



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: July 19, 2023
 Re: **June 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March	April	May	June
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5	5
Resolutions	Resolutions written & processed	0	3	5	3	7	7
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8	17
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66

COUNCIL MEETINGS

- Council Regular Meetings – June 7th and June 21st
- Council Special Meeting and Workshop – June 13th and June 21st
- Manor Public Facility Corporation – May 31st



MEMO

TRAINING/OTHER MEETINGS

- New Web Webinar Training – June 6th
- Records Management and Retention Webinar Training– June 6th
- Police Records (PRI) Webinar Training – June 7th
- Manor Chamber Luncheon – June 8th
- PRI Leadership in Police Records Webinar Training – June 9th
- TML Region 10 Officer's Meeting – June 12th
- JustFOIA Administrator Webinar Training – June 14th
- TMCA –Special Topics in Texas Webinar Training – June 22nd
- Civipus Agenda Software Meeting – June 28th

COMMUNITY EVENTS

- Administered Manor Community Shred Day – June 10th

OTHER

- Ongoing daily 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.