MINUTES OF THE REGULAR MEETING OF THE
HAILEY CITY COUNCIL
HELD MONDAY, APRIL 14, 2008
IN THE HAILEY TOWN CENTER MEETING ROOM

The regular meeting of the Hailey City Council was called to order at 5:30 p.m. by Mayor Rick Davis. Present were Council members Martha Burke, Carol Brown and Fritz Haemmerle. Don Keirn was absent. Staff present included City Attorney Ned Williamson, City Administrator Heather Dawson, and City Clerk Mary Cone.

Meeting called to order at 5:30pm

CONSENT AGENDA
CA 124 Motion to ratify signature of Mayor Davis on letter to ITD in support of Transportation Enhancement Program
CA 125 Motion to approve amendment for Blaine County Recreation District special event Rock N Ride at Lions Park 6/29/08. Changing date from 6/29/08 to Saturday 06/28/08 and name change to Rock N’ Ride Music Festival
CA 126 Motion to approve Farmers and Artists Market special event on Thursdays from 6/12/08 -10/02/08 at property between Bank of America and Sturtevants
CA 127 Motion to approve special event Cinco de Mayo Fiesta on KB’s patio – Bullion Square Tues. May 5, 2008
CA 128 Motion to approve Consent (previously approved event- March 24th) to sublease Rodeo Grounds to CSI on May 10th - previous event date was April 26th
CA 129 Motion to approve Consent that Sawtooth Rangers sublease Rodeo Grounds to Back Pen Productions for a Bull Riding Event to May 30th and May 31st
CA 130 Motion to approve minutes of March 24, 2008 City Council Meeting, and to suspend reading of them
CA 131 Motion to approve obsolete computer equipment as surplus property (wastewater/water/library) and send to PC Recyclers
CA 132 Motion to approve Claims for payment of checks issued in March 2008
CA 133 Motion to approve Treasurer’s Report for month of March 2008

CA 127 and CA 130 were pulled. Burke moved to approve the consent agenda minus those two items. Haemmerle seconded; Motion carried unanimously.

CA 127 Tom Hellen, Public Works Director and Jeff Gunter, Chief of Police pulled CA 127 due to their concerns regarding parking and a traffic control plan. Brian Kriesien, owner of KB’s explained that there will be volunteers at the 3 driveways directing people to park their vehicles in the park n’ ride or in the city lot behind North & Company. Kreisen said that he will address the parking plan in all flyers and newsletters that will be printed for advertising. Brown is comfortable with moving forward with the contingent parking plan. Burke moved to approve consent agenda item 127 with condition of traffic plan. Brown seconded; Motion carried unanimously. It was pointed out that Cinco de Mayo is on Monday May 5th.
CA 130       Rick Davis, Mayor pulled CA 130 for the following corrections: pg. 29 2nd paragraph – The City uses Indian Creek as primary source. Pg. 30 under old business – moved to proceed with the 3rd reading of ordinance 1003 by title only and “authorized mayor to sign” should be added. Pg. 31 - Davis asked Tom Hellen what it would cost for the infrastructure to use our surface water rights to water the parks. That needs to be clarified. Under staff reports, Mayor Davis will be proclaiming July as Arts in Hailey month. **Burke moved to approve CA 130 with changes. Haemmerle seconded; Motion carried unanimously.**

**MAYOR'S REMARKS- None**

**NEW BUSINESS MOVED TO THIS SECTION**
Acceptance of deed from Blaine County Senior Center for south ½ of vacated Cedar Street and City Council consent that Hailey be the applicant for a rezone and preliminary plat application.
Ed Simon, Board Member of Senior Connection presented. In 1980 the Senior Center entered into a lease agreement with the City of Hailey for Lots 11 & 12 of block 126. The have been operating from that location ever since. The entire bldg. sits on 2 lots. They are currently operating without a conditional use permit. They could apply or ask for a rezone. That is what they are asking council to consider. The 3rd phase will expand the business approx. 3000 sq feet. The rezone will increase the density and utilize the existing parking. If they obtain rezone from the city they are willing to quick claim that portion of the property to the city of Hailey and add it to the lease from 1990. If it is rezoned this will increase their allowable density which will not be allowed under the current zoning. It will allow them to utilize their existing parking for their project. It makes sense for the city and the senior center. The Senior Center benefits the elderly by assisting them and keeping them involved. It benefits the community by renting space out for community events. Ned Williamson, City Attorney pointed out that this is merely a request to proceed with a rezone and with a preliminary plat. If council approves we will proceed down the formal path. We are not making any decisions tonight on rezone or preliminary plat. The staff report talks about acceptance of a deed. Williamson pointed out that that will need to be discussed later. There is no deed in front of council now. There was a discussion about the how close the neighbors are to this location. Burke would like to proceed. Council was comfortable with going forward with the request. Williamson said that after the hearing examiner hears this it will start to move forward.

