

March 12, 2012
Seven o'clock P.M.
North Little Rock City Hall Council Chambers
300 Main Street
North Little Rock, Arkansas

The regular meeting of the North Little Rock City Council meeting scheduled for Monday, March 12, 2012, was called to order at 7:00 p.m. by the honorable Mayor PATRICK HENRY HAYS. The roll having been called and the following Aldermen answered to their names: BETH WHITE, LINDA ROBINSON, STEVE BAXTER, BRUCE FOUTCH, and CHARLIE HIGHT (5/0), a quorum was declared. Aldermen DEBI ROSS, MAURICE TAYLOR AND MURRY WITCHER were out of state attending a National League of Cities Conference. City Clerk Diane Whitbey and City Attorney C. Jason Carter were also present.

The invocation was given by Alderman Hight, followed by the pledge of allegiance to the flag which was led by City Clerk Whitbey.

On the motion of Alderman Hight and seconded by Alderman Foutch, and by consent of all members present, the minutes of a regular council meeting held on Monday, February 27, 2012, were approved, accepted and filed as prepared by the City Clerk (5/0).

On the motion of Alderwoman Robinson and seconded by Alderman Hight, and by consent of all members present, communications #1, 2, 3, 4, and 5 were not read, accepted and filed (5/0).

1. Glinda Craigmyle, Mayor's Office memorandum re: *Retail Beer off Premises – Replacement from Kyong Son* for Superstop 66, 5421 MacArthur Drive by Joseph M. Park.
2. Glinda Craigmyle, Mayor's Office memorandum re: *Restaurant Mixed Drink - NEW* for Acadia Discotec, 2657 Pike Avenue, by Irene G. Almillá.
3. Bob Sisson, Finance Director memorandum to City Council Members, City Clerk Whitbey and City Treasurer Mary Ruth Morgan re: 12-31-10 Audit of the City of North Little Rock.
4. Graham W. Rich, P.E., BCEE, Chief Executive Officer Central Arkansas Water, letter to Mayor Hays re: March 12 – 16, 2012, EPA WaterSense Fix-A-Leak Week. Program will target 50 low income and/or elderly customers in Little Rock and North Little Rock.
5. Glinda Craigmyle, Mayor's Office memorandum re: *Private Club – Transfer of Location from 9700 Rodney Parham Road, Suite K (Little Rock) to 7608 North Ashley Road*, by Ricky J. Edge, (*note: location is outside North Little Rock city limits*).
Alderman Hight asked Mr. Robert Voyles, Planning Director if this location was within the city's zoning jurisdiction. Mr. Voyles advised it is not.

On the motion of Alderman Hight and seconded by Alderman Baxter, and by consent of all members present, communication #6 was read by title only, accepted and filed (5/0).

6. Alderwoman Ross email to Mayor Hays re: Aldermen Taylor, Witcher and Ross out of town, March 12, 2012, and requesting that O-12-17 be held until March 26, 2012, to allow for full council participation, unless both parties are in agreement.

On the motion of Alderman Baxter and seconded by Alderman Foutch, and by consent of all members present, communication #7 was read by title only, accepted and filed (5/0).

7. Jacque Alexander, email re: O-12-14 specifically pertaining to horses and excessive amounts of manure on trails in Burns Park.

Mayor Hays spoke regarding O-12-17. He received information from Mr. Larry McGrew advising progress had been made regarding the hillside cut. Both the church and the community have had discussions. Without objection the legislation was called.

