

Minutes

DVD No. 404

The City Council of the City of Leawood, Kansas, met in regular session in the Council Chambers, 4800 Town Center Drive, 7:30 P.M. on Monday, December 4, 2017. Mayor Peggy Dunn presided.

Councilmembers Present: Jim Rawlings, Chuck Sipple, Debra Filla, Julie Cain, James Azeltine, Andrew Osman and Lisa Harrison

Councilmembers Absent: None

Staff Present: Scott Lambers, City Administrator
Patty Bennett, City Attorney
Chris Claxton, Parks & Recreation Director
Mark Tepesch, Info. Services Specialist III
Richard Coleman, Community Dev. Director
David Ley, Interim Public Works Director
and City Engineer
Chief Troy Rettig, Police Department
Ross Kurz, Info. Services Director
Dawn Long, Finance Director
Chief Dave Williams, Fire Department
Nic Sanders, Human Resources Director
Debra Harper, City Clerk
Cindy Jacobus, Assistant City Clerk

Others Present: Kevin Jeffries, President, Chief Executive Officer and Director of Economic Development, Leawood Chamber of Commerce

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

Mayor Dunn stated an additional sheet from Mr. Ley in regard to Consent Agenda Item 7.N. for Fire Station Nos. 2 and 3 had been distributed.

A motion to approve the amended agenda was made by Councilmember Rawlings; seconded by Councilmember Sipple. The motion was approved by a unanimous vote of 7-0.

3. CITIZEN COMMENTS

Members of the public are welcome to use this time to make comments about City matters that do not appear on the agenda, or about items that will be considered as part of the consent agenda. It is not appropriate to use profanity or comment on pending litigation, municipal court matters or personnel issues. Comments about items that appear on the action agenda will be taken as each item is considered. **CITIZENS ARE REQUESTED TO KEEP THEIR COMMENTS UNDER 5 MINUTES.**

Mayor Dunn stated one citizen had signed in to speak on a non-agenda item and two citizens had signed in with no indication of agenda item or non-agenda item.

Mr. Robert D. Regnier, 3400 W. 119th Street, distributed a two-page letter dated December 4, 2017 addressed to Mayor Peggy Dunn on the subject of the “135th Street Community Plan.” He thanked the Governing Body for the opportunity to speak in an open forum. He has previously spoken with others including Mr. Lambers and Mr. Coleman regarding development because he owns land on 135th Street. He intends to attend the Governing Body Work Session scheduled for Tuesday, January 2, 2018, on the “Review 135th Street Corridor Plan.” Mr. Regnier stated the goal of his letter was to ask the Governing Body to consider a follow-up meeting after of the Work Session to provide input on marketing information and direction of the plan from neighbors, landowners, and the development community. He expressed concern that interpretation of the current plan would discourage and delay development in the important corridor. He stated there are several opportunities available now for quality development that might not progress without better definition of the plan and prospect for approvals of such applications. He stated he would be happy to answer any questions.

Mayor Dunn stated since the Governing Body needed the opportunity to review letter, there may be questions for Mr. Regnier in the future.

Mr. Avi Mitra, 2007 W. 81st Terrace, the corner of 81st Terrace and Overbrook, expressed concerns about stormwater run-off. He had spoken with Councilmember Filla and had been encouraged by Mr. Ley during their meeting on Friday, December 1, 2017, to speak to the Governing Body and eventually Johnson County. About 5 acres of water floods the neighborhood, causing damage and entering basements. As documented by video, the water typically rises to a depth of 12 to 15 inches, but can reach 4 ft. deep in some areas. A wall he built has been destroyed, along with other property, and the situation is dangerous for children. He had spoken with City’s Special Projects/Stormwater Engineer David Roberts three years ago without resolution of the issue and the situation continues to worsen. In speaking with Mr. Ley, it could take four or five years to address, which is too long.

Mr. Ley confirmed to Mayor Dunn that this issue was one to be referred to the Stormwater Management Committee. Mr. Ley stated the topic could be placed on Stormwater Management Committee’s agenda for the meeting scheduled for the last Wednesday in March 2018.

Mr. Ley confirmed to Councilmember Harrison the issue had not been previously discussed. He stated this area is on the northeast side of the City and involves 130 acres that drain from Prairie Village into a pond at the Leawood Executive Office at 81st and State Line Road. On heavy storm events the pond is overwhelmed and about 800 ft. of stormwater pipe is undersized.