**PROCLAMATIONS & PRESENTATIONS**
Presentation on Community Housing projects by ARCH
Rebekah Helzel was present to bring the council up to date on projects they are working on in the City of Hailey. Passed out handout - ARCH is currently under contract to buy 2 condos in Hailey and plans to market them at an affordable level. ARCH has signed a memorandum of understanding with the county to build 2 single family homes at 411 Walnut St, in Hailey. They will be filing a vacation application with the City of Hailey.
and would like council’s feedback on the potential to expand either closer to bike path or the North side the lot. Ned Williamson, City Attorney asked that council not comment at this time since nothing has been filed. Helzel said they are working on four duplexes with the school district. There are six units designated for school employees, two are designated for City of Hailey employees. The financing could take 9 mos. to one year to complete. This will be a 2009 project. Helzel asked council to consider changing the ordinance on affordable housing. Brown asked about the down payment program. Helzel explained that IFHA program which is an investment that goes into the home itself rather than to the homeowner. It will be a shared equity.

Mayor Davis asked Tom Hellen, City Engineer to explain the Master Plan for the water system. Hellen said that the computer model is completed. In the past all we had was the pumping reading from the wells. Last year we had trouble filling the new tank. The study has been done again with meter information. It has been determined that we need a larger supply of water to meet our demands in the summer months. We hope the demand continues to decrease. Water rates were changed last year to help with supply and demand. However, last year at maximum days it is not sufficient.

Haemmerle asked about the ongoing pressure problem we have in Hailey and how far we had to reduce demand to correct this problem. On maximum usage days we are short over 2000 gallons per minute – contributing to low water pressure. Haemmerle asked if the pressure problem was supposed to be taken care of with the new tank. Hellen explained that on a normal day the pressure isn’t a problem, however, on a high demand day it is. Haemmerle would like the pressure problem solved.

**APPOINTMENTS & AWARDS**

Arts Commission Appointments – 2 members Jim Spinelli & Joe Castle

Davis would like to nominate Jim Spinelli & Joe Castle to the Arts Commission. **Brown moved to approve appointment to the arts commission. Burke seconded; Motion carried unanimously.**

**PUBLIC HEARINGS**

An application by Sweetwater, LLC for final plat approval of Sweetwater PUD Townhouses, I, Block 4, Sublots 25-35 and 58-71, located at Countryside and Woodside Boulevards within the Limited Business (LB) zoning district.

Davis recused himself. Burke ran this portion of meeting.

Beth Robrahn, Planning Director presented. She explained that the preliminary plat was approved by the hearing examiner on April 20, 2007. Robrahn went over the changes that were not in the council packet. Ned Williamson, City Attorney pointed out that this application is not subject to the Development Impact Fees. There was a discussion regarding the 5’ easement and how it would be centered on the lot line. Dave Patry with Benchmark Associates explained that this is a curved walkway. It would have to be centered. Patry said they could add a center line on the easement. Burke asked if council needs more clarification. Williamson said as long as Benchmark can show center line we should have all the information. Dave Patry asked Jim Laski, Attorney for comments. Laski thinks Williamson and Robrahn covered everything. Burke opened the meeting up
An application by Blaine County School District for final plat approval of Woodyard Place Subdivision, creating 3 lots located at Woodside Blvd. and Winterhaven Dr. within General Residential (GR) zoning district.

