



City Secretary's Office

Monthly Report

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

- Ordinance canvassing the May 06, 2023 Election
- Approved Development Agreements
- Approved Conditional Use Permit for 813 W. FM 917
- Ordinance adding Trailwood Drive; Eddy Avenue; Santa Fe Street; Caddo Drive, and Littlebrook Road to the list of commercial motor vehicles is prohibited.
- Purchase of a Fire Rescue Vehicle
- Resolution authorizing a project of the Joshua EDC Type B/Parks Board that includes renovation of the City Park.
- A resolution accepting the 2023-2033 Master Parks Plan.
- Appointment of Mayor Pro-Tem- Councilmember Mike Kidd.

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

May 1, 2023	Planning & Zoning Meeting	Planning & Zoning April 03, 2023
May 4, 2023	YMCA Award Luncheon	City Council April 11, 2023
May 8, 2023	Type A EDC Meeting	City Council May 11, 2023
May 8, 2023	Type B EDC Meeting	Type B EDC March 13, 2023
May 9, 2023	YMCA Board Meeting	Type A EDC March 13, 2023
May 18, 2023	City Council Meeting	
May 30, 2023	Staff Meeting	

Liens

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

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. After each property owner signs the agreement, they will be taken to the City Council for approval. After the June 2023 meeting, there will be 45 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. 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.

MapLink- <https://youtu.be/iGh4wbdt5uQ>

The City Secretary's Office is working with General Code on a software called MapLink. MapLink is a Visual Zoning service that presents the essential elements of a community's zoning code through an interactive online map on the Zoning-hub platform. The software will quickly find property details that can help answer key zoning questions such as "What can I do with my property?" and "Where can I open my business?" In addition, it helps business owners and developers confirm zoning details that are essential for streamlining plan approvals. This software will be beneficial to the public and to staff.

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.

TABC Annual Renewal invoices was mailed out in December.

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 May.

6/6/23, 3:35 PM

Public Information Request Log 2023.xlsx

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
5/2/2023	Ian Mercado	Code Violations	5/6/2023	NA		emailed
5/2/2023	Carly Casey	Videos for citation		5/15/2023		sent to AG
5/3/2023	Jessilyn Winkelman	Police Report	5/4/2023	NA		emailed
5/4/2023	LexisNexis	Accident Report	5/4/2023	NA		returned check
5/4/2023	Sharon V. Beck	Contractor List	5/4/2023	NA		list provided
5/4/2023	Samantha Hawkins Miller	Police Report	5/16/2023	NA		emailed no info found
5/4/2023	Dennise Terrell	Police Report	5/4/2023	NA		sent clarification email
5/4/2023	Dennise Terrell	Police Report	5/17/2023	NA		emailed
5/8/2023	Lauren Bancale	Police Report	5/9/2023	NA		emailed
5/8/2023	Jennifer M. Matute	HR Report	5/18/2023	NA		emailed
5/9/2023	Pete Lewiston	Building Permits Rep	5/9/2023	NA		emailed
5/9/2023	Craig Hinkle	Public Works Docs	5/9/2023	NA		no documents found
5/9/2023	Craig Hinkle	Public Works Docs	5/9/2023	NA		no documents found
5/9/2023	Craig Hinkle	Public Works Docs	5/9/2023	NA		no documents found
5/10/2023	Craig Hinkle	Public Works Docs	5/16/2023	NA		letter sent
5/10/2023	Craig Hinkle	Public Works Docs	5/16/2023	NA		letter sent
5/11/2023	Alicia Ruiz	Accident report	5/16/2023	NA		emailed
5/11/2023	Huey Hudson Jr.	Accident Report	5/16/2023	NA		report picked up
5/16/2023	LexisNexis	Accident Report	5/16/2023	NA		no documents found
5/16/2023	LexisNexis	Police Report	5/16/2023	NA		mailed report
5/17/2023	LexisNexis	Police Report	5/17/2023	NA		mailed report
5/17/2023	LexisNexis	Accident Report	5/17/2023	NA		no report written
5/17/2023	LexisNexis	Accident Report	5/17/2023	NA		no report found
5/18/2023	Betty Thompson	Police Report	5/18/2023	NA		emailed report
5/19/2023	Kelsey Mittauer	Police Reports	5/24/2023	NA		emailed
5/19/2023	Susan Torres W/Canon Solutions	Contract/Invoice	5/25/2023	NA		emailed
5/23/2023	Diann Brotzman	Police Report	5/24/2023	NA		emailed
5/23/2023	Sarah Abigail Sanchez Vazquez	Police Report	5/23/2023	NA		emailed
5/23/2023	Crystal Steen	Police Report	5/23/2023	NA	0.2	emailed report ready to pick up
5/24/2023	Stephen O'Connell	Accident Report	5/24/2023	NA		emailed
5/24/2023	Hunberta Garcia	Accident Report	5/24/2023	NA		emailed
5/24/2023	James Hornbeck	HR report	5/24/2023	NA		Canceled request
5/25/2023	Elisabeth Newton	Police Report	5/25/2023	NA		emailed
5/25/2023	Lauren Bancale	Police Report	5/30/2023	5/30/2023		Sent to AG
5/25/2023	Janine Rugas	Permit report	5/31/2023	NA		emailed
5/25/2023	Elisabeth Newton	Police Report	5/25/2023	NA		no documents found
5/27/2023	Seth Neel	Court Report	5/27/2023	NA		no documents found
5/30/2023	Gabriel Mateiu	Permit Report	5/31/2023	NA		no documents found
5/31/2023	James Groom	HR Report	5/31/2023	NA		emailed
5/31/2023	Humberta Garcia	Police Report	5/31/2023	NA		emailed
5/31/2023	LexisNexis	Police Report	5/31/2023	NA		no documents found
5/31/2023	LexisNexis	Police Report	5/31/2023	NA		no report written
5/31/2023	LexisNexis	Police Report	5/31/2023	NA		report mailed
5/31/2023	Humberta Garcia	Police Report	5/31/2023	NA		emailed

G34

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 council chamber prior to meetings, and records retention.