



## **City Secretary's Office**

### **Monthly Report**

**January 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 January 2023 and they were processed immediately following the meeting:

- Approval of a purchase of brush truck in the amount of \$188,228 for the Fire Department.
- Approval Joint Election Agreement with Joshua Independent School District for the May 6, 2023 Election.
- Ordinance ordering a General Election to be held on Saturday, May 6, 2023, for the purpose of electing two Council Members.
- Ordinance ordering a Special Election to be held on Saturday, May 6, 2023, for the purpose of Voting “Yes” or “No” on Seven (7) Proposed City Charter Amendments.
- Approval of new development agreements regarding the 2018 agreements.

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

January 06, 2023	Planning & Zoning Commission	• Planning & Zoning - January 05, 2023
January 19, 2023	City Council Meeting	• City Council – January 19, 2023
January 19, 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-**

City Secretary is making final changes to the website and will have department heads review their page for any updates. After that, we will be ready to go live. I have received several changes from the department heads. Once they are updated, we will be ready to go live.

**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 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.

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

**TABC Annual Renewal** invoices was mailed out in December.

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

- 1001 Joshua Station Brookshires

Family Dollar Store

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

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- Permit Issued

Kulsums Mart

La Mesa

## Public Information Request

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

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
1/3/2023	Martha Jimenez	Crash Report	1/3/2023	NA	-	Email link to access report
1/3/2023	Sammy Rangwala	Fire Report	1/9/2023	NA	-	Emailed
1/3/2023	Sammy Rangwala	Fire Damage	1/9/2023	NA	-	Emailed
1/3/2023	Sherri Ransy	Police Reports	1/18/2023	NA	-	Emailed
1/3/2023	Loveen Punia	Permit Report	1/9/2023	NA	-	Emailed
1/4/2023	Justin Toliver	Police Reports	1/10/2023	NA	-	Sent email asking for Mr. Toliver to send email on company letterhead
1/6/2023	Ian Mercado	Code Enforcement Report	1/9/2023	NA	-	Emailed
1/6/2023	Jacqueline Teixeira	Police Reports	1/10/2023	NA	-	Emailed
1/10/2023	Heather Cross	Police Reports	1/10/2023	NA	-	Emailed
1/10/2023	Jonathan Wilson	Code Violations	1/10/2023	NA	-	Clarification Email
1/10/2023	Jonathan Wilson	Code Violations	1/10/2023	NA	-	Clarification Email sent 2nd time
1/11/2023	Samantha Damron	Crash Report	1/11/2023	NA	-	Event Page emailed
1/11/2023	Crystal Braden	Police Reports	1/12/2023	NA	-	Emailed
1/11/2023	LexisNexis	Police Reports	1/11/2023	NA	\$6.00	Mailed
1/11/2023	LexisNexis	Police Reports	1/11/2023	NA	-	No Report Written
1/19/2023	Leisha Mitchell	Body Cam Footage	NA	-	-	Sent Clarification Email 1/20/23
1/20/2023	Rolox Domingiano	Building Permit Report	1/20/2023	NA	-	Emailed
1/26/2023	Melanie Rios	Police Reports	1/30/2023	NA	-	Emailed

## 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
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- Certificate attached to this report.

### 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.

