

CITY OF LEON VALLEY CITY COUNCIL SPECIAL MEETING

Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, TX 78238 Monday, September 30, 2019

MINUTES

6:00 PM Call to Order and Determine a Quorum is Present.

Attendee Name	Organization	Title	Status	Arrived	Departed
Chris Riley	City of Leon Valley	Mayor	Present		
Monica Alcocer	City of Leon Valley	Mayor Pro-Tem, Council Place 3	Present		
Donna Charles	City of Leon Valley	Council Place 1	Present		
Catherine Rodriguez	City of Leon Valley	Council Place 2	Present		
Matthew Hodde	City of Leon Valley	Council Place 4	Present		
Will Bradshaw	City of Leon Valley	Council Place 5	Present		11:30 PM

Also present was City Manager Kelly Kuenstler, ACM/HR Director Crystal Caldera, City Secretary Saundra Passailaigue, City Attorney Denise Frederick, Assistant Finance Director Floyd Messick, Public Works Director Melinda Moritz, Assistant Public Works Director David Dimaline, LVPD Chief Joseph Salvaggio, Assistant Library Director Theresa Brader, Special Events Coordinator Maribel Mendoza, LVPD Assistant Chief Ruben Saucedo, LVFD Fire Chief Michael Naughton, Planning & Zoning Director Brandon Melland, Business Specialist William Cox, LVPD, and many LVPD staff.

Mayor Chris Riley welcomed everyone to this evenings meeting. The Pledge of Allegiance was led by members of Troop 911 led by Forest Campbell; Troop 126 led by Valencia Jackson; Troop 520 led by Arthur Sepulveda, and Troop 518 led by Roger Rivas.

Mayor Riley explained that City Council has adopted new rules of conduct and briefly went over some key points. Mayor Riley asked for all cell phones to be silenced; asked that if anyone in the audience needed to speak with their neighbor, they take it to the foyer so they don't disturb the meeting; and lastly that our local rules do allow for citizen comments on any of the agenda items after staff presentation and City Council discussion. Please raise your hand to be recognized, come up to the podium and state your name for the record before speaking.

PRESENTATIONS

Presentation of a Certificate of Appreciation for 30 Years of Service to John Von Gruenigen

Mayor Riley and City Manager Kelly Kuenstler presented a Certificate of Appreciation for 30 Years of Service to John Von Gruenigen.

RESULT: PRESENTED

Presentation of a Certificate of Achievement to Sgt. Ben Castro, Corporal Louis Farias, Detective Terry Brooks, and Officer Andy Griego in Recognition of Being Named Leon Valley Police Officer of the Year. In Addition, a Purple Heart Medal will be Awarded to Assistant Chief Ruben Saucedo and Officer Uziel Hernandez for Injuries Sustained in the Line of Duty (Mayor Chris Riley)

Mayor Riley and LVPD Chief Joseph Salvaggio presented a Certificate of Achievement to Sgt. Ben Castro and Officer Andy Griego in Recognition of Being Named Leon Valley Police Officer of the Year. In Addition, a Purple Heart Medal was Awarded to Assistant Chief Ruben Saucedo and Officer Uziel Hernandez for Injuries Sustained in the Line of Duty.

RESULT: PRESENTED

Presentation of an Update on the Soap Box Derby Event (Maribel Mendoza, Special Events Coordinator)

Special Events Coordinator Maribel Mendoza gave a brief presentation on the 2nd Annual Soap Box Derby.

Special Events Coordinator Mendoza introduced two sponsors: Cynthia Flores of TOSA, and Chris Moreno with the Dojo.

RESULT: PRESENTED

Presentation and Update of ON IT Program from Business Relations Director (Business Relations Director, William Cox)

Business Specialist William Cox presented this item which is intended to provide an update to the Leon Valley City Council on the ON IT Team Program. Council feedback and program information is important so that the ON IT program remains efficient, productive, and meets the needs of the citizens.

