

**PORT COMMISSION MINUTES
AUGUST 20, 2015**

Be it remembered that a regular meeting of the Port Commission of the City of Long Beach, Mississippi, was begun and held at the City Hall, 201 Jeff Davis Avenue, in said City, on Thursday, August 20, 2015, at 5:00 o'clock p.m., it being the time, place, and date fixed for holding said meeting.

There were present and in attendance on said Commission and at the meeting the following named persons: President Phil Kies, Secretary Don Deschenes, Commissioners Vernon Ehlers, Joseph Yott, Sr., John Casey, Roger Ladner, Barney Hill, Stan Snodgrass, Harbormaster Bill Angley, and Deputy City Clerk Stacey Dahl.

Absent the meeting were Vice President Susan Nicolais and Port Attorney James C. Simpson, Jr.,

There being a quorum present and sufficient to transact the business of this meeting, the following proceedings were had and done.

Commissioner Kies called the meeting to order; whereupon Commissioner Deschenes apprised the commission of a Gulf Coast Regional Planning meeting he had attended regarding the Harbor Master Plan and the availability of possible grant monies.

Commissioner Ehlers made motion seconded by Commissioner Deschenes and unanimously carried to approve minutes of the Port Commission as follows:

- Regular Minutes dated July 16, 2015, as submitted
- Recess Minutes dated July 21, 2015, as submitted.

The Commission recognized Mr. Ron Robertson, Project Manager, Broaddus and Associates, with project updates, as follows:

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Long Beach Port Commission
Phil Kies, President

August 20, 2015

RE: Project Updates:

1. **CIAP- Harbor Master Plan and Improvements.**

- Harbor landscaping work, by Millennium Construction, LLC, is 95% complete. Some punch list items still remain to be done.
- Landmark Construction, curbing/paving project, is 100% complete.
- M&D Construction Inc. was successful low bidder for 3 CIAP projects; the Finger Pier Improvements (\$143,956.05), West pier pavilion (\$58,950) and water line to west pier (\$11,306). Contracts were awarded by the BOA. **Need motion that LBPC concurs with BOA awards to M&D Construction.**
- DMR Fisheries Department has approved the five harbor signs. Proofs from All Signs Inc. for the five signs are expected this week. Stands are being fabricated by K&D Welding. Installation will be next month.
- USACE continues their 404 permit review and 408 evaluations for the Harbor Master Plan. See attachment for a resent update from our consultant.
- Currently it is estimated that we are \$50,000 over the allocated CIAP Budget of \$2 million dollars. Most of this is due to the increase in cost of paving.

2. **Isaac Repairs.**

- USACE permit and DMR permit for Harbor Dredging was received in late April 2015. The dredging contractor, Matthews Marine, is working toward obtaining final approval from MSDEQ for a Beneficial Use site for disposal materials.
- Gulf Breeze Landscaping should begin replacing sidewalks and paving asphalt surface on the harbor south end in the very near future. Limestone is in place and compacted. CO-3 is attached for approval. This CO#3 adjusts the quantiles based on field measurements, adds a line item to encase a shallow electrical conduit and adds time extension to reflect delays due to other harbor work. **Need motion to approve CO#3 to Gulf Breeze contract.**

Best Regards,

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Ron Robertson

From: Larry Lewis <larry@bmienvironmental.com>
Sent: Friday, August 14, 2015 9:03 AM
To: Ron Robertson
Cc: Bill Mitchell (Bill@bmaengineers.com)
Subject: Long Beach Harbor Project

Ron...it has been a while since we last discussed the status of the Long Beach Harbor project, so I wanted to update you on where we are now.

404 Permit

With respect to the 404 permit process, endangered species act coordination continues to move along at a very slow pace. We have revised the Biological Assessment four times since the original submittal and continue to provide additional design and construction information as requested. While this has been a very lengthy process, it has very little to do with the specific aspects and impacts of the proposed harbor improvement. Apparently, the National Marine Fisheries Service has seen an increase in the number of "incidental takes" of endangered sea turtles from the fishing piers along the Mississippi Gulf Coast, and they are re-examining their previous assessments and management objectives to address this increase.

