

**CITY OF NORTH LAS VEGAS
REGULAR REDEVELOPMENT AGENCY MEETING MINUTES**

February 4, 2009

Website - <http://www.cityofnorthlasvegas.com>

CHAIRMAN ROBERT L. ELIASON
VICE CHAIRWOMAN SHARI BUCK

CALL TO ORDER

5:32 P.M., Council Chambers, 2200 Civic Center Drive, North Las Vegas, Nevada

ROLL CALL

PRESENT

Chairman Robert L. Eliason
Vice Chairwoman Shari Buck
Board Member Michael L. Montandon
Board Member William E. Robinson
Board Member Stephanie S. Smith

STAFF PRESENT

City Manager Gregory E. Rose
Assistant City Manager Sam Chambers
Assistant City Manager Maryann Ustick
City Attorney Carie Torrence
Acting City Clerk Anita Sheldon
Economic Development Director Mike Majewski
Fire Chief Al Gillespie
Parks and Recreation Manager Jon Jainga
Planning and Zoning Director Frank Fiori
Public Works Director Dr. Qiong Liu
Planning and Zoning Manager Marc Jordan
Redevelopment Manager Larry Bender
Deputy City Clerk Marie Purcell

WELCOME

Chairman Robert L. Eliason

VERIFICATION

Anita Sheldon
Acting City Clerk

AGENDA

1. APPROVAL OF THE REGULAR REDEVELOPMENT AGENCY MEETING AGENDA OF FEBRUARY 4, 2009.

ACTION: APPROVED AS AMENDED; ITEM NO. 2 WITHDRAWN

MOTION: Board Member Smith

SECOND: Board Member Robinson

AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

PUBLIC HEARINGS

2. UN-107-08 (ROYALTY AUTO SERVICE); AN APPLICATION SUBMITTED BY ROYALTY AUTO SERVICE, PROPERTY OWNER, FOR A SPECIAL USE PERMIT IN A C-2 GENERAL COMMERCIAL DISTRICT TO ALLOW AN AUTOMOBILE SERVICE FACILITY ON PROPERTY LOCATED AT 2632 NORTH LAS VEGAS BOULEVARD. (CONTINUED JANUARY 7, 2009)

ACTION: WITHDRAWN

MOTION: Board Member Smith

SECOND: Board Member Robinson

AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

3. **UN-117-08 (NEW CITY HALL AND CIVIC PLAZA); AN APPLICATION SUBMITTED BY THE CITY OF NORTH LAS VEGAS, PROPERTY OWNER, FOR A SPECIAL USE PERMIT IN AN R-A/PSP, REDEVELOPMENT AREA/PUBLIC/SEMI-PUBLIC SUBDISTRICT TO ALLOW A 145 FOOT HIGH BUILDING WHERE 60 FEET IS THE MAXIMUM HEIGHT ALLOWED FOR THE PROPOSED 211,017 SQUARE FOOT NORTH LAS VEGAS CITY HALL BUILDING ON PROPERTY LOCATED SOUTH OF NORTH LAS VEGAS BOULEVARD AND APPROXIMATELY 200 FEET WEST OF CIVIC CENTER DRIVE.**

Planning and Zoning Manager Marc Jordan explained that the use permit would allow the new City Hall building to be a nine story building, approximately 145 feet in height. The proposed building was consistent with the direction that was provided to the architect and the commercial design guidelines. The City requested a waiver from its own requirements. There was a parking lot that abuts the street, with a requirement requiring a berm or a wall approximately 3 ½ feet in height. Due to drainage issues, the City requested to waive its own requirement. In place of the berm, a plant or landscaped hedge that would reach a height of three feet at maturity, would be installed. Staff recommended an additional condition which was read into the record.

