LODI CITY COUNCIL
REGULAR CITY COUNCIL MEETING
CARNEGIE FORUM, 305 WEST PINE STREET
WEDNESDAY, APRIL 15, 2020

C-1 Call to Order / Roll Call

The City Council Closed Session meeting of April 15, 2020, was called to order by Mayor Kuehne at 6:41 p.m.

All Council Members participated in the meeting via teleconference due to the COVID-19 pandemic and pursuant to Executive Order N-29-20.

Present: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Absent: None
Also Present: City Manager Schwabauer, City Attorney Magdich, and Assistant City Clerk Farris

C-2 Announcement of Closed Session


C-3 Adjourn to Closed Session

At 6:41 p.m., Mayor Kuehne adjourned the meeting to a Closed Session to discuss the above matters. The Closed Session adjourned at 6:48 p.m.

C-4 Return to Open Session / Disclosure of Action

At 7:05, Mayor Kuehne reconvened the City Council meeting, and City Attorney Magdich disclosed the following actions.

Item C-2a) was discussion and direction with no reportable action.

A. Call to Order / Roll Call

The Regular City Council meeting of April 15, 2020, was called to order by Mayor Kuehne at 7:05 p.m. City Manager Schwabauer gave a brief introduction explaining the new virtual meeting format and giving instruction on the method of public participation via email through councilcomments@lodi.gov and noting the method of requesting assistance for Americans with Disabilities Act needs.

Due to the COVID-19 pandemic and pursuant to Executive Order N-29-20, all Council Members participated in the meeting via teleconference and the meeting was available for viewing by the public via livestream at www.facebook.com/cityoflodi; the opportunity for public comment was available through councilcomments@lodi.gov.

Present: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Absent: None
Also Present: City Manager Schwabauer, City Attorney Magdich, and Assistant City Clerk Farris

B. Presentations

B-1 Sexual Assault Awareness Month (CLK)

Mayor Kuehne acknowledged that April was Sexual Assault Awareness in the City of Lodi. Due to the COVID-19 pandemic, a representative from the Women's Center - Youth & Family Services was unable to attend but would provide an update on their services at a future Council meeting.

C. Consent Calendar (Reading; Comments by the Public; Council Action) All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, refer to the Special Teleconference Notice at the beginning of this agenda.

Council Member Mounce made a motion, second by Council Member Chandler, to approve the following items hereinafter set forth, except those otherwise noted, in accordance with the report and recommendation of the City Manager.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

C-1 Receive Register of Claims for February 28, 2020 through March 26, 2020 in the Amount of $7,360,290.65 (FIN)

Claims were approved in the amount of $7,360,290.65.

C-2 Approve Minutes (CLK)

The minutes of March 4, 2020 (Regular Meeting), March 10, 2020 (Shirtsleeve Session), March 10, 2020 (Special Meeting), March 17, 2020 (Shirtsleeve Session), March 17, 2020 (Special Meeting), March 18, 2020 (Regular Meeting), March 18, 2020 (Special Meeting), March 24, 2020 (Shirtsleeve Session), March 31, 2020 (Shirtsleeve Session), and April 1, 2020 (Regular Meeting) were approved as written.

C-3 Adopt Resolution Authorizing City Manager to Waive Bid Process and Purchase One Vaughan Horizontal Chopper Pump for White Slough Water Pollution Control Facility from Rockwell Engineering and Equipment Co., of Tustin Ranch ($25,536) (PW)

Adopted Resolution No. 2020-63 authorizing the City Manager to waive bid process and purchase one Vaughan horizontal chopper pump for White Slough Water Pollution Control Facility from Rockwell Engineering and Equipment Co., of Tustin Ranch, in the amount of $25,536.
C-4 Adopt Resolution Awarding Contract for Citywide Bicycle Facilities Detection Improvement Project to St. Francis Electric, LLC, of San Leandro ($740,795), Authorizing City Manager to Execute Change Orders ($60,000), and Appropriating Funds ($212,400) (PW)

Adopted Resolution No. 2020-64 awarding the contract for the Citywide Bicycle Facilities Detection Improvement Project to St. Francis Electric, LLC, of San Leandro, in the amount of $740,795, authorizing the City Manager to execute change orders, in an amount not to exceed $60,000, and appropriating funds in the amount of $212,400.