408 Assessment

With respect to the 408 Assessment, we have coordinated with Dean Trawick of the USACE and set a schedule for document submittal and review. Our target date for submittal is September 1. We remain optimistic that the 408 process will not require the kind of lengthy review that we have experienced with the 404 process, and Dean has indicated that the project approval should not require Headquarters level approval.

In summary, things continue to progress, but at a much slower pace than we ever anticipated. Endangered Species Act Section 7 Consultation has a number of "moving parts" that don't necessarily involve the LB Harbor, but they are impacting the way the decision on projects like the harbor are being made.

Larry Lewis
Senior Environmental Scientist
BMI Environmental Services
521 34th Street
Gulfport, Mississippi 39507
Office: 228.864.7612
Cell: 228.380.1260
Fax: 228.864.7676
larry@bmienvironmental.com

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Based upon the aforesaid report, action was taken as follows:

- Commissioner Casey made motion seconded by Commissioner Hill and unanimously carried to concur with the actions of the Board of Aldermen in awarding the bid to M&D Construction for three (3) CIAP projects as follows:

- ❖ Finger Pier Improvements \$143,956.05
- ❖ West Pier Pavilion \$58,950.00
- ❖ Water Line to West Pier \$11,306.00

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There came on for consideration a letter with attachments from Project Engineer David Ball, as follows:



A. GARNER RUSSELL & ASSOCIATES, INC. / CONSULTING ENGINEERS

520 33RD STREET
GULFPORT, MS 39507

TEL (228) 863-0667
FAX (228) 863-5232

August 13, 2015

City of Long Beach
P.O. Box 929
Long Beach, MS 39560

**RE: Proposed Change Order #3
Hurricane Isaac – Pavement and Sidewalk Repairs
Long Beach Smallcraft Harbor**

Ladies and Gentlemen:

We have attached a proposed change order for the referenced project. This change order is submitted for several reasons:

- We have attempted to project the final quantities needed to complete construction of the project. There has also been some additional work performed in order to ensure proper drainage of the parking areas.
- During construction, a small portion of electrical conduit was uncovered and subsequently damaged. The conduit was very shallow (immediately beneath the asphalt), and small sections of the conduit and the electrical wires were broken or otherwise damaged. This damage has been repaired by the Contractor at his expense; however, we recommend that the electrical conduit be encased in concrete to prevent future damage of this nature. The conduit cannot be lowered due to the large rip-rap and stone material beneath it.
- A contract time extension is the simplest method to deal with the construction delay required by Change Order No. 2. This delay lasted for approximately 15 months, but work has now resumed based on the requirements of Change Order No. 2. The current change order includes A time extension equivalent to the delay.

The additional costs indicated on the attached change order will be submitted for reimbursement via Tidelands funds. Based on the above, we hereby recommend approval of this change.

Sincerely,

David Ball, P.E.

DB:1983
Enclosure

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Change Order

No. 3

Date of Issuance: 8/6/2015 Effective Date: 8/25/2015

Project:	Owner: City of Long Beach	Owner's Contract No.:
Contract:	Hurricane Isaac Repairs - Pavement and Sidewalk Repairs	Date of Contract: 12/10/2013
Contractor:	Gulf Breeze Landscaping, LLC	Engineer's Project No.: 1983

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

1. Adjust contract quantities to conform to projected final field measurements.
2. Add pay item for the encasement of electrical conduits which were uncovered and damaged during the work. The conduits were buried at a very shallow depth (immediately under the existing asphalt), but are being repaired by the Contractor. This pay item is to encase the conduits in concrete to prevent future damage of this nature.
3. Adjust contract time in accordance with Change Order #2, based on a return Notice to Proceed of July 27, 2015. It is possible that further time extensions may be necessary.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:
\$398,668.69

{Increase} in Contract Price from previous Change Orders No.
\$53,850.00

Contract Price prior to this Change Order:
\$452,518.69

{Increase} in Contract Price due to this Change Order:
\$14,077.87

Revised Contract Price incorporating this Change Order:
\$466,596.56

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working Days 120 Calendar days
Substantial completion (days or date): 5/5/2014
Ready for final payment (days or date): _____

Change in Contract Time from previous Change Orders No.
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

Contract Times prior to this Change Order:
Substantial completion (days or date): 5/5/2014
Ready for final payment (days or date): _____

