

City Secretary's Office
April 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	1 Agenda Packet
Heritage Preservation Committee	1 Agenda Packet
Planning & Zoning Commission	1 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A EDC	1 Agenda Packet
Type B EDC	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.

Meetings Attended	Minutes prepared	Minutes Approved
4 meetings	5 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.

Resolutions	Ordinances
Total- 1	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.

Agreements/Contracts

3 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

The City of Joshua received 225 votes during Early Voting. In addition, the city received 32 mail-in ballots. All legal postings were completed as required. In addition, two citizens were contracted to serve as election clerks during early voting. New ballot boxes were used this year, and they worked much better. They are easier to transport and more accessible for the ballots to be inserted by the citizens.

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.

Adams-Police Records	LexisNexis-Police Records (3)
Bartholomew-Permitting Records	LexisNexis-Police Records (4)
Caywood AG Response-Police Records	LexisNexis-Police Records (5)
Chambers-Police Records	O'Hearn-HR Records
Christen AG Letter-Police Records	Paredes-Permitting Records
Culberson- Permitting Records	Parrott-Permitting Records
Domengiano-Police Records	Porterfield-Police Records
Enriquez-Police Records	Reis-Police Records
Ferguson-Police Records	Riddell- Code Enf. Records
Gladney Adoption-Police Records	Rios- Police Records
Gutierrez-Fire Records	Rush-Police Records
Jordan-Police Records	Smallwood-Police Records
Lee-Police Records	Smith-Police Records
LexisNexis-Police Records	Wall-Police Records
LexisNexis-Police Records (2)	Younger-Police Records

SPECIAL EVENT APPLICATIONS PROCESSED

1. Joshua Chamber of Commerce

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

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

Joshua Chamber of Commerce Luncheon

Staff Meetings-One (1)

North Texas Municipal Clerks Association- Hosted by City of Joshua

