



City Secretary's Office

Monthly Report

November 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 November 2022 and they were processed immediately following the meeting:

- Ordinance approving a request for a zoning change regarding approximately 8.995 acres of land in the George Casseland Survey, Abstract No. 173, County of Johnson, Texas, located at 6001 CR 1023, to change from (A) Agricultural District to the (R1) Single Family Residential District to allow for the construction of two residential homes.
- Ordinance amending the requirements of the membership of the Heritage Preservation Committee.
- Development agreement between the City of Joshua and property owner of parcel located on Cr 705.
- Ordinance disannexing tracts of land described in Exhibit "A,"-Development Agreements.
- Resolution awarding the Administration Services Provider Contract for the 2023-2024 CDBG Texas Community Development Block Grant to GrantWorks.
- Resolution awarding the Engineering, Architectural, and Surveying Services Contract for the 2023-2024 Texas Community Development Block Grant administered by the Texas Department of Agriculture to JacobMartin.
- 380 Agreement with Fairmount Outdoor Advertising.
- franchise agreement between the City of Joshua and United Cooperative Services Internet Services.
- Award the Bank Depository Services Agreement to Pinnacle Bank.
- Funding Agreement with the Johnson County Special Utility District for a 16" Water Main that extends from the 700 Block of N. Main south to Hwy. 174 and then south to connect to existing infrastructure and increasing water flows in Joshua Station.

City Secretary attended the following meetings:

November 07, 2022 Planning & Zoning Commission
November 09, 2022 NTMCA Meeting
November 14, 2022 Type A EDC Meeting
November 14, 2022 Type B EDC Meeting
November 21, 2022 Charter Review Commission
November 21, 2022 Staff Meeting
November 28, 2022 Heritage Preservation

Meeting Minutes prepared and approved:

- Planning & Zoning - September 06, 2022
- City Council – October 20, 2022
- EDC Type A and B -October 10, 2022
- Charter Review Comm. - October 20, 2022
- Heritage Preservation- May 12, 2022

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. NO UPDATE

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.

In December, the City Secretary's Office will begin making contact with property owners and attempt to renew the **2018 agreements**.

City Christmas Party will be held on December 16th at the James Event Center. Preparation for the party is still underway.

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.

Veterans Luncheon was held on November 11, 2022 at the YMCA. City Secretary worked with the YMCA regarding the preparation of the event. It was a great turnout.

Christmas on Main Street is scheduled for December 3, 2022. City Secretary is working with the chamber to help make this event successful. The city had the design of the advertisement completed and printed all the posters through the town. The city has boosted the social media for better coverage. Last, the City is providing the children's area. There will be two bounce houses and several arts and crafts tables. In addition, Santa will be available for pictures. No Update

Board Training-Due to conflict in schedules, the training has been postponed until January. Information will be sent out in December.

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. More information to come soon.

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 Renewals are being prepared to go out in the mail early December. Each permit is good January -December and each permit must be renewed yearly.

Alcoholic Beverage Permits Annual permits issued for 2022:

- 1001 Joshua Station Brookshires
- 309 E. 12th St Family Dollar Store
- 1003 Country Club Mountain Valley Country Club
- 525 S. Broadway Napoli Pasta
- 336 N. Broadway K & S Bar-B-Q
- 100 S. Broadway Valero
- 321 N. Broadway Dollar General Store
- 103 S. Broadway 7-Eleven
- 420 N. Broadway Joshua Food Mart
- 101 N. Main St. Hickory Tree
- 401 N. Broadway Joshua Food Mart
- 500 S. Broadway Quick Mart
- 107 N. Main St. A Three Rivers Coffee Co.
- 107 N. Main St. B The Brick House Grill

Public Information Request

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

| Requested Date | Requestor | Documents | Date Released | AG Letter | Cost/Electronic | Notes |
|----------------|-------------------------------|------------------|---------------|-----------|-----------------|--|
| 11/1/2022 | Lovleen Punia | Permit Report | 11/2/2022 | NA | | Emailed |
| 11/1/2022 | Teresa Strauch | Police Reports | | 11/9/2022 | | |
| 11/3/2022 | Teresa Strauch | Police Reports | | 11/9/2022 | | |
| 11/3/2022 | Sammy Rangwala | Fire Damage | 11/4/2022 | NA | | Emailed |
| 11/3/2022 | Sammy Rangwala | Tall Grass Viola | 11/4/2022 | NA | | Emailed |
| 11/3/2022 | Chris Parrott | Plot Plans | 11/4/2022 | NA | | Emailed |
| 11/3/2022 | Shannon Taylor | Police Report | 11/4/2022 | NA | | Sent letter with links to access reports |
| 11/4/2022 | Metropolitan Reporting Bureau | Police Report | 11/4/2022 | NA | | No Report Found Returned Check |
| 11/4/2022 | LexisNexis | Police Report | 11/4/2022 | NA | | No Report Found Returned Check |
| 11/4/2022 | Teresa Seamon | Police Report | 11/8/2022 | NA | | Emailed Report to Berenson Law Office |
| 11/4/2022 | Teresa Seamon | Witness Video | 11/8/2022 | NA | | No Video per Chief |
| 11/7/2022 | Julie Chavez | Police Report | 11/8/2022 | NA | | No Report Found |
| 11/9/2022 | Glenda Porter | PD Vehicle Inf | 11/10/2022 | NA | | Emailed |
| 11/11/2022 | Markus Murphy | House & draina | 11/14/2022 | NA | | Emailed drainage info told him he could pick up plans. |
| 11/14/2022 | Will Bruner | PD Ordinance f | 11/15/2022 | NA | | Emailed |
| 11/14/2022 | Brenna Flynn | PD Report | 11/28/2022 | NA | \$1.20 | Brenna Flynn Picked Up |
| 11/14/2022 | Brenna Flynn | PD/Fire Report | 11/28/2022 | NA | \$1.40 | Brenna Flynn Picked Up |
| 11/14/2022 | Linda Rivon | Crash Report | 11/14/2022 | NA | | Emailed |
| 11/16/2022 | LexisNexis | Crash Report | 11/16/2022 | NA | | No Report Written |
| 11/16/2022 | LexisNexis | Crash Report | 11/16/2022 | NA | | No Report Written |
| 11/16/2022 | LexisNexis | Crash Report | 11/16/2022 | NA | | No Report Written |
| 11/16/2022 | LexisNexis | Crash Report | 11/16/2022 | NA | \$6.00 | Report Mailed |
| 11/16/2022 | LexisNexis | Crash Report | | NA | | |
| 11/23/2022 | Mathew Donelick | Fire Report | | NA | | |
| 11/28/2022 | Lucas Randall | Phone logs | 11/28/2022 | NA | | Sent Clarification Email |

Liens

The list below are active liens held by the City of Joshua as of the end of November 2022.-No change

| CITY OF JOSHUA OUTSTANDING PROPERTY LIENS AS OF 11/1/2022 | | |
|--|--------------------------|-------------------------|
| 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- Uniform Election Day- May 6, 2023, for the following places:

- Mike Kidd, Place 2
- Robert Fleming, Place 5

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.

City Secretary Memberships

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. In addition, she has taken on the role of helping decorate the city buildings and downtown area. She is being assisted by myself, a committee of citizens, and the parks department.