{Increase} in Contract Time due to this Change Order:
Substantial completion (days or date): 468
Ready for final payment (days or date): _____

Contract Times incorporating this Change Order:
Substantial completion (days or date): 8/16/2015
Ready for final payment (days or date): _____

RECOMMENDED:
(ENGINEER)

ACCEPTED:
(CONTRACTOR)

ACCEPTED:
(OWNER)

By: _____ By: _____ By: _____

Date: _____ Date: _____ Date: _____

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ATTACHMENT TO CHANGE ORDER NUMBER

3

PROJECT NO. 1983

NO.	DESCRIPTION	CURRENT CONTRACT QUANTITY	UNIT PRICE	CURRENT CONTRACT AMOUNT	QUANTITY THIS C.O.	EXTENSION THIS C.O.	TOTAL CONTRACT QUANTITY	TOTAL CONTRACT AMOUNT
FEMA PROJECT WORKSHEET NO. LBGR023								
400-A	REMOVAL OF PAVEMENT	1,425 S.Y.	\$5.00	\$7,125.00	86.33	\$431.65	1,511.33	\$7,556.65
<i>Southern Fishing Quay</i>								
401-A	SELECT SANDY BACKFILL (LVM)	900 C.Y.	\$21.50	\$19,350.00	72	\$1,548.00	972	\$20,898.00
401-B	CLAY GRAVEL BACKFILL (LVM)	400 C.Y.	\$67.00	\$26,800.00	(400)	(\$26,800.00)	0	\$0.00
401-C	8" LIMESTONE ROAD BASE RESTORATION (FM)	1,318 S.Y.	\$16.65	\$21,944.70	(113.67)	(\$1,892.61)	1,204.33	\$20,052.09
401-E	CLASS "AA" CONCRETE PAVEMENT (FM)	1,318.0 S.Y.	\$72.10	\$95,027.80	124.88	\$9,004.52	1,442.88	\$104,032.32
401-G	REMOVE AND REINSTALL EXISTING CONCRETE WHEEL STOPS	14 EA.	\$100.00	\$1,400.00	17.00	\$1,700.00	31	\$3,100.00
401-H	PROVIDE AND INSTALL NEW CONCRETE WHEEL STOPS	19 EA.	\$150.00	\$2,850.00	(19.00)	(\$2,850.00)	0	\$0.00
401-I	SEAL SEAMS/PENETRATIONS IN THE SOUTH BULKHEAD WALL (INTERIOR AND EXTERIOR)	1,238 VLF	\$5.25	\$6,499.50	(165.70)	(\$869.93)	1,072.30	\$5,629.58
402-A	TRAFFIC STRIPING	1,594 L.F.	\$1.00	\$1,594.00			1,594	\$1,594.00
403-A	CHAIN LINK FENCE	300 L.F.	\$19.75	\$5,925.00	20.00	\$395.00	320	\$6,320.00
403-B	GUARD RAIL	305 L.F.	\$40.25	\$12,276.25			305	\$12,276.25
CO1-401-F	FORMING FOR REVISED CONCRETE PAVEMENT SECTION THICKENED EDGE "FOOTER" AROUND PERIMETER OF REVISED CONCRETE PAVING SECTION	1 L.S.	\$6,525.00	\$6,525.00			1	\$6,525.00
CO1-401-G	DETERMINATION OF CHANGED FIELD CONDITIONS	11 C.Y.	\$275.00	\$3,025.00	7	\$1,925.00	18	\$4,950.00
CO1-401-H	CONTRACTOR'S BOND COSTS & PRELIMINARY PROJECT COSTS	1 L.S.	\$1,000.00	\$1,000.00			1	\$1,000.00
CO2-1	CONTRACTOR'S BOND COSTS & PRELIMINARY PROJECT COSTS	1 L.S.	\$20,000.00	\$20,000.00			1	\$20,000.00
CO2-2	DEDUCT CONTRACTOR'S BOND COSTS & PRELIMINARY PROJECT COSTS	1 L.S.	(\$20,000.00)	(\$20,000.00)			1	(\$20,000.00)
<i>Parking Lot Repairs</i>								
400-A	REMOVAL OF PAVEMENT	2,972 S.Y.	\$13.47	\$40,032.84	(351.00)	(\$4,727.97)	2,621	\$35,304.87
