



City Secretary's Office

Monthly Report

February 2023

The City Secretary, or Municipal Clerk, is the oldest public servant role in recorded history. The earliest Clerks appeared around 5,000 B.C. with the invention of writing. Biblical reference to the Town Clerk is found in the Book of Acts chapter 19, verse 35. In ancient Greece, the Town Clerk read official documents publicly at the opening of each meeting and pronounced a curse upon anyone who sought to deceive the people. Although City Secretaries no longer pronounce curses at meetings (well, most of us don't), we are still the Keepers of the Archives as we record, maintain, and safeguard the history of our City government. Every city in Texas is required to have a City Secretary as soon as it is formed. Although the duties are different for every city, there are core duties that all City Secretaries perform, some of which are required by the Texas Local Government Code. These duties include administering elections, managing records, coordinating public information requests, preparing agendas, recording minutes, facilitating City Council meetings, swearing-in municipal officers, and codifying ordinances approved by City Council.

Agenda Summary:

City Council Meeting Agenda Summary Items: prepared, certified, published, and processed.

The Mayor and City Council approved the following items in February 2023 and they were processed immediately following the meeting:

- Approval of meeting minutes of January 19, 2023.
- Approval of an Ordinance calling a Bond Election.
- Approval of an Ordinance amending the Tree Preservation section in Chapter 14 of the Zoning Ordinance, Article 8, and Chapter 10 of the Subdivision Ordinance, Article 10.
- Approval a resolution approving the submission of the grant application.
- Approval of development agreements signed by property owners

City Secretary attended the following meetings: Meeting Minutes prepared and approved:

February 06, 2023	Planning & Zoning Commission	• Planning & Zoning - January 06, 2023
February 16, 2023	City Council Meeting	• City Council – January 19, 2023
February 15, 2023	NTMCA Meeting	

Election

City of Joshua- General Election Day- May 6, 2023, for the following places:

- Mike Kidd, Place 2
- Robert Fleming, Place 5

City of Joshua- Special Election Day- May 6, 2023:

Charter Amendments

Texas Constitutional Amendment election- November 7, 2023

Special Projects:

Website Update-

The new website is active. Each department updates their page. This will help keep the site current.

Development Agreements- City Secretary is currently working on another round of development agreements. There is only a few other areas that needs to be completed. Each month, the City Secretary makes contact with property owners, set's up an appointment to explain the agreement. Once the agreement is signed, it goes to city council for approval and then an deannexation ordinance is presented for approval. Each document is filed with the county and then a copy of agreement is mailed to the property owner for their records. This is an ongoing project until completed.

The City Secretary's Office has started the process of renewing 103 Development Agreements that was approved in 2018. After each property owner signs the agreement, they will be taken to the City Council for approval.

Annual Records Destruction annual process is completed. A total of 30 banker boxes of records have been destroyed.

City Park-

City Secretary's Office is working with a park designer/owner of park equipment business. Working with him, he has designed three different designs to totally revamp the park. The designs was presented to the parks board in November. The board directed Mrs. Holloway to send out a survey to get the opinions from citizens.

On March 13, 2023, the City Secretary reported the results of the survey to the Type B Parks Board. In addition, the company who designed the layout was present by zoom and answered all questions the board had.

The playground structures included:

- Three different structures. Age up 23 months, 2-5 year olds, and 5-12 year olds.
- Artificial Turf Safety Surfacing
- Radical Rotator
- Whizzy Dizzy
- Swings
- Shading for around the park, playground structures, and splashpad
- New flooring for the splashpad
- New water features for the splashpad
- Frisbee Golf

The City Secretary is also working with GrantWorks to update the City Park Masters Plan. This is normally a six month process. The survey is completed and the results will be presented with the park plan.

Code of Ordinance

The Code of Ordinance Vault is updated as scheduled All ordinances as of December 15, 2022 have been codified.

The Code of Ordinances page has been updated to the General Code's online code portal, eCode360®. The new code will have many new and robust features, below is just a few:

1. New Laws: New ordinances are posted in 24 hours, showing what section of the code is amended. The new ordinance is linked to the amended section and is fully searchable with the rest of the online code
2. PubDocs™: A self-managed, secure way to publish documents like meeting minutes or agendas online. Give quick, convenient access to all the city's information you want to make available to the public. This is also fully searchable simultaneously with your eCode.
3. Admin Dashboard: This informational dashboard shows you how many views your eCode is getting as well as commonly searched topics.
4. Enhanced Graphics: High resolution charts, maps, and illustrations, as well as large complex tables, are integrated into your eCode.
5. Custom Banner: Custom colors and banner can be created to emulate the city's existing website, for a seamless transition for your constituents

Public Information Request

Below are the Public Information Request for the month of February.

