MINUTES OF THE COMMON COUNCIL REGULAR MEETING AUGUST 17, 2021

A meeting of the Common Council of the City of Oneida, NY was held on the seventeenth day of August, 2021 at 6:30 p.m. at the Common Council Chambers, 109 N. Main, Oneida, NY 13421.

The meeting was called to order by Mayor Helen Acker

Attendees	Present	Absent	Arrived Late	
Mayor Acker	\boxtimes			
Councilor Earl	\boxtimes		□	
Councilor Laureti	\boxtimes		□	
Councilor Coulthart	\boxtimes			
Councilor Kinville	\boxtimes			
Councilor DuBois	\boxtimes			
Councilor Simchik	\boxtimes		□	
Supervisors				
Matt Roberts	\boxtimes			
Mary Cavanagh	\boxtimes			
Joe Ostrander				
Joe Magliocca		\boxtimes		
Also Present				
City Attorney Nadine Bell	\boxtimes	Fire Chief Dennis Field	ds	\boxtimes
City Clerk Sandy LaPera	\boxtimes	Parks & Rec Director Luke Griff		
City Engineer Jeff Rowe	\boxtimes	Police Chief John Little	9	\boxtimes
Codes Director Bob Burnett	\boxtimes	Public Safety Com. Ke	vin Salerno	\boxtimes
Comptroller Lee Ann Wells	\boxtimes	Other		

Call to Order/Pledge of Allegiance/Roll Call

PUBLIC COMMENT

RICK KINSELLA-452 Main St. Oneida

Mr. Kinsella stated that he came to the meeting to discuss questions he had regarding the Sewer Treatment Plant but acknowledged that he was aware that this was not the time to have them answered.

He came seeking direction to the resources to obtain the answers. His questions involved the cost of the project, the Commissioner's findings, competitive bidding and issues with HP Hood. The Mayor requested that he provide her with a list of his questions and that she would be in touch with him.

SHARON/HAL STEVENS-335 Broad St., Oneida, 116 W. Walnut St., Oneida, 324-326 Elizabeth St., Oneida, 539/541 Main St., Oneida

Mr. & Mrs. Stevens addressed the increase in fees imposed by the Codes Department on inspections and questioned why the fees had increased nearly five times what they used to be. They stated that tenants are in arrears and complaining about things that need to be done, but that they have not been able to evict them for non-payment. Mr. Stevens asked why there were no conversations with landlords, open discussion or notifications about the fee increases. The Mayor responded that this was published in the Dispatch and on the City website and that a Public Hearing was held. Mr. Stevens requested that the Council take their position into consideration and suggested the possibility of raising the fees a little at a time and not all at once.

ROBERT (BOB) WALTERS-226 Farrier Ave, Oneida-Oneida Housing Authority

Mr. Walters stated that he is the Executive Director of the Oneida Housing Authority, which is one of the largest landlords in the area. He stated that he wanted to put on record that he formally protests Resolution 21-100 Fee Schedule Codes Department dated June 1, 2021. Mr. Walters stated that this is not an appropriate time to increase fees due to the pandemic and that there is a shortage of revenues, which in his case, are dictated by HUD.

He advised that this is a 500% fee increase that he was unaware of prior to it being voted on by Council. Mr. Walters presented the Mayor and Council with a Court of Appeals Case between the Jewish Reconstructionist Synagogue of North Shore, Inc. and the Incorporated Village of Roslyn Harbor dated June 15, 1976, which has been received and placed on file for the City's Corporate Council to review.

BRUCE MC CLEAN-Madison County Apartments LLC

Mr. McClean stated that he owns 6 apartments in the City of Oneida and that he has tenants that are not paying rent and does not have the right to evict them. He stated that landlords are small business people and that they should have been notified of the increase in fees by means of a letter or email, as other municipalities do. He feels that communication should be better and asked Council to reconsider the fees.

JOE LEIBL-450 Genesee St., Oneida

Mr. Leibl stated that he has several income properties in Oneida and that he came to Council to oppose the increase in fees. Mr. Leibl commented that, although he feels some inspections are ok, arbitrarily raising fees upon a segment of the people, in his opinion, is illegal.

