



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: February 21, 2024  
 Re: **March 2024 – Monthly Report**

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## 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									
Council Minutes	Minutes recorded, prepared, approved, archived	6	4	2									
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3	5									
Resolutions	Resolutions written and processed	2	1	2									
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	1									
Deeds/ Easements	Executed and Recorded	3	7	1									
Annexations	Prepared & Recorded	0	0	0									
Public Improvement Districts	Agreements approved & and executed	0	0	0									
Contracts & Agreements	Contracts and agreements approved and executed	4	19	5									
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0									
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0	0									



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Alcohol Permits	New Alcohol permit certificate or renewed	2	1	1									
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	0									
	Boxes of documents destroyed in accordance with records retention schedule	0	0	0									
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21	16	40									
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30	32									

## COUNCIL MEETINGS

- Council Special Session – March 4<sup>th</sup>
- Regular Meeting – March 20<sup>th</sup>

## OTHER MEETINGS

- CDI Laserfiche Biweekly Check-in – March 7<sup>th</sup>
- Mayor & City Manager Agenda Review – March 13<sup>th</sup>
- Park Committee – March 14<sup>th</sup>
- NTMCA Business Lunch Meeting – March 28<sup>th</sup>

## TRAINING/EDUCATION/SEMINARS/WEBINARS

- TML Webinar – Post-Session Open Government Updates for TX Cities – March 7<sup>th</sup>
- CDI Laserfiche Going Green Webinar – March 26<sup>th</sup>

## EVENTS

- Ribbon Cutting for E. Mano Development No.1 – March 20<sup>th</sup>



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## 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.