O-12-17

AN ORDINANCE APPROVING A HILLSIDE CUT FOR DEVELOPMENT OF A PARKING LOT ON PROPERTY LOCATED ON CALVARY ROAD IN THE CITY OF NORTH LITTLE ROCK, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read one time February 27, 2012, was read a second time this date. On the motion of Alderman Hight and seconded by Alderwoman Robinson, and by consent of all members present, with the exception of Alderwoman White, who voted no, and Mayor Hays having voted yes, the ordinance was amended as follows: *attached Exhibit A (2 pages) and Exhibit B (conditions of approval) (5/1)*. Mr. Mike Gerfen said over 850 residents have signed petitions opposing the hillside cut. The parking needs of the church only exist three or four times a year. The church intends to purchase 16 acres, but does not plan to utilize the entire acreage and the residents question this. He supports the churches development of their property, but asked that they do it in a way that does not affect the (residential) property in the area. Mr. Chris Parker is an attorney and represents the seller of the property in question. He distributed copies of the hillside ordinance to council members. He also provided illustrations and referred to dimensions, etc. Ms. Laura Mitchell, said Mr. Parker doesn't live in the area and is not an engineer. Changing the law of the city requires a hardship which can't be proven if the church doesn't own the property. The residents of Park Hill are concerned about their homes. She referenced the hillside behind North Park Mall. She asked the council to take their time. Ms. Nedra Wood was born on Skyline Drive. Cutting down trees and replacing them with asphalt doesn't make sense. Building a parking lot that is used four times a year doesn't make sense. Mr. Mike Rose said the council should compare the ordinances (regarding hillside cuts). Cutting down the trees will affect home values. Alderman Baxter asked how wide the parking space will be and noted there are 44 islands proposed in the parking lot. If removed, there would be room for additional parking spaces. The illustration includes 67 spots with islands. Alderman Foutch asked about the planned use of Lot 2 of the Calvary Addition. Alderman Hight asked if the church requested more than the law allowed. Mr. Carter said the church is following the site plan review process. The Planning Commission does not have the authority to approve hillside cuts. Had the grade of the hillside cut been less than the 1 to 4 ratio, council approval would not have been needed.

There being no one else wishing to be heard, Mayor Hays recessed the council meeting at 7:43 p.m. The meeting was reconvened at 7:47 p.m.

Mayor Hays asked Mr. Bob Rhoads, Parks and Recreation Director to come forward. Mr. Carter and Mr. Rhoads have worked on revising the Municipal Code Chapter pertaining to Parks and Recreation. Mr. Carter provided an Executive Summary which he reviewed. Mr. Rhoads said there are some changes with regard to policies and rules. After discussions with members of the equestrian community, two areas have been addressed pertaining to horses (manure on nature trails and tying or securing horses). Alderman Hight referenced dog feces disposal containers are at the foot of the Big Dam Bridge and asked if containers are located in other areas of the park. He then referenced "Leave No Trace Committee". Alderman Foutch asked about the effect Article 2 would have on a proposed lodge. Mr. Carter said that portion of the park would be separate. Alderman Baxter asked about permits and fees for tournaments. Mr. Rhoads said fees already exist for such activities. Alderman White referenced 4.2.5 (D) regarding horse riders to dismount to remove manure from paved trails, paved trail crossings or a road, and suggested adding "*where it can be safely done*". Without objection, the legislation was read.

O-12-14 (ORDINANCE NO. 8420 – MAYOR HAYS)

AN ORDINANCE ADOPTING A CHAPTER ON PARKS AND RECREATION AS PART OF THE NORTH LITTLE ROCK MUNICIPAL CODE; REPEALING CERTAIN CODE SECTIONS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read one time February 27, 2012. The ordinance was read a second time. On the motion of Alderwoman White and seconded by Alderwoman Robinson, and by consent of all members present, the ordinance was amended as follows: *see amendments provided this date by City Attorney and add to 4.2.5 Horses. (D)* , UNLESS UNSAFE TO DO SO (5/0). Mayor Hays convened a public hearing scheduled for this date. Mrs. Trudy Kincade represents the Arkansas Trail Riders Association (ATRA). In the mid-1990's, ATRA became a Grantor Agency and offered \$1,000.00 grants to any metropolitan entity to help with the establishment of a multi-use trail that would include equestrians. There was an interest in this at Burns Park. Mrs. Kincade spoke to the Parks and Recreation Commission on several occasions regarding the same. It took about three years of monthly work sessions which included trimming, removing trees, marking the trails, etc. She worked closely with Parks and Recreation during this time. Equestrians love the trails and appreciate them being here. Especially during hunting season because this is a safe place for them to ride. Manure comes with horses. ATRA riders try to move their horses off to the side of the trail when possible and be responsible trail users. ATRA continues to maintain active participation on the trails, providing cleanup, etc. Barbara Penny is a former North Little Rock resident. She is a member of Arkansas Trail Blazers (ATB), ATRA and the Arkansas Trails Council (ATC). They are interested in multi-use trails. She referenced a photo of a manure pile on the trail. She said it was placed there by someone using a shovel. There are no horse tracks in the photo. Without Trudy and her husband Charlie Kincaid, the trails wouldn't be there. She said they appreciate the amendments to the ordinance. She referenced cross-tying and said there are not enough trees at the