Councilmember Sipple inquired if flooding of the area had occurred prior to the summer events and in past years. Mr. Ley confirmed it had, stating that Mr. Roberts had visited the area in the past few years.

Mr. Jeremy Horseman, 2011 W. 81st Terrace, who had signed in to speak, stated he had nothing further to add to the same item as Mr. Mitra.

A motion to refer area stormwater run-off concerns expressed by property owners at 2007 W. 81st Terrace and 2011 W. 81st Terrace to the March 28, 2018 Stormwater Management Committee meeting was made by Councilmember Filla; seconded by Councilmember Azeltine. The motion was approved with a unanimous vote of 7-0.

4. PROCLAMATIONS Somerset Historic District

Mayor Dunn read the proclamation into the record. She presented the proclamation to Mr. Bruce Martin, Chair, Leawood Historic Commission. Mayor Dunn thanked Mr. Martin for his chairmanship and leadership in this new role.

5. PRESENTATIONS/RECOGNITIONS – None

6. SPECIAL BUSINESS

- A. **Public Hearing-** Amendments to the 2017 Fiscal Budget for the City of Leawood, Kansas

Mayor Dunn opened the public hearing. No one was seen or heard to speak.

A motion to close the public hearing was made by Councilmember Filla; seconded by Councilmember Azeltine. The motion was approved with a unanimous vote of 7-0.

- B. **Resolution No. 4860**, adopting amendments to the 2017 Fiscal Budget for the City of Leawood, Kansas

Mayor Dunn complimented Ms. Long on the thorough memo regarding the Transient Guest Tax, Street Improvements and 1/8 Cent Sales Tax funds.

A motion to approve Agenda Item 6.B. was made by Councilmember Rawlings; seconded by Councilmember Sipple. The motion was approved with a unanimous vote of 7-0.

Ms. Harper stated that as for previous budget amendments or budget approvals, a certificate requires the signatures of each Governing Body member, which is then forwarded to Johnson County. Ms. Harper distributed the certificate for signatures.

7. CONSENT AGENDA

Consent agenda items have been studied by the Governing Body and determined to be routine enough to be acted upon in a single motion. If a Councilmember requests a separate discussion on an item, it can be removed from the consent agenda for further consideration.

- A. Accept Appropriation Ordinance Nos. 2017-46 and 2017-47
- B. Accept minutes of the November 6, 2017 Governing Body meeting
- C. Accept minutes of the October 12, 2017 Sustainability Advisory Board meeting
- D. Accept minutes of the October 10, 2017 Parks & Recreation Advisory Board meeting
- E. Approve Appointment of Presiding Officers for 2018
- F. Approve Cereal Malt Beverage [CMB] License for Breakout KC, LLC, d/b/a Breakout KC, located at 11535 Ash Street
- G. Approve proposal from Travelers Insurance Company for 2018 Property/Liability Insurance and additional coverage
- H. Approve Change Order No. 2 in the amount of \$14,070.22 to Miles Excavating, Inc., pertaining to the Roe Avenue Improvement Project between College Boulevard and 119th Street [Project # 72063; Street & Storm: Project # 80253; Curb]
- I. Approve 6th and Final Pay Request in the amount of \$14,219.50 to Miles Excavating, Inc., pertaining to the Roe Avenue Improvement Project between College Boulevard and 119th Street [Project # 72063; Street & Storm: Project # 80253; Curb]

- J. **Resolution No. 4861**, adopting the 2018 Fee Schedule for fees not specifically provided for in the Code of the City of Leawood, 2000, and rescinding Resolution No. 4705, in accordance with § 1-701 of the Code of the City of Leawood, 2000
- K. **Resolution No. 4862**, approving the 2018 Human Service Fund Recommendation Report from United Community Services of Johnson County [UCS], and the City of Leawood's participation for an amount not to exceed \$15,000
- L. **Resolution No. 4863**, approving and authorizing the Mayor to execute a Letter of Understanding in the amount of \$10,000, between the City and Johnson County Human Services pertaining to the 2018 Johnson County Utility Assistance Program
- M. **Resolution No. 4864**, approving the recommended distribution of alcohol taxes by Johnson County Drug and Alcoholism Council [DAC] for allocations of the 2018 alcohol tax fund for an amount not to exceed \$325,000
- N. **Resolution No. 4865**, approving and authorizing the Mayor to execute an Independent Contractor Agreement in the amount of \$312,550.00, between the City and US Engineering, Co., pertaining to the replacement of HVAC Equipment located at Fire Station No. 2, 12701 Mission Road, [Project # 74046] [\$151,575.00] and Fire Station No. 3, 14801 Mission Road [Project # 74081] [\$164,975.00] *[Continued from the November 6, 2017 and November 20, 2017 Governing Body meetings]*