C-5 Adopt Resolution Approving Purchase of Cortex XDR and Panorama Centralized Management by Palo Alto Networks from CDW-G of Vernon Hills, Illinois ($102,260.48) (IT)

Adopted Resolution No. 2020-65 approving the purchase of Cortex XDR and Panorama Centralized Management by Palo Alto Networks from CDW-G of Vernon Hills, Illinois, in the amount of $102,260.48.

Council Member Chandler abstained from the vote on this item.

C-6 Adopt Resolution Approving Purchase of Hewlett-Packard Aruba ClearPass C2000 from CDW-G of Vernon Hills, Illinois ($21,863.16) (IT)


C-7 Adopt Resolution Awarding Contract for Well 27 Granular Activated Carbon Filter System to Diede Construction, Inc., of Woodbridge ($1,063,900), Authorizing City Manager to Execute Change Orders ($54,000), and Appropriating Funds ($322,900) (PW)

Adopted Resolution No. 2020-67 awarding the contract for Well 27 Granular Activated Carbon Filter System to Diede Construction, Inc., of Woodbridge, in the amount of $1,063,900, authorizing the City Manager to execute change orders in an amount not to exceed $54,000, and appropriating funds in the amount of $322,900.

C-8 Adopt Resolution Approving 2020/2021 Pavement Resurface Project for Road Repair and Accountability Act of 2017 Funding ($1,330,000) (PW)

Item C-8 was removed from the agenda at the request of staff.

In response to Council Member Mounce, City Manager Schwabauer explained that there was a technical issue with the request for funding but the item would be brought back to a future Council meeting.

C-9 Adopt Resolution Authorizing City Manager to Execute Agreements Related to the CalTrans Bridge Raising Project along Highway 99, at Lockeford Street and Victor Road (PW)

Adopted Resolution No. 2020-68 authorizing the City Manager to execute agreements related to the CalTrans bridge raising project along Highway 99, at Lockeford Street and Victor Road.

C-10 Adopt Resolution Authorizing Dedication of Street Right-of-Way along Kettleman Lane, at 2800 West Kettleman Lane, to Caltrans, for Street Improvement Purposes (PW)
Adopted Resolution No. 2020-69 authorizing the dedication of street right-of-way along Kettleman Lane, at 2800 West Kettleman Lane, to Caltrans, for street improvement purposes.

C-11 Adopt Resolution Amending Traffic Resolution No. 97-148, by Approving 40 Miles-Per-Hour Speed Limit on Harney Lane, from Ham Lane to Hutchins Street, Hutchins Street to Stockton Street, Stockton Street to the East City Limits; and Pine Street, from Guild Avenue to the East City Limits (PW)

Item C-11 was pulled by Mayor Kuehne for discussion purposes.

NOTE: This item was heard after C-22.

Mayor Kuehne stated he supports the proposed speed limits in the other areas, but he objects to the proposal for Pine Street at Guild Avenue as there does not seem to be a basis for the lower speed. Public Works Director Charlie Swimley was unable to teleconference into the meeting, however, City Manager Schwabauer conferred with him via telephone and stated that staff feels the proposed speed limit in that area provides an appropriate transition zone between two speed zone areas; 20-25 mph is too abrupt of a change. Based on the 85th percentile, the speed limit could be set between 40 and 45 mph, but staff felt 40 mph was more appropriate due to the adjacent 35 mph zone; westbound traffic heading into town would transition down to 40 mph after the railroad tracks, then to 35 mph west of the cemetery.

Council Members Chandler and Mounce both expressed support of the item as presented.