Big Dam Bridge for this and asked for more hitching posts in the area. Mrs. Jacque Alexander thanked the council for the opportunity to discuss this issue. They are delighted to have trails in the area of the state. She commended the city for embracing "Leave No Trace" and its principals which include being considerate of others. Mr. Lee Arthur is a member of ATC, ATRA and ATB. He thanked the council for their considerations. He suggested posting signage at both the entrance and exit to the equestrian trails. There being no one else wishing to be heard, Mayor Hays adjourned the public hearing. Alderman Hight thanked Mr. Arthur for his comments. Not all trail users belong to a club and are not aware of trail etiquette, etc. On the motion of Alderwoman Robinson and seconded by Alderman Hight, and by consent of all members present, and Mayor Hays who voted yes, the rules were suspended and the ordinance was placed on its third and final reading (6/0). The roll having been called, and all members present having voted in the affirmative, the ordinance was adopted as amended (5/0). On the emergency clause, and by consent of all members present, including Mayor Hays, the emergency clause was adopted (6/0).

Mayor Hays reconvened a public hearing regarding O-12-13, an ordinance approving a waiver request for property located at the Northwest corner of Virginia Drive and MacArthur Drive. Mr. Charles Hurt lives on East Drive to the west of this property. He said he was asked if he wanted the trees to remain or a fence installed. Initially he said he wanted the trees. He later learned about the ordinance which indicates both trees and a fence. He wants both if possible. Regarding the fence, he asked that it be placed on the property so that he will not be responsible for it. Ms. Laura Wood lives on East Drive. She is opposed to the waiver. She purchased her home because of the park like surroundings and privacy. Due to the excavation on the property, she has lost a lot of that privacy. She is concerned about safety. An 8 foot fence will provide some security. There being no one else wishing to be heard, the public hearing was adjourned.

Without objection, the legislation was read.

O-12-13

AN ORDINANCE APPROVING A WAIVER REQUEST FOR CERTAIN PROPERTY LOCATED AT THE NORTHWEST CORNER OF VIRGINIA DRIVE AND MACARTHUR DRIVE IN THE CITY OF NORTH LITTLE ROCK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read two times February 13, 2012, and a third and final time February 27, 2012.

Mayor Hays reconvened a public hearing (see above). The ordinance was read. Mr. Thomas Pownall, Thomas Engineering requested the waiver to avoid disturbing additional trees. They want to keep as much vegetation as possible. If a fence is erected it will be on this property and they would be responsible for it. Mr. Paul Pinkston owns the property. There are a lot of older trees they would like to keep. If a fence goes in, some may be lost. The fence would be a wooden privacy fence. Alderman Foutch spoke with some of the residents who were divided on what they wanted. Alderwoman White asked how wide of a swath would have to be cut to install a fence. Mr. Pinkston said 8 to 10 feet. On the motion of Alderman Foutch and seconded by Alderman Hight, and the roll having been called, and the following members having vote no: White, Baxter, and Foutch, and the following members having

voted in the affirmative: Robinson and Hight, the motion to adopt failed (2/3). (*applicant: Thomas Pownall*)

