

STATE OF ALABAMA )

COUNTY OF BALDWIN )

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Tuesday, 27 May 2025.

Present were Council President Jack Burrell, Councilmembers: Jimmy Conyers, Jay Robinson, and Kevin Boone; Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and Assistant City Clerk Jenny Opal Wilson. Councilmember Corey Martin and City Clerk Lisa Hanks were absent.

There being a quorum present, Council President Burrell called the meeting to order at 6:03 p.m. The invocation was given by Pastor Mike Megginson of 3 Circle Church and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to amend the agenda and added Agenda Item Numbers 13-15 after Agenda Item Number 12. Agenda Item Number 13 a resolution to award (Bid No. 25-045-2025-PWI-023A) to Asphalt Services, Inc. for S. Summit Street Outfall Drainage Repair/Improvement Project with a bid proposal of \$299,883.40 plus a 20% contingency of \$59,976.68 for a total not-to-exceed cost of \$359,860.08. Authorize Treasurer to transfer \$318,210.08 from General Fund to Capital Projects Fund. Agenda Item Number 14 a resolution that the City of Fairhope approves the award of the Request for Quotes for Labor and Materials for installation of two (2) motors and recondition of two (2) chiller pumps for the Library Chillers to Sheppard Services for a not-to-exceed project cost of \$8,414.72. Agenda Item Number 15 That the City Council hereby authorizes Mayor Sherry Sullivan to write a letter of support for Lyte Fiber, LLC for their subaward grant application through the Alabama Department of Economic and Community Affairs (ADECA) for the Alabama BEAD (Broadband Equity, Access, and Deployment) Grant Program.

Councilmember Kevin Boone moved to add on the above-mentioned items not on the printed agenda. Seconded by Councilmember Jay Robinson, motion passed unanimously by voice vote.

Councilmember Jimmy Conyers moved to approve minutes of May 12, 2025, Regular Meeting; and minutes of the May 12 2025, Work Session; and minutes of May 14, 2025 Special-Called City Council Meeting. Seconded by Councilmember Jay Robinson, motion passed unanimously by voice vote.

Mayor Sherry Sullivan addressed the City Council and recognized the Junior City Council of 2024-2025 with a YETI Cup for their service. Present were Jenna

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Kowal, Audrey Small, Teagan Lanicek, Erin Foutch, Grant Kelly, and Camille Hausman. Mayor Sullivan announced if you are interested in the Fairhope Junior City Council, please contact the City Clerk's Office for an application for the upcoming term.

Mayor Sullivan thanked the Public Works Department and employees for their service and the cookout for Public Works Week.

Mayor Sullivan additionally thanked the American Legion and Baldwin Pops for their community support in honor of Memorial Day.

The following individual spoke during Public Participation for Agenda Item Number 12. Sandra Tormoen, President, Baldwin County Trailblazers, 105 Ashton Ct., Fairhope, AL 36532. Sandra thanked the City Council for resolution on letter of support for the Baldwin County Trailblazers in support of grant that would establish the Kids in Parks program and create a new TRACK Trail at the Flying Creek Nature Preserve and make updates to existing kiosks along Eastern Shore Trail.

Councilmember Jimmy Conyers thanked the Veterans for their service. In addition he thanked the Fairhope Junior City Council for their service.

Councilmember Jay Robinson concurred with Councilmember Conyers. In addition, he thanked Principal Jon Cardwell of Fairhope High School and Principal Angie Hall of Fairhope Middle School for their presentations this evening at the City Council Work Session along with their educators and administrators.

Councilmember Kevin Boone congratulated Mayor Sherry Sullivan on her first granddaughter.

Council President Jack Burrell concurred with Councilmember Conyers on the Fairhope Junior City Council service and wished them good luck on their future endeavors. In addition he acknowledged the veterans and a Facebook article on Bobby Hall, Golf Pro, Quail Creek Golf, father that was captured in Vietnam with eight years in captivity.

