



City Secretary's Office

Monthly Report

June 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 May 2022 and was processed immediately after the meeting:

- Approving the expenditure of \$13,868.00 to Johnson County for chip sealing the extension of Wagon Wheel Rd.
- Accepted the team of Randall Scott Architects and JE Dunn Construction "Request for Qualifications".
- Approved development agreements between the City of Joshua and property owners of parcels located on Oak Lane Dr. and CR 908.

Meeting Minutes prepared and approved:

- City Council – May 16, 2022 and May 19, 2022
- Planning & Zoning – April 04, 2022
- Planning & Zoning - May 10, 2022

City Secretary attended the following meetings:

June 06, 2022-	Planning & Zoning Commission
June 16, 2022-	Secretary of State-Online
June 16, 2022-	City Council Meeting
June 23, 2022-	NTMCA

Census Monthly Reporting

Report of Building Permits for new residential structures –

There were twelve (12) new single-family homes with the total valuation of \$4,051,288

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 March 17, 2022, have been codified. The next update is in process now.

Records Management

The destruction of records as allowed by the adopted schedule has been completed. A total of 63 boxes. The records were shredded on-site.

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 August 2022.

Below are several upcoming events the City Secretary has teamed up with the Chamber of Commerce to host this year:

Back to School Bash: August 13, 2022 - 9:00 a.m. to 1:00 p.m.

Joshua Fall Festival: October 8, 2022 - 9:00 a.m. to 1:00 p.m.

Veteran's Day Ceremony: November 11, 2022 - TBD

Christmas in the Park: December 3, 2022 - TBD

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

Liens

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

CITY OF JOSHUA OUTSTANDING PROPERTY LIENS AS OF 7/14/2022							
Property Address	Work Date	Description	Document Number	Filing Date	Filing Amount	Filing Fee	Total (w/o Interest)
	4/12/2013	Mowing/clean-up	2013-14021	6/10/2013	\$ 155.75	\$ 20.00	
CR 909, 801	Tract 20, G Cassaland Survey, Abs 173						\$ 632.74
	6/24/2016	Mowing/clean-up	2016-25336	10/14/2016	\$ 606.74	\$ 26.00	
CR 913 (126.827.00740)	Tract 21C, E M Thompson Survey, Abs 827						\$ 232.74
	10/18/2016	Mowing/clean-up	2017-1812	1/20/2017	\$ 206.74	\$ 26.00	
Lakeview Dr. (126.3505.00360)	Lot 36, Oak Haven Addition						\$ 282.74
	8/27/2016	Mowing/clean-up	2016-28699	11/21/2016	\$ 256.74	\$ 26.00	
Main, 200 N.	Lots 7-10, Block 4, Original Town Joshua Addition						\$ 192.74
	5/25/2016	Mowing/clean-up	2016-17727	7/26/2016	\$ 166.74	\$ 26.00	
Stadium Dr (126.0636.01640)	Tract 40, McKinney & Williams Survey, Abs 636						\$ 682.74
	10/17/2016	Mowing/clean-up	2017-1810	1/20/2017	\$ 656.74	\$ 26.00	
Yvonne Dr, 1004	Lot 2, Block 1 of the Purselley Addition						\$ 482.79
	8/1/2018	Contractor Fees - Purselley Add.	2018-21714	8/3/2018	\$ 456.79	\$ 26.00	
4th Street, 523	Tract 19 & 20, H G Cason Survey, Abs 156						\$ 275.75
	11/9/2012	Mowing/clean-up	2013-3547	2/12/2013	\$ 255.75	\$ 26.00	
6th Street (126.0029.03440)	Tract 11, W W Byers Survey, Abs 29						\$ 232.74
	10/14/2016	Mowing/clean-up	2016-25339	10/14/2016	\$ 206.74	\$ 26.00	
6th Street & Santa Fe	Tract 1, W W Byers Survey, Abs 29						\$ 337.74
	10/14/2016	Mowing/clean-up	2016-25342	10/14/2016	\$ 311.74	\$ 26.00	
14th Street, 201 E.	Tract 68A, W W Byers Survey, Abs 29						\$ 192.74
	6/15/2016	Mowing/clean-up	2016-17733	7/26/2016	\$ 166.74	\$ 26.00	
TOTAL OUTSTANDING PROPERTY LIENS							\$ 23,806.01

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

1	Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
2	6/1/2022	Rolex Domengiano	Permit Report	6/1/2022	NA	E	Emailled
3	6/1/2022	LexisNexis	Police Report	6/1/2022	NA	-	No Document
4	6/2/2022	Kathleen Casey	Police Report	6/2/2022	NA	-	No Document
5	6/3/2022	Lucio Lara	Police Report	6/3/2022	NA	-	No Report
6	6/5/2022	Angel Tormis	Communication Report	6/16/2022	NA	-	No Document
7	6/6/2022	Lori Montelongo	Police Report	6/20/2022	NA	-	Emailled
8	6/6/2022	Kelsi Jones	Police Report	6/21/2022	NA	\$0.40	
9	6/8/2022	Dana Cikankova	Property Information Report	6/8/2022	NA	-	Clarification Letter Sent
10	6/9/2022	LexisNexis	Police Report	6/9/2022	NA	\$6.00	Mailed
11	6/15/2022	Melissa Kircher	Police Report	6/22/2022	NA	-	Emailled
12	6/15/2022	Chris Parrott	Permit Report	6/15/2022	NA	-	Emailled
13	6/21/2022	Michelle Brown	Violation Report	6/21/2022	NA	-	No Document
14	6/21/2022	Jerry Wright	Termination Report	6/22/2022	NA	-	Emailled
15	6/22/2022	Michelle Brown	General Questions	6/22/2022	NA	-	Sent Letter
16	6/22/2022	Melissa Kircher	Police Report	6/22/2022	NA	-	Emailled
17	6/24/2022	Melissa Sneed	Fire Report	6/27/2022	NA	-	No Report (Not in city limits)
18	6/24/2022	Melissa Sneed	Fire Report	6/24/2022	NA	-	No Report
19	6/28/2022	Metropolitan Reporting Bureau	Police Report	6/28/2022	NA	-	Mailed
20	6/28/2022	Stacy Alvarez	Police Report	6/28/2022	6/28/2022		
21							