



Professional Municipal Clerk's Week

May 3 – 9, 2026

Responsibilities of City Secretary's Office

- Compliance & Transparency
 - Open Meetings Act
 - Public Information Act
 - Records Management
 - Filings
 - Publications and postings
- Civic Engagement
 - City Elections
 - Manage Boards and Committees
 - Open Records Requests
 - Public Comment
 - Constituent Relations
 - Explain city policies and operations



Responsibilities of City Secretary's Office

- Council Support
 - Conduct research
 - Onboard new council members
 - Educate and advise
 - Parliamentarian
 - Meeting calendar and logistics
 - Record actions of Council
- Birth & Death Registrar
 - Record all births and deaths within city limits
 - Maintain and update birth and death records
 - Provide certificates to qualified applicants



Awards & Accomplishments

- 2022 and 2024 Texas Municipal Clerks Association (TMCA) Achievement of Excellence Award
- 2024 Texas Department of Health & Human Services (DSHS) Vital Statistics Spotlight Awards for Collaboration and Innovation
- DSHS Low Risk category since 2024
- Tina Belock: DSHS Conference Panel Member & reviewer for 2025 edition of the State's Local Registrar Handbook
- Stephanie Box: Texas Registered Municipal Clerk and Certified Municipal Clerk in 2027; TMCA and IIMC Scholarship Recipient
- Rebecca Huerta: Texas Registered Municipal Clerk, Certified Municipal Clerk and Master Municipal Clerk; Leadership roles in TMCA & Association of Hispanic Municipal Officers (AHMO)





***Happy Professional
Municipal Clerks Week!***

***The Heart of the
Municipality***

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