Mayor Hays asked Mr. Marc Wilkins, Interim North Little Rock Waste Water (NLRWW) Director to come forward. Mr. Wilkins provided a Powerpoint presentation regarding their strategy to meet the requirements of the Consent Administrative Order, which included a Masterplan, Sewer System Evaluation Survey, Capital Improvements Plan and Remedial Measurers Plan. Several illustrations outlined NLRWW sewer lines. The green lines represent the collection system which includes three treatment plants and approximately 522 miles of pipe lines. Approximately 19% of customers live outside the corporate city limits. Overflows in 2011 and their cause, overflows from 2006 – 2011 and their cause were also displayed. These indicate a large incidence of overflows in older areas of the city: Levy, Lakewood and Baring Cross. Additional illustrations divided the overflows into two categories, “high water” and “line blockage.” Non-capacity related sewer system blockage included grease, roots, rocks, sand and debris. Corrective actions included maintenance and cleaning of the lines and public education. Remedial measures to reduce non-capacity related issues included reorganized cleaning crews, upgraded equipment added Rodding crew, added labor rotation and target cleaning activities. Mr. Wilkins then reviewed an illustration of lines that were cleaned from August 2011 through February 2012. Grease continues to be a problem. Mr. Wilkins included a photograph of grease on the walls of a sewer pipe. He discussed the *Maintain Your Drain Campaign* to educate the public about what not to put down the drain. This included grease and pharmaceuticals. High water resulted in leaks in gravity collectors. Correction actions included fieldwork and pipeline rehabilitation. Capital improvement projects include treatment plants, pump stations and gravity collection pipelines. Mr. Wilkins then referred to several illustrations of sewer system evaluation surveys and a timeline. This list includes Phase I Capital Improvements and is estimated to cost \$20,831,000.00. Alderman Foutch asked about the Consent Order. Mr. Wilkins said the Department of Environmental Quality requires a report of every overflow within 24 hours. There are fines associated and included in the Consent Order. Alderman Foutch said this is an unfunded mandate. Alderwoman White said grease appears to be a common denominator. This is something we can change through the Wastewater’s educational efforts. Mr. Dan Jackson is the Managing Director of economists.com which has been the city’s rate consultant since 1999. He then provided a Powerpoint presentation regarding the 2012 Wastewater Rate Study and Long Term Financial Plan. (This is a three-year plan). Mr. Jackson said Capital Improvement Plans impact rates in two ways: how much you have to spend; and when you have you have to spend it. The average utility has been increasing rates by an average of 5 – 6% each year. Many utilities have rates in place that do not cover their costs. Reasons for cost increases are often beyond a City’s ability to influence. These include chemicals, electricity, fuel, insurance, workers compensation insurance, etc. A general rule is a utility can have low rates or high quality service, but not both. That base rate for North Little Rock customers (residential, commercial and industrial – inside and outside the city limits) is \$10.68 for the first 400 cubic feet of service, then \$2.67 for each 100 cubic feet after. The average family uses approximately 700 cubic feet per month (or approximately 5,000 gallons). This equals about \$18.69 per month. Little Rock Wastewater customers pay \$30.82 for the same amount of service. Mr.

Jackson provided a comparison of North Little Rock's rates to other cities in Arkansas. The recommended increase will be approximately \$2.00 per month. He then broke down the customers by residence (inside and outside the city), commercial (inside and outside the city) and industrial (inside and outside the city) which totaled 31,282. A 10 year forecast included a series of assumptions: growth in accounts and usage will be limited; operating expenses will increase 3-5% per year (some will be higher, i.e. chemicals, fuel and insurance); future capital outlays expected to be higher than recent years; some debt will be retired, reducing current principal and interest payments to the benefit of ratepayers; most significant impact on rates – funding of capital improvement plan required to repair, maintain and expand system. The Capital Improvement Plan for 2012-2021 is \$68,170,450.00. Almost \$30 million is for treatment with the remainder being collection. The utility will need to borrow \$20 million within the next 12 months. Mr. Jackson then reviewed the forecasted cost of service in the next 10 years. The recommended increase over the next three years follows: April 2012 - \$11.96 and \$2.99 (monthly increase \$2.24); January 2013 - \$13.28 and \$3.32 (monthly increase \$2.31); and January 2014 - \$14.56 and \$3.64 (monthly increase \$2.24). Alderman Foutch asked if the money was for improvements (only), or wages, etc., too. Mr. Jackson referenced liability and workers compensation insurance.

A video from the North Little Rock Police and Fire Awards Annual ceremony, created by Mr. Rusty Gartrell, North Little Rock Police Department was shown. Mayor Hays thanked all uniformed North Little Rock Police, Fire and Emergency Services employees for their service to the community.

