



## **City Secretary's Office**

### **Monthly Report**

**April 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 April 2022 and was processed immediately after the meeting:

- City Council Meeting held on February 21, 2022, and March 17, 2022.
- Ordinance for a zoning change regarding approximately 1.106-acre tract of land in the Christopher Chaney Survey, TR 22C, Abstract No. 175, County of Johnson, Texas, located at 235 Trailwood Dr. to change from (A) Agricultural District to the (R1) Single Family Residential District.
- Award the bid for the East 4th Street and Caddo Road Improvements Project to Jay Mills Contracting, Inc. with the base bid of \$1,145,389.75
- Ratify the purchase of a 2022 International HV607 dump truck
- Appointed Jerry Moore and Glen Walden to the ZBA.

### **Meeting Minutes prepared and approved:**

- City Council – February 21, 2022
- City Council – March 17, 2022
- Type A EDC – January 10, 2022
- Type A EDC - January 27, 2022
- Type B EDC – January 10, 2022
- Planning & Zoning – February 07, 2022

### **City Secretary attended the following meetings:**

- April 4, 2022- Planning & Zoning Meeting
- April 11, 2022- Type A EDC Meeting
- April 11, 2022- Type B EDC Meeting
- April 18, 2022- Type A EDC Meeting
- April 21, 2022- City Council Meeting
- March 24, 2022- North Texas Municipal Clerks Assoc. Meeting

### **Secretary of State – Elections-Webinars-Live Meetings**

- April 7, 2022
- April 12, 2022
- April 14, 2022
- April 19, 2022

### **Census Monthly Reporting**

Report of Building Permits for new residential structures –

There were six (6) new single-family homes with the total valuation of \$2,126,666

### **Code of Ordinance**

The Code of Ordinance Vault is updated, and Supplement No. 17.1 has been uploaded to the website. All ordinances as of March 17, 2022, have been codified.

### **Records Management**

City Secretary has gathered 84 Agreements from different City departments. Each agreement has been scanned for easy access to everyone, labeled, and filed in red folders. All agreements/contracts are now stored in the City Secretary's Office. City Secretary working with the Parks Department has created a secure room in the Parks Building for City records. City Secretary has created the following process to move the archive files:

- Created an online form for each department to inventory and enter their records. Once they input the information into the online form, it will automatically go to the City Secretary. At that time, it will be merged into an archive form that will be inserted in a pocket sleeve attached to the box of records. The new forms will be color-coded by department and all necessary information will be listed. See example below:

**SAMPLE ONLY**

Department: Administration	State Record Number: SE 2023-5874
Description: Election Records	Retention Period: 10 Years
Date Series: 2015-2016	Department Box Number: 0606
Today's Date (Monday, Day, Year, ex. January 01, 2021): 10/14/2021	Eligible Destruction Year (1st January after retention period): 2026

Once all records are entered and processed, the boxes will be moved. Once located in the new area, the City Secretary will process another complete inventory to confirm all boxes are in the correct location. **Update-** This project will be processed and completed after the May 2022 election.

### **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.

The City Secretary is in the process of completing the following six (6) webinars that must be followed up with assessments.

- How to Deliver an Unforgettable Presentation
- Council Relations
- Personnel Management
- Effective & Strategic Communication
- Leading with Love and Laughter
- Records Management

The last seminar I am required to have this year to finish the requirements to recertify is the Advanced Institute that will be held in Georgetown October 20-21, 2022.

### **Election**

City of Joshua- Uniform Election Day- May 7, 2022, for the following places:

- Mayor
- Place 1
- Place 3

The Mayor and Place 1 position is uncontested. Place 3 has two candidates. Regarding the special election, there is only one candidate, so it has been cancelled.

Early voting will be April 25<sup>th</sup> through May 29<sup>th</sup> and May 2<sup>nd</sup> -3<sup>rd</sup>. Early voting will be at city hall and election day will be at the community room located at the high school.

### **Special Projects**

**Website Update-** City Secretary's Office is currently working with the website host to upgrade the current City website. This process will take a few months. **Update:** City Secretary will be presenting a proposal to the City Manager to change website host to CivicPlus. CivicPlus is one of the largest website hosts for municipalities in the US.

City Secretary has planned for a professional photography company who is experienced working with municipalities to spend one day in Joshua (after the election). They will photoshoot each councilmember, department heads, and take pictures through the city. This will allow professional pictures to be updated and uniform on the website as we make changes.

**Movies in the Park-** City Secretary Holloway and the Parks Administrative Assistant, Amber Amaya has volunteered to take on the project of holding a Movies in the Park on June 3, 2022.

EDC Type B/Parks Board has approved the project. The license has been purchased and the movie will be Encanto. After much research, that is the most popular movie currently.

**It's Your Park Day-** City Secretary Holloway has been part of a volunteer program in the past called "It's Your Park Day. After talking to Parks Administrative Assistant, Amber Amaya and the City Manager, we discussed the idea with the EDC Type B/Parks Board, and they authorized staff to move forward with the project. This project will take place on June 2, 2022.

**Development Agreements-** City Secretary's Office is in the process of working with citizens regarding development agreements. The goal is to have all completed by the June 2022 meeting.

### **Alcoholic Beverage Permits**

Annual permits issued for 2022:

- 309 E. 12<sup>th</sup> St.            Family Dollar Store
- 1001 Joshua Station   Brookshires
- 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

All businesses are currently up to date on the Alcohol permits for 2022.

### **Liens**

The list below are active liens held by the City of Joshua. —

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