



*Texas City*



EST. 1911

# City Secretary's Office Update

Rhomari Leigh, TRMC, VDR  
City Secretary  
January 3, 2024



# Meet the Team:



Rhomari Leigh, TRMC, VDR  
City Secretary



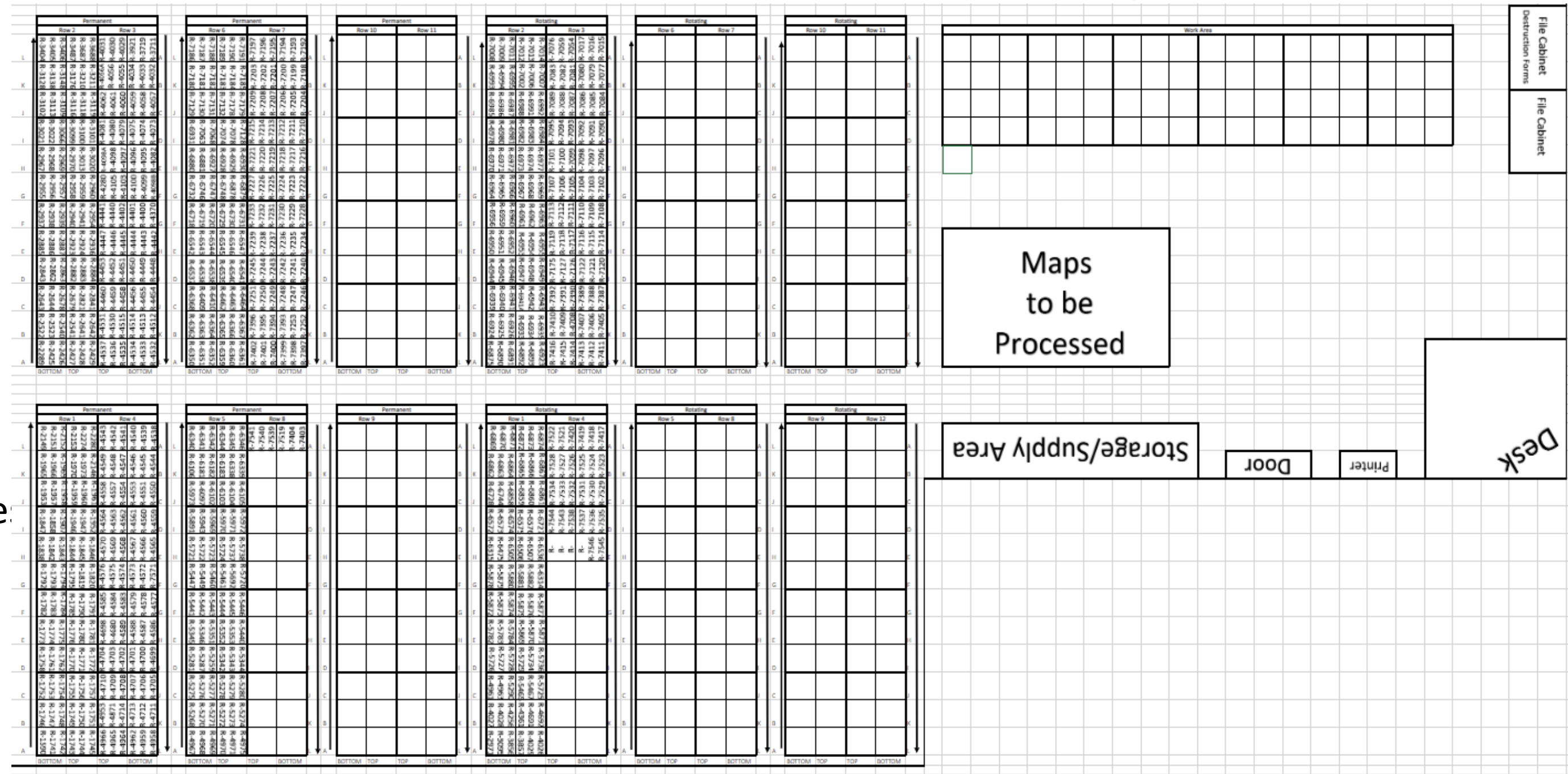
Renee Edgar  
Records Manager



Under the general direction of the City Secretary, the Records Manager is responsible for utilizing accepted concepts, techniques, and technologies affecting record information management to protect the assets of the City by identification, preservation, disposal, and confidential protection of City records.

Identifies, promotes, and pursues process enhancements that balance efficiency and responsiveness.

