



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: January 15, 2025  
 Re: **December 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.	4	4	2	3	3	3	3	4	4	4	6	4
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3	1	7	3	0	9
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2	2	6	4	5	3
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5	3	3	3	2	3
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0	0	3	3	2	0
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3	0	1	2	0	3
Annexations	Prepared & Recorded	0	0	0	0	0	1	1	0	0	0	0	0
Public Improvement Districts	Agreements approved & and executed	0	0	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	5	13
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1	0	0	0	0	0



# MEMO

Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	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	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	0	0
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	0	0	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	40	38	28	42
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25	31	17	18	43	34

## COUNCIL MEETINGS

- Council Regular Meetings – December 4<sup>th</sup> and 18<sup>th</sup>
- Council Workshop – December 18<sup>th</sup>
- Council Special Sessions – December 26<sup>th</sup>

## OTHER MEETINGS

- Staff Meetings – December 3, 17, and 31<sup>st</sup>
- Chamber Business Luncheon – December 12<sup>th</sup>
- CDI Check-In Meeting – December 19<sup>th</sup>

## TRAINING/EDUCATION/SEMINARS/WEBINARS

- Civic Plus Web Training – December 3-5 and 9<sup>th</sup>

## COMMUNITY

- Mayor’s Ball – December 12<sup>th</sup>



# MEMO

## 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.