Mayor Kuehne expressed support following the explanation.

Council Member Chandler made a motion, second by Council Member Mounce, to adopt Resolution No. 2020-78 amending Traffic Resolution No. 97-148 by approving 40 miles-per-hour speed limit on Harney Lane, from Ham Lane to Hutchins Street, Hutchins Street to Stockton Street, Stockton Street to the east City limits; and Pine Street, from Guild Avenue to the east City limits.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voices their votes).

C-12 Adopt Resolution Authorizing City Manager to Execute Professional Services Agreement with Carollo Engineers, Inc., of Walnut Creek, for Progressive Design Build Construction Documents for White Slough Water Pollution Control Facility Solids Handling Equipment Procurement and Installation Project ($162,500), and Appropriating Funds ($162,500) (PW)

Adopted Resolution No. 2020-70 authorizing the City Manager to execute a professional services agreement with Carollo Engineers, Inc., of Walnut Creek, for progressive design build construction documents for White Slough Water Pollution Control Facility Solids Handling Equipment Procurement and Installation Project, in the amount of $162,500, and appropriating funds in the amount of $162,500.
C-13  **Adopt Resolution Accepting Vineyard Terrace Subdivision, Unit No. 1, Tract No. 3986, Public Improvements; Amending Traffic Resolution No. 97-148 by Approving Multi-Way Stop Control at Henri Lane and Berlanda Lane, Two-Way Stop Control on Botticelli Way at Henri Lane, Two-Way Stop Control on Pollock Way at Henri Lane, and Two-Way Stop Control on Raphael Way at Berlanda Lane (PW)**

Adopted Resolution No. 2020-71 accepting Vineyard Terrace Subdivision, Unit No. 1, Tract No. 3986, Public Improvements; amending Traffic Resolution No. 97-148 by approving multi-way stop control at Henri Lane and Berlanda Lane, two-way stop control on Botticelli Way at Henri Lane, two-way stop control on Pollock Way at Henri Lane, and two-way stop control on Raphael Way at Berlanda Lane.

C-14  **Adopt Resolution Authorizing City Manager to Execute Funding Documents with California Department of Transportation for Allocation of Fiscal Year 2019/20 Low Carbon Transit Operations Program Funds (PW)**

Adopted Resolution No. 2020-72 authorizing the City Manager to execute funding documents with California Department of Transportation for allocation of Fiscal Year 2019/20 Low Carbon Transit Operations Program Fund.

C-15  **Adopt Resolution Approving Renewal and Amendment to Plan Documents for Standard Insurance Company Effective April 1, 2020 to July 1, 2023 and Further Authorizing the City Manager to Execute Agreement (HR)**

Adopted Resolution No. 2020-73 approving renewal and amendment to plan documents for Standard Insurance Company effective April 1, 2020 to July 1, 2023 and further authorizing the City Manager to execute agreement.

C-16  **Adopt Resolution Authorizing Destruction of Certain Citywide Records in Accordance with the Government Code and the City’s Records Management Policy (CLK)**

Adopted Resolution No. 2020-74 authorizing destruction of certain Citywide records in accordance with the Government Code and the City's Records Management Policy.

C-17  **Consider Adopting a Resolution Adopting a Mitigated Negative Declaration and Associated Mitigation Monitoring and Reporting Program for the City of Lodi Police Training Facility (CD)**

Adopted Resolution No. 2020-75 adopting a Mitigated Negative Declaration and Associated Mitigation Monitoring and Reporting Program for the City of Lodi Police Training Facility.

C-18  **Adopt Resolution Ratifying City Manager’s Decision to Grant a Two-Week COVID-19 Specific Leave Bank to All City of Lodi Employees (CM)**

Adopted Resolution No. 2020-76 ratifying the City Manager's decision to grant a two-week COVID-19 specific leave bank to all City of Lodi employees.

C-19  **Accept Monthly Protocol Account Report through March 31, 2020 (CLK)**

Accepted Monthly Protocol Account Report through March 31, 2020.

