



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: February 21, 2024
 Re: **February 2024 – 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.	4	4										
Council Minutes	Minutes recorded, prepared, approved, archived	6	4										
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	3										
Resolutions	Resolutions written and processed	2	1										
Proclamations /Recognitions	Proclamations & Recognitions, written & presented	0	1										
Deeds/ Easements	Executed and Recorded	3	7										
Annexations	Prepared & Recorded	0	0										
Public Improvement Districts	Agreements approved & and executed	0	0										
Contracts & Agreements	Contracts and agreements approved and executed	4	19										
Bids	Bids advertised, received, tabulated, awarded, recorded	0	0										
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	0	0										



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Alcohol Permits	New Alcohol permit certificate or renewed	2	1										
Records Management Program	Boxes of documents accessioned to storage in accordance with the retention schedule	0	0										
	Boxes of documents destroyed in accordance with records retention schedule	0	0										
Open Records Requests	Number of Open Records Requests processed (within 10 days as required) Police Requests	21	16										
	Number of Open Records Requests processed (within 10 days as required) General Requests	19	30										

COUNCIL MEETINGS

- Council Regular Meetings – February 7th and February 21st
- Council Workshops – February 6th and February 12th

OTHER MEETINGS

- Mayor’s State of the City Address – February 6th
- Manor Chamber Luncheon – February 8th
- CivicPlus Boards Applications Module Webinar – February 15th
- TownSquare Media – February 21st
- CDI Laserfiche Authentication Method – February 22nd
- Granicus – Swagit – February 22nd
- Mayor & City Manager Agenda Review Meeting – February 28th

TRAINING

- City Hall Essentials PIA – February 13th
- JustFOIA Enhancements – February 22nd
- City Hall Essentials Free Audits – February 23rd
- City Hall Essentials PIA Police Records – February 28th



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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.