ACTION: APPROVED, SUBJECT TO THE FOLLOWING CONDITIONS:

1. UNLESS EXPRESSLY, AUTHORIZED THROUGH A VARIANCE, WAIVER OR ANOTHER METHOD, DEVELOPMENT SHALL COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES.
2. THE PROPOSED PEDESTRIAN CONNECTOR ROUTE BETWEEN THE PARKING LOT AND THE BUILDING MUST BE RAISED AND COLORED OR TEXTURED DIFFERENTLY TO PROVIDE MORE SAFETY FOR PEDESTRIANS.
3. IN LIEU OF THE REQUIREMENT FOR A LANDSCAPE BERM OR DECORATIVE WALL, WHEN A PARKING LOT ABUTS A PUBLIC STREET, AN EVERGREEN HEDGE OF THREE (3) FEET IN HEIGHT MUST BE PLANTED TO ENSURE EFFECTIVE SCREENING WITHIN TWO YEARS OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY.
4. APPROVAL OF A DRAINAGE STUDY IS REQUIRED PRIOR TO SUBMITTAL OF THE CIVIL IMPROVEMENT PLANS.
5. NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) CONCURRENCE WITH THE RESULTS OF THE DRAINAGE STUDY IS REQUIRED PRIOR TO APPROVAL OF THE CIVIL IMPROVEMENT PLANS.

6. AN ENCROACHMENT PERMIT FROM THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) FOR WORK WITHIN NDOT RIGHT-OF-WAY IS REQUIRED.

7. APPROVAL OF A TRAFFIC STUDY IS REQUIRED PRIOR TO SUBMITTAL OF THE CIVIL IMPROVEMENT PLANS.

8. HALF STREET IMPROVEMENTS ON HUNKINS DRIVE.

9. THE PUBLIC STREET GEOMETRICS, WIDTH OF OVER-PAVE AND THICKNESS OF THE PAVEMENT SECTIONS WILL BE DETERMINED BY THE DEPARTMENT OF PUBLIC WORKS.

10. THE SIZE AND NUMBER OF DRIVEWAYS AND THEIR LOCATIONS ARE SUBJECT TO REVIEW AND APPROVAL BY THE CITY OF NORTH LAS VEGAS TRAFFIC ENGINEER AND MUST MEET THE STANDARDS SET FORTH IN NORTH LAS VEGAS MUNICIPAL CODE SECTION 17.24.130. CONFORMANCE MAY REQUIRE MODIFICATIONS TO THE SITE.

11. COMMERCIAL DRIVEWAYS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH CLARK COUNTY AREA UNIFORM STANDARD DRAWING NUMBERS 222A AND 225, WITH MINIMUM WIDTHS OF 32 FEET AS MEASURED FROM LIP OF GUTTER TO LIP OF GUTTER.

12. ALL KNOWN GEOLOGIC HAZARDS SHALL BE SHOWN ON THE SITE PLAN AND THE CIVIL IMPROVEMENT PLANS. SUBSEQUENT IDENTIFICATION OF ADDITIONAL HAZARDS MAY SUBSTANTIALLY ALTER THE ORIGINAL SITE PLAN.

13. ALL NEVADA POWER COMPANY EASEMENTS, APPURTENANCES, LINES AND POLES MUST BE SHOWN AND SHALL BE LOCATED ENTIRELY WITHIN THE PERIMETER LANDSCAPE AREA OF THIS DEVELOPMENT. DISTRIBUTION LINES, EXISTING OR PROPOSED, SHALL BE PLACED UNDERGROUND IF THEY ARE RELOCATED OR ADJUSTED.

14. PRIOR TO THE INSTALLATION OF ANY SUBGRADE STREET IMPROVEMENTS, ALL REQUIRED UNDERGROUND UTILITIES (I.E. TELEPHONE, POWER, WATER, ETC.) LOCATED WITHIN PUBLIC RIGHTS-OF-WAY, SHALL BE EXTENDED A MINIMUM OF TEN (10) FEET BEYOND THE PROJECT BOUNDARY.

