



Date: August 19, 2026

To: City Council and City Manager
From: City Secretary

Dear Mayor, Members of the City Council, and City Manager:

This letter serves to justify filling the current vacancy in the established Assistant City Secretary position. The Assistant City Secretary is an essential component of the City Secretary's Department, and leaving the position vacant places a significant additional workload on the City Secretary and impacts the department's ability to carry out its responsibilities efficiently, accurately, and at full capacity.

The City Secretary's responsibilities extend far beyond the preparation of City Council agendas and maintenance of official records. The position encompasses a broad range of administrative, legal, meeting, election, court, records, personnel, and operational responsibilities.

Municipal Court Administration

In addition to serving as City Secretary, I also serve as the Municipal Court Administrator, overseeing court operations, records, reporting requirements, coordination with court personnel, and other administrative functions. This role requires ongoing oversight to ensure the Court operates efficiently and that its records and reporting obligations are properly maintained. Balancing these responsibilities with the broad duties of the City Secretary requires careful prioritization and the ability to manage multiple areas of operation without compromising the accuracy or timeliness of either function.

City Council, Board, and Meeting Responsibilities

The City Secretary's Department is responsible for coordinating and supporting numerous meetings throughout the year, including regular City Council meetings, special meetings, workshop sessions, and Recreation and Parks Board meetings. Each meeting involves significant preparation and follow-up, including preparing agendas and supporting materials, coordinating with City departments and Board members, ensuring required notices are properly completed, attending meetings, preparing minutes, processing post-meeting actions, and maintaining the official records. These responsibilities require consistent attention to detail and timely completion before, during, and after each meeting.

City Hall Operations

The City Secretary also has responsibilities that extend beyond traditional City Secretary functions. This includes coordinating and overseeing City Hall maintenance personnel and ordering supplies, materials, and other items necessary for the operation of City Hall. While these responsibilities may appear minor individually, they require regular communication, coordination, purchasing, follow-up, and attention. They are performed in addition to the many time-sensitive responsibilities already assigned to the City Secretary.

Election Responsibilities

The need for an Assistant City Secretary becomes especially important during election season. Elections are not a one-person operation. The election process requires extensive preparation, coordination, communication, documentation, scheduling, meetings, deadlines, and follow-up. The City's election process generally begins in January and continues through May, making this an especially demanding period for the City Secretary's Office.

During election season, the regular responsibilities of the City Secretary's Office do not stop. City Council meetings continue. Agendas and minutes must still be prepared. Ordinances, resolutions, contracts, records requests, board matters, correspondence, Municipal Court responsibilities, and other City business continue to require attention.

Departmental Continuity and Support

Having an Assistant City Secretary would provide necessary support across the full range of responsibilities within the City Secretary's Department. The position would allow duties to be appropriately distributed, provide coverage when multiple priorities arise simultaneously, and ensure that all departmental responsibilities—including election-related requirements—are addressed accurately, timely, and without allowing other City business to fall behind.

I am committed to ensuring that the City's business and the needs of the City Council, staff, and citizens are addressed. However, managing multiple responsibilities at once increases the risk of errors, missed details, and delayed follow-up. The goal is not simply to complete the work, but to ensure that each responsibility is handled accurately, thoroughly, and in a timely manner.

Filling this position would also provide greater continuity and cross-training within the City Secretary's Department. Given the importance and scope of the position, it is beneficial for the department to have a second employee who is knowledgeable about its operations, procedures, records, meetings, elections, boards and commissions, and other departmental functions. Having this knowledge within the department provides continuity, ensures that responsibilities can be addressed when multiple priorities arise, and strengthens the overall operation of the City Secretary's Office.

Respectfully,



Lorena Perez-Diaz
City Secretary
City of Port Lavaca