

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF BUNKER HILL VILLAGE, TEXAS
JULY 15, 2025**

I. CALL TO ORDER

Mayor Brown called the meeting to order at 5:00 p.m. on Zoom and in the Council Chambers of City Hall, 11977 Memorial Drive, Houston, Texas.

Present

Mayor Keith Brown

Mayor Pro-Tem Susan Schwartz

Councilmember Eric Thode

Councilmember Carl Moerer

Councilmember Josh Pratt (joined the meeting via Zoom at 5:07 p.m.).

Councilmember Andrew Poor

Staff in Attendance

Gerardo Barrera, City Administrator

Susan Grass, Finance Director

Elvin Hernandez, Public Works Director

Loren Smith, City Attorney

Mallory Pack, Management Analyst

II. PLEDGE OF ALLEGIANCE

Mayor Brown led the Pledge of Allegiance.

III. CITIZENS' COMMENTS

There were no public comments.

IV. PRESENTATION BY MASTERSON REPRESENTATIVES FOR DISCUSSION, FEEDBACK, AND DIRECTION REGARDING BOND ISSUANCE – *Gerardo Barrera, City Administrator and Susan Grass, Finance Director*

At the June 17, 2025, meeting, staff presented Council with key assumptions for the proposed FY 2026 Budget, including discussion of future Capital Improvement Plan (CIP) projects. The City's preferred method to fund CIP has been a "pay as you go" approach, however with debt from Bond Series 2014 and Bond Series 2020 set to reach maturity by 2027 and 2031 respectively, and various water & wastewater infrastructure projects forecasted, staff recommended exploring options of issuing new debt for upcoming projects.

Drew Masterson from Masterson Advisors attended the meeting to present and discuss new debt options for future planning. He reviewed the City's current debt scheduled to mature in 2027 and 2031.

Additionally, he outlined two (2) scenarios:

- 2 Series (20 Year Bond)
 - Two issuances – \$3.5M in 2027 and \$7.5M in 2031
 - No tax increase or change to debt rate
 - Discussed how to organize payments for the amortization schedule
- 1 Series
 - One issuance in 2027 of \$11M
 - Based on assumptions presented, debt rate will increase by \$0.01.

Mr. Masterson and City staff recommended issuing the bonds in two (2) Series to maintain a flat tax rate and align with scheduled CIP projects. Mr. Masterson noted that with current interest rates at a 20-year high, issuing bonds at a smaller amount first, with a larger amount later, is the most economically feasible approach. Staff anticipate using the bonds for water and wastewater infrastructure improvements, including a new water well if deemed necessary.

No action was taken on this item.

V. MEMORIAL VILLAGES POLICE DEPARTMENT REPORT

A. Update on Activities – Chief Schultz provided an update on activities, including personnel, calls for service, and the 2025 Budget.

- 45% of the budget has been expended to date. The Department is currently under budget.
- The Department is fully staffed.
- Officer Taylor – who was seriously injured in a motorcycle accident while working outside employment in January 2025 – continues to make great progress and will be medically evaluated prior to returning to active duty.
- New Automated External Defibrillators (AEDs) – authorized by FY 2025 Budget Amendment 2025.01 – have been installed and are operational in all patrol cars.
- The Department responded to 3,048 calls for service in Bunker Hill Village during June.
- Top calls for service are for false alarms.
- Officer Boggus is assisting residents who were impacted by the July 4, 2025, Hill Country flooding.
- Crime statistics for the first six (6) months of 2025 are trending lower than the same period in 2024.

VI. VILLAGE FIRE DEPARTMENT REPORT

A. Update on Activities – Chief Miller and Commissioner Brown reported on activities, staffing, calls for service, and response times.

- Average response time for Bunker Hill Village was 5:38 in June.
- The Department responded to 31 incidents in Bunker Hill Village during June.
- One (1) Captain is on injury leave.
- The Fire Commission is reviewing a lease agreement to lease a ladder truck until the new vehicle – replacing the truck that was involved in a traffic accident – is delivered.

