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**CITY OF TAVARES  
MINUTES OF REGULAR COUNCIL MEETING  
JUNE 2, 2010  
CITY COUNCIL CHAMBERS**

**COUNCILMEMBERS PRESENT**

**ABSENT**

Robert Wolfe, Mayor  
Lori Pfister, Vice Mayor  
Sandy Gamble, Councilmember  
Bob Grenier, Councilmember  
Kirby Smith, Councilmember

**STAFF PRESENT**

John Drury, City Administrator  
Bob Williams, City Attorney  
Nancy Barnett, City Clerk  
Lori Houghton, Finance Director  
Jacques Skutt, Director of Community Development  
Chief Richard Keith, Fire Department  
Chris Thompson, Interim Public Works Director  
Tamera Rogers, Director of Community Services  
Brad Hayes, Director of Utilities

**I CALL TO ORDER**

Mayor Wolfe called the meeting to order at 4:00 p.m.

**II. INVOCATION AND PLEDGE OF ALLEGIANCE**

Greg Watts, Associate Pastor, Liberty Baptist Church, gave the invocation and those present recited the pledge of allegiance.

**III. APPROVAL OF AGENDA**

Mayor Wolfe stated he wished to add Tab 13 – Update on Special Event Council Horizon Team.

**MOTION**

1  
2 **Bob Grenier moved to approve the agenda, seconded by Kirby Smith. The motion**  
3 **carried unanimously 4-0 (Vice Mayor Pfister absent).**

4  
5 **IV. APPROVAL OF MINUTES**

6  
7 **MOTION**

8  
9 **Bob Grenier moved to approve the minutes of the May 19, 2010 City Council**  
10 **Meeting, seconded by Kirby Smith. The motion carried unanimously 4-0.**

11  
12 **V. PROCLAMATIONS/PRESENTATIONS**

13 **None**

14  
15 **VI) SWEARING IN BY CITY ATTORNEY AND DISCLOSURE OF EXPARTE**  
16 **CONTACTS**

17  
18 Attorney Frye advised that anyone who wished to give testimony on Tab 7 (Ordinance  
19 #2010-11) should stand and be sworn in by the City Clerk. Ms. Barnett administered the  
20 oath.

21  
22 Attorney Frye asked if Council wished to disclose ex parte contacts.

23  
24 Councilmember Smith stated that he would not be participating in the discussion or  
25 voting on Resolution #2010-04 as he is one of the property owners.

26  
27 **VII) READING OF ALL ORDINANCES/RESOLUTIONS INTO THE RECORD**

28  
29 Ms. Barnett read the following ordinances by title only:

30  
31 **ORDINANCE 2010-13**

32  
33 **AN ORDINANCE AMENDING SECTION 2-1 OF THE CITY OF**  
34 **TAVARES CODE OF ORDINANCES PROVIDING FOR LIEN SEARCH**  
35 **FEEES AND AMENDMENT OF OTHER PUBLIC INFORMATION**  
36 **REQUEST FEES; PROVIDING FOR CODIFICATION; PROVIDING FOR**  
37 **AN EFFECTIVE DATE.**

38  
39 **ORDINANCE NO. 2010- 11**  
40

1  
2 **AN ORDINANCE AMENDING ORDINANCE 2008-05 OF THE CITY OF**  
3 **TAVARES, FLORIDA, AUTHORIZING THE USE OF GOLF CARTS AND**  
4 **LOW SPEED VEHICLES WITHIN THE DOWNTOWN COMMUNITY**  
5 **REDEVELOPMENT AREA (CRA); DELETING THE REQUIREMENT FOR**  
6 **GOLF CART DRIVERS TO HAVE A VALID DRIVERS LICENSE; AND**  
7 **PROVIDING FOR CONFLICT AND SEVERABILITY: AND PROVIDING**  
8 **FOR AN EFFECTIVE DATE.**

9  
10 **RESOLUTION 2010-04**

11  
12 **A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF TAVARES,**  
13 **FLORIDA, TO VACATE THE SOUTHERLY END OF SMITH AVENUE, A**  
14 **PUBLIC RIGHT-OF-WAY, SUBJECT TO THE RULES AND**  
15 **REGULATIONS ORDAINED BY THE CITY OF TAVARES COUNCIL;**  
16 **PROVIDING FOR AN EFFECTIVE DATE.**

17  
18 Mayor Wolfe explained that the ordinance under First Reading would be discussed and  
19 voted upon at the next Council Meeting.