C-20  **Receive Report Regarding Communication Pertaining to Retaining April 10 Property Tax**
Deadline (CLK)

Received report regarding communication pertaining to retaining April 10 property tax deadline.

C-21 Post for Expiring Term on Planning Commission (CLK)

Directed the City Clerk to post for the following expiring term:

Planning Commission
Tiffany Gomes Term to Expire June 30, 2020

C-22 Ratification of Employment Agreement Entered into Between City Manager Stephen Schwabauer and Police Chief Sierra Brucia (CM)

Item C-22 was pulled at the request of Council Member Mounce for discussion purposes.

Council Member Mounce stated that she is extremely pleased with the choice of Police Chief and that Sierra Brucia does an amazing job; however, she disagrees with the clause granting six month salary for termination without cause as she feels this timeframe is much longer than what is provided in the private sector. She further stated that despite her disagreement with that clause, she would support the contract.

Mayor Pro Tempore Nakanishi thanked City Manager Schwabauer for choosing a fine chief, stating he is happy and pleased with the choice.

Mayor Kuehn concurred, stating Captain Brucia is a good choice and a good fit for the Police Department.

Council Member Mounce made a motion, second by Council Member Chandler, to adopt Resolution No. 2020-77 approving ratification of employment agreement entered into between City Manager Stephen Schwabauer and Police Chief Sierra Brucia.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehn
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

D. Comments by the Public on Non-Agenda Items THE TIME ALLOWED PER NON-AGENDA ITEM FOR COMMENTS MADE BY THE PUBLIC IS LIMITED TO FIVE MINUTES. Public comment may only be made on matters within the Lodi City Council’s jurisdiction (Government Code Section 54954.3, Lodi City Council Protocol Manual Section 6.3l). The Council cannot take action or deliberate on items that are not on this agenda unless there is an emergency and the need to take action on that emergency arose after this agenda was posted (Government Code Section 54954.2(b)(2)). All other items may only be referred for review to staff or placement on a future Council agenda. If you wish to address the Council, please refer to the Special Teleconference Notice at the beginning of this agenda. Individuals are limited to one appearance during this section of the Agenda.
A letter was received via email at councilcomments@lodi.gov (filed) and read into the record from Martin Ross, Executive Director of Ready to Work and former Captain of the Salvation Army in Lodi, announcing his return to the Lodi area and his new role with Ready to Work. Further, he thanked the Community Development Block Grant Citizens Review Committee for recommending Ready to Work to the City Council for funding approval.

E. Comments by the City Council Members on Non-Agenda Items

Mayor Pro Tempore Nakanishi commented that Lodi is now in the fourth week of the stay-at-home order, and he thanked the City Manager and department heads for their long hours of work and the citizens of Lodi for their compliance with the order. He further stated that the curve is flattening and that we will get through this together.

Council Member Mounce concurred with Mayor Pro Tempore Nakanishi. She thanked City Manager Schwabauer for the open meeting with employees and stated she thinks employees have done an amazing job under unusual circumstances. Council Member Mounce also thanked Information Technology Manager Benjamin Buecher for putting together the virtual meeting so the Council has the opportunity to comply with social distancing while still getting the City's work done.

Council Member Chandler concurred with the other comments.

Mayor Kuehne thanked Adventist Health for taking a proactive approach to the coronavirus; there have been 21 citizens with the virus, but the death toll is pretty low and the curve is flattening; he praised Daniel Walcott's leadership during the pandemic. He further praised the work of the City Attorney and the Police Department in dealing with a local church's noncompliance with social distancing. He noted that he had done interviews with NPR and CNN on this topic and referred back to the fact that the City is here to educate rather than be punitive. He praised the City Manager for disseminating information to staff and for the tough decisions he has to make; he further thanked Public Information Officer Jeff Hood for getting information out and Deputy City Manager Andrew Keys for taking a proactive approach to maintaining both services and a healthy budget. He stated he is proud of Lodi's staff.