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves Amendment No. 2 to the Contract Agreement with Watershed for (RFQ PS24-008) Professional Architectural and Engineering Services for Nature Center Building Rehabilitation for a not-to-exceed amount of \$4,990.00, increasing the original contract total to \$57,390.00; and hereby authorize Mayor Sherry Sullivan to execute the contract amendment. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

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**RESOLUTION NO. 5458-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** as follows:

[1] That the City of Fairhope approves Amendment No. 2 to the Contract Agreement with Watershed for (RFQ PS24-008) Professional Architectural and Engineering Services for Nature Center Building Rehabilitation for a not-to-exceed amount of \$4,990.00, increasing the original contract total to \$57,390.00; and hereby authorize Mayor Sherry Sullivan to execute the contract amendment.

ADOPTED ON THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson moved to amend the resolution to add the line item to resolution to authorize Treasurer to transfer \$38,921.00 from 004020-59501 Line 10 (Lift Station Upgrades) to 004020-59501 Line 50 (Bypass Pumps for Lift Stations). Seconded by Councilmember Kevin Boone, motion passed unanimously by voice vote. Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 25-024) to Hydra Service, Inc. for Twelve (12) Natural Gas Bypass Pumps with a bid proposal not-to-exceed \$1,137,855.00 once approval from ADCNR is received. The RESTORE Act of 2012 (Bucket 2) will pay for 75% of the total project. Authorize Treasurer to transfer \$38,921.00 from 004020-59501 Line 10 (Lift Station Upgrades) to 004020-59501 Line 50 (Bypass Pumps for Lift Stations). Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

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**RESOLUTION NO. 5459-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows:

[1] That the City of Fairhope did request, receive, and open bids for Twelve (12) Natural Gas Bypass Pumps (Bid No. 25-024) for the Water/Wastewater Department.

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

| <b>Hydra Service, Inc.</b> | <b>Morrow Water Technologies, Inc.</b> | <b>BBA Pumps, Inc.</b> |                                    |
|----------------------------|----------------------------------------|------------------------|------------------------------------|
| \$1,137,855.00             | \$1,278,192.00                         | \$878,549.00           | <b>Total Bid Cost</b>              |
| 12 Weeks ARO               | 12-16 Weeks                            | 30-34 Weeks            | <b>Estimated Days for Delivery</b> |

[3] After evaluating the bid proposals with the required bid specifications, Hydra Service, Inc. is now awarded the bid for Twelve (12) Natural Gas Bypass Pumps (Bid No. 25-024) for the Water/Wastewater Department with a not-to-exceed amount of \$1,137,855.00 once approval from ADCNR is received. The RESTORE Act of 2012 (Bucket 2) will pay for 75% of the total project.

[4] Authorize Treasurer to transfer \$38,921.00 from 004020-59501 Line 10 (Lift Station Upgrades) to 004020-59501 Line 50 (Bypass Pumps for Lift Stations).

Adopted on this 27th day of May, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Sherry Sullivan to execute an Aid to Construction Reimbursement Agreement between the City of Fairhope Gas Department and Haven at Fairhope – CDA, LLC for the Utility Relocation at and near the entrance of Gainswood

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Subdivision and approximately 1,600' South of Highway 181 and County Road 32 Intersection; and to accept the funds (not-to-exceed \$64,804.00) for this relocation project. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 5460-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes Mayor Sherry Sullivan to execute an Aid to Construction Reimbursement Agreement between the City of Fairhope Gas Department and Haven at Fairhope – CDA, LLC for the Utility Relocation at and near the entrance of Gainswood Subdivision and approximately 1,600' South of Highway 181 and County Road 32 Intersection; and to accept the funds (not-to-exceed \$64,804.00) for this relocation project.

DULY ADOPTED THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract with Genesis Industrial Staffing, Inc. to supply temporary employees to supplement the existing workforce. These services are exempt pursuant to Code of Alabama 1975, Section 41-16-51. Authorize Treasurer to transfer \$50,000.00 from Sanitation Salaries 005030-50040 to Temp Contract Labor 005030-50245. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

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**RESOLUTION NO. 5461-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That Mayor Sherry Sullivan is hereby authorized to execute a contract with Genesis Industrial Staffing, Inc. to supply temporary employees to supplement the existing workforce. These services are exempt pursuant to Code of Alabama 1975, Section 41-16-51. Authorize Treasurer to transfer \$50,000.00 from Sanitation Salaries 005030-50040 to Temp Contract Labor 005030-50245.