 Tina Chasan - asked about the IP address and whether or not it has to be logged somewhere.

RESULT: PRESENTED

REGULAR AGENDA

Mayor Riley postponed this item until Mr. Clamp would be able to attend the meeting.

Presentation, Discussion, Public Hearing and Possible Action on a Resolution of Intent to Establish the Property Assessed Clean Energy Act, (the "PACE Act") Program Within the City of Leon Valley, TX. (John Clamp, CFO, AACOG) (M&C # 2019-09-30-01 K. Kuenstler)

Presentation, Discussion, Public Hearing and Possible Action on a Resolution Establishing the City of Leon Valley, Texas PACE Program (John Clamp, CFO, AACOG) (M&C # 2019-09-30-02 K. Kuenstler)

A motion was made by Councilor Monica Alcocer and seconded by Councilor Matthew Hodde to table Agenda Item # 3 to a date when Mr. Clamp is available.

RESULT: APPROVED [UNANIMOUS]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Matthew Hodde, Council Place 4

AYES: Alcocer, Charles, Rodriguez, Hodde, Bradshaw

CITY MANAGER'S REPORT

Upcoming Important Events:

City Manager Kelly Kuenstler reminded everyone that the City Manager's Report is posted on the website as well as placed on the table in the foyer for all interested. City Manager Kuenstler then supplemented that report with new information with: a) Congratulations to the LVPD who took 3rd Place at the Special Olympics Fire Truck Pull; b) reminder that tomorrow night is National Night Out; c) Soap Box Derby practice the last three Sundays; d) all of the sun shades have been installed at the Park; d) SAWS main break behind the Public Works building so you may hear about standing water in there until the problem is corrected; e) Introduced Floyd Messick, Jr. who is the new Assistant Finance Director; f) Rosie Amaya, Library Director starts tomorrow; g) Congratulations to the Officer of the Year and the Purple Heart recipients.

RESULT: PRESENTED

CITIZENS TO BE HEARD AND TIME FOR OBJECTIONS TO THE CONSENT AGENDA

- Tina Chasan spoke about neighbor's dogs destroying her fence and attacking her dogs; thanked Chief Salvaggio for going above and beyond and for helping her.
- Forest Campbell, Troop 9-1-1 presented a Certificate of Appreciation to Mayor Riley and the City Council.
- Timothy Cedillo spoke about a 5k run/race that his church wants to have at Raymond Rimkus Park.
- Benny Martinez gave his opinion about the ethics complaints filed on Mayor Chris Riley and what he thinks should be done.

CONSENT AGENDA

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to adopt the Consent Agenda as presented.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Catherine Rodriguez, Council Place 2

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

Acceptance of Committee Minutes:

