

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

## 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	5
Board/Commission Agendas Prepared	0
Meetings	
Board/Commission Minutes Completed	0
Supporting Documents Processed	0
Public Information Requests Processed	48
Resolutions/Ordinance Indexed	5
U.S. Census Bureau Monthly Report	1
HB 103-10 years of Historical Data on Taxes, bonds, and bond-related information Database In Progress	
TABC License Applications Processed -TABC Applications and Invoices will go out to all vendors in the City in December	
Liens Filed with Johnson County Clerk	12 (several more waiting to be filed)

Board Appointments- Added all newly appointed and reappointed board members into Laserfiche, Municode Voting, and updated on Website.

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.

### **December 13, 2025, Election Update**

The required Notice to File was posted on October 17, 2025. This office accepted applications from October 17, 2025, through November 3, 2025, at 5:00 p.m. Four candidates filed for the City Council Place 1 position. The drawing for place on the ballot was conducted on November 6, 2025, and was open to the public. All required election forms were submitted on November 10, 2025, to ESS Vote to facilitate ordering the necessary election equipment. The Vote Express machine was rented and picked up from Johnson County.

Early voting was conducted from December 1 through December 9, 2025. Voter turnout during early voting was low; however, several individuals residing outside the city limits attempted to vote. In each instance, I contacted the Johnson County Elections Office to verify the individual's voter registration status and confirm whether they were registered within the City of Joshua. Curbside voting was also provided, along with addressing a few unique situations that arose during the early voting period. Our new election clerks performed exceptionally well, and through teamwork, all issues were resolved promptly and in compliance with election requirements. Daily reports were completed and submitted on time as required. All cameras located within the polling area were turned off and covered for the duration of early voting.

Election Day is scheduled for Saturday, December 13, 2025. Four election clerks will be assigned to work at the polling location, and I will be present, as required by the Texas Election Code, at City Hall from 6:00 a.m. until approximately 8:00 p.m. The City will provide food and beverages for election workers on Election Day only. Additionally, several applications for ballot by mail were processed and mailed during this election cycle.

All possible action items have been placed on the December Agenda since the election is after the posting of the agenda. I have written an ordinance to canvass the election, prepared the statement and oath, added an item to call a runoff election, and if necessary, an ordinance will be uploaded on Monday to the runoff item with all the necessary information.

### **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**

### **Legislative Update – Senate Bill 2753**

Senate Bill 2753 establishes updated early voting requirements, which will apply to this election cycle, including:

### **Early Voting Period Defaults**

- **May elections and any resulting runoff:** Early voting begins on **Election Day minus 9 days (ED-9)**

### **Early Voting Hours**

- Early voting hours may be conducted between **6:00 a.m. and 10:00 p.m.**
- **Weekend and holiday voting is mandatory**

### **Early Voting Locations & Hours**

- **Main Early Voting / Permanent Branch:**

- Minimum of **9 hours per day**, or
  - **4 hours per day** if the political subdivision has fewer than 1,000 registered voters
- **Temporary Branch Locations:**
  - Minimum of **8 hours per day**

## **Election Day Requirements**

- All early voting locations must be used on **Election Day**; however, additional Election Day polling locations may be added if needed.

## **Training/Education**

- Enrolled in the Silver EPP 2-year Program with the International Institute 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-Monthly Training Meeting in Trophy Club
- TMCA-The Weight of Service: Processing Compassion Fatigue in the Municipal Clerk's Office.
- TMCA: Reframing Power: Leading with Strength, Awareness, and Courage.
- 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 will be 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.