



**JOURNAL of the PROCEEDINGS
of the
CITY COUNCIL**

CITY OF CHARLESTON, WEST VIRGINIA

Regular Meeting – Monday, July 15, 2019

at 7:00 P.M.

Council Chamber – City Hall – Charleston, West Virginia

OFFICIAL RECORD

Amy Shuler Goodwin
Mayor

Miles C. Cary II
City Clerk

CALL TO ORDER

The Council met in the Chambers of the City Building at 7:00 P.M., for the second meeting in the month of July on the 15th day, in the year 2019, and was called to order by the Honorable Mayor, Amy Shuler Goodwin. The invocation was delivered by Councilmember Campbell and the Pledge of Allegiance was led by Councilmember Adams. The Honorable Clerk, Miles C. Cary II, called the roll of members and it was found that there were present at the time:

ADAMS**COOK****HOOVER****KING****MCKINNEY****STEELE****BAILEY****CAMPBELL****FAEGRE****JENKINS****MINARDI****PHARR****SHEETS****WESLEY-PLEAR****BAYS****CEPERLEY****HAAS****JONES****LAIRD****OVERSTREET****REISHMAN****SNODGRASS****MAYOR GOODWIN**

With twenty-three members being present, the Mayor declared a quorum present.

Pending the reading of the Journal of the previous meeting, the reading thereof was dispensed with and the same duly approved.

PUBLIC SPEAKERS

1. Brittany Javins – FestivAll – Expressed her gratitude for the City’s and Council’s support of the arts and FestivAll. She introduced Maria Belcher, who will be replacing her as the Executive Director of FestivAll.

CLAIMS

1. A claim of B’nai Jacob Synagogue, 1599 Virginia St. East, Charleston, WV; alleges damage to property.
Refer to City Solicitor
2. A claim of Nicholas W. Johnson, 1579 Virginia St. East, Charleston, WV; alleges damage to property.
Refer to City Solicitor

COMMUNICATIONS

1.

**CITY OF CHARLESTON
OFFICE OF THE MAYOR**



**TO: MILES CARY
CITY CLERK**

**FROM: AMY SHULER GOODWIN
MAYOR** 

RE: CHARLESTON COLISEUM AND CONVENTION CENTER

DATE: JULY 15, 2019

I recommend Ronnie Murad be appointed to the Charleston Coliseum and Convention Center Board, with an initial term to expire June 22, 2024. He is replacing JB Akers.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

2.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: CHARLESTON COLISEUM AND CONVENTION CENTER

DATE: JULY 15, 2019

I recommend Bernie Layne be appointed to the Charleston Coliseum and Convention Center Board, with an initial term to expire June 22, 2024. He is replacing Michael Cary.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

3.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: CHARLESTON COLISEUM AND CONVENTION CENTER

DATE: JULY 15, 2019

I recommend Andy Richardson be reappointed to the Charleston Coliseum and Convention Center Board, with the term to expire June 22, 2024.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

4.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: MUNICIPAL PLANNING COMMISSION

DATE: JULY 15, 2019

I recommend Terry Pickett, 208 Bradford Street, Apt 1, Charleston, WV 25301 be appointed to the Municipal Planning Commission, with an initial term to expire July 1, 2023. She is replacing Christi Smith.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

5.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN
MAYOR

RE: MUNICIPAL PLANNING COMMISSION

DATE: JULY 15, 2019

I recommend JoeEllen Zacks, 640 Holly Road, Charleston, WV 25314 be appointed to the Municipal Planning Commission, with an initial term to expire July 1, 2023. She is replacing Lex Williamson.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

6.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN
MAYOR

RE: MUNICIPAL PLANNING COMMISSION

DATE: JULY 15, 2019

I recommend Alyce Hypes, 1612 Kanawha Blvd, East, Charleston, WV 25311 be appointed to the Municipal Planning Commission, with an initial term to expire July 1, 2023. She is replacing Jesse Forbes.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

7.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: CHARLESTON-KANAWHA HOUSING AUTHORITY

DATE: JULY 15, 2019

I recommend Paulette Justice be appointed to the Charleston-Kanawha Housing Authority, with an initial term to expire December 1, 2024. She is replacing Tim Morris.

