

MINUTES OF REGULAR MEETING OF THE CITY COMMISSION OF THE CITY OF LUFKIN, TEXAS, HELD ON THE 20TH DAY OF DECEMBER, 1983, AT 5:00 P.M.

On the 20th day of December, 1983, the City Commission of the City of Lufkin, Texas, convened in regular meeting in the Council Room at City Hall with the following members thereof, to-wit:

Pitser H. Garrison	Mayor
Percy Simond	Commissioner, Ward No. 1
Don Boyd	Commissioner, Ward No. 2
Gil Fears	Commissioner, Ward No. 3
Pat Foley	Commissioner, Ward No. 4
Richard Thompson	Commissioner, Ward No. 5
E.C. Wareing	Commissioner, Ward No. 6
Harvey Westerholm	City Manager
Ann Griffin	City Secretary
Robert Flournoy	City Attorney
Brian Boudreaux	Assistant City Manager
Libby Sims	Assistant City Secretary
Ron Wesch	Public Works Director

being present when the following business was transacted.

1. Meeting opened with prayer by Rev. Larry Morrison, Pastor of Kelty's United Methodist Church, Lufkin.
2. Mayor Garrison welcomed visitors present.
3. Approval of Minutes

Minutes of regular meeting of December 6, 1983, were approved on a motion by Commissioner E.C. Wareing and seconded by Commissioner Gil Fears. A unanimous affirmative vote was recorded.

4. Ordinance - Approved - Second Reading - Zone Change - Homes By Smelley - RM, C, SU (Construction Warehouse and Office and Cabinet Shop) to C

Mayor Garrison stated that zone change request for Homes by Smelley covering property located at 2512 Atkinson Drive between Maxwell Street and Neches Street from Residential Medium, Commercial, Special Use (Construction Warehouse and Office and Cabinet Shop) to Commercial had been approved on first reading at last meeting of this Commission. There was no opposition present.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner Gil Fears that zone change be approved on second and final reading as presented. A unanimous affirmative vote was recorded.

5. Annexation & Permanent Zoning Ordinance - Second Reading - Approved Sabine Investments - Crown Colony, Section VI-B - RL and A, SU (Townhouses)

Mayor Garrison stated that annexation and permanent zoning request from Sabine Investments covering property located in Crown Colony, Section VI-B to be zoned Residential Large and also Apartment, Special Use (Townhouses) had been approved on first reading at last meeting of this Commission. There was no opposition present.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner Gil Fears that Annexation Ordinance be approved as presented. A unanimous affirmative vote was recorded.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner Gil Fears that Zoning Ordinance be approved as presented establishing the zones as RL and A, SU (Townhouses). A unanimous affirmative vote was recorded.

6. Sewer Plant Improvements - Piping - Engineers To Prepare Working Drawings - Rehabilitation of Collection System - Bids Invited

Mayor Garrison stated that the Regulatory Authorities have informed the City of Lufkin that the quality of effluent from the Sewer Plant must be improved. Mayor Garrison stated that the Environmental Protection Agency had recently held a meeting with officials from the City of Lufkin and requested information regarding plans for improvement. Mayor Garrison stated that at this meeting the City of Lufkin learned that the EPA expected to issue an enforcement order against the City of Lufkin. Mayor Garrison further stated that the City of Lufkin had been urged to reduce the flood water infiltration into the plant, to add additional facilities, and to allow the plant to be operative 24 hours/day and on weekends to provide more effective operation of the plant.

City Manager Westerholm stated that a temporary measure might be to rehabilitate the lines, the cost of which would mostly be ineligible for participation under the grant; to provide additional piping to the plant; and hire additional staff to operate on weekends and during the night to reduce the total infiltration by 50%. City Manager Westerholm stated that if bids were authorized by the City Commission, work could begin within several months. City Manager Westerholm stated that another proposal would be for the City to finance the Sewer Plant without constructing the interceptor line and the chlorine contact basin which would reduce the cost to \$5,700,000, but additional revenue would be needed to finance the bonds. City Manager Westerholm stated that if the City decided to re-apply in October of 1984 for a grant, it would be necessary to construct the interceptor lines and the chlorine basin. City Manager Westerholm stated that the State Water Quality Board indicated that the City of Lufkin would have a 50-50 chance of being funded next October if everything is in order.