15. ALL OFF-SITE IMPROVEMENTS MUST BE COMPLETED PRIOR TO FINAL INSPECTION OF THE FIRST BUILDING.

16. NO HELIPORT (HELICOPTER LANDING AND REFUELING) SHALL BE BUILT ON TOP OF ANY STRUCTURE.

17. A RADIO REPEATER SYSTEM SHALL BE INSTALLED PER FIRE DEPARTMENT STANDARDS.

18. THE FIRE COMMAND CENTER SHALL BE LOCATED AT GRADE AS DIRECTED BY THE FIRE DEPARTMENT.

19. A FIRE PROTECTION REPORT SHALL BE APPROVED BY THE CITY OF NORTH LAS VEGAS PRIOR TO SUBMITTING ANY BUILDING OR CIVIL IMPROVEMENT PLANS.

MOTION: Board Member Montandon
SECOND: Vice Chairwoman Buck
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith
NAYS: None
ABSTAIN: None

CONSENT AGENDA

4. APPROVAL OF REGULAR REDEVELOPMENT AGENCY MEETING MINUTES OF JANUARY 7, 2009.

ACTION: APPROVED

MOTION: Vice Chairwoman Buck
SECOND: Board Member Montandon
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith
NAYS: None
ABSTAIN: None

5. APPROVAL OF SPECIAL REDEVELOPMENT AGENCY MEETING MINUTES OF JANUARY 21, 2009.

ACTION: APPROVED

MOTION: Vice Chairwoman Buck
SECOND: Board Member Montandon
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon,
Robinson and Smith
NAYS: None
ABSTAIN: None

6. **VN-01-09 (SPEEDWAY HOTEL & CASINO); AN APPLICATION SUBMITTED BY GANASTE LLC, PROPERTY OWNER, FOR A VARIANCE IN A C-2 GENERAL COMMERCIAL DISTRICT TO ALLOW A 13 FOOT BUILDING SETBACK, A 12 FOOT BUILDING SETBACK, A ONE FOOT BUILDING SETBACK AND A ZERO FOOT BUILDING SETBACK WHERE 20 FEET IS THE MINIMUM BUILDING SETBACK REQUIRED ON PROPERTY LOCATED AT 3227 CIVIC CENTER DRIVE. (SET PUBLIC HEARING FOR MARCH 4, 2009) (ASSOCIATED ITEM NO., UN-105-08)**

ACTION: PUBLIC HEARING SET FOR MARCH 4, 2009

MOTION: Vice Chairwoman Buck
SECOND: Board Member Montandon
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon,
Robinson and Smith
NAYS: None
ABSTAIN: None

7. **UN-105-08 (SPEEDWAY HOTEL & CASINO); AN APPLICATION SUBMITTED BY GANASTE LLC, PROPERTY OWNER, FOR A SPECIAL USE PERMIT IN A C-2 GENERAL COMMERCIAL DISTRICT TO ALLOW EIGHT TEMPORARY BUILDINGS ON PROPERTY LOCATED AT 3227 CIVIC CENTER DRIVE. (SET PUBLIC HEARING FOR MARCH 4, 2009) (ASSOCIATED ITEM NO., VN-01-09)**

ACTION: PUBLIC HEARING SET FOR MARCH 4, 2009

MOTION: Vice Chairwoman Buck
SECOND: Board Member Montandon
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon,
Robinson and Smith
NAYS: None
ABSTAIN: None

BUSINESS

8. DISCUSSION AND/OR POSSIBLE ACTION REGARDING THE FINAL ADOPTION OF THE NORTH LAS VEGAS DOWNTOWN MASTER PLAN/INVESTMENT STRATEGY. (TABLED DECEMBER 3, 2008 AND JANUARY 7, 2009)

Assistant City Manager Maryann Ustick explained that Staff revised the draft of the Downtown Master Plan/Investment Strategy as directed by the Redevelopment Agency Board and read the changes into the record.

ACTION: APPROVED WITH THE FOLLOWING AMENDMENTS:

1. REWORDED THE EXCEPTION TO THE PROHIBITION ON SALE OF USED MERCHANDISE TO BUSINESSES THAT ARE PROPERLY LICENSED AS ANTIQUE DEALERS.

