



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: November 19, 2025

Re: **October 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	2	3		
Council Minutes	Minutes recorded, prepared, approved, archived	5	2	0	7	4	3	5	5	3	2		
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	0	6	3	5	4	0	4	5	5		
Resolutions	Resolutions written and processed	3	4	5	5	10	0	3	4	8	4		
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	0	1	3	1	0	1	2	2		
Deeds/ Easements	Executed and Recorded	2	1	2	1	0	0	0	0	1	1		
Annexations	Prepared & Recorded	2	0	2	1	0	0	0	0	1	0		
Public Improvement Districts	Agreements approved & and executed	0	0	0	0	0	0	0	0	0	0		
Contracts & Agreements	Contracts and agreements approved and executed	6	9	7	9	5	10	13	6	7	5		
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0	0	0	1	0	0	1	0		
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	18	0	0	0	0	0	7	1	0	0		

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Alcohol Permits	New Alcohol permit certificate or renewed	1	0	2	1	2	2	3	2	4	3		
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0	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	58	50		
	Number of Open Records Requests processed (within 10 days as required) General Requests	35	29	40	34	25	12	31	22	33	20		

COUNCIL MEETINGS

- Council Regular Meetings – October 1st and October 15th
- Council Workshop – October 22nd

OTHER MEETINGS

- Staff Meetings – October 7th, 14th, 21st and 28th
- CDI/Laserfiche Check-in – October 9th
- Austin ARMA Meeting – October 15th
- LSS Library Consultant Meeting – October 21st
- Charter Review Commission Meeting – October 23rd
- Deck the Park Meeting – October 14th and 23rd
- Granicus Meeting – October 22nd

TRAINING/EDUCATION/SEMINARS/WEBINARS

- TMCA Webinar - Grant Writing and Administration – October 10th
- TML Webinar – Municipal Procurement – October 16th
- TML Annual Conference – October 28-31st

COMMUNITY:

- HEB Grand Opening – October 21st
- Manor ISD MEF Disco Fever Gala – October 25th

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.