



# MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: August 17, 2022

Re: **July 2022**

## City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	TOTAL
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	5
Council Minutes	Minutes recorded, prepared, approved, archived	5
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	3
Resolutions	Resolutions written & processed	0
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	0
Contracts & Agreements	Contracts & Agreements approved & executed	5
Deeds / Easements	Deeds / Easements, executed & recorded	1
Annexations	prepared & recorded	2
Public Improvement Districts	Agreements approved & executed	0
Alcohol Permits	Alcohol permits processed new, certificate or renewed	1
Bids	Bids advertised, received, tabulated, awarded, recorded	0
Records Management	Boxes of documents destroyed in accordance with records retention schedule – July 19, 2022	100
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	10



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## **ATTENDED MEETINGS**

- Leadership Manor Project Meeting with Public Works – July 5<sup>th</sup>
- Sesquicentennial Meeting – July 12<sup>th</sup>
- Leadership Manor Meeting via Zoom – July 19<sup>th</sup>
- Council Regular Meetings – July 6<sup>th</sup> and July 20<sup>th</sup>
- Council Workshop – July 6<sup>th</sup>
- Council Special/Emergency Meeting – July 15<sup>th</sup>
- Small Business after Hours Eatery Pizzeria – July 21<sup>st</sup>

## **ATTENDED CITY EVENTS**

- Artisans Market at Timmermann Park – July 17<sup>th</sup>

## **TRAINING**

- Attended JustFOIA Training – July 12<sup>th</sup>
- Conducted PD record staff JustFOIA training – July 22<sup>nd</sup>

## **OTHER**

- Prepared materials for the November 8, 2022, General and Special Elections
- Met with Leadership Manor class at Lions Club to receive \$1000 donation for class project – July 27<sup>th</sup>
- Conducted city purge (shred) records that met retention schedules – July 29<sup>th</sup>
- 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.