JOHN NICHOLS-152 Hunt Valley Rd., Oneida

Mr. Nichols stated that he was at the meeting to discuss wastewater, noting that the City of Oneida and Madison County have been at odds over this for far too long. Mr. Nichols acknowledged that although it was a good thing that the City was building a modern sewage plant that can run more efficiently and at a higher capacity, he had several questions. His questions included audit, inspections, delegation of

responsibility, accountability, budget and bonding to name a few. He asked for better transparency and communication going forward.

HAL STEVENS-335 Broad St., Oneida, 116 W. Walnut St., Oneida, 324-326 Elizabeth St., Oneida, 539/541 Main St., Oneida

Mr. Stevens reiterated his position stated above with regard to fees and also added his disapproval of the thirty-day time limit for repairs. He noted that with the current cost of materials, as well as the inability to get contractors in a timely manner, it is very difficult to meet the deadline. He acknowledged that serious violations should be dealt with immediately, but that Council should be more reasonable with other violations.

MILT JAMES-Oneida Castle

Mr. James stated that he owns 16 apartments in the City and that he was present to question the notice given regarding the fee increases to the landlords. He noted that many residents do not receive the Dispatch and do not have access to the Internet. Mr. James felt that the City should have notified or discussed this with the landlords to get their thoughts prior to voting on this. He commented that many tenants were not paying rent despite him providing them with information on available services and programs to help them. He stated that his income was significantly down from previous years and that this is not a good time to be increasing fees.

TODD SCHAAL-1600 Middle Rd., Oneida

Mr. Schaal stated that this was not just about the increase in inspection fees, but also the cost of repairs, noting that inspections should only be done for health and safety reasons and not building codes. Mr. Schaal stated that most homes in Oneida are single family homes and do not have an inspector coming in to see if there were violations. He suggested that there be better communication and that there should be another meeting that would allow landlords to share their thoughts on this matter.

FRED CIANFROCCO-222 S. Willow St., Oneida

Mr. Cianfrocco stated that although he does not live in Oneida, he owns 21 apartments in the City. He said that he did not receive any notifications about the change in fees and questioned if the City notified landlords specifically. The Mayor advised that landlords were not notified individually, but that a Public Hearing was held and advertised in the Dispatch and on the City website. Mr. Cianfrocco feels that the increase was too much and that he disapproves of this and the manner in which it was communicated.

NICK HUDSON-138 Main St., Oneida

Mr. Hudson stated that he owns a business in Oneida and works with many landlords in the City. He stated that the fees were no longer about health and safety issues, but rather cosmetic changes that are required to be corrected within thirty days. He was present to support the landlords who cannot properly screen tenants due to regulations outside of the landlord's control and that many tenants are not paying rent. Mr. Hudson advised that although he was on board with the objective to improve Oneida, he feels there is a better way of doing this, mentioning a tiered fee schedule as an option and better communication.

OLD BUSINESS: None

SUPERVISOR'S REPORT

Supervisor Cavanagh distributed a Mental Health Survey to everyone present, stating that the County is requesting everyone to participate. The County has put together a Mental Health Task Force to evaluate and improve the mental health of the community due mainly to the Covid pandemic and will use this survey to assist with this issue. She requested that the survey be put on the City Website and Facebook Pages for better exposure. She was hoping to get the original deadline of August 20 extended and will advise accordingly should this be the case.

Supervisor Cavanagh provided the latest Covid and vaccine statistics, which are also available on the County's website:

Current active cases: 67
Ave new cases/day = 9
Deaths = 91 (none since April)

% positive = 3.4% CNY = 4.7% NYS = 3.1% Residents currently hospitalized = 3 (as of 8/13)

Fully vaccinated residents who tested positive (since January) = 63 or approximately 0.1% of all fully vaccinated residents

Vaccinations:

74.8% of residents 18 yrs.+ have had at least one vaccination

64.4% of total population have had at least one dose (60.6% of the city of Oneida residents with at least one vaccine dose)

60% of total population is completely vaccinated.

Resident Hal Stevens questioned whether the figures used were broken down by ethnic groups and mentioned employees at the Greenhouse. Supervisor Roberts stated that although the Greenhouse did have an outbreak in the beginning, the numbers are back down now. The question of natural immunity was brought up, and Supervisor Roberts stated that there is data on this, but that they have not received it yet. He commented that he would keep requesting this information and provide it when it is available.

