



MEMO

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

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

COUNCIL MEETINGS

- Council Regular Meetings – January 7th and 21st

OTHER MEETINGS/TRAINING

- Staff Meetings – January 6th, 13th and 27th
- State of the City Address – January 7th
- Manor Journal – January 8th
- Charter Review Commission – January 8th
- Departmental Meeting – January 12th
- CDI/Laserfiche Check-in – January 15th
- NTMCA Chapter Meeting – January 15th
- Mayor’s Meeting – January 16th
- Reset the Clock Training – January 20-21st
- TMCA Election Law Seminar – January 22-23rd
- Intern Meeting – January 28th
- CDI/Laserfiche Training – January 29th

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