06-13-2019 Park Commission Minutes

• 07-17-2019 Citizens Police Advisory Committee Minutes

• 08-27-2019 Zoning Commission Minutes

09-09-2019 Sign Code Update Advisory Committee Minutes.pdf

• 09-10-2019 Zoning Commission Minutes

ANNOUNCEMENTS BY THE MAYOR AND COUNCIL MEMBERS

- Councilor Donna Charles spoke about her attendance at Social Cuts in Leon Valley this past weekend; and also attended the new veterinary clinic.
- Councilor Catherine Rodriguez please keep the recently killed Houston peace officer in your thoughts and prayers.
 - Everyone sang Happy Birthday to Councilor Rodriguez.
- Councilor Monica Alcocer Complimented those with positive things to say about Leon Valley; reminded everyone that if you hear something.... go to the source; and then thanked Public Works for the work done at the Ridge Park.
- Councilor Matthew Hodde Welcome everyone; the committees have a tremendous job and thank you for that; also attended the ribbon cutting for Social Cuts.
- Councilor Will Bradshaw thanked everyone for coming tonight but especially the scouts. "I was once a scout myself. You better pay attention because you might be up her someday".
- Mayor Chris Riley attended the Affordable Pet Ground Breaking Ceremony and thanked Maribel Mendoza, Special Events Coordinator for her efforts in organizing the event; looking forward to National Night Out tomorrow evening; On October 18th from 6:00 pm to 10:00 pm, the LVHS will hold their Annual Blue Jean Gala; Saturday, FEMA Floodplain Meeting on November 11th from 9:00 am to 11:00 am; TxDOT Bandera Road Meeting will be held in November or December in Leon Valley, date to be announced later; Home Rule Charter Group will meet on October 3rd and citizens were encouraged to attend; received a call from Selma Mayor, Tom Daly inviting all Councilors that plan to attend TML to come to Blue Bonnet Palace from 6:00 pm to 10:00 pm for a social gathering; the PACE Program presentation will be rescheduled; and lastly, Mayor Riley asked Mayor Pro Tem Alcocer to fill in for her in her absence at the Soap Box Derby to which she agreed.
 - o City Manager Kuenstler added to Mayor Riley's comment about Mayor Daly's

invitation and informed all members of City Council that this and other invitations have already been placed on their calendars.

- City Manager Kuenstler was interrupted by a disturbance in the audience regarding a shirt that someone was wearing. Mayor Riley asked that both parties refrain from further comment and allow the City Manager to continue speaking.
- City Manager Kuenstler continued by asking for a consensus from members of City Council regarding a date and time for a City Manager/City Council Retreat. This was followed by a very brief discussion. Mayor Riley asked that Angela send out some dates to all Council to consider.

ORDINANCES

Discussion and Possible Action on an Ordinance Amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, and Chapter 15, Appendix C, Sustainability, Gateway, and Commercial/Industrial Overlay District Standards, Regarding Requirements for Building Materials and Aesthetic Methods for Construction; and a Public Hearing on Said Request. (1st Read was Held on 09-17-2019) (M&C # 2019-09-30-03 B. Melland)

Brandon Melland, Planning & Zoning Director presented with no changes since the first read of this ordinance. Representative Ray Lopez was also present and spoke briefly on this item.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Donna Charles to adopt the ordinance as presented.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Catherine Rodriguez, Council Place 2

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

Discussion and Possible Action on a Recommendation on an Ordinance Amending Article 15.02, Appendix C, Section II.C.5, Regarding Minimum Rear Yard Setback Requirements in the Sustainability Overlay District. (1st Read was Held on 09-17-2019) (M&C # 2019-09-30-04 B. Melland)

Brandon Melland, Planning & Zoning Director presented with no changes since the first read of this ordinance.

A motion was made by Councilor Donna Charles and seconded by Councilor Matthew Hodde to adopt the ordinance as presented.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Donna Charles, Council Place 1

SECONDER: Matthew Hodde, Council Place 4

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

REGULAR AGENDA CONTINUED

Presentation and Discussion to Consider Approval of an Ordinance Authorizing Budget Adjustments, in a Total Amount of \$880,128, with 15% for Contingencies, for Capital Projects from the FY '19 to the FY '20 Enterprise, General, Red Light Camera, and Stormwater Fund Budgets (1st Read as Required by City Charter). (M&C #2019-09-30-05 M. Moritz)

Melinda Moritz, Public Works Director presented this item which is an ordinance authorizing several budget adjustments to fund Capital Improvement Projects which had been funded in Fiscal Year 2019, but were not actually started. Several Capital Projects were engineered, designed, and bid in the spring/summer of 2019. Due to the length of time needed to complete the projects and other obligations on the part of the contractors, they would not have been completed until the October/November time frame, which then overlaps fiscal years. This makes the financial accounting for the projects very difficult for the finance director and the City auditors. In order to assure that the projects are begun and end in the same fiscal year, a budget adjustment for Fiscal Year 2020 will be needed.

Director Moritz listed the projects as follows: The Grass Hill Generator Project; the Evers at Seneca Sidewalk Extension Project; the Forest Meadow Drainage Project; and the Crosswalk at Huebner and Balky Project.

