



City Secretary's Office

Monthly Report

March 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 March 2022 and was processed immediately after the meeting:

- Accepting the FY21 Annual Financial Report
- Ordinance declaring unopposed candidate for Council Member Place 6 elected to office; canceling May 7, 2022
- Amend the Future Land Use Map
- Ordinance adopting Budget Amendment Number One
- Approve a Professional Services Agreement Amendment No. 3 with Freese and Nichols for General Engineering Services
- Approve an Interlocal Agreement with Johnson County Special Utility District for water utility facilities relocation and maintenance regarding the Sweetbriar Place Wastewater Rehab Project

Meeting Minutes prepared and approved:

- City Council – February 17, 2022
- Planning & Zoning – February 15, 2022
- Planning & Zoning – February 07, 2022

City Secretary attended the following meetings:

- March 07, 2022- Planning & Zoning Meeting
- March 08, 2022- Staff Meeting
- March 14, 2022- Type A EDC Meeting
- March 14, 2022- Type B EDC Meeting
- March 17, 2022- City Council Meeting
- March 24, 2022- North Texas Municipal Clerks Assoc. Meeting

Census Monthly Reporting

Report of Building Permits for new residential structures –

There were six (6) new single-family homes with the total valuation of \$2,172,440

Code of Ordinance

The Code of Ordinance Vault is updated, and Supplement No. 17 has been uploaded to the website. All ordinances as of January 20, 2022, have been codified.

Public Information Request

Request Date	Requestor	Documents	Date Released	AG Letter	Cost / Electronic	Notes
3/1/2022	Miriam Hink	Auto Accident	3/1/2022	NA		Emailed
3/2/2022	LexisNexis	Accident Report	3/3/2022	NA	\$ -	No Record Found
3/2/2022	Sammy Rangwala	Permitting Reports	3/7/2022	NA	E	
3/2/2022	Sammy Rangwala	Fire Reports	3/7/2022	NA	E	
3/3/2022	Mara Dorz	Code Violation Report	3/7/2022	NA	E	
3/3/2022	LexisNexis	Auto Accident	3/3/2022	NA	\$ 6.00	
3/3/2022	LexisNexis	Auto Accident	3/3/2022	NA	\$ -	No accident report written
3/6/2022	Kim Pearson	Police Report	3/7/2022	NA	E	
3/7/2022	Askia Bell	Code Violation Report	3/7/2022	NA	E	
3/7/2022	Steve Veach	Police Report	3/9/2022	Yes		Sent to AG
3/8/2022	Miriam Hink	Accident Report		NA		No accident report written
3/9/2022	Bradley Niles	Permit Report	3/15/2022	NA	E	
3/9/2022	Gary Rudel	Police Report	3/15/2022	NA	E	
3/10/2022	Zachary	Development Reports	3/15/2022	NA		No Documents Available
3/11/2022	Allen Holmburg	Utility Report	3/17/2022	NA	E	
3/11/2022	CPS	Police Report	3/15/2022	NA	E	
3/12/2022	Gabriella Salinas	Police Report	3/15/2022	NA	\$ -	No Documents Available
3/14/2022	Berta Zuniga	Police Report	3/15/2022	NA		Referred to JSO
3/15/2022	Jesus Lopez	Police Report	3/15/2022	NA	\$ -	No Documents Available
3/15/2022	L. Martinez	Police Report	3/17/2022	NA	\$ -	No Documents Available
3/16/2022	LexisNexis	Accident Report	3/16/2022	NA	\$ -	No Documents Available
3/16/2022	LexisNexis	Accident Report	3/16/2022	NA	\$ -	No Documents Available
3/16/2022	Sophia Paul	Fire Report	3/22/2022	NA		No Documents Available
3/16/2022	Crystal Ovalle	Police Report	3/28/2022	NA	E	
3/21/2022	Paul Whittington	Police Report	3/21/2022	NA	E	
3/22/2022	Mark Cruey	Police Report	3/22/2022	Yes		Sent to AG
3/24/2022	Shelby East	Police Report	4/1/2022	NA	E	
3/29/2022	Brich Allen	Permit Report	3/29/2022	NA	\$ -	No Documents Available
3/30/2022	LexisNexis	Accident Report	3/30/1931	NA	\$ -	No Record Found
3/30/2022	Thomas Morga	Accident Report	3/30/2022	NA	\$ 6.00	
3/30/2022	LexisNexis	Accident Report	3/30/2022	NA	\$ -	No Record Found
3/30/2022	CPS	Police Report	3/30/2022	NA	E	
3/30/2022	LexisNexis	Accident Report	3/30/2022	NA	\$ -	No Record Found
3/30/2022	LexisNexis	Accident Report	3/30/2022	NA	\$ -	No accident report written
3/30/2022	LexisNexis	Fire Report	3/30/2022	NA	\$ -	Referred to Godley FD
3/31/2022	Jo. Co. Correction Dept.	Police Report	3/31/2022	NA	E	

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 25th through May 29th and May 2nd -3rd. 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:** Staff is slowing making changes to the website.

Permits & Inspections and Solid Waste/Recycle Pages has been updated.

I have made arrangements 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 at this time.

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.

Agenda Software- The agenda software program is complete.

Alcoholic Beverage Permits

Annual permits issued for 2022:

- 309 E. 12th 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

- Kimberly's Bistro & Wine Bar LLC- 200 North Broadway