Councilor Coulthart asked about mandatory masking, and Supervisor Cavanagh stated that as of now, the County was not requiring masks in County buildings but that things can always change. The Mayor advised that the City would follow the direction of the County.

Supervisor Roberts reported that tax revenue has increased since 2019 due mostly to internet sales and that 2019 was being used as a base because of Covid in 2020.

Moved by Councilor DuBois Seconded by Councilor Kinville

RESOLVED, that the minutes of the regular meeting of August 3, 2021 are hereby approved as presented.

Ayes: 6 Nays: 0

MOTION CARRIED

Moved by Councilor Simchik Seconded by Councilor Earl

RESOLVED, that Warrant No. 16, checks and ACH payments in the amount of \$193,088.67 as audited by the Voucher Committee are hereby approved for payment in the usual manner at the discretion of the Comptroller.

Ayes: 6 Nays: 0

MOTION CARRIED

DISCUSSION: Councilor Coulthart commented that he would once again vote in favor of the approval of the warrant, as Biosolids was not included. He questioned why this was not part of this voucher run, and the Mayor stated that the invoice had just come in and that it would be on the next one.

MONTHLY REPORTS

RESOLUTION 21-134

Moved by Councilor Coulthart Seconded by Councilor Kinville

RESOLVED, that Monthly Reports from the City Clerk, City Engineer, Codes Department, Comptroller, Fire Department, Planning Department, Police Department and Parks and Recreation Department are hereby received and placed on file.

Ayes: 6 Nays: 0

MOTION CARRIED

DISCUSSION: Council Coulthart commended the Police Chief for providing more information on the Accreditation Program and asked that as things progress to continue to keep Council informed.

Councilor Coulthart questioned the City Engineer regarding Leak Detection, and the City Engineer advised

that 8 leaks were identified, which resulted in 200,000 to 300,000 gallons estimated loss per day. He stated that all leaks have been repaired. Councilor Coulthart inquired as to the status of the certification of a full-time operator. City Engineer Rowe advised that there were two individuals currently working toward this and that one is expected to be eligible by October. The Mayor advised that this person needs to take the test and be accredited, so that it might be November before completion.

Councilor Earl asked if there was a backup plan for the future with regard to the operator, and the City Engineer stated that 2 individuals were participating in this, but the second person had not yet defined when he would be taking the test, noting that the test is only given twice a year.

Councilor Coulthart asked for a status report on the DRI (Downtown Revitalization Initiative). The City Clerk advised that there would be an open house type meeting on Tuesday, August 24 from 4-7pm in the Common Council Chambers with staff available to answer questions, share ideas, comments etc. It was advised that a flyer was being prepared that would be distributed to the Mayor and Council, as well as put on the City website and social media encouraging all to participate.

REAPPOINTMENT-SIGN REVIEW BOARD

RESOLUTION 21-135

Moved by Councilor Simchik Seconded by Councilor DuBois

RESOLVED, that the Mayor's reappointment of Donald Thorna Sr. to the Sign Review Board for a three-year term be hereby approved.

Ayes: 6 Nays: 0

MOTION CARRIED

DISCUSSION: Councilor Earl asked if there were any requirements for the appointment. The Mayor stated that she looks for volunteers that have some sort of experience and background, noting that Mr. Thorna was a retired Lieutenant in the Fire Department and had been on the Sign Board for years.

REINTRODUCE LOCAL LAW NO. 8 TO AMEND CHAPTER 147 OF THE CODE OF THE CITY OF ONEIDA TO FURTHER REGULATE SOLID WASTE AND SCHEDULE A PUBLIC HEARING FOR SEPTEMBER 7, 2021

RESOLUTION 21-136

Moved by Councilor Coulthart Seconded by Councilor Kinville WHEREAS, previously on July 6, 2021 a proposed Local Law titled "A Local Law to Amend Chapter 147 of the Code of the City of Oneida to Further Regulate Solid Waste" was introduced and considered for enactment pursuant to the provisions of the Municipal Home Rule Law; and

WHEREAS, on July 6, 2021, the Town Board pursuant to Volume 6 N.Y.C.R.R., Section 617 of the Regulations relating to Article 8 of the New York State Environmental Conservation Law (SEQRA) declared that adoption of said Local Law was an Unlisted Action, that the Town Board would act as lead agency for purposes of SEQRA and made a determination that the aforementioned law would not result in any adverse environmental impacts and therefore issued a Negative Declaration; and