Councilor Monica Alcocer asked about a crosswalk being added near the Senior Apartments and that it had been discussed that it might be combined with the school crossing project. Director Moritz said that she would have the city engineer take a look to see where it would best be located. Councilor Alcocer said she appreciated that.

RESULT: FIRST READ

Discussion and Possible Action to Consider Approval of a Resolution Authorizing the Extension of an Agreement with San Antonio Pool Management Company to Operate and Manage both City Swimming Pool Facilities for the FY 2020 Swim Season (M&C # 2019-09-30-06 D. Dimaline)

Councilor Monica Alcocer called a Point of Order and asked that this item be tabled until more information could be gathered and shared with the committee.

City Attorney Denise Frederick cautioned that consideration be given to the termination date of the contract and urged the Council to consider its renewal before it expires.

Raymond Diaz, Pool Advisory Chairman said this was the first he had heard of the proposals and he invited "one member of Council to attend the next Pool Advisory Committee meeting to express their concerns so we can work together to come to a good resolution; but we would like to put the citizens of Leon Valley first.".

Councilor Will Bradshaw said he would like to attend that meeting.

Councilor Alcocer added that she would like to see the committee expanded with more members, cost of repairs to both pools, cost of running both pools, etc.

David Dimaline, Assistant Public Works Director presented the 2019 Pool Season Report.

Mayor Riley and Councilor Donna Charles both asked that the committee consider including water aerobics programs.

Councilor Will Bradshaw asked that the committee to consider extending the pool season.

 Richard Blackmore spoke about specific needs of both pools from his perspective with specific emphasis on accountability of cash flow.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to table until after the October Coffee with the Mayor & City Council.

RESULT: TABLED [UNANIMOUS]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Catherine Rodriguez, Council Place 2

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

Presentation and Discussion on an Ordinance, granting a Specific Use Permit on a Request by Tamala McClennan, for Entertainment Indoor Use, at 6400 Bandera Road; Generally Located at the Northwest Corner of Grass Hill Drive and Bandera Road; and a Public Hearing on Said Request. (1st Reading as Required by City Charter (M&C # 2019-09-30-08 B. Melland)

Councilor Monica Alcocer called a Point of Order to say that there were "business people" present and that perhaps Items 9.5 and 9.6 should be considered before moving on with this item. That was the consensus of the Council.

Brandon Melland, Planning & Zoning Director requested that this item be withdrawn from the agenda at the applicant's request.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Donna Charles to allow the item to be withdrawn as requested.

RESULT: MOTION CARRIED [UNANIMOUS]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Donna Charles, Council Place 1

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

Presentation and Discussion on an Ordinance, granting a Specific Use Permit on a request by Marc Shilling, for Entertainment Indoor Use, at 6504 Bandera Road; Generally Located on the West Side of Bandera Road Approximately 200 feet North of Seneca Drive; and a Public Hearing on Said Request (1st Reading as Required by City Charter) (M&C # 2019-09-30-09 B. Melland)

Brandon Melland, Planning & Zoning Director presented the item in response to a request from Marc Shilling, granting a Specific Use Permit for Entertainment Indoor Use, at 6504 Bandera Road; Generally Located on the West Side of Bandera Road approximately 200 feet North of Seneca Drive.

Mayor Riley opened the Public Hearing at 9:07 p.m.

There being no public comment; Mayor Riley closed the Public Hearing at 9:08 p.m.

RESULT: FIRST READ

Discussion and Possible Action on Renaming the Zoning Commission to Establish a Planning and Zoning Commission; Providing Direction to Staff to Prepare Necessary Code Amendments for Subsequent Approval by the City Council (M&C # 2019-09-30-10 B. Melland)

Brandon Melland, Planning & Zoning Director presented this item as well. This item was presented to discuss and consider renaming the Zoning Commission to establish a Planning and Zoning Commission. Director Melland stated that staff is seeking direction to prepare necessary code amendments for subsequent approval by the City Council.

