



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: November 20, 2024
 Re: **November 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	4		
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3	1	7	3		
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2	2	6	4		
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5	3	3	3		
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0	0	3	3		
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3	0	1	2		
Annexations	Prepared & Recorded	0	0	0	0	0	1	1	0	0	0		
Public Improvement Districts	Agreements approved & and executed	0	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	5		
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1	0	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	0		
Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2	0	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	0		
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	0	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	35		
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25	31	17	22		

COUNCIL MEETINGS

- Council Regular Meetings – October 2nd and 16th
- Council Workshop – October 19th
- Manor PFC Meeting – October 16th

OTHER MEETINGS

- TMCA Virtual Meeting – October 2nd
- CDI Check-In Meeting – October 3rd
- Mayors Ball – October 25th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- ARMA Chapter – October 10th
- HR Training – October 21st
- Civic Plus Website Training – October 23rd
- TMCA Seminar – October 30-31st



MEMO

COMMUNITY

- HEB Groundbreaking – October 9th

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.