WHEREAS, a public hearing on the aforementioned Local Law was noticed for July 20, 2021 and publication of the Notice of Public hearing as accomplished as per law; and

WHEREAS, a public hearing was conducted on July 20, 2021 and upon completion was continued/closed; and

WHEREAS, as a result of the public hearing held on July 20, 2021, the Common Council determined to revise and amend the proposed Local Law, which revisions would set the time for all residential garbage to be placed curbside as being not before 4:00 p.m. of the day prior to scheduled collection; and

WHEREAS, the Common Council believes that such revised and amended Local Law should be considered for further public comment; and

WHEREAS, the full text of said Local Law, as revised and amended, is on file at the City Clerk's Office at the Oneida City Hall located at 109 North Main Street, Oneida, New York and may be viewed by all interested persons during normal business hours.

NOW, THEREFORE, it is

RESOLVED AND DETERMINED, that the Common Council of the City of Oneida reaffirms its Negative Declaration made on July 6, 2021 for purposes of SEQRA with respect to the enactment of proposed; and be it further

RESOLVED AND DETERMINED, that the Common Council shall conduct a new public hearing as to the enactment of the proposed Local Law at the Oneida City Hall located at 109 North Main Street, Oneida, New York on September 7, 2021, at 6:30 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard; and it is further

RESOLVED, that notice of said public hearing shall be provided at least five (5) days prior to the date of said public hearing in a newspaper of general circulation within the City of Oneida.

Ayes: 6 Nays: 0

MOTION CARRIED

CITY OF ONEIDA

PROPOSED LOCAL LAW

A LOCAL LAW TO AMEND CHAPTER 147 OF THE CODE OF THE CITY OF ONEIDA TO FURTHER REGULATE SOLID WASTE

Be it enacted by the Common Council of the City of Oneida, that this local law amends Chapters 147 of the Code of the City of Oneida, as follows:

SECTION 1. AUTHORITY.

This local law is enacted pursuant to the New York State Constitution and New York Municipal Home Rule Law §10.

SECTION 2.

So that Section 147-3(A) of the City of Oneida Code is hereby amended to read, in its entirety, as follows:

"A. Collection containers, as approved by the Department of Code Enforcement, shall be made of adequate material, shall be of substantial construction, shall have handles and shall have attached tight-fitting covers tethered to the can. They shall be watertight and shall be fly- and rodent-tight. No can, bag or other receptacle filled with or holding garbage, rubbish or other material shall at any time, within the established inside district, be placed or kept on ground level of any premises at any point nearer the street line fronting such premises than the rear line of the main building, except on the designated curbside collection day provided for herein."

SECTION 3.

So that Section 147-4(A) of the City of Oneida Code is hereby amended to read, in its entirety, as follows:

"A. Generally. All residential garbage shall be placed curbside, except for those residents covered in §147-4C (1) below, not before 4:00 p.m. of the day prior to scheduled collection. By 9:00 p.m. of collection day, all garbage cans or containers and any waste materials not collected must be removed from the curbside."

SECTION 4.

So that a new term "junk" shall be added to Section 147-1 of the City of Oneida Code, titled "Definitions," which definition shall read as follows:

"JUNK - Any article in any form composed of or consisting of any of the following enumerated secondhand, discarded, abandoned or cast off metals or materials, namely: iron, brass, bronze, copper, tin, zinc, lead or any other metals or compounds thereof; broken glass, rags, clothing, rubber, plastics and synthetic substances and fabrics; bottles, papers, feathers or any other waste material or any compound or by-product of the foregoing enumerated materials; refrigerators, washing machines, televisions, computer monitors, mattresses, sofas, furniture, doors, and any building material. The term "junk" shall also include wrecked, abandoned or dismantled motor vehicles or parts thereof."

SECTION 5.

So that a new Section 147-10, titled "Junk Storage," shall be added to Chapter 147 of the City of Oneida Code, which shall read, in its entirety, as follows:

"§147-10 Junk Storage.

