

Council Chambers
Municipal Building
December 13, 2016

The McAlester City Council met in a Regular session on Tuesday, December 13, 2016, at 6:00 P.M. after proper notice and agenda was posted, December 9, 2016 at 3:02 P.M.

Call to Order

Mayor Browne called the meeting to order.

Pastor Anthony Washington gave the invocation and led the Pledge of Allegiance.

Roll Call

Council Roll Call was as follows:

Present: Weldon Smith, Cully Stevens, Travis Read, Robert Karr, Buddy Garvin, Jason Barnett & John Browne

Absent: None

Presiding: John Browne, Mayor

Staff Present: Peter J. Stasiak, City Manager; Toni Ervin, CFO; Leroy Alsup, Community & Economic Development Director; William J. Ervin, City Attorney and Karen Boatright, Deputy City Clerk

Citizens Comments on Non-Agenda Items

Residents may address Council regarding an item that is not listed on the Agenda. Residents must provide their name and address. Council requests that comments be limited to five (5) minutes.

There were no citizen comments.

Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Approval of the Minutes from the November 22, 2016, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for November 16, 2016 through December 6, 2016. *(Toni Ervin, Chief Financial Officer)* General Fund - \$146,486.60; Nutrition - \$852.30; Landfill Reserve/Sub-Title D - \$1,890.00; Employee Retirement - \$16,518.15; Tourism Fund - \$6,496.68; SE Expo Center - \$8,690.61; E-911 - \$500.76; Economic Development -

\$278,625.58; Grants & Contributions - \$1,774.80; Fleet Maintenance - \$10,551.99; Dedicated Sales Tax-MPWA - \$500.00; CIP Fund - \$129,678.26; Technology Fund - \$934.21 and Stormwater Fund - \$4,362.66.

- C. Consider and act upon, authorization of payment to GC Rental & Sales, Invoice 43821, in the amount of \$ 930.20, for equipment rental for Washington Avenue Pavement Reconstruction Project and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- D. Consider and act upon, authorization of payment to Utility Supply Co., Invoice 099484, in the amount of \$ 2,486.04, for waterline items for Washington Avenue Pavement Reconstruction Project and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- E. Consider and act upon, authorization of payment to Infrastructure Solutions Group, LLC, Invoice MC-15-02A-05, in the amount of \$10,082.00 for Professional Services related to Washington Avenue Pavement Reconstruction Project and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- F. Consider and act upon, a resolution authorizing the change from Part-Time to Full Time Position of Central Purchasing Agent and placed on the Non Uniform Pay plan on pay grade 119-01 for the FY 2016-2017. *(Toni Ervin, Chief Financial Officer)*
- G. Consider and act upon, a \$150 one-time net pay for all full and part time regular employees. *(Peter Stasiak, City Manager)*
- H. Concur with the Mayor's appointment of Mr. Chan Lee to the McAlester Ward Redistricting Committee. Mr. Lee is to replace Mr. Jarred Phillips as representative for Ward 3. *(John Browne, Mayor)*

Councilman Read requested that items "F and G" be removed for individual consideration.

A motion was made by Councilman Smith and seconded by Councilman Read to approve Consent Agenda items "A through E and H".

There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Stevens, Karr, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

Items Removed from the Consent Agenda

- F. Consider and act upon, a resolution authorizing the change from Part-Time to Full Time Position of Central Purchasing Agent and placed on the Non Uniform Pay plan on pay grade 119-01 for the FY 2016-2017. *(Toni Ervin, Chief Financial Officer)*

Councilman Read commented that the agenda item discussed eliminating the Part-time Human Resources position but the Resolution did not. He stated that in the last paragraph of the Resolution should have “Eliminate the Part-Time position in Human Resources” language added.

Councilman Read then moved to approve RESOLUTION NO. 16-17, eliminating the part-time Human Resources position and changing one part-time Purchasing position into a full-time position in the Purchasing area. The motion was seconded by Councilman Smith. There was no other discussion, and the vote was taken as follows:

AYE: Councilman Read, Smith, Stevens, Karr, Garvin, Barnett & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

- G. Consider and act upon, a \$150 one-time net pay for all full and part time regular employees. *(Peter Stasiak, City Manager)*

Councilman Read commented that he was sure that the employees would appreciate \$150.00 but he felt that the City could do better and he would like to see it bumped up to \$200.00.

