

City of Joshua  
City Secretary's Office  
Monthly Report  
Reporting Period: December 2025  
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## GENERAL OVERVIEW

The City Secretary's Office continues to play a vital role in ensuring compliance, transparency, and seamless support for the City Council, staff, and the public. This month has been especially active, with significant efforts focused on the new public information software, legislative bills, recordkeeping, and responding to citizen needs.

### Task

City Council Agendas Prepared	1
Council Meeting Minutes Completed	1
Supporting Documents Processed	2
Board/Commission Agendas Prepared	3
Meetings	
Board/Commission Minutes Completed	3
Supporting Documents Processed	
Public Information Requests Processed	40
Resolutions/Ordinance Indexed	4
U.S. Census Bureau Monthly Report	1
TABC License Applications Processed	0
Liens Filed with Johnson County Clerk	4
Opioids Settlement- Working with the Texas Attorney General's Office on the City of Joshua's participation in the state settlement.	
Coordinated multi-department support for agendas and records.	

## **May 2, 2026, General Election**

Preparations and statutory requirements for the upcoming **May 2, 2026, General Election**, which will include the election of **City Council Place 2 and Place 5**, in accordance with the Texas Election Code.

### **Current Status**

The **Notice of Deadline to File an Application for Place on the Ballot** has been prepared and posted on the City's bulletin boards and official website as required by law.

**Candidate packets** will be available for pickup beginning the **first week of January 2026**.

An ordinance calling the **May 2, 2026, General Election** will be presented to the City Council for consideration in **January 2026**.

### **Candidate Filing Period**

- **First day to file:** January 14, 2026
- **Last day to file:** February 13, 2026

Applications must be filed during regular business hours unless otherwise permitted by statute.

### **City Secretary Mandatory Office Hours**

In accordance with the Texas Election Code, mandatory office hours for the City Secretary will be observed during the election period as follows:

- **March 13, 2026, through June 11, 2026**

### **Early Voting Period**

Early voting for the May 2, 2026, election will be conducted:

- **April 20, 2026, through April 28, 2026 – Hours are pending council decision**

### **Training/Education**

- Enrolled in the Silver EPP 2-year Program with the International Institute of Municipal Clerks. (Round 2)-The education requirements for the EPP are advanced and complex, like those of the MMC program. The breadth and depth of the EPP courses are academically advanced.
- TMCA-Practical Tools for Public Sector Productivity
- TMCA-Leadership without a Title

- NTMCA-attended monthly training meeting in Weatherford
- TMCA-attended: Six Types of Working Genius- Unlocking the Way to do our Best Work.
- TMCA: Cohosting a 2-hour webinar regarding 101 City Secretary.
- Attending the 54<sup>th</sup> Annual Election Law Seminar on January 21<sup>st</sup> through January 23<sup>rd</sup>.  
**The registration fees are waived since I am a speaker for three sessions.**

## **Board Training**

The date has been set: the official date is January 24, 2026, from 9 am to 3 pm. The following topics will be discussed:

1. **Roles and Responsibilities**  
Understand the distinct roles of board and commission members, staff, and the City Council. Learn about conflict-of-interest laws, ethical standards, and fiduciary duties.
2. **Conducting Effective Meetings**  
Gain tools for running productive meetings: how to handle public comment (dos and don'ts), what constitutes a meeting or executive session, the importance of openness in decision-making, and the basics of voting, motions, and amendments.
3. **Open Meetings, Public Information, and Records Management**  
Explore the Open Meetings Act, Public Information Act, and records management requirements. Learn how agendas are set and posted, quorum requirements, and what qualifies as a public record (emails, texts, notes, and recordings).
4. **City Governance Framework**  
Build familiarity with the City's Charter, Code of Ordinances, and Comprehensive Plan to better understand how they guide decision-making and long-term planning.
5. **Zoning and Land Use**  
Review zoning basics, land use planning, and the development review process to understand how these elements shape community growth.
6. **Economic Development**  
Learn about tools available to the City's Economic Development Corporation, including grants, abatements, and 380/381 agreements that help attract and support businesses.
7. **Communication and Trust-Building**  
Discover the importance of clear, transparent communication, listening effectively, providing consistent information, and building trust with fellow members, staff, Council, and the community.

## **Ongoing Projects:**

- Develop and Implement a Board Policy Manual
- Establish a Board Member Orientation Program
- Updating Records Management Procedures and Internal Records Policies

**Final**

The City Secretary's Office continues to see high levels of demand across all service areas. Ongoing improvements in technology and processes are essential to meet this growing workload. The City Secretary remains committed to serving the Council, staff, and citizens of Joshua with excellence.