

**CITY OF WILKES-BARRE
PENNSYLVANIA**



CITY COUNCIL AGENDA

CITY COUNCIL

AUGUST 11, 2016

PLEDGE OF ALLEGIANCE

ROLL CALL

CONSENT AGENDA (RESOLUTIONS)

CONSENT AGENDA (ORDINANCES)

PUBLIC DISCUSSION

ADJOURNMENT

CITY COUNCIL
AUGUST 11, 2016

CONSENT AGENDA (RESOLUTIONS)

Accept the proposal of the Joyce Insurance Group for an insurance package in the amount of \$430,702.00, and to sign any and all necessary documents related to securing the same.

Authorizing the proper city officials to sign any and all necessary documents related to the purchase of computers planned for the CAD/MDT/RMS systems used in police vehicles, from CDW-G for the purchase price of \$37,892.26. The purchase will be made through Pennsylvania's Cooperative Purchasing Program (COSTARS), using DEA grant funds. Resolution No. R0058-16 is hereby rescinded.

Enter into a contract with Penn Eastern Inc. in the amount of \$25,790.00 for engineering services for the 2016 Streets-Phase I. Payment to be made from OECD budget.

Enter into a contract with the lowest responsible bidder for the demolition of 19-21 Elizabeth Street. Payment to be made from the OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 167-169 Almond Lane. Payment to be made from the OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 57 Taft Street. Payment to be made from OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 244-246 St. Clair Street. Payment to be made from the OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 26-28-30 Sullivan Street. Payment to be made from the OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 150-154 Kidder Street. Payment to be made from the OECD Budget.

Enter into a contract with the lowest responsible bidder for the demolition of 51-53 Prospect Street. Payment to be made from the OECD Budget.

Enter into an agreement with Physio-Control, Redmond, WA, for the purchase of a LifePak 15 cardiac monitor/defibrillator with accessories in the amount of \$31,429.16. (An older model LifePak 10 will be traded as part of the package price). Payment will come from the Community Development Office.

**CITY COUNCIL
AUGUST 11, 2016
CONSENT AGENDA (RESOLUTIONS)**

Enter into an agreement with Susquehanna Fire Equipment Company, Dewart, PA, for the purchase of Assorted Fire Turnout Gear in the amount of \$49,113.00. Payment will come from the Community Development Office.

Enter into an agreement with Susquehanna Fire Equipment Company, Dewart, PA, for the purchase of Thermal Imaging Cameras in the amount of \$13,998.00. Payment will come from the Community Development Office.

Enter into an agreement with DS Machine LLC for the purchase of Fire Fighter Gear Racks in the amount of \$9,537.00. Payment will come from the Community Development Office.

Enter into an agreement with Witmer Public Safety Group, Coatesville, PA, for the purchase of Rope Rescue Equipment in the amount of \$9,501.00. Payment will come from the Community Development Office.

Enter into an agreement with Witmer Public Safety Group, Coatsville, PA, for the purchase of Miscellaneous Fire Equipment in the amount of \$22,445.75. Payment will come from the Community Development Office.

Enter into an agreement with Witmer Public Safety Group, Coatesville, PA, for the purchase of Fire/Rescue Equipment in the amount of \$10,746.25.

Temporarily suspend and not enforce the provisions of Section 20-4 of the Code of Ordinances pertaining to the open consumption of alcoholic beverages for the Sean Kane Memorial Mixer (in the designated area in and around 113 and 115 Bowman Street).

Appointing Kris Conwell Jones as an alternate board member to the Zoning Hearing Board.

Authorizing the proper city officials to open a new account with the Pennsylvania Local Government Investment Trust (PLGIT).

MINUTES

Of the Regular Session of City Council of July 14, 2016.

Of the Zoning Hearing Board of June 15, 2016.

Of the Parking Authority of May 17, 2016.

Of the Wyoming Valley Sanitary Authority of May 17, 2016.

CITY COUNCIL
AUGUST 11, 2016

CONSENT AGENDA (ORDINANCES)

FILE OF COUNCIL NO. 9 OF 2016 - AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 18 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED "NUISANCES". (SECOND AND FINAL READING).

