

# City Secretary's Office – April 2025 Monthly Report

## AGENDA PROCESSING

- **Total Agendas Prepared: 5**
    - Animal Advisory Board: 0
    - City Council: 1
    - Heritage Preservation Committee: 0
    - Planning & Zoning Commission: 1
    - Type A EDC: 1
    - Type B EDC: 1
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## CITY MEETING SUPPORT

- **Meetings Attended: 4**
  - **Minutes Prepared: 4**
  - **Minutes Approved: 5**
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## ELECTIONS

- **Election-Related Activities (Trainings/Updates):**
    - Secretary of State – Elections Webinars: 3
      - Public Information, Ballot Secrecy, and How to Prepare for Election-Related Public Information Requests
      - Convening the Signature Verification Committee and Early Voting Ballot Board
      - Qualifying Voters at the Polling Place
  - **Upcoming Election:**
    - **Election Day:** November 4, 2025- Possible
    - **Election Day:** May 02, 2026
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## LEGISLATIVE DOCUMENTS

- **Resolutions Processed: 0**
- **Ordinances Processed: 0**

The City Secretary is responsible for managing the Code of Ordinances and ensuring that the ordinances are submitted to General Code, which has partnered with the City to make the Code of Ordinances accessible online to all interested parties. The Code can be accessed at any time via the internet.

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## CONTRACTS & AGREEMENTS

- **New Contracts/Agreements Processed: 2 (Community Leasing and Railroad Pavement)**

The City Secretary is responsible for ensuring that all agreements are properly signed by all relevant parties, filed with the county when required, and that fully executed copies are distributed to all involved individuals or entities.

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## **LEGAL**

- **Proclamations Issued: 0**
  - **Coordination with:**
    - City Attorney, TML Legal, Texas Attorney General, Secretary of State, Texas Ethics Commission
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## **BOARDS, COMMISSIONS & CORPORATIONS**

- **Roster Maintenance:** Updated for all boards
  - **Membership Totals:**
    - Animal Control Advisory Board: 6 Members
    - Heritage Preservation Committee: 5 Members
    - Planning & Zoning Commission: 9 Members
    - Type A EDC: 9 Members
    - Type B EDC: 9 Members
    - Zoning Board of Adjustment: 5 Members
    - Library Board: 4 Members
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## **RECORDS MANAGEMENT**

- **Current Projects:**
  - Ongoing document digitization and integration into Laserfiche
  - Preparing documents for destruction soon.
  - Updated the Zoning Map and had copies made for different departments

The City Secretary's Office oversees the records management program. The records management program provides for the identification, maintenance, retention, security, disposition, and preservation of City records. The program is established by State law and city code.

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## **CUSTOMER SERVICE**

The City Secretary provided daily general support and assistance to the citizens of Joshua, as well as to various entities and organizations, ensuring effective communication and responsive service.

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## ▣ TRAINING & INFORMATION SESSIONS ATTENDED

- Joshua United meeting with the Pastors of Joshua
- Local Government: Going from Augmentation to Automation in Government Writing
- Legislative Webinar with TML Legal
- Power of Laserfiche
- Secretary of State Election Webinar
- Public Information and Laserfiche
- How does Legislative Work
- City Hall to the Capital

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## ▣ CENSUS DATA (Filed)

- **Single-Family Homes Added:** 10
- **Total Valuation:** \$5,205,490.00

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## ▣ SOCIAL MEDIA and WEBSITE

- **Facebook Followers:** 8,873
- **Views:** 191,751 **Reach:** 42,443

### **Sample Comment-**

Thank you guys!! Negotiating services with a third party and trying to make 3,000+ households happy is not always easy. Keep up the good work!

The City Secretary continues to oversee the City's website to ensure accurate, up-to-date, and accessible information for the public. While each department is responsible for managing the content on their respective pages, the City Secretary maintains the main landing page, the City Secretary page and provides support to other departments as needed. Assistance may include formatting updates, uploading documents, or troubleshooting content-related issues to ensure consistency and professionalism across the site.

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## **E-NEWSLETTER DISTRIBUTION**

- A weekly e-newsletter was prepared and distributed every Friday throughout the month. Each edition included timely updates, announcements, and relevant community information, helping to maintain consistent communication and engagement with subscribers.

- Total Contacts-981



## Permits/Licenses

- **All Alcoholic Beverage Permits are up to date.**
- **Special Event Application- 1 application submitted and approved (Spring on Main)**

The City Secretary's Office is responsible for the issuance of certain permits and licenses for various operations within the city. This includes the processing of alcoholic beverage license applications, in compliance with the Texas Alcohol and Beverage Commission, Alcoholic Beverage Permit, and Event Applications.



## PUBLIC INFORMATION REQUESTS

- Requests Filed: 29 – TX Attorney General Letters: 2 Responses

<a href="#">AG Response-2025-011614</a>	<a href="#">Pirisino-Police Records</a>
<a href="#">AG Response-2025-013123</a>	
<a href="#">Bailey-Police Response</a>	<a href="#">Reyes-Permitting Records</a>
<a href="#">Barron-Police Records</a>	
<a href="#">Bartholomew-Permitting Records</a>	<a href="#">Rodriguez- Police Records</a>
<a href="#">Caywood-Police Records</a>	<a href="#">Rodriguez-Permitting Records</a>
<a href="#">CPS-Police Response</a>	
<a href="#">Dale-Permitting Records</a>	<a href="#">Rugas-Permitting Records</a>
<a href="#">Dowding-Police Records</a>	
<a href="#">Farris- Police Records</a>	<a href="#">Schiellerd-Police Response</a>
<a href="#">Guzman-Police Records</a>	<a href="#">Texas AG letter- Zeng</a>
<a href="#">Hart-HR Records</a>	
<a href="#">LexisNexis-Police Records</a>	<a href="#">Willing- Police Records</a>
<a href="#">LexisNexis-Police Response</a>	
<a href="#">Melendez-Police Records</a>	<a href="#">Willing-Police Records</a>
<a href="#">Metropolitan-Police Records</a>	<a href="#">Wright- Police Records</a>
<a href="#">Metropolitan-Police Records (2)</a>	
<a href="#">Parrott-Permitting Records</a>	<a href="#">Zangare-Police Records</a>
<a href="#">Perez-Permitting Records</a>	<a href="#">Zangare-Police Records (2)</a>

In addition to the duties listed above, the City Secretary serves as custodian of the City corporate seal; attests the Mayor's signature on all official documents; publishes legal ads and notices for the City; oversees the codification, supplement and distribution of the Code of Ordinances; maintain the official records of the city

including minutes, ordinances, resolutions, contracts, and other legal documents; posts all legal notices and agendas; accept claims filed against the city; perform such other duties as may be required by the Joshua City Council, City Manager, City Charter or State and Federal law; oversees the City Secretary's Department Budget; and serves on the City's Management Team.