



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: January 18, 2023
 Re: **December 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.	3
Council Minutes	Minutes recorded, prepared, approved, archived	4
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	5
Resolutions	Resolutions written & processed	1
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	1
Contracts & Agreements	Contracts & Agreements approved & executed	9
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	25

MEETINGS

- Council Regular meeting – December 7th
- Council Workshop Training – December 7th
- TML Region 10 prep meeting – December 14th
- TML Region 10 meeting – December 15th
- Council Regular Meeting – December 21st

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.