

City of Joshua
City Secretary's Office
Monthly Report
Reporting Period: July 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	7
Board/Commission Agendas Prepared	2
Meetings	
Board/Commission Minutes Completed	2
Supporting Documents Processed	1
Board Vacancies/Applications Processed	0

III. RECORDS MANAGEMENT

Task	Quantity
Public Information Requests Processed	33
Records Archived/Digitized	127 + pages
Ordinances Indexed	2
Resolutions Indexed	2
Retention Schedule Reviews	3

IV. REPORTS FILED

- U.S. Census Bureau

V. LEGAL & OFFICIAL NOTICES

Task	Quantity
TABC License Application	1
Liens File with Johnson County Clerk	5
Legal Notices Published	6
City Hall/Website Postings	10
Proclamations/Certificates Prepared	0

VI. Citizen Outreach

Task	Quantity
Facebook	287,365 Views – Top Post: Business Highlight Owls Nest
Newsletter	4

VII. SPECIAL PROJECTS

- **CodeRED-** As part of an ongoing effort to enhance public safety and improve emergency communications, I focused on updating the custom geocoder for the City of Joshua's CodeRED emergency notification system. This project required close collaboration with both Johnson County officials and CodeRED representatives to ensure that all city addresses, particularly new developments and previously unlisted locations, were accurately added to the system.
By ensuring the city's address database was fully integrated, we significantly improved the system's ability to locate and notify residents during emergencies. This update also streamlined the sign-up process for citizens, making it easier for them to enroll in the alert system and receive timely, location-specific notifications.
- **Board Appointments-** Actively seeking applicants to fill upcoming vacancies on City boards and commissions. Coordinating with current board members whose terms are set to expire on September 30 to confirm their intent to seek reappointment or step down.
- **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
- **Replacing all photo frames in the council chambers with a new design. Frames have been delivered.**

Updating all mayoral photo frames with a new, uniform professional design to ensure a consistent and polished presentation.

VIII. TRAINING

Task

Advanced Notary
Technical Writing
Technical Writing Session 2

The above training was
provided at no cost by the
Texas Municipal Clerks
Association.

IX. HIGHLIGHTS

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

- Citywide records destruction-Schedule to be destroyed in August.
 - Updates to document retention and destruction schedules.
 - August TMCA Seminar regarding Legislative Updates.
 - Training with Laserfiche regarding online forms
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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.