



City Secretary's Office

Monthly Report

March 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 March 2023 and they were processed immediately following the meeting:

- Resolution to designate authorized signatories for the Texas Community Development Block Grant program.
- Resolution authorizing the submission of a Texas Community Development Block Grant program application and adopting required CDBG Civil Rights policies.
- Resolution approving the submission of the grant application for the SRT/SWAT Team Gear Funding Grant Program.
- Accepted the FY22 Annual Audit/Financial Report.
- Ordinance amending the Tree Preservation preferred tree list contained in Chapter 14, Article 8 of the Zoning Ordinance.
- Ordinance declaring unopposed candidates for Council Member Place 2 and Council Member Place 5 Elected to Office and canceling the May 6, 2023 General Election.
- Approved amendments to the Joshua Personnel Policy.
- Approved development agreements
- Approved three members to the Planning & Zoning Commission.

City Secretary attended the following meetings:

March 1, 2023	YMCA Board Meeting
March 1, 2023	Joshua United Meeting
March 6, 2023	Planning & Zoning Meeting
March 7, 2023	City Council Meeting
March 9, 2023	NTMCA Board Meeting
March 13, 2023	Type A EDC Meeting
March 13, 2023	Type B EDC Meeting
March 16, 2023	City Council Meeting
March 23, 2023	NTMCA Membership Meeting
March 27, 2023	TMCA Meeting
March 27, 2023	City Council Meeting
March 28, 2023	TIF Meeting

Meeting Minutes prepared and approved:

Planning & Zoning January 05, 2023
Type A EDC November 14, 2022
Type B EDC November 14, 2022
City Council February 16, 2023
City Council March 07, 2023

Election

City of Joshua- General Election Day- May 6, 2023, has been canceled.
The following has been declared elected.

- Mike Kidd, Place 2
- Dakota Marshall, Place 5

City of Joshua- Special Election Day- May 6, 2023:
Charter Amendments and Bond

Texas Constitutional Amendment election- November 7, 2023

Special Projects:

Website

UPDATE: This project is complete. The new website gives each department control over their page to assure it is kept updated. In addition, the new website offers more opportunities to be transparent and is ADA compliant.

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 disannexation 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. **UPDATE:** After each property owner signs the agreement, they will be taken to the City Council for approval. As of to date, a total of 42 has been approved.

City Park-

City Secretary 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 financial information and options will be presented to the parks board in March and the goal is for approval of design in March.- **UPDATE-** Type B/Parks Board approved the design and has approved the amount up to \$1,000,000. The total cost proposed is \$796,271.00. Staff is currently working with a finance company to get financial rates.

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. **UPDATE:** The Park Plan is complete and will be approved in May after Type B/Parks makes recommendation to approve.

Joshua United- The City Secretary's Office has teamed up with a group of pastors to host the first Joshua United Day on April 22, 2023 at the city park for all the citizens. There will be 5 large bounce houses, petting zoo with 20-25 animals, over 25 booths, food trucks, live music, animal services will be adopting animals on site. Several departments will have a booth to meet with citizens and answer questions.

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

TABC Annual Renewal invoices was mailed out in December and reminders in March.

Alcoholic Beverage Permits Annual permits to be issued for renewal 2023:

Brookshires- Permit Issued

Family Dollar Store- Permit Issued

Napoli Pasta- Permit Issued

Kelly's Daiquiri- Permit Issued

Valero

Dollar General Store- Permit Issued

7-Eleven- Permit Issued

Joshua Food Mart- Permit Issued

Hickory Tree- Permit Issued

Quick Mart- Permit Issued

Three Rivers Coffee Co.- Permit Issued

The Brick House Grill- Permit Issued

Al's Crossroads

Brookshires- Permit Issued

Corner Store

Kimberly's- Not currently selling

Kulsums Mart

La Mesa- Permit Issued

Public Information Request

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

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
3/1/2023	Lovleen Punia	Permit Report		NA		
3/2/2023	Ronald Redding	Personnel File	3/2/2023	NA		Picked up copies from Brittany Ground
3/6/2023	Sarah Coulston	Police Report	3/16/2023	NA		emailed
3/6/2023	Anthony Samuels	Underground Utilitie	3/6/2023	NA		emailed with JSUD link
3/7/2023	William Rigney	Accident Report	3/14/2023	NA		emailed
3/7/2023	Catherine Simone Pigliese	Event report	3/9/2023	NA		emailed
3/9/2023	Melissa Kircher	Police Report	3/16/2023	NA		emailed wrong city
3/9/2023	Melissa Kircher	Accident Report	3/16/2023	NA		emailed
3/9/2023	Melissa Kircher	Accident Report	3/16/2023	NA		emailed
3/9/2023	Melissa Kircher	Accident Report	3/16/2023	NA		emailed
3/9/2023	Ricky Rhodes	Property Information	3/16/2023	NA		emailed
3/16/2023	Maguire	Joshua Highlands	3/16/2023	NA		emailed
3/17/2023	Melissa Kircher	Event report	3/21/2023	NA	E14	emailed
3/17/2023	Melissa Kircher	Event report	3/21/2023	NA		emailed
3/17/2023	Melissa Kircher	Event report	3/21/2023	NA		emailed
3/20/2023	LexisNexis	Police Report	3/20/2023	NA	\$3.50	mailed
3/20/2023	LexisNexis	Accident Report	3/20/2023	NA		no report
3/20/2023	Lorna Hanko	Property Information	3/22/2023	NA		emailed
3/20/2023	Karin Kleine	Event Report	3/22/2023	NA		emailed
3/21/2023	LexisNexis	Accident Report	3/21/2023	NA		no report
3/22/2023	Bobby Metcalf	FD Admin Salary	3/22/2023	NA		emailed
3/23/2023	Kelley Masini	Records	3/28/2023	NA		mailed clarification letter 3/28/2023
3/16/2023	249th Judicial Court Johnson Cou	Police Reports	3/24/2023	NA		mailed
3/23/2023	Henry Cannon	Civil Plans for Marip	3/28/2023	NA		emailed civil plans, clarification email sent 3/24/2023
3/27/2023	Sgt. January Boman	Police Report	3/27/2023	NA		no report
3/27/2023	Kathy G. Carter	Permit for Pool	3/29/2023	NA		no permit found
3/27/2023	Deborah C Scott	Police Report	3/30/2023	NA		emailed PD report, Carla emailed court info requested
3/28/2023	Tina High Brumbelow	Police Report	3/29/2023	NA		emailed
3/28/2023	Avelina Razo Vazquez	Police Report	4/5/2023	NA		clarification letter 3/30/23--referred to JCISO
3/30/2023	Tymantha Beaver	PD Video	4/5/2023	NA		unable to access video
3/31/2023	Tymantha Beaver	Police Report	4/5/2023	NA		No Report

Liens

The list below are active liens held by the City of Joshua as of the end of March 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
Lakeview 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

Assistant to the City Secretary

The assistant is currently training and working with open records request, uploading recordings and minutes to website, setting up chamber prior to meetings, and records retention.

The City Secretary and Asst. to the City Secretary will attend the annual ARMA Records Training Seminar in April.