

# City Council Meeting

## Agenda Item

### Data Sheet

**Meeting Date:** February 20, 2023

**Topic:**

Approve the Appointment, by the City Manager, of Tracylynn Garcia as City Secretary, effective March 1, 2023

**Background:**

As required under our Home Rule Charter, Sec. 7.04, the City Manager, with the approval of the Council, shall appoint a City Secretary and such assistants as the Council shall deem advisable.

We received multiple applications for the City Secretary position, with only three qualified Texas Registered Municipal Clerks applying for the position.

Tracy achieved her TRMC certification in 2018 and completed her recertification in January 2023. She has also achieved Certified Public Management certification and is a Certified Municipal Clerk with the International Municipal Clerks Association and a Master Registrar with the Texas Vital Statistics Unit.

I have full faith that Tracy will continue the great work and leadership that we are accustomed to receiving from the City Secretary Office.

**Origination:** David Esquivel, City Manager

**Recommendation:**

Approve the Appointment of Tracylynn Garcia as City Secretary effective March 1, 2023.

**Party(ies) responsible for placing this item on agenda:** David Esquivel, City Manager