



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: March 15, 2023

Re: **March 2023**

City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4
Resolutions	Resolutions written & processed	0	3	5
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	0	2	2
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47

COUNCIL MEETINGS

- Council Regular Meetings March 1st and March 15th
- Special Meeting – March 20th

TRAINING/OTHER MEETINGS

- Staff Meetings – March 7th and 28th
- TML Region 10 – Officer meeting – March 16th
- Small Business Coffee – March 22nd
- TMCCP Transcript Webinar Training – March 24th
- Laserfiche Meeting – March 28th
- Iron Mountain Shred & Reporting Webinar Training – March 29th
- Capital Chapter Meeting – March 31st



MEMO

SPECIAL EVENTS

- Manor Police Awards Banquet – March 10th

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.