UNFINISHED BUSINESS

R-12-36 (RESOLUTION NO. 8023 – MAYOR HAYS)

A RESOLUTION AUTHORIZING A CONTRACT WITH GARVER LLC, WITH A CONTRACT CEILING PRICE OF \$1,673,093.66 APPROVING A WORK ORDER, AND APPROPRIATING \$73,731.00 FOR PRELIMINARY DESIGN WORK BY GARVER, LLC ON THE MAIN STREET VIADUCT; AND FOR OTHER PURPOSES, was read.

City Engineer Mike Smith said the council had indicated an interest in comparing a short bridge to a long bridge. The city will comply with Federal guidelines to be eligible for Federal funding if it becomes available and still be able to begin work on a \$1.6 million design job without having the funds. Mayor Hays advised Pulaski County has passed authorization to fund up to one-half of the city's portion for design of the project (up to \$1 million). Mr. Carter reviewed a proposed amendment which included a maximum contract ceiling price. A motion to adopt was made by Alderman Hight and seconded by Alderman Baxter. On the motion of Alderwoman Robinson and seconded by Alderwoman White, and by consent of all members present, the ordinance was amended as follows: *substitute copy provided this date (5/0)*. On the motion of Alderman Hight and seconded by Alderwoman Robinson, and by consent of all members present, the resolution was adopted as amended (5/0).

O-12-13 *called earlier in meeting.*

O-12-14 *called earlier in meeting.*

O-12-17 *called earlier in meeting.*

O-12-21

AN ORDINANCE GRANTING A CONDITIONAL USE TO ALLOW A CAR SALES LOT IN A C-5 ZONE FOR CERTAIN REAL PROPERTY LOCATED AT 701 EAST BROADWAY IN THE CITY OF NORTH LITTLE ROCK, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read three times February 27, 2012. The legislation was called and held at the request of the sponsor who was absent, by Alderwoman Robinson. (*applicant: Wanda Brainard*)

NEW BUSINESS

R-12-38 (RESOLUTION NO. 8024 – MAYOR HAYS)

A RESOLUTION AUTHORIZING THE EXPLORATION OF AN ALTERNATIVE APPROACH TO REPLACEMENT OF THE MAIN STREET VIADUCT IN THE CITY OF NORTH LITTLE ROCK; AND FOR OTHER PURPOSES, was read. Mayor Hays said the legislation is a record of the council making efforts to consider a “short bridge” approach. The Locust Street Bridge was referenced as a comparison. On the motion of Alderman Hight and seconded by Alderman Foutch, and by consent of all members present, the resolution was adopted (5/0).

R-12-39 (RESOLUTION NO. 8025 – MAYOR HAYS)

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS TO UTILIZE FEDERAL AID ENHANCEMENT FUNDS FOR THE LEVY SPUR TRAIL PROJECT; AND FOR OTHER PURPOSES, was read. Mr. Carter advised the resolution will redirect funds. On the motion of Alderman Hight and seconded by Alderman Baxter, and by consent of all members present, the resolution was adopted (5/0).

O-12-22

AN ORDINANCE FIXING RATES FOR SERVICES FURNISHED BY THE SEWER SYSTEM OF THE CITY OF NORTH LITTLE ROCK, ARKANSAS; PRESCRIBING OTHER MATTERS PERTAINING THERETO; DECLARING AN EMERGENCY; AND FOR OTHER PUROSES, was read. (*Note: see presentations by Mr. Wilkins and Mr. Jackson above*). On the motion of Alderman Hight and seconded by Alderwoman Robinson, and by consent of all members present, and Mayor Hays who voted yes, the rules were suspended and the ordinance was placed on its second reading (6/0). The ordinance was read a second time and then held by the sponsor, Mayor Hays. A public hearing will be held March 26, 2012, at 7:05 p.m.

