

MINUTES OF THE SEPTEMBER 25, 2008 PUBLIC HEARING AND SPECIAL MEETING OF THE CITY COUNCIL OF COTTONWOOD SHORES, TEXAS.

This meeting was held on 9/25/08 in accordance with the Agenda posted in conformance with the requirements of the Texas Open Meetings Act and called to order by Mayor Breen at 6:17 p.m.

1. Call to Order
2. Roll Call by City Administrator Schneider

	Present	Absent Excused	Absent unexcused
Mayor Breen	Yes		
Councilmember Wayson	Yes		
Councilmember Whitis	No	Yes	
Councilmember Adams	Yes		
Councilmember Orr	Yes		
Councilmember Hartline	Yes		

Asst. City Administrator Schneider announced a quorum was present.

Two citizens were also in attendance (press).

3. Pledge of Allegiance
4. Mayor Breen opened the Public Hearing.
5. Mr. Schneider presented the proposed budget for FYE 9/30/09 (copy attached) by screen projection, reading out loud the description and budgeted amounts of each line item and soliciting questions and comments from the citizens.
6. When no adverse comments were heard Mayor Breen closed the subject of this Public Hearing and moved to hear public comment to the proposed tax rate resulting from the aforementioned proposed budget:
Proposed tax rate = \$0.4638 per \$100.00 of valuation representing a decrease from FYE 9/30/08 of 7.18%.
This proposed tax rate represents \$463.80 for a residence appraised at \$100,000.00. No adverse comments were received from those present.
7. There being no other issues before the council at this time, Mayor Breen closed the Public Hearing at 6:43 p.m.
8. At 6:48 p.m. Council convened in the Special Meeting announced to vote on the proposed budget as presented. Councilperson Orr so moved, Councilperson Hartline seconded. There were no abstentions. The proposed budget for FYE 9/30/08 passed by unanimous vote.
9. Mayor Breen then entertained a motion to approve the proposed tax rate of \$0.4638 per \$100.00 of valuation. Councilperson Orr so moved. Councilperson Wayson seconded this motion. There were no abstentions. Council adopted the proposed tax rate for FYE 9/30/09 of \$0.4638 per \$100.00 of valuation by unanimous vote.
10. There coming no further business before this meeting, Mayor Breen adjourned this meeting at 6:50 p.m.

Sylvia H. Breen
Sylvia H. Breen, Mayor



Paul J. Schneider
Paul J. Schneider, City Administrator

City of Cottonwood Shores
Total Budget Overview
 October 2008 through September 2009

6:37 PM
 09/22/2008
 Accrual Basis

Oct '08 - Sep 09

Ordinary Income/Expense

Income

00000 · Cash Carry-over	
00001 · General Fund Cash (not dedicated)	7,750.00
00002 · Sewer (dedicated)	19,498.00
00003 · Streets (dedicated)	5,431.00
00004 · I&S (reserves used to cover debt serv.)	11,911.00
Total 00000 · Cash Carry Over	32,679.00

40000 · General Fund

40100 · Property Taxes

40110 · M & O

40111 · Current Year	145,412.25
40112 · Previous Years	4,158.35

Total 40110 · M & O	149,570.60
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40120 · I & S

40121 · Current Year	83,749.15
40122 · Previous Years	2,679.75

Total 40120 · I & S	86,428.90
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40130 · Penalty & Interest

	5,000.00
Total 40100 · Property Taxes	240,999.50

40200 · Sales Taxes	56,000.00
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40250 · Franchise Taxes	30,000.00
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40300 · Permits

40305 · Building	13,000.00
40310 · Porches-Decks	300.00
40320 · Fence	275.00
40345 · Signage-Billboard	2,000.00

Total 40300 · Permits	15,575.00
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40400 · Law and Order

40405 · Court

40410 · Fines	18,000.00
40420 · Arrest Fees	910.00
40425 · Warrant Fee	1,821.00
40430 · Time Payments	182.00
40435 · Court Tech Fee (Dedicated)	288.00
40440 · Municipal Building (Dedicated)	216.00

Total 40405 · Court	21,417.00
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40500 · Public Safety

