

CITY SECRETARY MISSION STATEMENT

To act as a progressive administrator of municipal clerical duties and legal records entrusted to the Office of the City Secretary, in order to enhance delivery of superior customer service to our citizens.

Values

The Office of the City Secretary believes in being responsive to our citizens with professional knowledge, enthusiasm and timely service.

Department Functions

- Administers municipal elections according to established election schedules in accordance with all laws, regulations and standards.
- Responsible for maintaining City's records management and retention program.
- Responsible for the preparation of the agenda and compilation and organization of information and materials necessary for the Council and other administrative meetings, ensuring delivery of Council Packets.
- Signs all resolutions, ordinances, and other official documents, as required by Municipal Law.
- Prepares reports, memoranda, correspondence, ordinances, proclamations, and other written materials as needed.
- Works with all City boards and commissions, organizes and posts all meetings and records and prepares minutes for each of these meetings.
- Prepares, posts, and advertises notices of official meetings as required by established law.
- Attends all City Council and other administrative meetings as needed, providing clerical support, open meetings guidance and transcribing the official minutes of Council meetings.
- Establishes and maintains open communications with the City Council, City Administrator, Department Heads, other City personnel, and citizens.
- Administers departmental supervision to the Utility billing department, is the direct contact for all planning and zoning related matters and works to meet the daily needs of our citizens.

News

Applications accepted for alcohol permits, licenses

On May 9, 2009, voters approved the sale of beer and wine for off-premise consumption only. Applications are being accepted by the City of Wills Point for alcohol permits and licenses.

Open Records Request

The City Secretary serves as the City's public information officer for all City records. Please select the following link to obtain our Open Records request form. Please mail to the office of the City Secretary or you may make your request in person at City Hall.

NOTE: The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions. The requestor must ask for records or information already in existence. The governmental body has 10 business days within which to respond to the request. The governmental body may collect the fee prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record.

Contact Information:

The City Secretary's office is located at City Hall, 518 Houston Street, Wills Point, TX 75169.

Mailing Address:

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