20  
21 **VIII) CONSENT AGENDA**

22 Mayor Wolfe asked Council if they wished to pull an item from the Consent Agenda or if  
23 anyone in the audience objected to an item.

24  
25 Councilmember Gamble asked to pull Tab 2 for discussion.

26  
27 **MOTION**

28  
29 **Sandy Gamble moved to approve the Consent Agenda, Tab 3 (Acceptance of**  
30 **Grant for Aesops Park Pond Shoreline Planting and Tab 4 (Request from Lake**  
31 **County Animal Control to Use City Land), seconded by Bob Grenier. The motion**  
32 **carried unanimously 4-0.**

33  
34 **(Vice Mayor Pfister joined the meeting at 4:11 p.m.)**

35  
36 **Tab 2) Schedule of Budget Workshops**

37  
38 Councilmember Gamble asked if the schedule would allow enough time for staff to bring  
39 back the budget after council discussion.

1 Mr. Drury said there are a couple of issues; one is to meet the legal requirements that  
2 the meetings do not conflict with other governmental meetings, and the second is to  
3 provide enough opportunities to review the budget. He said there will be five public  
4 workshops. The first meeting will be on July 28 when the maximum millage rate must be  
5 set and there will be four meetings after that for further discussion. Ms. Houghton said  
6 this is consistent with the process during the last few years and that additional meetings  
7 can always be scheduled. She noted the tentative budget is presented the first meeting  
8 in September and the final budget the second meeting in September.

9  
10 Ms. Houghton advised that per the TRIM calendar the city must hold its tentative budget  
11 hearing no less than 65 days after the start of TRIM which is July 1<sup>st</sup> so that will require  
12 a change in council meeting dates for September. Those meetings will be September 8  
13 and 22. She said staff may not be able to provide a final printed document by  
14 September 22 but will provide any changes to the accounts per Council direction.

15  
16 Councilmember Gamble commented on the Employee Health Care Clinic Workshop on  
17 July 7<sup>th</sup>. Mr. Drury said he has been looking at ways to reduce health care costs. One of  
18 those ways is through a healthcare clinic. The workshop will present the information and  
19 find out if the Board has any interest in putting it into the budget.

20  
21 Councilmember Gamble said he had attended meetings recently where this was  
22 discussed. He said the School Board is hoping to start this in October. Mr. Drury said  
23 the feasibility will depend on the partnerships. Councilmember Gamble asked if the city  
24 has a wellness program with the insurance company where money is refunded every  
25 year. Mr. Drury stated the city has a wellness program but not that arrangement. He  
26 said at the workshop all of the questions should be answered. He said Ms. Tucker has  
27 been meeting with the other cities regularly discussing this topic for the past year.

28  
29 **MOTION**

30  
31 **Sandy Gamble moved to approve the Budget Workshop Calendar, seconded by**  
32 **Kirby Smith. The motion carried unanimously 5-0.**

33  
34 **IX. ORDINANCES/RESOLUTIONS – PUBLIC HEARING**

35  
36 **Tab 6) Ordinance #2010-11 – Amendment to Golf Cart Ordinance**

37  
38 Attorney Frye stated the proposed ordinance will mirror Florida Law in that the  
39 requirement for a driver's license will be removed. She said there are three competing

1 interpretations of whether the city can actually require everyone to have a driver's  
2 license:

- 3 1) 2002 Attorney General Opinion – the City should not pass a more restrictive age  
4 requirement than the Florida Statutes which allows a golf cart to be driven at age  
5 14.
- 6 2) The statutory language changed in 2005 which is subsequent to the AGO  
7 perhaps rendering that nullified. She said that the amendment is subject to  
8 interpretation but that the determination has been made is that it means one of  
9 two things: the city now can require everyone to have a drivers license to drive a  
10 golf cart but that restrictions can be imposed on an unlicensed driver, such as  
11 hours of operation.