ADOPTED THIS 27TH DAY OF MAY 2025  
Jack Burrell, Council President

ATTEST:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract with VITALExam, LLC to perform NFPA 1580-compliant physical examinations and testing of Fairhope Volunteer Fire Department volunteer firefighters and employees. These services are exempt pursuant to Code of Alabama 1975, Section 41-16-51(3). Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 5462-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** as follows:

[1] That Mayor Sherry Sullivan is hereby authorized to execute a contract with VITALExam, LLC to perform NFPA 1850-compliant physical examinations and testing of Fairhope Volunteer Fire Department volunteer firefighters and employees. These services are exempt pursuant to Code of Alabama 1975, Section 41-16-51(3).

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DULY ADOPTED THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby authorizes submission of Grant Application for FY2025 Airport Improvement Program Funds for Runway Strengthening at H.L. "Sonny" Callahan Airport. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 5463-25**

**A RESOLUTION TO AUTHORIZE SUBMISSION OF GRANT  
APPLICATION FOR FY2025 AIRPORT IMPROVEMENT PROGRAM FUNDS  
FOR RUNWAY STRENGTHENING AT H. L. "SONNY" CALLAHAN AIRPORT**

WHEREAS, the City of Fairhope, Alabama, as the designated Sponsor for H. L. "Sonny" Callahan Airport (KCQF) ("the Airport") intends to apply for Federal and State matching funds for an Airport Improvement Program Project (AIP) Grant Project at the Airport; and

WHEREAS, the overall scope of the AIP Project is expected to be runway rehabilitation, replacement of runway lighting, replacement of taxiway lighting; and

WHEREAS, the total project costs are expected to be \$6,903,025, with 95% of the project costs funded by the FAA; 2.5% of the project costs funded by the Alabama Department of Transportation; and 2.5% of the project costs funded by Fairhope Airport Authority; and

WHEREAS, the application submission deadline is not later than June 16, 2025.

THEREFORE, BE IT RESOLVED, by the City of Fairhope, Alabama as follows:

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1. That the City of Fairhope is authorized to make an Application for Federal Assistance for the AIP Project for the purpose of seeking Federal funding through the AIP program for runway strengthening and lighting replacement at the Airport.

2. That the application be submitted for and on behalf of the City of Fairhope by its Mayor, as designated by the City Council, who is authorized by this Resolution to sign the application and any related forms or documents on behalf of the City of Fairhope.

3. That should such grant application be accepted and approved by the FAA, that the Mayor is hereby authorized by this Resolution to execute an appropriate grant agreement with FAA without further action on the part of the City Council.

BE IT FURTHER RESOLVED, that the City of Fairhope, in reliance upon an appropriate resolution from Fairhope Airport Authority dated May 20, 2025, hereby affirms that the local matching share of funds in the amount required for this AIP Project shall be the responsibility of Fairhope Airport Authority, and not the City of Fairhope.

I, the undersigned qualified and acting as the City Clerk of the City of Fairhope, Alabama hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the City Council of the City of Fairhope named therein, at a regular meeting of such body held on the 27th day of May, 2025, and that such resolution is on file in the office of the City Clerk, City of Fairhope, Alabama.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Fairhope on this 27th day of May, 2025.

  
Jack Burrell, Council President

ATTEST:

  
Lisa A. Hanks, MMC  
City Clerk

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27 May 2025

Councilmember Jimmy Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby authorizes submission of the Grant Application for Infrastructure Improvements at H.L."Sonny" Callahan Airport. Seconded by Councilmember Jay Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 5464-25**

**A RESOLUTION TO AUTHORIZE SUBMISSION OF  
GRANT APPLICATION FOR INFRASTRUCTURE IMPROVEMENTS  
AT H. L. "SONNY" CALLAHAN AIRPORT**

WHEREAS, the City of Fairhope, Alabama, as the designated Sponsor for H. L. "Sonny" Callahan Airport (KCQF) ("the Airport") intends to apply for grant funding through the Alabama Department of Transportation (ALDOT) for certain infrastructure improvements at the Airport; and

WHEREAS, the overall scope of the infrastructure improvements is expected to be the application of a seal coat to the East Ramp, the Northwest Ramp, and Taxiway C, together with certain spall repairs to concrete areas on the Airport premises;

WHEREAS, the total cost of the improvements is \$624,343.00, with ALDOT contributing 75% of the cost and Fairhope Airport Authority contributing 25% of the cost; and

WHEREAS, the application deadline for this grant funding is May 30, 2025.

