



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: February 21, 2024
 Re: **January 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											
Council Minutes	Minutes recorded, prepared, approved, archived	6											
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0											
Resolutions	Resolutions written and processed	2											
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0											
Deeds/ Easements	Executed and Recorded	3											
Annexations	Prepared & Recorded	0											
Public Improvement Districts	Agreements approved & executed	0											
Contracts & Agreements	Contracts and agreements approved and executed	4											
Bids	Bids advertised, received, tabulated, awarded, recorded	0											
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0											



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Alcohol Permits	New Alcohol permit certificate or renewed	2											
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0											
	Boxes of documents destroyed in accordance with records retention schedule	0											
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21											
	Number of Open Records Requests processed (within 10 days as required) General Requests	19											

COUNCIL MEETINGS

- Council Regular Meetings – January 3rd and January 17th
- Council Workshops – January 3rd and January 6th

OTHER MEETINGS

- Mayor & City Manager Agenda Review Meeting – January 10th
- North Texas Municipal Clerks Association (NTMCA) Meeting – January 18th
- Mayor’s Ball Meeting – January 25th
- Mayor’s Ball Venue Meeting – January 30th
- Mayor & City Manager Agenda Review Meeting – January 31st

TRAINING

- Texas Municipal Clerks Association (TMCA) Election Seminar– January 10-12th
- NTMCA Webinar Training (Election) – January 19th
- JustFOIA Pro and Document Management Webinar Training (Open Records) – January 23rd
- JustFOIA Deep Dive: Forms Best Practices Webinar Training (Open Records) – January 24th



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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.