

City of Joshua

City Secretary's Office – Monthly Report

Reporting Period: October 2025

Prepared by: Alice Holloway, City Secretary

I. Overview

The City Secretary's Office continues to serve as the operational backbone of the City of Joshua, ensuring transparency, legal compliance, and efficient administrative support to the City Council, City Manager, and the public. October was an exceptionally active month, reflecting the ongoing increase in workload due to election administration, record management updates, and citizen engagement.

In addition to day-to-day administrative responsibilities, the office made notable progress in election coordination, fundraising efforts, and professional development initiatives that strengthen city operations.

II. Core Administrative Functions

City Council and Board Support

- City Council Agendas Prepared: 1
- City Council Meeting Minutes Completed: 1
- Supporting Documents Processed: 5
- Board/Commission Agendas Prepared: 3
- Board/Commission Meetings Held: 3
- Board/Commission Minutes Completed: 3
- Board Appointments: All newly appointed and reappointed members were entered into Laserfiche, Municode Voting, and updated on the City website.

Public Records and Information Management

- Public Information Requests Processed: 40
 - A total of 46 documents were reviewed and redacted in compliance with the Texas Public Information Act.
 - One letter was submitted to the Texas Attorney General's Office requesting permission to withhold information as legally required.
- Resolutions and Ordinances Indexed: 4
- U.S. Census Bureau Monthly Report: 1
- TABC License Applications Processed: 1
- Liens Filed with Johnson County Clerk: In Progress
- HB 103 Historical Data Project: Compiling **10 years** of data on taxes, bonds, and related financial information: In Progress

- Records Management: Continued updates to retention schedules and working on digital filing procedures to improve efficiency and legal compliance.

III. Election Administration

The City Secretary's Office has been heavily involved in organizing the **December 13, 2025**, Special Election to fill the City Council Place 1 vacancy.

- Notice to File posted October 17, 2025.
- Candidate Applications were accepted October 17–November 3, 2025.
- Four candidates successfully filed for Place 1.
- Ballot Order Drawing conducted November 6, 2025, open to the public.
- Ballot and Equipment Coordination:
 - Required forms submitted to ESS Vote on November 10, 2025.
 - Vote Express Machine pickup scheduled for November 20, 2025.
 - Ballots and election supplies have been ordered and should be received soon.

Election Worker Training and Staffing

This election will include all new election workers joining the team to support both early voting and Election Day operations.

An in-person training session will be held in November, prior to early voting, to ensure all workers are properly trained and prepared to deliver a smooth and compliant election process.

IV. Community and Interdepartmental Initiatives

Joshua Animal Shelter Fundraising

Partnered with Tommy at the animal shelter and worked at a booth at the Fall on Main Event and raised more than \$1,000 in three hours through T-shirt and raffle ticket sales, helping fund ongoing shelter improvements.

Interdepartmental Coordination

- Coordinated multi-department support for agendas, records, and policy updates.
- City Camera Operations-given access and attended training to learn full system functionality.
 - Successfully used the system to fulfill a Public Information Request, enhancing efficiency and response accuracy.

State and Legal Coordination

- Working with the Texas Attorney General's Office to ensure the City's compliance and participation in the State Opioid Settlement Program.

V. Professional Development and Training

The City Secretary continued professional leadership and education through the Texas Municipal Clerks Association (TMCA):

- Attended TMCA Advanced Institute Seminar.
 - Sworn in for another term on the TMCA Executive Board following nomination and election.
 - Earned credit for Course 3.
- Attended TMCA Free Seminar: Grant Writing and Administration.

- Invited Speaker: Scheduled to present two sessions at the Election Law Seminar in January 2026, earning credit and a waived registration fee for the City.

VI. Summary

October 2025 underscored the high level of activity and dedication within the City Secretary's Office. From managing 40 public information requests and coordinating the upcoming special election to enhancing records management and successfully fundraising for the animal shelter, the department continues to demonstrate productivity and professionalism.

With new technology access, election staff training, and continuous process improvements underway, the City Secretary's Office remains fully committed to excellence and service to the citizens of Joshua.





September 11, 2025

Dear Alice Holloway,

On behalf of the Board of Directors, it is my pleasure to inform you that you have been awarded the International Institute of Municipal Clerks' Bronze Certificate of Achievement, demonstrating completion of the first two years of the Education P.L.U.S. Program. Attached is your digital certificate. We know you will display it proudly.

The Bronze Certificate of Achievement is provided only to those Municipal Clerks who complete demanding educational requirements and have a record of significant contributions to their local government, community, and state.

We thank you for your commitment to lifelong learning, which is essential for all in local government to keep pace with the growing demands and changing needs of the citizens we serve. We applaud your educational accomplishments and congratulate you on achieving this milestone, as well as your pursuit of professional excellence.

Sincerely,

Dawn Abrahamson, MMC
IIMC President
International Institute of Municipal Clerks

In 2020, there were some discrepancies. Mayor Joe Hollarn and the City Manager asked me to take over the reporting regarding the permitting and all other city monthly and annual reports.

RE: [EXTERNAL] Preliminary Population Estimates



TDC (Texas Demographic Center) <tdc@u
To: Alice Holloway; TDC (Texas Demographic Center)



Reply

Reply All

Forward



Thu 10/30/2025 8:33 PM

External (tdc@utsa.edu)

[Report This Email](#)

Good afternoon Alice,

Thank you for your email and feedback. I wanted to acknowledge receipt of your email and let you know that I have forwarded your concerns with our estimates to the Lead for the Texas Population Estimates and Projections Program.

I did also take a look through our records and noticed that your city has consistently provided us with building permit data which is extremely helpful for our work. As we have received building permit data from your city every year since 2020, we will take a closer look at the calculation process we use on our end to determine why there was a change in the estimate compared to last year.

I will reach back out to you if we require any additional information from your city.

Thank you,

Valeria Alvarez

Texas Demographic Center

tdc@utsa.edu

(210) 458-6543

Alice,

You have done a wonderful job as a board liaison! You are definitely the model of a successful liaison.

Kind regards,

Alicia Richardson, TRMC, CMC

City Secretary/Chief Governance Officer

NRH

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