

## **CITY OF JOSHUA**

### **City Secretary Monthly Report – April 2026 and May 2026 (Through May 15)**

#### **Key Highlights**

- Successfully administered the May 2, 2026, General Election, including extended early voting operations and emergency weather response procedures.
- Coordinated and hosted a successful Board Training attended by approximately 30 board and commission members.
- Assisted in launching the City's America's 250th Celebration, helping secure substantial sponsorship funding and overwhelming community support.
- Continued leadership in agenda management, legislative coordination, website accessibility compliance, records management, and special projects.
- Worked on the proposed FY budget due May 15, 2026, while continuing daily operational responsibilities.

#### **Elections Administration & Transparency**

- Successfully administered the May 2, 2026, General Election.
- Early Voting was conducted April 20–28, 2026, with the final two days consisting of 12-hour voting periods.
- Election Day hours were 7:00 a.m. to 7:00 p.m.; election staffing hours extended from approximately 6:00 a.m. to 9:00 p.m.
- No complaints were received, and election workers performed exceptionally well.
- During one evening of Early Voting, tornado sirens activated, and voting operations closed early to allow election workers to safely return home.

#### **Board & Council Meeting Administration**

- Prepared and finalized agenda packets, legally posted required agendas, and published required notices in paper and on the City website.
- April 2026: Attended and administered 1 Board Meeting and 1 Regular City Council Meeting.
- May 2026 (through May 15): Prepared agenda packets and posted agendas for 4 Board Meetings, 1 Special City Council Meeting, and 1 Regular City Council Meeting.
- Will administer the Oath of Office to newly elected and re-elected officials during the May 21, 2026, City Council Meeting.
- Prepared a proclamation recognizing the Citizens on Patrol Program.

#### **Board Training – April 18, 2026**

- Hosted a successful Board Training from 9:00 a.m. to 2:00 p.m. attended by approximately 30 board and commission members.
- Special guest speaker Catherine Huckaby presented on leadership, transparency, and effective governance.

- City Attorney Terry Welch and Attorney Jeff Moore provided training regarding governance and economic development.
- Provided attendees with a light breakfast and catered lunch to encourage networking and collaboration.

#### **America's 250th Celebration Initiative**

- Worked with the pastoral group and City Management to change the Joshua United Event to America's 250th Celebration.
- Immediately began sponsorship outreach and fundraising efforts.
- Partnered with EDC Director Nora Fussner on sponsorship outreach and community engagement.
- Secured additional funding support from City Management, Type A EDC, and Type B EDC.
- Established the leadership initiative: "One Team. One Community. One Historic Celebration."
- Focused event goals include a free children's area, vendors, a DJ, and a patriotic drone show.

#### **Technology, Records, Budget & Legislative Initiatives**

- Continued work on the new City website with a focus on accessibility and transparency.
- Continued Municode software updates and coordination.
- Worked with State Representative Helen Kerwin regarding election legislation and continued service on the Animal Legislation Committee.
- Continued review and organization of Fire Department records for records retention processing.
- Coordinated with Government Code legal staff regarding the official re-codification process.
- Completed the monthly Census Report showing six single-family residential permits with a total valuation of \$2,679,680.00.
- Assisted the City Manager with a special project involving land taxation and valuation research.
- An inventory of the records room is scheduled for May 20, 2026, followed by eligible records destruction in compliance with approved retention schedules.

#### **Community & Intergovernmental Engagement**

- Partnered with EDC Director Nora Fussner to coordinate a ribbon-cutting ceremony for State Representative Helen Kerwin's new legislative office in Joshua.
- Continued coordination with local pastors and community leaders regarding community outreach initiatives.

#### **Training, Professional Development & TMCA Engagement**

- Will co-host a Yellow Rose Chapter Meeting with the City of Keene for City Secretaries and municipal professionals from the DFW area in June.
- Selected and submitted approval for an IIMC Athenian Dialogue online event for the North Texas Municipal Clerks Association scheduled for July 24, 2026.
- The Athenian Dialogue is a 9-hour accredited event approved for IIMC and TMCA educational credit.

- Will serve as a speaker at the TMCA Records Management Seminar in Plano on August 20, 2026.
- Continue to serve on the Executive Board of the Texas Municipal Clerks Association and recommitted for another year.

**Conclusion**

The City Secretary's Office continues to manage a significant volume of operational, legislative, election, financial, and community engagement responsibilities while supporting transparency, compliance, and exceptional public service.