

**MINUTES OF THE REGULAR MEETING OF
OF THE MOORE CITY COUNCIL
THE MOORE PUBLIC WORKS AUTHORITY
AND THE MOORE RISK MANAGEMENT BOARD
OCTOBER 4, 2021 – 6:30 P.M.**

The City Council of the City of Moore met in the City Council Chambers, 301 North Broadway, Moore, Oklahoma on October 4, 2021 at 6:30 p.m. with Mayor Glenn Lewis presiding.

Adam Webb
Councilman, Ward I

Danielle McKenzie
Councilwoman, Ward I

Melissa Hunt
Councilwoman, Ward II

Mark Hamm
Councilman, Ward II

Jason Blair
Councilman, Ward III

Louie Williams
Councilman, Ward III

PRESENT: Blair, Williams, Webb, Hamm, Lewis
ABSENT: McKenzie, Hunt

STAFF MEMBERS PRESENT: City Manager, Brooks Mitchell; Assistant City Manager, Jerry Ihler; Assistant City Attorney, Brian Miller; City Attorney, Randy Brink; City Clerk, Vanessa Kemp; Community Development Director, Elizabeth Weitman; Emergency Management Director, Gayland Kitch; Finance Director, Betty Koehn; Fire Chief Greg Herbster; Human Resources Director, Christine Jolly; Manager of Information Technology, David Thompson; Parks and Recreation Director, Sue Wood; Police Chief, Todd Gibson; Police Sergeant Rebecca Miller; Public Affairs Director, Deidre Ebrey; Veolia Water Project Manager, Robert Pistole; and Public Works Director, Tony Mensah.

Agenda Item Number 2 being:

CONSENT DOCKET:

- A) APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD SEPTEMBER 20, 2021.
- B) RECEIVE THE MINUTES OF THE REGULAR PARKS BOARD MEETING HELD AUGUST 3, 2021.
- C) APPROVE MEMBERSHIP RENEWAL IN THE AMOUNT OF \$5,000 TO OKLAHOMA MUNICIPAL MANAGEMENT SERVICES ("OMMS").
- D) ACCEPT DONATION OF A PERMANENT DRAINAGE EASEMENT FROM GARY PAUL MAYFIELD FOR THE PURPOSE OF MAINTAINING THE DRAINAGE CHANNEL ALONG THE NORTH FORK LITTLE RIVER CROSSING THE PROPERTY LOCATED AT 309 N. BRYANT AVE. IN EXCHANGE FOR DONATION OF THE PERMANENT DRAINAGE EASEMENT THE CITY AGREES TO MOW THE AREA SOUTHWEST AND ADJACENT TO THE SOUTHWEST SIDE OF SAID DRAINAGE CHANNEL EASEMENT LOCATED ON THIS PROPERTY.
- E) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$3,438,622.28.

Councilman Hamm moved to approve the Consent Docket in its entirety, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 3 being:

RECEIVE A REPORT FROM SELECT ACTUARIAL SERVICES AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2021.

Brian Miller, Assistant City Attorney, advised that Betsy Southworth with Select Actuarial Services would be presenting a summary of the actuarial report virtually. Due to technical audio difficulties the item was moved to the end of the agenda to give staff an opportunity to correct the issue.

Councilman Williams made a motion to move Agenda Item No. 3 to the end of the agenda, second by Councilman Webb. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 4 being:

CONSIDER AUTHORIZING THE BUDGETED PURCHASE OF A 2022 FORD EXPLORER 4WD XLT AS A STAFF VEHICLE FOR THE ANIMAL CONTROL DEPARTMENT FROM BILL KNIGHT FORD IN THE AMOUNT OF \$36,722.00 USING STATE CONTRACT NO. SW035.

Tony Mensah, Public Works Director, advised that the item was for the budgeted purchase of a 2022 Ford Explorer for the Animal Control Department to utilize when attending training instead of taking a field vehicle out of service.

Councilman Blair moved to authorize the budgeted purchase of a 2022 Ford Explorer 4WD XLT as a staff vehicle for the Animal Control Department from Bill Knight Ford in the amount of \$36,722.00 using State Contract No. SW035, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 5 being:

RECONSIDER ACTION PREVIOUSLY TAKEN BY THE CITY COUNCIL ON SEPTEMBER 20, 2021 FOR APPROVAL OF A BUDGETED REPLACEMENT SERVER AND ADDITIONAL HARD DRIVE ENCLOSURES FOR BODY CAMERA VIDEO STORAGE FROM DAVENPORT GROUP USING NASPO OKLAHOMA STATE CONTRACT CODE C00000005398, BY AMENDING THE AMOUNT OF THE PURCHASE FROM \$36,695.00 TO \$38,697.00.

