

City Secretary's Office September

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	1 Agenda Packet
Heritage Preservation Committee	0 Agenda Packet
Planning & Zoning Commission	1 Agenda Packet
Type A EDC	0 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.

Meetings Attended	Minutes prepared	Minutes Approved
4 meetings	4 sets	4 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- 0	Total-4	Total- 2

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

2 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

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

- City Secretary Holloway has been asked and agreed upon to be a speaker for an hour long session at the upcoming Election Seminar. There is no cost of the seminar to the City since I agreed to speak. The City will only be out traveling expenses and full credit will be received for recertification.

MEETINGS/TRAINING/INFORMATION

- Texas Secretary of State-Elections-Webinar
- North Texas Municipal Clerks Association Meeting
- (2) Laserfiche Upgrades Meeting

The City Secretary's Office recently had the pleasure of hosting the Joshua Adventist School Field Trip! We arranged for the students to engage with several important departments, including the Fire Department, Police Department, and City Hall. In addition, Mayor Kimble greeted each person with a handshake and a special token from the city.

During their visit to City Hall, the Development Services team shared insights about the importance of permitting, while the Municipal Court explained the court process. Code Enforcement highlighted the significance of maintaining community standards, and our office presented an engaging video to help the children understand the voting process.

To cap off the day, the students enjoyed a fun scavenger hunt throughout City Hall. Everyone had a wonderful time, and both parents and teachers were delighted with the experience!



Public Information Request

AG Letter-Crawford	
AG Letter-Crawford (2)	Jones-Police Records
Apollo-Police Records	Kimsey-Police Records
Barry-Police Records	LexisNexis-Police Records
Bartholomew-Permitting Records	LexisNexis-Police Records (2)
Bermea-Police Records	LexisNexis-Police Records (3)
Byrd-Police Records	LexisNexis-Police Records (4)
Camp-Permitting Records	LexisNexis-Police Records (5)
Dial-All City Dept Records	LexisNexis-Police Records_002
Dial-FD Records	LexisNexis-Police Records_003
Dulaney-Permitting Records	Metropolitan-Police Records
French-Police Records	Morgan-CS Records
Hicks-Police Records	Neal-Police Records
Holmlund-Police Records	Orr-French
Infonet-Police Records	Parrott-Permitting Records
JoCoProbation-Police Records	Rugas-Permitting Records

Waynesburg, PA 15370

Dear Joshua City hall,

My Name is Joshua and I am an 8th grader in the West Greene School District. Our school is located outside the little town of Rogersville, PA. For a school project, we were asked to write to a town that has our name in it.

I picked Joshua City hall because you were the most relevant with my name and I've really always wanted to go to Texas. I do have a couple of questions about your town and Hall, who is your town named after? Our town is named after one of our earliest settlers, John Rogers. How did Joshua City Hall come together? If you could answer these, I'd really appreciate it.

Thank you for taking the time to read my letter, I know you're very busy but, if you could write back, or send some gear that'd be great. I hope you have a great day!

yours truly,

Joshua Collins



Alice Holloway,
TRMC, MMC
City Secretary
Joshua City Hall
101 S. Main Street
Joshua, Texas 76058
817-556-0603

Dear Joshua,

I hope you're doing well! I'm excited to share a little history about the City of Joshua, Texas. Joshua may seem like a small town, but it has a rich history that's really cool to learn about.

The City of Joshua is located in Johnson County, Texas, and has been around for quite a while! It was officially established in 1881 when the Atchison, Topeka, and Santa Fe Railway came through this area. In those days, the town was a stop for trains traveling across Texas, and it quickly began to grow. Before it was named Joshua, it was actually called "Caddo Grove." However, when the post office was established, they changed the name to Joshua, named after a biblical figure!

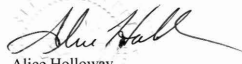
Back in the early days, Joshua was mainly a farming community, with many families growing crops like cotton, corn, and wheat. The people here worked hard, and the town became a place where neighbors helped each other and looked out for one another. That spirit of community is still strong today!

Joshua's population has grown over the years, but it still keeps that friendly, small-town feel. Now, instead of just farms, Joshua has schools, parks, and businesses, making it a great place for families. You might also be interested to know that Joshua is known for its love of sports and its tight-knit school community.

Today, Joshua is a mix of the old and new. There are still farms, but there are also new buildings, homes, and more people moving here every year. Even though the town has changed a lot, people in Joshua are proud of their history and their city.

I hope you enjoyed learning a little bit about the city that shares your name. Maybe one day, you will get to visit and become part of Joshua's history too!

Best wishes,


Alice Holloway
City Secretary
City of Joshua