

CITY SECRETARY'S OFFICE

Monthly Report | August 1 - September 5, 2026

August was an exceptionally active month for the City Secretary's Office. In addition to the daily responsibilities of supporting the City Council and boards and commissions, records management, public information, meeting preparation, and official document maintenance, the office coordinated several major special projects, community events, legislative initiatives, and upcoming City activities.

CITY COUNCIL & MEETING ADMINISTRATION

- Prepared and coordinated City Council agendas, agenda packets, public notices, staff reports, resolutions, ordinances, and supporting documentation.
- Prepared and revised official meeting minutes.
- Worked with City departments to review and finalize agenda wording and supporting information prior to meetings.
- Processed and maintained approved ordinances, resolutions, agreements, contracts, and other official documents.
- Assisted with agenda items involving mobile food vendors, dispatch services, asset forfeiture, patrol rifles, disannexation matters, and other City business.
- Prepared information related to the TML Risk Pool Board of Trustees election.
- Continued providing day-to-day assistance to the Mayor, City Council, City Manager's Office, department directors, and City Attorney regarding meetings, records, notices, and official City documents.

BOARDS & COMMISSIONS

- Prepared agendas, notices, minutes, and supporting documentation for City boards and commissions.
- Coordinated scheduling and meeting requirements for boards.
- Reviewed board terms expiring September 30, 2026.
- Contacted members with expiring terms regarding their interest in reappointment.
- Advertised opportunities for residents to serve on City boards and commissions.
- Received and organized applications for upcoming appointments.
- Began preparing information for the City Council's upcoming board and commission appointment process.
- Continued maintaining board membership, terms, applications, and related records.

ELECTIONS & LEGISLATIVE ACTIVITY

- Prepared the City's resolution regarding proposed legislation concerning county election services for May municipal elections.
- Coordinated the resolution for City Council consideration and approval on August 20.
- Continued communicating with State Representative Helen Kerwin and State Representative David Cook regarding the proposed legislation.
- Communicated with city secretaries and municipalities regarding the issue and resolutions adopted or being considered by local governing bodies.

- Began tracking cities that have adopted or are considering resolutions related to the proposal.

RECORDS MANAGEMENT & PUBLIC INFORMATION

- Continued management and preservation of the City's official records.
- Processed ordinances, resolutions, contracts, agreements, minutes, notices, and other permanent records.
- Coordinated and responded to public information requests.
- Assisted departments with records searches and document retrieval.
- Maintained required public notices and postings.
- Provided guidance and assistance to staff regarding records, public information, and document requirements.
- Continued routine administrative responsibilities required of the City Secretary's Office.

25-YEAR TIME CAPSULE OPENING CEREMONY

A major focus during August was planning and coordinating the City's 25-Year Time Capsule Opening Ceremony, held August 29 at the Joshua YMCA Community Room.

- Developed the ceremony program and order of events.
- Coordinated participation by City departments and community organizations.
- Organized historical materials and displays.
- Coordinated recognition of current and former elected officials.
- Prepared event signage and historical information.
- Coordinated refreshments and event setup.
- Organized displays representing the past and present of the Parks Department, EDC, Fire Department, Police Department, City Secretary's Office, Pathway, Joshua ISD, and Caddo Cemetery.
- Approximately 75 people attended, exceeding expectations for the event.

NEW 2026-2051 TIME CAPSULE

- Researched and coordinated the purchase of the new stainless-steel time capsule.
- Developed the 2026-2051 time capsule design and graphics.
- Researched archival preservation methods for items being placed inside the capsule.
- Requested letters from City officials and staff addressed to their future replacements.
- Established an October 10 deadline for letters and plans to place them in archival sleeves for preservation.
- Began collecting and identifying items for inclusion.
- Began planning the Time Capsule Planting Ceremony scheduled for November 7 at 10:00 a.m. at City Park.

JOSHUA'S HOMETOWN CHRISTMAS ON MAIN STREET

Planning increased significantly for the City's December 5 Christmas celebration.

- Continued development and coordination of the overall event.
- Developed event branding and promotional materials.