The Architecture Academy from Wood River High School presented. Roger Moran, Trent Seamons, Nick Turco and their instructor Kevin Lupton are requesting plat approval. The sewer services will be center on lot 1 – 3. All road cuts will meet city standards. The east side of the Lot has 6’ wide sidewalk. Water services will be provided to lots 1 & 2 with a meter. There are 3 proposed lots. They have to include park dedication so they are proposing to include lot 2 to be the recreational area. 6, 220 sq. feet is the park requirement. Lot 2 has the ability to house that with 2 affordable housing units. Snow removal has been accounted for. They are proposing to build on lot 1 and complete the project before starting the other 2 structures. All 3 lots meet the sq. footage requirement. They are in agreement with all conditions in the staff report. Staff had nothing to add. Brown asked for clarification that all of lot 2 will be dedicated to the city. Davis opened the meeting up for public comments. No comments. Brown felt it was a very wise move to move the park and gave kudos. Brown was fine with suggested changes. Brown moved to approved with conditions a – i. Burke seconded; Motion carried unanimously.

The students have been working on this project for four months and will be filing for a building permit in the next couple of weeks.

A City initiated text amendment to Article VII supplementary Location and Bulk Regulations of Hailey Zoning Ordinance No. 532. The amendments would clarify setback requirements for accessory structures.

Robrahn presented as a housekeeping amendment by request of the Building Official to help clarify setbacks. Fritz asked how text amendments came about. The Building Official asked for the change because the International Building Code did not comply with our ordinance. We needed to clarify the language. This is a 3 foot setback. No comments from public. Burke moved to have first reading of ord. 1006 and read by title only. Haemmerle seconded; Motion carried unanimously. Davis read the 1st reading.
Water Conservation Amendment to Municipal Code Title 13 to change water conservation restrictions – adopting odd/even irrigation schedules.

Tom Hellen, City Engineer explained that 2 years ago we removed odd/even watering in hopes people would water every 3 days. This did not happen. He is proposing no watering from 10am to 7pm. There is an on call water person who will be monitoring this between those hours. Hellen pointed out that the Mayor can also declare an emergency non irrigation clause if need be. Geoffrey Moore, resident at 1250 Woodside spoke and pointed out that his sprinkler system clock does not understand the odd/even sprinkling times. He asked for an alternative way to address this? Jerry Bosal of Northstar Dr. would like clarification of the enforcement. Hellen explained that for the first offense they would put a notification on door. The second time the residents would be sent a certified letter. The third time the water would be shut off with a $75.00 fee in order to have the water turned back on. Technically there is a $300.00 fine for wasting water. Haemmerle suggested moving the restricted watering times from 7 am to 6pm. Haemmerle pointed out that all these changes have not helped the water pressure issue and the city needs to study why nothing has worked for 20 years. He is willing to vote for this but he has very little faith that this will solve any problem. Haemmerle asked if we need better water sources or are the lines leaking? What is the problem? Davis said that he thinks we will need another water source or two. Brown is in support and pointed out that she is happy about the enforcement. **Brown moved to approve 1st reading of ordinance 1007 and to read by title only.** Burke seconded with the amendment to change to 6pm and to go back to odd/even watering days. Burke seconded; Motion carried unanimously. Mayor Davis read by title only.

5 minute recess

An application by Life Church for annexation of Tax Lots 7734, 6879 and 6880, approximately 10.68 acres, located at the northwest corner of the intersection of McKercher Boulevard and Main Street. The applicant is requesting Transitional (TN) and Recreational Green Belt (RGB) Zoning. The Planning and Zoning Commission recommended denial of the application

