



City Secretary's Office

Monthly Report

August 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.

Meeting Updates:

The August 2023 City Council and all boards agendas prepared, certified, published, and processed.

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

August 17, 2023 City Council Special Meeting
August 14, 2023 Type A EDC Meeting
August 14, 2023 Type B EDC Meeting
August 17, 2023 City Council Meeting

Type A EDC- July 18, 2023
Type B EDC- July 18, 2023
City Council- July 20, 2023

Liens

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

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

Special Projects:

At the request of the city manager, the City Secretary's Office did some research on the Gas Well Permits issued by another department. While researching, I noticed that the invoices previously sent out was incorrect. After gaining permission from the city manager, I issued revised invoices from 2023. The invoices was in the a amount of \$7,000 that is owed to the city. **Update:** \$5500 has been paid, one invoice is pending.

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. After each property owner signs the agreement, they will be taken to the City Council for approval.

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.- Type B/Parks Board approved the design and has approved the amount up to \$1,300,000. In May, the City Council approved the project.

The Type B EDC/Parks Board is authorized to move forward with the project after July 10, 2023.

In July, a resolution will be presented to start the CO procedure. If approved, the sale would be approved on September 21st and the money would be received on October 18th.

Once the company receives our official order, they will order the equipment right away. Playground Equipment and Shade Structures are shipping in approximately 12-14 weeks.

It would be recommended to begin the clearing process for the surfacing and equipment around the same 12 week time frame to avoid playground downtime. Once the playground structure company receives notice of the equipment arrival, they will reach out and begin the planning process to schedule a time to begin installation.

It will take approximately 4 weeks to install the park equipment, weather permitting. This does not include the splash pad. The colors of the structures will be presented to the Type B/Parks Board. Immediately after, the order will take place.

Update: The park equipment has been ordered and the splash pad companies are currently scheduling the upgrades and flooring.

In September, a resolution and ordinance will be presented to the city council for approval regarding the Certificate of Obligation.

Audio/Video for Council Chambers: The City Secretary contacted a company who is experienced working with council chambers had reviewed and made recommendations. The city manager has approved the upgrades. Everything has been ordered. Upgrades will be made as soon as all items are delivered.

Laserfiche- <https://icc-cds.com/laserfiche/>

The City Secretary's Office is working with Laserfiche. Laserfiche - Records Management is a collection of critical records management features to ensure we remain in compliance with records-keeping requirements. Using pre-defined rules, retention policies can be established to be automatically applied to a document on capture. Notifications can be set to alert the City Secretary when a file, document or record needs to be archived or deleted. An audit log runs as a unified timeline to show all relevant retention information for a single record in one place.

In addition to the basic functionality, Laserfiche delivers a number of innovative features. These features can extend what is possible. Just to name a few:

- Laserfiche Workflow is a business process automation tool. It is built into Laserfiche so an organization can use automatic document classification, organizing, routing, and archiving.
- Laserfiche Forms is just what it sounds like, a digital form creation tool. Forms are integrated with Laserfiche so an organization can create interactive, customizable digital forms to support complex processes that require routing and approvals. Laserfiche Forms can even run on a website portal to serve those outside of city staff.
- Laserfiche for the first year will be used to receive and manage the City's documents. Once each department is comfortable with it, staff will move into more complex tasks.
- **UPDATE:** The City Secretary's Office is working with all departments regarding what files they have, what the state retention schedule is for each document, and setting up a electronic folder structure. The goal is to be active in August. Update: The training for the department liaisons will be held on September 19, 2023.

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

Dollar General Store- Permit Issued

7-Eleven- Permit Issued

Joshua Food Mart- Permit Issued

Hickory Tree- Permit Issued

Valero Quick Mart- Permit Issued

Three Rivers Coffee Co.- Permit Issued

The Brick House Grill- Permit Issued

Al's Crossroads- Permit Issued

Brookshires- Permit Issued

Valero 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 August.