401-A	SELECT SANDY BACKFILL (LVM)	50 C.Y.	\$15.00	\$750.00			50	\$750.00
401-B	CLAY GRAVEL BACKFILL (LVM)	50 C.Y.	\$55.00	\$2,750.00			50	\$2,750.00
401-C	8" LIMESTONE ROAD BASE RESTORATION (FM)	2,972 S.Y.	\$16.95	\$50,375.40	(351.00)	(\$5,949.45)	2,621	\$44,425.95
401-D	4" HOT BITUMINOUS SURFACE COURSE (12.5, MIX, FM)	2,972 S.Y.	\$27.60	\$82,027.20			2,972	\$82,027.20
401-F	CLASS "C" CONCRETE SIDEWALK (FM)	190 S.Y.	\$50.00	\$9,500.00			190	\$9,500.00
401-G	REMOVE AND REINSTALL EXISTING CONCRETE WHEEL STOPS	20 EA.	\$100.00	\$2,000.00			20	\$2,000.00
401-H	PROVIDE AND INSTALL NEW CONCRETE WHEEL STOPS	1 EA.	\$150.00	\$150.00			1	\$150.00
402-A	TRAFFIC STRIPING	150 L.F.	\$1.00	\$150.00			150	\$150.00
<i>West Jetty Parking Lot Repairs</i>								
400-A	REMOVAL OF PAVEMENT	67 S.Y.	\$5.00	\$335.00			67	\$335.00
401-A	SELECT SANDY BACKFILL (LVM)	50 C.Y.	\$15.00	\$750.00			50	\$750.00
401-B	CLAY GRAVEL BACKFILL (LVM)	50 C.Y.	\$55.00	\$2,750.00			50	\$2,750.00
401-C	8" LIMESTONE ROAD BASE RESTORATION (FM)	67 S.Y.	\$17.00	\$1,139.00			67	\$1,139.00
401-D	4" HOT BITUMINOUS SURFACE COURSE (12.5MM MIX, FM)	67 S.Y.	\$51.00	\$3,417.00			67	\$3,417.00
401-G	REMOVE AND REINSTALL EXISTING CONCRETE WHEEL STOPS	15 EA.	\$100.00	\$1,500.00			15	\$1,500.00
401-H	PROVIDE AND INSTALL NEW CONCRETE WHEEL STOPS	1 EA.	\$150.00	\$150.00			1	\$150.00
402-A	TRAFFIC STRIPING	100 L.F.	\$1.00	\$100.00			100	\$100.00
TOTAL FEMA PROJECT WORKSHEET NO. LBGR023				\$409,218.69		(\$28,085.73)		\$381,132.96
<i>CIAP Alternate Bid - Non-FEMA Reimbursable</i>								
CO1-404-A	INSTALL 24" CULVERT "FLOW THROUGH" AT SOUTHERN QUAY	1 L.S.	\$23,300.00	\$23,300.00			1	\$23,300.00
TOTAL CIAP Alternate Bid - Non-FEMA Reimbursable				\$23,300.00		\$0.00		\$23,300.00
<i>Tidelands Funds Reimbursable</i>								
CO2-3	DEMOLITION/REMOBILIZATION	1 L.S.	\$5,000.00	\$5,000.00		\$0.00	1	\$5,000.00
CO2-4	RENTAL FEES	1 L.S.	\$5,000.00	\$5,000.00		\$0.00	1	\$5,000.00
CO2-5	EQUIPMENT COSTS & DAMAGES DUE TO DELAY	1 L.S.	\$10,000.00	\$10,000.00		\$0.00	1	\$10,000.00
CO3-1	INSTALL DUCT BANK AND REMOVE SPOILS FROM SITE	0 L.S.	\$4,600.00	\$0.00	1	\$4,600.00	1	\$4,600.00
CO3-2	4" HOT BITUMINOUS SURFACE COURSE (12.5MM MIX, FM)	0 S.Y.	\$27.60	\$0.00	738	\$20,368.80	738	\$20,368.80
TOTAL Tidelands Funds Reimbursable				\$20,000.00		\$24,968.80		\$44,968.80
<i>CIAP Funds Reimbursable</i>								
CO3-3	4" HOT BITUMINOUS SURFACE COURSE (12.5MM MIX, FM)	0 S.Y.	\$27.60	\$0.00	623	\$17,194.80	623	\$17,194.80
TOTAL CIAP Funds Reimbursable				\$0.00		\$17,194.80		\$17,194.80
TOTAL				\$452,518.69		\$14,077.87		\$466,596.56

