

City Secretary's Office

November 2024

Monthly Report

AGENDA PROCESSING

The City Secretary's Office is responsible for preparing agendas and postings for all City Council Regular and Special Meetings, as well as for city boards, commissions, and corporations. The total number of agendas processed for the month:

Animal Advisory Board	0 Agenda Packet
Heritage Preservation Committee	0 Agenda Packet
Planning & Zoning Commission	1 Agenda Packet
Type A EDC	1 Agenda Packet
Type B EDC	0 Agenda Packet
City Council	1 Agenda Packet

MINUTES

The City Secretary is responsible for attending all City Council Regular and Special Meetings, as well as all city boards, commissions, and corporations.

Meetings Attended	Minutes prepared	Minutes Approved
3 meetings	3 sets	3 sets

RESOLUTIONS & ORDINANCES

The City Secretary's Office is responsible for the security of all official City records including Resolutions and Ordinances. Additionally, it is the City Secretary's responsibility to ensure those Resolutions and Ordinances are executed, certified, and published, when appropriate. It is also the responsibility of the City Secretary to ensure all City Council Ordinances presented to Council have been certified and made available for review by the public. The City Secretary's Office must coordinate with the local adjudicated newspaper to publish Ordinance summaries when legally required.

Resolutions	Ordinances	Proclamations
Total-2	Total-0	Total- 0

CONTRACTS AND AGREEMENTS PROCESSED:

The City Secretary works closely with the City Council and is responsible for processing follow-up documentation. Management of these documents include contracts and agreements, and it is the responsibility of the City Secretary's Office to obtain signatures, distribute originals, log, scan, and file.

Agreements/Contracts

1 new agreement

LEGAL

The City Secretary works directly with the City Attorney, Bond Attorney, Texas Attorney General's

Office, Texas Secretary of State, Texas Ethics Commission, etc.

COMMITTEES/COMMISSIONS/CORPORATIONS

The City Secretary's Office is responsible for maintaining Appointed Committee/Commission/Corporations Rosters and ensuring that all information is current and up to date for each. Listed below are the number of current Appointed City Committees/Commissions/Corporations, including the number of alternates and vacancies that may exist.

Animal Control Advisory Board	5 Members
Heritage Preservation Committee	5 Members
Planning & Zoning Commission	9 Members
Type A Economic Development Corporation	9 Members
Type B Economic Development Corporation	9 Members
Zoning Board of Adjustment	7 Members
Library	Members
	Members

ELECTION

The City Secretary has started the process of preparing for the May 2025 Election. The website will be updated with the legal requirements and the first posting for the website and bulletin board. These first steps will be completed in November. The candidate packets will be ready at the end of December.

The positions up for re-election:

Mayor, Place 1, and Place 3.

RECORDS

The City Secretary's office is entrusted with maintaining the official records of the city, which encompass ordinances, resolutions, contracts, deeds, easements, and various other legal documents. Additionally, the office oversees the city's records management program, ensuring compliance across all departments. Currently, the City Secretary is actively involved in digitizing documents and integrating them into Paperfiche, a digital document management system. **Update: Instructions will shortly be sent out to all department heads on how to prepare for the January/February Records Inventory.**

CUSTOMER SERVICE TO THE CITIZENS

The City Secretary's Office staff strives to provide timely and responsible customer service to the citizens of Joshua.

MEETINGS/TRAINING/INFORMATION

- City Manager Staff Meeting
- City Manager/Mayor Agenda Review
- Christmas Party/Red Door Ranch Meeting
- TMCA Board Meeting
- Texas SOS Webinar-Election

Upcoming Events involving the City Secretary:

Planning of the City Christmas Party- December 06, 2024

January 22-24, 2025- the City Secretary will serve as an instructor on Elections at the Texas Municipal Clerks Association conference. Normally there are around 500 attendees. In exchange for presenting, the City's registration fee will be waived, and the City Secretary will receive full credit toward recertification.

March 5, 2024-Public Information Event with the Texas Attorney General's Office.