- The Multi-Jurisdiction Hazard Mitigation Plan has been submitted to the Texas Department of Emergency Management for review and approval.
- Chief Miller continues to participate in meetings to coordinate public safety response efforts for the 2026 FIFA World Cup games in Houston.
- The Department is preparing to issue a RFP for repairs on the training tower and is awaiting final cost for a fuel system.

B. Consideration and Possible Action to Approve Budget Amendment 2025-03 to the Fiscal Year 2025 Budget for the Village Fire Department for the Purchase of a Generator

VILLAGE FIRE DEPARTMENT



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:

**BUNKER HILL VILLAGE HEDWIG
VILLAGE HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE SPRING
VALLEY VILLAGE**

Budget Amendment 2024-02 & 2025-03

To:	Gerardo Barrera Wendy Baimbridge Cassie Stephens Tom Fullen Bobby Pennington John McDonald	City of Bunker Hill Village City of Hedwig Village City of Hilshire Village City of Hunters Creek Village City of Piney Point Village City of Spring Valley Village
Cc:	Board of Commissioners & Alternates	Village Fire Department
From:	Amy Buckert	Village Fire Department
Date:	May 21, 2025	
Re:	Budget Amendment 2024-02 & Budget Amendment 2025-03	

During the regular monthly Village Fire Department Board Meeting on May 21, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund tower improvements, purchase of a generator and purchase of a fuel system. The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$236,000 to facilitate the purchases and improvements. This budget amendment will not result in an additional assessment to the member Cities in 2025.

The improvements and purchases are as follows:

- Tower improvements - \$80,000
- Generator purchase - \$100,000
- Fuel system purchase - \$56,000
- Total - \$236,000

The total budget amendment of \$236,000.00 will be funded by the 2024 Village Fire Department budget surplus in an amount not to exceed \$236,000.

At the June 17, 2025, City Council meeting, the Village Fire Department presented FY 2025 Budget Amendment 2025-03 to fund tower improvements, the purchase of a fuel system and generator. Council voted 4-0 to approve funding for the tower improvements and the purchase of a fuel system only. Council requested that additional details regarding the generator purchase be presented at a future meeting date.

Per the interlocal agreement, any budget amendment exceeding \$10,000.00 must be approved by a favorable vote of the governing bodies of contracting cities representing at least 70% of the total fiscal voting strength. Budget Amendment 2025-03 has satisfied the 70% threshold for formal approval in accordance with the interlocal agreement, as all five (5) cities (Hedwig, Hilshire, Hunters Creek, Piney Point, and Spring Valley) have approved its entirety.

Captain Sandifer attended the meeting to present additional details regarding the generator purchase. The Department currently has two (2) 80kW generators that are wired separately. The main part of the station – offices, kitchen, dorms, and living areas

– is supported by a 30-year-old unit, while the dispatch area is supported by a newer unit. A 100kW generator is recommended to replace the existing 30-year-old unit.

Captain Sandifer explained that the 100kW generator will be able to power the main part of the station, as well as have additional capacity to support the use of washing and drying machines and several A/C units in the dorms, which are not supported by the existing 80kW generator. He also noted that the existing slab foundation and wiring can accommodate a 100kW unit, making this upgrade more cost-effective than re-wiring to install a larger generator.

A motion was made by Councilmember Pratt and seconded by Councilmember Poor to approve Budget Amendment 2025-03 to the Fiscal Year 2025 Budget for the Village Fire Department in the amount of \$100,000.00 for the purchase of a generator.

The motion carried 5-0

VII. MAYOR’S REPORT

This item was taken out of order and presented after the Hurricane Preparedness discussion point under item VIII.

A. Report on Activities and Upcoming Events

- Mayors’ Meetings – The Mayors continue to coordinate a meeting date. Mayor Brown stated he plans to discuss the Public Safety Committee’s report during the meeting.