40520 · Animal Control	3,000.00
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Total 40500 · Public Safety	3,000.00
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Total 40400 · Law and Order	24,417.00
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40900 · Other GF Revenue	
40905 · Pass-Through Fee	
40906 · EMS	1,455.00
40907 · VFD	1,455.00
40908 · Fire Protection	670.00
40909 · Inspections	2,550.00
Total 40900 · Pass-Through Fee	<u>6,130.00</u>
40910 · Investment Interest	16,000.00
40915 · NSF Fees	50.00
40920 · Lease-Rental	13,800.00
40940 · Civic Center	1,000.00
40945 · Customer Service Inspection	4,300.00
40955 · Road Cutting Fee	9,000.00
40980 · Contractor Registration Fee	1,350.00
40990 · Inspection Fees	17,000.00
40993 · Code Enforcement	10,000.00
40999 · Misc. Fees	6,500.00
Total 40900 · Other GF Revenue	<u>85,130.00</u>
40000 · General Fund - Other	0.00
Total 40000 · General Fund	<u>452,121.50</u>
41000 · Utility Revenue	
41100 · Water	
41120 · Water Usage	273,000.00
41130 · Water Taps	18,000.00
41140 · Connection Fee	3,700.00
41160 · 14 Day Cleanup Service	900.00
Total 41100 · Water	<u>295,600.00</u>
41200 · Waste Water	
41210 · Sewer Charge	203,700.00
41220 · Sewer Taps	18,000.00
41230 · Grinder Pump Installs	6,000.00
41240 · Grinder Pump Repairs	5,000.00
Total 41200 · Waste Water	<u>232,700.00</u>
41300 · Solid Waste	
41310 · Residential	100,000.00
41320 · Commercial	20,000.00
Total 41300 · Solid Waste	<u>120,000.00</u>
41400 · Fees and Interest	
41405 · Promissory Note Fee	3,350.00
41410 · Late Fee	16,850.00
41411 · Delinquent Handling Fee	5,200.00
41420 · Line Extension Fee	1,000.00
41440 · Interest	15.00
41445 · NSF Fees	300.00
41499 · Misc. Revenue	150.00

	<u>Oct '08 - Sep 09</u>
Total 41400 · Fees and Interest	<u>26,865.00</u>
Total 41000 · Utility Revenue	675,165.00
49000 · Grant Revenue (Dedicated)	750.00
49100 · Donations	<u>500.00</u>
Total Income	1,161,215.50
Expense	
50000 · Utilities Direct Costs	
50010 · Water	
50011 · Raw Water Costs	24,000.00
50013 · Water Taps	1,500.00
50015 · Water Testing	3,225.00
50018 · Chemicals	10,000.00
Total 50010 · Water	<u>38,725.00</u>
50020 · Waste Water	
50021 · Processing Costs	125,000.00
50022 · Sewer Taps	1,300.00
50025 · Grinder Pumps	1,500.00
Total 50020 · Waste Water	<u>127,800.00</u>
50030 · Solid Waste Costs	
50031 · Residential	83,000.00
50032 · Commercial	18,000.00
Total 50030 · Solid Waste Costs	<u>101,000.00</u>
50040 · Supplies	12,000.00
50050 · Equipment Rental	1,998.00
Total 50000 · Utilities Direct Costs	<u>281,523.00</u>
60000 · Debt Service	
60100 · City Hall	24,421.56
60200 · Water Plant	13,240.00
60300 · Sewer Infrastructure	31,400.00
60500 · Vehicles-Equipment	29,277.36
Total 60000 · Debt Service	<u>98,338.92</u>
61000 · Operations	
61100 · Payroll Expenses	
61110 · Wages	
61111 · Regular	384,500.00
Total 61110 · Wages	<u>384,500.00</u>
61120 · Payroll Taxes	
61121 · Social Security	23,839.00