12  
13 Attorney Frye said that she had been asked by Attorney Williams to communicate that,  
14 whatever decision Council makes, a legal argument can be made to support that action.  
15

16 Mr. Drury added that in researching this law, staff has attempted to find out who passed  
17 the amended law in order to obtain more information. He said the legislative Committee  
18 Reports were vague on the background of the law.  
19

20 Councilmember Smith said he did not think the concern before was the drivers license;  
21 it was decreasing the age from 16 to 14.  
22

23 Vice Mayor Pfister said it is the responsibility of the parent and she did not want to do  
24 anything that would cause the city legal issues. She said until something clearer comes  
25 about in the statutes she would prefer to mirror that statute that now allows for 14 year  
26 olds.  
27

28 Councilmember Grenier discussed his preference for a driver's license and problems he  
29 had observed while working at Disney World with children driving golf carts  
30

31 Mayor Wolfe said he agreed with Vice Mayor Pfister. He then asked for audience  
32 comment.  
33

34 James Best, Groves at Baytree

35 Mr. Best spoke in opposition to the proposed ordinance citing his experience working  
36 with adolescents and problems with children not being supervised in his subdivision  
37 who were driving golf carts.  
38

39 Betty Burleigh, 214 N. New Hampshire Ave.  
40

1 Ms. Burleigh said she agreed with Mr. Best. She expressed concern about people  
2 driving who had lost their licenses due to DUI and other infractions.

3  
4 Denise Laratta, Royal Harbor

5 Ms. Laratta said she agreed that the limit should be kept at 16 but that she believed the  
6 issue of whether a driver's license should be required was a separate matter. She said  
7 at the last meeting there was the example given of a disabled veteran who no longer  
8 can have a driver's license and his only means of transportation is by golf cart. She said  
9 she hoped those type of circumstances should be taken into consideration.

10  
11 Brenda Smith, 1250 Smith Avenue

12 Ms. Smith said her grandsons cannot drive a golf cart at a golf course unless they are  
13 16 so they have either a grandparent or parent who go with them. She said she  
14 believed it is an issue of maturity and those few years does make a difference.

15  
16 **Council Discussion**

17  
18 Councilmember Gamble said although initially he had supported going with the state  
19 law, since then he has had conversations regarding the issue that the city is able to  
20 have a more stringent law than the State because it involves city streets.

21  
22 Councilmember Smith said he had received one call supporting the ordinance and he  
23 had advised the caller about his reservations concerning the age limit. He said he did  
24 not object to not requiring a driver's license but that he still had an issue with the age of  
25 14.

26  
27 Vice Mayor Pfister said she understood the comments of Council but she continued to  
28 support the ordinance and believed the city was opening itself to a liability not to support  
29 the state law.

30  
31 Councilmember Smith said he disagreed as there appeared to be at least three options  
32 that were permitted by law.

33  
34 Councilmember Gamble said he could agree not to require a driver's license but  
35 disagreed with lowering the age and still had some concern about allowing someone to  
36 drive who had lost their license.

37  
38 **MOTION**

39  
40 **Lori Pfister moved to approve Ordinance #2010-11 as presented.**

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**There was no second. Mayor Wolfe said the motion had failed.**

**MOTION**

**Bob Grenier moved to not approve Ordinance #2010-11, seconded by Lori Pfister.**

**The motion carried 3-2 as follows:**

<b>Robert Wolfe</b>	<b>No</b>
<b>Lori Pfister</b>	<b>No</b>
<b>Sandy Gamble</b>	<b>Yes</b>
<b>Bob Grenier</b>	<b>Yes</b>
<b>Kirby Smith</b>	<b>Yes</b>

**Tab 7) Resolution #2010-04 – Vacation of South 113 Feet of Smith Avenue**

Mr. Skutt stated that this is a request to vacate the south 113 feet of Smith Avenue. The applicants own the property on all sides of this portion of Smith Avenue. The road at this southerly point serves only the applicants of this petition and is a driveway to their houses. The applicants are experiencing security problems and privacy issues and wish to secure their properties with a gate across the vacated road. The road is not utilized or proposed to be utilized by the City for utility or drainage purposes. The Planning & Zoning Board voted to recommend approval of the application and staff recommends approval.

Mayor Wolfe asked if the applicants had comments or if anyone in the audience wished to speak.

Mr. Drury noted that Councilmember Smith had recused himself from discussion on this issue due to his conflict in owning abutting property.

