



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: October 18, 2023  
 Re: **September 2023**

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## City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4	3	3	4	4
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4	3	5
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5	5	1	6	3
Resolutions	Resolutions written & processed	0	3	5	3	7	7	1	2	1
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1	0	4
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1	1	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0	0	0	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8	17	10	6	9
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60	73	58



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## **COUNCIL MEETINGS**

- Council Regular Meetings – September 6<sup>th</sup> and September 20<sup>th</sup>
- Council Special Sessions – September 11<sup>th</sup> and September 15<sup>th</sup>
- Manor Housing Public Facility Corporation Meeting – September 20<sup>th</sup>

## **TRAINING/OTHER MEETINGS**

- Texas Municipal Clerks Association (TMCA) Capital Chapter Online Training – September 5<sup>th</sup>
- Travis County Elections Office – Ballot Proof – September 12<sup>th</sup>
- TML Region 10 Meeting – September 14<sup>th</sup> (Lockhart, TX)
- City Hall Essentials Open Records Webinar Training – September 21<sup>st</sup>
- Cities Digital Inc. (CDI) – Laserfiche /Records Management Meeting – September 25<sup>th</sup>

## **COMMUNITY EVENTS**

- Open House for Bond Propositions– September 27<sup>th</sup>

## **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.