

City of Joshua
City Secretary's Office
Monthly Report
Reporting Period: September 2025
Prepared by: Alice Holloway, City Secretary

I. 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, following legislative bills, maintaining records, and responding to citizen needs.

II. MEETING & BOARD SUPPORT

Task	Quantity
City Council Agendas Prepared	1
Council Meeting Minutes Completed	1
Supporting Documents Processed	11
Board/Commission Agendas Prepared	4
Meetings	
Board/Commission Minutes Completed	4
Supporting Documents Processed	3
Board Vacancies/Applications Processed	32 positions

III. RECORDS MANAGEMENT

Task	Quantity
Public Information Requests Processed	30
Records Archived/Digitized	40 Boxes Destroyed
Ordinances Indexed	0
Resolutions Indexed	2
Retention Schedule Reviews	All

IV. REPORTS FILED

- U.S. Census Bureau

V. LEGAL & OFFICIAL NOTICES

Task	Quantity
TABC License Application	2
Liens File with Johnson County Clerk	2
Legal Notices Published	5
City Hall/Website Postings	5
Proclamations/Certificates Prepared	4
	1

VI. Citizen Outreach

Task	Quantity
Facebook	Views ⓘ 352.2K ↑ 115.1% – Top Post: Charlie Kirk
Newsletter	5

VII. SPECIAL PROJECTS

- **Board Appointments-** The majority of boards are full as of the September Council Meeting.
- **Opioids Settlement-**Working with the TX AG on the City of Joshua participating in the settlement.
- **Policy/Procedure Review:**
Updating Records Management procedures and internal records policies
- Joshua Animal Shelter Fundraising Campaign
- National Voters Day at City Hall

VIII. TRAINING

Task
• NA

IX. HIGHLIGHTS

- Coordinated multi-department support for agenda and records.
- Prepared historical records for long-term storage and preservation.

X. UPCOMING PRIORITIES

- Citywide records destruction-Destroyed in September -40 Boxes of Records
- Updated document retention and destruction schedules.

XI. FINAL NOTES

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.