THEREFORE, BE IT RESOLVED, by the City of Fairhope, Alabama as follows:

1. That the City of Fairhope is authorized to make a grant application through ALDOT for pavement maintenance at the Airport as set forth above.
2. That the grant application be submitted for and on behalf of the City of Fairhope by its Mayor, as designated by the City Council, who is authorized by this Resolution to sign the application and any related forms or documents on behalf of the City of Fairhope.
3. That should such grant application be accepted and approved by ALDOT, that the Mayor is hereby authorized by this Resolution to execute an appropriate grant agreement with ALDOT without further action on the part of the City Council.

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BE IT FURTHER RESOLVED, that the City of Fairhope, in reliance upon an appropriate resolution from Fairhope Airport Authority approved on May 20, 2025, hereby affirms that the local matching share of funds in the amount required for this grant application shall be the responsibility of Fairhope Airport Authority, and not the City of Fairhope.

I, the undersigned qualified and acting as the City Clerk of the City of Fairhope, Alabama hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the City Council of the City of Fairhope named therein, at a regular meeting of such body held on the 27th day of May, 2025, and that such resolution is on file in the office of the City Clerk, City of Fairhope, Alabama.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Fairhope on this 27th day of May, 2025.

  
Jack Burrell, Council President

ATTEST:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Sherry Sullivan to write a letter of support to the Baldwin County Trailblazers establishing the Kids in Parks Program in Baldwin County and creating a new TRACK Trail at the Flying Creek Nature Preserve in Fairhope; and support of the Baldwin County Trailblazers making updates to the existing kiosks along the Eastern Shore Trail. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 5465-25**

**BE IT HEREBY RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes Mayor Sherry Sullivan to write a letter of support to the Baldwin County Trailblazers establishing the Kids in the Parks Program in Baldwin County and creating a new TRACK Trail at the Fly Creek Nature Preserve in Fairhope; and support of the

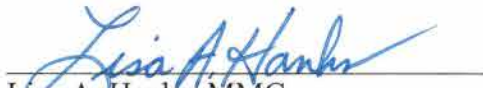
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Baldwin County Trailblazers making updates to the existing kiosks along the Eastern Shore.

ADOPTED ON THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Kevin Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 25-045-2025-PWI-023A) to Asphalt Services, Inc. for S. Summit Street Outfall Drainage Repair/Improvement Project with a bid proposal of \$299,883.40 plus a 20% contingency of \$59,976.68 for a total not-to-exceed cost of \$359,860.08. Authorize Treasurer to transfer \$318,210.08 from General Fund to Capital Projects Fund. Seconded by Councilmember Jay Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 5466-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** as follows:

[1] That the City of Fairhope did request, receive, and open bids for (Bid No. 25-045-2025-PWI-023A) S. Summit Street Outfall Drainage Repair/Improvement for the Public Works Department.

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

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**City of Fairhope Bid Tabulation****Bid 25-045-2025-PWI-023A S. Summit St. Outfall Drainage Repair / Improvement Project****Opened May 27th, 2025 at 10:00 A.M.**

| Vendor                              | Bid Documents Signed / Notarized (Y/N) | Bid Bond (Y/N) | Addendum I (Y/N) | Base Bid Total                       | 20% Contingency | Base Bid Plus 20% Contingency Total |
|-------------------------------------|----------------------------------------|----------------|------------------|--------------------------------------|-----------------|-------------------------------------|
| Arrington Curb & Excavation, Inc.   | Y                                      | Y              | Y                | \$313,016.00                         | \$62,603.20     | \$375,619.20                        |
| Asphalt Services, Inc.              | Y                                      | Y              | Y                | \$299,883.40*                        | \$59,976.68*    | \$359,860.08*                       |
| Blade Construction LLC              | Y                                      | Y              | Y                | \$376,179.00                         | \$75,235.80     | \$451,414.80                        |
| Fulcrum Construction Group          | Y                                      | Y              | Y                | \$893,064.00                         | \$178,612.80    | \$1,071,676.80                      |
| Gibson Construction Services, LLC   | Y                                      | Y              | Y                | \$329,295.00                         | \$65,859.00     | \$395,154.00                        |
| Harris Contracting Services         | Y                                      | Check          | Y                | \$359,600.00*                        | \$71,920.00*    | \$431,520.00*                       |
| Hughes 360 Services LLC             | Y                                      | Y              | N                | Non-Responsive (Did not Acknowledge) |                 |                                     |
| McElhenney Construction Company LLC | Y                                      | Y              | Y                | \$390,069.13                         | \$78,013.84     | \$468,082.96                        |

