

City of Houston City Secretary



Population:
2,390,125 (No. 4)

Govt Employees:
21,000

Address:
Office of the City Secretary
900 Bagby St
Rm. P101
Houston, TX 77002

Phone:
(832) 393-1100

E-Mail:
citysecretary@houstontx.gov

Capabilities Statement:
[Link](#)

Cage Code:
644Y5

UEI Number:
CRZ1A1JTLQB6

DUNS#
12-474-2474



Site:

<https://www.houstontx.gov/citysec/>

Mission:

The City Secretary shall be the clerk or secretary of the council, whose duty it shall be to act as reading and recording clerk to the council and to certify the correctness of the minutes and the journals and to perform such other duties as may be required by the city council and the mayor.

The duties of the City Secretary shall be to keep, record and preserve the minutes and proceedings of the City Council, and to be custodian of all the papers and records of the council proceedings of the city, with power to make certificates of any proceedings of the City Council, to affix the city seal thereto, and to do and perform all things and acts usually done or necessary to be performed by secretaries or clerks of cities in connection with the business thereof.

In addition to the duties herein mentioned, the City Secretary shall do and perform such other duties, acts and things as may be required of him or her by the mayor or City Council.

Contacts and Stakeholders Information:

Troy D. Lemon - Interim City Sec.
(832) 393-1100 | citysecretary@houstontx.gov

Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized