



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: October 16, 2024
 Re: **September 2024 – Monthly Report**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
City Council Agendas	City Council meetings and workshop agendas prepared and posted in accordance with the Local Government Code.	4	4	2	3	3	3	3	4	4			
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3	1	7			
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2	2	6			
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5	3	3			
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0	0	3			
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3	0	1			
Annexations	Prepared & Recorded	0	0	0	0	0	1	1	0	0			
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0	0	0			
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5	9	6	14	7	7	9			
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1	0	0			



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Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0	0	0	0	0	0	0			
Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2	0	0	0	0			
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0	0	0	0	0	0	0			
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	0	0	0	0	0			
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21	16	40	42	32	44	50	36	41			
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25	31	17			

COUNCIL MEETINGS

- Council Regular Meetings – September 4th and 18th
- Manor PFC Meeting – September 18th
- Council Special Session – September 26th

OTHER MEETINGS

- Election Ballot Proof – Travis County Elections – September 5th
- Consultation with Gourmet Gals Tasting Mayor’s Ball – September 10th
- Consultation with Hanks Catering Tasting Mayor’s Ball – September 11th
- Staff Meeting – September 10th and 17th
- Meeting with Grand Lady – Mayor’s Ball – September 20th
- Mayor’s Ball – September 20th
- CivicPlus Website Design – September 16th



MEMO

TRAINING/EDUCATION/SEMINARS/WEBINARS

- ARMA Chapter – September 17th

OTHER

- Ongoing daily duties and 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.