



MEMO

To: Mayor and City Council Members
From: Nora Sanchez, Manor Cemetery Manager
Date: December 21, 2022
RE: **August – November 2022**

August 2022

August 8, 2022 - Met with Phipps Memorial for delivery of Mary Ann Reyes headstone.
August 11, 2022 - Survey and monitor the cemetery
August 17, 2022 - Met with film crew for a movie of the whole cemetery.
August 20, 2022 - Met with the Vidrio Family to select a site for burial.
August 22, 2022 - Met with plot digger for burial of Vidro family
August 25, 2022 Survey and monitor the cemetery

September 2022

September 6 & 8 - Survey and monitor the cemetery
September 13 & 15 - Survey and monitor the cemetery
September 23, 2022 - Emailed Lance to schedule grass and weeding.
September 27 & 29 - Survey and monitor the cemetery

October 2022

October 4, 2022 - Met with Ponce Family for burial
October 4, 2022 - Met with Plot Digger for the Ponce Family
October 6, 2022 - Survey and monitor the cemetery\
October 11, 2022 - - Survey and monitor the cemetery
October 12, 2022 - Met with MARIO Muniz for headstone location.
October 30, 2022 - Met with Medina family for burial
October 31, 2022 - Cleaned the cemetery for All Souls Day Mass, Picked up two 55 gallon bags of trash.

November 2022

November 3, 2022 - - Survey and monitor the cemetery
November 8 & 10, 2022 - Survey and monitor the cemetery
November 9, 2022 - Contacted the Medina family to not park on grass, several cars parked near their son's graveside.
November 15 & 17, 2022 - - Survey and monitor the cemetery
November 28, 2022 - Call Travis Dispatch to report homeless person sleeping at the cemetery. Manor Police picked up the homeless person.