In answer to question by Mayor Garrison, City Manager Westerholm stated that an engineering study estimated that infiltration could possibly be reduced by 50% with rehabilitation of the collection system. City Manager Westerholm further stated that 50% of the infiltration would be feasible to reduce, but the other 50% could more economically be treated at the plant. City Manager Westerholm stated that the removal of the sludge inventory and reduction of infiltration by 50% would be very beneficial to improving the effluent.

Mayor Garrison stated that the Lufkin Waste Water Treatment Plant is only judged by the chemical analysis of the effluent that goes into the creek.

In answer to question by Commissioner Pat Foley, City Manager Westerholm stated that in order to correct 100% of the infiltration, the collection system pipes would have to be relaid completely because of infiltration coming in through patches in the pipes and manhole covers in the City. City Manager Westerholm further stated that on a dry day 4 million gallons of waste water pass through the plant, but with the rehabilitation of the lines the peak inflow rate would be reduced from 18 to 20 million gallons a day to 9 to 10 million gallons a day. City Manager Westerholm stated that with this reduction of the inflow and a reduction in the sludge inventory, a great improvement could be anticipated in the effluent.

Mayor Garrison stated that in order to spend this amount of money, he would need reasonable assurances that it would bring beneficial results.

In answer to question by Commissioner Gil Fears, City Manager Westerholm stated that in 1969 the total suspended solids was 29,000 pounds per day. Today the plant handles 10 to 11 thousand pounds per day. City Manager Westerholm further stated that industry's total loadings are within the limits of the B.O.D., but that the sludge handling capacity is a bottleneck to the plant. City Manager Westerholm stated that the plant is not receiving too

much sludge, but the handling capacity was either under-designed or the Zimpro Process misrepresented. City Manager Westerholm stated that the sludge is held in a basin and a great inflow of water washes it out of the plant.

In answer to question by Commissioner Gil Fears, City Manager Westerholm stated that most industries do pre-treat their sludge but the plant has less capacity for handling of sludge than was represented to the City Commission before construction. City Manager Westerholm stated that industry, as a whole, is not in violation of the ordinance, they are surcharged when the limits of the ordinance are exceeded, and the sludge handling capacity should be increased to allow the plant to work as designed.

Commissioner E.C. Wareing stated that he understood when the plant was built it would be operated 24 hours a day, 7 days a week, but City Manager had indicated that the plant was not being operated on this timetable.

City Manager Westerholm stated that the plant is open this amount of time, but sludge is not being processed 24 hours a day. City Manager Westerholm stated that it had been represented to the City Staff that the Zimpro process would be capable of performing adequately if operated 5 days a week 8 hours a day, but if the entire plant were operated 24 hours a day, the effluent would be closer to being in compliance.

Jimmy Griffith, Griffith Engineers, stated that 95% of the time the City of Lufkin is out of compliance, it is a result of too much sludge and inflow into the plant. Mr. Griffith further stated there would be more maintenance of equipment if it is operated 24 hours a day and the proposed changes would be an interim measure which would provide temporary benefits until the City of Lufkin could obtain a grant. Mayor Garrison stated that money spent to provide these improvements might improve the working of the plant. Commissioner Richard Thompson stated that the proposed improvements could buy the City of Lufkin time to apply for the grant in October.

Mayor Garrison stated that if the City Staff met with the State Officials and indicated that plans were being made to take interim measures, they would not file a lawsuit but failure to do something substantial could result in an injunction against the City, possibly a freeze on issuance of building permits. Mayor Garrison stated that a meeting between the City Staff and Attorney General at Austin to discuss proposed plans would be beneficial.

Commissioner Richard Thompson stated that rehabilitation to the collection system should be done on a regular basis. Commissioner Percy Simond stated that discussions on sewer plant improvements have been held for a long time, and something must be done to avoid a lawsuit by the State.

In answer to question by Commissioner Pat Foley, City Manager Westerholm stated that certificates of obligation and an adjustment in sewer rates would be necessary to provide financing of the projects. City Manager Westerholm stated that nothing is budgeted for the improvements to the Sewer Plant but sales tax is in excess of budget and could possibly absorb the \$28,000.00 for additional piping. Commissioner Pat Foley stated that he would like to see figures indicating results of the improvements, and the City of Lufkin should apply for a 50-50 grant in October.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner E.C. Wareing that engineers be authorized to prepare working drawings for additional piping at the Sewer Plant and this part of the program be initiated. A unanimous affirmative vote was recorded.

