assembly of God Church which was a significant show.

Burk questioned if there will be an issue next year and will they have to cut the allocations to the other organizations to make this work. He supports the idea and feels it is important to have a display in Lawton, especially since they have banned fireworks.

Tanner questioned how it would not affect the allocations next year since they are taking 6% out of the fund.

Jackson stated this is left over money after the organizations have been funded.

Mayor Fitch stated there was approximately 6% left in the reserve of the tourism fund for the remainder of the year to be used for tourism events.

Jensen stated the revision says that the tourism fund is back to 14%, with an amount from said fund not to exceed \$65,000 appropriated for the fireworks display fund as funds become available this fiscal year and subject to annual review by the city council for fiscal years thereafter. That was the language that was circulated amongst the council committee members. The other issue is whether the unexpended funds, if there are any, will roll over or not roll over into the ED fund. The initial direction he got was to say don't roll over the unexpended funds from the fireworks display fund, keep those in there in case we need them the next year. There is some discussion about that.

Jackson stated he initially wanted to do it like that because he wanted to make sure that this was an annual affair and that funding was always going to be there. He stated at a meeting where this was discussed it was asked if they could amend that to \$65,000 and then take a look at it next year. He agreed to that.

Mayor Fitch clarified that it will not roll over to the reserve. They will know a lot more next year as far as how much to allocate. They may find that 6% doesn't cover it.

Jackson stated he feels this will be a very successful event and he is looking forward to it.

Haywood stated he is going to vote no and this is not against parks and recreation or the committee. He voted no last week and he is going to vote no until he gets some other things straightened out. He is for it, but he is going to vote no for a particular reason.

Burk stated the Lawton Enhancement Trust Authority has agreed to set up an account to help people donate. He really hopes that they go out and get corporate sponsorships so they don't have to use the \$65,000. He would like to see it be self sustaining.

Jackson stated there is no better use for tourism money than this, with the possibility of bringing in 10,000 – 30,000 to this community.

Bellino-Hall stated this will bring communities together and she feels it is money well spent and this will give you results you can actually measure.

Morford stated they are working to make this a two day event and he feels this will be a good experiment.

MOVED by Jackson SECOND by Wells to adopt **Resolution 14-139** as amended. AYE: Morford, Jackson, Bellino-Hall, Burk, Tanner, Wells. NAY: Zarle, Haywood. MOTION CARRIED.

30. Consider approving a request for proposal for bids for providing a fireworks show during the July 4, 2015 celebration. Exhibits: Request for Proposals.

Jackson stated they invited in a pyrotechnics company and interviewed them and talked with them about the show they could put on and it was outstanding. It is the same pyrotechnics company that puts on the one in Tulsa, Edmond and Moore. We cannot just assign this to them so we need to go out for bids for this project.

MOVED by Jackson SECOND by Morford to approve a request for proposal for bids for providing a fireworks show during the July 4, 2015 celebration. AYE: Morford, Jackson, Bellino-Hall, Burk, Tanner, Zarle, Wells. NAY: Haywood. MOTION CARRIED.

31. Consider an ordinance amending Sections 15-4-401, 402, 403, and 404, Article 15-4, Chapter 15, Lawton City Code, 2005, pertaining to Nuisances and Health by prohibiting the use of tobacco and vapor products on all City owned or operated properties, to

include City owned or leased vehicles, providing for severability, and declaring an effective date. Exhibits: Ordinance 14-__ and Position Statement of Deputy City Attorney.

Burk stated he felt that this was something we needed to do as a community. It is more about the people who will possibly be smokers and tobacco users down the road. He and Dr. Morford felt that it was time and they have done this once before when the state did not 100% approve of what we did when we did not allow smoking in our parks. Not long after that HB 501 was passed and they agreed you shouldn't be able to do it in parks. They also said it was up to each institution that they could ban the use of tobacco products on their campuses. Lawton Public Schools have done this as well as Cameron University. He stated he is not against the smoker, he is against the tobacco part of it. He feels this is a step forward for Lawton. He stated legal staff has said that they feel this is not 100% legal, but we have done things and have led as a community and we can be a leader in this. There are smaller communities that have done this and he feels they need to take a stand for the youth and future generation to say that this is not something we want to happen on city owned property.

Morford stated we are trying to make Lawton a healthy community and this is the step they need to take.

Tanner stated he would like to consider the advantages and disadvantages of this issue and why we would want to pass this particular ordinance at this time.

Richard Rogalski, Community Services, stated this is definitely a health ordinance. There is such a thing as a certified healthy community and there is a grant program which urges cities to take certain steps.

Tanner stated if they pass this ordinance there is some grant money to be received. He questioned the amount.

Rogalski stated with this ordinance the city would achieve all the requirements for a gold rating in terms of a certified healthy community and at that point we would be eligible for \$160,000 in grant money. The last go around we were able to achieve a bronze standing and received a grant of \$15,000 which was used to purchase lighting at Elmer Thomas Park.

