

City Secretary's Office
March 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	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	1 Agenda Packet
City Council	3 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.

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's Office to obtain signatures, distribute originals, log, scan, and file.

December Agreements/Contracts

1 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 Clerk. The City Secretary is in preparation for Special Election to be held on May 4, 2024.

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). The City Secretary is in the process of placing all documents from the City Secretary's Office into Laserfiche.

PUBLIC INFORMATION REQUEST

The City Secretary's Office received Thirty (30) requests for Copies of Public Records for the month.

 Bartholomew- Permitting Records

 Beck-Permitting Records

 Brown-Police Records

 Bumgarner-Police Records

 Callis-Permitting Records

 Chadwick-Police Records

 Cross-Permitting Records

 Culberson-Permitting Records

 Evans-Cost Estimate

 Evans-Permitting Records

 Gladney Adoption-Police Records

 Godsey Law Firm-Police Records

 Jackson-Police Records

 Keegan-Police Records


 King-Police Records

 Lewiston-Permitting Records


 Lewiston-Permitting Records

 Lopez-Police Record

 Malonson- Code Enf. Records

 Parrott-Permitting Records

 Pena-Police Records


 Pineiro-Police Records


 Porterfield AG Letter


 Richland- Fire Records


 Roberts-AG Response


 Rugas-Permitting Records

 Rumfield-Police Records

 Rush-Ordinance Records

 Sidas-Police Records

 Teixeira-Police Records

 Vaniotis-AC Records

SPECIAL EVENT APPLICATIONS PROCESSED

1. Joshua Christian Academy

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

December

18 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 February

- 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:

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.

ADDITIONAL MEETINGS/TRAINING/INFORMATION

Texas Secretary of State Elections Division-Two (2) Live Webinars

Staff Meetings-One (1)

Worked with Kim Henderson, Chamber President several times throughout the month helping set up a constant contact and their newsletter.

Texas Municipal Clerks Association- One Meeting (8 hours)-Grand Prairie