Mayor Davis advised that he has had Ex parte communication with the applicant but has not discussed the application itself. Janine Bear, member of the Life Church presented. Bear explained that the Life Church owns 10.68 acres by Albertson’s. They are currently located on Main Street in Hailey and have been for 10 plus years and this has been a 10 year process. The Life Church has tried to build in the county and was denied because they did not want them to have a well. They then asked the City of Hailey to extend sewer services so they could build. The extension was denied by the City. Bear explained that their objective is to build a church. Life Church showed a new map that P&Z has not seen yet. John Gaeddert, on behalf of Life Church is requesting annexation and requesting RGB zoning. The property to the North and West are in the County. Albertson’s is SE and Marketron is East. The Forest Service buildings have been offered to Life Church. There is confusion on the zoning and what could be built there. The church would just like to build a church and would be more than pleased to use the Forest Service Buildings. Gaeddert pointed out that Hailey Ice and the Church can work together. They are looking for compatible uses. They presented a partial annexation to
P&Z. Gaeddert talked about improving the entry way feature into the city. They heard loud and clear from the neighbors that they have to be sensitive to the residents in the county. The site master plan includes the church, ice rink and TN office buildings. They are happy to work with council on timing. On the comp plan there is one area of concern and that is growth management. Rate of growth can be worked out. They have 10.68 acres and are willing to work with whatever amount council is comfortable with annexing. Ed Lawson advised that he was part of that annexation to help facilitate the intersection and the traffic signal. The church made the offer to the city without any consideration because they thought it was in the public’s best interest to do so. The North ½ of Roberta has already been annexed. Improvements are already in the city right of way. There are no road requirements to annex into the City. Quality – prohibits the use of septic systems. The North Ridge well is less than a thousand feet. With the county denying septic and the city refusing to extend services Lawson says it leaves the Church where they are now. The Big Wood River sits fairly low on property. The Land Trust is requesting that the Life Church work with the city to have access to the BLM land. Ed Lawson said that he thinks Bear and Gaeddert have covered everything very well. One of the logical things to do is square off the jagged edge of the city. In closing, this is a logical peace of property for the city to annex. It allows the city to have control over how it is developed. The Life Church hopes council will give this favorable consideration. Bear pointed out that although they are not in the city the pastor has allowed the city to store snow there. When they offered the parcel of property that was already annexed for the light, the intent was never to turn off the highway onto the property. They also offered a 30’ landscape buffer and that has not changed. They are also offering a sign that the city could design and they would build.

Beth Robrah explained that the Master Plan was not presented to the Planning and Zoning Commission. However, the proposed use has not changed. P&Z’s concern was the use of office or business related uses creeping into that part of town. Robrah is recommending to council to continue to listen to public comments as to the uses at the North end of Hailey. P&Z’s Issues of concern are outlined in the council packet. The map in the packet lists at least 5 different land uses. Brown asked for proposed uses of the forest buildings. Bear said one would be used for a youth building and offices for the church. Brown asked the Life Church representatives to tell what elements of the plan they are willing to do without. Bear said that they are not willing to move the church from the current place. They do not want to move the church any closer to the highway. They are currently showing parking but it can be moved if the City decides to do anything else. John Gaeddert explained that the zones keep narrowing down the use. The church is willing to discuss all uses and timing of uses. Haemmerle asked where is Hailey Ice going on this property? Bear clarified where they thought it should go with the least amount of impact to the neighbors. Robrah clarified the TN zone for council. Brown questioned staff on annexation applicant’s requirments to conduct a fiscal impact study. Dawson said the Life Church had initiated starting a fiscal impact study utilizing Management Partners. Such a study would not be begun until after a Hailey Planning and Zoning Commission zoning designation had occurred. Dawson suggested that the Management Partners study may no longer be a good base study, as it is partially based on a development impact fee study model. She preferred to utilize the more recent
Tischler Study, which is fully based on a development impact fee model, and reverse the approach: the Tischler study analyzes all development based impacts, and utilization of the same data could be applied to analyze all non-development based impacts, which would then become the annexation fee criteria. If, in Hailey’s $30 million capital improvement plan, $5 million in improvements can be constructed with development impact fees, the remaining $25 million in improvements should be assessed against the annexation. A simple approach would be to analyze the percentage of growth created by the annexation, and apply that percentage against the non-development impact fee portion of the capital improvement plan, and then add an ongoing operating component. Ned Williamson, City Attorney did not think we should be using the same criteria from any development impact fee study. Davis opened the meeting for public hearing.

Christine Cole – 202 Empty Saddle Trail is opposed to the annexation. She was unclear of the uses. She would like to voice concern over Mayor Davis sitting in on any meetings regarding the Life Church. She has heard Davis on the radio supporting the Life Church. Kole thinks council should send this back to P&Z for consideration. Ice Rink should be in the center of Hailey. This will affect the residential county neighborhood. Would Hailey require a Bond? Where is the center core of Hailey? Please do not annex.

Becki Keefer – 1221 Green Valley Dr. When Albertson’s was built they provided an entry element to the City of Hailey. The City of Hailey’s entrance keeps moving further North.

