



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: May 21, 2025

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

MEMO

Alcohol Permits	New Alcohol permit certificate or renewed	1	0	2	1								
Records Management Program	Boxes of documents accessioned to storage 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	96	45	51	53								
	Number of Open Records Requests processed (within 10 days as required) General Requests	35	29	40	34								
Community Shred Day Event 4/12	<ul style="list-style-type: none"> Shredded over 2900 pounds of paper and recycled over 100 electronics from the community. 												

COUNCIL MEETINGS

- Council Regular Meetings – April 2nd and April 16th
- Council Workshop, Manor Springs – April 2nd
- Council Workshop, Budget Session 1 – April 23rd
- City Council Called Special Session – April 23rd

OTHER MEETINGS

- Staff Meetings – April 1st, 15th, 22nd,
- Manor YAC meeting - April 1st
- Department's meetings – April 7th, 14th, 21st, and 18th
- TMCA Capital Chapter Committee Meeting – April 24th

TRAINING/EDUCATION/SEMINARS/WEBINARS

- City Hall Essentials – PIA Training Webinar – April 8th
- TMCA Roundtable Webinar – April 10th
- CDI Laserfiche PD Folder Structure Training Webinar – April 24th
- City Hall Essentials – PIA and Your PD Training Webinar – April 30th

COMMUNITY

- Chick-fil-A Ribbon Cutting – April 8th
- Community Shred Day Event – April 12th

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.