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PRESS RELEASE

FOR IMMEDIATE RELEASE

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Longtime City Secretary to Retire; Public Invited to Retirement Reception

Longtime City Secretary Brenda Glenn Craig will retire Aug. 17 after serving the City of Kerrville for more than 37 years. Craig began working for the city in 1981. As city secretary, she served as the information and research assistance to the public and city staff, and was the custodian for the official city records, i.e. ordinances, resolutions, deeds, agreements, formal bid contracts, minutes of various boards and commissions, Code of Ordinances and the City Charter.



Craig also coordinated preparation of council agendas and the official minutes, prepared legal notices relating to council agendas and other city issues for publication and posting, maintained the city seal and attested all city documents, was responsible for oaths of office and maintenance of boards/commission membership rosters, received bids and attended bid

openings, and responded to public information requests. In addition, she served as the city's elections administrator and records manager.

“Brenda has served the community she loves with steadfast dedication for many years,” City Manager Mark McDaniel said. “Simply put, her knowledge, skills, productivity and integrity are exceptional. In my relatively short time here, she has been an invaluable resource and has become a respected friend. Her family here at City Hall wishes her all the best in her well-deserved retirement.”

A reception in Craig's honor will be held Tuesday, Aug. 14 from 5-6 p.m., immediately preceding the City Council meeting. The public is invited to attend.

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