



City Secretary's Office

Monthly Report

May 2022

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 May 2022 and was processed immediately after the meeting:

- Ordinance canvassing the election.
- Appointed Council Member Kidd as Mayor Pro-Tem.
- A zoning change regarding approximately 60.19 acre of land in the McKinney & Williams Survey, Abstract No. 636.
- Authorize the painting of the business name on the front of the building located at 107 N. Main-Suite A.

Meeting Minutes prepared and approved:

- City Council – April 21, 2022
- Planning & Zoning – February 07, 2022

City Secretary attended the following meetings:

- May 5, 2022- Zoning Board of Adjustment
- May 10, 2022- Planning & Zoning Commission
- May 12, 2022- Historic Preservation Commission
- May 16, 2022- City Council Meeting
- May 19, 2022- City Council Meeting

Census Monthly Reporting

Report of Building Permits for new residential structures –

There were sixteen (16) new single-family homes with the total valuation of \$4,751,283

Code of Ordinance

The Code of Ordinance Vault is updated, and Supplement No. 17.1 has been uploaded to the website. All ordinances as of March 17, 2022, have been codified. The next update will be at the end of June.

Records Management

City Secretary has gathered 84 Agreements from different City departments. Each agreement has been scanned for easy access to everyone, labeled, and filed in red folders. All agreements/contracts are now stored in the City Secretary's Office. City Secretary working with the Parks Department has created a secure room in the Parks Building for City records. City Secretary has created the following process to move the archive files:

- Created an online form for each department to inventory and enter their records. Once they input the information into the online form, it will automatically go to the City Secretary. At that time, it will be merged into an archive form that will be inserted in a pocket sleeve attached to the box of records. The new forms will be color-coded by department and all necessary information will be listed. See example below:

SAMPLE ONLY

Department: Administration	State Record Number: SE 2023-5874
Description: Election Records	Retention Period: 10 Years
Date Series: 2015-2016	Department Box Number: 0606
Today's Date (Monday, Day, Year, ex. January 01, 2021): 10/14/2021	Eligible Destruction Year (1st January after retention period): 2026

Once all records are entered and processed, the boxes will be moved. Once located in the new area, the City Secretary will process another complete inventory to confirm all boxes are in the correct location. **Update-** A construction date has been set for the end of June.

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.

The City Secretary is in the process of completing the following six (6) webinars that must be followed up with assessments.

- How to Deliver an Unforgettable Presentation (Completed)
- Council Relations (Completed)
- Personnel Management (Completed)
- Effective & Strategic Communication (Completed)
- Leading with Love and Laughter (Completed)
- Records Management (Completed)

The last seminar I am required to have this year to finish the requirements to recertify is the Advanced Institute that will be held in Georgetown October 20-21, 2022.

Election

City of Joshua- Uniform Election Day- May 7, 2022, for the following places:

- Mayor
- Place 1
- Place 3

The Mayor and Place 1 position is uncontested. Place 3 has two candidates. Regarding the special election, there is only one candidate, so it has been cancelled.

Early voting will be April 25th through May 29th and May 2nd -3rd. Early voting will be at city hall and election day will be at the community room located at the high school.

Update: On May 16, 2022, the City Council canvassed the election and on May 19, 2022, the newly elected officials were administered the oath of office.

Special Projects

Website Update- City Secretary's Office is currently working with the website host to upgrade the current City website. This process will take a few months. **Update:** City Secretary will be presenting a proposal to the City Manager to change website host to CivicPlus. CivicPlus is one of the largest website hosts for municipalities in the US.

Update: There was another project budgeted for the current year, but the City Secretary got approval to use the funds to start the process of designing a new website. A committee has been put together to work with the City Secretary. This process will take 2 to 3 months.

City Secretary has planned for a professional photography company who is experienced working with municipalities to spend one day in Joshua (after the election). They will photoshoot each councilmember, department heads, and take pictures through the city. This will allow professional pictures to be updated and uniform on the website as we make changes.

