



## **City Secretary's Office**

### **Monthly Report**

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

- Resolution designating Mike Kidd as a signatory for the City of Joshua Financial Accounts.
- Ratified the IT Contract with TodoVerde.
- Interlocal agreement with JCSUD for water utilities facilities relocation and maintenance regarding Joshua Meadows PH3C.
- Authorized EDC Type B to contract with GrantWorks to update the Park Masterplan in the amount of \$8,750.
- Ordinance approving a request for a zoning change regarding approximately 1.4255 acre of land in the George Casseland Survey, Abstract No. 173, County of Johnson, Texas, located in the 1000 Block of South Broadway
- Development Agreement between the City of Joshua and SRE Joshua Dev, LLC relative to the residential subdivision development of Mockingbird Hills Addition Phase 2
- Pre-Construction Service Agreement with JE Dunn for the construction design, estimate, and establish costs for new City Hall and Police Facility.
- Agreement with Randall Scott Architects for conceptual design of a Municipal Complex
- Assistance to the Joshua Area Chamber in the amount of \$62,550

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

July 05, 2022-	Planning & Zoning Commission	• City Council – June 21, 2022
July 07, 2022-	Zoning Board of Adjustment	• EDC Type A – April 18, 2022
July 13, 2022-	CivicPlus-Designer	• EDC Type B - April 18, 2022
July 13, 2022-	Website team	• Planning & Zoning - June 06, 2022
July 21, 2022-	City Council	• Zoning Board of Adjustment - May 5, 2022
July 21, 2022-	NTMCA	

## **Census Monthly Reporting**

Report of Building Permits for new residential structures –

There were four (4) new single-family homes with the total valuation of \$2,066,058

## **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.

## **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. The home page is completed and now working on department pages.

City Secretary has completed round 2 of development agreements. They will be presented to city council in August 2022.

## **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. 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

## Liens

The list below are active liens held by the City of Joshua. –  
1 lien paid in full during July 2022.

CITY OF JOSHUA OUTSTANDING PROPERTY LIENS AS OF 7/31/2022		
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
<b>TOTAL OUTSTANDING PROPERTY LIENS</b>	<b>\$</b>	<b>23,613.27</b>

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

### July 2022 Public Information Request

1	Requested Date	Requestor	Documents	Date Released	AG Letter	Cost/Electronic	Notes
2	7/1/2022	Lexis Nexis	Police Report	7/1/2022	NA	-	No Report Written
3	7/6/2022	Debbie Zaidan	Fire Report	7/13/2022	NA	-	Emailed
4	7/6/2022	Marcia Diller	Police Report	7/13/2022	NA	-	Released
5	7/11/2022	Vesa Naubkarinen	Police Report	7/11/2022	NA	\$0.50	Sent to Gina
6	7/11/2022	Jodi Benke	Fire Report	7/18/2022	NA	-	Emailed
7	7/13/2022	Thomas Ledbetter	Arrest Report	-	7/20/2022	-	Certified Letter
8	7/13/2022	Angie Trifovesti	Permit	7/13/2022	NA	-	Emailed--Sent to Cheryl
9	7/14/2022	Maria Dorz	Code Violation Report	7/19/2022	NA	-	Emailed--Sent to Joey
10	7/18/2022	Lexis Nexis	Police Report	7/18/2022	NA	-	No Report Written
11	7/19/2022	Lexis Nexis	Police Report	7/19/2022	NA	\$3.50	Mailed
12	7/19/2022	Lexis Nexis	Police Report	7/19/2022	NA	-	No Report Written
13	7/19/2022	Lexis Nexis	Police Report	7/19/2022	NA	-	No Report Written
14	7/19/2022	Heather Ward	Police Report	7/19/2022	NA	-	No Document--Sent to Gina
15	7/19/2022	Mercedes Thompson	Police Report	7/20/2022	NA	-	Sent Clarification Letter
16	7/20/2022	Tina Falcone	911 Calls	7/20/2022	NA	-	Sent Clarification Letter
17	7/20/2022	Rashelle D Fetty	Police Report	7/20/2022	NA	-	Sent to Gina
18	7/21/2022	Adrian Lopez	Police Report	8/1/2022	NA	-	Clarification Letter Sent
19	7/21/2022	Nicholas Locke	Police Report	8/1/2022	NA	-	Sent to Gina 7/28--Clarification Letter Sent
20	7/25/2022	Theo Thompson	C/O Report	7/25/2022	NA	-	Emailed
21	7/26/2022	Lexis Nexis	Police Report	7/26/2022	NA	\$3.50	Mailed
22	7/26/2022	Lexis Nexis	Police Report	7/26/2022	NA	-	No Document
23	7/22/2022	Rene Cruey	Police Report	7/28/2022	NA	-	Emailed
24	7/23/2022	Pete Lewiston	Building Permit Report	7/23/2022	NA	-	Emailed
25	7/28/2022	Margaret Hunter	Police Report	7/28/2022	NA	\$6.00	Picked up
26	7/29/2022	Gilma Gorman	Police Report	7/29/2022	NA	-	No Report Written