

TO: City Council  
From: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager  
Date: November 7, 2024  
Subject: City Secretary Position

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Irma Parker completed her contract with the City of Bastrop on October 25, 2024.

To date, the City has held 6 interviews for the position. There is an additional interview scheduled for the second week of November.

Because the position has not been filled, Irma Parker has transitioned from contract to a part-time staff member to continue the duties of the position until such time as it can be filled.

Ms. Parker had a longstanding out of the country vacation planned, and will not be attending the November 12, 2024 meeting.