

	<div style="text-align: center;"><b>AGENDA ITEM SUMMARY</b></div> <div style="border: 1px dashed purple; padding: 5px; float: right;"> <b>District Impacted</b>  <input type="checkbox"/> 1 = Anzollitto  <input type="checkbox"/> 2 = Woolard  <input type="checkbox"/> 3 = Boyd  <input type="checkbox"/> 4 = Cisneros  <input type="checkbox"/> 5 = Colvin  <input checked="" type="checkbox"/> All </div>
<b>AGENDA DATE</b>	May 8, 2018
<b>DESCRIPTION</b>	PRESENT A PROCLAMATION FOR TEXAS MUNICIPAL CLERKS WEEK MAY 6 <sup>TH</sup> THROUGH MAY 12 <sup>TH</sup> , 2018.
<b>STAFF'S RECOMMENDED ACTION (be specific)</b>	No action necessary.
<b>CONTACT PERSON</b>	Mayor Michael D. Schultz
<b>SUMMARY</b>	<p>The role of the Municipal Clerk is often a misunderstood position in local government. To the un-informed, clerks are often thought to fulfill primarily a clerical role. The Municipal Clerk/City Secretary is the local official who maintains the integrity of the election process, ensures transparency and access to city records, facilitates the city's legislative process, and is the recorder of local government history. The City Secretary acts as the compliance officer for federal, state, and local statutes, including the Open Meetings Act and the Public Information Act, and serves as the filing authority for campaign finance reports and financial disclosure statements.</p> <p>Municipal Clerks may obtain certification through the Texas Municipal Clerks Certification Program. The certification program is a professional development program with college and university-level courses requiring approximately 200 hours of study and written homework. As of 2017, there are 801 Municipal Clerks that have achieved the Texas Registered Municipal Clerks certification in the state of Texas.</p> <p>Currently Linda Zartler, Assistant City Manager and Lori Carroll, City Secretary are certified through the program and Siria Arreola, Deputy City Secretary will be certified by the end of the year.</p>
<b>COST</b>	NA
<b>SOURCE OF FUNDS</b>	NA
<b>ADDITIONAL INFORMATION</b>	

This summary is not meant to be all inclusive. Supporting documentation is attached.