



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: August 16, 2023
 Re: **July 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March	April	May	June	July
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4	3	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5	5	1
Resolutions	Resolutions written & processed	0	3	5	3	7	7	1
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8	17	10
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60



MEMO

COUNCIL MEETINGS

- Council Regular Meetings – July 5th and July 19th
- Council Workshop – July 11th

TRAINING/OTHER MEETINGS

- Travis County Elections Division Meeting – July 13th
- TML Region 10 Officer's Meeting – July 14th
- TMCA Step-by-Step Conduct Election Webinar Training – July 20th
- Capital Chapter Meeting – July 28th

COMMUNITY EVENTS

- 4th of July Event – July 1st

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.