Councilmember Filla requested Consent Agenda Item 7.A. be pulled.

Mayor Dunn requested Consent Agenda Items 7.K., 7.L., and 7.M. be pulled.

Councilmembers Sipple and Osman requested Consent Agenda Item 7.N. be pulled.

A motion to approve the remainder of the Consent Agenda was made by Councilmember Sipple; seconded by Councilmember Azeltine. The motion was approved with a unanimous vote of 7-0.

- A. Accept Appropriation Ordinance Nos. 2017-46 and 2017-47

Councilmember Filla requested additional information for Check #92969 on Appropriation Ordinance 2017-47 payable to Elsag North America LLC for a license plate reader. Chief Rettig stated the request would be the second reader for the City. The reader, which takes photographs, would be used on a new radar trailer targeted for use at City Park.

A motion to approve Consent Agenda Item 7.A. was made by Councilmember Filla; seconded by Councilmember Cain. The motion was approved with a unanimous vote of 7-0.

Mayor Dunn stated she had pulled Consent Agenda Items 7.K., 7.L., and 7.M. to ask if anyone was present from United Community Services [UCS] of Johnson County. Ms. Marya Schott, UCS, Community Initiatives Director, Lenexa, came forward.

Mayor Dunn congratulated Ms. Schott on UCS's 50 years of remarkable work. She expressed great confidence and appreciation in UCS's painstaking, thorough review and prudence in how contributions to the Human Service Fund, Utility Assistance Program, Alcohol Tax Fund are dollars are distributed to worthy organizations. Ms. Schott thanked Mayor Dunn for Leawood's contributions. She stated Ms. Cathy Lawless, representative for Leawood on the Johnson County Drug and Alcoholism Council [DAC] could not present tonight and sends her regrets.

- K. **Resolution No. 4862**, approving the 2018 Human Service Fund Recommendation Report from United Community Services of Johnson County [UCS], and the City of Leawood's participation for an amount not to exceed \$15,000

A motion to approve Consent Agenda Item 7.K. was made by Councilmember Cain; seconded by Councilmember Harrison. The motion was approved with a unanimous vote of 7-0.

- L. **Resolution No. 4863**, approving and authorizing the Mayor to execute a Letter of Understanding in the amount of \$10,000, between the City and Johnson County Human Services pertaining to the 2018 Johnson County Utility Assistance Program

Councilmember Cain stated through her work with a non-profit organization, she is aware that in Kansas City, Kansas, the number one reason for a person/family being in a home to being homeless was the inability to pay a utility bill. Utilities may seem minor, but they are an integral part of family life and home. She commended the City for contributing \$10,000 and the overall assistance program.

A motion to approve Consent Agenda Item 7.L. was made by Councilmember Cain; seconded by Councilmember Harrison. The motion was approved with a unanimous vote of 7-0.

- M. **Resolution No. 4864**, approving the recommended distribution of alcohol taxes by Johnson County Drug and Alcoholism Council [DAC] for allocations of the 2018 alcohol tax fund for an amount not to exceed \$325,000

Councilmember Filla stated she recently heard the State's allocation to the program might be altered. Mr. Lambers stated this is always a concern. He advised the State is not supposed to skim off approximately 25% of the fund state-wide, and then the State remands back to local jurisdictions. When liquor was first sold by the drink in Kansas 30 or 40 years ago, distribution was one-third to city general funds for parks and recreation opportunities as an alternate to visiting drinking establishments, one-third to Public Safety for Driving Under the Influence [DUI] enforcement and one-third for alcohol programs.