I respectfully request City Council's approval of this recommendation.

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, the appointment was confirmed.

8.

CITY OF CHARLESTON
OFFICE OF THE MAYOR



TO: MILES CARY
CITY CLERK

FROM: AMY SHULER GOODWIN 
MAYOR

RE: SPRING HILL CEMETERY PARK COMMISSION

DATE: JULY 15, 2019

I recommend John Kennedy Bailey be appointed as a City Council representative to the Spring Hill Cemetery Park Commission. His term will expire at the end of his elected term to City Council.

I respectfully request City Council's approval of this recommendation. _____

ASG/mls

Councilmember Ceperley moved to approve the appointment. Councilmember Hoover seconded that motion. By unanimous vote, with one (1) abstention from Bailey, the appointment was confirmed.

REPORTS OF COMMITTEES

COMMITTEE ON ENVIRONMENT AND RECYCLING

Councilmember Bailey, Chair of the Council Committee on Environment and Recycling, submitted the following reports:

1. Your committee on Environment and Recycling has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 213-19 do pass.

Resolution No. 213-19 - Requesting the City Manager to work with City employees to create a policy for the distribution of excess black trash bags to city residents through a needs-based determination.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the City Council requests the City Manager to work with City employees to create a policy for the distribution of excess black trash bags to city residents through a needs-based determination.

Councilmember Bailey added that the resolution is asking the administration to come up with a plan to distribute the trash bags that the City already owns, and to do so in a manner that works best for all citizens.

Councilmember Campbell asked if there was a plan for clear trash bags. Councilmember Bailey answered that this will be to distribute whatever bags the City currently has from when the City took physical possession of the bags (it is estimated that there are more black bags than clear).

Mayor Goodwin added that the sanitation workers will also be part of this process, as they are the most knowledgeable about which areas are most in need of the bags.

Councilmember Cook added thanked Councilmember Bailey and the administration for taking this initiative.

Councilmember Bailey moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution 213-19 adopted.

COMMITTEE ON ORDINANCE AND RULES

Councilmember Faegre, Chair of the Council Committee on Ordinance and Rules, submitted the following reports:

1. Your committee on Ordinance and Rules has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 218-19 do pass.

Resolution No. 218-19 - Amending and reenacting Rule 14 of the Rules of Council in order to update the process for using a previous roll call to record a vote.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That Rule 14 of the Rules of Council be amended and reenacted to read as follows:

Rule No. 14. - Use of a previous roll call.

On any question, the roll call immediately next preceding may be used to record the vote of the city council upon ~~motion~~ a unanimous consent request by any member, provided such previous roll call was unanimous. If any member objects to the use of the previous roll call, the clerk will call the roll for the vote as if it were the first vote of the meeting.

Councilmember Faegre added that the resolution updates the Council rules to require the unanimous consent of Council when using a previous roll call. If any member objects, the clerk will call the roll. The request replaces the current practice of having a motion and voice vote.

Councilmember Faegre moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution 218-19 adopted.

COMMITTEE ON FINANCE

Councilmember Jenkins, Chair of the Council Committee on Finance, submitted the following reports:

1. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 214-19 do pass.

Resolution No. 214-19 - Authorizing approval of Amendment No. 1 in the FY 2019- 2020 General Fund Budget as indicated on the attached list of accounts.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the approval of Amendment No. 1 in the FY 2019- 2020 General Fund Budget as indicated on the attached list of accounts.

Councilmember Jenkins added that this resolution is the first amendment to the new budget year. There is a requirement from the State Auditor regarding the shuffling of funds that were committed in a prior year's budget but will be coming out of the current year's budget, which includes fifteen (15) police cruisers.