Oct '08 - Sep 09

61122 · Medicare	5,578.00
61123 · TWC	1,518.00
Total 61120 · Payroll Taxes	30,935.00
61130 · Benefits	
61131 · Health Insurance	72,276.00
61140 · Workers Comp Insurance	13,539.00
61160 · Uniforms	400.00
Total 61130 · Benefits	86,215.00
Total 61100 · Payroll Expenses	501,650.00
61190 · Contract Labor	26,605.00
61200 · Professional-Legal	
61210 · Attorney Fees	34,500.00
61220 · City Prosecutor	1,000.00
61230 · Accounting Fees	1,600.00
61240 · Audit Expenses	4,000.00
61250 · Engineering Expenses	9,000.00
Total 61200 · Professional-Legal	50,100.00
61300 · Service Contracts	
61310 · EMS	9,550.00
61315 · VFD	16,000.00
61320 · Appraisal District	5,000.00
61325 · Dispatch Fee	9,600.00
61330 · Election Expenses	2,500.00
61340 · Jail Fees	800.00
61350 · Animal Impounding	2,051.00
Total 61300 · Service Contracts	45,501.00
62100 · Fuel	
62110 · Vehicle	17,000.00
62120 · Equipment	1,000.00
Total 62100 · Fuel	18,000.00
62200 · Maintenance and Repair	
62210 · Building	5,200.00
62215 · Safety Equipment	2,000.00
62220 · Equipment	22,800.00
62225 · Equipment Rental	2,660.00
62230 · Vehicles	6,000.00
62235 · Radar Certification	200.00
62240 · Computers	867.18
Total 62200 · Maintenance and Repair	39,727.18
62500 · Insurance	

	<u>Oct '08 - Sep 09</u>
62510 · Vehicle	8,050.00
62520 · Liability	1,300.00
62530 · Bond Expenses	370.00
Total 62500 · Insurance	<u>9,720.00</u>
64000 · Administrative Expenses	
64100 · Office Expenses	
64110 · Supplies	7,275.00
64130 · Coffee Bar	200.00
64140 · Dues and Subscriptions	1,200.00
64150 · Postage	2,650.00
64160 · Bank Charges	100.00
64180 · License-Permits-Registration	2,100.00
64190 · Grant Costs	12,500.00
64200 · Software	3,000.00
64210 · Computer Hardware	2,200.00
64220 · Office Equipment	1,700.00
Total 64100 · Office Expenses	<u>32,925.00</u>
64400 · Utilities	
64410 · Electric	35,500.00
64420 · Water	2,160.00
64430 · Sewer	1,200.00
Total 64400 · Utilities	<u>38,860.00</u>
64500 · Communication	
64510 · Land-Line Service	6,500.00
64520 · Long Distance	624.00
64530 · Mobile Phones	4,002.00
64540 · Pagers	239.40
Total 64500 · Communication	<u>11,365.40</u>
64600 · Staff Training and Travel	
64610 · CEC Credit Courses	2,700.00
64640 · Travel	
64642 · Transportation	1,450.00
64645 · Lodging	1,250.00
64647 · Meals	500.00
Total 64640 · Travel	<u>3,200.00</u>
Total 64600 · Staff Training and Travel	<u>5,900.00</u>
Total 64000 · Administrative Expenses	<u>89,050.40</u>
Total 61000 · Operations	<u>780,353.58</u>
68000 · Capital Expenditures	
68300 · Materials	1,000.00
Total 68000 · Capital Expenditures	<u>1,000.00</u>
Total Expense	<u>1,161,215.50</u>

Net Ordinary Income 0.00

EFFECT OF PROPOSED TAX RATE ON PROPERTY VALUED AT \$100,000

		TAX RATE FY 07-08	TAX RATE FY 08-09
TAX RATE		0.4997	0.4638
	DECREASE:		-7.18%
VALUE OF \$100,000			
DIFFERENCE		\$499.70	\$463.80
	DIFFERENCE:		-\$35.90

 ORIGINAL

**SPECIAL MEETING OF THE CITY COUNCIL
CITY OF COTTONWOOD SHORES
THURSDAY, SEPTEMBER 25, 2008 AT 6:00 P.M.
PFEIFER CIVIC CENTER
4111 COTTONWOOD DRIVE**

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Hearing:
 - 4.1. Public hearing concerning the proposed budget for Fiscal Year ending 09/30/2009
 - 4.2. Public Hearing for City of Cottonwood Shores Tax Rate for Fiscal Year ending 09/30/2009
5. Adopt budget resolution 092508A for Fiscal Year ending 09/30/2009
6. Adopt tax rate resolution 092508B for Fiscal Year ending 09/30/2009

I certify that the above notice was posted at City Hall, 3808 Cottonwood Drive, Cottonwood Shores, Texas on this the 22nd day of September, 2008 at 5:30 p.m.


