



City Secretary's Office

Monthly Report

September 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 during the August 2022 and they were processed immediately following the meeting:

- August 18, 2022 Meeting Minutes
- Interlocal Cooperation Agreements with Johnson County for the housing of City of Joshua Class "C" Misdemeanor Offenses
- Amendments to the Johnson County Communications System Agreement
- Ordinance authorizing the issuance of Tax Notes, Series 2022A
- Ordinance approving the annual Budget for fiscal year beginning October 1, 2022 and ending September 30, 2023
- Ordinance adopting the City of Joshua 2022 Property Tax Rate
- Ordinance annexing 0.935 acres of land situated in the Thomas W. Baird Survey
- Development Agreement between the City of Joshua and Joshua Development Company
- Resolution approving the submission of the grant application for the Bullet-Resistant Shields for Active Shooter Responses
- Johnson County ESD Contract for Fire and Emergency Services
- Resolution casting votes for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election
- Resolution creating a Charter Review Commission
- Johnson County Threat Protocol
- Annual Board Appointments
- Authorize requests for proposals for administrative services and requests for qualifications for the 2023-24 Texas Community Development Block Grant Program

City Secretary attended the following meetings:

September 6, 2022	Planning & Zoning Commission
September 8, 2022	NTMCA Meeting
September 12, 2022	Type A EDC Meeting
September 12, 2022	Type B EDC Meeting
September 15, 2022	City Council Meeting
September 28, 2022	YMCA Board Meeting

Meeting Minutes prepared and approved:

- City Council – August 18, 2022
- Animal Control-August 03, 2021
- EDC Type A – August 08, 2022
- EDC Type B - August 08, 2022
- Planning & Zoning - August 01, 2022

Special Projects

Website Update- The City Secretary is working with a team of employees on designing the new website. The goal is to be completed and on-line shortly. The home page is completed and now working on department pages.

Development Agreements- City Secretary is currently working on another round of development agreements. They will be presented to city council in October 2022 and more in November 2022.

In December, the City Secretary's Office will begin renewing the 2018 agreements.

Other Projects being worked on:

- Christmas Party
- Annual Records Destruction
- Boo Bash
- Veterans Luncheon
- Chamber/City Christmas Event
- Board Training
- TABC Annual Renewals
- School Tour of city hall

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

Census Monthly Reporting

Report of Building Permits for new residential structures –

There were three (3) new single-family homes with the total valuation of \$1,590,000

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.

Liens

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

CITY OF JOSHUA		
OUTSTANDING PROPERTY LIENS		
AS OF		
9/30/2022		
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

Public Information Request

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

Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
9/1/2022	James Kevin Higgins	Police Report		9/15/2022		
9/1/2022	Theresa Dick	PD Cite & Release Documents	9/14/2022	NA		No Document
9/1/2022	Carol Ann Lee	Police Report	9/15/2022	NA		No Document
9/6/2022	LexisNexis	Police Report	9/6/2022	NA		Unable to Locate
9/6/2022	LexisNexis	Police Report	9/6/2022	NA		No Report Written
9/6/2022	LexisNexis	Police Report	9/6/2022	NA		No Report Written
9/9/2022	Amanda Caywood	Multiple Reports	9/14/2022	NA		No Document
9/13/2022	LeAnne Marziale	Reports for Heritage II		NA		Clarification Letter Sent 9/14/2022
9/17/2022	Emily Perez			NA		Clarification Letter Sent 10/3/2022
9/19/2022	Janine Rugas	Permit Report for 1 yr	9/19/2022	NA		Emailed
9/19/2022	Kevin Kamena	Police Report	9/26/2022	NA		Emailed
9/19/2022	Benjamin Ford	Police Report	9/26/2022	NA		No Report Written
9/21/2022	Chris Parrott	Permit Report	9/22/2022	NA		Emailed
9/12/2022	Maria Cruz	Police Report	9/29/2022	NA	\$6.00	Available for pick up/LM 9-29-22
9/23/2022	James Pore	Awarded firms for the design	10/3/2022	NA		Sent link to minutes w/info
9/23/2022	Amanda Caywood	Police Report	10/12/2022	NA		Clarification sent event page
9/27/2022	Jessica Swiney	Event # 2022201990	10/4/2022	NA		Emailed
9/27/2022	Sherri Kirschbaum	Police Report	10/3/2022	NA		No Document

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 next seminar (budgeted item) will be in October 2022. This is a mandatory seminar to re-certify in January 2023.

City Secretary Board 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

Election

Johnson County- General Election Day – November 8, 2022

City of Joshua- Uniform Election Day- May 6, 2023, for the following places:

- Place 2
- Place 5

Texas Constitutional Amendment election- November 7, 2023