F. Comments by the City Manager on Non-Agenda Items

City Manager Schwabauer commented that he was wearing his "Love Lodi" shirt tonight and that the letter from Martin Ross was timely as he had founded Love Lodi, and that he was thrilled to have Mr. Ross back in the community. He further noted that while the Love Lodi event was cancelled due to the COVID-19 pandemic, he encouraged the citizens of Lodi to continue to be a blessing in the community this weekend.

G. Public Hearings

G-1 Public Hearing to Consider Adopting Resolution Approving Draft 2020-21 Annual Action Plan for the Community Development Block Grant (CDBG) Program (CD)

Notice thereof having been published according to law, an affidavit of which publication is on file in the office of the City Clerk, Mayor Kuehne called for the public hearing to consider adopting resolution approving draft 2020-21 Annual Action Plan for the Community Development Block Grant (CDBG) Program.

CDBG Program Administrator Patrice Clemons provided a PowerPoint presentation regarding the draft Community Development Block Grant (CDBG) Annual Action Plan. Specific topics of

In response to Council Member Mounce, Ms. Clemons responded she wanted to present to Council both the recommendation of the Lodi Improvement Committee (LIC) and the recommendation of staff. LIC did not fund any graffiti abatement, so staff came up with an alternative plan. She stated that while LIC supports graffiti abatement and sees the value, they would like to see other funds used for it.

Council Member Mounce stated that the immigration expansion program seems like a worthy project and it received a high score, so she suggested taking $5,000 from the Community Partnership for Families and giving it to the immigration expansion project.

Mayor Pro Tempore Nakanishi concurred with Council Member Mounce; he stated he supports funding the graffiti abatement but felt the City should give $5,000 to the immigration expansion program.

Council Member Mounce stated that she gets many phone calls from citizens regarding graffiti abatement and it is an important program, so she is concerned that if the City starts using General Fund dollars, the program will eventually go away.

Council Member Chandler concurred with Council Member Mounce and stated that he felt that this is a reasonable suggestion.

Mayor Kuehne stated that he supports staff's recommendation and asked that Council Member Mounce clarify her suggestion.

In response, Council Member Mounce stated that since LIC felt it was important to support the immigration expansion program, then she felt that it was important to support this for the Eastside; usually cities do not get that involved in immigration but she felt the City could give $5,000 from the amount set aside for Community Partnership for Families to offer some relief for immigration.

Mayor Pro Tempore Nakanishi stated he would support the $5,000 for this year but not next year.

In response to Mayor Kuehne, Ms. Clemons stated that the CARES act granted $5 million nationwide; there is an initial allocation of $380,000 through HUD, but there are no clear steps defined yet. She stated that the process will probably be similar to the CDBG process, so funding may come through a CDBG amendment after more community engagement. Funds must be expended by June 30, 2021, and like the current CDBG projects, CARE applicants will need to meet certain objectives.

Council Member Mounce moved to adopt a resolution approving the draft 2020/21 Annual Action Plan for the Community Development Block Grant Program as presented by staff, with the exception of $5,000 being moved from the Community Partnership for Families allocation to the immigration expansion program; second by Council Member Chandler.

Ms. Clemons stated that staff has set a minimum allocation of $10,000 due to the administration burden and suggested moving $10,000 instead of $5,000.

In response to Mayor Pro Tempore Nakanishi, Ms. Clemons stated she did not know if the immigration expansion program had applied for funding from other cities; most of the program's funding comes from the County and the State; and while the program functions beyond the City of
Lodi, any CDBG funds allocated would be tied to Lodi citizens.

Mayor Pro Tempore Nakanishi stated that Loel serves the City of Lodi more than the immigration expansion program and that $10,000 is not reasonable.

Council Member Chandler concurred with Mayor Pro Tempore Nakanishi and withdrew his second on the motion.

Council Member Mounce withdrew her motion.