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
8/1/2023	"Good Citizen"	Police Records		AG	0	Attorney General letter sent on 8/3/23
8/1/2023	Parrott, Chris	B3 DS Records	8/2/2023	NA	0	emailed
8/2/2023	Parrott, Chris	DS Records	8/9/2023	NA	0	emailed
8/2/2023	Morehead, Ethel	Police Records	8/2/2023	NA	0	no documents
8/3/2023	Robertson, Eric	Police Records	8/7/2023	NA	0	canceled
8/4/2023	Gargiulo, Lynn	Police Records	8/7/2023	NA	0	emailed
8/6/2023	Bartholomew, Carole	DS Records	8/9/2023	NA	0	emailed
8/7/2023	Perkins, Jozie	Police Records	8/15/2023	NA	2.9	emailed
8/8/2023	Shaw, Dominique	Fire Records	8/15/2023	NA	0	emailed
8/9/2023	Viera, William	CS Records	8/17/2023	NA	0	emailed
8/9/2023	Christensen, Jamie	Police Records	8/9/2023	NA	0	no documents
8/10/2023	Morehead, Ethel	Police Records	8/11/2023	NA	0	emailed
8/10/2023	Morehead, Ethel	Police Records	8/11/2023	NA	0	emailed
8/10/2023	Armstrong, Kathy	Police Records	8/10/2023	NA	0	emailed
8/11/2023	Chung, Eric	HR Records	8/15/2023	NA	0	emailed
8/11/2023	Morehead, Ethel	Police Records	8/11/2023	NA	6	picked up
8/11/2023	Bohmer, Lily	Police Records	8/11/2023	NA	0	emailed
8/11/2023	Bohmer, Lily	Police Records	8/11/2023	NA	6	picked up
8/11/2023	Stone, Patricia	Police Records	8/15/2023	NA	0	emailed
8/14/2023	LexisNexis	Police Records	8/16/2023	NA	6	mailed
8/14/2023	LexisNexis	Police Records	8/16/2023	NA	0	mailed
8/14/2023	LexisNexis	Police Records	8/16/2023	NA	0	mailed
8/15/2023	Joe Cardenas	Police Records	8/15/2023	NA	0	emailed
8/15/2023	Samantha Sullivan	Police Records	8/17/2023	NA	0	emailed
8/15/2023	Larissa Ramos	Police Records	8/16/2023	NA	0	emailed
8/16/2023	Metropolitan Reporting Bureau	Police Records	8/17/2023	NA	0	mailed
8/16/2023	Metropolitan Reporting Bureau	Police Records	8/17/2023	NA	0	mailed
8/17/2023	Janine Rugas	DS Records	8/17/2023	NA	0	emailed
8/18/2023	LexisNexis	Police Records	8/18/2023	NA	0	mailed
8/18/2023	LexisNexis	Police Records	8/18/2023	NA	0	mailed
8/18/2023	LexisNexis	Police Records	8/18/2023	NA	0	mailed
8/21/2023	Diann Brotzman	Police Records	8/21/2023	NA	0	emailed
8/21/2023	Archie Smith	Code Enforcement R	8/21/2023	NA	0	no documents
8/21/2023	Matt Burnett	DS Records				clarification letter sent
8/22/2023	Joane Brown	Police Records	8/23/2023	NA	0	emailed
8/22/2023	Craig Hinkle	PW Records	8/22/2023	NA	0	emailed
8/22/2023	Shirley Flowers	Fire Dept Records	8/23/2023	NA	0	no documents
8/23/2023	James Hannigan	Police Records	8/23/2023	NA	0	no documents
8/23/2023	Shirley Flowers	Fire Dept Records	8/23/2023	NA	0	picked up
8/23/2023	Tyler Villanueva	Police Records	8/23/2023	NA	0	no documents
8/24/2023	Courtney Rich	Police Records	9/5/2023	NA	0	emailed
8/28/2023	Frank Lopez	Code Enforcement R	8/28/2023	NA	0	no documents
8/30/2023	Jana Shaw	Fire Records	8/31/2023	NA	0	emailed
8/31/2023	LexisNexis	Police Records	8/31/2023	NA	0	mailed
8/31/2023	LexisNexis	Police Records	8/31/2023	NA	0	mailed

Training / Certifications

City Secretary currently holds the following certifications:

- Texas Municipal Clerk Association: Texas Registered Municipal Clerk **(3-5 Year Program to get certified)**
- International Institute of Municipal Clerk: Certified Municipal Clerk **(2 year program after TRMA)**
- International Institute of Municipal Clerk: Master Municipal Clerk **(2 year program after the CMC Certification)**
- International Institute of Municipal Clerk: Education PLUS Program (EPP). Currently working with IIMC. **(2 year program, must hold MMC (see above)**
- 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 Memberships

1. Texas Municipal Clerks Association- Board Trustee-will be sworn in during the business meeting in October 2023.
2. President of the North Texas Municipal Clerks Association
3. Texas Municipal Clerks Association
4. YMCA Board Chair and Fundraiser Committee Leader
5. International Municipal Clerks Association
6. 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 council chamber prior to meetings, and records retention.

City Secretary and Assistant to the City Secretary

With the new Laserfiche Software, the City Secretary and the Assistant to the City Secretary are the Laserfiche administrators for all the departments. Both will soon begin working on the Laserfiche Certification(s). The certification program is designed to provide working knowledge of installing, configuring and managing Laserfiche.

Program Benefits:

- Learn how to automate e-forms, business processes and reporting tools
- Maximize the value of your Laserfiche investment
- Acquire advanced skills in content management

The learning path will focus on many items, including the following:

Advanced security

Setting up workflow

Scanning and capturing documents

Building and designing Laserfiche forms

Automate and optimize business processes