



Garden City City Clerk  
Celyn Hurtado  
2016 Nancy Crain Municipal  
Administrative Professional of the Year



**C**elyn Hurtado, City Clerk of Garden City, Kansas was selected as the winner of the 2016 Nancy Crain Municipal Administrative Professional of the Year Award at the Administrative Assistants of Kansas Cities (AAKC) spring conference in Wyandotte County/KCK earlier this year.

Celyn has been an active member of AAKC since 2010 and currently serves as president for the organization. Along with her peers from Garden City, she hosted the spring AAKC conference in 2014. Members of AAKC quickly came to realize how much passion and dedication Celyn has for her city. Celyn was born and raised in Garden City and it is evident that a sense of hometown pride had been instilled in her from the very beginning. Those who have met Celyn remark about her positive personality and love the expression of joy on Celyn's face as she presents facts about different Garden City locations and landmarks. Garden City is home to wonderful parks and a

vibrant zoo with an amazing variety of animals, which was a favorite stop on the AAKC Conference tour. She was, and still is, happy to share stories of these zoo critters with the AAKC members.

Celyn's career with the City of Garden City began in 2000 as secretary in Administration. She soon moved into the roll as Human Resources Coordinator. She then served as the Office Manager before being named city clerk in 2012. Since becoming city clerk, Celyn has not taken her duties lightly. She joined the International Institution of Municipal Clerks (IIMC) and the City Clerks and Municipal Finance Officers Association (CCMFOA). She is currently serving on many boards throughout both organizations. Throughout the years she has shown integrity, professionalism, and a thirst for success. She has also been progressing through the levels of the Master Municipal Clerk certification program in addition to regular participation in AAKC events. At her day job, Celyn is primarily responsible for serving as recording secretary for city commission meetings and staff support for the governing body, overseeing publication of all ordinances and resolutions, and serves as the city's Freedom of Information Officer. Celyn is also responsible for waivers to ordinances related to special events, licensing, agenda packet preparation and records management. She also handles the city's annual property and liability insurance renewals and claims.

Celyn's thirst for success is evident when she leads the City of Garden City's internal United Way fundraising campaign. She has volunteered in this capacity for the past ten years. During her years serving on this committee the annual fundraising donations by employees have increased from \$6,000 to \$23,000; not to mention the fund-raising efforts have given a boost to employee morale. Her dedication to the city and her relationships with her peers, as well as the Garden City Commission can only be explained as exceptional. Celyn is currently serving on the board of directors for the Finney County United Way.

In her personal time, Celyn is an extremely busy mother who is very involved in her children's lives, supporting their educational and sports endeavors. She has a son attending University of Nebraska at Kearney majoring in Information Technology, a daughter attending Pittsburg State University majoring in Elementary Education and a son that is a junior at Garden City High School. She is a devoted and involved member of Cornerstone Church. She is a former member of the Garden City Community Mexican Fiesta Committee, currently serves on the board of directors for Family Crisis Services and volunteers for the Red Cross where she helps coordinate the annual "Battle of the Badges" Blood Drive.

It is very clear to see that this strong-willed, determined woman does not back down from a challenge. Her charming and witty personality allows her to glide through projects as well as recruit members of her staff or of any organization to feel they can do the same. Her confidence far exceeds and she dedicates her time