



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: April 16, 2025
 Re: **March 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									
Council Minutes	Minutes recorded, prepared, approved, archived	5	2	0									
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	2	0	6									
Resolutions	Resolutions written and processed	3	4	5									
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1	0									
Deeds/ Easements	Executed and Recorded	2	1	2									
Annexations	Prepared & Recorded	2	0	2									
Public Improvement Districts	Agreements approved & and executed	0	0	0									
Contracts & Agreements	Contracts and agreements approved and executed	6	9	7									
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0	0									
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	18	0	0									

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Alcohol Permits	New Alcohol permit certificate or renewed	1	0	2									
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	96	45	51									
	Number of Open Records Requests processed (within 10 days as required) General Requests	35	29	40									

COUNCIL MEETINGS

- Council Regular Meetings – March 5th and March 19th
- Council Workshop – March 26th

OTHER MEETINGS

- Staff Meetings – March 4th, 11th, 18th, and 25th
- Manor YAC meeting – March 4th
- PD JustFOIA Prep Meeting – March 11th
- Granicus meeting via phone – March 19th
- JustFOIA PD Meeting – March 26th
- CDI Laserfiche Check-in Meeting – March 27th
- TML Region 10 Meeting, Elgin, Tx – March 27th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- City Hall Essentials – Cities & Free Speech Webinar – March 5th
- CDI Laserfiche PD Folder Structure Webinar Training – March 6th
- TDEM Public Official Training – March 15th
- TML Parliamentary Procedures Training Webinar – March 20th
- Manor YAC Escape Room field trip - Teambuilding – March 20th

COMMUNITY

- EmpowerManor Festival – March 8th



MEMO

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.