Councilmember Filla asked what the City could do to be proactive in regard to the potential program alteration by the State. Mayor Dunn advised the Johnson and Wyandotte Counties Council of Mayors is aware, though there has not been the need to address in the last two years. Ms. Schott stated appreciation for monitoring the situation and that letters to legislators could be generated if needed. Mayor Dunn shared that when this topic has come up in the past, many Park Departments from all over Kansas went to Topeka because these funds are very important to their operations.

A motion to approve Consent Agenda Item 7.M. was made by Councilmember Filla; seconded by Councilmember Cain. The motion was approved with a unanimous vote of 7-0.

- N. **Resolution No. 4865**, approving and authorizing the Mayor to execute an Independent Contractor Agreement in the amount of \$312,550.00, between the City and US Engineering, Co., pertaining to the replacement of HVAC Equipment located at Fire Station No. 2, 12701 Mission Road, [Project # 74046] [\$151,575.00] and Fire Station No. 3, 14801 Mission Road [Project # 74081] [\$164,975.00] [*Continued from the November 6, 2017 and November 20, 2017 Governing Body meetings*]

Mr. Ley stated Mr. Dale Dickson, the City's Consulting Engineer, was present to answer questions about the additional efficiency information provided.

Mr. Dale Dickson, 4816 Cody, Shawnee, Engineer, Shafer, Kline & Warren, stated the information provides the definition of SEER, which is a measure of efficiency for cooling equipment, and the energy consumption, efficiency and payback cost differences for SEER 14 and SEER 16 equipment. He stated the energy required to operate the equipment is calculated by dividing the number of BTUs [British Thermal Units] by SEER rating. A higher SEER rating means less energy is needed to operate the equipment. Fire Station No. 3 requires four rooftop and three split systems, for a total of 35 tons. Fire Station No. 2 requires six split systems, for a total of 24 tons. Mr. Dickson stated that per a Federal Government Department of Energy [DOE] mandate on manufacturers, and SEER 16 equipment would be the only SEER rating in installable in 2018. Equipment purchase this year or perhaps early in 2018 could be a lower SEER rating.

Councilmember Sipple inquired the SEER rating of Fire Station No. 1. Mr. Ley stated he did not recall the rating, but the equipment is an older model.

Mr. Dickson confirmed to Councilmember Sipple that the City had contracted for his review of SEER 16 equipment, but he did approach the bidder for a quote on SEER 14 equipment. He would recommend SEER 16 equipment.

Councilmember Sipple gave his opinion that due to the minimal cost reduction offered by the bidder for SEER 14 equipment and an expected energy efficiency savings payback for SEER 16 equipment, the City should procure the higher efficiency SEER 16 equipment; the cost difference would be paid back in a few years.

Councilmember Osman inquired if the industry was moving away from SEER ratings and moving towards Integrated Energy Efficiency Ration [IEER]. Mr. Dickson stated he could not advise what direction the industry may move towards in this regard.

Councilmember Osman stated he was uncomfortable with voting on the item at this meeting and shared general comments and background on the topic. He stated that documentation for this item and for employee health insurance presented at a recent Governing Body meeting, was lacking and last minute. He did speak with Mr. Ley by telephone and Mr. Ley provided some additional information. Councilmember Osman stated the Governing Body has not been provided sufficient information and time to effectively review, compare, analyze and determine value against budget. Ultimately, the vote on health insurance was made when presented because insurance is an important employee benefit.

Councilmember Osman shared details of his research and experience in recent HVAC system purchases. Two months ago he purchased a six-ton IEER rating 12 rooftop system with hail guard, economizer, thermostat and disconnect. The tenant pays utility costs so efficiency was not a factor in purchase decision. The system cost \$7,200. Eight months ago he purchased a 10-ton IEER rating 12 system for \$11,000. He could not compare because of the difference of IEER and SEER ratings, so he spoke with the President of York Air Conditioning Systems, who estimated systems to meet the City's needs should generally cost approximately \$50,000 to \$60,000, with a maximum estimate of \$120,000, a broad range. He advised there are not many HVAC systems left in stock at distributors such as York and Lennox. There has been a price increase of approximately 30% to 40% due to anticipated government regulations. The proposed cost of about \$150,000 per Fire Station is a large expenditure.

Councilmember Osman requested that in the future, that all Staff provide timely documentation that provides a breakdown of general details of needed equipment, the bidders and their bids. He reiterated the Governing Body has not been provided sufficient information and time to effectively review, compare, analyze and determine value against budget.

