

Lisa "Elaine" Simpson, TRMC / MMC / MPA

Professional Summary

Accomplished and certified Municipal Clerk with more than 25 years of leadership experience across multiple Texas cities, including Home Rule and General Law Type 'A' municipalities. Department Head / Director level professional for City Clerk office and Human Resources. Recognized for modernizing practices, ensuring compliance with state laws, creative problem solving, and fostering transparency through adoption of digital tools and best practices. Customer service professional committed to public service excellence and continuous professional education.

Core Competencies

- Municipal Governance
- Agenda & Records Management
- TOMA/TPIA Compliance
- Codification & Ordinances
- Elections Administration
- Staff Leadership
- Process Improvement
- Community & Council Relations
- Boards & Commissions Support
- Human Resources
- Website management/design

Professional Experience

City of Liberty Hill, TX — City Secretary
2022–2026

- Implemented paperless agendas via Granicus Peak software
- Coordinated a major recodification project bringing seven years of ordinances current; adopted by Council (Sep 2023)
- Implemented GovQA for public records management and initiated transition to Laserfiche for electronic recordkeeping
- Supported the Charter Commission in adoption of the city's first Home Rule Charter (2024)

City of Granite Shoals, TX — City Secretary / Human Resources Manager
2013–2022

- Implemented paperless agendas via Granicus Peak software
- Supported Boards, Committees, and Commissions including Planning and Zoning, Parks, Deer Management, and the Board of Zoning Adjustments
- Supported the Charter Amendment Commission (2019)
- Managed city records in compliance with state and local requirements
- Managed Human Resources including recruitment, hiring, onboarding, benefits, training, testing, and offboarding
- Served as public information lead; managed media inquiries and maintained the city's website
- Maintained the City Code of Ordinances
- Managed grant reporting for solid waste grants through Capital Area Council of Governments (CAPCOG)

City of Garland, TX — Interim City Secretary / Deputy City Secretary
2010–2012

- Managed elections, minutes, legal notices, and records for a city of 235,000+
- Supervised a team of two; oversaw departmental budget and strategic projects
- Delivered responsive administrative and public services to residents and Council

City of Haslet, TX — City Secretary
2008–2010

- Oversaw elections, HR, and public information; supervised four staff
- Designed and conducted the 2009 Citizen Survey, increasing civic feedback and transparency
- Led modernization initiatives including a city website upgrade and City Hall server installation
- Saved the city \$7,000 by computerizing the sale of surplus equipment and vehicles via online auction

City of Seagoville, TX — City Secretary
2006–2008

- Implemented recodification of the City Code of Ordinances (first since 1977)
- Served as staff liaison to the Animal Shelter Committee and led a Council Chamber sound system upgrade project

City of Seymour, TX — City Secretary / Treasurer
2000–2006

- Supervised five employees and managed a \$5M municipal budget
- Served as City Treasurer; supervised the Court Clerk; managed HR, budgeting, and grant reporting
- Earned TRMC and CMC certifications during tenure

(Earlier experience available upon request; includes City of Lancaster, Tarrant County, and Collin County Election Administration roles.)

Education

Master of Public Administration (MPA)
University of North Texas, Denton, TX

Bachelor of Arts, Political Science (Minor: History)
University of Texas of the Permian Basin, Odessa, TX

Associate of Arts, General Studies
Odessa College, Odessa, TX

Certifications

- Texas Registered Municipal Clerk (TRMC), Recertified through 2031
- Master Municipal Clerk (MMC), International Institute of Municipal Clerks
- State of Texas Notary Public (Active)
- IIMC Athenian Dialogue Society Fellow
- Member, National Association of Parliamentarians — 2025

Professional Affiliations

- Texas Municipal Clerks Association (TMCA)
- International Institute of Municipal Clerks (IIMC)
- Hill Country Chapter TMCA, 2013–present

Community Involvement

- Garland Friends of the Library
- American Cancer Society "Relay for Life" Chair (Baylor County, 2006)
- Seymour Noon Lions Club, Lion of the Year (2005–2006)