

City Secretary's Office – March 2025 Monthly Report

AGENDA PROCESSING

- **Total Agendas Prepared: 5**
 - Animal Advisory Board: 0
 - City Council: 2
 - Heritage Preservation Committee: 0
 - Planning & Zoning Commission: 1
 - Type A EDC: 2
 - Type B EDC: 0
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□ CITY MEETING SUPPORT

- **Meetings Attended: 5**
 - **Minutes Prepared: 5**
 - **Minutes Approved: 5**
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ELECTIONS

- **Election-Related Activities (Trainings/Updates):**
 - Secretary of State – Elections Webinars: 3
 - Public Information, Ballot Secrecy, and How to Prepare for Election-Related Public Information Requests
 - Convening the Signature Verification Committee and Early Voting Ballot Board
 - Qualifying Voters at the Polling Place
 - **Upcoming Election:**
 - **Election Day:** May 3, 2025- Cancelled
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LEGISLATIVE DOCUMENTS

- **Resolutions Processed: 4 (Bank Signatory, HB 134, HB 924 and Lease Agreement)**
- **Ordinances Processed: 2 (Railroad Pavement and CUP)**

The City Secretary is responsible for managing the Code of Ordinances and ensuring that the ordinances are submitted to General Code, which has partnered with the City to make the Code of Ordinances accessible online to all interested parties. The Code can be accessed at any time via the internet.

CONTRACTS & AGREEMENTS

- **New Contracts/Agreements Processed: 4 (Chamber, Franchise, ESD, Tire Collection-NTCOG)**

The City Secretary is responsible for ensuring that all agreements are properly signed by all relevant parties, filed with the county when required, and that fully executed copies are distributed to all involved individuals or entities.

LEGAL

- **Proclamations Issued: 0**
 - **Coordination with:**
 - City Attorney, TML Legal, Texas Attorney General, Secretary of State, Texas Ethics Commission
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BOARDS, COMMISSIONS & CORPORATIONS

- **Roster Maintenance:** Updated for all boards
 - **Membership Totals:**
 - Animal Control Advisory Board: 6 Members
 - Heritage Preservation Committee: 5 Members
 - Planning & Zoning Commission: 9 Members
 - Type A EDC: 9 Members
 - Type B EDC: 9 Members
 - Zoning Board of Adjustment: 5 Members
 - Library Board: 4 Members
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RECORDS MANAGEMENT

- **Current Projects:**
 - Ongoing document digitization and integration into Laserfiche
 - Preparing documents for destruction in **April 2025**

The City Secretary's Office oversees the records management program. The records management program provides for the identification, maintenance, retention, security, disposition, and preservation of City records. The program is established by State law and city code.

CUSTOMER SERVICE

The City Secretary provided daily general support and assistance to the citizens of Joshua, as well as to various entities and organizations, ensuring effective communication and responsive service.

□ TRAINING & INFORMATION SESSIONS ATTENDED

- State Representative Helen Kerwin Town Hall Meeting
 - Secretary of State – Elections (3 sessions)
 - TML Legal – Legislative Update Meeting
 - NTMCA Business Meeting – Carrollton Police Department-Safety
 - Lunch with Johnson County Election Administrator- Future Elections
 - TMCA Board Meeting
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📊 CENSUS DATA (Filed)

- **Single-Family Homes Added:** 2
 - **Total Valuation:** \$626,723.00
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📱 SOCIAL MEDIA and WEBSITE

- **Facebook Followers:** 8,765
- **Views:** 104,379 **Reach:** 19,904

Sample Comment-Franchise Agreement

With all the chances for input and questions you pushed out through social media and your weekly newsletter over the last few months, all the council meetings to learn about it, thank you for keeping the cost down. It is sad that with the price of things always going up, that recycling had to be sacrificed to help us keep this affordable. Thank you for giving us the chance to choose the same price less service or price higher and to keep recycling.

I've been watching social media posts and watching for more information about the brush day. It said brush working up until these most recent posts, now it says bulk. 4 yards is the limit. Generally speaking, is that kind of like what we are used to with being able to put out a bulk item like a couch or small furniture or are they strictly for yard waste?

City of Joshua, Texas - Municipal Government

Brush is tree limbs, branches, etc. Bulk is things like oversized household items that don't fit in a regular trash container.

The City Secretary continues to oversee the City's website to ensure accurate, up-to-date, and accessible information for the public. While each department is responsible for managing the content on their respective pages, the City Secretary maintains the main landing page, the City Secretary page, and provides support to other departments as needed. Assistance may include formatting updates, uploading documents, or

troubleshooting content-related issues to ensure consistency and professionalism across the site.

E-NEWSLETTER DISTRIBUTION

- A weekly e-newsletter was prepared and distributed every Friday throughout the month. Each edition included timely updates, announcements, and relevant community information, helping to maintain consistent communication and engagement with subscribers.
 - Total Contacts-980, 64 new contacts were added in March 2025
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Permits/Licenses

- **All Alcoholic Beverage Permits are up to date.**
- **Special Event Application- 1 application submitted and approved (Spring on Main)**

The City Secretary's Office is responsible for the issuance of certain permits and licenses for various operations within the city. This includes the processing of alcoholic beverage license applications, in compliance with the Texas Alcohol and Beverage Commission, Alcoholic Beverage Permit, and Event Applications.



PUBLIC INFORMATION REQUESTS

- Requests Filed: 45 – TX Attorney General Letters: 2

Bartholomew-Permitting Records	Gonzalez-Police Records	Mohair-Permitting Records
Chatkin-Police Records	Hairston-Police Records	North Richland Hills PD-Police Records
Chatkin-Police Records (2)	Hoffman-Permitting Records	Parrott-Permitting Records
Christen-AG Ruling	Jessica-Police Records	Pirisino-Police Records
Contreras-Police Records	Jimenez-Police Records	Reeves-Police Records
Covin-Permitting Records	Johnson-Police Records	Sukup-City Secretary Records
CPS-Police Records	LexisNexis-Police Records	Swanson-Fire Records
DPS-Police Records	LexisNexis-Police Records (2)	Thomas-Police Records
Duffin-Police Records	LexisNexis-Police Records (3)	TX AG Letter - Jones
Dunn-Police Records	Lund-Police and Fire Records	TX AG Letter- Zeng
Dunn-Police Records (2)	Manz-All Depts. Records	Vancil-Permitting Records
Fenn-Police Records	Maricela-Police Records	Ward-Police Records
Fenn-Police Records (2)	Martinez-Police Records	Ward-Police Records (2)
Frank-Code Records	Metropolitan-Police Records	Way-Police Records
Ft. Worth PD-Police Records	Metropolitan-Police Records (2)	Webb-Police Records
Gargulo-Police Records	Metropolitan-Police Records (3)	

In addition to the duties listed above, the City Secretary serves as custodian of the City corporate seal; attests the Mayor's signature on all official documents; publishes legal ads and notices for the City; oversees the codification, supplement and distribution of the Code of Ordinances; maintain the official records of the city including minutes, ordinances, resolutions, contracts, and other legal documents; posts all legal notices and agendas; accept claims filed against the city; perform such other duties as may be required by the Joshua City Council, City Manager, City Charter or State and Federal law; oversees the City Secretary's Department Budget; and serves on the City's Management Team.