Commissioner Richard Thompson stated that the City Manager should provide figures of how the efficiency of the plant would be effected by the rehabilitation of the collection system.

Commissioner E.C. Wareing stated that just as the City needs to maintain the streets and other above ground equipment, it also needs to maintain the underground equipment such as sewer lines. Commissioner Wareing further stated that if the lines are allowing rainwater to enter then sewerwater is being released from the same breaks and the condition of the lines should be improved.

Commissioner Percy Simond stated that necessary steps should be taken to increase the efficiency even if it necessitated a bond issue for improvements to the sewer plant and a new City Hall.

Motion was made by Commissioner Gil Fears and seconded by Commissioner Pat Foley that bids be invited for the rehabilitation of the collection system and a 2½ ton truck with dumped be purchased for use at the Sewer Plant. A unanimous affirmative vote was recorded.

Commissioner Richard Thompson stated that the rehabilitation might be possible and less costly with the use of City Personnel. Mayor Garrison stated that an estimate could be received from Public Works regarding their completion of the rehabilitation work. City Manager Westerholm stated that the total amount of the proposed interim measures was approximately \$402,390.00.

7. Ordinance - Approved - First Reading - Rate Adjustment Request - Entex

Mayor Garrison stated that Entex had approached the City Commission regarding a rate adjustment request. Mayor Garrison recognized Mr. Rayford Williams with Entex who stated that the last rate increase was in the year 1970. Mr. Williams further stated that inflation has increased since that time and it is necessary that the City of Lufkin grant Entex a rate adjustment which would amount to approximately 11¢ per day for the average residential customer. Mr. Williams stated that the City of Lufkin had enjoyed a lower rate than other East Texas towns because of the amount of industry in the area.

In answer to question by Commissioner E.C. Wareing, Mr. Williams stated that a cost of service adjustment would allow annual adjustment of the Entex rates. Commissioner Wareing stated that he was in favor of the 4.8% increase but would not be in favor of an automatic rate adjustment without approval of the City Commission. Mr. Williams stated that a letter would be filed with the City, but the rate adjustment would be put into effect unless rejected by the City Commission. Mr. Williams stated that an effective date would be indicated and the City Commission could review the request after the filing for either rejection or acceptance. Mr. Williams further stated that if the City Commission preferred Entex could return each year for consideration and remove the clause providing for an automatic cost of service adjustment. Mr. Williams stated that each City handles the service adjustment cost differently, that some cities require 45 days before the rate goes into effect and others allow Entex to file and clear the rate with only the Mayor and City Secretary. Mr. Williams further stated that the rate adjustment would only go into effect with City Commission approval prior to the effective date.

In answer to question by Mayor Garrison, Mr. Williams stated that the rate as presented would have less effect on the lower income customer than the large volume industrial users. Mr. Williams stated that the change would be made in the first two brackets of the rate schedule to allow everyone to carry their fair share of the increase and that the rate would effect the small user in the summer while reducing their bills in the winter.

Commissioner Richard Thompson stated that he had Entex check several gas bills, and this check revealed that the rate of increase was actually lower than the 4.8%. Commissioner Percy Simond stated that if the increase would be detrimental to low income users, he would not be in favor of the adjustment. Mayor Garrison stated that if an 4.8% increase was given straight across the board everyone would have an idea of how the increase would affect their gas bill. Bill Presswood from Entex stated that his company served 1,200,000 customers in the states of Texas, Mississippi, and Louisiana with a high volume of low income users and the maximum amount of increase to anyone using over the minimum would be \$3.34.

Motion was made by Commissioner E.C. Wareing and seconded by Commissioner Gil Fears that rate increase request by Entex be approved as presented with deletion of the cost of service adjustment provision in the contract. A unanimous affirmative vote was recorded.

8a. Bid - Approved - Tape Logging Equipment - Police Department - Dictaphone

Mayor Garrison stated that bids had been requested for the purchase of tape logging equipment for use in the Police Department with one (1) bid being received. Mayor Garrison further stated that a grant had been received from Texas Criminal Justice Division for matching funds on this purchase.

