



# MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: September 21, 2022

Re: **August 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.	4
Council Minutes	Minutes recorded, prepared, approved, archived	2
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	9
Resolutions	Resolutions written & processed	4
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	0
Contracts & Agreements	Contracts & Agreements approved & executed	5
Deeds / Easements	Deeds / Easements, executed & recorded	0
Annexations	prepared & recorded	0
Public Improvement Districts	Agreements approved & executed	0
Alcohol Permits	Alcohol permits processed new, certificate or renewed	0
Bids	Bids advertised, received, tabulated, awarded, recorded	0
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	46



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## ATTENDED MEETINGS

- NTMC Chapter Meeting – August 11<sup>th</sup>
- Laserfiche Intro Meeting – August 12<sup>th</sup>
- Muralist Meeting at Jennie Lane Park – August 15<sup>th</sup>
- Small Business Coffee – August 17<sup>th</sup>
- Council Regular Meetings – August 3 and August 17
- Council Special Meetings – August 19 and August 23

## TRAINING

- IT Training – August 8<sup>th</sup>
- TMCA Texas Open Meeting and PIA Seminar – August 24-26 (Corpus Christi)

## OTHER

- Prepared materials for the November 8, 2022, General and Special Elections
- Conducted ballot drawing for the November 8<sup>th</sup> General Election – August 30<sup>th</sup>
- 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.