Sylvia H. Breen Mayor

ATTEST:

Cynthia Schwertner
Asst. City Secretary



**REGULAR MEETING OF THE CITY COUNCIL
THURSDAY, SEPTEMBER 18, 2008 AT 6:00 P.M.
PFEIFER CIVIC CENTER – 4111 COTTONWOOD DRIVE
CITY OF COTTONWOOD SHORES, TEXAS**

MINUTES

1. **Call to Order** at 6:07 pm by Mayor Breen

2. **Roll Call**

Name	Present	Absent Excused	Absent Unexcused
Mayor Breen	X		
Councilmember Wayson	X		
Councilmember Whitis	Arrived 6:30		
Councilmember Adams		X	
Councilmember Orr	X		
Councilmember Hartline	X		

A quorum was present as called by Asst. City Secretary Schwertner

3. **Invocation** passed

4. **Pledge of Allegiance** lead by Mayor Breen

5. **Consent Agenda**

5.1. Minutes – Workshop Mtg. August 20, 2008; Regular Mtg. August 21, 2008

5.2. Financial Statements – July, 2008

Councilmember Orr made the motion to accept the consent agenda.

Councilmember Hartline 2nd the motion. All approved. Motion carried.

6. **Departmental Reports**

6.1. Interim City Administrator's Report

ICA Schneider informed citizens of new office clerk Sonia Marroquin. ICA Schneider informed citizens of new lobby area to be completed soon. Animal control is a necessity for citizens, and being worked on. Developer is ready to begin paving on Cottonwood Drive, but is on hold until drainage is prepared. Parks grant info will be introduced later during meeting, and cleaning up city streets and ditches of litter to be forthcoming. Budget process worked on last night and to be completed by October 1st. November 4th is Election Day; will be held here at the Pfeifer Center, and at the same flu shots will be given from 8:30 am to 4:30 pm.

6.2. Municipal Court Report

Councilmember Orr requested for municipal court monthly financial report to be included with reports. Court clerk Schwertner replied will begin with next scheduled department report.

6.3. Mayor's Report

Mayor welcomed citizens, reported Oct. 7th, 2008 to be National Night Out, and Friends of the Library next meeting is Oct. 12th, 2008.

6.4. Special Committee Reports

No reports

6.5. Community Organization Reports:

Friends of the Library President Rebecca Sullivan reported the group will begin working for grants.

Cottonwood Pride Secretary Janet Taylor-Carusi reported Christmas for Kids to be held Saturday December 13th, 2008.

Cottonwood Volunteer Fire Department Board member Janet Taylor-Carusi explained how dry fire hydrants work, reported CWSAVFD has signed with Horseshoe Bay for area compliance and CWSAVFD will be attending a special rodeo event with the Marble Falls Area Emergency Medical Services at the Taylor Rodeo Arena outside of Marble Falls.

7. Community Input

7.1. Grant Development Services presentation by Gandolf Burrus

Mr. Burrus reported he will speak during the new business session on items 8.2., 8.3., and 8.4., and answer any questions then. Mr. Burrus will also be donating books and tapes to our Friends of the library.

7.2. Citizens Comments – *This is the opportunity for visitors and guests to address the City Council on any issue including items on the agenda. City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General Opinion – Jc-0169)*

- John and Billie Parker requested for assistance for their driveway outage due to LCRA placing a fence up on roadway blocking their driveway.
- Pam Stevenson had questions about ditches, roadways and machinery equipment since she has not seen any from the city.

8. New Business:

8.1. Discuss and consider action for approval of contract between City of Cottonwood Shores and Marble Falls Area Emergency Medical Service, Inc. as requested by City Staff

Councilmember Orr made the motion to approve and authorize the Mayor to sign the contract with MFAEMS. Councilmember Hartline 2nd the motion. All approved. Motion carried.

