

City of Joshua
City Secretary's Office
Monthly Report
Reporting Period: January 2026
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	8
Board/Commission Agendas Prepared	4
Meetings	
Board/Commission Minutes Completed	4
Supporting Documents Processed	4
Public Information Requests Processed	36
Resolutions/Ordinance Indexed	5
U.S. Census Bureau Monthly Report	1
TABC License Applications Processed	2
Liens Filed with Johnson County Clerk	3
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.	

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 **May 2, 2026, General Election** was presented and approved by the City Council at the January 2026 Meeting.

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**

Training/Education

- Enrolled in the Silver EPP 2-year Program with the International Institute of 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: Cohosting a 2-hour webinar regarding "101 City Secretary".

- Attended the 54th Annual Election Law Seminar January 21st through January 23rd. **The registration fees were waived since I was a speaker for three sessions.**

Board Training

The original date was canceled due to the weather. I am currently working on rescheduling. 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 New Council and 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.



TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

AT THE
UNIVERSITY OF NORTH TEXAS

1155 Union Circle #305067, Denton, Texas 76203-5017 • 940-565-3488 • municlerks.unt.edu

January 19, 2026

Alice Holloway
City Secretary
City of Joshua
101 S Main St
Joshua, TX 76058

Dear Alice,

On behalf of the Executive Board and staff of the Texas Municipal Clerks Association and Certification Program, I thank you for your participation as a guest speaker during the 54th Annual Election Law Seminar. The time and expertise you spent preparing for and sharing your presentation helps ensure that elections in Texas are run in a professional, efficient, and transparent manner. You have provided a valuable asset to your profession and your colleagues.

As a form of gratitude, please accept the enclosed Certificate of Appreciation for sharing your knowledge with attendees at the Seminar. Once again, thank you for your service to the Texas Municipal Clerks Association and Certification Program. You make our organization ~~one of~~ the best in Texas.

Respectfully,

A handwritten signature in black ink, appearing to read "Amy C. Holt".

Amy C. Holt, PhD, TRMC
Education Director

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Alice Holloway

For sharing her knowledge and expertise with her colleagues and other municipal officials across the state of Texas at the 54th Annual Texas Municipal Clerk's Election Law Seminar.

January 22, 2026
Date

Angie Holt
Education Director