**MOTION**

**Sandy Gamble moved to approve Resolution #2010-04, seconded by Bob Grenier. The motion carried unanimously 4-0 with Councilmember Smith abstaining from the vote.**

**X – GENERAL GOVERNMENT**

1 **Tab 8) Workshop to Consider Draft of the Evaluation and Appraisal Report**

2  
3 Mr. Skutt stated the purpose of the workshop was to present the first draft of the  
4 Evaluation and Appraisal Report for the Comprehensive Plan. He noted that Mr.  
5 Anderson, the City's consultant, would be making the report. He stated that on May 20,  
6 the Planning & Zoning Board recommended approval of the draft EAR.

7  
8 Mr. Anderson summarized the major issues that are contained within the Evaluation and  
9 Appraisal Report and showed a power point presentation. He noted that after the report  
10 is adopted, the next step will be to do the EAR based amendments which will be  
11 amendments to the Comprehensive Plan. The seven issues approved by Council  
12 previously were sent to DCA and they have developed a Letter of Understanding which  
13 is a document that provides some guarantees that when the EAR based amendments  
14 are adopted in the future, there will be no change to the rules. He discussed these plan  
15 elements and issues concerning those elements: Future Land Use, Transportation,  
16 Housing, Public Facilities, Conservation, Intergovernmental Coordination, Capital  
17 Improvements, Concurrency Management, and Public School Facilities.

18  
19 Mr. Anderson recommended that Council approve the Draft EAR for transmission to the  
20 Department of Community Affairs so that the next step of approving the EAR based  
21 amendments can be initiated.

22  
23 Mayor Wolfe asked if Council had questions. He asked the audience if they had  
24 comments on the report.

25  
26 **MOTION**

27  
28 **Kirby Smith moved to authorize staff to transmit the draft EAR to DCA for review,**  
29 **seconded by Bob Grenier. The motion carried unanimously 5-0.**

30  
31 **Tab 9) Presentation of Light Weight Truss System**

32  
33 Chief Keith stated the purpose of the presentation was to inform Council on the  
34 procedures that are going to be instituted to ensure compliance with state mandates  
35 requiring identification of buildings with light weight truss systems. He discussed the  
36 issue that led to the development of the state code when two firefighters died in a fire at  
37 Disney several years ago because the building had a type of roof built of light weight  
38 construction. He showed examples of trusses and the type of signs that will be placed  
39 on the buildings. He noted that Captain Luckock will be advising the businesses.

1 Mayor Wolfe asked if there was comment from the audience.  
2

3 **Tab 10) Award of Bid for Wastewater Plant Modifications**  
4

5 Mr. Hayes stated the Woodlea Treatment Plant has experienced some process control  
6 issues over the years and the FDEP noticed those issues in their last Sanitary Survey.  
7 The City hired Malcolm Pirnie to assist them in the design of these modifications to  
8 enhance the process control. Seven bids were received based on the design. Utility  
9 Technicians was the low bidder of \$133,100. The funding source will be Water and  
10 Wastewater Reserves  
11

12 Vice Mayor Pfister said she was glad to see a Lake County company being awarded the  
13 bid. Councilmember Smith said he had noticed in the mandate that a bid bond would  
14 not be required and asked if the City would be at risk.  
15

16 Mr. Drury said the bid bond is to hold the bid at the time of award and the City will  
17 require a payment and performance bond.  
18

19 Mayor Wolfe asked if the audience had questions.  
20

21 **MOTION**  
22

23 **Sandy Gamble moved to approve the staff recommendation of the award of the**  
24 **bid to Utility Technicians in the amount of \$133,100, seconded by Bob Grenier.**  
25 **The motion carried unanimously 5-0.**  
26

27 **Tab 11) Naming of Alleyways**  
28

29 Councilmember Grenier thanked Ms. Houghton for her idea of naming the alleyways.  
30 He said the Historical Society of Tavares had met and developed a list of names for the  
31 15 alleyways. He gave the following report:  
32

33 Alleyways #2, 7, 8 and 12 are large alleyways that intersect both Alfred Street and  
34 Caroline Street. Alfred Street is the busiest road through the Historic and Entertainment  
35 District and with the future possibility of Alfred and Caroline being a one pair, those  
36 streets would combine to be the two busiest streets in the district. Those four alleyways  
37 will therefore receive the names of famous seaplane aviators in keeping with the city's  
38 brand of America's Seaplane City. He said he had also wanted to ensure that the  
39 people being named from Tavares history also be of great strength of character. He

1 said these people are the elite of Tavares history and are people who do not have  
2 places or things named for them at this time.

