MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: November 15, 2023

Re: **October 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct
City Council Agendas	City Council meetings and workshop agendas prepared and posted in accordance with Local Government Code.	4	5	3	4	4	3	3	4	4	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3	3	4	3	5	2
Ordinances	Ordinances written, processed, &/or published and forwarded to Municode for Code Supplement	0	6	4	3	5	5	1	6	3	5
Resolutions	Resolutions written and processed	0	3	5	3	7	7	1	2	1	3
Proclamations/ Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4	0	1	0	4	2
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0	0	1	1	0	1
Boards & Commissions appointments	Board appointments implemented and completed; appointments recorded	4	0	0	1	0	0	0	0	0	0
Contracts & Agreements	Contracts and agreements approved and executed	2	1	14	10	8	17	10	6	9	9
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41	66	60	73	58	79

COUNCIL MEETINGS

- Council Special Sessions – October 2nd
- Council Regular Meetings – October 18th
- Council Workshop – October 18th
- Manor Housing Public Facility Corporation Meeting – October 2nd

TRAINING/OTHER MEETINGS

- Texas Municipal League Conference – October 4-6, 2023
- Manor Chamber of Commerce Luncheon – October 12th
- Cities Digital Inc. (CDI) – Laserfiche /Records Management Meeting – October 13th
- PD Records Management Meeting – October 30th

COMMUNITY EVENTS

- Open House for Bond Propositions– October 16th

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.