Manager Stasiak stated that funding was available if that was what the Council wished.

Councilman Read moved to approve a one-time net payment for all full and part time regular employees of \$200.00. The motion was seconded by Councilman Stevens and the vote was taken as follows:

AYE: Councilman Read, Stevens, Karr, Garvin, Barnett, Smith & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

A motion was made by Councilman Read and seconded by Councilman Garvin to open a Public Hearing to address two (2) ordinances.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Read, Garvin, Karr, Barnett, Smith, Stevens & Mayor Browne
NAY: None

Mayor Browne declared the motion carried and the Public Hearing was opened at 6:10 P.M.

Public Hearing

All persons interested in any ordinance listed under Scheduled Business shall have an opportunity to be heard in accordance with Article 2, Section 2.12(b) of the City Charter.

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2568 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2016-17; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR ALL OF LOT 4, BLOCK 213, IN THE CITY OF MCALESTER, NOW KNOWN AS NORTH MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA FROM R1-B SINGLE-FAMILY RESIDENTIAL DISTRICT TO R-2 TWO-FAMILY DWELLING (DUPLEX) DISTRICT.

There were no comments from the Council or the citizens and Councilman Read moved to close the Public Hearing. The motion was seconded by Councilman Stevens, and the vote was taken as follows:

AYE: Councilman Read, Stevens, Garvin, Barnett, Smith, Karr & Mayor Browne
NAY: None

Mayor Browne declared the motion carried and the Public Hearing was closed at 6:10 P.M.

Scheduled Business

1. Consider and act upon, an Ordinance amending Ordinance No. 2568 which established the budget for fiscal year 2016-17; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Chief Financial Officer*)

Executive Summary

Motion to approve the budget amendment ordinance.

CFO Ervin addressed the Council reviewing the proposed Ordinance. She distributed a corrected exhibit and explained that this amendment was for the grant that the Council would be considering later in the meeting.

ORDINANCE NO. 2588

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2568 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2016-17; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

A motion was made by Councilman Garvin and seconded by Read to approve **ORDINANCE NO. 2588**. There was no discussion, and the vote was taken as follows:

AYE: Councilman Garvin, Read, Barnett, Smith, Karr & Mayor Browne

NAY: None

ABSTAIN: (counted as a nay) Councilman Stevens

Mayor Browne declared the motion carried.

Vice-Mayor Karr moved to approve the EMERGENCY CLAUSE. The motion was seconded by Councilman Read and the vote was taken as follows:

AYE: Councilman Karr, Read, Smith, Garvin, Barnett & Mayor Browne

NAY: None

ABSTAIN: (counted as a nay) Councilman Stevens

Mayor Browne declared the motion carried.

2. Consider and act upon, approval and authorization for the Mayor to sign a Contract for Services with the McAlester Defense Support Association (MDSA) and McAlester Defense Support Services, Inc. (MDSS) for the creation of a full time office and Executive Director position for MDSS. This contract includes shared funding with the MDSA for the remainder of FY 2016-2017. (*Gene Walker, Vice Chairman, McAlester Defense Support Assoc.*)

Executive Summary

Motion to approve and authorize the Mayor to sign the Contract for Services with MDSA and MDSS for the Executive Director Position for MDSS.

This item was withdrawn.

3. Consider action to acquire the property at 103 Steven Taylor Blvd for the Krebs Brewing Co., Inc. expansion project for the sum of \$1,100,000 plus closing costs (estimated to be \$1,487.21), subject to the "Release of Funds" for CDBG-EDIF Grant Contract No. 16765 CDBG-ED 16 by the Oklahoma Department of Commerce. (*Leroy Alsup, Community & Economic Development Director, Millie Vance, Grant Administrator*)

Executive Summary

Motion to acquire the property at 103 Steven Taylor Blvd for the Krebs Brewing Co., Inc. expansion project for the sum of \$1,100,000 plus closing costs (estimated to be \$1,487.21), subject to the "Release of Funds" for CDBG-EDIF Grant Contract No. 16765 CDBG-ED 16 by the Oklahoma Department of Commerce and to authorize the Mayor to execute the Statement of the Basis for Determining Just Compensation and other closing documents to complete said acquisition.

Director Alsup addressed the Council stating that he had been given the title work and title insurance before the meeting and explained that all steps had been worked through and that subject to the title work they thought they had everything needed to acquire the property.

