

City Secretary's Office

February 2025

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	0 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
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.

Resolutions	Ordinances	Proclamations
Total-4	Total-1	Total- 0

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

5 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	5 Members
	4 Members

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. **Update: Records will be prepared for destruction March 2025.**

CUSTOMER SERVICE TO THE CITIZENS

The City Secretary's Office staff strives to provide timely and responsible customer service to the citizens of Joshua.

MEETINGS/TRAINING/INFORMATION -February

- Secretary of State - Elections (3)
- Staff Meeting-City Manager
- TML Legal-Legislature Update Meeting
- NTMCA Business Meeting-Session Planning
- Meeting/Lunch with County Judge/City Manager/Mayor
- TMCCP - Finance
- Public Information Act-Personnel-Training

Upcoming Events

January 16, 2025 - TML Legislative Update Webinar

March 5, 2024-Public Information Event with the Texas Attorney General's Office.

March 16, 2025 - TML Legislative Update Webinar

April 3, 2025 - TML Legislative Update Webinar

May 1, 2025- TML Legislative Update Webinar

May 03, 2025- Election Day

CENSUS Information Filed:

Single-Family Houses - 7

Housing Units Total Valuations \$3,281,720

Facebook Followers- 8,700 Page Overview: See Below

Page overview

Last 28 days

Views ⓘ

75,859

Reach ⓘ

16,564

Content interactions ⓘ

761

Texas Comptrollers Office:

Filed the following agreements:

1. 380 Agreement- 204 N. Main
2. 380 Agreement- 207 N Main

Public Information Request



Bartholomew-Permitting Records



Berry-Permitting Records_



Bow-Permitting Records



Camp-Permitting Records



Cantey-Police Records



Caywood-Police Records



Christen AG Letter



Collins-Police Records



Connell-Police Records



Covin-Permitting Records



Cypress-Police Records

Haster-Permitting Records

Jones-Police Records AG Letter

Jordan-Police Records

LexisNexis-Police Records

LexisNexis-Police Records (2)

LexisNexis-Police Records (3)

LexisNexis-Police Records (4)

LexisNexis-Police Records (5)

LexisNexis-Police Records (6)

LexisNexis-Police Records (7)

Ling-PDCourtRecords

Ling-Police Records

Ling-Permitting Records

Parrott-Permitting Records

Parrott-Permitting Records (2)

Patterson-FD Records

Rodriguez-CS Records

Rodriguez-Permitting Records

Rugas-Police Records

Sellens-Police Records

Shaw-Permitting Records

Sherman-Police Records

Simon-Police Records

Stetson-Police Records

Stetson-Police Records (2)

Summers-Police Records

Valencia-Police Records

