



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: August 21, 2024

Re: **July 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	3	3					
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2	2	3	3	3					
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5	2	7	8	2					
Resolutions	Resolutions written and processed	2	1	2	8	3	2	5					
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1	1	3	0	0					
Deeds/ Easements	Executed and Recorded	3	7	1	4	7	0	3					
Annexations	Prepared & Recorded	0	0	0	0	0	1	1					
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0					
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5	9	6	14	7					
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	1	0	1					



MEMO

Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0	0	0	0	0					
Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1	1	2	0	0					
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0	0	0	0	0					
Records Manager Program	Shred Day Event 4/13/2024	0	0	0	100 +	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					
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32	25	22	29	25					

COUNCIL MEETINGS

- Council Regular Meetings – July 3rd and July 17th
- City Council Budget Workshop – July 31st

OTHER MEETINGS

- GTS Technology Solutions – Shred Day Event Meeting – July 1st
- Staff Meeting – July 2nd
- Staff Meeting – July 9th
- Municode Agenda Software Meeting – July 17th
- NTMCA Chapter Meeting – July 18th
- TML Region 10 Board Meeting – July 23rd
- Staff Meeting – July 30th



MEMO

TRAINING/EDUCATION/SEMINARS/WEBINARS

- CDI/ Laserfiche Folder Structure Training – July 11th
- CDI/ Laserfiche Folder Structure Training – July 25th

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.