2. MODIFIED THE LANGUAGE REGARDING LIGHTING OF CROSSWALKS TO ENSURE THAT ANY PERMITTED MID-BLOCK CROSSWALKS WOULD HAVE BOTH LIGHTED OVERHEAD SIGNAGE AND LIGHTS SET IN PAVEMENT.

3. TEXT MODIFIED TO BE CONSISTENT WITH THE MAPS THAT WERE PREVIOUSLY CHANGED THAT REMOVED THE BICYCLE AND PEDESTRIAN PATHWAYS THROUGH THE SOUTHERN GATEWAY SITE AT OWENS AVENUE AND NORTH LAS VEGAS BOULEVARD.

MOTION: Board Member Montandon

SECOND: Board Member Smith

AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith

NAYS: None

ABSTAIN: None

9. SPR-19-08 (BROADACRES OPEN AIR MARKET); AN APPLICATION SUBMITTED BY BROADACRES OPEN AIR MARKETPLACE, LLC, PROPERTY OWNER, FOR AN AMENDMENT TO A PREVIOUSLY APPROVED SITE PLAN REVIEW IN A C-3 GENERAL SERVICE COMMERCIAL DISTRICT TO AMEND A CONDITION OF APPROVAL ON PROPERTY LOCATED AT 2960 NORTH LAS VEGAS BOULEVARD.

Planning and Zoning Manager Marc Jordan explained that the request was an amendment to the site plan review. The applicant had a requirement to provide a three

foot wall along the property line to screen the parking lot from view. The drainage engineer submitted a technical drainage study that demonstrated the applicant would not be able to install the wall because it would keep the flows of water into the Las Vegas Boulevard right-of-way and was not allowed. The applicant requested a waiver to remove the wall and replace it with a landscaped hedge that would be three feet in height at maturity. Staff and the Planning Commission recommended approval.

ACTION: APPROVED, SUBJECT TO THE FOLLOWING AMENDED CONDITIONS:

1. UNLESS EXPRESSLY AUTHORIZED THROUGH A VARIANCE, WAIVER OR ANOTHER METHOD, DEVELOPMENT SHALL COMPLY WITH ALL APPLICABLE CODES AND ORDINANCES.

2. THAT SPR-19-08 SHALL BE NULL AND VOID IF ZN-12-08 IS NOT APPROVED BY THE CITY COUNCIL.

3. THAT THE EXISTING BILLBOARD ON PARCEL NO. 139-13-605-009 SHALL BE UTILIZED ONLY FOR OFF-PREMISE ADVERTISING OR THE SIGN SHALL BE REMOVED.

4. THAT THE PROPOSED EXPANSION SHALL ADHERE TO ALL COMMERCIAL DESIGN STANDARDS AND GUIDELINES WITHIN TITLE 17.24.200 WITH THE EXCEPTION OF THE FOLLOWING DESIGN STANDARDS AND GUIDELINES:

A. MEANDERING SIDEWALKS SHALL NOT BE REQUIRED ALONG NORTH LAS VEGAS BOULEVARD.

B. THE DESIGN STANDARD FOR A 20 FOOT PERIMETER LANDSCAPED AREA ALONG NORTH LAS VEGAS BOULEVARD, CONTAINED WITHIN THE SUBJECT PROPERTIES AND MEASURED FROM THE PROPERTY LINE, SHALL NOT BE REQUIRED. IN LIEU OF THIS DESIGN STANDARD, THE PROPERTY OWNER SHALL PROVIDE 27-37 FEET OF LANDSCAPED AREA (INCLUDING EXISTING SIDEWALKS) OF WHICH 25-27 FEET WILL BE WITHIN NDOT RIGHT-OF-WAY, AND 2-10 FEET WILL BE WITHIN THEIR PROPERTY, AS DEPICTED ON THE SITE PLAN.

