



City Secretary's Office

Monthly Report

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

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

July 06, 2023	Planning & Zoning Meeting	Planning & Zoning- June 05, 2023
July 10, 2023	Type A EDC	Type B EDC- May 8, 2023
July 10, 2023	Type B EDC	Type A EDC-May 8, 2023
July 18, 2023	Type A EDC	City Council-June 15, 2023
July 20, 2023	City Council	
July 24, 2023	Type B EDC	

Liens

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

CITY OF JOSHUA OUTSTANDING PROPERTY LIENS AS OF 12/30/2022		
Property Address	Original Date of Lien	Total (w/o Interest)
<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.

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.- **UPDATE-** 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.

We're looking at approximately 3-4 weeks of installation for this project, weather permitting. This does not include the splash pad. The City Secretary's Office is currently working on scheduling that project. The colors of the structures will be presented to the Type B/Parks Board. Immediately after, the order will take place.

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.

Update: The program is now live and available to everyone for use.

- 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 last training for records management is on August 15, 2023 for each department. We will go active immediately after. Shortly after, there will be a training webinar for building forms. Immediate after, departments may start implementing the program and build forms and assign the routing process.

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 July.

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost	Notes
7/2/2023	Rachel Boler	Police Record	7/6/2023	NA	0	no documents
7/3/2023	Ling Zeng	DS Record		AG	0	city attorney
7/3/2023	Michelle Hutchinson	Police Record	7/6/2023	NA	0	emailed
7/3/2023	Adam Stewart	Police Record	7/6/2023	NA	0	emailed
7/3/2023	Adelina Cantu	Police Record	7/13/2023	NA	0	report printed
7/5/2023	Doug Martella	HR Record	7/11/2023	NA	0	emailed
7/6/2023	Holly Burris	Police Record	7/13/2023	NA	0	emailed
7/6/2023	TDFPS-Brotzman	Police Record	7/11/2023	NA	0	emailed
7/7/2023	John Russell	Police Record	7/12/2023	NA	0	emailed
7/10/2023	Mireya Jimenez	Police Record		AG	0	sent electronically
7/10/2023	Johnson County District Court	Police Record	7/12/2023	NA	0	SUBPOENA
7/11/2023	Dylan Hedrick	Police Record	7/14/2023	NA	0	emailed
7/12/2023	LexisNexis	Police Record	7/11/2023	NA	\$6.00	mailed
7/12/2023	LexisNexis	Police Record	7/11/2023	NA	0	mailed
7/12/2023	LexisNexis	Police Record	7/11/2023	NA	0	mailed
7/12/2023	Chris Parrott	DS Record	7/13/2023	NA	0	emailed
7/12/2023	Gus Caicedo Jr	Police Record	7/13/2023	NA	0	emailed
7/12/2023	Brandon Cantu	Police Record	7/13/2023	NA	0	emailed
7/12/2023	Daniel Hansen	Police Record				clarification sent 7/13/23
7/12/2023	Ethan Majerus	Police Record		AG	0	Attorney General letter sent 7/13/23
7/12/2023	Xavier Saucedo	Police Record	7/13/2023	NA	0	emailed
7/13/2023	Janine Rugas	HR Record	7/13/2023	NA	0	emailed
7/17/2023	Dylan Fischer					clarification sent 7/17/23
7/18/2023	LexisNexis	Police Record	7/18/2023	NA	0	mailed
7/18/2023	LexisNexis	Police Record	7/18/2023	NA	0	mailed
7/18/2023	Sherry Kemp	Police Record	7/18/2023	NA	0	emailed
7/18/2023	Sherry Kemp	Police Record	7/18/2023	NA	0	emailed
7/18/2023	Christina Garcia	Police Record		AG	0	sent electronically
7/18/2023	Lindsay Griffin	Police Record	7/26/2023	NA	0	emailed
7/18/2023	Richard Onugha	Police Record	7/20/2023	NA	0	emailed
7/19/2023	Bertha Joshua-Onugha	Police Record	7/20/2023	NA	0	emailed
7/25/2023	Luis Guzman	Fire Record	7/31/2023	NA	0	emailed
7/27/2023	Charles Stewart	Police Record		AG	0	sent electronically
7/31/2023	Amanda Grimes	Police Record	7/31/2023	NA	0	picked up
7/31/2023	LexisNexis-Stewart	Police Record		AG	0	mailed copy of AG Letter
7/31/2023	LexisNexis-Newton	Police Record	7/31/2023	NA	0	mailed
7/31/2023	Maria Montoya	Police Record	8/1/2023	NA	0	emailed
7/31/2023	LexisNexis-Beasley	Police Record	7/31/2023	NA	0	mailed
7/31/2023	LexisNexis-Garcia	Police Record		AG	0	sent electronically

Electronic Filings

As of June 2023, the City Secretary's Office has contracted with CSC ePrepare. This is a eRecording electronic recording platform that fast tract our document recording process with Johnson County and other counties, as necessary. For example, ordinances, agreements, deeds, etc. all can now be filed and recorded electronically. This process saves time, reduce risk, and lower costs to the city. Update: The City Secretary's Office has filed several documents electronically as of date. The system is working great.

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 with Texas in January 2023

City Secretary has enrolled in the Education PLUS Program (EPP). The education requirements for the EPP are advanced and complex, like those of the MMC program. The breadth and depth of the EPP courses are academically advanced.

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.

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