3  
4 Mayor Wolfe asked if there was comment from the audience.

5  
6 **MOTION**

7  
8 **Kirby Smith moved to approve the names recommended to Council [for the**  
9 **alleyways]**

10  
11 **[Alleyway #1 – Cromartie for William Reed Cromartie active African American**  
12 **School Trustee;**

13 **Alleyway #2 – Henri Fabre; French aviator;**

14 **Alleyway #3 – Gardner for Mr. Gardner who owned Gardner’s Garage;**

15 **Alleyway #4 – Blanche Sperry – Began first school lunchroom program;**

16 **Alleyway #5 – Boulware – Doc Boulware;**

17 **Alleyway #6 – Marie King – owner of the Tavares Inn;**

18 **Alleyway #7 – Glenn Curtiss – inventor of the hydroaeroplane;**

19 **Alleyway #8 – John Cyril Porte – Flying boat pioneer associated with the WW I**  
20 **Seaplane Experimental Station;**

21 **Alleyway #9 – T. A. Hux – early confederate veteran who settled in Astatula and**  
22 **then moved to Tavares;**

23 **Alleyway #10 – J. N. Flowers – first Tavares Police Chief;**

24 **Alleyway #11 – Tally – Judge Emmett M. Tally;**

25 **Alleyway #12 – Clara Adams – pioneer aviatrix who flew around the world as a**  
26 **passenger;**

27 **Alleyway #13 – Benny Kinsler – African American school teacher associated with**  
28 **Tavares Elementary School and recognized by Governor Chiles;**

29 **Alleyway #14 – Shorts – outstanding African American leader in the Mt. Mariah**  
30 **Missionary Church;**

31 **Alleyway #15 – Coven – Early building contractor in Tavares – some of his**  
32 **buildings include the Duncan House, the Lake Abstract Building and the 1912**  
33 **pavilion on Lake Dora].**

34  
35 **The motion was seconded by Sandy Gamble. The motion carried unanimously 5-**  
36 **0.**

37  
38 Mayor Wolfe thanked Councilmember Grenier for his work on this project.

39  
40 **Tab 12) Discussion of Donation for Veterans Memorial**

1  
2 Councilmember Grenier said he thought most of the cities and the County would be  
3 making a donation to this project. He noted that he and the mayor had attended the  
4 groundbreaking for this new 60 foot war memorial that will be built at Fountain Lake  
5 Park in Leesburg. It will be a memorial to all of the veterans in Lake County. He said he  
6 would like to research further to find out what the average donation will be and that he  
7 would be bringing back this possible donation at a future meeting during the budget  
8 process.

9  
10 Mayor Wolfe asked if there were comments from the audience.

11  
12 **Tab 13) Update from Special Events Horizon Project Team Meeting**

13  
14 Mr. Drury stated that the Horizon Project Team is comprised of Mayor Wolfe, the City  
15 Administrator, Ms. Rogers, Mr. Neron, Ms. Houghton, and Ms. Cecilia Smith. The team  
16 met recently to discuss adding another special event to the slate of special events that  
17 was discussed at a previous meeting that would be more recreationally boating related.  
18 The conclusion of the Horizon Project Team was that October 22 – 24<sup>th</sup> would probably  
19 be the best date as it gives several months between other large events. He said before  
20 the team moves forward it was determined that Council should discuss and make a  
21 decision as to whether it is interested in the event and if Councilmember Smith would  
22 be interested in working on the boating component and Vice Mayor Pfister on the music.

23  
24 Councilmember Smith said he would accept the recommendation based on the ability of  
25 staff to put together the grand opening of the marina in April. Councilmember Gamble  
26 spoke in support of having a fall signature event.

27  
28 Mayor Wolfe asked if the audience had comments.

29  
30 **Brenda Smith**

31  
32 Ms. Smith said she and her husband had visited Palatka recently and attended a  
33 seafood festival. She said she thought those vendors would be willing to attend this  
34 event.

35  
36 **Council Discussion**

37  
38 Mayor Wolfe asked Vice Mayor Pfister if she would be willing to be on the team to work  
39 on the music. Vice Mayor Pfister agreed.

