



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: January 17, 2024

Re: **December 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
City Council Agendas	City Council meetings and workshop agendas prepared and posted in accordance with the Local Government Code.	4	5	3	4	4	3	3	4	4	3	4	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4	3	5	2	3	3
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	6	4	3	5	5	1	6	3	5	4	1
Resolutions	Resolutions written and processed	0	3	5	3	7	7	1	2	1	3	5	6
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1	0	4	2	3	0
Deeds/ Easements	Executed and Recorded	0	0	0	0	0	0	0	0	0	2	3	5
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	4	0	0	1	0	0	0	0	0	0	2	3
Contracts & Agreements	Contracts and agreements approved and executed	2	1	14	10	8	17	10	6	9	9	4	15
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60	73	58	79	41	35



MEMO

COUNCIL MEETINGS

- Council Regular Meetings – December 6th and December 20th
- Council Called Special Session – December 18th

OTHER MEETINGS

- Capital Chapter Meeting – December 1st
- CDI Laserfiche Project Kickoff Meeting – December 13th
- Chamber of Commerce Luncheon Meeting – December 14th
- TML Region 10 Quarterly Meeting – December 14th
- Mayor & City Manager Agenda Review Meeting – December 19th

TRAINING

- Secretary of State Annual Election Seminar– December 1st
- JustFOIA Upgrade Review Training (Open Records) – December 1st
- Municode (Agendas & Code) Training – December 12th
- PD Minute Training – December 19th

COMMUNITY EVENTS

- Holiday in the Park – December 2nd

OTHER

- Ongoing daily responsibilities include Election Administration, Records Management Administration, Public Information Processes, Open Meetings Compliance, Boards and Commission processes, City Council Committees processes, Alcohol Beverage City Permits processes, Mayor and City Council administrative support, Administrative and Official duties and Customer Service.