Brooks Mitchell, City Manager, advised that the budget purchase of a replacement server and additional hard drive enclosures for body camera video storage was approved at the September 20, 2021 City Council Meeting. The item was placed on the agenda to correct the amount of the purchase from \$36,695 to \$38,697.

Councilman Hamm moved to reconsider action previously taken by the City Council on September 20, 2021 for approval of a budgeted replacement server and additional hard drive enclosures for body camera video storage from Davenport Group using NASPO Oklahoma State Contract Code C00000005398, by amending the amount of the purchase from \$36,695.00 to \$38,697.00, second by Councilman Blair. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 6 being:

CONSIDER APPROVAL OF A QUOTE FROM IAPRO/BLUE TEAMS IN THE AMOUNT OF \$21,100 AS THE LOWEST RESPONSIBLE QUALIFIED CONTRACTOR FOR BUDGETED SOFTWARE FOR THE POLICE DEPARTMENT TO IMPROVE THE DOCUMENTATION OF INTERNAL INVESTIGATIONS AND CENTRALIZE AND STREAMLINE THE TRACKING OF COMPLAINTS, USES OF FORCE, PURSUITS, AND ACCIDENTS, AS WELL AS TO AID IN COMPLIANCE WITH STATE AND NATIONAL ACCREDITATION STANDARDS.

Police Chief Todd Gibson stated that the proposed purchase was for a software system that has been used by various law enforcement agencies in the metro area for a number of years. The software takes several processes and consolidates them into one repository for better internal tracking and oversight of high liability areas. Chief Gibson advised that it would also track commendations and provide administrative staff with alerts when a change in an officer's behavior pattern is detected.

Councilman Webb moved to accept a quote from IAPro/Blue Teams in the amount of \$21,100 as the lowest responsible qualified contractor for budgeted software for the Police Department to improve the documentation of internal investigations and centralize and streamline the tracking of complaints, uses of force, pursuits, and accidents, as well as to aid in compliance with state and national accreditation standards, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 7 being:

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR A DIGITAL EVIDENCE AND MEDIA SPECIALIST IN THE POLICE DEPARTMENT'S CRIMINAL INVESTIGATIONS DIVISION, AS APPROVED IN THE FY 21-22 BUDGET, AND ASSIGN IT TO PAY GRADE 108 OF THE CITY'S SALARY TABLE WITH AN EFFECTIVE DATE OF OCTOBER 4, 2021.

Christine Jolly, Human Resources Director, advised that the Police Department was requesting approval of a new job description for a Digital Evidence and Media Specialist. Ms. Jolly stated that this position would collect photographic and video evidence and download it to the video management system before

disseminating it under an Open Records Request, collect and disseminate audio recordings, and maintain an on-line social media presence to inform, educate and engage with the community while broadening outreach, building relationships, and promoting public safety. Ms. Jolly advised that the position was approved in the FY 21-22 budget. Staff recommended approval and placement in Pay Grade 108 of the City's salary table.

Councilman Williams moved to approve a new job description for a Digital Evidence and Media Specialist in the Police Department's Criminal Investigations Division, as approved in the FY 21-22 budget, and assign it to Pay Grade 108 of the City's salary table with an effective date of October 4, 2021, second by Councilman Hamm. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 8 being:

CONSIDER APPROVAL OF A NEW JOB DESCRIPTION FOR A CRIME ANALYST IN THE POLICE DEPARTMENT'S CRIMINAL INVESTIGATIONS DIVISION, AS APPROVED IN THE FY 21-22 BUDGET, AND ASSIGN IT TO PAY GRADE 109 OF THE CITY'S SALARY TABLE WITH AN EFFECTIVE DATE OF OCTOBER 4, 2021.

