ROLE OF THE CITY SECRETARY

The profession of the Municipal Clerk dates back prior to biblical times and is recognized as one of the oldest “public servants”.

In Ancient Greece, the city clerk read official documents publicly. At the opening of a meeting, the city clerk’s first duty was to decree a curse upon anyone who should seek to deceive the people.
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 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.
ROLE OF THE CITY SECRETARY

Today...
Organization

Tomball Citizens

Mayor & Council

City Manager

Asst. City Manager

City Secretary
Office of the City Secretary Staff

Doris Speer
City Secretary
Local Registrar

Tracylynn Garcia
Assistant City Secretary/Deputy Vital Registrar

Sasha Robinson
Admin. Asst./Deputy Vital Registrar

Ruth Tapley
Admin. Assistant/Permits
Responsibilities

Agendas, Minutes, and other Notices to Public regarding City Council and other Boards and Commissions as needed

Elections Administrator

Records Management Officer, Custodian of all official records of the City regarding Public Information Requests

Petitions, Lawsuits and Legal Notices for the City of Tomball

Proclamations, Resolutions, Ordinances

Annexation Process

Liquor, Tax, Wrecker, Ambulance, Kennel, Drilling, and Vendor Permits

The City Seal

Training, receptions, various City events
City Elections

*The City Secretary Serves as the Election Official for the City of Tomball.*

Prepares and conducts city elections.
Compiles the election results and reports to the media and Council.
Responds to voter and candidate questions regarding elections and voter registration.
Records Management

A record is defined as “any information that you create regardless of media”.

The retention and destruction of records is governed by law.

Management Policies and Management of On-site and Offsite Records

Records research
City Ordinances, Resolutions, and Documents

Ordinances are available on our web site at:

http://www.ci.tomball.tx.us/mayor-council/code-ordinance.html

and on Municipal Code Corporation at:

http://library.municode.com/index.aspx?clientId=11633

If you are searching for specific ordinances, resolutions or contracts. Please contact the City Secretary at 281-290-1002 or dspeer@tomballtx.gov.
Ordinances and Resolutions

How is an Ordinance or Resolution Adopted?

Citizen Requests
Council and Mayor Requests
Staff Requests

Zoning and Development Ordinances begin in the Community Development Department

Public Hearings are required for some ordinances
Texas Public Information Act enacted in 1973 made most local government meetings and records open for the public.

Violation of the Public Information Act can result in investigation by the Attorney General and fines.
All public information requests must be submitted in writing, either on the City-provided form, your own letter, or via fax or email.

Public Information will be provided as quickly as available; some records are stored off-site, requiring more time to provide information. Voluminous requests may take longer.

If an AG Opinion is sought, additional time will be needed to provide the information.
Open Meetings Act

Ensures all meetings are open to the public with a few exceptions.
Requires posting of notice (Agenda) of the meeting 72 hours in advance of the meeting.
A quorum of members must be present.
A record of the meeting/action must be maintained permanently.
Members cannot discuss business outside of an open meeting.
Boards & Commissions

1. Planning and Zoning Commission
2. Board of Adjustments
3. Tomball Economic Development Corporation (TEDC)
4. Tourism Advisory Committee (non-residents may serve in six positions)
5. Building and Standards Commission
6. Tomball Regional Health Foundation
7. Ad Hoc Committees

Applications are accepted any time; in general, Applicants must be residents of the City
Questions?

We are here to serve you; please contact the City Secretary’s office if you have any questions or are looking for information about Tomball.

Thank you.

Doris Speer, City Secretary
281-290-1002
dspeer@tomballtx.gov

Tracylynn Garcia, Assistant City Secretary
281-290-1019
tgarcia@tomballtx.gov