8.2. Discuss and consider action concerning the Engineering Service Agreement with S.D. Kallman for ORCA #728060 Texas Community Development Program as requested by City Staff

Councilmember Orr made the motion to accept Contract with S.D. Kallman for Engineering Service Agreement for ORCA # 728060. Councilmember Hartline 2nd the motion. 4 Ayes, 1 Abstain from Councilmember Whitis. Motion carried.

8.3. Discuss and consider action concerning the Engineering Service Agreement with S.D. Kallman for ORCA #728026 (STEP) Grant as requested by City Staff

Councilmember Orr made the motion to move item 8.3. to the October 2nd, 2008 meeting due to publication set for Public Hearing. Councilmember Hartline 2nd the motion. Councilmember Whitis abstained. Motion carried.

8.4. Discuss and consider action on resolution authorizing submission of application for funding to ORCA under the 2009/2010 CDBG funding cycle for water system improvements

The amount shown on the resolution appears as \$25,000.00, correction to be made and changed to \$12,500.00. Councilmember Wayson made the motion to accept with corrected change on Resolution 091808. Councilmember Orr 2nd the motion. All approved. Motion carried.

8.5. Discuss and consider LCRA Parks Grants Administration as proposed by Grant Development Service

Mr. Burrus made the offer as Grant Administrator for a total fee of 4%, and will find out when the work for the \$200,000.00 grant for parks can be started. Councilmember Orr made the motion to offer Grant Development Services to be the administrator at the 4%. Councilmember Whitis 2nd the motion. All approved. Motion carried.

8.6. Discuss and consider action on updating and amending the Meeting & Decorum Policy and Procedure as requested by Councilmember Whitis

Councilmember Whitis made the motion to move item 8.6 to a later date. Councilmember Hartline 2nd the motion. All approved. Motion carried.

8.7. Discuss and amend Ordinance 071708A to change maximum speed limits from 20 to 25 in accordance with state law.

Councilmember Orr made the motion to accept the change on the speed limit from 20 to 25 to be in accordance with state law. Councilmember Hartline 2nd the motion. All approved. Motion carried.
(To proceed to public hearing next meeting)

8.8. Consider action on approval of lower price of dump truck as requested by City Staff

Councilmember Orr made the motion to modify the price of the dump truck from the \$53,150.00 to \$49,999.00. Councilmember Wayson 2nd the motion. All approved. Motion carried.

8.9. Discuss the appointment of a Planning and Zoning Commission as requested by City Staff

Councilmember Orr made the motion to move the discussion of item 8.9 after item 8.11. Councilmember Wayson 2nd the motion. All approved. Motion carried.

Councilmember Wayson inquired if this could be two (2) commissions. ICA Schneider reported there needs to be 5 members and 2 alternates set for a Planning and Zoning Commission. Councilmember Whitis inquired if this is a higher authority; this group can then delegate. ICA Schneider reported they must have a 75% election vote approval. Councilmember Whitis asked who can be nominated, and about the power of the Planning and Zoning Commission. ICA Schneider explained this group is volunteers, and they handle the comprehensive plans.

8.10. Discuss and consider Noise Abatement Ordinance # _____ as revised by Councilmember Wayson

Councilmember Wayson reported this Ordinance has been prepared and revised as a Noise Nuisance Ordinance. Councilmember Orr made the motion to accept the Noise Nuisance Ordinance. Councilmember Hartline 2nd the motion. All approved. Motion carried.
(To proceed to public hearing next meeting)

- 8.11.** Discuss and consider Ordinance # 091808 establishing the procedures for the Nomination/Appointment of Boards and Commissions as requested by City Staff

Councilmember Orr made the motion to move item 8.11 to the October 2nd, 2008 meeting. Councilmember Whitis 2nd the motion. All approved. Motion carried. Discussion carried that each council person is to bring a name of a nominee to the next meeting.

- 8.12.** Discuss and consider Ordinance # 091808B governing open burning & possession of fireworks as requested by City Staff

Councilmember Orr made the motion to accept the Burn Ordinance with the corrections as noted. Councilmember Wayson 2nd the motion. All approved. Motion carried.

