



January Monthly Report

From: Debra Howe, City Secretary

Activities/Projects:

Attended:

Council Meetings: January 14th and 28th

Economic Development Corporation Meeting: January 16th (Board Secretary)

TML Training held in Hondo January 28th.

Records Management preparation – scheduling for April/May

General/Special Election 2025

2025 General and Special Election for May 3, 2025

The upcoming 2025 General Election for District 1, District 2 and Mayor was called at the January 28 along with the Special Called Election for District 5 seat due to the resignation of Councilmember Herb Dyer.

The submission of applications for these positions are from January 15 thru February 14, 2025, 5:00 p.m. and write in candidates may declare until February 18th.

Municode Agenda Program

City Administrator Dixon and I have been in three training sessions for the new agenda program to be launched at the first meeting in February. Staff has had one training session with the municode program coordinator and a follow up in-house session will be held the first week in February.

Open Records requests

There has been an increase in open records request since we started the UDO process and the police department being fully staff and increase in citations this is not reflected in the January report. 90% of the records request include body cameras, dash cams with reports, which we send to our city attorney to forward for an Attorney General Opinion for release. The number of requests does not reflect the time of staff to process a request, which can be very lengthy. For January - 7 completed includes: (2) Court, (2) Finance/HR, (3) Community Development and 3 pending AG opinion- all police related.

Miscellaneous

Completed 2024 Annexation and Boundary Survey

Notarized approximately 80 documents for court.

Red Flags

None at this time.