CITY OF JOSHUA

City Secretary's Monthly Report

October 1–31, 2026

Department Overview

October was another exceptionally busy and productive month for the City Secretary's Office. In addition to regular statutory and administrative responsibilities, the office successfully completed the launch of the City's new website, experienced a significant increase in public information requests, supported City Council and board meetings, and continued coordinating several major community events. The month also included professional development and statewide recognition for leadership in the municipal clerk profession.

1. New City Website – Successfully Launched

The City's new website was officially launched on October 15, 2026, marking the successful completion of a major project.

The new website provides a more modern, user-friendly platform for residents, businesses, and visitors to access City information, services, meeting agendas, public notices, and community announcements.

Work included:

- Coordinating the final stages of website development and implementation.
- Reviewing and updating departmental information and website content.
- Ensuring information was organized, accessible, and easy for residents to locate.
- Assisting with the transition to the new website.
- Continuing to update information and promote the website following its launch.

This project represents a significant accomplishment in the City's efforts to improve communication, transparency, and public access to information.

2. Public Information Requests

The City Secretary's Office handled 61 public information requests during October, a substantial increase over the 21 requests handled in September.

Responsibilities included:

- Reviewing and tracking requests to ensure compliance with statutory deadlines.
- Coordinating with City departments to gather responsive records.
- Researching, reviewing, and preparing documents for release.
- Working with legal counsel on requests involving confidential or potentially excepted information.
- Preparing correspondence and documentation for requests requiring rulings from the Texas Attorney General's Office.

Several requests required extensive research, coordination, and legal review, adding significantly to the office's daily workload.

3. City Council and Board Meetings

Prepared agendas, agenda packets, meeting minutes, and attended the following October meetings:

- City Council
- Type A Economic Development Corporation
- Type B Economic Development Corporation
- Planning & Zoning Commission

Responsibilities included coordinating agenda items with departments, reviewing supporting documentation, posting public hearing and meeting notices, preparing minutes, and maintaining official City records.

The office also continued providing administrative support to City officials, board members, department directors, and the City Manager's Office.

4. 2026–2051 Time Capsule Ceremony Preparations

Significant time was dedicated to planning and coordinating the City's Time Capsule Placement Ceremony scheduled for November 7, 2026, at Joshua City Park.

Work included:

- Coordinating the design and ordering of the commemorative plaque.
- Working closely with the Parks Department on placement of the stone, site preparation, and ceremony setup.
- Developing the ceremony agenda and program.
- Preparing advertisements, announcements, and promotional materials.
- Continuing to collect and organize historical items, photographs, and letters from the community for inclusion in the capsule.

The new time capsule will preserve a snapshot of Joshua in 2026 for future generations when it is opened in 2051.

5. Joshua's Hometown Christmas on Main Street

Planning and coordination continued for Joshua's Hometown Christmas, scheduled for Saturday, December 5, 2026.

The City Secretary is overseeing, with a team, the overall organization of this major community event, including vendor coordination, sponsorships, advertising, attractions, parade planning, logistics, and coordination with City departments.

October accomplishments and planning included:

- Secured participation from more than 90 vendors.

- Made the decision not to include food trucks to encourage attendees to patronize and support existing downtown restaurants and businesses.
- Continued coordinating a variety of free family-friendly attractions, including:
    - Synthetic ice-skating rink.
    - Human-sized snow globe for family photographs.
    - Snow slides.
    - Santa's Workshop area with children's activities.
    - Santa and Mrs. Claus.
    - Christmas parade and additional holiday entertainment.
- Continued working with downtown businesses to encourage participation and promote special holiday offerings.
- Coordinated event marketing, social media announcements, promotional materials, and community outreach.
- Continued sponsorship and fundraising activities, including sales of the City's first commemorative Christmas ornament.
- Worked with City departments on event layouts, street closures, equipment, public safety, and logistical arrangements.

The goal is to create a memorable holiday experience for families while bringing visitors downtown and supporting Joshua's local businesses.

6. 2027 Independence Day Celebration – Early Planning

Early planning is also underway for the City's 2027 Independence Day Celebration, scheduled for July 3, 2027.

Following the success of the City's 2026 America's 250th Celebration, efforts have begun to develop another outstanding community event while ensuring safety, proper planning, and financial responsibility.

October activities included:

- Working with event professionals to evaluate what activities and entertainment can safely be accommodated at the school location.
- Reviewing potential event layouts, setup areas, equipment placement, and space requirements.
- Beginning development of an overall plan of action addressing event setup, operational needs, scheduling, and logistics.
- Identifying necessary permissions, approvals, and coordination with school officials and other appropriate agencies.
- Exploring funding opportunities, sponsorships, and potential financial support.
- Reviewing entertainment options and working toward establishing a preliminary event budget.

Planning is beginning well in advance to allow sufficient time to secure funding, obtain necessary approvals, coordinate with professionals, and develop a safe, organized, and memorable Independence Day celebration for the community.

7. Professional Development and Statewide Recognition

Attended the Texas Municipal Clerks Association (TMCA) Advanced Institute in October.

During the Institute, the City Secretary was honored with the TMCA President's Choice Award in recognition of leadership in establishing and overseeing the association's statewide Mentoring Program.

The program was developed to connect experienced municipal clerks with individuals seeking professional guidance, encouragement, and career development opportunities.

This recognition reflects continued involvement and leadership in the municipal clerk profession at the statewide level.

November Priorities

- Continue managing public information requests, meeting administration, and records management responsibilities.
- Complete final preparations and coordinate the November 7 Time Capsule Placement Ceremony.
- Continue preparations for Joshua's Hometown Christmas on December 5, including final vendor arrangements, parade planning, advertising, and public safety coordination.
- Continue planning the 2027 Independence Day Celebration, including working with event professionals, developing site layouts, identifying required approvals, and exploring funding opportunities.
- Maintain and update the newly launched City website.
- Continue ongoing administrative duties, official records maintenance, and support for City Council and City departments.
- Start preparation for the May 2027 Election.