FILE OF COUNCIL NO. 10 OF 2016 - AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED "HUMAN RELATIONS" BY REPEALING IT IN ITS ENTIRETY AND REPLACING IT WITH A NEW CHAPTER. (FIRST READING)

FILE OF COUNCIL NO. 11 OF 2016 - AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 20 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED "PARKS AND RECREATION". (HOLLENBACK FEE GOLF COURSE FEE SCHEDULE)(FIRST READING)

FILE OF COUNCIL NO. 12 OF 2016 - AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 29 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED "TRAFFIC AND MOTOR VEHICLES". (BOOTING FEES) (FIRST READING).

FILE OF COUNCIL NO. 13 OF 2016 - AN ORDINANCE AMENDING THE EMERGENCY SOLUTIONS GRANT BUDGET FOR PROGRAM YEAR 2015. (FIRST READING - ON TITLE)

FILE OF COUNCIL NO. 14 OF 2016 - AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET FOR PROGRAM YEARS 2010, 2011, 2012, 2013, 2014, 2015, AND 2016. (FIRST READING - ON TITLE)

CITY COUNCIL

AUGUST 11, 2016

The City Council of the City of Wilkes-Barre met in Regular Session on August 11, 2016 at 6:00 p.m., in City Council Chambers, City Hall, Wilkes-Barre, Pennsylvania for the purpose of general business.

The meeting was organized with Chairperson Bill Barrett in the Chair.

The Pledge of Allegiance to the Flag was given.

Roll Call:

Belusko	- present
Brooks	- present
Gilbert	- present
Merritt, Vice Chairperson	- present
Barrett, Chairperson	- present

Also Present:

Darren Snyder, Controller
Ted Wampole, City Administrator
Jay Delaney, Fire Chief
Nicole Ference, Human Resource Director
Butch Frati, Director of Operations
Timothy Henry, Deputy Administrator/City Attorney
Brett Kittrick, Finance Director
Marcella Lendacky, Police Chief
Cathy Payne, Assistant City Clerk
Hank Radulski, Director of Health Services
Joe Rodano, Environmental Review Officer
Lisa Sanfilippo, Administrative Assistant
Kurt Sauer, Director of Community Development
Joyce Zaykowski, Capital Projects Program Manager

The Assistant City Clerk announced that Council member Gilbert asked that the following two Resolutions be removed from the Consent Agenda (Resolutions) and be voted on separately:

1. Accepting the proposal of Joyce Insurance for an insurance package in the amount of \$430,702.00.
2. Appointing Kris Conwell Jones as an alternate board member to the Zoning Hearing Board.

The Chairman asked if there was anyone wishing to address Council on pending legislation.

Kathleen Smith, Wilkes-Barre, PA appeared before Council relative to File of Council No. 10 of 2016 (Human Relations Ordinance).

Dee Culp, Wilkes-Barre, PA appeared before Council relative to File of Council No. 10 of 2016 (Human Relations Ordinance).

Cody Robinholt, Wilkes-Barre, PA appeared before Council relative to File of Council No. 10 of 2016 (Human Relations Ordinance).

John Diliberto, Wilkes-Barre, PA appeared before Council to ask that they table File of Council No. 10 of 2016 (Human Relations Ordinance).

Matt Ford, Shavertown, PA appeared before Council relative to File of Council No. 10 of 2016 (Human Relations Ordinance).

Joe Caffery, President of the Wilkes-Barre School District, appeared before Council to ask if there is any pending legislation regarding the Save Our Schools' plan for moving the district forward.

Mr. Barrett said that there has been no motion for a Resolution supporting Save Our Schools plan. If a motion is made during the meeting the public will have an opportunity to speak.

Bob Kadluboski, Wilkes-Barre, PA appeared before Council relative to the Resolution accepting the proposal of Joyce Insurance Group.

RESOLUTIONS

Resolution No. R0064-16 to and including the minutes appeared on the Consent Agenda (Resolutions).

