



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: April 16, 2025  
 Re: **March 2025– 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.	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 5<sup>th</sup> and March 19<sup>th</sup>
- Council Workshop – March 26<sup>th</sup>

## OTHER MEETINGS

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

## TRAINING/EDUCATION/SEMINARS/WEBINARS

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

## COMMUNITY

- EmpowerManor Festival – March 8<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.