

City Secretary's Office
February 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 of February:

Animal Advisory Board	0 Agenda Packets
Heritage Preservation Committee	0 Agenda Packets
Planning & Zoning Commission	0 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A EDC	1 Agenda Packet
Type B EDC	1 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.

November 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.

December Resolutions	December Ordinances
Total- 1	Total- 3

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.

December Agreements/Contracts

3 new agreements

PROCLAMATIONS

1. Assembly of God 50th Year Anniversary

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
Tax Increment Financing Board	5 Members
Type A Economic Development Corporation	9 Members
Type B Economic Development Corporation	9 Members
Zoning Board of Adjustment	7 Members
Library	4 Members

Total of current members: 53

Total of vacancies: 1

ELECTION

City elections are administered by the City Secretary, which includes preparation and publication of all official notices and orders, preparation for election officials and polling places, and the receipt and filing of all candidate forms and reports. The city secretary also serves as the early voting Clerk. The City Secretary is in preparation for Special Election to be held on May 4, 2024. An Ordinance will be presented to the City Council on March 21, 2024 to cancel the General Election.

RECORDS

The City Secretary's Office maintains the official records of the city including ordinances, resolutions, contracts, deeds, easements, and other legal documents. Also responsible for the city's records management program (all departments). The City Secretary is in the process of placing all documents from the City Secretary's Office into Laserfiche.

PUBLIC INFORMATION REQUEST

The City Secretary's Office received Sixty-two (62) requests for Copies of Public Records for the month of February 2024.

- | | | |
|-------------------------------------|-------------------------------|--------------------------------|
| Atwood-Public Works Records | Horrice-Police Records | McKay-Police Records |
| Boser-Code Reports | Humphries-Police Records | Mclarry-Police Records |
| Christen-Police Records | Huse-Police Documents | Mclarry-Police Reports |
| Conklin-Police and Fire Records | Jamison-Police Records | Menzel-Court Records |
| Copley-Code Records | Kircher-Police Records | Mongrum-Police Records |
| Couchenour-Police Records | LexisNexis-Police Records | Parrott-Permit Records |
| Couch-Police Records | LexisNexis-Police Records (2) | Riddell-Code Records |
| Couch-Police Records (2) | LexisNexis-Police Records (3) | Schroer-Police Reports |
| Couch-Police Records (3) | LexisNexis-Police Records (4) | Sharp-Police Records |
| Couch-Police Records (4) | LexisNexis-Police Records (5) | Slyke-Police Records |
| Couch-Police Records (5) | LexisNexis-Police Records (6) | Teixeira-Police Reports |
| Couch-Police Records (6) | LexisNexis-Police Records (7) | Tomlinson-Police Records |
| Couch-Police Records (7) | LexisNexis-Police Records (8) | Trussell-Police Reports |
| Couch-Police Records (8) | LexisNexis-Police Records (9) | Vaniotis-Police and AC Records |
| Couch-Police Records (9) | LexisNexis-Police Records(10) | |
| Couch-Police Records(10) | LexisNexis-Police Records(11) | |
| Cross-Permit Reports | LexisNexis-Police Records(12) | |
| Darst-Police Records | LexisNexis-Police Records(13) | |
| Dominguez-Police Reports | LexisNexis-Police Records(14) | |
| Espinoza-Police Records | LexisNexis-Police Records(15) | |
| Espinoza-Police Records (2) | LexisNexis-Police Records(16) | |
| Fowler-Police Records | Mangrum-Police Records | |
| Gunn-Police-Animal Control Recor... | Mathis-Police Records | |
| Hickey-Police Records | | |
| Holmes-Permit Reports | | |

The Office of the City Secretary processes local alcohol applications and permits to ensure compliance with all local ordinances and regulations.

December

18 Active licenses in the City

FEDERAL AND STATE REPORTS The City Secretary's Office is responsible for filing monthly and annual reports on behalf of the City. The following reports were filed in February

- Monthly Census
- Annual Census Report
- State Energy Conservation Annual Report

CUSTOMER SERVICE TO THE CITIZENS

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

ADDITIONAL RESPONSIBILITIES:

Other responsibilities include posting of all legal notices and administering the oath of office to city officials and board members. This office also provides administrative support for the Mayor, City Council, City Manager, citizens, and other staff as needed. In addition, responsible for the City's social media page and the city website.

NEWSLETTER

A weekly E-Newsletter is sent out every Friday unless it is a short week.

ADDITIONAL MEETINGS/TRAINING/INFORMATION

Texas Secretary of State Elections Division-Five (5) Live Webinars

Staff Meetings-Three (3)

Chamber Luncheon-One (1)

Open Records for Police Departments-Live Webinar-One (1)

Worked in Pelican Bay on February 22, 2024 to assist City Secretary with setting up records program.

Johnson County Elections Office-Picked up Mail in Ballot Applications

Worked with Kim Henderson, Chamber President several times throughout the month helping set up a constant contact and first newsletter.

Filed Applications for City Awards:

- Municipal Excellence Award
- Municipal Clerks Office Achievement of Excellence Award