EJCDC No. C-641 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

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Based upon the recommendation of Mr. Ball, Commissioner Ladner made motion seconded by Commissioner Yott and unanimously carried to approve Change Order #3, Gulf Breeze Landscaping, LLC, Pavement and Sidewalk Repairs Long Beach Smallcraft Harbor, all as set forth above.

There came on for consideration the Port and Harbor FY 2016 Budget, as follows:

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Budget Worksheet FY 2016			FY 2015	FY 2016	\$ Diff	% Diff
420 PORT AND HARBOR OPERATIONS			Budget	Budget		
REVENUES						
420		CASH	10,000	3,420	(6,580)	
420	505200	DOCKAGE FEES	255,000	265,000	10,000	
420	505800	RENTS	62,000	70,000	8,000	
420	561100	SALES TAX	18,000	23,000	5,000	
420	561900	DELINQUENT CHARGES	3,000	3,000	-	
420	581500	STORE SALES	500	500	-	
TOTAL REVENUES			348,500	364,920	16,420	4.71%

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Budget Worksheet FY 2016			FY 2015	FY 2016		
445 PORT AND HARBOR OPERATIONS			Budget	Budget	\$ Diff	% Diff
60 PERSONAL SERVICES						
445	600100	WAGES AND SALARIES	173,900	179,850	5,950	
445	600400	OVERTIME	-	-	-	
445	601000	HOLIDAY PAY	-	2,306	2,306	
445	601300	LONGEVITY PAY	420	660	240	
445	601900	STATE RETIREMENT	25,700	27,130	1,430	
445	602200	FICA TAXES	13,200	13,985	785	
445	602300	VISION INSURANCE	100	611	511	
445	602400	DENTAL INSURANCE	900	1,487	587	
445	602500	LIFE INSURANCE	600	366	(234)	
445	602600	HEALTH INSURANCE	22,500	20,723	(1,777)	
TOTAL PERSONAL SERVICES			237,320	247,118	9,798	4.13%
61 SUPPLIES						
445	610100	CLEANING AND JANITORIAL	1,000	1,000	-	
445	610400	OFFICE SUPPLIES	100	100	-	
445	610700	OPERATING SUPPLIES	500	1,000	500	
445	611000	BUILDING MAINTENANCE	500	500	-	
445	611200	HARBOR MAINTENANCE	3,000	4,000	1,000	
445	611300	MOTOR VEHICLE REPAIRS	500	500	-	
445	611800	MACHINERY/EQUIPMENT	-	500	500	
445	612200	EQUIPMENT MAINTENANCE	-	100	100	
445	612500	UNIFORMS	500	500	-	
445	614000	GASOLINE, OIL, AND GREASE	1,000	2,000	1,000	
445	617000	STORE PURCHASES	100	300	200	
TOTAL SUPPLIES			7,200	10,500	3,300	45.83%
62 OTHER CHARGES/SERV						
445	620800	ADMINISTRATIVE SERVICE FEES	32,802	32,802	-	
445	620900	CONTRACTUAL FEES	-	-	-	
445	621100	ENGINEERING FEES	2,000	1,000	(1,000)	

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445	621300	LEGAL FEES	2,000	2,000	-	
445	621700	MAINTENANCE CONTRACTS	2,400	3,000	600	
445	622100	PROFESSIONAL FEES	-	-	-	
445	622300	TRAINING	-	-	-	
445	624200	SALES TAX	18,000	23,000	5,000	
445	626000	UTILITIES	1,200	1,800	600	
445	626001	TELEPHONE UTILITIES	2,400	3,000	600	
445	626004	ELECTRIC UTILITIES	40,000	40,000	-	
445	626101	LEGAL ADVERTISING	-	200	200	
445	626500	PRINTING AND BINDING	-	500	500	
TOTAL OTHER CHARGES/SERV			100,802	107,302	6,500	6.45%
TOTAL PORT AND HARBOR OPERATIONS			345,322	364,920	19,598	5.68%

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Commissioner Deschenes made motion seconded by Commissioner Ladner and unanimously carried to approve the aforesaid FY 2016 Budget, as presented.