Ms. Vance addressed the Council explaining that all of the Grant requirements had been met to have the funds released. She then reviewed the Uniform Acquisition and Relocation Act. She added that the Attorney for the Department of Commerce and the City's Attorney had reviewed and approved the forms and the Department of Commerce had released the funds based on what the City had done to date and the City had the authority to use the funds. She stated that now they were asking that they be allowed to proceed with the process.

After a brief discussion concerning the closing the cost, the actual amount of the grant and the City's portion of funding, the amount of work that had put into this project by all of the parties involved and how this would be a great investment for the community.

A motion was made by Councilman Smith and seconded by Councilman Read to acquire the property at 103 Steven Taylor Blvd for the Krebs Brewing Co., Inc. expansion project for the sum of \$1,100,000 plus closing costs (estimated to be \$1,487.21), subject to the "Release of Funds" for CDBG-EDIF Grant Contract No. 16765 CDBG-ED 16 by the Oklahoma Department of Commerce and to authorize the Mayor to execute the Statement of the Basis for Determining Just Compensation and other closing documents to complete said acquisition, subject to the City Attorney's review. There was no further discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Karr, Garvin, Barnett & Mayor Browne

NAY: None

ABSTAIN: (counted as a nay) Councilman Stevens

Mayor Browne declared the motion carried.

4. Consider and act upon, the Triple Net Real Property Lease Agreement between the City of McAlester and Krebs Brewing Co., Inc. for the property at 103 Steven Taylor Boulevard. McAlester, OK. (*Leroy Alsup, Community & Economic Development Director*)

Executive Summary

Motion to authorize the Mayor to execute the Triple Net Real Property Lease Agreement between the City of McAlester and Krebs Brewing Co., Inc. for the property at 103 Steven Taylor Boulevard. McAlester, OK, subject to the "Release of Funds" for CDBG-EDIF Grant Contract No. 16765 CDBG-ED 16 by the Oklahoma Department of Commerce and the closing on the acquisition of the property at 103 Steven Taylor Boulevard. McAlester, OK.

Director Leroy addressed the Council explaining that the Triple Net Real Property Lease Agreement had been reviewed by the City Attorney and the Department of Commerce each with changes that they recommended and Krebs Brewing had been agreeable to all of the recommended changes.

Ms. Vance commented that the on the Grant side the following had been included in the lease, employee covenants, that he would create the thirty (30) jobs, that 51% would be made available to low, moderate income people and his matching funds amount.

There was no further discussion and Councilman Read moved to authorize the Mayor to execute the Triple Net Real Property Lease Agreement between the City of McAlester and Krebs Brewing Co., Inc. for the property at 103 Steven Taylor Boulevard. McAlester, OK, subject to

the “Release of Funds” for CDBG-EDIF Grant Contract No. 16765 CDBG-ED 16 by the Oklahoma Department of Commerce and the closing on the acquisition of the property at 103 Steven Taylor Boulevard, McAlester, OK. The motion was seconded by Councilman Smith, and the vote was taken as follows:

AYE: Councilman Read, Smith, Stevens, Karr, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

5. **TABLED FROM THE DECEMBER 6TH SPECIAL MEETING:** Consideration of an appeal from William R. Billy in regards to the November 2, 2016 Notice of Violation/ Administrative Order to abate the nuisance on the property at 1400 E. Pierce Avenue that was tabled at the November 22, 2016 City Council Meeting. (*Leroy Alsup, Community & Economic Development Director, George Estrada, Building Inspector, James Schulz, Code Enforcement*)

Executive Summary

Motion to direct the McAlester Code Enforcement Officer and the Building Inspector to summarily abate the nuisance on the property at 1400 E. Pierce Avenue.

Manager Stasiak informed the Council that the Code Department had confirmed that this structure had been removed and no further action was required.

Mayor Browne stated that this item would be withdrawn.

6. Consider and act upon, an Ordinance amending the general zoning ordinance and accompanying map thereto known as General Zoning Ordinance No. 1843 (1989), by changing the classification of the zoning district for all of Lot 4, Block 213, in the City of McAlester, now known as North McAlester, Pittsburg County, State of Oklahoma from R1-B Single-Family Residential District to R-2 Two-Family Dwelling (Duplex) District. (*Leroy Alsup, Community & Economic Development Director*)

Executive Summary

Motion to act upon and approve the above Ordinance changing the classification of the zoning district for the property identified in the Ordinance from R1-B Single-Family Residential District to R-2 Two-Family Dwelling (Duplex) District and authorizing the Mayor to sign the ordinance.