Doug Fen – His property borders the churches lot to the North and Mother -in-law is to the West. He owns almost as much land on the border as they do. If zoning goes through it drastically affects all of them. We are changing the downtown core and it is affecting the residents drastically. He supports the building of the church however; he does not think they should change the zoning. The reason for the confusion is nobody is sure what else will happen besides the church. This situation places a burden on the neighboring community around them. He urges council to deny. He would like Hailey Ice to find a home. However, the ice rink will cause a generator noise and lights until approximately 10 pm.

Marcia Scanlon 110 N. Angela Dr. – This owner concurs with two previous presenters. He has been a homeowner for 10 years and is right next door. Without annexation fees she thinks they should remain in the county. She would like that land to stay in the county. Hailey Ice does not fit on her lawn. She is not comfortable with hockey players.

Susie Sanders 114 Empty Saddle Trail – Concurs with the three previous presenters. She would have to sell. She supports the church, but does not want her privacy invaded.

Gerry Bosal 780 Northstar Rd. – Talked about the map and all the green. He feels the green area would add to the water issue.

Paul Webster said that the land should stay in the county. Run sewer 100 yards. He thinks everyone would be happy. It will increase the value of the land.
Peter Lobb – 403 E. Carbonate – The reason they would not let them build in the county is because it was a 40,000 sq. foot building. Things have changed. There is a new design. We already have a water problem. He thinks it is irresponsible to bring things into the city that will affect our water.

Becky Mead – 110 N. Main Bellevue. She is a member of the church. She thinks a lot of assumptions are being made. People think they know what is going to happen. Just because it is showing green (on the plans) does not mean it will be grass. The Ice Rink is not a guarantee.

Patricia Weaver – 101 Mountain View Lane – Her property line boarders the Life Church. She does not have a problem with a church but thinks it should remain in the county. She has attended every meeting and has not seen anything that proves that the City cannot give water or sewer to the county. It needs to be investigated.

Matthew Wells – 202 Empty Saddle Trail – read a letter to affirm position of annexation. Wells then handed another letter written by Steve Ollila to the City Clerk. This letter was read by the City Clerk.

Ron Fairfax 102 Cochise Dr. – Representing Hailey Ice. He does not think they know enough to say they should annex. But if they do annex he thinks that being next to Albertsons, hotels and theaters would be a good place for Hailey Ice. If council thinks its good then they think it’s good.

Sandy Kelly – 106 North Angela – She concurs with all that has been mentioned. She is in support of Hailey Ice but does not think this is the place.

Troy Larson 189 Deercreek Road – He owns and operates Windy City Arts in the City. The Life Church sign is licensed and completely within specs for the county. In most cities this type of project would be welcome. In Hailey there is a vibe that we should push out things that are good for our kids such as the YMCA. He feels it is an important integral part of the city and it belongs.

Bear is submitting letters from the City denying extension of services. She also has a letter from Bob Erickson denying their application because of denial of sewer service. Life Church has put out a lot of money to comply with all requests. She clarified the concerns of public comments that were heard. Bear said that they own land in Bellevue that is free and clear. She recalls the neighbors were not happy about Marketron and Albertson’s but where the church would be located the neighbors would not even see the church. Ed Lawson on behalf of Life Church thanked Mayor and Council. He was struck by some of the comments. He thinks a lot of the issues can be addressed in an annexation agreement. He pointed out that this is the first step in eliminating a lot of these concerns. There are a number of approval processes that they would need to go through after annexation. Davis brought the conversation back to council for deliberation. Burke pointed out that this has nothing to do with a church. She cannot
support the annexation to Transitional. She would consider zoning this piece of property to General Residential. Burke does not think this is the right place for an Ice rink. Five years ago we did not want to allow extension of services and asked if anybody looked back into this. She talked about the Comp Plan. If annexation is appropriate GR is the only way to go. Burke does not think Hailey Ice belongs here. Haemmerle agrees with Burke. He would have to see an annexation agreement before he could comment on Ed Lawson’s comments. He would be willing to look at the annexation agreement before making a decision. He thinks it is a mistake to push commercial business that far out of the city. Brown does not want to see any commercial or business use there and she would like to protect the downtown area. Brown is fine with residential use. She does not think it is a good place for Hailey Ice. Brown was adamant about wanting to see snow storage stay there and is ok with the location of the church and would like to see the forest buildings used only for the church. Hailey Ice belongs inside Hailey. Brown questioned what the water use would be and how it would affect us. She would consider an annexation with the above conditions but is concerned about zoning. Burke feels this could be a very successful place for duplexes and housing for density. Snow storage is important. Haemmerle thinks we should have – low density as we move out of the City. This would have high density. He would be careful about that. Davis asked applicants if they knew what council is looking for. Ed Simon is asking for a work session with council before they put anything else forward. Robrahn feels she could put a proposal together to present. Bubble diagrams would be appreciated. Council would like to see Life Church have a church. Bubble overview will be given to council prior to meeting with applicants. **Brown moved to table this discussion. Burke seconded; Motion carried unanimously.**