(To proceed to public hearing next meeting)

- 8.13.** Discuss and reconsider Council decision of 04/17/08 to close Aspen Park and bring Park access into compliance with City Attorney's advice

Councilmember Whitis spoke that the acknowledgment was that the park is closed only temporary. Resident Ruby Gibson spoke that Aspen Park was called that back 30 years ago, and may be able to produce paperwork to show such. Property owner Elaine McDaniel spoke that poaching and partying go on all the time. Councilmember Orr made the motion to table this as closed due to earlier decision by the council was made and until documents can be presented. Councilmember Whitis 2nd the motion. All approved. Motion carried.

- 8.14.** Discuss and consider proposed Animal Control Ordinance as requested by City Staff

Councilmember Wayson made the motion to table this item until revision completed and prepared. Councilmember Orr 2nd the motion. All approved. Motion carried.

- 8.15.** Discuss request by Councilmember Wayson of volunteers to put entry steps down to the water at Noah Thompson Park as requested by Councilmember Wayson

Discussion carried for the weekend of October 11th, 2008 at 9 am for the gathering of volunteers to put entry steps down to water. Volunteers were Buck Bostwick, Roger & Wendy Wayson, Cynthia Schwertner, Pauline Schwertner, Richard Frazier, Don Orr, Susan Hartline and Sylvia Breen. Volunteer Orr made the offer of bringing his tractor. Any and all volunteers are to bring an appetite, shovels, wheelbarrow, and stepping stones will be needed.

- 8.16.** Discuss and coordinate with CWS VFD any action to support a grant application to the Texas Forestry Service for dry fire hydrants at key locations in the city as requested by Councilmember Wayson

Discussion carried as the setting up of dry fire hydrants and placements.

8.17. Discuss and consider action for approval of a law enforcement dispatch service contract between City of Cottonwood Shores and Burnet County Sheriff's Office and Commissioners Court as requested by City Staff
Councilmember Orr made the motion to accept the contract sent from Burnet County Sheriff's Office and Commissioners Court, and for ICA Schneider to recheck fee as quoted. Councilmember Wayson 2nd the motion. All approved. Motion carried.

8.18. Discuss and consider action on distribution of keys to City Hall as requested by City Staff
Discussion carried to keep the 3 keys distributed as is. Distribute 1 key to CWSPD if entry needed by Mayor or Councilmember. Councilmember Wayson made the motion for the 1 key to be distributed to CWSPD. Councilmember Whitis 2nd the motion. All approved. Motion carried.

9. Executive Session for Legal Matters

Councilmember Orr made the motion to take both sessions together. Councilmember Whitis 2nd the motion. All approved. Motion carried.

9.1. Convene in Executive Session pursuant to Section 551.074 of the Texas Government Code: deliberate for the purpose of hearing the appeal of Mr. Richard Frazier, who was terminated from City employment
Executive session convened into closed session at 8:43 pm.

9.2. Reconvene into Open Session and take action on Item 9.1
Councilmember Orr made the motion to place Richard Frazier back into position as public works as was before. Councilmember Hartline 2nd the motion. All approved. Motion carried.

9.3. Convene in Executive Session pursuant to Section 551.074 of the Texas Government Code: deliberate the appointment, employment, evaluation, reassignment, duties, or dismissal of, or for the evaluation of the following; Mr. Hans Schneider

9.4. Reconvene into Open Session and take action on Item 9.3.
Executive session reconvened into open session at 9:25 pm.
Councilmember Orr made the motion to place Hans Schneider as City Administrator. Councilmember Wayson 2nd the motion. All approved. Motion carried.

10. *The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information).*

11. **Future Agenda Items** - City Council may request future agenda items, but in compliance with the Texas Open Meetings Act, will not be listed on the current agenda.

City Administrator Schneider listed City Attorney for Council to make arrangements to pull together for Council training. A new law has passed regulating building inspections. Each builder has to hire an inspector for new home construction. CA Schneider had produced a list earlier of 30 items from previous meetings to be brought up. Public hearing and adoption of budget will be next Thursday the 25th. VFD contract to be on 10/02/08 meeting

12. **Adjournment**

Councilmember Orr made the motion to adjourn. Mayor Breen adjourned the meeting at 9:35 pm.


Sylvia H. Breen

Mayor

ATTEST:




Cynthia Schwertner Asst. City Secretary