City Manager Westerholm stated that a list of suppliers had been requested from DETCOG and the telephone directory in Houston had been consulted, but only one (1) supplier of the tape logging equipment was found. City Manager Westerholm stated that City Staff recommended the bid of Dictaphone in the amount of \$19,652.00 be approved as the lowest and best bid with the City's share of the cost being \$9,826.00 and \$11,000.00 had been budgeted for this item.

In answer to question by City Commission, Capt. David Kirkland stated that the equipment will record all incoming telephone calls which would allow the dispatcher to replay conversations at a later date if questions should arise. Capt. Kirkland further stated that the equipment would also have a monitoring device to allow the dispatcher to monitor sounds from the jail area, and all three (3) incoming lines could be recorded simultaneously. Capt. Kirkland further stated that outgoing calls would not be recorded, and the City of Diboll was presently using an earlier model of this type of equipment. Capt. Kirkland stated that the equipment has the capacity to record 10 channels automatically and seven (7) would be utilized at the present time which would allow for growth of three (3) additional channels. Capt. Kirkland further stated that the tape logging equipment could be used in conjunction with the 911 Emergency number.

Motion was made by Commissioner Percy Simond and seconded by Commissioner Pat Foley that bid of Dictaphone Corporation in the amount of \$19,652.00 be approved as lowest and best bid. A unanimous affirmative vote was recorded.

8b. Bid - Approved - Repair of Civic Center Doors - Southwest Installation

Mayor Garrison stated that at a previous City Commission meeting invitation for bids to repair the Civic Center doors had been approved and several bids had been received.

City Manager Westerholm stated that this bid was for labor to install the Civic Center doors, and City Staff recommended the bid of Southwest Installation in the amount of \$10,560.00 be approved as the lowest and best bid.

In answer to question by Commissioner Richard Thompson, Ron Wesch Public Works Director, stated that the bid was based on 330 hours to complete the job at an hourly rate of \$32.00 per hour. Commissioner Richard Thompson suggested the hourly rate be omitted from the contract and the word "equipment" should be inserted indicating that the needed equipment would be furnished by Southwest Installation. Commissioner Thompson further stated that the bid invitation was misleading when it requested bid for labor only.

City Manager Westerholm stated that if Southwest Installation did not accept the total price of \$10,560.00 rather than the hourly rate, could the City Staff administratively elect to give the bid to the next lowest bid.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner Pat Foley that acceptance of the lowest lump sum bid be approved in the following order:

1. Southwest Installation Incorporated
2. John Bailey
3. Interstate Installation

A unanimous affirmative vote was recorded.

In answer to questions from the City Commission, Public Works Director Ron Wesch stated that work should begin the first week in January, and it is understood that work will not be authorized until materials are available.

9. Resolution - Approved - Lotus Lane - Closed During Construction Of New Bridge

Mayor Garrison stated that the State Department of Highways and Public Transportation has requested that Lotus Lane be closed from California Blvd. to Broadmoor prior to beginning work on the new Lotus Lane Bridge and that work is anticipated to begin in March, 1984. Mayor Garrison further stated that it is estimated construction would require a full 90 days with Lotus Lane being closed when the work is begun and opened when the work is completed.

Motion was made by Commissioner Don Boyd and seconded by Commissioner Pat Foley that resolution be approved closing Lotus Lane during construction of Lotus Lane Bridge. A unanimous affirmative vote is recorded.

10. Ordinance - Tabled - Private Streets - Crown Colony Subdivision

Mayor Garrison stated that a request for a private street had been received from Sabine Investment for inclusion in Crown Colony Subdivision, and the City Attorney had proposed an amendment to the Subdivision Ordinance.

City Attorney Bob Flournoy stated that Sabine Investments had requested that the City consider permitting a private street in the Crown Colony Subdivision. City Attorney Flournoy further stated that the amendment to the Subdivision Ordinance would provide protection to the City in that maintenance of the private street must be performed or the private street must be dedicated to the City, and traffic control on the private street would be the responsibility of the Homeowners' Association which if not maintained, the City would have the option of claiming the street.

