

**Alicia Ramirez**  
**City of Buda City Clerk**

*Subject Area Expertise: Municipal Meetings and Meeting Management, City Governance, Policy Development, Public Information Act, Improving Records Access, Record Keeping, Public Participation in Government, Texas Open Meetings, Strategic Planning Processes, and Texas Voting/Election Procedures.*



**Alicia Ramirez**, who started work with the City of Buda in November 2014, serves as City Clerk, which is a Charter Officer of the City appointed by the City Manager. She is charged with serving as the chief elections officer for the city and custodian of records, managing Open Meetings Act and Public Information Act compliance, coordinating the council agenda process, verifying petitions, coordinating the recruitment and appointment process for boards and commissions, managing the Senior Transportation Service and managing alcoholic beverages and solicitor permits.

Before joining Buda's staff, Ramirez had worked with the City of San Angelo since 1991 and served as its City Clerk from 2005 to 2014. Prior to that, she held positions as Transportation Planner and Personnel Technician.

Ramirez earned her Bachelor of Business Administration and Management degree from Angelo State University. She also is a Texas Registered Municipal Clerk and a Texas Certified Manager.

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