



City Secretary's Office

Monthly Report

December 2022

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 December 2022 and they were processed immediately following the meeting:

- An Ordinance repealing existing Section 12.04.002, “Penalty,” and Section 12.04.003, “Use Required; Exceptions,” of Article 12.04, “Truck Routes,” of Chapter 12, “Traffic and Vehicles,” of the Code of Ordinances replaced with a new Section 12.04.002, “Truck Routes, and a new Section 12.04.003, “Unlawful Acts; Exemptions.
- An Ordinance repealing existing Article 13.02, "Solid Waste," of Chapter 13, "Utilities," of the Code of Ordinances and replace it with a new Article A13.02, "Solid Waste".
- Amendment of the Solid Waste Contract regarding billing procedures.
- A Site Plan regarding 0.278 acre of land known as Lots 5, 6, 7, and Part of 8, Block 10, Caddo Peak Addition, W.W. Byers Survey, Abstract No. 29, County of Johnson, Texas, locally known as 205 N. Main, to allow for the Commercial Use of a business office.
- Approval of Freese & Nichols Agreement for Engineering Services.
- Approval of the contract between Government Capital Corporation and the City of Joshua for Public Works equipment.
- Approval of funding the repairs on the Early Outdoor Warning System.
- Approval of charter amendments for a special election as recommended by the Charter Review Commission.

City Secretary attended the following meetings:

December 05, 2022 Planning & Zoning Commission
December 15, 2022 City Council Meeting
December 15, 2022 NTMCA Meeting

Meeting Minutes prepared and approved:

- Planning & Zoning - November 07, 2022
- City Council – November 17, 2022
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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.

City Christmas Party was held on December 16th at the James Event Center. There was approximately 175 guest.

Annual Records Destruction process has started. Each department has been instructed to follow the policy and be complete by January 6, 2023. After inventory, records that is scheduled to be destroyed will be shortly after. Update- We are still receiving information from other departments. The goal is to be completed by the end of January.

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 February 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 has in the process of being posted to social media and sent out in newsletter in January.

Code of Ordinance

The Code of Ordinance Vault is updated as scheduled, and Supplement No. 17 has been uploaded to the website. All ordinances as of September 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

Kelly's Daiquiri

Valero

Dollar General Store

7-Eleven

Joshua Food Mart

Hickory Tree

Quick Mart

Three Rivers Coffee Co.

The Brick House Grill

Al's Crossroads

Brookshires

Corner Store

Kimberly's

Kulsums Mart

La Mesa

Public Information Request

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

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
12/1/2022	Sammy Rangwala	Tall Grass Viola	12/2/2022	NA		Emailed
12/1/2022	Lovleen Punia	Permit Report	12/1/2022	NA		Emailed
12/2/2022	Sammy Rangwala	Fire Report	12/2/2022	NA		Emailed
12/2/2022	Janine Rugas	Permit Report	12/13/2022	NA		Emailed
12/8/2022	Moises Torres	Police Clearanc	12/8/2022	NA	No Charge	Picked up
12/15/2022	Eric Chung	Purchasing Rec	12/15/2022	NA		Emailed
12/15/2022	Melissa Kircher	Police Report	12/15/2022	NA		Emailed
12/15/2022	LexisNexis	Police Report	12/15/2022	NA	\$6.00	Mailed
12/15/2022	Debra Dunson	Police Report	12/16/2022	NA	0.5	Picked up
12/19/2022	Sybil Long	Police Reports	12/29/2022	NA		Sent Clarification Letter
12/20/2022	Jaime Rodriguez	Police Report	12/28/2022	NA	\$6.00	Picked Up
12/23/2022	Scott Harlan-AEI	Code Reports	12/29/2022	NA		Sent Letter-Not in City
12/28/2022	Pahola Rodriguez	Police Report	12/28/2022	NA	\$6.00	Picked Up
12/28/2022	LexisNexis	Police Report	12/28/2022	NA	\$6.00	Mailed
12/28/2022	LexisNexis	Police Report	12/28/2022	NA		No Report Written
12/30/2022	LexisNexis	Police Report	12/30/2022	NA		No Report Written
12/30/2022	LexisNexis	Police Report	12/30/2022	NA		No Report Written
12/30/2022	LexisNexis	Police Report	12/30/2022	NA		No Report Written

Liens

The list below are active liens held by the City of Joshua as of the end of December 2022.-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

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

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 will re-certify January 2023.

CitySecretaryMemberships

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.