

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 of November:

| | |
|---------------------------------|------------------|
| Animal Advisory Board | 1 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 |
|----------------------------|------------------|------------------|
| 4 meetings | 4 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- 3 | 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.

December Agreements/Contracts

2 new agreements

PROCLAMATIONS

1. Julie Pool 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 will be prepared in January.

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 twenty-two (22) requests for Copies of Public Records for the month of December 2023.

| Requested Date | Requestor | Documents | Date Released | AG Letter | Cost | Notes |
|----------------|---------------------|-----------------------|---------------|-----------|------|---------------------|
| 12/1/2023 | Chris Parrott | Development Service: | 12/5/2023 | No | | 0 Report Emailed |
| 12/4/2023 | Charles Rod Stewart | Police Report | 12/5/2023 | No | | 0 Report Emailed |
| 12/5/2023 | Chyna Henderson | Animal Control Report | 12/5/2023 | No | | 0 No Document Found |
| 12/8/2023 | Troy Major | Police Report | 12/18/2023 | No | | 0 Report Emailed |
| 12/11/2023 | LexisNexis | Accident Report | 12/11/2023 | No | | 0 No Document Found |
| 12/11/2023 | Diann Brotzman | Police Report | 12/11/2023 | No | | 0 No Document Found |
| 12/12/2023 | Kelsey Vaudrin | Police Report | 12/12/2023 | No | | 0 No Document Found |
| 12/14/2023 | Ruth Kim | Police Report | 12/14/2023 | No | | 0 No Document Found |
| 12/10/2023 | Jessica Simonis | Accident Report | 12/14/2023 | No | | 0 No Document Found |
| 12/18/2023 | Janie Rugas | Development Service: | 12/18/2023 | No | | 0 Report Emailed |
| 12/18/2023 | Richard Enoch | Birth Certificate | 12/19/2023 | No | | 0 No Document Found |
| 12/20/2023 | Shane Johnston | Development Service: | 12/22/2023 | No | | 0 No Document Found |
| 12/20/2023 | Christopher Davis | Police Report | 12/21/2023 | No | | 0 Emailed Report |
| 12/20/2023 | Devon VonDrak | Police Report | 12/21/2023 | No | | 6 Report Picked Up |
| 12/21/2023 | Gabino Reyes | Police Report | 12/21/2023 | No | | 0 Report Picked Up |
| 12/19/2023 | Livier Gonzalez | Police Report | 12/22/2023 | No | | 0 Emailed |
| 12/21/2023 | Claire Townsend | HR Report | 1/8/2024 | No | | 0 Emailed Report |
| 12/22/2023 | Koushik | Development Service: | 1/2/2024 | No | | 0 No Document Found |
| 12/24/2023 | Gwen Young | City Secretary Report | 1/2/2024 | No | | 0 Emailed Report |
| 12/27/2023 | Brian Bledsoe | Police Report | 1/3/2024 | No | | 0 Emailed Report |
| 12/27/2023 | Rose Brant | Police Report | 1/3/2024 | No | | 0 Canceled Request |
| 12/27/2023 | Robert Causey | Police Report | 1/8/2024 | No | | 0 Emailed Reports |

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

December

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's social media page and the city website.

NEWSLETTER

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

Assistant City Secretary Duties:

Process routine public information request

Post and remove Agenda's from bulletin board

Setup Council Chambers for all meetings (computers, copies of agenda, TVs, etc.)

Clear each computer after meetings and send recording for time stamping for website.

Send all City documents for necessary signatures after each meeting (minutes, resolutions, etc.)

Scan and process city documents into Laserfiche. A total of 578 documents was uploaded December. In addition, a total of 2323 documents uploaded citywide.

Train employees on how to use Laserfiche, as needed.

Process the 2023 records retention files for storage and destruction in January. We currently have approximately **165** boxes of documents in archive storage.