

City Secretary's Office
January 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 January:

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	0 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.

January 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.

December Resolutions	December Ordinances
Total- 0	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 to obtain signatures, distribute originals, log, scan, and file.

December Agreements/Contracts

1 new agreements

PROCLAMATIONS

1. Glazewold's Family Christmas Recognition

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 the May 2024 Election and possible a special election. Documentation and postings are prepared and ready for posting dates. The filing deadline to be on the ballot is February 16th at 5:00 pm. The City Secretary's Office will be opened on **Friday, February 16th until 5:00 pm.**

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).

PUBLIC INFORMATION REQUEST

The City Secretary's Office received thirty-five (35) requests for Copies of Public Records for the month of January 2024.

-  Canon-Contract Records
-  Collins-Fire Records
-  Councenour-Police Records
-  CPS-Police Records
-  CPS-Police Records (2)
-  Escobedo-Police Records
-  Forest Hill PD-Police Records
-  Fort Worth PD-Police Records
-  Hernandez-Accident Report
-  Honeywell-Permitting Documents
-  LexisNexis-Accident Report
-  LexisNexis-Accident Report (2)
-  LexisNexis-Accident Report (3)
-  LexisNexis-Accident Report (4)
-  LexisNexis-Accident Report (5)
-  LexisNexis-Accident Report (6)
-  LexisNexis-Accident Report (7)
-  LexisNexis-Accident Report (8)
-  LexisNexis-Accident Report (9)
-  LexisNexis-Accident Report (10)
-  LexisNexis-Orr
-  LexisNexis-Police Records
-  LexisNexis-Police Records (2)
-  Lopez-Police Records
-  Parrott-Permit Documents
-  Ramirez-Police Records
-  Roberts-Police Documents-Attorn...
-  Rugas-Permit Documents
-  Scibek-Police Records
-  Smith-Police Records
-  Smith-Police Records (2)
-  Speer-Police Records
-  Standifer-Police Records
-  Texas Dept. Licensing-Police Records
-  Zink-Police Records

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

January

17 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 October

- Monthly Census
- Texas Demographic Annual Population/Annexation Report
- Texas Demographic Annual Building Permit Report
- North Texas Council of Government Annual Population/Permit 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 social media page, website, Christmas party and outdoor decorations at city hall.

NEWSLETTER

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

SPECIAL EVENT PERMIT

1. Joshua Christian Academy-April 19, 2024 at Joshua City Park

SPECIAL PROJECTS

The City Secretary will be working with the City Secretary at the City of Pelican Bay on February 22, 2024 assisting with setting up a Records Program.