O-12-23 (ORDINANCE NO. 8421 – ALDERMEN HIGHT AND WITCHER)

AN ORDINANCE AMENDING ORDINANCE NO. 8180 (ANIMAL CONTROL REGULATIONS); DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read. On the motion of Alderman Hight and seconded by Alderwoman Robinson, and by consent of all members present, including Mayor Hays who voted yes, the rules were suspended and the ordinance was placed on its

second reading (6/0). On the motion of Alderman Hight and seconded by Alderwoman Robinson, and by consent of all members present, the rules were again suspended and the ordinance was placed on its third and final reading (6/0). The ordinance was read a third and final time. Alderman Hight has had a number of calls regarding this issue. He asked Mr. Billy Grace, Director North Little Rock Animal Control to come forward. Mr. Grace said this is reinforcing an issue regarding recordkeeping in regard to the issuance of licenses for dogs and cats. Alderman Hight asked if all veterinarians will be grandfathered under the legislation. Mr. Carter said yes. The shelter has to account for licenses and revenue collected on the same. Information collected on licenses helps reunite pets with their owners. On the motion of Alderman Hight and seconded by Alderman Baxter, and the roll having been called, and all members present having voted in the affirmative, including Mayor Hays who voted yes, the ordinance was adopted (6/0). On the emergency clause, and by consent of all members present, including Mayor Hays, the emergency clause was adopted (6/0).

Mr. Grace advised North Little Rock Animal Control Officer Julia Coulter lost her home in a recent fire and was not insured. Mrs. Joi Whitfield donated a home for Ms. Coulter to live in rent-free for six (6) months. Donations are being collected by North Little Rock Friends of Animals (a non-profit organization) for Ms. Coulter. Mr. Grace thanked everyone for their donations and support.

O-12-24 (ORDINANCE NO. 8422 – MAYOR HAYS) (*for consideration only*)

AN ORDINANCE GRANTING CONDITIONAL USES TO ALLOW AUTO SALES AND AUTO REPAIR AND DETAILING IN A C-4 ZONE FOR CERTAIN REAL PROPERTY LOCATED AT 2500 EAST BROADWAY IN THE CITY OF NORTH LITTLE ROCK, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES, was read. Alderwoman Robinson said she and Alderman Taylor are ready to move forward on this request. She will vote for it if the applicant completes all of the requirements outlined in the ordinance. Ms. Dokes said she has completed everything on the list, with the exception of the fence. She has operated at this location for 10 plus years. Alderwoman Robinson asked if she was willing to take the fence down. Ms. Dokes said she was. Alderwoman Robinson also emphasized that wrecked cars cannot be stored on the back lot. On the motion of Alderwoman Robinson and seconded by Alderman Hight, and by consent of all members present, and Mayor Hays who voted yes, the rules were suspended and the ordinance was placed on its second reading (6/0). On the motion of Alderwoman Robinson and seconded by Alderman Hight, and by consent of all members present, including Mayor Hays, the rules were again suspended and the ordinance was placed on its third and final reading (6/0). The ordinance was read a third and final time. Alderman Baxter asked about the 7 negative votes at the Planning Commission. Mr. Voyles said the applicant had not agreed to some of the conditions. Planning staff will inspect the property before a business license is issued. The roll having been called, and all members present having voted in the affirmative, the ordinance was adopted (5/0). On the emergency clause, and by consent of all members present, including Mayor Hays, the emergency clause was adopted (6/0). (*applicant: Jocelyn Dokes*)

PUBLIC COMMENT

Alderman Baxter thanked city employees who were involved with the recent Little Rock Marathon. He ran the half marathon in 1:44:11. Mayor Hays announced the North Little Rock Woman's Club Carousel Ball will be held Saturday, March 31, 2012, at the Patrick Henry Hays Senior Center. For information, call Mrs. Helen Greenfield at 501-835-5019. This Saturday, the Annual Little St. Patrick's Day Parade will be held beginning in Little Rock and ending in front of Cregreen's Irish Pub at the corner of Broadway and Main in North Little Rock. Mayor Hays will be the Grand Marshall. The North Little Rock Police Department will participate in a Tip A Cop event which will be held March 13, 2012, at Chili's in North Little Rock. All donations will go to funding local Special Olympic athletes.

There being no further business to come before the Council, and on the motion of Alderman Hight and seconded by Alderman Baxter, and by consent of all members present, the meeting was adjourned at 9:31 p.m. (5/0), until the next regularly scheduled meeting to be held on Monday, March 26, 2012, at seven o'clock p.m. in the City Council Chambers in City Hall, located at 300 Main Street, North Little Rock, Arkansas.

APPROVED: _____
MAYOR PATRICK HENRY HAYS

ATTEST: _____
DIANE WHITBEY, CITY CLERK