



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: June 18, 2024
 Re: **May 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							
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3							
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7							
Resolutions	Resolutions written and processed	2	1	2	8	3							
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3							
Deeds/ Easements	Executed and Recorded	3	7	1	4	7							
Annexations	Prepared & Recorded	0	0	0	0	0							
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0							
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5	9	6							
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1							
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0	0	0							



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Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2							
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0	0	0							
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	0							
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21	16	40	42	32							
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22							

COUNCIL MEETINGS

- Council Regular Meetings – May 1st and May 15th
- Council Workshop – April 17th

OTHER MEETINGS

- PFC Meeting – May 1st
- CDI/ Laserfiche Meeting – May 2nd
- PreBid Waste Management Meeting – May 3rd
- Town Hall Meeting – Timmermann Park – May 28th
- Mayor’s Ball Update – May 9th
- SwagIT Team Meeting – May 14th
- Capital Chapter Meeting – May 17th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- CDI/Laserfiche Records Structure Training – May 8th
- CDI/Laserfiche Administration Console Training – May 21st
- CDI/Laserfiche Directory Server Training – May 30th



MEMO

EVENTS

- Manor Palooza – May 3rd

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.