



*Texas City*



EST. 1911

# City Secretary's Office Update

Rhomari Leigh, TRMC, VDR  
City Secretary  
January 8, 2025



# Meet the Team:



Rhomari Leigh, TRMC, VDR  
City Secretary



Renee Edgar  
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

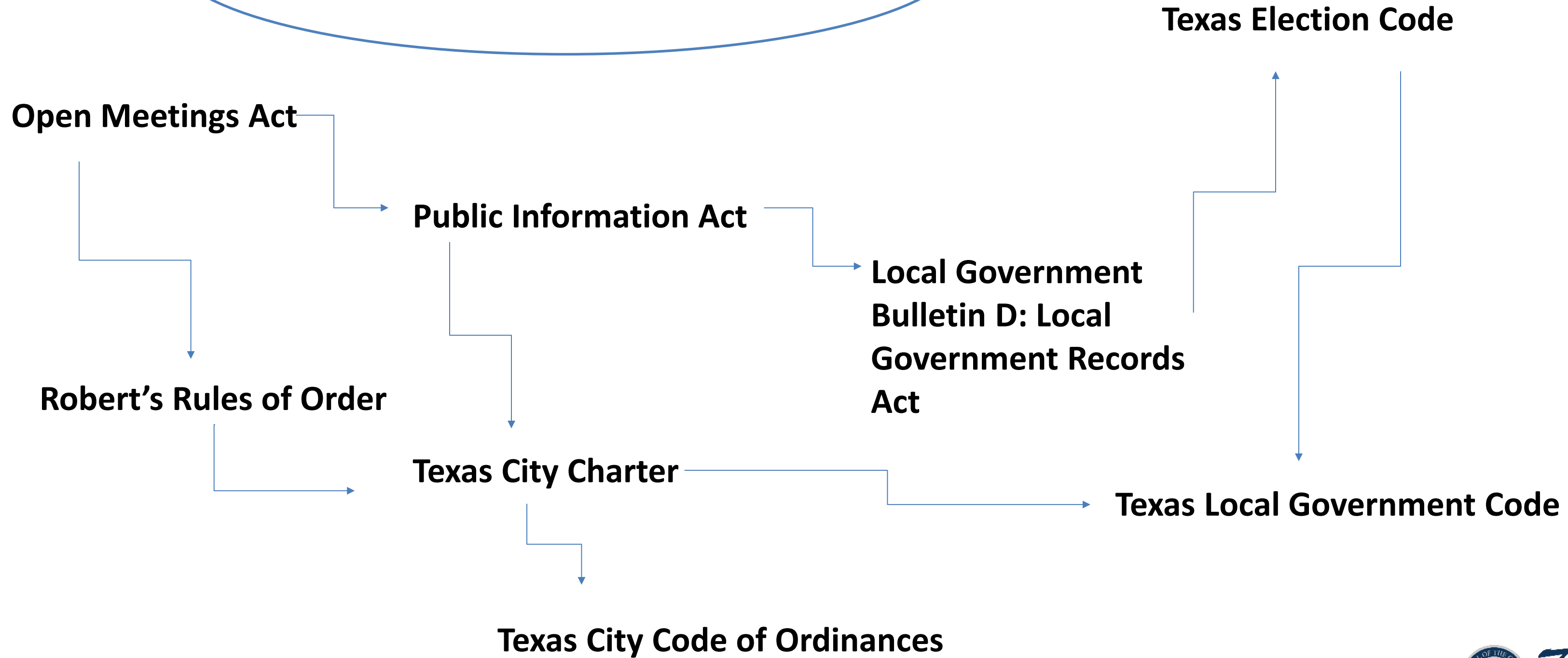
## Compliance

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

## Administration

- City Elections
- Record Life Cycle, Research Projects

# Governance:

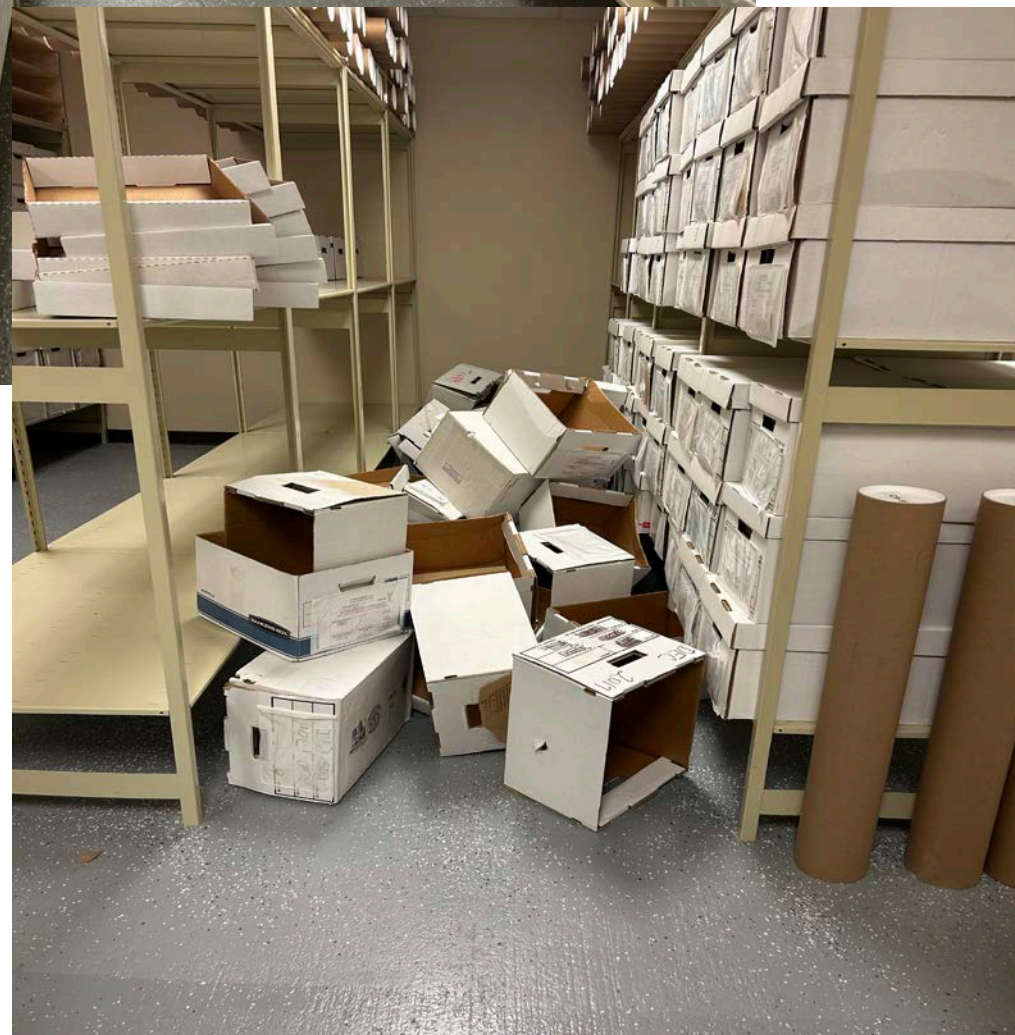
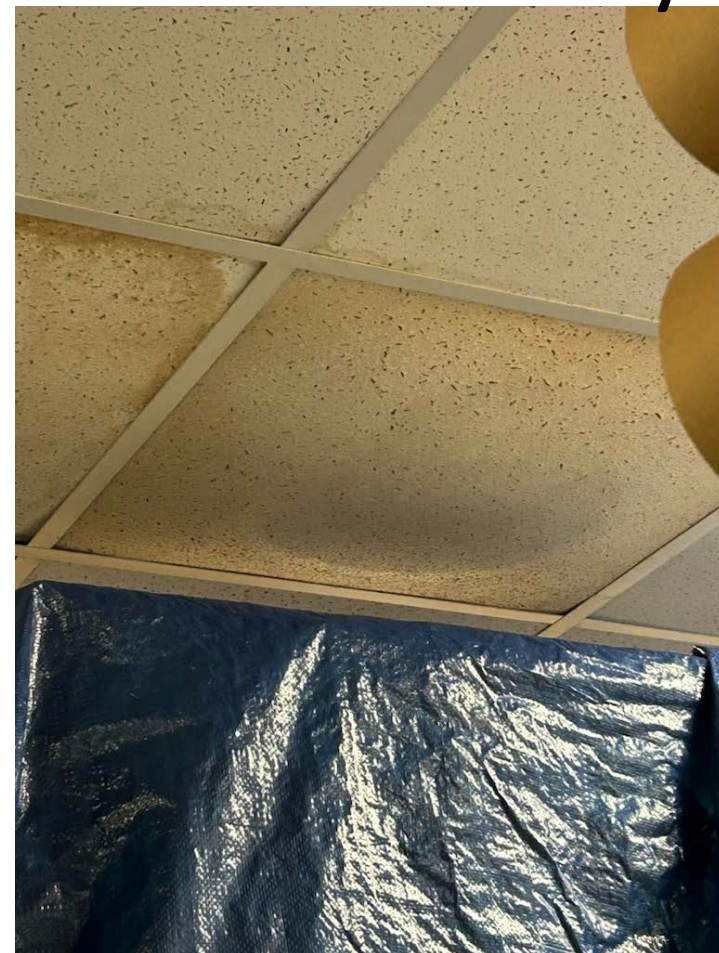


