



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: July 20, 2022

Re: **June 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.	6
Council Minutes	Minutes recorded, prepared, approved, archived	6
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	9
Resolutions	Resolutions written & processed	2
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	2
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	0
Contracts & Agreements	Contracts & Agreements approved & executed	10
Elections Administration	Elections ordered and coordinated June 11, 2022, Runoff Election	1
Deeds / Easements	Deeds / Easements, executed & recorded	2
Annexations	prepared & recorded	0
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 Program	Boxes of documents destroyed in accordance with records retention schedule (Destruction Date scheduled for July 29, 2022)	0
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64



MEMO

ATTENDED MEETINGS

- Small Business Coffee Meeting, June 15th
- Council Meetings – June 1st and June 15th
- Council Workshop – June 15th
- Council Special Meeting – June 21st
- TML Region 10 Meeting – June 30th

ATTENDED CITY EVENTS

- Movies in the Park - June 24th

TRAINING

- Attended Records Management Training Seminar TMCA – June 16-17th
- Attended Reset The Clock Management Training – June 13-14th
- Attended JustFOIA Training – June 28th

OTHER

- Prepared materials for Runoff Election – June 11th
- Prepared materials for the November 8, 2022, General and Special Elections
- 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.