



MEMO

To: Mayor and City Council Members
From: Lluvia T. Almaraz, City Secretary
Date: February 15, 2023
Re: **January 2023**

City Records Obtained and Processed:

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

MEETINGS

- Council Regular Meetings – January 4th and January 18th
- Council Workshops – January 4th and January 25th

TRAINING

- Attended TMCA Election Law Seminar in Denton, Texas – January 11-13th
- TML Region 10 Officer Webinar Training – January 31st

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.