Update: City Secretary is working to have two days available for pictures. June 21st and June 27th. In addition, they will take pictures around the city to be used for the website and other projects.

Movies in the Park- City Secretary Holloway and the Parks Administrative Assistant, Amber Amaya has volunteered to take on the project of holding a Movies in the Park on June 3, 2022.

The movie got rained out, but has been rescheduled to June 24th.

It's Your Park Day- City Secretary Holloway has been part of a volunteer program in the past called "It's Your Park Day. After talking to Parks Administrative Assistant, Amber Amaya and the City Manager, we discussed the idea with the EDC Type B/Parks Board, and they authorized staff to move forward with the project. This project will take place on June 2, 2022.

UPDATE: The project was a success. Because of light rain, everything on list did not get complete, but a lot did. In addition, the citizen had a wonderful time coming together to help better the quality of life of others.

Veteran's Day Ceremony: City Secretary is working with the Parks Admin. Clerk on putting together a Veteran's Day Ceremony. More information to come.

Development Agreements- City Secretary's Office is in the process of working with citizens regarding development agreements. The goal is to have all completed by the June 2022 meeting.

Update: The agreements have been signed by the property owners in one area of the city and are on the June 2022 Agenda. If approve, a disannexation Ordinance will be presented in July.

Alcoholic Beverage Permits

Annual permits issued for 2022:

- 309 E. 12th St. Family Dollar Store
- 1001 Joshua Station Brookshires
- 1003 Country Club Mountain Valley Country Club
- 525 S. Broadway Napoli Pasta
- 336 N. Broadway K & S Bar-B-Q
- 100 S. Broadway Valero
- 321 N. Broadway Dollar General Store
- 103 S. Broadway 7-Eleven
- 420 N. Broadway Joshua Food Mart
- 101 N. Main St. Hickory Tree
- 401 N. Broadway Joshua Food Mart
- 500 S. Broadway Quick Mart

All businesses are currently up to date on the Alcohol permits for 2022.