A motion was made by Councilor Will Bradshaw and seconded by Councilor Donna Charles to move forward with the changes but before there could be a vote, they were reminded that this was a first read. Both councilors withdrew their motions.

Direction was given to Director Melland to move forward.

RESULT: PRESENTED

Discussion and Possible Action on a Resolution Authorizing Staff to Waive Public Hearing Fees Associated with the Rezoning of Properties Zoned B-2, Retail District, With Legally Non-Conforming Institutional Uses That Were Operating on or Before March 6, 2007 (M&C # 2019-09-30-11 B. Melland)

Brandon Melland, Planning & Zoning Director presented this item is to discuss approval of a Resolution which would allow Staff to potentially waive the Public Hearing fees associated with the rezoning of properties with institutional uses made legally non-conforming by the 2007 Code Amendment, which limited churches and other institutional uses to the B-3 and I-1 Districts.

Bill Craig of the Church of Resurrection was present and spoke in favor of this resolution.

A motion was made by Councilor Donna Charles and seconded by Councilor Will Bradshaw to approve as presented.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Donna Charles, Council Place 1
SECONDER: Will Bradshaw, Council Place 5

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde, Will

Bradshaw

Presentation and Discussion on an Ordinance Amending Chapter 2 Animal Control of the Leon Valley Code of Ordinances and Appendix A Fee Schedule (1st Reading as Required by City Charter) (M&C # 2019-09-30-07 J. Salvaggio)

LVPD Chief Joseph Salvaggio presented an eighty-four (84) page PowerPoint full of amendments to the City's ordinance on animal control. Both Chief Salvaggio and Mayor Riley pointed out that this was the fifth time this has been presented and that there had also been a survey sent out to citizens of Leon Valley to obtain their input.

There was a lengthy discussion on this item.

- Duane Smith asked if there was a definition of "foul".
- Carol Smith spoke in about there not being a need for roosters for fresh eggs.

A motion was made by Councilor Will Bradshaw and seconded by Councilor Mathew Hodde to table the item to the next Council meeting.

Chief Salvaggio asked that Council send him feedback between tonight and the next meeting that her can bring back to the next meeting.

City Attorney Frederick reminded Council that there is no need to table since it is a first read.

- Albert Alcocer said a person could have chickens but it would depend on the neighbor and whether they like chickens or not; he also asked about horses.
- Carol Smith spoke about miniature horses.

RESULT: FIRST READ

Discussion and Possible Action on a Resolution of The City of Leon Valley, TX., City Council Appointing an Independent Outside Counsel to Serve as Ethics Compliance Officer for the Ethics Review Board on a Pending Complaint (M&C # 2019-09-30-12 D. Frederick)

City Attorney Denise Frederick presented after requesting that the Mayor and City Manager place this item on the agenda because she would need to recuse herself from being the Ethics Compliance Officer on the complaint submitted to the Ethics Review Board on September 19, 2019. This decision was based on Article VII Section 3(b)(1)(a) of the City of Leon Valley Ethics Regulations due to her status as city attorney.

City Attorney Frederick firmly stated that this is all of the information on the complaint she could speak on this evening as the Code states that this information is confidential.

The Regulations state that "an independent outside attorney, who does not otherwise represent the city, shall be appointed by the city council at the recommendation of the city attorney, to serve as the ethics compliance officer when a complaint is filed relating to an alleged violation of the ethics laws by the mayor or a member of the city council..."

The Ethics Review Board met on September 26, 2019, and there was a consensus that the process needs to get underway as soon as possible in getting legal advice regarding the complaint.

City Attorney Frederick recommended Alan Borjorquez' Firm because he is the attorney that presented the Ethics Training to the City recently and he is an expert.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez to go with Borjorquez' Firm if available and if not, then allow the city manager to choose another.