Mayor Dunn pointed out the Staff Memo provides the names of three bidders and the differences in their bids, a difference of \$3,000 for Fire Station No. 2 and \$21,000 for Fire Station No. 3, and Mr. Dickson's additional information. She stated a continuance of the item tonight would be the second continuance. Mr. Ley stated the equipment had been bid twice, the first in July and no bids were received. The item had been continued in mid-October because the City had not received the required vendor contract and to consider Councilmember Osman's comment regarding SEER 14 and SEER 16. Mr. Ley apologized for not getting Mr. Dickson's additional information into the meeting packet. Councilmember Osman clarified he was not suggesting continuance now, stating the City had already lost. Mayor Dunn stated she was glad the City had received three bids and that the meeting packet should have contained the bid sheet from the bid process.

Councilmember Azeltine summarized that the proposed SEER 16 equipment is the best choice, as reviewed by both the City's Engineer and consulting engineer, the cost has been presented for the SEER 16, and timeliness is important.

Mayor Dunn thanked Mr. Dickson for his attendance.

A motion to approve Consent Agenda Item 7.N. was made by Councilmember Azeltine; seconded by Councilmember Filla. The motion was approved with a vote of 6-1; Nay vote from Councilmember Osman for budgetary reasons.

8. MAYOR'S REPORT

- A. Attended the Johnson County Republican Party meeting featuring Kansas House Speaker Ron Ryckman as the guest speaker. His comments focused on the State's financials and the ability to locate additional dollars due to the Supreme Court's decision on school funding. Enclosed in our packets is material distributed at the meeting illustrating that school funding, social services and KPERS [Kansas Public Employees Retirement System] utilizes 90% of the State's revenues.
- B. Attended the retirement celebration of Deputy Fire Chief Wayne Harder honoring his 31 years of dedicated service. My thanks to Chief Dave Williams for organizing a very special event. We wish Wayne much success with his next ventures.

- C. My thanks to Special Events Supervisor Tony Nichols and his team for organizing another delightful “Breakfast with Santa” over the past weekend. The Leawood Lions Club provided the breakfast and everyone, especially my family, had a great time.
- D. Congratulations are in order to Police Chief Troy Rettig and the City of Leawood for being part of SafeHome.org’s 2017 list of Safest Cities in the United States. Leawood ranked in the 25th percentile in the Top 101 safest cities in the United States and No. 2 in Kansas. SafeHome.org used a variety of data sources including the latest report from the Federal Bureau of Investigation [FBI] on the number and type of crimes, and other data points such as law enforcement officer ratio, demographics, population density, unemployment rate, income, and education level.

9. COUNCILMEMBERS’ REPORT – None

10. CITY ADMINISTRATOR REPORT – None

11. STAFF REPORT – None

COMMITTEE RECOMMENDATIONS

12. HISTORIC COMMISSION

[from the November 14, 2017 Historic Commission meeting]

Acceptance of recommendation on Preservation and Reuse of the original City Hall Building, located at 9615 Lee Boulevard

Mr. Bruce Martin, Chair, Leawood Historic Commission, stated the Commission had been asked to make recommendations for reuse of Old City Hall. The Commission recommends a multi-use building, part museum and part Community Center. The sketch attached to the recommendation is conceptual and not drawn to scale. An architect of the City’s selection would be needed to create exact drawings.

Mayor Dunn acknowledged Mr. Martin’s tour of the site and expressed appreciation for the recommendation. She stated the recommendation would be considered along with others that have been made. Ms. Claxton stated the issue date of the RFQ is unknown, but a draft has been prepared and would be presented to the City Administrator for his review this week.

Councilmember Cain stated she was present when Mr. Martin, Ms. Claxton, Parks Superintendent Mr. Brian Anderson, and other Leawood Historic Commission members toured the site. One of the first things to happen to facilitate construction of the new Fire Station at the site will be elevation and movement of the Old City Hall. From experience with movement of the historic Oxford Schoolhouse, the City must be prudent. This is an exciting and best use, but unfunded project. She stated the recommendation “wish list” of the Commission is an accurate summary of discussion that occurred during the tour.

Councilmember Harrison stated another suggestion considered last month was to have the museum display around the interior edges of the building providing the opportunity to have a 50 to 70 seat meeting space in the middle of the room, as opposed to what is draw in the sketch for approximately 20.

