

City Secretary's Office
November 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 November:

Animal Advisory Board	0 Agenda Packets
Heritage Preservation Committee	0 Agenda Packets
Planning & Zoning Commission	1 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A EDC	0 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
3 meetings	3 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.

November Resolutions	November Ordinances
Total- 2	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.

November Agreements/Contracts

2 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 and possible a special election. Documentation and postings will be prepared in December.

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).

November

843 documents uploaded into Laserfiche, resulting in over 2580 pages.

PUBLIC INFORMATION REQUEST

The City Secretary's Office received twenty (20) requests for Copies of Public Records for the month of November 2023.

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
11/1/2023	LexisNexis	Accident Report	11/1/2023	No		0 No Document Found
11/2/2023	LexisNexis	Accident Report	11/2/2023	No		0 No Document Found
11/2/2023	Dashel Robert	HR Report	11/2/2023	No		0 Report Emailed
11/6/2023	LexisNexis	Accident Report	11/6/2023	No		0 No Document Found
11/7/2023	Ahmed Benali	Utility Report	11/8/2023	No		0 No Document Found
11/7/2023	Chasteen Kaoihana	Fire Report	11/13/2023	No		0 Report Emailed
11/8/2023	Jennifer Paolucci	Fire/EMS Report	11/13/2023	No		0 Report Emailed
11/9/2023	Kristina Gautreaux	Police Report	11/13/2023	No		0 Report Emailed
11/11/2023	Charles Mweene	Code Violation Repo	11/13/2023	No		0 Report Emailed
11/13/2023	LexisNexis	Accident Report	11/13/2023	No		0 No Document Found
11/14/2023	Stan Hare	Accident Report	11/14/2023	No		6 Report Emailed
11/14/2023	Diann Brotzman	Police Report	11/14/2023	No		0 No Document Found
11/15/2023	Seth Ratcliff	Police Report	11/22/2023	No		0 No Document Found
11/20/2023	Diann Brotzman	Police Report	11/22/2023	No		0 No Document Found
11/20/2023	Diann Brotzman	Police Report	11/22/2023	No		0 Report Emailed
11/20/2023	LexisNexis	Accident Report	11/20/2023	No		0 No Document Found
11/20/2023	Mary McGuire	Code Violation Repo	11/20/2023	No		0 No Document Found
11/20/2023	SmartProcure	Finance Report	11/20/2023	No		0 Report Uploaded to Portal
11/27/2023	LexisNexis	Accident Report	11/27/2023	No		0 No Document Found
11/30/2023	Kaylin Husband	Police Report	12/5/2023	No		0 Report Emailed

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

November

17 Active licenses in the City

FEDERAL AND STATE REPORTS The City Secretary is responsible for filing monthly and annual reports on behalf of the City. The following reports were filed in November.

- 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 social media page, website and Christmas party.

Assistant City Secretary Duties:

Process routine public information request

Post and remove Agenda's from bulletin boards

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 843 documents were uploaded November.

Train employees on how to use Laserfiche, as needed.

Process the 2023 records retention files for storage and destruction in January.