

City of Joshua
City Secretary's Office
Monthly Report
Reporting Period: August 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	2
Council Meeting Minutes Completed	2
Supporting Documents Processed	8
Board/Commission Agendas Prepared	1
Meetings	
Board/Commission Minutes Completed	1
Supporting Documents Processed	1
Board Vacancies/Applications Processed	Applications in September Agenda Packet

III. RECORDS MANAGEMENT

Task	Quantity
Public Information Requests Processed	41
Records Archived/Digitized	133 + pages
Ordinances Indexed	0
Resolutions Indexed	2
Retention Schedule Reviews	1

IV. REPORTS FILED

- U.S. Census Bureau
- Secondary Manufacturers National Opioid Settlement

V. LEGAL & OFFICIAL NOTICES

Task	Quantity
TABC License Application	3
Liens File with Johnson County Clerk	5
Legal Notices Published	3
City Hall/Website Postings	8
Proclamations/Certificates Prepared	0

VI. Citizen Outreach

Task	Quantity
Facebook	167,967 Views – Top Post: Prayers for Minneapolis Catholic School Community
Newsletter	5

VII. SPECIAL PROJECTS

- **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
- Joshua Animal Shelter Fundraising Campaign

VIII. TRAINING

Task

- TMCA-Building Resilient
- Laserfiche Forms Train
- Webex
- Legislation Update

IX. HIGHLIGHTS

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

X. UPCOMING PRIORITIES

- Citywide records destruction-Schedule to be destroyed.
- Updates to document retention and destruction schedules.

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.