



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: April 15, 2026
 Re: **March 2026– 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.	2	3	4									
Council Minutes	Minutes recorded, prepared, approved, archived	3	2	4									
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	1	0									
Resolutions	Resolutions written and processed	3	3	0									
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1									
Deeds/ Easements	Executed and Recorded	1	0	0									
Annexations	Prepared & Recorded	0	1	0									
Public Improvement Districts	Agreements approved & and executed	0	0	0									
Contracts & Agreements	Contracts and agreements approved and executed	5	5	4									
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0									
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	3	0									

Alcohol Permits	New Alcohol permit certificate or renewed	2	3	0									
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0									
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	58	45	64									
	Number of Open Records Requests processed (within 10 days as required) General Requests	38	32	27									

COUNCIL MEETINGS

- Council Special Session – March 3rd
- Council Workshops – March 7th & March 14th
- Council Regular Meetings – March 18th

OTHER MEETINGS

- Staff & Departmental Meetings – March 3rd, 10th, 17th and 24th
- ARMA Chapter Meeting – March 5th
- Manor Town Center Meeting – March 10th
- CDI/Laserfiche Check-in – March 12th
- The Decision is Clear: Modern Voting Webinar – March 25th
- Visual Edge IT Sharp Meeting – March 26th
- TML Region 10 Meeting – March 26th
- DOJ Accessibility Compliance for LG Meeting – March 31st

TRAINING

- CDI Laserfiche Training – March 6th, March 13th and March 24th
- TMCA Behind the Bar TABC Training – March 30th

COMMUNITY

- CPF Ground Storage Tank & Pump Station Ribbon Cutting – March 13th

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