C. THE DESIGN STANDARD REQUIRING ANY AREA OF A PARKING LOT WHICH ABUTS A PUBLIC STREET SHALL BE SETBACK FROM THE PROPERTY LINE A MINIMUM OF 20 FEET WITH A LANDSCAPED BERM OR A THREE (3) FOOT DECORATIVE WALL SHALL NOT BE REQUIRED. IN LIEU OF THIS DESIGN STANDARD, THE PROPERTY OWNER SHALL PROVIDE A TEN (10)

FOOT SETBACK FROM THE PROPERTY LINE WITH THE INCLUSION OF AN EVERGREEN HEDGE TO ENSURE EFFECTIVE SCREENING YEAR ROUND USING AN APPROVED PLANT MATERIAL CONTAINED WITHIN TITLE 17 THAT WILL REACH A MINIMUM HEIGHT OF THREE (3) FEET WITHIN TWO YEARS OF THE TIME OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

D. THE DESIGN STANDARD REQUIRING A 20 FOOT LANDSCAPE BUFFER AREA FROM THE REAR PROPERTY LINE THAT ABUTS RESIDENTIAL PROPERTIES SHALL NOT BE REQUIRED.

5. THAT ALL PROPOSED SITE-BUILT STRUCTURES AND DECORATIVE WALLS SHALL USE STONE, STUCCO, COLORED OR EXPOSED AGGREGATE OR TEXTURED FINISH CONCRETE, DECORATIVE BLOCK AND BRICK AS PREFERRED MATERIALS FOR BUILDING EXTERIORS AND DECORATIVE WALLS. SIMULATED MATERIALS AND BUILDING SYSTEMS WHICH PROVIDE A LOOK WHICH IS SIMILAR TO THE PREFERRED MATERIALS MAY ALSO BE ACCEPTABLE.

6. APPROVAL OF A TRAFFIC STUDY IS REQUIRED PRIOR TO SUBMITTAL OF THE CIVIL IMPROVEMENT PLANS.

7. APPROVAL OF A DRAINAGE STUDY IS REQUIRED PRIOR TO SUBMITTAL OF THE CIVIL IMPROVEMENT PLANS.

8. CLARK COUNTY REGIONAL FLOOD CONTROL DISTRICT (CCRFCD) CONCURRENCE WITH THE RESULTS OF THE DRAINAGE STUDY IS REQUIRED PRIOR TO APPROVAL OF THE CIVIL IMPROVEMENT PLANS.

9. NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) CONCURRENCE WITH THE RESULTS OF THE DRAINAGE STUDY IS REQUIRED PRIOR TO APPROVAL OF THE CIVIL IMPROVEMENT PLANS.

10. NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) APPROVAL OF THE DRIVEWAYS IS REQUIRED.

11. AN NDOT ENCROACHMENT PERMIT FOR LANDSCAPING IN THE PUBLIC RIGHT AND FOR CONSTRUCTION OF THE PROPOSED COMMERCIAL DRIVEWAYS ON LAS VEGAS BOULEVARD IS REQUIRED.

12. THE NORTHERN MOST DRIVEWAY EXISTING ON APN-139-13-605-006 MUST BE CLOSED AND REPLACED WITH SIDEWALK AND CURB & GUTTER; AND THE SOUTHERNMOST DRIVEWAY ON THE SAME PARCEL SHALL BE RECONSTRUCTED PER THE CCAUSD #226 TO BE USED AS EMERGENCY ACCESS ONLY.

13. ALL NEVADA POWER COMPANY EASEMENTS, APPURTENANCES, LINES AND POLES MUST BE SHOWN AND SHALL BE LOCATED ENTIRELY WITHIN THE PERIMETER LANDSCAPE AREA OF THIS DEVELOPMENT. DISTRIBUTION LINES, EXISTING OR PROPOSED, SHALL BE PLACED UNDERGROUND IF THEY ARE RELOCATED OR ADJUSTED.

14. THE PROPERTY OWNER IS REQUIRED TO SIGN A RESTRICTIVE COVENANT FOR UTILITIES.

15. APPROPRIATE SUBDIVISION AND/OR PARCEL MAPPING IS REQUIRED TO COMPLETE THIS PROJECT. ALL MAPPING SHALL BE IN COMPLIANCE WITH NRS CHAPTER 278 AND THE CITY OF NORTH LAS VEGAS MUNICIPAL CODE, AND ASSOCIATED MASTER PLANS IN EFFECT AT THE TIME OF SUBDIVISION AND/OR PARCEL MAP APPROVAL. CONFORMANCE MAY REQUIRE MODIFICATIONS TO THE SITE.