Councilmember Rawlings asked if Fire Chief Dave Williams had been consulted in regard to Fire Station No. 1, and about the potential for the middle concrete pad to become a museum for the vintage fire truck and other fire memorabilia. He questioned if a museum for fire memorabilia was needed, and expressed surprise in regard to the recommendation. Chief Williams stated currently Fire Truck #49 is stored at Fire Station No. 1. The Fire and Public Works Departments routinely wash and change the truck's oil. He stated he was present during the Commissions discussion, but not involved with the Commission's recommendation.

Mayor Dunn pointed out Agenda Item 12. was only a request for acceptance of the recommendation, which would be added to others that had been received.

Councilmember Azeltine expressed appreciation for all the hard work in this ongoing process.

Councilmember Filla thanked the Parks & Recreation Department, Governing Body, Leawood Historic Commission and neighbors who attended previous meetings. The meetings provided everyone the opportunity to voice their opinion and have a role. Her preference for the site would be to match up Old City Hall and the bay of Fire Station No. 1. If there would be a water feature in a park site, it could include fire hose-themed spray equipment.

A motion to approve the acceptance of recommendation made by Councilmember Cain; seconded by Councilmember Filla. The motion was approved with a unanimous vote of 7-0.

13. PLANNING COMMISSION

[from the October 24, 2017, Planning Commission meeting]

Resolution approving a Revised Final Plan for Leawood Elementary School – Parking Lot Addition, located north of 123rd Street and east of Norwood Drive. (PC Case 83-17) –
CONTINUED TO THE FEBRUARY 5, 2018 GOVERNING BODY MEETING

14. OLD BUSINESS – None

15. OTHER BUSINESS – None

16. NEW BUSINESS

Ordinance No. 2873, repealing Ordinance Nos. 2347 and 2426 pertaining to the creation of a Transportation Development District [TDD] and District Special Assessments and Implementing the one percent [1.0%] Transportation Development District [TDD] sales tax levied in the One Nineteen Shopping Center [now known as Town Center Crossing]; and authorizing certain related matters and actions [ROLL CALL VOTE]

Ms. Long confirmed Mayor Dunn's quick tabulation the 1% Transportation Development District [TDD] sales tax for 119 Shopping Center [now known as Town Center Crossing] had been in place about seven years before reaching goal dollars. Ms. Long stated a safeguard of special property tax assessments was added in case the goal could not be reached by sales tax. Property tax has never been needed for the debt-service and so the property tax will all be returned to property owners. Property owner tax payments for 2018 were certified in late August and had already submitted to Johnson County by the time the City was advised the bond could be redeemed. Both the State and County agreed to corrected billings to remove the tax collection. Termination of the sales tax requires 90-day notice to the Kansas Department of Revenue. If approved, the State would be notified before January 1, 2018 to discontinue the tax after March 31, 2018.

Councilmember Azeltine requested the term of the bond. Ms. Long stated her belief the bond term was 12 years. Annual mandatory redemptions were required if funds were available. The shopping center has been a success and funds were always available.

Ms. Long confirmed to Councilmember Sipple that collection of the sales tax would terminate April 1, 2018. Merchants would be notified by the State.

Councilmember Filla shared the public or meeting attendees may not realize, TDDs have been used for other areas in the metro such as the Power & Light District and the Country Club Plaza.

Councilmember Sipple noted the memo states there were sufficient funds on December 1, 2017 to redeem the bonds and the tax would continue to be collected until April 1, 2018. He inquired how much additional tax would be collected and if the amount would be refunded. Ms. Long stated about \$60,000 to \$70,000 a month would be collected and six months of collections would remain with the City. Mayor Dunn stated there is always a lag time on sales tax collection of three months and this would be accordance with the process. Ms. Long reminded the State requires 90 days for notification in regard to sales tax and the process was the same used for the Justice Center sales tax, taking several months to terminate.

A motion to pass the ordinance was made by Councilmember Filla; seconded by Councilmember Azeltine. The motion was approved with a unanimous roll call vote of 7-0.

ADJOURN

There being no further business, the meeting was adjourned at 8:34 P.M.

Debra Harper, CMC, City Clerk

Cindy Jacobus, Assistant City Clerk