Christine Jolly, Human Resources Director, advised that the Police Department was requesting approval of a new job description for a Crime Analyst. Ms. Jolly stated that the position would be responsible for compiling, maintaining, analyzing, and tracking crime information to aid in determining patterns and trends. The position would also be responsible for providing technical, analytical and investigative assistance locally, statewide, and nationally to police, investigators, and other law enforcement agencies. Ms. Jolly advised that the position was approved in the FY 21-22 budget. Staff recommended approval and placement in Pay Grade 109 of the City's salary table.

Mayor Lewis asked why there was a difference in the pay grade for the positions of Crime Analyst and Digital Evidence and Medial Specialist. Ms. Jolly advised that the requirements were different for the two positions. The position of Crime Analyst required a Bachelor's Degree.

Councilman Blair moved to approve a new job description for a Crime Analyst in the Police Department's Criminal Investigations Division, as approved in the FY 21-22 budget, and assign it to Pay Grade 109 of the City's salary table with an effective date of October 4, 2021, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 9 being:

CONSIDER APPROVAL OF ORDINANCE NO. 988(21) AMENDING PART 15 TRAFFIC AND VEHICLES; CHAPTER 9 TURNING MOVEMENTS; SECTION 15-907 METHOD OF GIVING HAND SIGNALS; AND CHAPTER 16 BICYCLES; SECTION 15-1603 OBEDIENCE TO TRAFFIC CONTROL DEVICES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

Brian Miller, Assistant City Attorney, stated that Ordinance No. 988(21) would incorporate changes in state law effective November 1, 2021 regarding hand signals and obedience to traffic control devices when operating a bicycle.

Councilman Webb moved to approve Ordinance No. 988(21) amending Part 15 Traffic and Vehicles; Chapter 9 Turning Movements; Section 15-907 Method of Giving Hand Signals; and Chapter 16 Bicycles; Section 15-1603 Obedience to Traffic Control Devices; providing for severability; and providing for a repealer, second by Councilman Hamm. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 10 being:

CONSIDER APPROVAL OF ORDINANCE NO. 989(21) AMENDING PART 17, UTILITIES; CHAPTER 2, GARBAGE AND REFUSE COLLECTION; SECTION 17-201 DEFINITIONS; AND SECTION 17-207, CONTRACTING WITH PRIVATE SERVICES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

Brian Miller, Assistant City Attorney, advised that Ordinance No. 989(21) would allow private companies to contract with Moore residents for the collection and removal of recyclables. Mr. Miller stated that the ordinance defined the difference between garbage and recyclables, designated the type of container used, and allowed for front-of-the-home pickup and not curbside pickup.

Councilman Blair moved to approve Ordinance No. 989(21) amending Part 17, Utilities; Chapter 2, Garbage and Refuse Collection; Section 17-201 Definitions; and Section 17-207, Contracting with Private Services; providing for severability; and providing for a repealer, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 11 being:

CONSIDER APPROVAL OF ORDINANCE NO. 990(21) AMENDING PART 12, CHAPTER 3, ARTICLE B, DIVISION 12, SECTIONS 12-321 THROUGH 12-323 OF THE MOORE CITY CODE BY REMOVING OUTDOOR STORAGE AS AN INCIDENTAL USE, REMOVING THE AUTOMOTIVE AND EQUIPMENT: LIGHT, EATING ESTABLISHMENTS: DRIVE-IN, AND GASOLINE SALES: LIGHT USE UNIT CLASSIFICATIONS FROM BEING PERMITTED BY RIGHT AND ADDING THE SAME USE UNIT CLASSIFICATIONS AS PERMITTED ON REVIEW UNDER THE C-3 GENERAL COMMERCIAL DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR A REPEALER.

Elizabeth Weitman, Community Development Director, advised that car washes and gas stations have been allowed in a C-3 zoning district since the 2000 update to the zoning code. Since that time the City neighborhoods have been developed with a C-3 zoning at their entryways off of arterial roadways. Ms. Weitman felt this could create problems with auto oriented uses being so close to residential properties. She requested feedback from the City Council regarding their interest in amending the Code by removing

outdoor storage as an incidental use upon approval by the Community Development Director. Ms. Weitman stated outdoor storage as an incidental use in a C-3 zoning district was not something she would typically approve.

Additionally, Ms. Weitman identified uses by right that she felt should be removed and placed under uses on review. These uses include car washes, oil changes, eating establishment drive-ins, and gasoline sales light. She advised that these uses generate a lot of noise and trash which she felt would not be appropriate in close proximity to a residential area. This change would allow the Planning Commission and the City Council to review each case. Ms. Weitman noted that these uses have been allowed in a C-3 zoning district for many years and there have been recent inquires with these types of uses. By changing the zoning code it could potentially generate complaints from the development community.

