



# MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: June 18, 2025

Re: **June 2025– 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.	3	3	3	5	3	4						
Council Minutes	Minutes recorded, prepared, approved, archived	5	2	0	7	4	3						
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	0	6	3	5	4						
Resolutions	Resolutions written and processed	3	4	5	5	10	0						
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	0	1	3	1						
Deeds/ Easements	Executed and Recorded	2	1	2	1	0	0						
Annexations	Prepared & Recorded	2	0	2	1	0	0						
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0						
Contracts & Agreements	Contracts and agreements approved and executed	6	9	7	9	5	10						
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	0	2						
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	18	0	0	0	0	0						

# MEMO

Alcohol Permits	New Alcohol permit certificate or renewed	1	0	2	1	2	2						
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0	0	0	0						
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	96	45	51	53	65	28						
	Number of Open Records Requests processed (within 10 days as required) General Requests	35	29	40	34	25	12						

## COUNCIL MEETINGS

- Council Regular Meetings – June 4<sup>th</sup> and June 18<sup>th</sup>
- Council Workshop, Budget Sessions – June 18<sup>th</sup> and June 25<sup>th</sup>
- PFC Meeting – June 4<sup>th</sup>

## OTHER MEETINGS

- Staff Meetings – June 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>
- Department Meetings – June 10<sup>th</sup> and June 24<sup>th</sup>
- Capital Chapter Meeting – June 5<sup>th</sup>
- Manor Chamber Meeting – June 12<sup>th</sup>
- DS Department Laserfiche Folder Structure Meeting – June 16<sup>th</sup>
- CDI Laserfiche Check-in folder structure – June 20<sup>th</sup>
- HR Open Enrollment Training – June 30<sup>th</sup>

## TRAINING/EDUCATION/SEMINARS/WEBINARS

- Charter Review & Amendment Virtual Training – June 20<sup>th</sup>

## COMMUNITY

- Juneteenth Celebration – June 19<sup>th</sup>

## **OTHER**

The ongoing daily duties and responsibilities include:

- Election administration
- Records management
- Public information processes
- Compliance with open meetings laws
- Processes related to boards and commissions
- Management of City Council committees
- Administration of alcohol beverage city permits
- Administrative support for the Mayor and City Council
- Official duties
- Customer service

These tasks ensure the smooth functioning of city operations and maintain effective communication with the public.