In answer to question by Commissioner Gil Fears, City Attorney Flournoy stated that if the street was claimed by the City, the Homeowners' Association could be forced to surrender the street in a condition that conforms to City standards. City Attorney Flournoy stated that the City would be a third party beneficiary to the Association. City Attorney Flournoy stated that the City of Lufkin has a comprehensive master plan that the City Planning and Zoning Commission uses to determine what development is needed and where the City is expanding in the future. City Attorney Flournoy stated that the City Planning and Zoning Commission could determine if a through street was required in a subdivision and where a private street would be impractical. City Attorney Flournoy stated that there were no provisions for private streets in the present ordinance with the exception of the entrance to Crown Colony which was closed and purchased by adjoining property owners, but he did not believe many requests would be received because of the requirement that maintenance be provided by the homeowners.

In answer to question by Commissioner Percy Simond, City Attorney Flournoy stated that the homeowners might elect to have a guard at the entrance to control use of the private street, that the police of the City of Lufkin would have the right to patrol the area, but the only police control of traffic would be as a result of reckless driving. City Attorney Flournoy further stated that if the speed were not controlled, the City would have the option of claiming the street, and the City would have the right to regulate obstructions to vision at corners and traffic hazards.

Mayor Garrison stated that he had learned that the City of Dallas has a private street with a knock-down gate which would allow emergency vehicles to enter. Mayor Garrison suggested that a restriction be included in the ordinance providing that a two-thirds majority of the City Commission members could declare the property a public street.

Commissioner Gil Fears stated that a certain area should not be allowed seclusion for selfish reasons.

Mayor Garrison stated that after learning that the City of Dallas had private streets, he would be willing to declare a private street in the City of Lufkin if the City Commission had the right to reverse its decision. Mayor Garrison stated that the private street should not be provided for under an amendment to the Subdivision Ordinance but should become a part of the Planned Unit Development Ordinance relating to private street specifications. Mayor Garrison stated that other provisions in the Subdivision Ordinance might be in conflict with the proposed amendment for private streets and a separate ordinance for private streets in the PUD would be much clearer.

Commissioner Percy Simond stated that he did not feel Sabine Investments was requesting the private street to segregate their subdivision.

Mayor Garrison stated that the City should have continuing control with a five (5) to seven (7) vote to claim the street, and Sabine Investment wanted to develop the community. Mayor Garrison stated that if the private street functioned properly and a break-down gate was installed, he would have no objections to establishment of same. Commissioner E.C. Wareing stated that sign should be erected indicating that the street was private property.

City Attorney Bob Flournoy stated that the private street should be an amendment to the Subdivision Ordinance because the Subdivision Ordinance covers public streets and alleys.

Commissioner Percy Simond stated that he would like to have a report on what the responsibility of the City of Lufkin would be on the private street. City Attorney Flournoy stated that the City police could patrol the streets to answer complaints but not to regulate the traffic, and the Homeowners' Association would monitor activities of the people living there with the Homeowners' Association having the authority to take some action if laws were continually broken.

Mayor Garrison stated that the provision that the City Planning and Zoning Commission could reject private street requests might result in citizens believing that favoritism was being shown to certain areas of the City. Mayor Garrison stated that a provision should be made that the applicants could appeal to the City Commission if rejected by the City Planning and Zoning Commission.

Commissioner Gil Fears stated that he was in favor of amendments being made to the proposed ordinance, but he was vehemently against private streets.

Motion was made by Commissioner Richard Thompson and seconded by Commissioner Pat Foley that City Attorney be authorized to prepare an appropriate ordinance incorporating suggested changes of knock-down gate, right of appeal to City Commission, that property could be claimed by a five (5) to seven (7) vote by the City Commission, for consideration at next meeting of the City Commission. The following vote was recorded: Aye: Mayor Garrison, Commissioners Simond, Boyd, Thompson, Wareing, Foley. Nay: Commissioner Fears. Mayor Garrison declared motion approved by a vote of six (6) to one (1).

Commissioner Percy Simond stated that he wanted the City Attorney to check with a constitutional lawyer to determine whether a private street is constitutional and what the City's responsibility would be.