Ms. Weitman stated that in this type of situation a rezoning of the property would not be necessary; however, the applicant would be asking permission to utilize a specific use. She added that once a permissive use is approved it would stay with the property regardless of the owner or user. Councilman Blair asked if properties that were rezoned to C-3 for a gas station but had not yet been developed would be grandfathered in. Ms. Weitman stated that those situations would need to be brought back to Council for review. She indicated that the only caveat would be items approved with a PUD. She advised that those uses were not included in the proposed change.

Councilman Hamm moved to approve Ordinance No. 990(21) amending Part 12, Chapter 3, Article B, Division 12, Sections 12-321 through 12-323 of the Moore City Code by removing outdoor storage as an incidental use, removing the Automotive and Equipment: Light, Eating establishments: Drive-In, and Gasoline Sales: Light Use Unit Classifications from being permitted by right and adding the same Use Unit Classifications as permitted on review under the C-3 General Commercial District; providing for severability; and providing for a repealer, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 12 being:

RECEIVE AND APPROVE UPDATES TO THE CITY'S EMERGENCY OPERATIONS PLAN.

Gayland Kitch, Emergency Management Director, advised that staff was requesting approval of the annual update to the City's Emergency Operations Plan. Mr. Kitch stated that page 5 of the document included the proposed changes. The only major change to the Plan involved the Health and Medical Annex due to COVID and epidemic and pandemic planning.

Mayor Lewis expressed his appreciation to Mr. Kitch for the work he put into the update.

Councilman Webb moved to approve updates to the City's Emergency Operations Plan, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 13 being:

CONSIDER AUTHORIZING STAFF TO SOLICIT BIDS FOR THE STATION RECREATION AND AQUATIC CENTER ANNUAL JANITORIAL SERVICES CONTRACT.

Brooks Mitchell, City Manager, stated that the Parks and Recreation Department requested that the item be tabled to a future meeting.

Councilman Williams moved to table Agenda Item No. 13, second by Councilman Webb. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 14 being:

CONSIDER ACCEPTANCE OF A PROPOSAL IN THE AMOUNT OF \$3,600 PER PARCEL FROM PINNACLE CONSULTING MANAGEMENT GROUP TO PROVIDE RIGHT-OF-WAY ACQUISITION SERVICES FOR THE EASTERN AVENUE (SE 4TH STREET TO SE 19TH STREET) PROJECT.

Jerry Ihler, Assistant City Manager, advised that the City was ready to obtain right-of-way needed for the Eastern Avenue project from SE 4th Street to SE 19th Street. Mr. Ihler indicated that 16 parcels would be required. He stated that Pinnacle Consulting Management Group submitted a proposal in the amount of \$3,600 per parcel; however, the proposal states that when multiple parcels have the same owner they would only charge \$3,600. Mr. Ihler anticipated utilizing Pinnacle for acquisition services on 8 parcels.

Councilman Blair moved to accept a proposal in the amount of \$3,600 per parcel from Pinnacle Consulting Management Group to provide Right-of-Way Acquisition services for the Eastern Avenue (SE 4th Street to SE 19th Street) Project, second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 3 being:

RECEIVE A REPORT FROM SELECT ACTUARIAL SERVICES AND ACCEPT THE ANNUAL ACTUARIAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2021.

Brian Miller, Assistant City Attorney, believed that the audio difficulties experienced earlier in the meeting had been corrected. Betsy Southworth with Select Actuarial Services would appear virtually to give a summary of their findings.

Ms. Southworth stated that the actuarial report was an annual analysis of the City's projected liabilities associated with its health benefits, workers compensation, and automobile with general liability exposures. She indicated that the objectives of the report are to estimate the liability for unpaid losses and allocated loss adjustment expenses as of June 30, 2021 and to forecast ultimate losses for the July 1, 2021 through June 30, 2022 period.

Councilman Blair moved to accept the annual Actuarial Report for fiscal year ended June 30, 2021, second by Councilman Webb. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

THE CITY COUNCIL MEETING WAS RECESSED AND THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS CONVENED AT 7:04 P.M.

