



# MEMO

To: Mayor and City Council Members  
 From: Lluvia T. Almaraz, City Secretary  
 Date: June 21, 2023  
 Re: **May 2023**

## City Records Obtained and Processed:

ACTIVITY	DESCRIPTION	January	February	March	April	May
City Council Agendas	City Council meetings & workshop agendas prepared & posted in accordance with Local Government Code.	4	5	3	4	4
Council Minutes	Minutes recorded, prepared, approved, archived	4	5	3	4	3
Ordinances	Ordinances written, processed, &/or published and forward to Municode for Code Supplement	0	6	4	3	5
Resolutions	Resolutions written & processed	0	3	5	3	7
Proclamations/Recognitions	Proclamations & Recognitions, written & presented	0	2	2	1	4
Bids	Bids advertised, received, tabulated, awarded, recorded	1	0	0	0	0
Boards & Commissions appointments	Board appointments implemented & completed; appointments recorded	4	0	0	1	0
Contracts & Agreements	Contracts & Agreements approved & executed	2	1	14	10	8
Open Records Requests	Number of Open Records Requests processed (within 10 days as required)	64	32	47	38	41

### COUNCIL MEETINGS

- Council Regular Meetings – May 3<sup>rd</sup> and May 17<sup>th</sup>
- Council Special Meeting and Workshop – May 24<sup>th</sup>
- Manor Public Facility Corporation – May 31<sup>st</sup>

### TRAINING/OTHER MEETINGS

- Records Management Committee – May 9<sup>th</sup>
- Chamber Luncheon – May 11<sup>th</sup>



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- TMCA – Capital Chapter – May 12<sup>th</sup>
- TML Region 10 – Legislative Briefing -May 17<sup>th</sup>
- METT Business Summit – May 18<sup>th</sup>
- City of Manor Day Event at the Capitol – May 19<sup>th</sup>
- TMCA –My Community with the Technology Webinar – May 22<sup>nd</sup>

## **COMMUNITY EVENTS**

- Manor Palozza – May 5<sup>th</sup> – 6<sup>th</sup>
- Manor Community Salutes – May 23<sup>rd</sup>

## **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.