16. ALL KNOWN GEOLOGIC HAZARDS SHALL BE SHOWN ON THE SITE PLAN AND THE CIVIL IMPROVEMENT PLANS. SUBSEQUENT IDENTIFICATION OF ADDITIONAL HAZARDS MAY SUBSTANTIALLY ALTER THE ORIGINAL SITE PLAN.

17. ALL OFF-SITE IMPROVEMENTS MUST BE COMPLETED PRIOR TO FINAL INSPECTION OF THE FIRST BUILDING.

18. THE LIMITS OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY SPECIAL FLOOD HAZARD AREA ZONE A MUST BE SHOWN ON ALL SITE PLANS, CIVIL IMPROVEMENT PLANS, ETC. SUBMITTED TO THE CITY.

A. THE CITY OF NORTH LAS VEGAS DOES NOT PERMIT THE CONSTRUCTION OF ANY BUILDINGS WITHIN A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) DESIGNATED SPECIAL FLOOD HAZARD AREA (SFHA). UNDER THIS POLICY, THE APPLICANT MUST MEET THE FOLLOWING REQUIREMENTS PRIOR TO ISSUANCE OF PERMITS AND CERTIFICATES OF OCCUPANCY:

B. GRADING AND OFF-SITE CONSTRUCTION PERMITS MAY BE ISSUED ONCE A COPY OF THE CONDITIONAL LETTER OF MAP REVIEW (CLOMR) APPLICATION HAS BEEN SUBMITTED TO FEMA FOR PROCESSING.

C. BUILDING PERMITS MAY BE ISSUED ONCE A CLOMR HAS BEEN OBTAINED FROM FEMA.

D. CERTIFICATES OF OCCUPANCY CAN BE ISSUED ONCE A LETTER OF MAP REVISION (LOMR) HAS BEEN OBTAINED FROM FEMA.

19. FIRE ACCESS LANES SHALL BE MARKED TO PROHIBIT PARKING IN ACCORDANCE WITH THE FIRE CODE.

20. FIRE ACCESS LANES SHALL BE CLEARLY DEFINED BY EITHER CURBING OR MARKING THE BOUNDARIES ON THE GROUND.

21. THE PARKING LOT SHALL BE EQUIPPED WITH ADEQUATE LIGHTING, AS APPROVED AFTER REVIEW BY THE NORTH LAS VEGAS POLICE DEPARTMENT.

22. THERE SHALL BE EITHER SECURITY PATROLS OR SECURITY CAMERAS INSTALLED IN THE PARKING LOT.

23. BOTH THE STAGE AREA AND THE BEVERAGE BUILDING SHALL BE EQUIPPED WITH SECURITY LIGHTING AND AN ALARM.

24. THERE SHALL BE STRICT TIME RESTRICTIONS FOR WHEN PERFORMANCES CAN BE DONE, AS NOT TO INTERFERE WITH THE QUALITY OF LIFE OF THE NEIGHBORING RESIDENTIAL AREAS.

25. A CPTED ANALYSIS FOR THIS SITE SHALL BE REQUIRED.

MOTION: Board Member Robinson
SECOND: Board Member Smith
AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon, Robinson and Smith
NAYS: None
ABSTAIN: None

PUBLIC FORUM

There was no public participation.

ADJOURNMENT

ACTION: THE MEETING ADJOURNED AT 5:41 P.M.

MOTION: Chairman Eliason

SECOND: Board Member Montandon

AYES: Chairman Eliason, Vice Chairwoman Buck, Board Members Montandon,
Robinson and Smith

NAYS: None

ABSTAIN: None

APPROVED: March 4, 2009

/s/ Robert L. Eliason

Robert L. Eliason, Chairman

ATTEST:

/s/ Anita Sheldon

Anita Sheldon

Acting City Clerk