



## **City Secretary's Office**

### **Monthly Report**

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

- Ordinance approving Budget Amendment No.1 for FY 2022-23.
- 380 Agreement with Pathway Communications to provide Fiber Internet Service to Mountain Valley Estates area.
- Funding a Drainage Impact Fee Study with New Gen Strategies and Solutions in the amount of \$40,000.
- Agreement with Alpha Testing for soil testing for the Municipal Complex.
- Policy for a Façade Improvement Grant funded by Type A EDC and ARPA funds.

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

April 3, 2023	Planning & Zoning	Planning & Zoning March 06, 2023
April 17, 2023	Joshua United-Staff	City Council - March 16, 2023
April 18, 2023	Joshua YMCA	
April 20, 2023	RMO Meeting (online)	

## **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

The following two (2) special elections were held on May 6, 2023:

- Charter Amendment
- Bond Election

Early Voting was held April 24th through April 28th during regular business hours and May 1st and 2nd the hours of 7am to 7pm.

There was only a few complaints regarding the election that is out of staff's control.

**Most citizens that came in to vote thought they were voting for the school board election. Also, most was not aware of the City election even though it was published in the newspaper, on the website, and sent out in a newsletter to every address in the city. As with every year, several complained that they had to go to different locations to vote for the city and school district.**

## **Special Projects:**

**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. After the May 2023 meeting, there will be 47 remaining.

## **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 \$1,034,000.

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 presented to council 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 had booths to meet with citizens and answer questions. The estimate of attendees is between 750-1000.

## **Code of Ordinance**

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

The code of ordinances is currently being updated and should be completed in May.

**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- Permit Issued

Brookshires- Permit Issued

Corner Store- Permit Issued

Kimberly's- Not currently selling

Kulsums Mart-Permit Issued

La Mesa- Permit Issued

## Public Information Request

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

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
4/3/2023	Lovleen Punia	Permit report	4/5/2023	NA		Sent Electronically
4/4/2023	Jessica Williams	Police Documents	4/4/2023	NA		Sent Electronically
4/4/2023	Jessica Williams	Poice Documentss	4/4/2023	NA		Sent Electronically
4/4/2023	Ian Mercado	Code Reports	4/5/2023	NA		Sent Electronically
4/6/2023	Keri Gamez	PD Video footage	4/17/2023	NA		No Record
4/6/2023	Tymantha Beaver	PD Video footage	4/17/2023	NA		No Records
4/6/2023	Tymantha Beaver	Police Report		4/14/2023		AG
4/11/2023	Janine Rugas	Permit Reports	4/18/2023	NA		Sent Electronically
4/12/2023	Mickey Winkle	Personnel File	4/18/2023	NA		Documents Printed
4/12/2023	Metropolitan Reporting Bureau	Accident Report	4/18/2023	NA		Sent Electronically
4/13/2023	Standard Casualty Co.	Fire Report	4/18/2023	NA		emailed fire report
4/13/2023	Skyler Sanders	Address update	4/19/2023	NA		emailed
4/13/2023	LexisNexis	Accident Report	4/13/2023	NA		No Documents
4/13/2023	LexisNexis	Accident Report	4/13/2023	NA		No Documents
4/14/2023	SmartProcure	Purchasing Records	4/14/2023	NA		Sent Electronically
4/14/2023	LexisNexis	Accident Report	4/14/2023	NA		No Documents
4/18/2023	Dominique Anderson	Police Reports	4/18/2023	NA		No Documents
4/18/2023	Yohana Susan Mantrana	Immigration Letter	4/19/2023	NA		Return to sender/not PIR
4/20/2023	Jamie Christensen	Dept. Reports	4/26/2023	NA		Sent Electronically
4/20/2023	LexisNexis	Accident Report	4/20/2023	NA		No Documents
4/24/2023	Hope Palmer	Accident Report	5/5/2023	NA		emailed link to CRIS
4/25/2023	Bradly Taylor	Police Report		5/5/2023		AG
4/26/2023	Dominique Anderson	Police Report	4/26/2023	NA		No Documents
4/26/2023	Craig Hinkle	Road Resurfacing	5/5/2023	NA		Printed
4/27/2023	Shanetta Ross, APS II	Arrest Records	5/5/2023	NA		No Documents
4/27/2023	Christine Caicedo	Video of driving offense		5/8/2023		AG

## Liens

The list below are active liens held by the City of Joshua as of the end of April 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
<b>TOTAL OUTSTANDING PROPERTY LIENS</b>		<b>\$ 23,613.27</b>

### **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 Chair 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 attended the annual ARMA Records Training Seminar in April.