Tanner stated he is for a healthy community and healthy children. Under this ordinance, for example, a veteran would not be able to go out to the lake and use tobacco products. He does not want to take this away from individuals, there needs to be regulation with sensibility. They need to think about people's person liberties and freedoms. He requested that legal staff explain current city code.

Wells stated he supported the original ordinance, he felt it was a reasonable compromise. However, he feels this ordinance has gone too far. He stated roughly 25% of citizens in Lawton use tobacco products. And although tobacco used to be a very costly health issue and still is to some degree, our biggest problem in the U.S. is obesity and diabetes. Do we go on later on and say we have to cut out soda and candy in city buildings and properties? There is no stopping

some of this stuff once something starts. He feels that reasonable compromise is a good thing, but when you start taking away all of our rights, we are stepping on ground we shouldn't be stepping on. He cannot support an ordinance that goes this deep.

Tanner stated he still wants to weight the pros and cons because there are other questions he would like to address. He requested legal staff address the council.

Tim Wilson, Deputy City Attorney, stated currently city code prohibits smoking inside city buildings but it does allow for there to be a smoke room but it has to be ventilated to the outside. To his knowledge no city building has a smoking room but we do allow smoking at least 25 feet away from the public entrances to our buildings. You can smoke on city property with the exception of city parks.

Tanner stated right now the city ordinance bans lit tobacco.

Wilson stated in city buildings and parks, but not at the lakes or the golf course.

Tanner stated it does not ban unlit tobacco or vapor cigarettes.

Wilson stated that is correct.

Tanner stated if they pass this the vapor cigarettes are going to be banned, not only on city property but also the lakes. He stated there are people that lease property at the lake from the City of Lawton. He stated people smoke outside of the store and they also sell tobacco products at the store. He questioned how this would affect them.

Wilson stated the ordinance, as written, would prohibit the use of tobacco products and vapor products on all city owned and leased property and that would include the lakes.

Tanner questioned if they would have to renegotiate the lease with them.

Wilson stated he does not know what the lease says and what rights the lessee has.

Tanner stated these are some of the things they need to discuss before they actually pass this ordinance. He stated Mr. Wilson has recommended that they not pass this ordinance because he felt it was not legal.

Wilson stated he has outlined those concerns in his position statement in the agenda book. There is a new law that goes into effect in November which says that municipalities can pass ordinances that prohibit smoking on all city owned or operated properties, so that type of wording is appropriate, but when we look at a tobacco free ordinance, they way he read the ordinance, smoking is one thing but tobacco free is more restrictive than smoking. State law does grant educational facilities the right to have policies ban not only smoking, but tobacco use of all kinds. That right is not spelled out for municipalities in state law. It is his concern that an ordinance that goes tobacco free would exceed the authority of state law and potentially would be problematic if it was enforced against a citizen and that was challenged. He stated the

employee aspect is a different element with regards to our unions. If there is a change in the terms of employment or change in working conditions, there have been times when the unions have filed a grievance to challenge that.

Wells stated all the veterans that have called him and emailed him about this subject feel the same way he does. They fought wars throughout history to ensure the freedoms that all of us enjoy. This takes some of those away. He would hope that young people understand that smoking is bad.

Sandy Foster, SW Tobacco Free Oklahoma Coalition, stated this may seem that they are bringing this ordinance forward because of the grant money, but she has been working on this for several years and way before there was any money involved. This is a health issue and tobacco use is still the number one cause of preventable deaths in the U.S. No one is trying to take away an adults freedom to smoke, this is about our kids and the second hand smoke issue is huge. She stated that no one knows if the vapor products are a health alternative because it is a new product and they don't know what the health consequences will be. She stated Lawton is getting positive recognition for the culture we are creating of health and stepping out there and doing a lot in our community that supports this healthy culture. With regards to the legality, all state owned property is tobacco free. She stated Chattanooga, Fletcher and Sterling all have a tobacco free city owned property ordinance. She stated the coalition provided the signage for the parks when they went smoke free and they are more than happy to do that again as well as provide material and cessation classes to the employees.

Wells stated he and all the veterans pay their utility bills and part of that money supports parks and recreation and lakes. You are taking away their freedoms. He supports what they are trying to do, but they must realize at some point there is going to be something that someone wants to ban that may affect you in a negative way. Once something starts it continues to escalate over the years.

Bellino-Hall stated they are not taking away freedom, they are giving them freedom from disease. She sees those veterans and she sees the ravages of this disease. If they don't pass this, they say to our community and children that it's okay to do this.

Tanner stated he supports the Fit Kids organization and he supports the spirit of what they are trying to do. He disagrees with the practicality of it. You can outlaw what ever you want to, those folks out at the lake are going to laugh and they are still going to do it and we haven't prevented anything. We have opened up a can of worms. Our legal department does not support this and he feels they should table this, form a committee, and get all this hashed out before they vote.