The Commission recognized Mr. C.L. "Dick" Dickens, pre-Katrina slip lessee, with a request to return to the Long Beach Harbor. After considerable discussion, Commissioner Deschenes made motion seconded by Commissioner Kies to approve leasing a slip to Mr. Dickens for his vessel, noting that he will provide services to boaters as he did prior to Hurricane Katrina. The motion passed on the affirmative voice vote of a majority with Commissioner Snodgrass voting Nay.

There came on for consideration a letter from Blue Ridge Properties, LLC, as follows:

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BRP

BLUE RIDGE PROPERTIES LLC

Phil Kies
President
Long Beach Port Commission
P.O. Box 929
Long Beach, MS 39560

Via E-Mail

August 17, 2015

Re: Oyster Reef Club Bar-B-Q Trailer

Dear Phil:

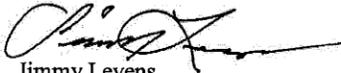
Please be advised that today the Oyster Reef Club (ORC) moved a 35 x 8 foot trailer to a location just south of the ORC dumpster and on BRP leased property.

The trailer is enclosed and houses two sinks, a refrigerator and smoker which will be used to smoke meats for sale at ORC and at off-site catering events. The exterior of the trailer will be improved to include ORC signage and new paint or stain. It will utilize a quick connect to the dumpster's electrical and hot water supply.

In order for the trailer to be moved, a pad made of compressed aggregate will be installed south of the dumpster and will connect to the street on the east side of the harbor and north of the gas facility.

BRP believes that this is a welcome addition to the menu offerings at ORC and will serve to increase revenue at the restaurant.

Sincerely,


Jimmy Levens
Manager

P.O. BOX 779 * 125 Jeff Davis Avenue* LONG BEACH, MS 39560
PHONE (228) 863-0303 Fax (228) 863-4469

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After considerable discussion and input from Mr. Jordan Nicaud, Oyster Reef Club, Commissioner Ehlers made motion seconded by Commissioner Ladner and unanimously carried to approve the aforesaid preliminary concept, contingent upon final plans to be presented to the Commission at the September, 2015, meeting of the Port Commission.

The Commission recognized Sebastian and Pamela Blanchard and their request to live aboard their vessel in the Harbor, Pier 1 Slip 32. Based upon the Harbormaster's recommendation and assurance that all qualifications have

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been met, Commissioner Ladner made motion seconded by Commissioner Casey and unanimously carried to approve the aforesaid request.

Commissioner Kies made motion seconded by Commissioner Casey and unanimously carried to approve payment of invoices as follows:

- Docket #HBR072115, as submitted
- Docket #HBR080415, as submitted
- Docket #HBR081815, as submitted.

Commissioner Hill made motion seconded by Commissioner Deschenes and unanimously carried acknowledging receipt of the July, 2015, Revenue/Expense Report.

The Commission recognized Harbormaster Bill Angley for his report, as follows:

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Harbor Master Report

August 20, 2015

- Recommend approval of Pam and Sebastian Blanchard as live aboards of 32 ft Night Moves sail boat
- Getting quote to thermal stripe boat launch no parking
- Landscaping: Equipment or contract
- Repainting slip numbers and Wall signs
- Camera system replacement or repair
- Recommend recycled materials be used in further construction (parking blocks, speed bumps, ballards)
- Water faucets (change with brass) are in process of being replaced
- 2 Live Aboard (Welch, Smith)
- All customers more than 90 days late have been notified via phone to comply and any others over that have been forwarded to Jim to send a certified letter to their home address.
- 4 Transients
- May 135 of 213
- June 138 of 213
- July 138 of 213
- August 131 of 213

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There was no formal action required or taken regarding the aforesaid report.

There was no Port Attorney Report due to his absence.

There being no further action to come before the Port Commission at this time, Commissioner Hill made motion seconded by Commissioner Casey and unanimously carried to adjourn until the next regular meeting in due course.

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APPROVED:

PHIL KIES, PRESIDENT

DATE

ATTEST:

STACEY DAHL, DEPUTY CITY CLERK