

City Secretary's Office
August 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	1 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
meetings	5 sets	5 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
Total-	Total-4

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	6 Members
	4 Members

Total of current members: 54

Total of vacancies: 3

ELECTION

The city of Joshua currently relies on Johnson County for renting the required election equipment. Recently, the City Secretary has been informed that the county will cease renting out their equipment, prompting the city to explore alternative solutions. In response, the City Secretary has obtained quotes for purchasing election equipment and intends to include the necessary funds in the proposed budget. This proactive step ensures that the city can conduct future elections smoothly and independently, despite the change in rental availability from the county. Update: The City Secretary has been notified that the county will continue renting the automark.

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 Laserfiche, a digital document management system. **In the month of August, 39 boxes of records were destroyed. That is approximately 95,000 sheets of paper.**

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.

- Monthly Census
- 380 Agreement- Whataburger
- 1295 Form- Whataburger

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:

Manager, citizens, and other staff as needed. In addition, responsible for the City's social media page and the

Additional Information

- The City Board Training has been canceled-taken out of the budget for 2024-25.

MEETINGS/TRAINING/INFORMATION

- Records Management Seminar-Waco
- Texas Municipal Clerks Association Meeting
- Athenian Dialogue
- Servant Leadership - Webinar
- Texas Secretary of State-Elections-Webinar
- Community Enrichment Center Volunteer Day
- AI for City Secretaries
- North Texas Municipal Clerks Association Meeting
- Laserfiche Upgrades Meeting

Special Projects

Several boxes were found in the attic at the parks building, mainly very old records of the fire department and of the city council meetings. The City Secretary inventoried all the boxes, processed, and added to the archive records.

Four large boxes were located in the Chamber of Commerce Office. The City Secretary was asked to review the files. Many old records of early settlers of Joshua was included in the files. The files were donated to the Johnson County Museum.



Public Information Request

Albo-Police Records

AppliedGroup-Police Records

Ballard-Police Records

Black-Police Records

Bomer-HR Records

Bradford-Code Records

Byrd-Police Records

Camp-Permitting Records

Collins-Police Records

CPS-Police Records

CPS-Police Records (2)

Dashel-Police and Fire Records

Delgado-Police Records

Harris-Police Records

HuguleyPsyClinic-Police Records

Johnson-Police Records

Jones-Police Records

Keefer-Police Records

Latoski-Police Records

Latoski-Police Records (2)

Leake-Fire Records

LexisNexis-Police Records

LexisNexis-Police Records (10)

LexisNexis-Police Records (2)

LexisNexis-Police Records (3)

LexisNexis-Police Records (4)

LexisNexis-Police Records (5)

LexisNexis-Police Records (6)

LexisNexis-Police Records (7)

LexisNexis-Police Records (8)

LexisNexis-Police Records (9)

Lozano-HR Records

Manning- Police Records

Metropolitan-Police Records

Morales-Police Records

Ovalle-AC Records

Ovalle-Police Records

Parrott-Permitting Records

Parrott-Permitting Records (2)

Pintor-Police Records

Pitts- Police Records

Roberson-Police Records

Schaub-Permitting Records

Silva-Permitting Records

Venkatesha-Police Records

Waldrip-HR Records

Winkelman-Police Records

Zangare-HR Records

Zeng- CS Records