



MEMO

To: Mayor and City Council Members

From: Lluvia T. Almaraz, City Secretary

Date: June 15, 2022

Re: January - May 2022

City Records Obtained:

ACTIVITY	DESCRIPTION	TOTAL
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	18
Council Minutes	Minutes recorded, prepared, approved, archived	18
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	18
Resolutions	Resolutions written & processed	8
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	17
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	3
Contracts & Agreements	Contracts & Agreements approved & executed	25
Elections Administration	Elections ordered and coordinated May 7, 2022, Special Election and June 11, 2022, Runoff Election	2
Deeds / Easements	Deeds / Easements, executed & recorded	3
Annexations	prepared & recorded	5
Public Improvement Districts	Petitions received, approved, and executed	1
Alcohol Permits	Alcohol permits processed new, certificate or renewed	33
Bids	Bids advertised, received, tabulated, awarded, recorded	3
Records Management Program	Boxes of documents destroyed in accordance with records retention schedule (Destruction Date scheduled for July 29, 2022)	0
Records Management Committee	Responsible to administer the RMC meetings to discuss certain topics related to records management. First meeting for the year held on March 23, 2022	1
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	316



MEMO

ATTENDED COMMUNITY & COMMITTEE MEETINGS

Chamber of Commerce Monthly Meetings
Small Business Coffee Meetings
Council Meetings and Workshops
Park and Tree Advisory Committee Meetings
2022 Sesquicentennial Committee Meetings

ATTENDED CITY EVENTS

Leadership Manor Class #2 Graduation Ceremony (Graduate)
Manor Palooza
Golf Tournament Engagement
Manor Police Banquet
City Manager Meet & Greet
*Coordinated Free Community Shred Day Event for 3rd year

OTHER

- Implemented Just FOIA online portal for our open records request – easy to use records requests software for staff and the community.
- Received the Municipal Clerks Office Achievement of Excellence Award for 2022-2024 for second year from the Texas Municipal Clerks Association, Inc.