



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: March 18, 2026  
 Re: **February 2026– 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.	2	3										
Council Minutes	Minutes recorded, prepared, approved, archived	3	2										
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	1										
Resolutions	Resolutions written and processed	3	3										
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1										
Deeds/ Easements	Executed and Recorded	1	0										
Annexations	Prepared & Recorded	0	1										
Public Improvement Districts	Agreements approved & and executed	0	0										
Contracts & Agreements	Contracts and agreements approved and executed	5	5										
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0										
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	3										

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

### COUNCIL MEETINGS

- Council Regular Meetings – February 4<sup>th</sup> and February 18<sup>th</sup>
- Council Called Special Session – February 19<sup>th</sup>

### OTHER MEETINGS

- Departmental Meetings – February 2<sup>nd</sup> and 9<sup>th</sup>
- Staff Meetings – February 3<sup>rd</sup>, 9<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>
- Marriott Meeting – Mayor’s Ball – February 17<sup>th</sup>
- CDI/Laserfiche Check-in – February 19<sup>th</sup>
- Mr. Wayne Schneider Meeting – February 25<sup>th</sup>
- Capital Chater Meeting – February 27<sup>th</sup>

### TRAINING

- TABC Webinar Training – February 4<sup>th</sup>
- Digital Records Management Webinar Training – February 13<sup>th</sup>
- TMCA CS Communication and Engagement Webinar Training – February 18<sup>th</sup>

### 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