



# MEMO

To: Mayor and City Council Members  
From: Lluvia T. Almaraz, City Secretary  
Date: May 17, 2023  
Re: **April 2023**

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## City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March	April
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3
Resolutions	Resolutions written & processed	0	3	5	3
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38

## COUNCIL MEETINGS

- Council Regular Meetings - April 5<sup>th</sup> and April 19<sup>th</sup>
- Council Special Meeting and Workshop – April 5<sup>th</sup> and April 19<sup>th</sup>

## TRAINING/OTHER MEETINGS

- Mayor and Mayor Pro Tem Meeting – April 6<sup>th</sup>
- Staff Meetings – April 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>
- TMCA – Benefits of Professional Associations Webinar - April 17<sup>th</sup>
- TMCA Budget Cycle Seminar – April 12-14<sup>th</sup>
- TML Region 10 – Officer meeting – April 20<sup>th</sup>



# MEMO

## 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.