



City Secretary's Office

Monthly Report

August 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:

- Approval of meeting minutes of July 21, 2022.
- Ratified the letter of engagement for annual audit services with Snow Garrett Williams, Certified Public Accountants of Weatherford.
- Interlocal agreement with JCSUD for water utilities facilities relocation and maintenance regarding Mockingbird Phase 2.
- Interlocal agreement with JCSUD for water utilities facilities relocation and maintenance regarding Joshua Highlands Development.
- Issuance of a Tax Note in the amount of \$1,000,000 for expenses related to the municipal project .
- Resolution proposing the adoption of an Ad Valorem Tax Rate .
- Development agreements between the City of Joshua and property owners of parcels located on Lot 7 and 8 PT of Block 1, in the Scarlet Oaks Addition PH II.
- Ordinance disannexing tracts of land described in exhibit “A”.
- Ordinance amending the Code of Ordinances by adding a new Section 1.03.003, "Signatures and Seals: Electronic, Digital and Facsimile

City Secretary attended the following meetings: Meeting Minutes prepared and approved:

August 1, 2022	Planning & Zoning Commission	• City Council – July 21, 2022
August 8, 2022	Type A EDC Meeting	• EDC Type A – April 18, 2022
August 8, 2022	Type B EDC Meeting	and July 11, 2022
August 10, 2022	TMCA Meeting	• EDC Type B - July 11, 2022
August 11, 2022	NTMCA Meeting	• Planning & Zoning - July 5, 2022
August 12, 2022	YMCA Board Meeting	
August 16, 2022	Mayor's Meeting with Pastors	
August 18, 2022	City Council Meeting	
August 19, 2022	YMCA/Chamber Meeting	
August 22, 2022	Type A Meeting	
August 24, 2022	YMCA Board Meeting	
August 25, 2022	Staff Meeting	
August 25, 2022	Develop Review Meeting	

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 online by the end of September 2022. 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.

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
- 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. 17.1 has been uploaded to the website. All ordinances as of July 21, 2022, have been codified.

Liens

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

CITY OF JOSHUA OUTSTANDING PROPERTY LIENS AS OF 8/31/2022		
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 August.

1	Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
2	8/1/2022	April Wisdom	Police Report	8/18/2022	NA	-	Requestor Withdrew Request 8/18/2022
3	8/1/2022	Kimberly Ann Pearson	Police Report	8/10/2022	NA	-	Emailed
4	8/1/2022	Nadia Eissa	Police Report	8/4/2022	NA	-	Emailed
5	8/1/2022	Sammy Rangwala	Code Violation Report	8/4/2022	NA	-	Emailed
6	8/1/2022	Sammy Rangwala	Fire Report	8/4/2022	NA	-	Emailed
7	8/3/2022	Sheri Bungardner	Planned Development Reg	8/4/2022	NA	-	Emailed
8	8/3/2022	Deborah Ramsey	Fire Report	8/4/2022	NA	-	Mailed Clarification Letter 8/4/22
9	8/3/2022	James Morris	Police Report	8/17/2022	NA	-	No Report Found
10	8/4/2022	Tina Falcone	Police Report	8/10/2022	NA	-	No Report Found
11	8/5/2022	Chris Parrott	Plot Plan	8/16/2022	NA	-	Emailed
12	8/7/2022	Benjamin Kapitan		8/10/2022	NA	-	Clarification Letter Sent 8/10/2022
13	8/8/2022	Janine Rugas	Building Permit Report	8/16/2022	NA	-	Emailed
14	8/8/2022	Barton Canaan		8/8/2022	NA	-	Clarification Letter Sent 8/8/2022
15	8/8/2022	Barton Canaan		8/8/2022	NA	-	Clarification Letter Sent 8/8/2022
16	8/8/2022	Tina Falcone	Police Report	8/10/2022	NA	-	No Report Found
17	8/8/2022	Mary Curry	Police Report	8/16/2022	NA	\$0.50	Report Printed
18	8/9/2022	Lori Montelongo	Photos of Dog Attack	8/10/2022	NA	-	Emailed Pic after confirmation the were of her.
19	8/9/2022	Jennifer Smith	Police Report	8/9/2022	NA	-	Emailed Report
20	8/11/2022	Alejandra Mares	Police Report	8/17/2022	NA	-	No Document/unable to locate event number
21	8/12/2022	Tina Carbaugh		8/12/2022	NA	-	Clarification Letter Sent 8/16/2022
22	8/14/2022	Milton Faber	Fire Report	8/17/2022	NA	-	Emailed
23	8/15/2022	Maria Dorz	Violation Report	8/16/2022	NA	-	Emailed
24	8/15/2022	Irene Martinez	Police Report	8/29/2022	NA	0.8	Released to subject of report. Sent to Gina 8/18
25	8/15/2022	Shyanne Carson	Police Report	8/17/2022	NA	-	No Report Found
26	8/16/2022	Elisha Updyke	Police Report	8/17/2022	NA	-	No Report Found
27	8/16/2022	Tina Martin	Police Report	8/29/2022	NA	-	No Report Found
28	8/16/2022	SmartProcure (Eric Chung)	City Purchasing Records	8/17/2022	NA	-	Emailed
29	8/16/2022	LexisNexis	Police Report	8/16/2022	NA	\$6.00	Mailed
30	8/16/2022	LexisNexis	Police Report	8/16/2022	NA	\$6.00	Mailed
31	8/17/2022	LexisNexis	Police Report	8/17/2022	NA	\$6.00	Mailed
32	8/17/2022	Chris Parrott	Permit Report	8/17/2022	NA	-	Emailed
33	8/18/2022	Enrique Resendez	Employee Evaluation Repo	8/30/2022	NA	-	Emailed
34	8/18/2022	Christine Diana Micklin	Court Record	8/18/2022	NA	-	Forward to Court to Process
35	8/23/2022	Whitney Calfee	Police Report	8/30/2022	NA	-	Sent to Gina/PD 8/29--No Document
36	8/23/2022	Tyler Gerik	Police Report	8/23/2022	NA	-	Sent to Gina/PD 8/23--Emailed link to report
37	8/23/2022	Jose Rolando Ramirez	Police Report	8/24/2022	NA	\$6.00	Ready for Pick up
38	8/24/2022	Will Bruner	Zoning Changes	8/30/2022	NA	-	Emailed
39	8/24/2022	Laura Luce	Police Report	8/29/2022	NA	-	No Report Found
40	8/29/2022	LexisNexis	Police Report	8/29/2022	NA	\$6.00	Mailed
41	8/29/2022	LexisNexis	Police Report	8/29/2022	NA	\$6.00	Mailed
42	8/29/2022	LexisNexis	Police Report	8/29/2022	NA	\$6.00	Mailed
43	8/29/2022	Jessica Turner	Police Report	8/30/2022	NA	-	Sent to Gina/PD 8/29--No Document
44	8/29/2022	Alicin McCloud	Zoning Information	8/30/2022	NA	-	Emailed Link
45	8/31/2022	Sammy Rangwala	Code Violation Report	9/6/2022	NA		Emailed
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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 (sworn in September 2022)
2. Texas Municipal Clerks Association-Technology Committee
3. YMCA Board and Fundraiser Committee Leader
4. Hope Conference Committee

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