



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: December 20, 2023

Re: **November 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
City Council Agendas	City Council meetings and workshop agendas prepared and posted in accordance with Local Government Code.	4	5	3	4	4	3	3	4	4	3	4
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4	3	5	2	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
Resolutions	Resolutions written and processed	0	3	5	3	7	7	1	2	1	3	5
Proclamations/ Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1	0	4	2	3
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1	1	0	1	1
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	4	0	0	1	0	0	0	0	0	0	2
Contracts & Agreements	Contracts and agreements approved and executed	2	1	14	10	8	17	10	6	9	9	4
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



MEMO

COUNCIL MEETINGS

- Council Regular Meetings – November 1st and November 15th
- Council Called Special Session – November 20th and November 29th
- Manor Housing Public Facility Corporation Meeting – November 29th

TRAINING/OTHER MEETINGS

- JustFOIA Webinar Training (Open Records) – November 1st
- CivicPlus Essential Agenda and Meeting Management Webinar Training – November 2nd
- JustFOIA Webinar Training (Redactions) – November 14th
- JustFOIA Webinar Meeting (Upgrade) - November 15th
- Secretary of State Annual Election Seminar – November 29th – December 1st

COMMUNITY EVENTS

- Arbor Day Event – November 18th

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.