Horace Stubblefield of Sabine Investment stated that the proposed changes were acceptable to Sabine Investment and that this was a short street with a minimum number of lots. Mr. Stubblefield stated that Sabine Investment had only suggested the private street to cater to another section of the housing market because they had received numerous calls for an area with greater security and the gate would only be erected at the election of the property owners in the area. Mr. Stubblefield further stated that this was not an attempt to segregate this area of the community from anyone, but any person with

money could purchase a lot in Crown Colony Subdivision and that the property was on a peninsula that would not allow construction of through streets.

11. Executive Session - Pat Foley Appointed Arbitrator - Charles Wilson's Property - Lawsuit for Zimpro Process - Tabled

Mayor Garrison stated that it was necessary for the City Commission to adjourn into an Executive Session to discuss pending lawsuits. Mayor Garrison recessed formal open meeting of the City Commission at 7:27 p.m. At 7:57 p.m., Mayor Garrison convened regular meeting of the City Commission and made announcement to those present regarding results of the Executive Session.

Mayor Garrison stated that a situation had existed for some time and the possibility of a lawsuit had been explored but was not desirable, however, the person involved wanted the City to consider their situation. Mayor Garrison further stated that Charles Wilson lives on Crooked Creek with his home being constructed on the edge of Cedar Creek. Mayor Garrison stated that the City had cleaned the creek to facilitate the water flow while under the impression that they had the authority to do so. Mayor Garrison stated that Mr. Wilson owned part of the property and had not granted permission to clean his part of the creek. Mayor Garrison further stated that a rain followed the cleaning of the creek washing away a portion of Mr. Wilson's property, and Mr. Wilson had asked that the City submit to binding arbitration with Rufus Duncan acting as his arbitrator. Mayor Garrison stated that the City would appoint an arbitrator and a third person would be selected by the arbitrators to determine if the City was responsible for the damage and the appropriate amount. Mayor Garrison stated that it had been discussed in Executive Session if the City should join in the arbitration and he would invite a motion that the City join in the agreement and appoint an arbitrator.

Motion was made by Commissioner Gil Fears and seconded by Commissioner Don Boyd that the City of Lufkin join in the binding arbitration and that Commissioner Pat Foley be appointed as arbitrator for the City of Lufkin. A unanimous affirmative vote was recorded. Mayor Garrison expressed his thanks to Commissioner Pat Foley for his willingness to serve for the City.

Mayor Garrison stated that the City Commission had also considered in Executive Session whether the City would have any reasonable chance of recovering any damages from the Engineering Firm, or the people who recommended the Zimpro Process for the lack of performance that had been experienced by the City of Lufkin. Mayor Garrison stated that it is difficult to determine the amount and the possible good that would be done by bringing a lawsuit. Mayor Garrison stated that at the present time the City of Lufkin felt that it would be such a complex suit and expensive litigation that it would not be justified. Mayor Garrison stated that the City Commission would still explore the possibility of the lawsuit and the City Attorney will report back at a later time regarding further consideration.

12. Street Lighting, Discussed - Truck Traffic on City Streets, Discussed - Annexation of Areas Using City Services, Discussed

Commissioner Don Boyd stated that a sign excluding trucks on Sayers Street had been removed and it was dangerous to have large trucks on narrow streets throughout the City.

Commissioner Gil Fears stated that a street light was needed at the corner of Paul and Garvin. Mayor Garrison stated that numerous streets within the City of Lufkin need adequate lighting, and he had asked the City Manager to discuss this with Texas Power and Light regarding a survey of inadequate lighting within the City and that the results of the survey would be forthcoming in the future. Commissioner E.C. Wareing stated that the City of Lufkin rents the street lights from Texas Power and Light and they should be responsible for trimming limbs that obstruct the lighting of the streets.

Commissioner Richard Thompson stated that during the budget discussion he had stated that the City of Lufkin should consider increasing their tax base by annexing outlying areas that are using City services and requested information on procedure for annexing when initiated by the City. City Attorney Flournoy stated that the City Commission should initiate the action at a regular scheduled meeting. Commissioner Thompson stated tht he would like to have an item on the next City Commission agenda to propose annexation of adjoining areas because any section of land that uses City services should be annexed.

- 13. There being no further business for consideration, meeting adjourned at 8:20 p.m.

Pitser H. Garrison
Pitser H. Garrison, Mayor



Ann Griffin
Ann Griffin, City Secretary