VIII. CITY ADMINISTRATOR’S REPORT

A. Report on Activities and Upcoming Events

- Legislative Update – Several bills that were being monitored by the Legislative Committee – due to their potential negative impact on zoning in the Villages – did not advance to a vote before the conclusion of the 89th Texas Legislative Session. However, bills that passed that will directly affect City practices include, but are not limited to:
 - HB 1522 – Requires meeting notices to be posted three business days in advance rather than the current 72-hour requirement.
 - SB 1173 – Moves the competitive bidding threshold from \$50,000.00 to \$100,000.00.

All measures will take effect September 1, 2025.

City Administrator Barrera noted that he plans to attend a “Legislative Wrap-Up” meeting hosted by TML in August, which will review and discuss city-related bills that passed during the legislative session.

- Hurricane Preparedness – *This discussion point was taken out of order and presented after item X. All other discussion points under this item were presented after item VII.*

City Administrator Barrera provided an overview of the City’s preparedness efforts for severe weather events. Efforts involve communication to residents through V-Linc, advanced staffing, and ensuring the readiness of equipment and supplies.

Councilmember Thode inquired whether the City could remove vegetative debris from open ditches and assess the cost to the property owner. City Administrator Barrera clarified that the City maintains ditches located in the right-of-way. Staff is working to complete a city-wide preliminary assessment of all open drainage ditches located in the ROW to be addressed in advance of severe weather events.

Additionally, City Administrator Barrera noted that due to limited staffing, the City’s code enforcement process is reactive, and therefore relies on – and appreciates – residents bringing these matters to the City’s attention.

Mayor Brown directed City Administrator Barrera to begin the process of establishing a contract for on-call debris removal to ensure the prompt cleanup of storm debris following a severe weather event. City Council prioritized having contract(s) in place, regardless of potential future reimbursement.

- Villages Independence Day Parade – *Friday, July 4, 2025* – City Administrator Barrera thanked staff, MVPD, and all community partners for making the event successful.

B. Public Works Director Report

- Development Report – Director Hernandez presented the permits issued in the month of June and the average change for each type/ category of permit issued each month between 2024 and 2025 as requested by Council at the February 18, 2025, meeting.
- CIP Project Update – Director Hernandez reported on the status of the Waterline Replacement Project and Road Improvements on Bunker Hill Rd. & Taylorcrest Rd.
 - The Waterline Replacement project is ongoing through phases:
 - Phase 1 (replacement on Mayerling) has been completed.
 - Phase 2 (water main replacement on the 200 block of Plantation) work has been completed.
 - Phase 3 (replacement on Rhett and Tara) is expected to be completed in August 2025, pending favorable weather conditions.
 - Bunker Hill Rd. & Taylorcrest Rd. Improvement Project – The reconstruction of Bunker Hill Rd. is substantially complete, and both lanes opened to traffic on July 3, 2025. Crews continue completing punch list items, including leveling to manholes and ROW restoration. Striping is expected to follow at a later time.

The mill and overlay of Taylorcrest Rd. began July 7, 2025, and is substantially complete. The road must cure for a minimum of 14 days before final striping is completed. All work is expected to be finished ahead of the school year.

C. Finance Director Report

- 2026 Budget – The Budget Workshop is scheduled for 10:00 a.m. on Wednesday, July 23, 2025.
- Investments and Opportunities – The City continues to take advantage of favorable interest rates.
 - 99% of taxes have been collected.

City Administrator Barrera addressed Council that a Special Meeting is scheduled for August 5, 2025, for the purpose of setting the tax rate and filing the budget.

IX. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING AMENDMENT NO. 5 TO THE ORIGINAL BUDGET OF THE CITY OF BUNKER HILL VILLAGE, TEXAS FOR THE FISCAL YEAR 2025; PROVIDING DETAILED LINE-ITEM INCREASES OR DECREASES; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT – Susan Grass, Finance Director

The FY 2025 Budget allocates funding to the Fire Department Assessment. At the June 17, 2025, City Council meeting, the Village Fire Department presented FY 2025 Budget Amendment 2025-03 in the amount of \$236,000.00 to fund tower improvements, the purchase of a fuel system and a generator. The City of Bunker Hill Village's cost share is \$44,840.00. Council subsequently approved funding for tower improvements and the purchase of a fuel system only, and requested that additional details regarding the generator purchase be presented at a future meeting date. However, Budget Amendment 2025-03 for the Village Fire Department was approved in its entirety by 70% of the participating cities prior to the June meeting, in accordance with the Interlocal Agreement.

