



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: September 18, 2024

Re: August 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				
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3	1				
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2	2				
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5	3				
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0	0				
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3	0				
Annexations	Prepared & Recorded	0	0	0	0	0	1	1	0				
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0	0				
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5	9	6	14	7	7				
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1	0				



MEMO

Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0	0	0	0	0	0				
Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2	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				
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	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				
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25	31				

COUNCIL MEETINGS

- Council Regular Meetings – August 7th
- Manor PFC Meeting – August 7th
- City Council Budget Workshop – August 5th and August 20th
- City Council Workshop Executive – August 27th

OTHER MEETINGS

- Consultation Meeting with Lily Grace Catering (Mayor’s Ball) – August 6th
- Consultation Meeting with DJ (Mayor’s Ball) – August 8th
- Staff Meeting – August 6th and 20th
- TML Region 10 Meeting, Buda, Texas – August 22nd
- Ballot Drawing – August 26th
- CA and CM Meeting – August 26th



MEMO

TRAINING/EDUCATION/SEMINARS/WEBINARS

- CDI/ Laserfiche Folder Structure Training – August 13th

TEAM BUILDING

- Summer Bash Typhoon Texas Waterpark – August 24th

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.