RESOLUTION NO. R0064-16

Resolved, that the proper city officials are hereby authorized to sign any and all necessary documents related to the purchase of computers planned for the CAD/MDT/RMS systems used in police vehicles from CDW-G for the purchase price of \$37,892.26 (see attached price quote). This purchase is being made through Pennsylvania's Cooperative Purchasing Program (COSTARS) using DEA grant funds.

Be It Further Resolved, that Resolution No. R0058-16 is hereby rescinded.

RESOLUTION NO. R0065-16

Whereas, the City of Wilkes-Barre solicited prices for Engineering for 2016 Streets-Phase 1.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with Penn Eastern Inc. in the amount of \$25,790.00 for engineering services.

Payment to be made from OECD Budget.

RESOLUTION NO. R0066-16

Whereas, the City of Wilkes-Barre is advertising for bids for the Demolition of 19-21 Elizabeth Street.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 19-21 Elizabeth Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0067-16

Whereas, the City of Wilkes-Barre is advertising for bids for the Demolition of 167-169 Almond Lane.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 167-169 Almond Lane.

Payment to be made from OECD Budget.

RESOLUTION NO. R0068-16

Whereas, the City of Wilkes-Barre is advertising for bids for the Demolition of 57 Taft Street.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 57 Taft Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0069-16

Whereas, the City of Wilkes-Barre will be advertising for bids for the Demolition of 244-246 St. Clair Street.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 244-246 St. Clair Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0070-16

Whereas, the City of Wilkes-Barre will be advertising for bids for the Demolition of 26-28-30 Sullivan Street.

Now, Therefore, Be It Resolved, by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 26-28-30 Sullivan Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0071-16

Whereas, the City of Wilkes-Barre will be advertising for bids for the Demolition of 150-154 Kidder Street.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 150-154 Kidder Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0072-16

Whereas, the City of Wilkes-Barre will be advertising for bids for the Demolition of 51-53 Prospect Street.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre that the proper City officials are hereby authorized to enter into a contract with the lowest responsible bidder for the Demolition of 51-53 Prospect Street.

Payment to be made from OECD Budget.

RESOLUTION NO. R0073-16

Be It Resolved, by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase a LifePak 15 cardiac monitor/defibrillator with accessories from Physio-Control through the PA COSTARS contract number 012-034 for the Bureau of Fire.

Now, Therefore, Be It Resolved, by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Physio-Control, 11811 Willows Road NE, Redmond, WA 98073 for the purchase of a LifePak 15 cardiac monitor/defibrillator with the accessories in the amount of \$31,429.16. An older model LifePak 10 will be traded as part of the package price.

Payment will come from the Community Development Office.

RESOLUTION NO. R0074-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase Fire Fighter Turnout Gear from Susquehanna Fire Equipment Company through the PA COSTARS contract vendor ID 012-085 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Susquehanna Fire Equipment Company, 2122 Main Street Dewart, PA 17730 for the purchase Assorted Fire Turnout Gear in the amount of \$49,113.00.

Payment will come from the Community Development Office.

RESOLUTION NO. R0075-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase (2) Thermal Imaging Cameras from Susquehanna Fire Equipment Company through the PA COSTARS contract vendor ID 012-085 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Susquehanna Fire Equipment Company, 2122 Main Street, Dewart, PA 17730 for the purchase of Thermal Imaging Cameras in the amount of \$13,998.00.

Payment will come from the Community Development Office.

RESOLUTION NO. R0076-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase Fire Fighter Gear Racks for Fire Headquarters from DS Machine LLC, 283 B Old Leacock Road, Gordonville, PA 17529 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with DS Machine LLC for the purchase of Fire Fighter Gear Racks in the amount of \$9,537.00.

Payment will come from the Community Development Office.

RESOLUTION NO. R0077-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase Rope Rescue Equipment from Witmer Public Safety Group through the PA COSTARS contract vendor ID 012-013 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Witmer Public Safety Group, 104 Independence Way, Coatesville, PA 19320 for the purchase of Rope Rescue Equipment in the amount of \$9,501.00.

Payment will come from the Community Development Office.