City Council unanimously approved FY 2025 Budget Amendment 2025-03 for the purchase of a generator during the July 15, 2025, meeting.

Funding for this amendment will come from a surplus in the FY 2024 Budget. In the past, such surpluses have been returned to the City and held in the City's reserve account until needed. However, because this surplus has not been transferred back to the City, a transaction is required to formally record the use of these funds.

**CITY OF BUNKER HILL VILLAGE
ADOPTED 2025 BUDGET
GENERAL FUND**

AMENDMENT NO. 5

Acct. # Description			2025 Adopted	2025 No. 5 Amendment	Change
GENERAL FUND REVENUES/EXPENDITURES					
01	4980	INTERGOVERNMENTAL REVENUE	\$ -	\$ 44,840	\$ (44,840)
01	5600	FIRE DEPARTMENT ASSESSMENT	\$ 1,876,425	\$ 1,921,265	\$ 44,840
Net of Revenue and Expenditures			\$ (1,876,425)	\$ (1,876,425)	\$ -

A motion was made by Councilmember Poor and seconded by Councilmember Pratt to approve Ordinance No. 25-652, adopting Budget Amendment No. 5 to the Fiscal Year 2025 Budget.

The motion carried 5-0

X. DISCUSSION, FEEDBACK, AND DIRECTION REGARDING THE PUBLIC SAFETY COMMITTEE’S EMERGENCY RESPONSE RECOMMENDATIONS –
Gerardo Barrera, City Administrator and Councilmember Poor

This item was taken out of order and presented after item VI.

In 2024, the City was significantly impacted by two severe weather events: the May 2024 Derecho and Hurricane Beryl in July 2024. Both events tested the City’s – and the broader Memorial Villages area – emergency response systems and highlighted both strengths and areas in need of improvement.

At the September 17, 2024, City Council meeting, Council directed staff to convene the City’s Public Safety Committee to review emergency response objectives that followed both events, identify gaps in resources and capabilities, and assess resources needed for timely recovery operations and communications during emergency events.

The Committee met regularly to evaluate the City’s emergency response to both storms and review after-action reports from MVPD and VFD. Following this evaluation, the Committee prepared a report of findings and recommendations with the objective of improving the City’s emergency response framework.

Mayor Brown reviewed the process for issuing Disaster Declarations and how the declarations are communicated to the public and to MVPD and VFD, including curfew and evacuation orders. He stated that he intends to discuss this matter at an upcoming meeting with the Village Mayors to ensure the declarations are consistent across the Villages, support a coordinated response, and communication strategies are clear, concise, and non-conflicting.

Chief Miller spoke regarding EOC operations, including the activation process and how critical information is shared – before and during the event – with the six (6) Village Mayors and City Administrators, as well as other public safety departments (i.e., MVPD, Hedwig Village PD, Spring Valley PD).

Chief Schultz discussed disaster preparedness and recovery efforts that take place behind the scenes. He explained the importance of pre-positioning resources and staff in advance of events and described the prioritization system used to allocate emergency resources where they are most needed.

Following discussion, Mayor Brown recommended that the Public Safety Committee take the following actions to include in their final report:

- Interview Police Chiefs from Hedwig Village and Spring Valley Village
- Work with the City Attorney to include legislative framework outlining the City's responsibilities during emergency events, including any statutory limitations
- Incorporate recommended standards from safety organizations such as FEMA, NIMS, Texas Department of Emergency Management (TDEM), etc.
- Explore how to expand emergency communications to residents

Mayor Brown thanked Councilmember Poor and the Public Safety Committee for their dedicated work preparing the report.