\* Denotes corrected Total based on Unit Pricing

[3] After evaluating the bid proposals with the required bid specifications, Asphalt Services, Inc. is now awarded the bid for (Bid No. 25-045-2025-PWI-023A) for S. Summit Street Outfall Drainage Repair/Improvement Project for the Public Works Department with a bid proposal of \$299,883.40, plus a 20% contingency of \$59,976.68 for a total not-to-exceed cost of \$359,860.08.

[4] Authorize Treasurer to transfer \$318,210.08 from General Fund to Capital Projects Fund.

ADOPTED ON THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Jimmy Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution That the City of Fairhope approves the award of the Request for Quotes for Labor and Materials for installation of two (2) motors and recondition of two (2) chiller pumps for the Library Chillers to Sheppard Services for a not-to-exceed project cost of \$8,414.72.

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Seconded by Councilmember Jay Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 5467-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as follows:

[1] That the City of Fairhope approves the award of the Request for Quotes for Labor and Materials for installation of two (2) motors and recondition of two (2) chiller pumps for the Library Chillers to Sheppard Services for a not-to-exceed project cost of \$8,414.72.

DULY ADOPTED ON THIS 27TH DAY OF MAY, 2025

  
Jack Burrell, Council President

Attest:

  
Lisa Hanks, MMC  
City Clerk

Councilmember Jay Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes Mayor Sherry Sullivan to write a letter of support for Lyte Fiber, LLC for their subaward grant application through the Alabama Department of Economic and Community Affairs (ADECA) for the Alabama BEAD (Broadband Equity, Access, and Deployment) Grant Program. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

**RESOLUTION NO. 5468-25**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE**, That the City Council hereby authorizes Mayor Sherry Sullivan to write a letter of support for Lyte Fiber, LLC for its subaward grant application through the Alabama Department of Economic and Community Affairs (ADECA) for the Alabama BEAD (Broadband Equity, Access, and Deployment) Grant Program.

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ADOPTED ON THIS 27TH DAY OF MAY, 2025  
Jack Burrell, Council President

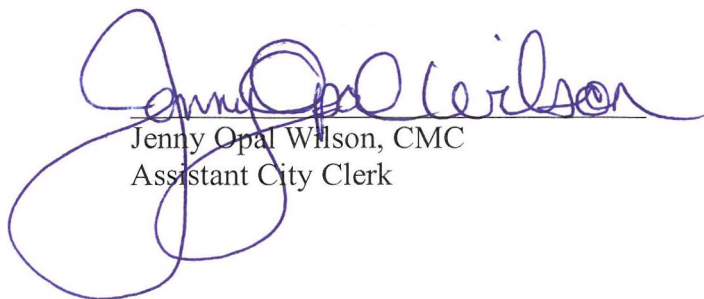
Attest:

  
Lisa A. Hanks, MMC  
City Clerk

The following individual spoke during Public Participation. Don De Gutz, 110 Blakeney Avenue, Fairhope AL 36532. Don acknowledged the importance of having microphones on during meetings so when watching meetings at home your able to hear comments. Don was not in favor of the Flying Creek Nature Preserve Active Recreation Park Conceptual Master Plan – Protect, Preserve, Enhance, Restore, Recreate as presented by Thompson Engineering and Tailored Trails, LLC this evening at the City Council Work Session. Don asked City Council to reject plan. Don was in favor of Building Condemnations as presented by Erik Cortinas, Building Official this evening at the City Council Work Session. Don appreciates the response time on the 311 System and encouraged utilization.

Councilmember Jay Robinson moved to adjourn the meeting. Seconded by Councilmember Jimmy Conyers, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:32 p.m.

  
Jack Burrell, Council President  
Jenny Opal Wilson, CMC  
Assistant City Clerk