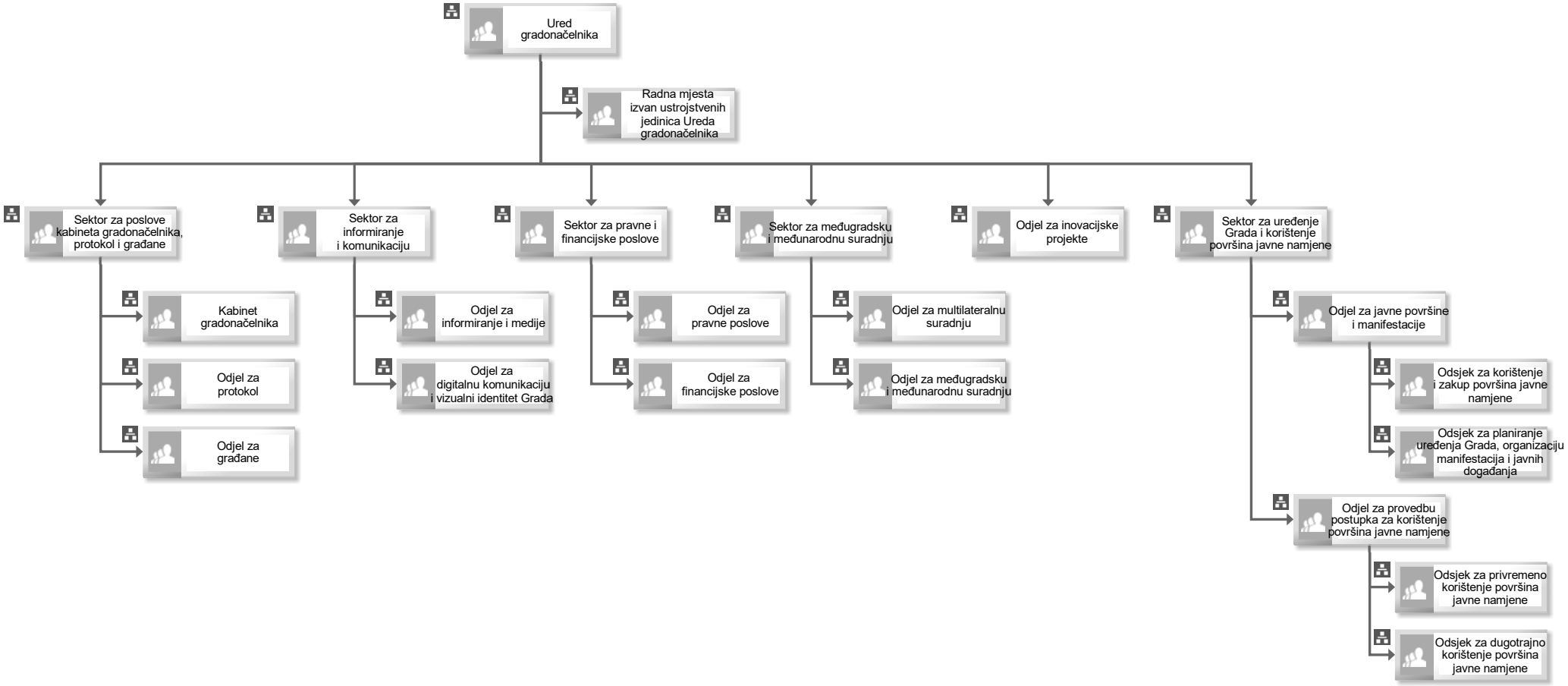Ured gradonačelnika