- A. The deposit, accumulation, or storage of junk, regardless of quantity, is hereby prohibited within sight of persons traveling the public highways or within sight of neighboring property.
- B. It shall be unlawful for any person to use a bus, uninhabited mobile home, truck, truck trailer, horse trailer, semitrailer, tank truck, or similar vehicles or units for the storage or junk on any premises. Exceptions shall be made for the temporary use of such vehicles or units for construction purposes for periods of less than 90 days, or when actively used in connection with active farming or agricultural operations."

SECTION 6. EFFECTIVE DATE.

This Local Law shall be effective upon filing with the office of the Secretary of State.

DISCUSSION: Councilor Coulthart questioned Director Burnett about the "Vendor/Junk" situation and whether or not anything had been put in writing pertaining to this. Director Burnett stated that he would like to keep things as they currently are, which allows Codes some leeway to address this based on circumstances. He stated that currently, his department tries to get compliance without issuing tickets.

Councilor Earl suggested that there be language with samples regarding collection containers. The Mayor asked the members of the Council if they felt wording needed to be added or to leave the law as is. It was agreed to leave the law as is without adding a change.

WAIVE FIRE ALARM LATE FEE-CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS

RESOLUTION 21-137

Moved by Councilor Simchik Seconded by Councilor Earl

WHEREAS, on or about July 17, 2020 a letter was sent to Church of Jesus Christ of Latter Day Saints for renewal of the 2020 Fire Alarm Permit for \$20.00, and

WHEREAS, Church of Jesus Christ of Latter Day Saints failed to pay the Fire Alarm Permit fee by the due date of September 9, 2020, and

WHEREAS, a late fee of \$200 was imposed per Chapter 61, Paragraph 5-5 of the Code of the City of Oneida and by Resolution 12-319 for failure to comply within 60 days, and

WHEREAS, the 2021 invoice is due by September 9, 2021 for \$240, which includes the fee for 2020, 2021 and the late fee for a total of \$240, now therefore be it

RESOLVED, that the Common Council hereby grants a waiver of the late fee imposed on the Church of Jesus Christ of Latter Day Saints at their request, by email dated August 5, 2021 due to COVID.

Ayes: 4

Nays: 1 (Coulthart) Abstain: 1 (Earl) MOTION CARRIED

Discussion: Based on earlier discussion pertaining to Codes and fees, Councilor Earl requested that this be tabled. Councilor Coulthart questioned Chief Fields about the background of this. Chief Fields advised that this was the only request he had received this year, and that he recommends that the fee be waived due to Covid hardship, as was the case last year in waiving fees for late water bills, taxes etc.

Chief Fields advised that the alarm fee last year was for \$20, and because it was not paid on time, the late fee of \$200 was imposed on this year's bill, along with the new bill of \$20 for 2021. This brought the total to \$240. He stated that the Church is only asking that the late fee be waived and not the actual alarm fees. The Council agreed to waive the fee.

AGREEMENT- ONEIDA IMPROVEMENT COMMITTEE-FERAL CAT CONTROL SERVICES

RESOLUTION 21-138

Moved by Councilor Kinville Seconded by Councilor DuBois

RESOLVED, to authorize the Mayor to sign an agreement as revised with the Oneida Improvement Committee to provide the City of Oneida with feral cat control services for the remainder of the calendar year 2021.

Ayes: 6 Nays: 0

MOTION CARRIED

DISCUSSION: The Mayor advised that she had spoken with Michelle Farwell who was present at the meeting regarding the Agreement being presented. Michelle advised that the Committee had concerns regarding the wording of two items:

- 1. Remove "caregivers" from Item No. 1, bullet point 4 and state "place of origin" only; and
- 2. Remove "quarterly" from Section No. 3 and state "upon submission of a voucher to the City Clerk"

City Attorney Bell advised that she could make both of these changes if the Council approves this. She stated that the word caregivers was intended to address people in the community who acknowledge caring for the feral cats and to return them to those areas, noting that it was not intended to identify the caregiver as the owner. She also advised that the word "quarterly" was added to be consistent with what

was done in the past with Operation Wildcats. The Mayor advised that this was a small group, with not a lot of money, and by doing a small number of cats at a time, it would be difficult to get paid on a quarterly basis. The Mayor advised that this Agreement was only to cover until the end of the year and that it could be further discussed at Budget talks for next year.

