

City Secretary Monthly Report

May 2026

Elections

The City Secretary's Office successfully administered the May 2, 2026, General Election. Extended hours for Early Voting were offered at the end of April to provide additional opportunities for voter participation. Election Day operations were conducted efficiently, and the election process was completed successfully and in compliance with all applicable election laws and procedures.

Public Information Requests

During the month of May, the City Secretary's Office processed and responded to 37 Public Information Requests, ensuring timely compliance with the Texas Public Information Act while maintaining transparency and accessibility for citizens.

Records Management & Special Projects

Staff continued daily records management responsibilities and worked closely with engineers on a special project requiring coordination, document review, and records support.

Joshua America's 250th Celebration

The City Secretary's Office began planning the Joshua America's 250th Celebration, a community-wide event commemorating the nation's 250th anniversary. Efforts included fundraising activities, sponsorship outreach, and coordination with city staff and community partners. A leadership team was established to assist with event planning, logistics, marketing, volunteer coordination, and community engagement to ensure a successful celebration for residents and visitors.

Meetings & Administrative Support

City Secretary prepared Agendas, Packets, Minutes, and attended the following meetings:

- Planning & Zoning Commission
- Type A EDC
- Type B EDC
- Animal Shelter Advisory Board
- City Council meetings

Ongoing Projects

- Updating and reorganizing the City's website as part of a new website design and enhancement project.
- Implementing updates and improvements within the Municode platform.
- Working closely with the Code of Ordinances legal team on the comprehensive recodification

of the City's ordinances.

- Making enhancements and workflow improvements within the NextRequest software system.
- Supporting city-wide technology and records management improvements.

Ongoing Responsibilities

Maintaining official city records, processing legal notices and postings, coordinating board and commission appointments and communications, assisting citizens, staff, and elected officials, and supporting city-wide projects and initiatives.

Summary

May was a productive month highlighted by the successful administration of the General Election, continued commitment to transparency through public information requests, collaboration on special city projects, advancement of technology and records management initiatives, progress toward the recodification of the City's Code of Ordinances, and the launch of planning efforts for Joshua America's 250th Celebration.