

**City Secretary's Office**  
**May 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	0 Agenda Packet
Planning & Zoning Commission	0 Agenda Packet
Tax Increment Financing Board	0 Agenda Packet
Type A EDC	1 Agenda Packet
Type B EDC	1 Agenda Packet
City Council	2 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	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- 0	Total- 3

**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

1 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	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 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.

## **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 in July 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. NA

## **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
- 1295 Taco Bell
- 380 Agreement

## 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-Newletter is sent out every Friday unless it is a short week.

## ADDITIONAL MEETINGS/TRAINING/INFORMATION

Texas Municipal Clerks Association Small Town Conference

Texas Municipal Clerks -Legislative Updates that Affect our Cities for City Secretary's

## PUBLIC INFORMATION REQUEST -Total 39

Alfaro-Police Records	LexisNexis-Police Records (10)	Warren-Police Records
Bartholomew-Permitting Records	LexisNexis-Police Records (2)	
Beck-Police Records	LexisNexis-Police Records (3)	
Brandle- Police Records	LexisNexis-Police Records (4)	
Briggs-HR Records	LexisNexis-Police Records (5)	
Brown-Police Records	LexisNexis-Police Records (6)	
Carr-Police Records	LexisNexis-Police Records (7)	
Christen-AG Determination	LexisNexis-Police Records (8)	
Clark-Police Records	LexisNexis-Police Records (9)	
Darst-Police Records	London-Police Records	
Degrade-Police Records	Mineer-Permitting Records	
DeVaney-Police Records	Morehead-Fire Records	
Elmore-Police Records	Parrott-Permitting Records	
Foster-Police Records	Pierce-Police Records_001	
Garcia-Police Records	Riddell-Permitting Records	
Green-Police Records	Rugas-Permitting Records	
Guevara-Police Records	Sargent-Permitting Records	
Jimenez-Police Records	Sellens-Police Records	
LexisNexis-Police Records	Torres-Contract Records	

### Seminar / Training Dates

- The City Board Training Date is tentatively set for October 05, 2024.
- North Texas Municipal Clerks Association Athenian Dialogue- June 21st.
- Texas Municipal Clerks Association Advanced Institute - October 30 through November 1st

### Additional Information

- YMCA Board Meeting - June 25th
- TMCA Presentation to the City of Pflugerville - July 9th
- Texas Municipal Clerks Association Board Meeting-July 19th