Councilor Coulthart stated that he would vote for this as a one-time only for \$1,000 with the understanding that the group would find other resources and funding to support this rather than coming back to Council each year for funding. He applauded the work that the group was doing, but only had concerns about how to sustain this going forward.

Michelle Farwell spoke in response to Councilor Coulthart's concerns. She stated that historically over the last several years, there has been money awarded to various agencies or businesses to take care of feral cats. She stated that they were coming to Council to build the agreement and show full commitment to this.

Ms. Farwell stated that although she could not speak on behalf of the Committee, in her opinion, if the City had been supporting this for the last 4-5 years, each year, she would hope to rely on the continued support for an organization that is taking care of the problem. She advised that they were looking at fund raising and grants to find funding elsewhere. She provided information on present colonies that have been identified and said that the group plans to Trap, Neuter and Return (TNR) so that they no longer breed. It was noted that this was not a short-term solution, but would take approximately 3-5 years to see a strong reduction in the population. Ms. Farwell suggested that members of the Council attend meetings and ask questions to educate themselves, as well as participate in any fundraising activities they do.

The Mayor requested that the Committee provide her with a quarterly report that she could present to Council. Ms. Farwell advised that they plan to move forward in October-November with their first beta test site neighborhood and that she would be happy to provide the report after data from this is attained.

The Council agreed to have the City Attorney revise the Agreement to include the requested changes.

ENGAGEMENT LETTER-BONADIO & CO., LLP

RESOLUTION 21-139

Moved by Councilor Kinville Seconded by Councilor Simchik

RESOLVED, to authorize the Mayor to sign an engagement letter with Bonadio & Co., LLP, 432 North Franklin St., Syracuse, NY 13204 for American Rescue Plan consulting services.

Ayes: 6 Nays: 0

MOTION CARRIED

DISCUSSION: Councilor Coulthart asked Comptroller Wells to elaborate on this Resolution. Comptroller

Wells stated that she was looking for assistance from Bonadio pertaining to the American Rescue Plan funding from the Federal Government, such as what the money can be used for, assisting with compliance, etc. The Mayor stated that this needs to be exactly right or the Government could request the money back. In response to a question regarding cost from Councilor Coulthart, Comptroller Wells advised that the City was being charged \$350 per hour, not to exceed \$5,000. She did not feel the cost would come close to that figure and that the role of Bonadio was to review the calculation and assist with compliance. Councilor Laureti stated that the grant should cover this expense, and Comptroller Wells concurred.

City Attorney Bell advised that the Treasury guidelines with regard to this funding were not entirely clear and that this group has reached out to municipalities across the Central New York area with this service, as so many are trying to figure this out-citing examples of items covered, such as sewer construction, water and broadband. She stated that there could be potential ramifications when you look at what the investments can be, if guidelines are not met. The Comptroller advised that as Bonadio is our auditors, they are familiar with our books and know what the City is looking for.

Councilor Coulthart questioned Supervisor Roberts as to what the County was doing, and Supervisor Roberts advised that the County was using Bonadio as well. Councilor Earl asked if they could be used for other things, such as the DRI, and Comptroller Wells advised that she could look into that.

The Mayor stated that she would like to stay with Bonadio, because even though the guidelines are showing sewer, water and broadband, every municipality has a loss, including the City, despite getting more sales tax revenue. She stated that the funding does not all have to go to sewer, water and broadband, but that it is based on the actual loss and cited an example from another Town Supervisor that received funding that was used for other things.

BUDGET TRANSFERS/AMENDMENTS

RESOLUTION 21-140

Moved by Councilor Simchik Seconded by Councilor DuBois

2021 Budget Adjustments

RESOLVED, to approve the following 2021 Budget Amendment/Transfers

To

From

\$ 1,200.00

001.8664.0200.0000

001.0001.0912.0000

Codes Equipment

General Fund Balance

To allocate funds to cover costs to winterize city owned properties

Ayes: 6 Nays: 0

MOTION CARRIED

NEW BUSINESS

Councilor Coulthart thanked the Public Works Department for the number of streets being re-done and
stated that he was glad to see that the "worst got done first" regardless of where the money came from-
in order of worst to best. All agreed.

Motion to adjourn by Councilor Kinville

The regular meeting is hereby adjourned at 7:47 p.m.

CITY OF ONEIDA

Sandra LaPera, City Clerk