

**City Secretary's Office**  
**July 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 Packet
Heritage Preservation Committee	1 Agenda Packet
Planning & Zoning Commission	1 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.

Meetings Attended	Minutes prepared	Minutes Approved
meetings	5 sets	5 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.

Resolutions	Ordinances
Total-0	Total- 1

**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.

Agreements/Contracts

0 new agreement

**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	6 Members
Heritage Preservation Committee	5 Members
Planning & Zoning Commission	9 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: 54

Total of vacancies: 2

## **ELECTION**

The city of Joshua currently relies on Johnson County for renting the required election equipment. Recently, the City Secretary has been informed that the county will cease renting out their equipment, prompting the city to explore alternative solutions. In response, the City Secretary has obtained quotes for purchasing election equipment and intends to include the necessary funds in the proposed budget. This proactive step ensures that the city can conduct future elections smoothly and independently, despite the change in rental availability from the county. Update: The City Secretary has been notified that the county will continue renting the automark.

## **RECORDS**

The City Secretary's office is entrusted with maintaining the official records of the city, which encompass ordinances, resolutions, contracts, deeds, easements, and various other legal documents. Additionally, the office oversees the city's records management program, ensuring compliance across all departments. Currently, the City Secretary is actively involved in digitizing documents and integrating them into Laserfiche, a digital document management system. Looking ahead, the City Secretary aims to establish a destruction schedule for outdated records, with the goal of scheduling a destruction date of August 14, 2024. This initiative is part of the office's commitment to efficient records management and maintaining organizational clarity and compliance.

## **SPECIAL EVENT APPLICATIONS PROCESSED**

1. Oh Wine Knot
2. Brickhouse Grill

## **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.

- Monthly Census
- 380 Agreement
- 1295 Form

## **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.

### **PUBLIC INFORMATION REQUEST**

#### **Seminar / Training Dates**

- The City Board Training Date is tentatively set to be held in November. (Cancelled-Not in proposed budget)
- North Texas Municipal Clerks Association Athenian Dialogue- August 16th.
- Texas Municipal Clerks Association Records Management-August 29-30-serving on a **panel to give presentation and answer questions from city secretaries and their staff.**
- Texas Municipal Clerks Association Advanced Institute - October 30 through November 1st

#### **Additional Information**

- City of Pflugerville City Council-TMCA Representative
- Texas Municipal Clerks Association Board Meeting-July 10th-Zoom
- North Texas Municipal Clerks Business Meeting-July 18-Zoom
- Texas Municipal Clerks Association Board Meeting-July 19th-Ft. Worth
- Texas Municipal Clerks Association Board Meeting-August 28th-Waco

### **ADDITIONAL MEETINGS/TRAINING/INFORMATION**

CivicPlus Drupal 10 Migration Training  
Joshua YMCA Board Meeting  
City Manager Staff Meeting  
City Manager/Mayor Agenda Review  
Texas Notary Update Training