Director Alsup addressed the Council explaining that the Planning Commission at its’ meeting on November 15, 2016 had unanimously voted to recommend this rezoning request as presented. He added that there had not been any objections to the rezone from the area residents.

ORDINANCE NO. 2589

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR ALL OF LOT 4, BLOCK 213, IN THE CITY OF MCALESTER, NOW KNOWN AS NORTH MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA

FROM R1-B SINGLE-FAMILY RESIDENTIAL DISTRICT TO R-2 TWO-FAMILY DWELLING (DUPLEX) DISTRICT.

A motion was made by Councilman Stevens and seconded by Councilman Smith to approve **ORDINANCE NO. 2589**, rezoning all of Lot 4, Block 213 in North McAlester from R1-B (Single-Family Residential District) to R-2 (Two-Family Dwelling (Duplex) District). There was no discussion, and the vote was taken as follows:

AYE: Councilman Stevens, Smith, Read, Karr, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

7. Consider and act upon, a “Use Permit After Review” in the “Wade Watts Corridor” for the use of the property at 1214 E. Wade Watts Avenue as a store offering carpet and flooring sales. (*Leroy Alsup, Community & Economic Development Director*)

Executive Summary

Motion to approve a “Use Permit After Review” in “Wade Watts Corridor” for the use of the property at 1214 E. Wade Watts Avenue as a store offering carpet and flooring sales and to authorize the Mayor to sign the “Use Permit after Review” approval form.

Director Alsup addressed the Council explaining that on November 15, 2016, the Planning Commission had met and unanimously voted to recommend the “Use Permitted after Review” request be approved.

There was no discussion, and Councilman Smith moved to approve the “Use Permit After Review” in “Wade Watts Corridor” for the use of the property at 1214 E. Wade Watts Avenue as a store offering carpet and flooring sales and to authorize the Mayor to sign the “Use Permit after Review” approval form. The motion was seconded by Vice-Mayor Karr, and the vote was taken as follows:

AYE: Councilman Smith, Karr, Read, Garvin, Barnett & Mayor Browne

NAY: None

ABSTAIN: (counted as a nay) Councilman Stevens

Mayor Browne declared the motion carried.

8. Consider and act to authorize the Mayor to execute documents necessary for assignment from DLI McAlester, LLC to UIRC-GSA VI MCALESTER OK, LLC, of DLI’s interests in a certain lease recorded on February 9, 2001 with the Pittsburg County Clerk as Document No. 59897 in Book 001094, Pages 327-338 (The DEA Building). (*Joe Ervin, City Attorney*)

Executive Summary

Authorize the Mayor to execute documents necessary for assignment from DLI McAlester, LLC to UIRC-GSA VI MCALESTER OK, LLC, of DLI’s interests in a certain lease recorded on February 9, 2001 with the Pittsburg County Clerk as Document No. 59897 in Book 001094, Pages 327-338 (The DEA Building).

Attorney Ervin addressed the Council explaining that the documents had been reviewed and they were recommending that the Council disapprove this item at this time. He stated that there were changes that needed to be made to both documents and he felt that it was not in the City's best interest to approve these documents.

After discussion concerning the original lease, how the structure was built and how the new documents were written, Councilman Smith moved to deny the assignment from DLI McAlester, LLC to UIRC-GSA VI MCALESTER OK, LLC, of DLI's interests in a certain lease recorded on February 9, 2001 with the Pittsburg County Clerk as Document No. 59897 in Book 001094, Pages 327-338 (The DEA Building). The motion was seconded by Vice-Mayor Karr and the vote was taken as follows:

AYE: Councilman Smith, Karr, Garvin, Barnett, Stevens, Read & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

New Business

Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes.

Manager Stasiak addressed the Council explaining that a "Schedule D Payment Requisition" had been submitted to him Monday morning, December 19, 2016. He stated that the document had been submitted, in a timely manner, to Infrastructure Solutions Group, LLC by Katcon, Inc. for work on the Washington Ave. Street Reconstruction project but Infrastructure Solutions Group, LLC had not gotten it to the City in time. He added that all figures had been confirmed and work recognized as completed and staff was recommending payment of \$144,183.15 to Katcon, Inc. for work on the Washington Street Reconstruction project.