1 Mr. Drury said if Council has names or thoughts or themed ideas if they send them to  
2 him he will make sure that the Horizon Project Team receives those names so  
3 everything can work together and be themed together.

4  
5 Vice Mayor Pfister asked if Ms. Rogers could share her thoughts on this topic.

6  
7 Ms. Rogers said that Vice Mayor Pfister had come up with some very creative  
8 conceptual ideas. She asked that the handouts be given to Council. She said that  
9 October is the Harvest Moon month which falls on October 23<sup>rd</sup>. This theme of “Harvest  
10 Moon on the Lake Dora Bayou” is being suggested. Ms. Rogers presented several  
11 ideas for the festival around this theme.

12  
13 **Mr. Drury said if Council is comfortable heading in this direction the Horizon**  
14 **Project Team will workshop the ideas, Mr. Neron and Councilmember Smith will**  
15 **research the boating aspect and Vice Mayor Pfister will work on the music aspect.**  
16 **Updates will then be provided about once a month on how the event is**  
17 **progressing.**

18  
19 **XI. OLD BUSINESS**

20 None

21  
22 **XII. NEW BUSINESS**

23 None

24  
25 **XIII. AUDIENCE TO BE HEARD**

26 None

27  
28 **XIV. REPORTS**

29  
30 **Tab 12) City Administrator**

31  
32 Mr. Drury reported that the Civil War News recently had a feature about Tavares and  
33 about the grand opening which was because of the historic Haynes house. Mr. Drury  
34 said in addition that Water Flying Magazine is the premier international seaplane flying  
35 magazine and just this week featured on its cover a picture of Tavares with Lake Dora.  
36 The title of the front cover is “The Biggest Little Seaplane City in the U.S.A.” He quoted  
37 from the article as follows: “Seattle watch out, Anchorage check your six [seaplane  
38 bases], Minnesota - St. Paul better take notice. There is an unlikely but feisty new  
39 contender for the title of America Seaplane City. In fact, little Tavares Florida which  
40 resides in appropriately named Lake County northwest of Orlando, has gone so far as

1 to apply for a trademark for the slogan America’s Seaplane City because it has  
2 identified seaplanes as the draw for its aggressive downtown revitalization effort.”  
3

4 Chief Keith

5  
6 Chief Keith distributed a copy of the identification sign for the light weight truss  
7 buildings.  
8

9 Tammy Rogers

10  
11 Ms. Rogers complimented Mr. Drury on the magazine exposure for the city.  
12

13 **Tab 13) City Council**

14  
15 **Councilmember Gamble**

- 16  
17 • Discussed problem with potholes on Givens Street- Mr. Drury noted Givens is the  
18 next street to be overlaid  
19 • Insurance with the Wellness Program – the school board is going to be offering a  
20 “50 days” wellness program – Ms. Tucker noted the city has a wellness program  
21 but she is not familiar with the 50 Days program.  
22 • Spoke at the Tavares Historical Society luncheon – complimented  
23 Councilmember Grenier on his knowledge of the history of the community and  
24 his efforts with the community and the Board members  
25 • Noted today was a memorial to Ed Stegall a pioneer of Tavares who passed  
26 away on Monday. He said he knew Mr. Stegall for many years. He discussed Mr.  
27 Stegall’s history in the community.  
28 • Noted Jonathon Lucroy who played in the Tavares Babe Ruth program has been  
29 called to play major league baseball.  
30

31 **Councilmember Grenier**

- 32  
33 • Noted he appreciated Councilmember Gamble attending the Historical Society  
34 meeting  
35 • Congratulations to Tavares High School for winning the Green Award for the  
36 Fairchild Challenge for the second year in a row  
37 • Reminded everyone that June 12<sup>th</sup> is the Flag Retirement Ceremony (Boy  
38 Scouts)  
39 • This Saturday at June 5<sup>th</sup> on the local 7:90 a.m. radio station, he and Ms. Rogers  
40 will be interviewed and will be discussing the grand opening on April 10<sup>th</sup>

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**Councilmember Smith**

None

**Mayor Wolfe**

None

**Adjournment**

There was no further business and the meeting was adjourned at 6:04 p.m.

Respectfully submitted,

---

Nancy A. Barnett, C.M.C.  
City Clerk