Councilmember Jenkins moved to approve the resolution. Councilmember Ceperley seconded the motion. A roll call was taken:

YEAS: Adams, Bailey, Bays, Campbell, Ceperley, Cook, Faegre, Haas, Hoover, Jenkins, Jones, King, Laird, McKinney, Minardi, Overstreet, Pharr, Reishman, Sheets, Snodgrass, Steele, Wesley-Plear, Mayor Goodwin

NAYS: NONE

ABSENT: Burton, Knauff, Persinger, Robinson

With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution No. 214-19 adopted.

General Fund FY 2019-2020 Budget Amendment No. 1 - July 15, 2019

Account No.	Department	Account Description	Amount
001 975 00 567 4 459	Public Grounds	Capital Outlay - Equipment	139,000
001 976 00 700 4 459	Police	Capital Outlay - Equipment	828,000
001 976 00 706 4 459	Fire	Capital Outlay - Equipment	1,000,875
001 977 00 750 4 459	Street	Capital Outlay - Equipment	630,000
001 978 00 800 4 459	Refuse	Capital Outlay - Equipment	132,000
001 979 00 900 4 459	Parks & Recreation	Capital Outlay - Equipment	26,000
001 298 0	Assigned Fund Balance		(2,755,875)

Manual Encumbrances - To adjust proper accounts in the FY 2020 Municipal Budget for the purchase of equipment not completed within FY 2019 including: 1 tree truck for Public Grounds, 15 Police Interceptor SUV and related lightbars and equipment for the Police Department, 3 ambulances, 1 pumper apparatus, and ventilation fans for the Fire Department, 5 dump trucks for the Street Department, 1 packer truck for the Refuse Department, and 1 side-by-side and 1 riding lawnmower for the Parks & Recreation Department.

001 305 01 0000	Revenues	B & O Tax - Current Year	407,324
001 296 0	Restricted Fund Balance		(407,324)

Restricted Fund Balances - To recognize funds restricted for Ball Park Debt Service.

001 305 01 0000	Revenues	B & O Tax - Current Year	547,845
001 295 0	Non-Spendable Fund Balance		(547,845)

Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance per GASB 54.

001 409 00 000 5 568	Mayor's Office	Other Contributions	237,259
001 412 00 000 2 219	City Manager	Building & Equipment Rents	105,000
001 417 00 000 2 229	Legal	Court Costs & Damages	600,000
001 700 01 000 1 103	Police - Civilian	Salaries & Wages	50,000
001 700 01 000 1 104		FICA	3,825
001 700 01 000 1 105		Medical & Life Insurance	13,539
001 700 01 000 1 106		Retirement	5,000
001 700 01 000 1 111		Dental/Optical Insurance	466
001 700 01 000 1 112		Insurance - Payroll Deduction	(2,012)
001 700 01 000 2 226		Insurance - WC and UC	969
001 299 0	Unassigned Fund Balance		(1,014,046)

Unassigned Fund Balances - To allocate a portion of the remaining unassigned fund balance for the Mayor's Contributions to carry forward the remaining balance from FY 2019, City Managers Building & Equipment Rents to pay for City Hall parking and copier rental, the City Attorney's Court Cost & Damages fund, and to create a new civilian position in the Police Department as an Outreach Coordinator.

Reportable: To Maintain compliance with the budgetary guidelines of the State of West Virginia

2. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 217-19 do pass.

Resolution No. 217-19 - Authorizing the Mayor or City Manager to enter into a renewal of the Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for FY 2019 in the amount of \$77,760.00 in accordance with Federal OMB Circular A-133. This amount includes \$72,000 to Suttle & Stalnaker for the audit contract and \$5,760 to the WV State Auditor's Office for a process fee.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to enter into a renewal of the Agreement with Suttle and Stalnaker to conduct a Single Audit for the City of Charleston for FY 2019 in the amount of \$77,760.00 in accordance with Federal OMB Circular A-133.

Councilmember Jenkins added that the resolution is a renewal of Suttle and Stalnaker's third-party, independent audit of the City's finances - a comprehensive review of the financial position of the City. Suttle and Stalnaker is familiar with the City's accounts and have the necessary experience.