Councilmember Moerer recognized and thanked MVPD and VFD for their service to the community, both during disaster events and in their day-to-day operations.

No action was taken on this item.

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND IDS ENGINEERING GROUP IN THE AMOUNT OF \$99,266.00 FOR A WATER MODELING STUDY – *Elvin Hernandez, Public Works Director*

This item was taken out of order and presented after item IV.

Staff requested and received a proposal from the City Engineer, IDS Engineering Group, to perform a comprehensive water modeling study. The purpose of this project is to evaluate the current condition, adequacy, and performance of the City's water distribution system. This assessment will support the long-term planning and operational efficiency of the system.

IDS Engineering will provide professional engineering services that include: developing a model simulating existing system conditions, evaluating system performance under various demand scenarios, and identifying any system vulnerabilities and opportunities for improvement.

The results of the study will outline the continued reliability and efficiency of the City's water infrastructure through a structured inspection and maintenance program that will proactively address potential issues, extend the operational service life of system

components, and ensure the continued delivery of safe and reliable water services to the City. A final engineering report will be prepared, including all model run exhibits documenting the results of the evaluation.

Professional services are exempt from competitive bidding requirements per Chapter 252.021 of the Local Government Code.

The City's Engineer, John Hale and Marcel Khouw, attended the meeting to address any of Council's comments and questions.

John Hale explained various scenarios will be modeled to determine how the water system operates under certain conditions. No disruption to water services is expected while the simulations are completed. Fire hydrant pressure and flow tests will be performed to calibrate the model for accuracy before being adjusted for the different scenarios; otherwise, field work is expected to be minimal.

All work is expected to be completed within six months, and the final report is anticipated to be received in early 2026.

A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve a services agreement with IDS Engineering Group in the amount of \$99,266.00 for a water modeling study.

The motion carried 5-0

XII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND RED OAK CONSTRUCTION, LLC IN THE AMOUNT OF \$87,751.24 FOR DRAINAGE IMPROVEMENTS ON WILLIAMSBURG LANE – *Elvin Hernandez, Public Works Director*

The City's Five-Year Capital Improvement Plan (CIP) includes funding for localized drainage improvements to enhance stormwater management, reduce flood risks, and optimize drainage reliability through proper maintenance.

Drainage improvements are prioritized based on severity – with primary consideration given to findings from the 2021 drainage report by RPS (now Tetra Tech), the City's Drainage Engineer – routine maintenance reports from Public Works crews, and other assessments conducted after weather events. Based on these evaluations, the drainage system along Williamsburg Lane has been identified in need of improvement.

The scope of services for this improvement work includes necessary drainage maintenance activities such as culvert replacement, ditch grading, and associated site restoration in line with a drainage report.

In an effort to attain the best value and meet purchasing requirements, the use of interlocal cooperative purchasing programs allows the City to leverage the purchasing potential and benefit from economies of scale. All contracts are competitively bid and awarded in

compliance with State procurement requirements. After vetting multiple competitive contracts through various interlocal cooperative purchasing programs, conducting background checks on similar projects, and evaluating overall competitive pricing, staff recommended awarding this project to Red Oak Construction, LLC, in the amount of \$87,751.24. Funding for this work was included and approved in the FY 2025 CIP Budget.

City Administrator Barrera clarified that this work will replace the culvert under the road. Additionally, this work was promised to area residents three (3) years ago by the previous City administration.

A motion was made by Councilmember Moerer and seconded by Councilmember Poor to approve a services agreement with Red Oak Construction, LLC in the amount of \$87,751.24 for drainage improvements on Williamsburg Ln.

The motion carried 5-0

XIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A SERVICES AGREEMENT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND SAS CONCRETE CONSTRUCTION, LLC IN THE AMOUNT OF \$81,046.25 FOR STREET REHABILITATION ON APPLEWOOD STREET – *Elvin Hernandez, Public Works Director*

The City's Five-Year Capital Improvement Plan (CIP) includes funding for street maintenance and asphalt improvements. To preserve and extend the life of roadways, maintenance encompasses essential tasks such as base repairs, mill and overlays, and concrete panel replacement.