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
2/1/2023	Ian Mercado	Code Enforcement	2/6/2023	NA	-	emailed
2/2/2023	Lovleen Punia	Permit Report	2/6/2023	NA	-	emailed
2/6/2023	Ian Mercado	Code Enforcement	2/6/2023	NA	-	emailed
2/6/2023	Angelica Mathis	Police Report	2/7/2023	NA		emailed
2/6/2023	Liz LoCurto	Compensation Report	2/10/2023	NA		emailed
2/6/2023	Mark Evans Johnson	Report/Video	2/7-2/13/2023	2/13/2023		Picked up copies/Video sent to AG
2/7/2023	LexisNexis	Report	NA	NA	-	No Report found
2/8/2023	Sammy Rangwala	Fire Report	2/14/2023	NA		emailed
2/8/2023	Sammy Rangwala	Tall Grass Violations	2/14/2023	NA		emailed
2/8/2023	Jimmy Barber	Police Report	2/13/2023	NA		emailed
2/12/2023	Jaime Reeves	Police Report	2/21/2023	NA		emailed
2/13/2023	Apollo Managing General Agency	Accident Report	2/13/2023	NA		No Report found
2/13/2023	LexisNexis	Accident Report	2/13/2023	NA		No Report found
2/13/2023	LexisNexis	Accident Report	2/13/2023	NA		No Report found
2/13/2023	LexisNexis	Accident Report	2/13/2023	NA		No Report found
2/13/2023	LexisNexis	Accident Report	2/13/2023	NA		No Report found
2/13/2023	Arlington Police Department	Police reports	2/15/2023	NA		No Information Found
2/13/2023	Judy A. Gallegos	Fire Report	2/15/2023	NA	0.6	Printed Copy
2/14/2023	Amanda Goodwill	911 Call Report	2/15/2023	NA		Referred to JCSO/emailed
2/15/2023	William Day	Reports on Address	3/2/2023	NA		sent clarification email 2/28/2023
2/16/2023	Nathan Whittlesey	Fire Report	2/28/2023	NA		emailed
2/16/2023	Lisa Spieldenner	Police Report	2/23/2023	NA		emailed
2/16/2023	LexisNexis	Accident Report	2/16/2023	NA		No Report Found
2/16/2023	LexisNexis	Accident Report	2/16/2023	NA		No Report Found
2/16/2023	LexisNexis	Accident Report	2/16/2023	NA		No Report Found
2/16/2023	LexisNexis	Accident Report	2/16/2023	NA		No Report Found
2/17/2023	Kaylin Husband	Police Report	2/20/2023	NA		emailed
2/17/2023	Diann Brotzman	Police Reports	2/24/2023	NA		emailed
2/17/2023	Diann Brotzman	Police Reports	2/27/2023	NA		emailed
2/22/2023	Andrew Clogg	Solid Waste Contract	2/27/2023	NA		emailed
2/26/2023	Terry Wood	Building Permit	2/27/2023	NA		emailed
2/27/2023	Janine Rugas	Bldg Permit Report	2/28/2023	NA		emailed
2/28/2023	LexisNexis	Accident Report	2/28/2023	NA		Mailed
2/28/2023	LexisNexis	Accident Report	2/28/2023	NA		Mailed
2/28/2023	LexisNexis	Accident Report	2/28/2023	NA		Mailed
2/28/2023	Sammy Rangwala	Tall Grass Violations	3/2/2023	NA		emailed
2/28/2023	Sammy Rangwala	Fire Report	2/28/2023	NA		emailed
2/28/2023	Samantha Sullivan	Photos of incident on	11/14/22			Sent clarification email 2/28/2023

Liens

The list below are active liens held by the City of Joshua as of the end of January 2023.-No change

CITY OF JOSHUA		
OUTSTANDING PROPERTY LIENS		
AS OF		
12/30/2022		
Property Address	Original Date of Lien	Total (w/o Interest)
Bentley, 203	12/11/2017	\$ 192.56
Broadway, 1525 S.	10/8/2014	\$ 18,550.00
Caddo Road (126.0827.00730)	1/20/2017	\$ 407.74
Caddo Road (126.0827.01990)	8/1/2018	\$ 934.50
Conveyor, 115	6/10/2013	\$ 175.75
CR 909, 801	10/14/2016	\$ 632.74
CR 913 (126.827.00740)	1/20/2017	\$ 232.74
Lakewood Dr. (126.3505.00360)	11/21/2016	\$ 282.74
Main, 200 N.	7/26/2016	\$ 192.74
Stadium Dr (126.0636.01640)	1/20/2017	\$ 682.74
Yvonne Dr, 1004	8/1/2018	\$ 482.79
4th Street, 523	2/12/2013	\$ 275.75
6th Street (126.0029.03440)	10/14/2016	\$ 232.74
6th Street & Santa Fe	10/14/2016	\$ 337.74
TOTAL OUTSTANDING PROPERTY LIENS	\$	23,613.27

Training / Certifications

City Secretary currently holds the following certifications:

- Texas Municipal Clerk Association: Texas Registered Municipal Clerk
- International Institute of Municipal Clerk: Certified Municipal Clerk
- International Institute of Municipal Clerk: Master Municipal Clerk
- International Institute of Municipal Clerk: Athenian Leadership Fellow
- University of North Texas: Paralegal

The recertification program (every five years) for the TMCA requires the City Secretary to maintain continuous membership throughout the recertification process, attend several seminars hosted by TMCCP and accumulate a minimum of 60 points of educational training.

City Secretary re-certified January 2023.

City Secretary Memberships

1. President of the North Texas Municipal Clerks Association
2. Texas Municipal Clerks Association
3. YMCA Board and Fundraiser Committee Leader
4. International Municipal Clerks Association
5. Clerks for Christ

City Event

The City Secretary's Office as partnered with the Joshua United local group on behalf of the City to host an event for the Joshua Citizens.

- The following items are planned:
- Live Music
- Bounce Houses
- Petting Zoo
- Vendors
- Pet Adoption
- and more

The event will be held on April 22, 2023 from 11:00 am to 3:00 pm.



- LIVE MUSIC
- BOUNCE HOUSES
- PETTING ZOO
- VENDORS
- FOOD TRUCK
- PET ADOPTIONS
- AND MORE

JOSHUA CITY PARK
831 N. MAIN STREET,
JOSHUA, TX 76058



One God, One City, Joshua United