



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: May 20, 2026

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

Records Management Program	Boxes of documents purged in accordance with the retention schedule	0	0	0	0								
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	58	45	64	71								
	Number of Open Records Requests processed (within 10 days as required) General Requests	38	32	27	36								

COUNCIL MEETINGS

- Council Regular Meetings – April 1st and April 15th
- Council Workshops – April 18th

OTHER MEETINGS

- Staff & Departmental Meetings – April 7th, April 14th, April 21st and April 27th
- Visual Edge IT Meeting – April 2nd
- CDI/Laserfiche Check-in – April 2nd
- TMCA Compliance with ADA Accessibility – April 6th
- CivicPlus Municipal Websites – April 8th
- TML AI Webinar – April 14th
- Communications Meeting – April 15th
- NTMCA Chapter Meeting – April 16th
- Capital Chapter Meeting – April 24th

TRAINING

- TMCA OMA & PIA Training – April 9th -10th
- TMCA Budget & Tx Rate Training – April 13th
- Records Retention Training – April 15th
- CDI Laserfiche Training – April 23rd
- Notary Training – April 29th

COMMUNITY

- Shred For a Cause / Shred Day Event – April 25th (Shredded 6,420 lbs. of paper)

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