Liens

The list below are active liens held by the City of Joshua. –

CITY OF JOSHUA
OUTSTANDING PROPERTY LIENS
AS OF
4/14/2022

Property Address	Work Date	Description	Document Number	Filing Date	Filing Amount	Filing Fee	Total (w/o Interest)
Bentley, 203	Lot 13, Block 3 of the Bentley Addition						\$ 192.56
	9/8/2017	Mowing/clean-up	2017-30662	12/11/2017	\$ 166.56	\$ 26.00	
Broadway, 1525 S.	Lot 1, Block 1, J-4-M Oaks Addition						\$ 18,550.00
	10/7/2014	Declaratory Judgment - fine	2015-175	10/8/2014	\$ 2,500.00		
	10/7/2014	Declaratory Judgment - court fees	2015-175	10/8/2014	\$ 16,000.00	\$ 50.00	
Caddo Road (126.0827.00730)	Tract 21B, E M Thompson Survey, Abs 827						\$ 407.74
	10/18/2016	Mowing/clean-up	2017-1811	1/20/2017	\$ 381.74	\$ 26.00	
Caddo Road (126.0827.01990)	Tract 37, E M Thompson Survey, Abs 827						\$ 934.50
	8/1/2018	Contractor Fees - Ramos Sub.	2018-21711	8/3/2018	\$ 908.50	\$ 26.00	
Conveyor, 115	Unit H, Bently Plaza						\$ 175.75
	4/12/2013	Mowing/clean-up	2013-14021	6/10/2013	\$ 155.75	\$ 20.00	
CR 909, 801	Tract 20, G Cassaland Survey, Abs 173						\$ 632.74
	6/24/2016	Mowing/clean-up	2016-25336	10/14/2016	\$ 606.74	\$ 26.00	
CR 913 (126.827.00740)	Tract 21C, E M Thompson Survey, Abs 827						\$ 232.74
	10/18/2016	Mowing/clean-up	2017-1812	1/20/2017	\$ 206.74	\$ 26.00	
Lakeview Dr. (126.3505.00360)	Lot 36, Oak Haven Addition						\$ 282.74
	8/27/2016	Mowing/clean-up	2016-28699	11/21/2016	\$ 256.74	\$ 26.00	
Main, 200 N.	Lots 7-10, Block 4, Original Town Joshua Addition						\$ 192.74
	5/25/2016	Mowing/clean-up	2016-17727	7/26/2016	\$ 166.74	\$ 26.00	
Stadium Dr (126.0636.01640)	Tract 40, McKinney & Williams Survey, Abs 636						\$ 682.74
	10/17/2016	Mowing/clean-up	2017-1810	1/20/2017	\$ 656.74	\$ 26.00	
Yvonne Dr, 1004	Lot 2, Block 1 of the Purselley Addition						\$ 482.79
	8/1/2018	Contractor Fees - Purselley Add.	2018-21714	8/3/2018	\$ 456.79	\$ 26.00	
4th Street, 523	Tract 19 & 20, H G Cason Survey, Abs 156						\$ 275.75
	11/9/2012	Mowing/clean-up	2013-3547	2/12/2013	\$ 255.75	\$ 26.00	
6th Street (126.0029.03440)	Tract 11, W W Byers Survey, Abs 29						\$ 232.74
	10/14/2016	Mowing/clean-up	2016-25339	10/14/2016	\$ 206.74	\$ 26.00	
6th Street & Santa Fe	Tract 1, W W Byers Survey, Abs 29						\$ 337.74
	10/14/2016	Mowing/clean-up	2016-25342	10/14/2016	\$ 311.74	\$ 26.00	
14th Street, 201 E.	Tract 68A, W W Byers Survey, Abs 29						\$ 192.74
	6/15/2016	Mowing/clean-up	2016-17733	7/26/2016	\$ 166.74	\$ 26.00	
TOTAL OUTSTANDING PROPERTY LIENS							\$ 23,806.01

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

	Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
1	5/2/2022	Stacy Baccus	OSSF Report	5/10/2022	NA	-	Emailed
2	5/2/2022	Sammy Rangwala	Fire Report	5/10/2022	NA	-	No Document
3	5/2/2022	Sammy Rangwala	Code Violation Report	5/10/2022	NA	-	No Document
4	5/5/2022	Dorz Maria	Code Violation Report	5/10/2022	NA	-	Emailed
5	5/6/2022	Dorz Maria	Code Violation Report	5/9/2022	NA	-	Emailed
6	5/9/2022	Dianna & David Kirkley	Police Report	5/16/2022	NA	-	Emailed
7	5/9/2022	Chris Parrott	Plot Plans	5/16/2022	NA	-	Emailed
8	5/11/2022	Chris Parrott	Permit Report	5/11/2022	NA	-	Emailed
9	5/13/2022	Annette Waits	Police Report	5/16/2022	NA	\$6.00	
10	5/17/2022	Lorena Richie-3 Rivers Coffee	Permit Report	5/17/2022	NA	-	Emailed
11	5/17/2022	LexisNexis	Police Report	5/17/2022	NA	-	No Document
12	5/20/2022	Jeff Havens	Police Report	5/20/2022	NA	-	Emailed
13	5/25/2022	Jason D Estes	Permit Report	6/6/2022	NA	-	Emailed
14	5/26/2022	Jason D Estes	Permit Report	5/26/2022	NA	-	Gave Copies
15	5/27/2022	Cassidy McNeil	Police Report	6/6/2022	NA	-	No Document
16	5/31/2022	Sammy Rangwala	Fire Report	6/3/2022	NA	-	Emailed
17	5/31/2022	Sammy Rangwala	Code Violation Report	6/3/2022	NA	-	Emailed
18							
19							