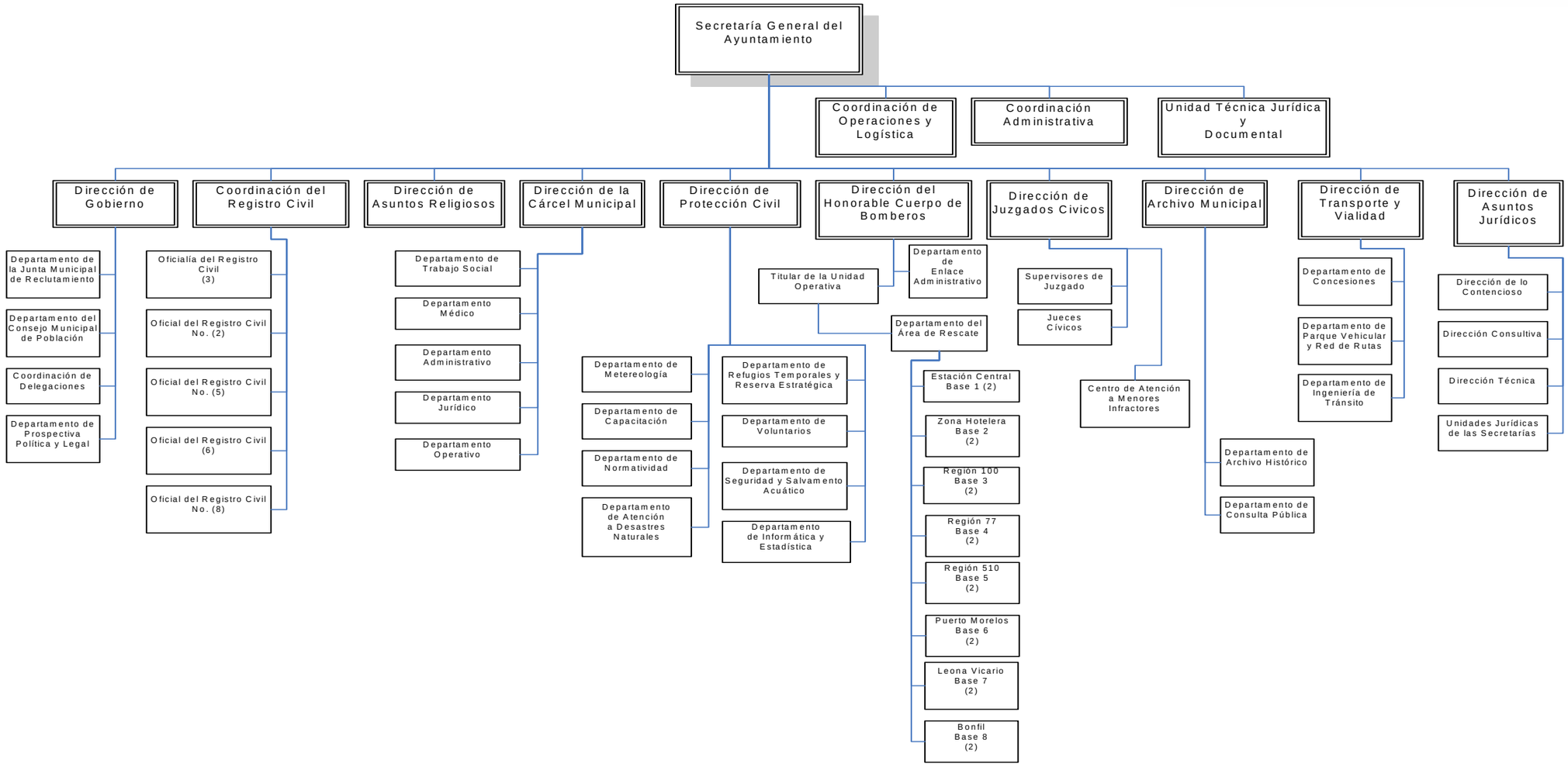SECRETARÍA GENERAL DEL AYUNTAMIENTO