# Records Manager

Present Day



Hurricane Beryl



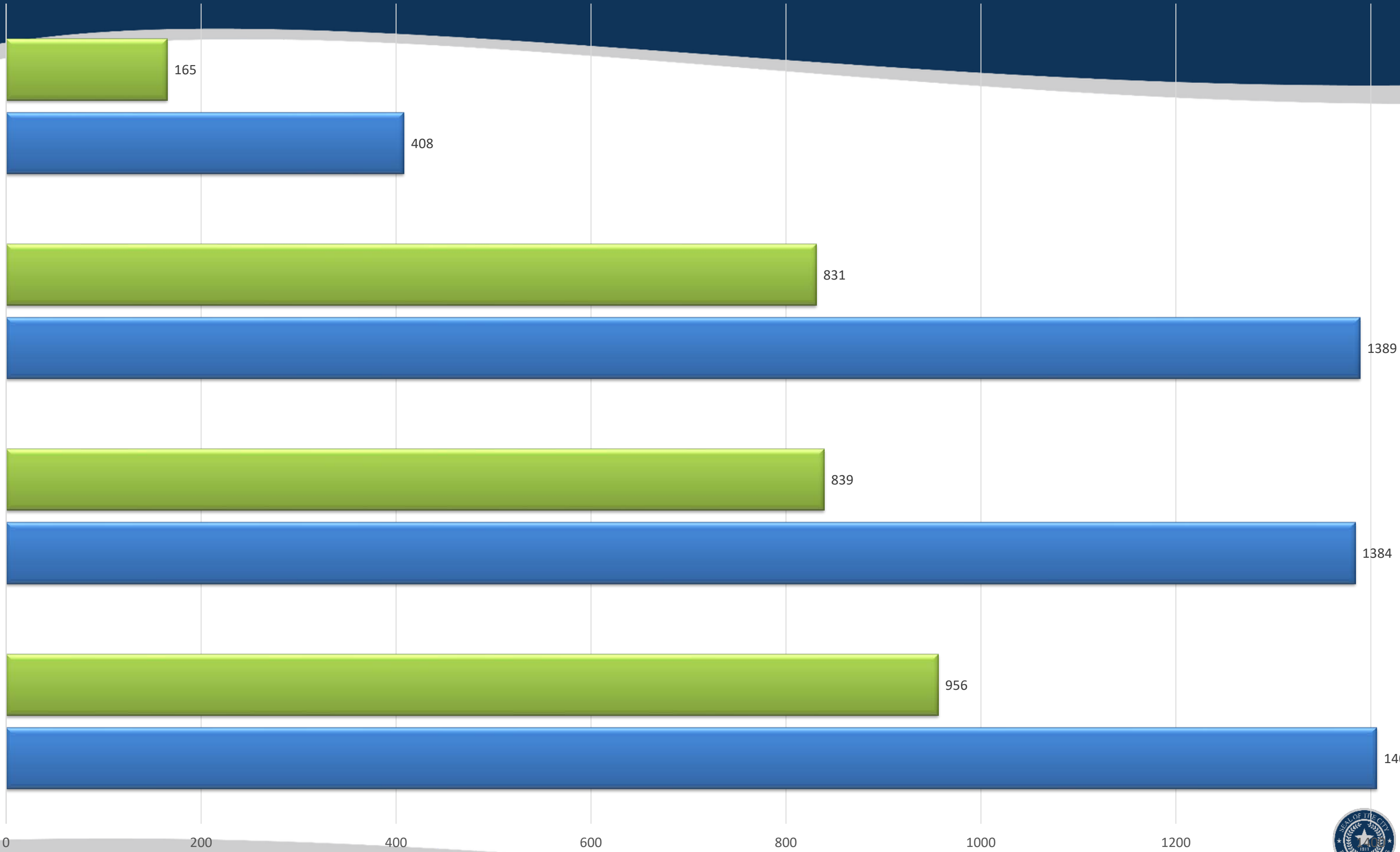
December 2024

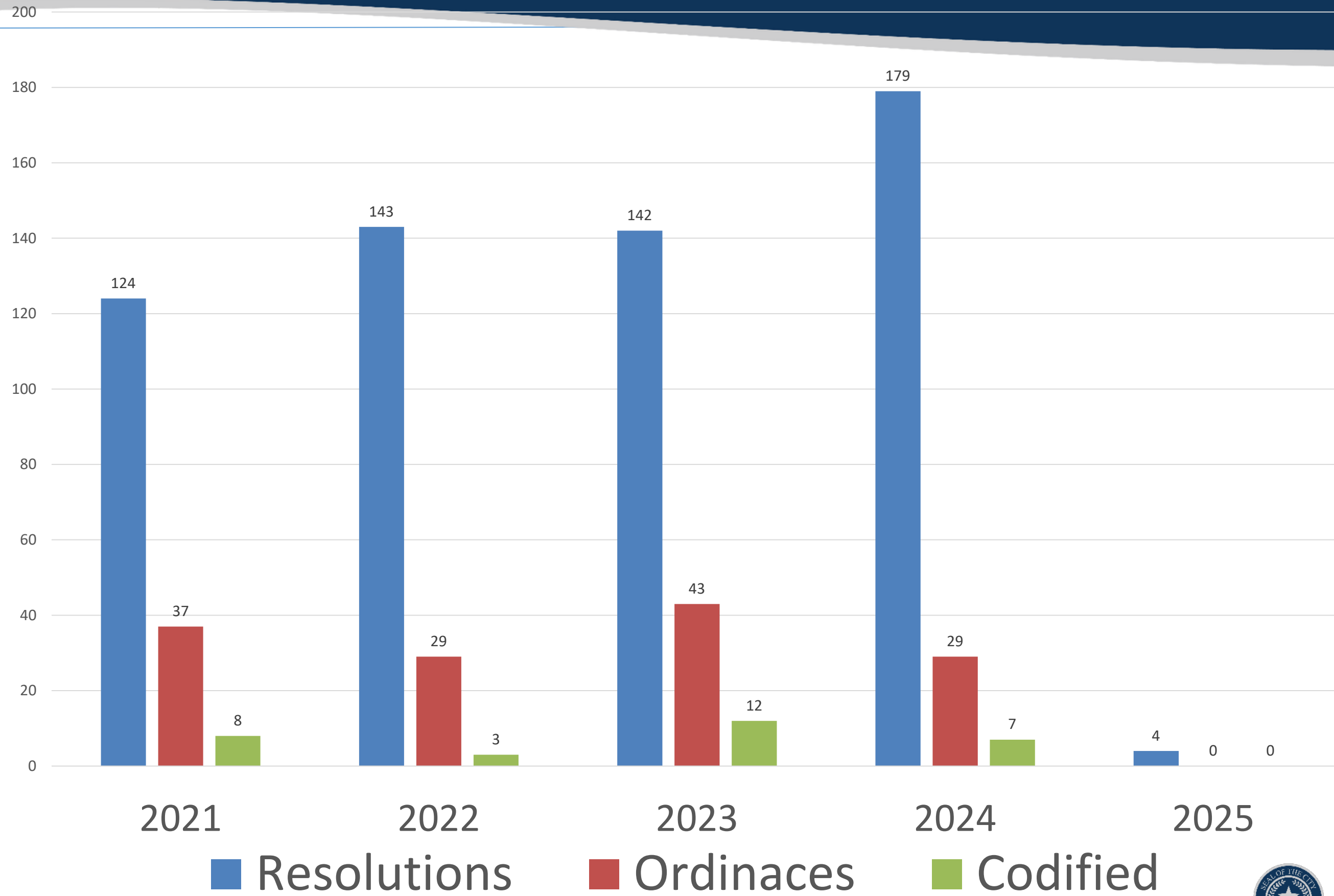


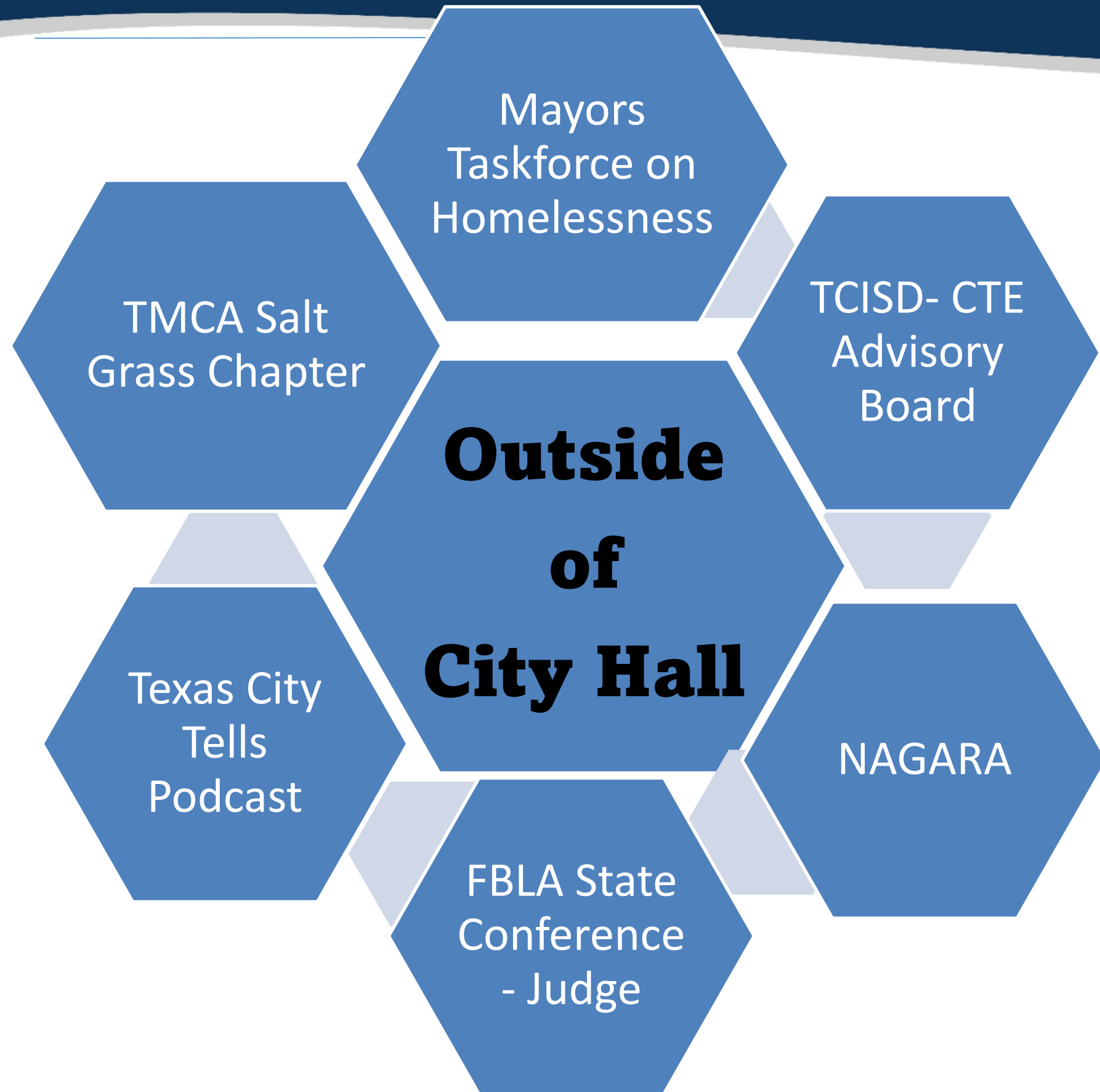
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Hours Spent PIRs

FY 24 - 25  
FY 23 - 24  
FY 22 - 23  
FY 21 - 22







Honorable mentions:

- Juneteenth Committee
- Texas City Citizen's Police Academy Alumni Assoc. – Secretary
- Galveston County Jr. League

# Not To Brag, But...



In 2024 the City Secretary's Office

- Received the TMCA Municipal Clerks Office of Achievement Award
- Rhomari was named to the 2024 Municipal Clerks Honor Roll
- Renee earned her Government Archives and Records Admin. Certificate
- Texas City hosted the Salt Grass Chapter's 23<sup>rd</sup> Annual Public Information Act Seminar for local agencies, municipalities, etc. Speakers included Attorneys from Olsen & Olsen, the Office of the Texas Attorney General, and the City of Houston Legal Department.

# QUESTIONS?

