

## CITY OF JOSHUA

**To:** Mayor and City Council

**From:** Alice Holloway, City Secretary

**Subject:** City Secretary Monthly Report

---

### Key Highlights

- Administration of the **May 2, 2026, General Election**, including a citywide voter engagement campaign
  - Coordination of multiple board and commission meetings, postings, and cancellations in compliance with statutory requirements
  - **Re-codification process officially initiated** in partnership with the Government Code legal team
  - Overseeing the **website redesign and ADA accessibility compliance efforts** ahead of the upcoming legal mandate
  - Active collaboration on **state-level election legislation** and service on the Animal Legislation Committee
  - Development of **Board Training (April 18, 2026)** and continued progress on the Board Handbook
  - Participation as an instructor for **Texas Municipal Clerks Association – City Secretary 101 webinar**
  - Ongoing **records management project**, including review and processing of old Fire Department records
- 

### Overview

The City Secretary's Office continues to manage a high volume of statutory, administrative, and community-focused responsibilities. This report outlines key activities and progress made during the reporting period.

---

### Workload Metrics (March)

- **Agenda Packets Completed:** 3
- **Sets of Minutes Prepared:** 3
- **Meetings Attended:** 3
- **Public Information Request:** 47

These metrics reflect the consistent workload required to support boards and commissions while ensuring compliance with open meetings requirements and accurate recordkeeping.

---

## Elections Administration & Transparency

- Continued administration of the **May 2, 2026, General Election**, ensuring compliance with all legal requirements and deadlines.
  - Ongoing implementation of an **Election Campaign** to increase voter awareness and participation.
  - Key election dates communicated to the public:
    - Early Voting: April 20 – April 28, 2026
    - Election Day: May 2, 2026
- 

## Board & Commission Support

- Coordinated **Board Training** scheduled for April 18, 2026 at 9:00 a.m.
  - Provided support for boards and commissions, including:
    - **Type A EDC:**
      - March meeting canceled;
      - April 13, 2026 agenda packet prepared and posted.
    - **Type B EDC:**
      - March meeting attended and supported.
      - April meeting canceled
    - **Planning & Zoning Commission:**
      - March 2, 2026, meeting coordinated, including agenda preparation, posting, and meeting administration.
      - April meeting canceled.
  - Continued development of the **Board Handbook** to improve governance practices and onboarding processes.
- 

## Legislative & Professional Engagement

- Working with State Representative Helen Kerwin on proposed **election legislation** for the upcoming legislative session.
  - Serving on the **Animal Legislation Committee**.
  - Participated as an instructor in a **Texas Municipal Clerks Association webinar**, *City Secretary 101*.
- 

## Technology, Records & Process Improvements

- Ongoing development of the **new City website**, focusing on accessibility, transparency, and user experience.

- Leading efforts to ensure compliance with upcoming **ADA accessibility requirements** for all webpages and documents.
  - Implementing updates and improvements to the **Municode system**.
  - The **re-codification process has officially begun**, with the legal team at Government Code initiating their comprehensive review. The City Secretary's Office is working closely with their team throughout this process to ensure accuracy, consistency, and alignment with current ordinances.
  - Reviewing and organizing multiple binders of **Fire Department records** for proper processing in accordance with records retention schedules.
- 

## **Community Engagement**

- Coordinating with local pastors and community leaders for the **National Day of Prayer**.
  - Assisting in planning the **Joshua United Community Event** to promote community engagement.
- 

## **Conclusion**

The City Secretary's Office continues to advance multiple high-priority initiatives while maintaining compliance with statutory requirements and supporting transparency, efficiency, and community involvement.