

City Secretary’s Office

December 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	0 Agenda Packet
Type A EDC	0 Agenda Packet
Type B EDC	0 Agenda Packet
City Council	2 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
2 meetings	2 sets	2 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-1	Total- 1

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

4 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

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 -DECEMBER

- Yellow Rose TMCA Meeting
- TMCA Election Meeting
- Christmas Party Event
- Texas - Future of Tariffs Meeting
- Texas SOS Webinar-Election

Upcoming Events

January 16, 2025 - TML Legislative Update Webinar

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.

March 16, 2025 - TML Legislative Update Webinar

April 3, 2025 - TML Legislative Update Webinar

May 1, 2025- TML Legislative Update Webinar

May 03, 2025- Election Day

ELECTION INFORMATION

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. The candidate packets will be ready at the end of December.

2025 Important Dates

First Day to File for a Place on the General Election Ballot	January 15, 2025
Last Day to Order General Election or Special Election	February 14, 2025
Last Day to File for a Place on the General Election Ballot	February 14, 2025, at 5:00 p.m.
Last Day to Register to Vote	April 3, 2025
First Day of Early Voting by Personal Appearance	April 22, 2025
Last Day to Apply for Ballot by Mail (Received, not Postmarked)	April 22, 2025
Last Day of Early Voting by Personal Appearance	April 29, 2025
Last day to Receive Ballot by Mail	May 3, 2025 (Election Day) at 7:00 p.m.

The Ordinance calling the election and the contract with Joshua ISD will be presented to council during the January Regular Meeting.

Public Information Request

November and December:

AG Certification-Dial	LexisNexis-Police Records (5)	Acosta-Police Records	Metropolitan-Police Records
Allen-Police Records	LexisNexis-Police Records (6)	Bartholomew-Permitting Records	Mireles-Police Records
Alvarado-Code Records	LexisNexis-Police Records (7)	Bell-Police Records	Ortiz-Police Records
Alvarado-Unknown Records	LexisNexis-Police Records (8)	Doggett-Police Records	Parrott-Permitting Records
Bassett-Police Records	LexisNexis-Police Records (9)	Doggett-Police Records (2)	Reflotal-Police Records
Camp-Permitting Records	LexisNexis-Police Records_002	Dunn-Police Records	Zangara-Police-Hr Records
Cassidy-Police Records	Lindsey-Fire Record	Dunn-Police Records (2)	Zangara-Police-Hr Records (2)
Christian-Code Records	Malsion-Police Records	Ellis-HR-Police Records	Zangara-Police-Hr Records (3)
Darst-Police Records	Marshall-Police Records	Flynn-Police Records	Zangara-Police-Hr Records (4)
Engle-HR Records	Martin-Police Records	Fort-Police Records	Zangara-Police-Hr Records (5)
Ford-HR Records	Monge-Police Records	Gnyowner-Police Records	Zangara-Police-Hr Records_002
Ford-HR Records (2)	Parrott-Permitting Records	Kornfeld-Police Records	Zeng-Police Records
Hawker-Police Records	Ramos-Police Records	Leonard-Police Records	Zeng-Police Records (2)
Hicks-Police Records	Rugas-Permitting Records	LexisNexis-Police Records	
LexisNexis-Police Records	Scoles-Police Records	LexisNexis-Police Records (2)	
LexisNexis-Police Records (10)	Texas AG-Ruling Records	LexisNexis-Police Records (3)	
LexisNexis-Police Records (11)	TWC-HR Records	LexisNexis-Police Records (4)	
LexisNexis-Police Records (2)	TX AG-Certification Records	LexisNexis-Police Records (5)	
LexisNexis-Police Records (3)	TX AG-Ruling Records	Luna-Code Records_001	
LexisNexis-Police Records (4)	Wilson-Police Records	Melissa-Police Records	

CENSUS Information Filed:

3. NEW HOUSING UNITS			
a. Were there any building permits issued for new housing units during this period?			
<input type="checkbox"/> Yes, enter data below. <input checked="" type="checkbox"/> No, stop and return this form. Your report is important even if no permits were issued.			
Type of Structure	Total Number of		Total Valuation of Construction (\$ value - omit cents) (3)
	Buildings (1)	Housing Units (2)	
101 b. Single-family houses, detached and attached (must meet the following criteria: no unit above or below the other; wall extends from ground to roof; and, separate utilities for each unit) [Exclude manufactured HUD-inspected homes.]			
103 c. Two-unit buildings			
104 d. Three- and four-unit buildings			
105 e. Five-or-more unit buildings			

Facebook Followers- 8,495

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