RESOLUTION NO. R0078-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase Miscellaneous Fire Equipment from Witmer Public Safety Group through the PA COSTARS contract vendor ID 012-013 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Witmer Public Safety Group, 104 Independence Way, Coatesville, PA 19320 for the purchase of Miscellaneous Fire Equipment in the amount of \$22,445.75.

Payment will come from the Community Development Office.

RESOLUTION NO. R0079-16

Be It Resolved by the City Council of the City of Wilkes-Barre:

Whereas, the City of Wilkes-Barre is desirous to purchase Fire/Rescue Equipment from Witmer Public Safety Group through the PA COSTARS contract vendor ID 012-013 for the Bureau of Fire.

Now, Therefore, Be It Resolved by the City Council of the City of Wilkes-Barre, that the proper city officials are hereby authorized to enter into an agreement with Witmer Public Safety Group, 104 Independence Way Coatesville, PA 19320 for the purchase of Fire/Rescue Equipment in the amount of \$10,746.25.

Payment will come from the Community Development Office.

RESOLUTION NO. R0080-16

Resolved, that the City Council of the City of Wilkes-Barre hereby directs that the provisions of Section 20-4 of the Wilkes-Barre Code of Ordinances pertaining to the open consumption of alcoholic beverages be temporarily suspended and not enforced for the following event:

Even:	Sean Kane Memorial Mixer
Beneficiary:	Wyoming Valley Children's Association
Designated Area:	Area in and around 113 and 115 Bowman Street
Date:	Friday, September 16, 2016
Time:	5:00 p.m. until 10:00 p.m.

The within temporary suspension applies only to the above-referenced event and area. All other regulations related to intoxicating beverages in the City of Wilkes-Barre shall remain in full force and effect. A copy of this resolution shall be provided to the Wilkes-Barre Police Department.

RESOLUTION NO. R0081-16

Authorizing proper City Officials to open a new account with the Pennsylvania Local Government Investment Trust (PLGIT).

MINUTES

Of the Regular Session of City Council of July 14, 2016.

Of the Zoning Hearing Board of June 15, 2016.

Of the Parking Authority of May 17, 2016.

Of the Wyoming Valley Sanitary Authority of May 17, 2016.

Mr. Merritt moved to adopt the Consent Agenda (Resolutions).

The motion was seconded by Mr. Brooks and adopted by the following yeas and nays vote:

Yeas Belusko, Brooks, Gilbert, Merritt and Barrett (Chairperson) – 5 – being all of the members elected to City Council.

Nays none.

RESOLUTION NO. R0082-16

That, the proper City officials are hereby authorized to accept the attached proposal of the Joyce Insurance Group for an insurance package in the amount of \$430,702.00 and to sign any and all necessary documents related to securing the same.

Mr. Barrett moved to adopt the Resolution.

The motion was seconded by Mr. Merritt and adopted by the following yeas and nays vote:

Yeas Belusko, Brooks, Merritt and Barrett (Chairperson) – 4 – being a majority of the members elected to City Council.

Nays Gilbert – 1.

RESOLUTION NO. R0083-16

Whereas, Article V, Section 5:08 of the City's Home Rule Charter provides that the Mayor shall appoint, with the advice and consent of City Council, members to Boards and Authorities:

Now, Therefore, Be It Resolved, that the City Council of the City of Wilkes-Barre hereby accepts the recommendation of Mayor Anthony G. George for the following appointment:

Zoning Hearing Board
Kris Conwell Jones
727 North Washington Street
Wilkes-Barre, PA 18705
(alternate board member)

Term Expiration
8/11/17

Mr. Belusko moved to adopt the Resolution.

The motion was seconded by Mr. Merritt and adopted by the following yeas and nays vote:

Yeas Belusko, Brooks, Merritt and Barrett (Chairperson) – 4 – being a majority of the members elected to City Council.

Nays Gilbert – 1.

