



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: September 20, 2023
 Re: **August 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4	3	3	4
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4	3
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5	5	1	6
Resolutions	Resolutions written & processed	0	3	5	3	7	7	1	2
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1	0
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0	0	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8	17	10	6
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60	73



MEMO

COUNCIL MEETINGS

- Council Regular Meetings – August 2nd and August 16th
- Council Workshops – August 8th and August 28th

TRAINING/OTHER MEETINGS

- Laserfiche/CDI Records Management Meeting – August 1st
- Texas Municipal Clerks Association (TMCA) Webinar Training – August 4th
- TMCA Athenian Dialogue Session – August 23rd (Georgetown, TX)
- TMCA Seminar, Legislative Update – August 24-25th (Georgetown, TX)

COMMUNITY/EMPLOYEE EVENTS

- Employee Summer Bash – August 12th

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.