# Records Manager



# Office of the City Secretary

The position of city secretary is a statutorily required position in Texas, as stated in the Local Government Code:

Texas Local Government Code(s):

Sec. 22.071. OTHER MUNICIPAL OFFICERS. (a) In addition to the members of the governing body of the municipality, the other officers of the municipality are the **secretary**, treasurer, assessor and collector, municipal attorney, marshal, municipal engineer, and any other officers or agents authorized by the governing body.

Sec. 22.073 POWERS AND DUTIES OF SECRETARY

## Management (8)

- Agendas, Minutes, Notices
- Resolutions, Ordinances

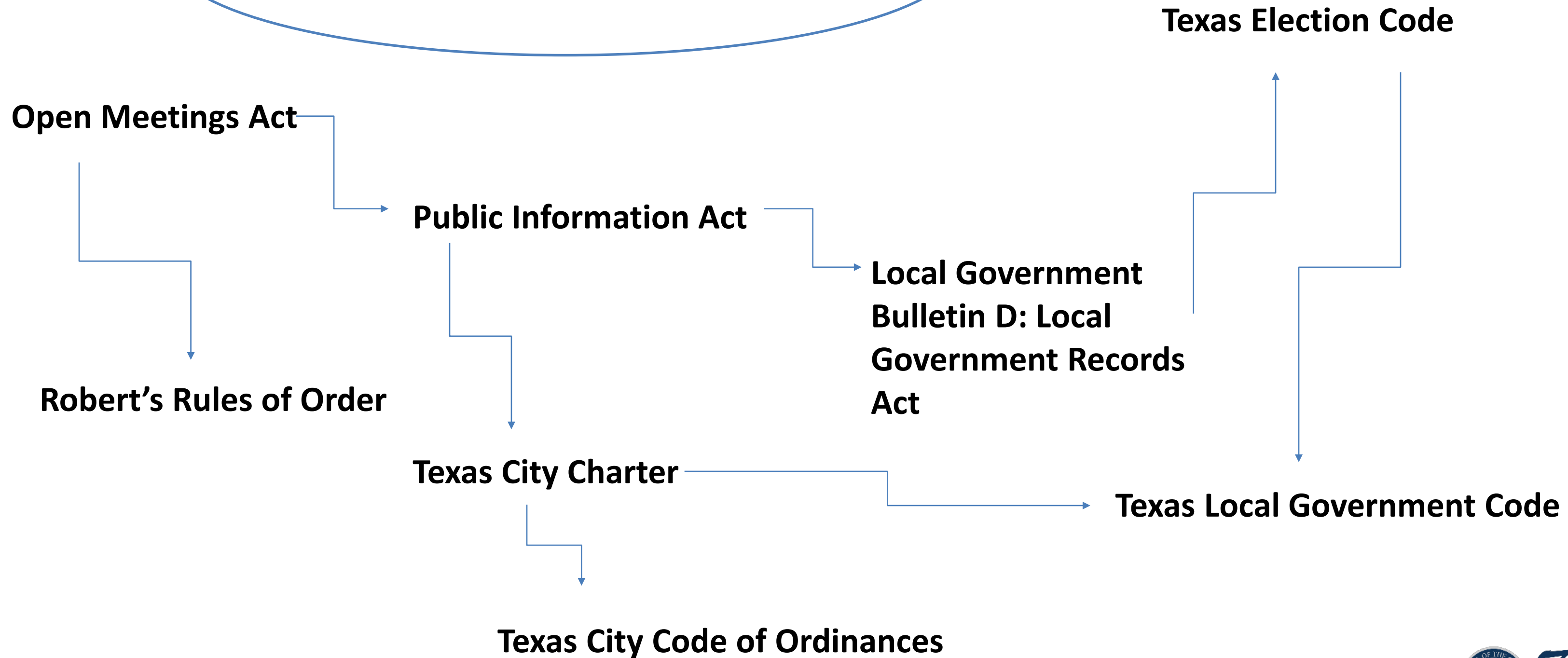
## Compliance

- PIRs, Alcohol Permits, Claims
- Petitions, Contracts, Complaints

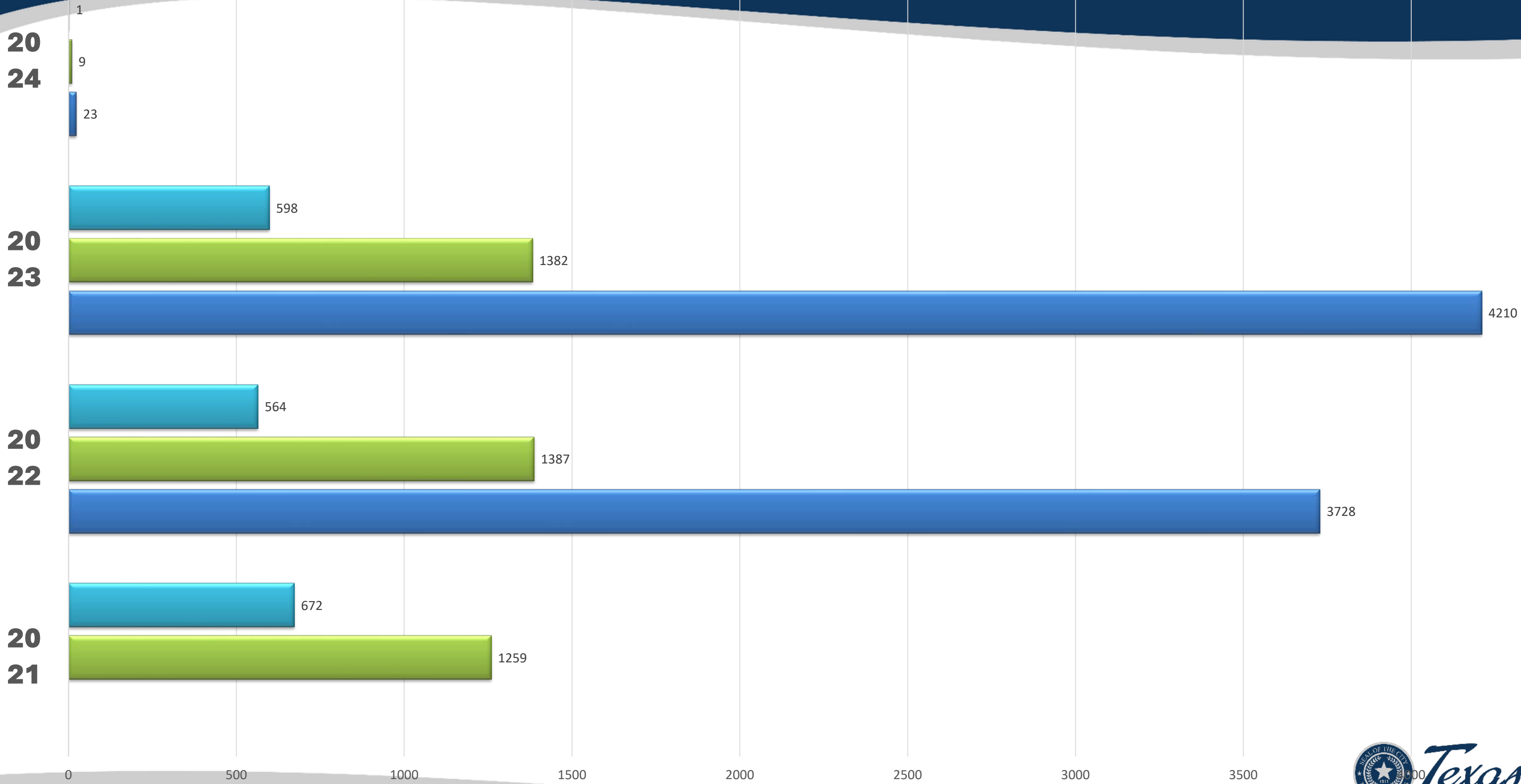
## Administration

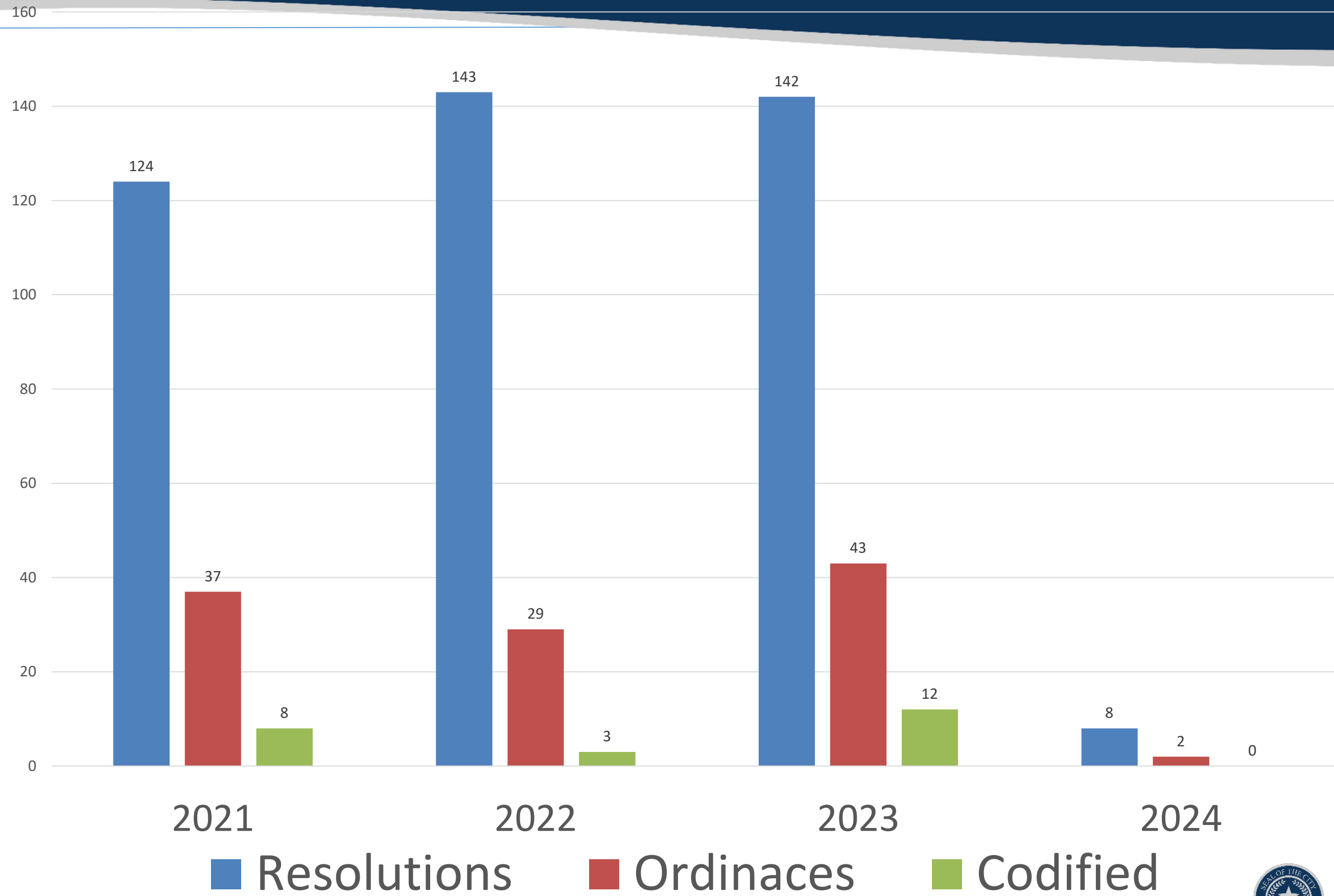
- City Elections
- Records Management, Research Projects

# Governance:



Hours Spent   PIRs   Phone Calls







Honorable mentions:

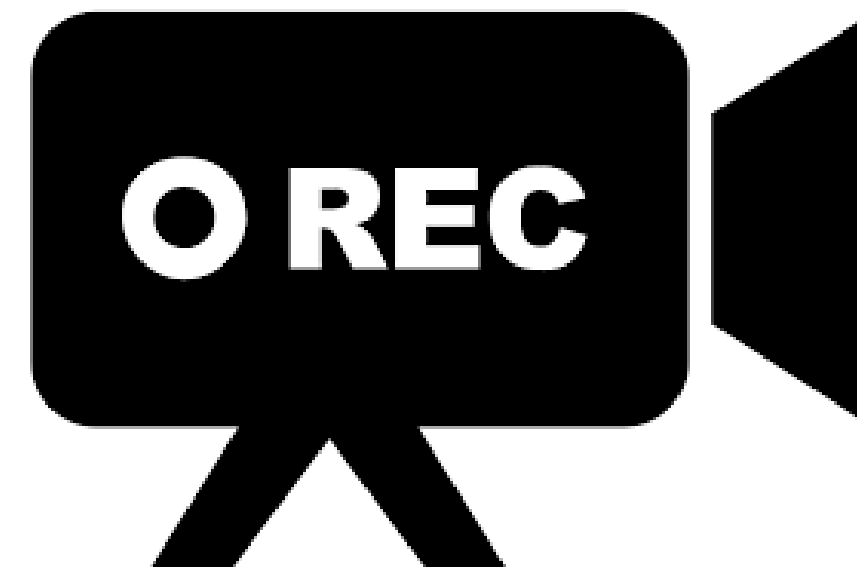
- \* Juneteenth Committee
- \* Texas City Citizen's Police Academy Assoc. Alumni - Secretary

## The Future: 2024 Goals

- ❖ To become a Paper-lite department
- ❖ To enhance our electronic document management systems to streamline information retrieval and storage.
- ❖ To Implement measures to enhance transparency in government operations, such as making information accessible to the public through online portals.

## “Say Cheese!”

Section 551.128 of OMA requires an elected governing body of a home-rule municipality with a population of 50,000 or more to make a video/audio recording of each regularly scheduled open meeting.



**QUESTIONS?**