MOVED by Burk SECOND by Morford to adopt **Ordinance 14-31**, waive the reading of the ordinance, read the title only and declaring an effective date of thirty days after the date of the ordinance's passage.

SUBSTITUTE MOTION by Tanner SECOND by Wells to table. AYE: Tanner, Zarle, Wells. NAY: Morford, Jackson, Bellino-Hall, Burk, Haywood. MOTION FAILED.

VOTE ON ORIGINAL MOTION: AYE: Morford, Jackson, Bellino-Hall, Burk, Haywood.
NAY: Tanner, Zarle, Wells. MOTION CARRIED.

(Title read by City Attorney)

Ordinance 14-31

An ordinance pertaining to nuisances and health, amending Sections 15-4-401, 402, 403 and 404, Article 15-4, Chapter 15, Lawton City Code, 2005, to prohibit the use of tobacco and vapor products on all city owned or operated properties, to include city owned or leased vehicles, providing for severability and declaring an effective date of thirty days after the date of the ordinance's passage.

32. Discuss and provide direction on utilization of the video camera equipment donated by Fidelity Communications and creation of programming suitable for broadcasting on Channel 97, the Public Access Channel, by city staff or an independent contractor.
Exhibits: None.

Shahan stated he brought an item to council a month ago regarding some equipment that was donated by Fidelity. They have the equipment, but now there needs to be a process in which this programming can be developed and how it will be overseen. There are two options, one is to direct it to a particular city department to oversee the equipment and production and the other would be to send out an RFP and receive proposals from organizations that would like to oversee the operation and have utilization of the equipment.

Shahan presented a promotional piece showing the quality of what can be done internally.

Shahan stated staff is asking for direction from the council as to whether they want this operated by city staff or for a RFP to be created and sent out to the general public.

Burk stated it is great to have something they can utilize to show what they are doing in parks and recreation and throughout the city. His biggest fear is that parks and recreation does not have the staff to do this. He would like us to send out a RFP and see if there is any interest from any group who may be interested in overseeing this.

Shahan stated there is one organization that they know of that has the desire to do this.

Mayor Fitch suggested this is a new venture and we need all the gathering of information that we can get. He would recommend we go with a RFP, analyze it and go from there.

MOVED by Haywood SECOND by Burk to direct staff to prepare and send out the Request for Proposal. AYE: Morford, Jackson, Bellino-Hall, Burk, Tanner, Zarle, Haywood. NAY: None. ABSENT: Wells. MOTION CARRIED.

REPORTS: MAYOR/CITY COUNCIL/CITY MANAGER

Shahan distributed a letter announcing his retirement as Parks and Recreation Director.

COL Waters stated he would like to make sure there is some Fort Sill representation with the fireworks issue. They do not want to compete with events in the community.

Haywood questioned who within the city is authorized to call a news conference.

Mayor Fitch stated he has called some news conferences, but most are called by the City Manager.

Haywood stated they should go through the City Manager. There are people not going through the property channels. No one should call a news conference without someone knowing about it at the City of Lawton. He wants someone to okay those items that are going to the news media.

Tanner stated he attended Oktoberfest at Fort Sill, a fundraiser event at Greiner School and a block party at Hoover and 23rd Street.

Tanner read from the obituary of James Poindexter, a former Detective with the Lawton Police Department, who started the Crime Stoppers program and the Citizen's Police Academy.

Morford suggested that the Parks and Recreation Commission may want to look at reorganizing the department.

The Mayor and Council convened in executive session at 7:33 p.m. and reconvened in regular, open session at 8:27 p.m. Roll call reflected all members present excluding Bellino-Hall and Haywood.

EXECUTIVE SESSION ITEM:

33. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in executive session to discuss the pending action relating to the dilapidated structure located at 4th Street and Lee Boulevard, and if necessary, take appropriate action in open session. Exhibits: None.

Jensen read the title of item #33. No action was taken.

34. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in executive session to discuss the pending damage claim of Gabriel Nieves and, if necessary, take appropriate action in open session. Exhibits: None.

Jensen read the title of item #34. No action was taken.

35. Pursuant to Section 307B.4, Title 25, Oklahoma Statutes, consider convening in executive session to discuss the pending damage claim of Megan Jones and, if necessary, take appropriate action in open session. Exhibits: None.

Jensen read the title of item #35. No action was taken.

36. Pursuant to Section 307B.2, Title 25, Oklahoma Statutes, consider convening in executive session to discuss negotiations for a Collective Bargaining Agreement for FY 2014-2015 between the Police Union, IUPA Local 24, and the City of Lawton, and, if necessary, take appropriate action in open session. Exhibits: None.

Jensen read the title of item #36. No action was taken.

There being no further business to consider, the meeting adjourned at 8:28 p.m. upon motion, second and roll call vote.

FRED L. FITCH, MAYOR

ATTEST:

TRACI HUSHBECK, CITY CLERK