



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: December 21, 2022

Re: November 2022

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	TOTAL
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	3
Council Minutes	Minutes recorded, prepared, approved, archived	2
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	4
Resolutions	Resolutions written & processed	3
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	1
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	0
Contracts & Agreements	Contracts & Agreements approved & executed	5
Deeds / Easements	Deeds / Easements, executed & recorded	0
Annexations	prepared & recorded	1
Public Improvement Districts	Agreements approved & executed	0
Alcohol Permits	Alcohol permits processed new, certificate or renewed	0
Bids	Bids advertised, received, tabulated, awarded, recorded	0
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	11



MEMO

MEETINGS

- Council Regular Meeting – November 2nd
- Lasefiche Meeting (Records Management) – November 15th
- Council Regular Meeting – November 16th
- Council Special Meeting Canvass – November 21st

COMMUNITY EVENTS

- Veterans Day Ceremony & Leadership Manor Veteran's Wall Dedication – November 11th
- Manor Artisans Market – Timmermann Park, Sunday, November 20th

OTHER

- Reached out to sponsors for donations for Veteran's Memorial Wall.
- Assisted in the Veteran's Day Ceremony event with Chamber of Commerce.
- 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.