Councilmember Snodgrass confirmed that Suttle and Stalnaker did the audit the previous two years. City Manager, Jonathan Storage, further added that the process for selecting the auditing firm is heavily regulated and reviewed by the State Auditor's Office. Councilmember Reishman added that there is a greater expense to having a firm conduct an audit only one time. Councilmember Ceperley added that the federal law that required audits for non-profits says that it should be re-bid every five (5) years or the senior partner is changed if the same firm is used.

Councilmember Cook asked if the administration has been pleased with the work of the firm in the past years. Councilmember Reishman stated that the City has always gotten a superb rating from the State concerning past audits.

City Auditor, Tia Robertson, added that in the past the State conducted the audit until they no longer held the contract, which then went to Gibbons and Kawash. The City has had a contract with three (3) firms over the past eight (8) years.

Councilmember Jenkins moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative, with one (1) abstention from Campbell, the Mayor declared Resolution 217-19 adopted.

3. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 219-19 do pass.

Resolution No. 219-19 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. These funds will provide partial salary reimbursement for the two Charleston Police Department Prevention Resource Officers (PRO) assigned to Stonewall Jackson Middle School and Capital High School. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$56,000 and administer any funds awarded. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed by the police department's salary and wage budget.

Councilmember Jenkins added that this is the normal time for this grant, as opposed to the previous application, which was later than normal due to federal delays in funding. the Prevention Resource Officers are a great resource to schools.

Councilmember Jenkins moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution 219-19 adopted.

4. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 220-19 do pass.

Resolution No. 220-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – Stonewall Jackson Middle School, Capitol High School and George Washington High School.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to enter into a Memorandum of Understanding with the Kanawha County Board of Education for continued placement of three Prevention Resource Officers at schools in Charleston – Stonewall Jackson Middle School, Capitol High School and George Washington High School.

Councilmember Wesley-Plear confirmed that the salary for the third Officer is funded 100% by the City.

Councilmember Jenkins moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution 220-19 adopted.

5. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 221-19 do pass.

Resolution No. 221-19 - Authorizing the Mayor or City Manager to submit a grant application to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to submit a grant application with to the Division of Administrative Services Justice and Community Services Division in the amount of \$112,000 and administer any funds awarded. These funds will provide partial salary reimbursement for four members of the Metropolitan Drug Enforcement Network Team (MDENT) from Charleston, Nitro, St. Albans and South Charleston Police Departments. There is a 25% required match that will be met by the un-reimbursed officer salary portion absorbed into each of those city's police salary and wage budgets.

Councilmember Jenkins moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative the Mayor declared Resolution 221-19 adopted.

6. Your committee on Finance has had under consideration the following resolution, and reports the same to Council with the recommendation that Resolution No. 222-19 do pass.

Resolution No. 222-19 - Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the West Virginia Division of Highways to pave a section of Oakwood Road from U.S. 119 to Connell Road (including the replacement of six accessible ramps), wherein the City may commit to administering the paving project under the City's existing asphalt paving contract and receive reimbursement of 50% of the City's actual costs from the Division of Highways.

Be it Resolved by the Council of the City of Charleston, West Virginia:

The Mayor or City Manager is authorized to enter into a Memorandum of Understanding with the West Virginia Division of Highways to pave a section of Oakwood Road from U.S. 119 to Connell Road (including the replacement of six accessible ramps), wherein the City may commit to administering the paving project under the City's existing asphalt paving contract and receive reimbursement of 50% of the City's actual costs from the Division of Highways.

Councilmember Jenkins added that this is a great cooperative agreement with the DoH. He further added that there were issues with being able to pave the portion of Kanawha Boulevard as previously planned. This will be put off until next year and those funds will go to paving Oakwood Road. No other anticipated paving jobs will be affected.

