

CITY OF JOSHUA

City Secretary Monthly Report | September 2026

Records Management

Coordinated the destruction of 36 banker boxes of records that met applicable Texas State Library and Archives Commission retention requirements. At approximately 500 pages per box, an estimated 18,000 pages were destroyed. Records included materials from all departments.

Public Information Requests

Handled 41 numbered public information requests. Some requests took approximately 30 minutes to complete, while several required a full day of research, record collection, review, and coordination with departments.

Meetings and Official Records

Attended four meetings, prepared the meeting minutes, and prepared and posted agendas and packets. Continued maintaining official City records and assisting departments with meeting and records questions.

Time Capsule Projects

Continued follow-up work for the opening of the City's 2001–2026 time capsule, held August 29 at the Joshua YMCA Community Room with approximately 75 attendees. Also coordinated contributions, letters, and preparations for the new 2026–2051 time capsule. Letters are due October 10, and placement at City Park is planned for November 7, 2026, at 10:00 a.m.

Hometown Christmas on Main Street

Took on overall coordination of the December 5, 2026, Christmas event, including sponsorships, fundraising, promotional materials, ornament sales, vendor outreach, the parade, and planning with City departments. Planned attractions include a tree lighting, parade, Santa and Mrs. Claus, free ice rink, snow slide, snow globe, children's activities, vendors, and more. Coordinated the parade route from H.D. Staples Elementary toward City Park, along with street-closure planning and event logistics.

Sponsorships and Event Support

Identified \$10,000 from Type A, \$10,000 from Type B, and \$1,500 from Texas Health in event support commitments, plus \$5,000 in H-E-B gift cards. Promoted approximately 100 commemorative ornaments priced at \$20 each (donation); about half sold shortly after the public announcement.

Summary

September included substantial records work and meeting support while time capsule preparations and planning for the Christmas event added significant new responsibilities. The City Secretary's Office continued serving City departments, elected officials, and residents throughout the month.