

**City Secretary's Office**  
**October 2023 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 September:

Animal Control Advisory Board	1 Agenda Packet
Heritage Preservation Committee	0 Agenda Packet
Planning & Zoning Commission	0 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A Economic Development Corporation	1 Agenda Packet
Type B Economic Development Corporation	0 Agenda Packet
Zoning Board of Adjustment	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.

<u>October Meetings Attended</u>	<u>Minutes prepared</u>	<u>Minutes Approved</u>
3 meetings	3 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 must coordinate with the local adjudicated newspaper to publish Ordinance summaries when legally required.

<u>October Resolutions</u>	<u>October Ordinances</u>
Total- 2	Total- 0

**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.

October Agreements/Contracts

5 new agreements

**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 Secretary. The City Secretary is in preparation for the May 2024 Election. Documentation and postings begin in December for the office. **Update: The City Secretary is in preparation of the possibility of one general election and two special elections for May 2024.**

## RECORDS MANAGEMENT

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).

### October

Over 7000 pages uploaded into Laserfiche.

## PUBLIC INFORMATION REQUEST

The City Secretary's Office received twenty-six (26) requests for Copies of Public Records for the month of October 2023. Out of the 26 request, the City Secretary requested three (3) determination from the Texas Attorney General's Office. The letters was uploaded electronically through their database.

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
10/2/2023	LexisNexis	Accident Report	10/2/2023	No		0 No Document Found
10/2/2023	LexisNexis	Accident Report	10/2/2023	No		0 No Document Found
10/2/2023	Linda Nichols	Accident Report	10/2/2023	No		6 Copy Released in Person
10/2/2023	Chris Parrott	Permitting Report	10/2/2023	No		0 Report Emailed
10/2/2023	LexisNexis	Police Report	10/3/2023	No		3.5 Mail Report
10/2/2023	Joyce DeMorest	Permitting Report	10/3/2023	No		0 Report Emailed
10/2/2023	Danica Butler	Police Report	10/3/2023	No		0 Report Emailed
10/3/2023	Marty Duchanoy	Police Report	10/3/2023	No		0 Report Emailed
10/6/2023	Chloe Young	Police Report	10/11/2023	No		0 No Document Found
10/10/2023	Amanda Caywood	Police Report		Yes		AG Letter Sent 10/12/23
10/12/2023	Raul Garcia Arellano	Police Report	10/16/2023	No		0 Copy Released in Person
10/12/2023	LexisNexis	Accident Report	10/12/2023	No		0 No Document Found
10/12/2023	LexisNexis	EMS Report	10/13/2023	No		0 No Document Found
10/16/2023	LexisNexis	Accident Report	10/16/2023	No		0 No Document Found
10/16/2023	Josephine Narvais	Police Report	10/16/2023	No		0 No Document Found
10/17/2023	Abigail Caywood	Police Report		Yes		0 AG Letter Sent 10/18/23
10/23/2023	LexisNexis	Accident Report	10/23/2023	No		0 No Document Found
10/23/2023	Christina Wilson-Padilla	Police Report	10/31/2023	No		0 No Document Found
10/24/2023	Metropolitan Reporting Bureau	Fire Report	10/24/2023	No		0 No Document Found
10/25/2023	William Porterfield	Police Report		Yes		0 AG Letter Sent 11/6/23
10/26/2023	Janine Rugas	Development Serv	10/30/2023	No		0 Report Emailed
10/27/2023	Dashel Robert	HR Salary Report	10/27/2023	No		0 Report Emailed
10/27/2023	Kevin Bandy	Police/EMS Report	11/7/2023	No		0 Report Emailed
10/27/2023	Chris Parrott	Development Serv	10/30/2023	No		0 Report Emailed
10/30/2023	Jetlyn Toledo	Development Serv	10/30/2023	No		0 No Document Found
10/30/2023	Roy D Olson	Accident Report	11/7/2023	No		0 Report Emailed

## LIENS

The City Secretary's Office is responsible for the preparation, filing, and releasing of all City Liens.

### October

**15 Active Liens Update: The City Secretary filed one new lien electronically with Johnson County Clerk's Office.**

## TEXAS ALCOHOLIC BEVERAGE COMMISSION

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

### October

17 Active licenses in the City

**The City Secretary is in process of sending out invoices for the 2024 alcohol permits.**

## CUSTOMER SERVICE TO THE CITIZENS

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

## **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

- Census
- Eminent Domain

## **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.

**The City Secretary attended the following seminars/training sessions/meetings:**

- North Texas Municipal Clerks Association- October 12, 2023
- Texas Municipal Clerks Association Seminar-October 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup>, 2023