Street maintenance and improvements are prioritized based on the 2025 Street Master Plan prepared by Lloyd, Smitha & Associates, LLC, which identified the 11600 block of Applewood St. as a minor collector street in critical need of repairs. Staff requested and received a proposal from SAS Concrete Construction, LLC, the City's on-call concrete provider, for street rehabilitation work on Applewood St.

Construction began the week of June 23, 2025, and all work was successfully completed in two phases in July 2025. Phase one repaved the eastbound lane and phase two the westbound lane, totaling approximately 180 linear feet of concrete rehabilitation. There are approximately four (4) homes on Applewood St., and all residents were notified in advance of this work.

Councilmember Schwartz inquired why Applewood St. was selected for replacement and what specific issues warranted the work. Director Hernandez explained that street maintenance and improvements are based on the Street Master Plan developed by Lloyd, Smitha, & Associates. Applewood St. exhibited structural fractures and failure of the base, curbs, and gutters.

Additionally, Councilmember Schwartz questioned the cost of the project, given the short length of the street. City Administrator Barrera clarified that the street is concrete, which is significantly more expensive than asphalt. Councilmember Schwartz requested a copy

of the Street Master Plan, and City Administrator Barrera confirmed the report would be provided to Council.

Council further inquired why approval was being requested for a project that is completed, and whether the contract should be ratified instead. City Attorney Smith explained that staff consulted with him regarding the terminology, but there was no significant difference between “approve” and “ratify” in this context.

City Administrator Barrera explained that the project was successfully completed the week of July 7, 2025. He explained that although City policy requires contracts to receive formal Council approval before work may commence, he – acting in the best interest of the City – authorized the work to begin due to favorable weather conditions and the availability of construction crews and materials.

Staff recommended City Council approve a services agreement with SAS Concrete, LLC in the amount of \$81,046.25 for street rehabilitation on Applewood St.

A motion was made by Councilmember Thode and seconded by Councilmember Pratt to approve a services agreement with SAS Concrete, LLC in the amount of \$81,046.25 for street rehabilitation on Applewood St.

The motion carried 5-0

XIV. CONSENT AGENDA

“ALL MATTERS LISTED UNDER CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION, THERE WILL NOT BE SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.”

- A. Minutes of the June 17, 2025, Regular City Council Meeting.
- B. June 2025 Financials.
- C. Check Register dated June 10, 2025, to June 23, 2025.
- D. Probstfeld & Associates, invoice no. 71588 in the amount of \$355.00 for drainage plan review services completed in May 2025.
- E. Probstfeld & Associates, invoice no. 71590 in the amount of \$355.00 for drainage plan review services completed in May 2025.
- F. Probstfeld & Associates, invoice no. 71637 in the amount of \$180.00 for drainage plan review services completed in May 2025.
- G. Probstfeld & Associates, invoice no. 71683 in the amount of \$355.00 for drainage plan review services completed in May 2025.
- H. Probstfeld & Associates, invoice no. 71688 in the amount of \$355.00 for drainage plan review services completed in May 2025.
- I. Tetra Tech, invoice no. 52436779 in the amount of \$4,200.00 for engineering services completed through May 2025 for the Bunker Hill Rd. and Taylorcrest Rd. Improvement Project.
- J. Tetra Tech, invoice no. 52439770 in the amount of \$1,627.46 for general on-call engineering services rendered through May 2025.

K. Tetra Tech, invoice no. 52439773 in the amount of \$1,488.46 for drainage plan review services completed through May 2025.

A motion was made by Councilmember Pratt and seconded by Councilmember Schwartz to approve the Consent Agenda.

The motion carried 5-0

XV. ADJOURN


Mayor Brown adjourned the meeting at 7:33 p.m.

Approved and accepted on August 19, 2025.



Keith Brown, Mayor

ATTEST:



Gerardo Barrera, City Administrator/ Acting City Secretary