Mayor Kuehne opened the public hearing for public comment.

There being no public comments, Mayor Kuehne closed the public hearing.

Council Member Chandler made a motion, second by Mayor Pro Tempore Nakanishi, to adopt Resolution No. 2020-79 approving draft 2020-21 Annual Action Plan for the Community Development Block Grant (CDBG) Program as recommended by staff.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

H. Regular Calendar

H-1 Resolution Reaffirming Ratification of City Manager’s Proclamation Finding the Existence of a Local Emergency and Rendering Certain Emergency Orders, Including an Increase Related to the Local Emergency in the City Manager’s Contracting Authority for Services and Goods to a Maximum Amount of $250,000 for the Duration of the Local Emergency (CA)

City Manager Schwabauer provided a brief introduction of the item. City Attorney Magdich explained that Council is being asked to reaffirm the ratification of the City Manager’s proclamation finding the existence of a local emergency, including the increase in the City Manager’s contracting authority.

Deputy City Manager Keys stated that the number of hours worked Citywide on COVID-19 response is included in the blue sheet, totaling 231 full-time weeks.

Council Member Mounce made a motion, second by Mayor Pro Tempore Nakanishi, to adopt Resolution No. 2020-80 reaffirming ratification of City Manager’s proclamation finding the existence of a local emergency and rendering certain emergency orders, including an increase related to the local emergency in the City Manager's contracting authority for services and goods to a maximum amount of $250,000 for the duration of the local emergency.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi,
and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

H-2 Adopt Resolution of Intention Approving an Amendment to the Contract Between the Board of Administration of the California Public Employees’ Retirement System (PERS) and the City of Lodi and Introduce Ordinance Amending the Contract Between PERS and the City of Lodi With Regard to Providing Government Code Section 20516 (Employees Sharing Additional Cost) of One Percent for Local Miscellaneous Members in the International Brotherhood of Electrical Workers Group (HR)

City Manager Schwabauer introduced the item regarding an amendment to the contract with the Board of Administration of the California Public Employees System in regard to employees sharing an additional cost of one percent for Local Miscellaneous members of the International Brotherhood of Electrical Workers group.

Council Member Chandler made a motion, second by Council Member Mounce, to adopt Resolution No. 2020-81 of Intention approving an amendment to the contract between the Board of Administration of the California Public Employees’ Retirement System (PERS) and the City of Lodi and introduce Ordinance No. 1976 amending the contract between PERS and the City of Lodi with regard to providing Government Code Section 20516 (employees sharing additional cost) of one percent for Local Miscellaneous Members in the International Brotherhood of Electrical Workers Group.

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

H-3 Appointment of Replacements for City Council Member Service on Various Boards, Committees, and Commissions (CLK)

City Manager Schwabauer provided an presentation regarding the need to appoint replacements for vacancies left on various boards and commissions following the passing of Council Member Johnson. Mayor Kuehne went through the list of vacancies and asked for volunteers or suggestions for each position.

Council Member Chandler made a motion, second by Council Member Mounce, to approve appointment of replacements for City Council Member service on various boards, committees, and commissions as shown:

City of Lodi Risk Oversight Committee - Council Member Chandler
Northern California Power Agency (Alternate) - Mayor Kuehne
San Joaquin County Solid Waste Management Task Force - Public Works Director Swimley
San Joaquin Joint Powers Authority - Mayor Kuehne
San Joaquin Partnership - Council Member Mounce
San Joaquin Regional Rail Commission - Mayor Kuehne (appointed by Rail Commission and ratified by Council)

VOTE:
The above motion carried by the following vote:
Ayes: Council Member Chandler, Council Member Mounce, Mayor Pro Tempore Nakanishi, and Mayor Kuehne
Noes: None
Absent: None

ROLL CALL VOTE
The City Council held a ROLL CALL vote (all voiced their votes).

I. Ordinances – None

J. Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 8:13 p.m.

ATTEST:

Pamela M. Farris
Assistant City Clerk