Councilor Donna Charles asked Attorney Frederick how the complaint got posted onto a public website if it was "confidential". Attorney Frederick replied that the Chief of Police and herself had their suspicions and that the situation was currently being investigated.

Councilor Will Bradshaw stated that he wanted to go through a Request for Qualifications (RFQ).

Councilor Alcocer explained to Councilor Bradshaw that an RFQ would take sixty (60) days and that this was a time sensitive matter and there simply would not be enough time to go through an RFQ process.

Councilor Bradshaw stated that he had already seen the complaint and when asked where he had seen it, Councilor Bradshaw responded "on a citizens website, changeleonvalley.com".

Chief of Police Salvaggio stated that a criminal investigation into the release of this document has been opened and he hopes to be issuing subpoenas in the next few days.

Councilor Bradshaw said "be this as it may, this whole thing is dripping of the same thing as the 3.12 hearing which we just went through. Now this is another attack by people on the Council that certain members of the Council do not agree with".

Attorney Frederick responded in her "professional defense" to Councilor Bradshaw's comments saying that the State Bar has rules of professional conduct and that there is not an attorney who has a license to practice in the State of Texas that is recommended by the Bar who I would probably go to for other recommendations to the city manager who are experts in ethics. They would not be the experts; they would not have the certification to be experts if they had the capacity to be in cahoots or be in collusion with any member of this City Council or anyone else. And I take offense, at that."

Councilor Matthew Hodde said that he was not on Council when Mr. Borjorquez provided the City with the Ethics Training but that he has watched the video. He then asked Councilor Bradshaw what could convince him that there was no "cahooting going on"?

Councilor Bradshaw responded that he would agree to hiring this attorney as long as he also agreed to looking into the behavior that happened here on the dais during the 3.12 Hearings where Councilor Alcocer, Councilor Rodriguez and Ryan Henry were saying "I'm trying to mislead them."; "I'm trying to distract him away from it."; and the meetings going on at the dais during the 3.12 hearing, then I would agree to hiring him."

City Attorney Frederick asked for a Point of Order saying this is not what the agenda item is about.

Mayor Riley asked City Secretary Saundra Passailaigue to take a roll call vote.

City Secretary Passailaigue proceeded with a roll call vote to which the City Council replied: Councilor Donna Charles - Aye; Councilor Catherine Rodriguez - Aye; Councilor Monica Alcocer - Aye; Councilor Matthew Hodde - Aye; and Councilor Will Bradshaw - Nay. Mayor Riley announced the motion carried.

RESULT: MOTION CARRIED [4 TO 1]

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Catherine Rodriguez, Council Place 2

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde

NAYS: Will Bradshaw

The City Council shall meet in Executive Session to discuss the following: Section 551.074(a)(2) Personnel Matters; the governing body hereby convenes into closed session to deliberate possible personnel action regarding the City Manager

Mayor Riley read aloud the item caption.

The City Council went into Executive Session at 10:57 p.m.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The City Council again reconvened into Open Session at 11:39 p.m.

All members of City Council returned to their seats on the dais with the exception of Councilor Will Bradshaw who left the building at 11:30 p.m.

A motion was made by Councilor Monica Alcocer and seconded by Councilor Catherine Rodriguez that the additional information that was provided by Mr. Martinez did not provide any additional information to support his claims and that Complaints 1, 2, 3, 9 and 19 are without merit.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Monica Alcocer, Mayor Pro-Tem, Council Place 3

SECONDER: Catherine Rodriguez, Council Place 2

AYES: Monica Alcocer, Donna Charles, Catherine Rodriguez, Matthew Hodde

ABSENT: Will Bradshaw

CITIZENS TO BE HEARD

None

ADJOURNMENT

Mayor Riley announced that the meeting adjourned at 11:41 PM.

These minutes approved by the Leon Valley City Council on the 4th of February, 2020.

APPROVED

MAYOR

SAUNDRA PASSAILAIGUE. TRMC CITY SECRETARY