**Municipal Code Amendment of Titles 15 and 13 to encourage Energy Star Construction by deferring fees to be paid at time of Certificate of Occupancy.**

Dawson explained that this ordinance concept had been previously brought before the council with deferral of several fees, including development impact fees. Staff has amended the ordinance to defer water and wastewater hookup fees instead of development impact fees. Williamson pointed out that he had amended the language shown in the packet within Section 13.04.140. You can defer the payment at the time of Certificate of Occupancy (CO) rather than time of application. We will have to start readings over again. Opened to public comment. No comments. **Burke moved to approve ordinance 1008 and to read by title only. Haemmerle seconded; Motion carried unanimously. Davis read ordinance by title only allowing delay in collecting fees.**

**OLD BUSINESS**

3rd Reading Ordinance 1004 – Municipal Code Amendments to Title 5, Business License Regulations

**Burke moved to read 3rd reading Ordinance 1004 – Municipal Code Amendments to Title 5 Business License Regulations by title only. Haemmerle seconded. Brown pointed out the circulation of petitions on the business license ordinance. No one is here is speak on this tonight. Motion carried unanimously. Davis read by title only.**

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CITY COUNCIL MINUTES  
April 14, 2008
Davis read by title only.

NEW BUSINESS

Discussion of ARCH Community Housing projects presentation
This was presented at the beginning of the meeting. What group of income do we want to target? Mayor Davis is suggesting a workshop when Cutters or Sweetwater is coming online. Ned Williamson, City Attorney pointed out that the City of Hailey is the signatory on the deed restriction. If we start building our own affordable housing we would need to involve ARCH. A needs assessment would be a useful tool. Robrahn will discuss with Mike Chatterton as to the plan and costs.

WORKSHOP

Staff analysis of lockbox for utility payments – decision to not recommend outsourcing to bank at this time. Heather Dawson, Administrator presented on behalf of Becky Stokes, Treasurer. An RFP was sent out to determine if the city would benefit from having a lockbox for the utility bill payments. It was determined that it is more cost effective to continue to process the payments in house.

Beth Robrahn, Planning Director advised that we are in the final comment period for EIS for highway 75. The comments period will end May 9. ITD and the Federal Highway responded by making a commitment to High Occupancy Vehicles in the future. The memo summarizes the requirement. Responses from the Federal Highway are attached. Federal Highway refuses to sign off on HOV lane. This is a state highway. Mayor Davis talked about a memo that he sent out awhile back regarding car dealerships on highway setbacks. Brown pointed out that that is why The Wood River Inn and Albertson’s sit on the lots where they do, (butt up to the sidewalk). P&Z did not want the large parking lots out front like in Twin Falls. Brown and Burke do not want to see an overlay. Haemmerle does not like to see top down zoning. He wants people to go thru the process from the bottom up.

Davis met with Bill Abide today, the Arts Commission, Jim Spinelli and Rob Cronin. Members of arts community would like to create more activities in Hailey to draw more groups in. Burke asked what we formed the arts commission for. Brown explained that we gave them a broad mission statement and told them to figure out what they thought they should be. They seem to be focusing on 4th of July and entertainment.

EXECUTIVE SESSION

RE: Personnel (IC 67-2345 a/b/d) Pending Litigation (IC 67-2345 f/j) and/or Real Property Acquisition (IC 67-2345.c)

Matters from Executive Session or Workshop

CITY COUNCIL MINUTES
April 14, 2008
Burke moved to go into executive session at 9pm for Pending Litigation (IC 67-2345 f/j) Haemmerle seconded. Brown recused. Motion carried unanimously. The council came out of executive session following a motion and roll call vote, with no motions or discussion thereafter.

There being no further business, the meeting was adjourned at 9:05pm

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Rick Davis, Mayor

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Mary Cone, City Clerk