Councilmember King asked why the City was only asking for 50% reimbursement. Mayor Goodwin answered that the road has been neglected for close to a decade. The administration believes it a wise use of the City's resources to work with the DoH to get the heavily trafficked road fixed. The cost estimate is \$300,000 - \$150,000 from the City and \$150,000 from the State. Councilmember King stated that he will be voting Nay based on it being a State road.

Councilmember Minardi expressed concern that the resolution will set a precedent of the City paying to pave State roads. The Mayor assured him that it wouldn't.

Councilmember Faegre asked for a list of City roads that have been paved to date since the last vote.

Councilmember Sheets stated that he was disappointed in the delay of the paving of Kanawha Boulevard, but he understood the reason for it. Councilmember Bailey confirmed with the Mayor the Sanitary Board will be ripping up the road for their repairs, so paving the street before that happens would be pointless.

Councilmember King asked if Roads for Prosperity Bonds could pay for the repairs. Mayor Goodwin stated that all alternative options have been explored.

Councilmember Jenkins moved to approve the Resolution. Councilmember Ceperley seconded the motion. With a majority of members present recorded thereon as voting in the affirmative, with one (1) Nay from King, the Mayor declared Resolution 222-19 adopted.

7. Your committee on Finance has had under consideration the following committee report, and reports the same to Council with the recommendation that committee report do pass.

A bid submitted by Compass Minerals America INC., in the amount of \$81.63 per ton, for purchase of road salt to be used by the Public Works Department on an as needed basis for snow and ice removal.

To be charged to Account No. 001-750-00-000-3-359, Street—Snow Removal Materials

Councilmember Jenkins added that this will lock in the best price for salt if a purchase is required.

Councilmember Jenkins moved to approve the Committee Report. Councilmember Ceperley seconded the motion. With a majority of members elected recorded thereon as voting in the affirmative the Mayor declared the Committee Report adopted.

Road Salt - Public Works
 Bid Opening: July 8, 2019 @ 11 a.m.

	Compass Minerals America Inc 9900 W. 109th St., Suite 100 Overland Park, KS 66210 P: (913) 344-9360 dyerd@compassminerals.com	Cargill, Inc. - Salt, Road Safety 24950 Country Club Blvd., Suite 450 North Olmsted, OH 44070 P: (800) 600-7258 bid_Cdt@cargill.com
Total Bid per Ton:	\$81.63	\$93.78

REPORTS OF OFFICERS

1. Municipal Court Report to City Council Month Ending June 2019.
Received and Filed.
2. City Treasurer's Report to City Council Month Ending June 2019.
Received and Filed.

NEW BILLS

NONE

MISCELLANEOUS/UNFINISHED BUSINESS

1. Councilmember Jones invited those present to a community meeting in Ward 1, July 18, 2019.
2. Councilmember Snodgrass stated that she has reached out to the Governor's Office, Senators, and County Commissioner over the state of Greenbrier street, specifically the median, downed signs and trash.
3. Councilmember Hoover stated that the next meeting of the Planning, Streets and Traffic Committee will be July 29, 2019 at 5:00 pm.
4. Councilmember Faegre stated that there will be a West Side Community meeting July 22, 2019.
5. Councilmember Ceperley reminded Councilmembers of their 2nd Orientation meeting scheduled for August 8, 2019 at 5:00 pm. She also requested that the Committee Chairs send her set times/schedules for their meetings.

ADJOURNMENT

The Clerk, Miles C. Cary II, called the closing roll call:

YEAS: Adams, Bailey, Bays, Campbell, Ceperley, Cook, Faegre, Haas, Hoover, Jenkins, Jones, King, Laird, McKinney, Minardi, Overstreet, Pharr, Reishman, Sheets, Snodgrass, Steele, Wesley-Plear, Mayor Goodwin

NAYS: NONE

ABSENT: Burton, Knauff, Persinger, Robinson

At 7:46 p.m., by a motion from Councilmember Ceperley, Council adjourned until Monday, August 5, 2019, at 7:00 p.m., in the Council Chamber in City Hall.

Amy Shuler Goodwin, Honorable Mayor

Miles C. Cary, City Clerk