

City Secretary Monthly Report
June and July 2026

Elections

Although the May 2 General Election was over, the work did not stop on Election Day. During June and July, I completed the required post-election follow-up, maintained the official election records, monitored election-law requirements, and continued planning for future municipal elections.

Public Information Requests

I continued to receive an overwhelming number of Public Information Requests during June and July. Each request requires careful review, research, coordination with city departments, and a timely response. Even with the unusually heavy volume, I remained focused on responding as promptly as possible, complying with the Texas Public Information Act, and keeping the City's records transparent and accessible to the public.

Records Management & Special Projects

Along with the larger projects, I continued the daily records work that often happens behind the scenes. This included reviewing, organizing, retaining, and retrieving official city records; helping staff locate documents; and providing records support for ongoing city projects

Joshua America's 250th Celebration

A significant amount of my time in June was devoted to the final preparations for Joshua America's 250th Celebration. I worked closely with city departments and community partners on sponsorships, vendor communication, event logistics, marketing, volunteers, the Freedom Tribute, and countless last-minute details. The work paid off when more than 5,000 people joined us at Joshua ISD Stadium on July 3. After the celebration, my work continued with sponsor recognition, financial reconciliation, vendor follow-up, and event closeout. It was a major undertaking, but it was also rewarding to see the community come together for such a memorable celebration.

Meetings & Administrative Support

At the same time, the regular meeting schedule continued. I prepared agendas, legal notices, postings, meeting packets, and minutes for the City Council and the City's boards and commissions. I also handled follow-up documentation and ongoing communication with elected officials, board members, city staff, and the public. These responsibilities involve multiple deadlines and often require several meetings and projects to be moving forward at the same time.

Other Major Projects

In addition to elections, records, meetings, Public Information Requests, and the July 3 event, I continued working on several major projects. These included updating and reorganizing the City's website, implementing Municode improvements, working with the Code of Ordinances legal team on the comprehensive recodification of the City's ordinances, improving workflows in NextRequest, preparing for the time capsule projects, and supporting city-wide technology and records-management improvements.

Ongoing Responsibilities

Throughout both months, I also continued the everyday responsibilities of the City Secretary's Office: maintaining the City's official records, processing legal notices and postings, coordinating board and commission communications, assisting citizens, supporting elected officials and staff, and responding to the unexpected issues that arise each day. Much of this work was completed while the larger projects and special events were moving forward.

Summary

June and July were two very busy months, with several major responsibilities happening at the same time. I balanced post-election work, an overwhelming volume of Public Information Requests, regular meetings and records duties, website and ordinance projects, time capsule preparations, and the final planning and closeout of Joshua America's 250th Celebration. While the workload was demanding, I am proud of what was accomplished and grateful for the teamwork that helped make these months successful.

Current Projects

- Codification of all city ordinances
- Records Destruction
- Christmas on Main Event
- Independence Day Event
- May Election
- Records Management Speaker at TMCA Seminar
- Legislation – Bill
- Time Capsule Opening
- Time Capsule Closing