



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: September 17, 2025
 Re: August 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	5				
Council Minutes	Minutes recorded, prepared, approved, archived	5	2	0	7	4	3	5	5				
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	0	6	3	5	4	0	4				
Resolutions	Resolutions written and processed	3	4	5	5	10	0	3	4				
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	0	1	3	1	0	1				
Deeds/ Easements	Executed and Recorded	2	1	2	1	0	0	0	0				
Annexations	Prepared & Recorded	2	0	2	1	0	0	0	0				
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0	0				
Contracts & Agreements	Contracts and agreements approved and executed	6	9	7	9	5	10	13	6				
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	0	1	0	0				
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	18	0	0	0	0	0	7	1				

MEMO

Alcohol Permits	New Alcohol permit certificate or renewed	1	0	2	1	2	2	3	2				
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	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	65				
	Number of Open Records Requests processed (within 10 days as required) General Requests	35	29	40	34	25	12	31	22				

COUNCIL MEETINGS

- Council Regular Meetings – August 6th and August 20th
- Council Workshops – August 2nd; August 5th and August 20th
- PID Meeting – August 6th and August 28th

OTHER MEETINGS

- Staff Meetings – August 5th; August 11th; August 19th; August 25th
- Charter Review Commission Meeting – August 7th
- HR Benefits Fair – August 13th
- TML Region 10 Quarterly Meeting – August 14th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- Record Management Committee Meeting – August 1st
- TMCA Legislative Update Seminar – August 21-22

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.