

**City Secretary's Office**  
**September 2023 Monthly Report**

**AGENDA PROCESSING**

The City Secretary 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	1 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A Economic Development Corporation	1 Agenda Packet
Type B Economic Development Corporation	2 Agenda Packet
Zoning Board of Adjustment	0 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>September Meetings Attended</u>	<u>Minutes prepared</u>	<u>Minutes approved</u>
5 meetings	5 sets	4 sets

**RESOLUTIONS & ORDINANCES**

The City Secretary 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>September Resolutions</u>	<u>September Ordinances</u>
Total- 2	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 to obtain signatures, distribute originals, log, scan, and file.

September Agreements/Contracts

16 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 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	

Total of current members: 49

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 2023 Election. Documentation and postings begin in December for the office.

## **RECORDS MANAGEMENT**

The city secretary 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).

### September

5,412 documents uploaded into Laserfiche. The total number of pages is over 10,000 pages.

## **PUBLIC INFORMATION REQUEST**

The City Secretary's office received thirty-eight (38) requests for Copies of Public Records for the month of September 2023.

## **LIENS**

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

### September

14 Active Liens

## **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.

### September

17 Active licenses in the City

## **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 hall.