- Prepared and released vendor and parade applications.
- Developed parade participation and safety guidelines.
- Began recruiting businesses, schools, churches, organizations, and community groups to participate.
- Began outreach regarding a live Nativity.
- Confirmed Santa and Mrs. Claus.
- Worked on parade route and logistics.
- Continued development of activities for children and adults.
- Worked with staff on vendor areas, activities, and event responsibilities.
- Developed Christmas ornament designs and other promotional materials.
- Continued sponsorship solicitation and funding efforts.

SPONSORSHIPS, COMMUNICATIONS & SPECIAL PROJECTS

- Continued sponsorship efforts for the 2026 Christmas event and early planning for the 2027 Independence Day Celebration.
- Worked on community investment and sponsorship opportunities.
- Assisted departments with public-facing communications and announcements.
- Prepared recruitment materials for City employment opportunities and boards and commissions.
- Prepared proclamations and ceremonial documents.

GOALS BELOW.

2026-2027 GOALS & PRIORITIES

In addition to the daily responsibilities and projects of the City Secretary's Office, the following goals have been established for the 2026-2027 year:

1. Complete the City's Codification Project

Continue working with the codification company and City departments to complete the comprehensive codification of the City's Code of Ordinances. This significant 9-12-month project is already underway, with the goal of having the updated Code completed and available during the 2026-2027 year.

2. Expand Training for Elected and Appointed Officials

Build upon the training currently provided to City Councilmembers and appointed board and commission members. Develop additional orientation materials, resources, and ongoing training opportunities regarding roles and responsibilities, ethics, open meetings requirements, and City processes.

3. Build Two Signature Community Events

Continue developing Joshua's Hometown Christmas on Main Street and the Independence Day Celebration into two signature annual events for the City of Joshua. Focus on community participation, sponsorships, partnerships, organization, and memorable experiences that bring residents, businesses, community organizations, and the City together.

4. Earn the Municipal Clerks Achievement of Excellence Award

Work toward receiving the Municipal Clerks Achievement of Excellence Award for the second time, demonstrating the City Secretary's Office's continued commitment to professional standards, innovation, records management, elections, transparency, and service.

5. Complete the Second Cycle of the IIMC Emerging Professional Program

Successfully complete the second cycle of the International Institute of Municipal Clerks Emerging Professional Program (EPP), continuing professional development and strengthening leadership skills and knowledge that can be applied within the City organization.

6. Launch the City's New Website

Complete implementation and launch of the City's new website, ensuring information is accurate, easy to navigate, mobile-friendly, accessible, and useful to residents. Establish procedures for keeping information current and utilizing the website as an effective communication and transparency tool.

7. Stay Engaged in the 2027 Texas Legislative Session

Monitor legislation during the 2027 Texas Legislative Session that may affect the City, particularly legislation involving municipal elections, open government, public records, and City Secretary responsibilities. Provide timely information to City leadership regarding relevant legislative developments.

8. Municipal Election Legislation

Continue coordinating with cities, municipal clerks, professional organizations, and state legislators regarding proposed legislation addressing county election services for May municipal elections. Track supporting resolutions, share information among interested municipalities and organizations, and monitor the proposal during the legislative process.

OVERALL GOAL

Continue strengthening the City Secretary's Office by successfully balancing major long-term projects with the daily statutory and administrative responsibilities of the office; improving services and organizational support; supporting City leadership; strengthening community events; maintaining professional development; and staying informed on issues affecting the City of Joshua.

LOOKING AHEAD

- City Council and board meeting administration.
- September board and commission appointments.
- Ongoing records management and public information responsibilities.
- Continued work on the Citywide codification project.
- Development of elected and appointed official training resources.
- Implementation of the new City website.
- Monitoring preparations and developments related to the 2027 Texas Legislative Session.
- Collection and preservation of items for the 2026-2051 Time Capsule.
- November 7 Time Capsule Planting Ceremony.
- Final planning and coordination for Joshua's Hometown Christmas on Main Street on December 5.
- Sponsorship development and planning for the 2027 Independence Day Celebration.
- Continued professional development and work toward the Municipal Clerks Achievement of Excellence Award and completion of the second EPP cycle.

The City Secretary's Office continues to manage a broad range of statutory, administrative, records, governance, community engagement, professional development, and special-project responsibilities while simultaneously advancing several significant long-term initiatives for the City.