ORDINANCES

The following Ordinances appeared on the Consent Agenda (Ordinances):

FILE OF COUNCIL NO. 9 OF 2016 – AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 18 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED “NUISANCES”. (SECOND AND FINAL READING)

FILE OF COUNCIL NO. 10 OF 2016 – AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED “HUMAN RELATIONS” BY REPEALING IT IN ITS ENTIRETY AND REPLACING IT WITH A NEW CHAPTER. (FIRST READING)

FILE OF COUNCIL NO. 11 OF 2016 – AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 20 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED “PARKS AND RECREATION”. (HOLLENBACK FEE GOLF COURSE FEE SCHEDULE) (FIRST READING)

FILE OF COUNCIL NO. 12 OF 2016 – AN ORDINANCE OF THE CITY OF WILKES-BARRE, PENNSYLVANIA AMENDING CHAPTER 29 OF THE CODE OF ORDINANCES OF THE CITY OF WILKES-BARRE ENTITLED “TRAFFIC AND MOTOR VEHICLES”. (BOOTING FEES) (FIRST READING).

FILE OF COUNCIL NO. 13 OF 2016 – AN ORDINANCE AMENDING THE EMERGENCY SOLUTIONS GRANT BUDGET FOR PROGRAM YEAR 2015. (FIRST READING – ON TITLE)

FILE OF COUNCIL NO. 14 OF 2016 – AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET FOR PROGRAM YEARS 2010, 2011, 2012, 2013, 2014, 2015, AND 2016. (FIRST READING – ON TITLE)

Mr. Gilbert moved to adopt the Consent Agenda (Ordinances).

The motion was seconded by Mr. Barrett and adopted by the following yeas and nays vote:

Yeas Belusko, Brooks, Gilbert, Merritt and Barrett (Chairperson) – 5 – being all of the members elected to City Council.

Nays none.

PRESENTATIONS BY COUNCIL MEMBERS

Mr. Belusko asked Mr. Frati the status of the creek being cleaned out.

Mr. Frati replied that the company will be doing it the end of this week or the early part of next week.

Mr. Brooks asked if it is illegal for people to park their cars in their front yard.

Mr. Barrett said he looked at it in the past and doesn't believe it is illegal.

Attorney Henry said he would have to review the parking ordinances to find out if it is legal.

Ms. Gilbert said she received a complaint regarding the Car Show. She said previously there was no parking around the cars that are in the show and now there are people parking there.

Chief Lendacky said that they are supposed to put the barrels back out after the Farmers' Market, but sometimes they don't.

Ms. Gilbert pointed out that parking during the Farmers' Market is a disaster. She asked if there could be more enforcement there.

Mr. Barrett congratulated the Fire Department and the Administration on receiving the SAFER Grant.

Mr. Barrett mentioned the City's white good pick up and asked if the Administration would look into having an electronic pick up in the future.

PUBLIC DISCUSSION

David Yonki, Wilkes-Barre, PA appeared before Council relative to problems with college students in the North End Section of the city.

Chief Lendacky said that she has already spoken with both campuses and both security directors. She said there is another meeting scheduled for next week, plus a meeting with the city, the fire department and off-campus housing students as well.

Mr. Brooks said it was brought to his attention that other city's have programs where the city and the universities give a gold star of approval to landlords, letting parents know that these are good places to rent. He suggested the city look into it.

Michael Raub, operator of The Wandering Chef Food Truck, Wilkes-Barre, PA appeared before Council relative to (outdated) Ordinances regarding Mobile Food.

Joe Caffrey, President of Wilkes-Barre Area School District, Plains, PA appeared before Council relative to the Save Our Schools' plan.

Jim Spak, Ashley, PA appeared before Council relative to current policy at Farmers Market allowing musicians to play for free after 1:30 p.m.

Eric Bieski, Wilkes-Barre, PA appeared before Council relative to a non-partisan, nation wide movement pushing for greater transparency regarding political donations, impartial decision making and an overall tougher anti-corruption reform (Represent US).

Gary Smith, Wilkes-Barre, PA appeared before Council relative to high weeds growing over guard rails and tree limbs hanging too low in the area of Beech Street and Andover Street.

There being no further business to discuss the meeting adjourned at 7:05 p.m.

Bill Barrett, Chairperson

ATTEST:

Cathy Payne, Assistant City Clerk