



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: February 19, 2025
 Re: **January 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											
Council Minutes	Minutes recorded, prepared, approved, archived	5											
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2											
Resolutions	Resolutions written and processed	3											
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0											
Deeds/ Easements	Executed and Recorded	2											
Annexations	Prepared & Recorded	2											
Public Improvement Districts	Agreements approved & executed	0											
Contracts & Agreements	Contracts and agreements approved and executed	6											
Bids	Bids advertised, received, tabulated, awarded, recorded	0											
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	18											



MEMO

Alcohol Permits	New Alcohol permit certificate or renewed	1											
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0											
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	96											
	Number of Open Records Requests processed (within 10 days as required) General Requests	35											

COUNCIL MEETINGS

- Council Special Session – January 7th
- Council Workshop – January 11th
- Council Regular Meetings – January 15th

OTHER MEETINGS

- Staff Meetings – January 3, 7, 14, and 28th
- CDI Check-In Meeting – January 2nd
- NTMCA Webinar Meeting – January 16th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- CDI Laserfiche Folder Structure Webinar Training – January 9 and 14th
- TMCA Election Law Seminar – January 23-24th

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.