Mayor Browne stated that this item did meet "New Business" requirements as "Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes."

A motion was made by Councilman Garvin and seconded by Councilman Read to authorize payment to Katcon, Inc., Contractor's Pay Request No. Five (5), for the Washington Ave. Street Reconstruction project, in the amount of \$144,183.15. There was no discussion, and the vote was taken as follows:

AYE: Councilman Garvin, Read, Barnett, Smith, Stevens, Karr & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

City Manager's Report

- Report on activities for the past two weeks.

Manager Stasiak informed the Council that the electronics that would read the new meters in the AMI system had been installed on the Water Towers, there was an informational meeting scheduled for Thursday, December 15, 2016 at 5:30 P.M. in the Puterbaugh cafeteria for all residents that could be affected by the new system. He explained the number of ways the City had pushed the information on the new system out to the public. He added that it was anticipated that the meters would be installed in January.

Mayor Browne inquired about the meeting notification and Manager Stasiak explained that the City Clerk would post it as a “Notice that a quorum of the Council might attend the meeting.”

Remarks and Inquiries by City Council

Councilman Stevens inquired about the status of hiring a City Engineer.

Manager Stasiak stated that the City was continuing to advertise for the position and he and the CFO had discussed the position this morning and they were going to change the search to a Public Works Director. He added that the City kept close track of the amount being paid to Infrastructure Solutions Group, LLC and it was actually less expensive to pay a contractor than it was to pay an employee.

Vice-Mayor Karr wished everyone a Merry Christmas and hoped that there would not be any problems with the cold weather.

Councilman Garvin also wished everyone a Merry Christmas and commented on the community’s loss of John Yates.

Councilmen Smith, Read and Barnett did not have any comments for the evening.

Mayor’s Comments and Committee Appointments

Mayor Browne agreed with the comments that Councilman Garvin had said about John Yates. He commented on a “Toy Give Away” over the weekend that had been put on by a local attorney, Michael Miller. He announced that “Wreaths Across America” would be participating in a ceremony this Saturday at Oak Hill Cemetery.

Recess Council Meeting

Mayor Browne asked for a motion to recess the Regular Meeting to convene the Authorities. Councilman Smith moved to recess the Regular Meeting and convene the Authorities. The motion was seconded by Vice-Mayor Karr.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Karr, Garvin, Barnett, Stevens, Read & Mayor Browne

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 6:44 P.M.

Reconvene Council Meeting

The Regular Meeting was reconvened at 6:45 P.M.

A motion was made by Councilman Smith and seconded by Councilman Garvin to recess the Regular Meeting for an Executive Session in accordance with Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions, more particularly: Jeff Ketchum Settlement.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Garvin, Barnett, Stevens, Read, Karr & Mayor Browne

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 6:46 P.M.

Executive Session

Recess into Executive Session in compliance with Section Title 25 Section 307 B.4 et.seq. Oklahoma Statutes, to wit:

- Proposed executive session pursuant to Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions, more particularly: Jeff Ketchum Settlement

The Regular Meeting was reconvened at 7:05 P.M. Mayor Browne reported that the Council had recessed the Regular Meeting for an Executive Session in accordance with Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning a pending investigations, claims, or actions, more particularly: Jeff Ketchum Settlement. Only that matter was discussed, no action was taken and the Council returned to open session at 7:05 P.M., and this constituted the Minutes of the Executive Session.

Reconvene into Open Session

- Consider and act to authorize settlement of the Worker's Compensation claim of Jeff Ketchum.

A motion was made by Vice-Mayor Karr and seconded by Councilman Smith to authorize the settlement of the Worker's Compensation claim of Jeff Ketchum.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Karr, Smith, Stevens, Read, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

Adjournment

There being no further business to come before the Council, Councilman Smith moved for the meeting to be adjourned. The motion was seconded by Councilman Garvin.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Garvin, Karr, Barnett, Stevens, Read & Mayor Browne

NAY: None

Mayor Browne declared the motion carried, and the meeting was adjourned at 7:07 P.M.

ATTEST:

John Browne, Mayor

Karen Boatright, Deputy City Clerk