



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: June 18, 2025

Re: **July 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 | 4 | | | | | |
| Council Minutes | Minutes recorded, prepared, approved, archived | 5 | 2 | 0 | 7 | 4 | 3 | 5 | | | | | |
| Ordinances | Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement | 2 | 0 | 6 | 3 | 5 | 4 | 0 | | | | | |
| Resolutions | Resolutions written and processed | 3 | 4 | 5 | 5 | 10 | 0 | 3 | | | | | |
| Proclamations /Recognitions | Proclamations & Recognitions, written & presented | 0 | 1 | 0 | 1 | 3 | 1 | 0 | | | | | |
| Deeds/ Easements | Executed and Recorded | 2 | 1 | 2 | 1 | 0 | 0 | 0 | | | | | |
| Annexations | Prepared & Recorded | 2 | 0 | 2 | 1 | 0 | 0 | 0 | | | | | |
| Public Improvement Districts | Agreements approved & and executed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | |
| Contracts & Agreements | Contracts and agreements approved and executed | 6 | 9 | 7 | 9 | 5 | 10 | 13 | | | | | |
| Bids | Bids advertised, received, tabulated, awarded, recorded | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | | | | |
| Boards & Commissions appointments | Board appointments implemented and completed; appointments recorded | 18 | 0 | 0 | 0 | 0 | 0 | 7 | | | | | |

MEMO

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|----------------------------|--|----|----|----|----|----|----|----|--|--|--|--|--|
| Alcohol Permits | New Alcohol permit certificate or renewed | 1 | 0 | 2 | 1 | 2 | 2 | 3 | | | | | |
| Records Management Program | Boxes of documents accessioned to storage in accordance with the retention schedule | 0 | 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 | 72 | | | | | |
| | Number of Open Records Requests processed (within 10 days as required) General Requests | 35 | 29 | 40 | 34 | 25 | 12 | 31 | | | | | |

COUNCIL MEETINGS

- Council Regular Meetings – July 2nd and July 16th
- Council Workshop, Budget Sessions – July 2nd and July 30th
- PID Meeting – July 16th

OTHER MEETINGS

- Staff Meetings – July 1st, July 15th, July 22nd and July 29th
- Department Meetings – July 7th, July 14th, July 21st and July 28th
- HR TMRS – July 9th
- TMCA Virtual Meeting – July 18th
- Griffin-Swinerton Developer Tour – July 18th
- Marketing & Communication Coordinator Interview Inhouse – July 23rd
- Hunt Development Tour – July 25th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- CDI Laserfiche Training – July 24th
- CDI Laserfiche Training – July 31st

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.