Agenda Item Number 15 being:

CONSENT DOCKET:

- A) RECEIVE AND APPROVE THE MINUTES OF THE REGULAR MOORE PUBLIC WORKS AUTHORITY MEETING HELD SEPTEMBER 20, 2021.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$763,383.70.

Trustee Hamm moved to approve the consent docket in its entirety, second by Trustee Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

THE MOORE PUBLIC WORKS AUTHORITY MEETING WAS RECESSED AND THE MOORE RISK MANAGEMENT MEETING WAS CONVENED AT 7:05 P.M.

Agenda Item Number 16 being:

CONSENT DOCKET:

- A) ACCEPT THE MINUTES OF THE REGULAR MOORE RISK MANAGEMENT MEETING HELD SEPTEMBER 20, 2021.
- B) APPROVE AND RATIFY CLAIMS AND EXPENDITURES FOR FY 2021-2022 IN THE AMOUNT OF \$1,146,416.28 WITH \$802,174.87 OF THE TOTAL HEALTH CLAIMS TO BE FUNDED BY STOP-LOSS REIMBURSEMENT.

Trustee Williams moved to approve the consent docket in its entirety, second by Trustee Webb. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

THE MOORE RISK MANAGEMENT MEETING WAS RECESSED AND THE CITY COUNCIL MEETING RECONVENED AT 7:06 P.M.

Agenda Item Number 17 being:

NEW BUSINESS:

A) CITIZENS' FORUM FOR ITEMS NOT ON THE AGENDA.

There were no citizens to speak.

B) ITEMS FROM THE CITY COUNCIL/MPWA TRUSTEES.

Councilman Williams stated that he had received a phone call from a citizen who wanted to know how long it had been since the City reviewed the income thresholds for water bill discounts based on age and income level. He requested that staff begin the review process.

C) ITEMS FROM THE CITY/TRUST MANAGER.

Brooks Mitchell, City Manager, congratulated Chief Todd Gibson and the Moore Police Department for receiving the Caring for the Community Award presented by Channel 9 News.

Agenda Item Number 18 being:

EXECUTIVE SESSION:

A) DISCUSS AND CONSIDER A SETTLEMENT OFFER FOR PARCEL NO. 9.1 FOR PROPERTY ACQUISITION RELATED TO THE CONSTRUCTION AND MAINTENANCE OF THE SE 4TH STREET RAILROAD UNDERPASS PROJECT; AND AUTHORIZE STAFF TO PROCEED AS DIRECTED IN EXECUTIVE SESSION AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3)

B) CONVENE INTO EXECUTIVE SESSION

Councilman Williams moved to convene into executive session, second by Councilman Webb. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

The City Council convened into executive session at 7:08 p.m.

C) RECONVENE FROM EXECUTIVE SESSION

PRESENT: Blair, Williams, Webb, Hamm, Lewis
ABSENT: McKenzie, Hunt

The City Council reconvened from executive session at 7:18 p.m.

D) ACTION.

A) DISCUSS AND CONSIDER A SETTLEMENT OFFER FOR PARCEL NO. 9.1 FOR PROPERTY ACQUISITION RELATED TO THE CONSTRUCTION AND MAINTENANCE OF THE SE 4TH STREET RAILROAD UNDERPASS PROJECT; AND AUTHORIZE STAFF TO PROCEED AS DIRECTED IN EXECUTIVE SESSION AS AUTHORIZED BY 25 OKLA. STAT. § 307(B)(3)

Councilman Blair moved to approve a settlement offer for Parcel No. 9.1 for property acquisition related to the construction and maintenance of the SE 4th Street Railroad Underpass Project; and authorize staff to proceed as directed in executive session as authorized by 25 Okla. Stat. § 307(B)(3), second by Councilman Williams. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

Agenda Item Number 19 being:

ADJOURNMENT

Councilman Williams moved to adjourn the City Council meeting, second by Councilman Blair. Motion carried unanimously.

Ayes: Blair, Williams, Webb, Hamm, Lewis
Nays: None
Absent: McKenzie, Hunt

The City Council, Moore Public Works Authority, and Moore Risk Management meetings were adjourned at 7:19 p.m.

TRANSCRIBED BY:

RHONDA BAXTER, Executive Assistant

FOR:

MELISSA HUNT, MPWA Secretary

These minutes passed and approved as noted this ____ day of _____, 2021.

ATTEST:

VANESSA KEMP, City Clerk