



MEMO

To: Mayor and City Council Members
 From: Lluvia T. Almaraz, City Secretary
 Date: March 15, 2023
 Re: **February 2023**

City Records Obtained and Processed:

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

MEETINGS

- State of the City Address – February 6th
- Council Special Meetings – February 6th and February 10th
- Council Regular Meeting - February 15th
- Council Workshops – February 15th
- Staff Meetings – February 14th and 28th

TRAINING/OTHER MEETINGS

- Manor Chamber Luncheon Meeting – February 9th
- North Texas Municipal Clerks Association Meeting – February 15th
- JustFOIA webinar Training – February 21st



MEMO

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.